

Public Practical Nursing Programs

USE THIS TOOL IF YOU ARE A PRACTICAL NURSING PROGRAM OFFERED BY EITHER A PUBLIC CAREER-TECHNICAL INSTITUTION OR A PUBLIC TWO-YEAR COLLEGE. DONOT USE THIS TOOL IF YOU ARE AN ASSOCIATE DEGREE REGISTERED NURSING PROGRAM. ASSOCIATE DEGREE PROGRAMS SHOULD USE THE TOOL TITLED "ASSOCIATE DEGREE REGISTERED NURSING PROGRAMS."

Career-Technical Credit Transfer (CT²)

Course Equivalency Management System Decision Tree

For Help Contact Bob Casto, Validation Center Coordinator

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This is a tool to help you prepare to submit

STOP: DO YOU KNOW THE NAME OF YOUR INSTITUTION'S CTAG COORDINATOR OR CT² CONTACT?

FIND OUT AT <http://regents.ohio.gov/careertechtransfer/resources.html>. Look under CT² Coordinators/Contacts

In order for completers (your students) to receive credit under Career Technical Credit Transfer (CT²), institutions must document that their course/program content matches the learning outcomes in the Career-Technical Assurance Guide (CTAG). The statewide credit guarantee offered by CT² is available to students from public institutions of education.

There are two parts to the submission process: (1) creating the course or program inventory and (2) matching instructional content to each learning outcome in the CTAG.

The process is very simple for Ohio Board of Nursing approved programs whether the program is at a career-technical institution or at a college. Such programs only have to create their course or program inventories and upload their approval letters. It's that simple.

Doing so streamlines the submission, saves time, and makes submitting your program under CT² much easier. Learn how this is done by answering the following questions.

The following represents a series of questions or steps that should be navigated by faculty members and/or CTAG coordinators prior to using the Ohio Board of Regents Course Equivalency Management System (CEMS) submission tool.

- I. Have you examined the Practical Nursing to Pre-licensure Associate Degree Nursing Career-Technical Assurance Guide (CTAG)? This document can be reviewed at either of the following URL's.

http://regents.ohio.gov/careertechtransfer/learning_outcomes.html

<http://ct2.securespsite.com/CEMS%20Help%20System/CT2%20Program%20Overview%20Information.aspx>

- a. If yes, PROCEED. If no, STOP and proceed no further until familiar with the learning outcomes in the CTAG.
- II. Have you gathered your Ohio Board of Nursing letter of approval for your practical nursing program? It is important that the effective date of your approval is stated in the letter. A PDF file copy of the approval letter will be submitted via this process.
 - a. If yes, PROCEED. If no, STOP!
 - III. Are your educational resources (text books, CDs, lab manuals, etc.) current and written by recognized authors?
 - a. If yes, PROCEED. If no, STOP!
 - IV. Have you answered yes to all previous questions?
 - a. If yes, PROCEED to the CEMS production site at <https://atc.regents.ohio.gov/CEMS/login>. At the site you will login and create your course/program inventory and accomplish your match by uploading your approval letter. For the most part, the approval letter is the only documentation. Follow the directions on each screen by using the Virtual Trainer . . . click the icon on each screen to hear voice prompts.



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