

DECISION TREE

Culinary and Food Service Management

Career-Technical Credit Transfer (CT)²

Course Equivalency Management System Decision Tree

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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 (CT)² CONTACT?

FIND OUT AT <http://regents.ohio.gov/careertechtransfer/fundamental-information/index.php>

Look under School and College/University (CT)² Coordinator and Contact Rosters. You may also look under (CT)² Coordinators/Contacts.

In order for completers (your students) to receive credit under Career Technical Credit Transfer (CT)², institutions must document that their course/program content matches the learning outcomes in the Career-Technical Assurance Guides (CTAGs). The statewide credit guarantee offered by (CT)² is available to students from public institutions of education.

There are two parts to the submission process: (1) creating the course/program inventory and (2) matching instructional content to each learning outcome in the CTAG, which is called "match inventory." Both must be completed before sending to the Board of Regents.

The process is very simple for programs that are accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) and/or those that can document access to the National Restaurant Association's (NRA), ServSafe® Certification Examination; ProStart® Certificate of Achievement; and/or the American Culinary Federation's Junior Culinarian Certificate.

The following table describes the needed documents and/or certificates.

CTAN	Document to be uploaded by program
CTCF001 Sanitation and Safety	Certified ServSafe® Instructor and Registered ServSafe® Protor certificates issued by the National Restaurant Association or Certificate or Letter of accreditation from ACFEFAC.
CTCF002 Introduction to Hospitality and Tourism	Official recognition of the Ohio Restaurant Association as a full-program ProStart® school or Certificate or Letter of accreditation from ACFEFAC.
CTCF003 Food Production Laboratory	Certified ServSafe® Instructor and Registered ServSafe® Protor certificates issued by the National Restaurant Association and Official recognition of the Ohio Restaurant Association as a full-program ProStart® school or Certificate or Letter of accreditation from ACFEFAC.
CTCF004 Cooperative Work Experience	Official recognition of the Ohio Restaurant Association as a full-program ProStart® school or Certificate or Letter of accreditation from ACFEFAC.

For example: A school submitting to gain approval for CTCF001 would upload the Certified ServSafe® Instructor and Registered ServSafe® Protor certificates issued by the National Restaurant Association. A school submitting to gain approval for CTCF001 and CTCF002 would need to submit the Certified ServSafe® Instructor and Registered ServSafe® Protor certificates issued by the National Restaurant Association as well as the Official recognition of the Ohio Restaurant Association as a full-program ProStart® school.

Accreditation is documented by uploading a current certificate or letter of accreditation from the ACFEFAC.

Programs that are not accredited or that cannot provide the ServSafe® or ProStart® documents are required to provide syllabi that verifies the content; however, program completers must hold one of the named credentials or certifications to gain access to the statewide credit guarantee.

Programs that can document access to the various certifications or those that are accredited need only have to create their course or program inventories, upload the required documents, and then complete the “match inventory.” It’s that simple! This streamlines the process, saves time, and makes submitting your program under (CT)² much easier. Learn how this is done by answering the following questions.

Institutions may submit to a single course/CTAN or may chose to submit to all courses in the CTAG. It simply depends on the documentation offered by each institution. Warning: Program completers must be eligible to sit for one of the named credentials.

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

- I. Have you examined the Culinary and Food Service Management Career-Technical Assurance Guide (CTAG) to select which courses/CTANs coincide with what you offer at your institution? The CTAG can be reviewed at either of the following URL. Note: your level of accreditation and access to various certifications likely determines what you offer **AND WHETHER THE PROGRAM IS ELIGIBLE TO SUBMIT.**
<http://regents.ohio.gov/careertechtransfer/ctags/index.php>
 - a. If yes, PROCEED. If no, STOP and proceed no further until familiar with the learning outcomes in the Culinary CTAG.
- II. Are your program completers eligible to sit for the NRA's ServSafe® Certificate?
 - a. If yes, PROCEED to submit for CTCF001, Sanitation and Safety.
- III. Are your program completers eligible to sit for the Ohio Restaurant Associations (ORA) ProStart® Certificate of Achievement?
 - a. If yes, PROCEED to submit for CTCF002, Introduction to Hospitality and Tourism and CTCF004, Cooperative Work Experience.
- IV. Are your program completers eligible to sit for the NRA's ServSafe® Certificate and are eligible to sit for either the ORA ProStart® Certificate of Achievement or the American Culinary Federation Junior Culinarian Certificate?
 - a) If yes, PROCEED to submit to CTCF003, Food Production Laboratory.
- V. **[Colleges and universities only]** Have you reviewed your curriculum to determine what courses may satisfy the learning outcomes in the Culinary CTAG?
 - a. If yes, PROCEED. If no, STOP!
- VI. **[Colleges and universities only]** Have you compared the credit hours of your chosen courses to determine how closely they match hours assigned to each course/CTAN in the Culinary CTAG?
 - a. If yes, PROCEED. If no, STOP!

Note: It is important to select courses from your curriculum that closely match the assigned credits and learning outcomes in each course/CTAN. The sum total of the selected courses must meet or SLIGHTLY EXCEED the credit hours of each course/CTAN in the Culinary CTAG.

VII. [Career Technical (adult and secondary), colleges and universities] Have you gathered your accreditation documents or documents provided by the NRA or ORA for each course/CTAN to which you plan to submit? A PDF file copy of the document will be submitted via this process. Note: the documents must clearly state the effective dates of your approval or when it expires.

a. If yes, PROCEED. If no, STOP!

VIII. [Career Technical (adult and secondary), colleges and universities] Non-ACFEFAC accredited programs or those without ServSafe® or ProStart® documents must use their syllabi to document compliance with learning outcomes. Have you gathered your syllabi?

a. If yes, PROCEED. If no, STOP! Syllabi are needed for the submission process. A guide for syllabus construction can be found at

<http://ct2.securespsite.com/CEMS%20Help%20Documents/Syllabus%20Guidance%20-%20March%2011,%202008.pdf>

Syllabi must be in a PDF file format suitable for attaching.

IX. Does the course/content that you wish to match to CTCF003, Food Production Lab and CTCF004, Cooperative Work Experience have laboratory or clinical components?

a. If yes, PROCEED. If no, STOP! These courses must have associated psychomotor experiences, which are documented.

X. Are your educational resources (text books, CDs, lab manuals, etc.) current and written by recognized authors?

a. If yes, PROCEED. If no, STOP!

XI. 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 by uploading agreements and/or accreditation documents. DON'T FORGET TO COMPLETE PART 2 CALLED "CREATE A NEW MATCH."

Follow the directions on each screen by using the Virtual Trainer . . . click the icon on each screen to hear voice prompts.

