



# ***Career-Technical Credit Transfer (CT2)***

## ***Hands on Lab***

***Created by Tammy McClish, Validation Center Coordinator for Medical Assisting at the University of Akron. Edited by Robert Casto, BOR Coordinator.***

***NOTE: THIS TRAINING AID USES MEDICAL ASSISTING EXAMPLES, BUT APPLIES TO ANY AND ALL TECHNOLOGIES***



Revised: 11-12-2009



# Getting Started

## **First Step: For Faculty.**

- Go on line to <https://atc.regents.ohio.gov/CEMS>
- Login
- Review decision trees for selected technology (very, very important step).

## **Second Step: For Faculty.**

### [Course/Program Creation for Faculty \[Part One\]](#)

- Click on course program inventory
- Click on create a new course
- Complete the next five screens, which informs the OBR of the name of your course/program, hours associated with your course, pre-requisites, course description, textbooks, instructional goals, description of assessment, and if necessary attach your electronic syllabi and the electronic version of your approval, charter, or accreditation document.
- Save as a draft or click finalize. When you finalize this course or program creation you will see that it is “approved.” The approval is from you not the Ohio Board of Regents.

## **Third Step: For Faculty.**

### [Match Creation for Faculty \[Part Two\]](#)

- Click on match inventory
- Click on create a new match
- Complete the next 8 screens which will show how your course matches the accepted learning outcomes for the selected technology.
- Save as a draft or finalize. When you finalize this match your institutional CT2 contact person or CTAG coordinator will need to move the match onto the Board of Regents. When the BOR validates your match, the status of your match will change.

## **Fourth Step: For Institutional CT2 Contacts and CTAG Coordinators**

### [Sending the Course/Program to the BOR](#)

- Click coordinator contact portal
- Tell the BOR which courses are ready for validation or send the course/program back to your faculty for rework.

# Syllabus Submission Requirements

Technology	Do we need to supply syllabi if our program is chartered, approved, or accredited?	What if my program is not chartered, approved, or accredited?
Fire Fighting (all levels) "Chartered by Division of EMS"	No	Yes (Lorain County Community College, Lakeland Community College, and University of Cincinnati)
EMT (all levels) "Accredited by the Ohio Board of Emergency Services"	No	
Medical Assisting "Accredited by CAAHEP"	No	Yes
Practical Nursing "Approved by the Ohio Board of Nursing"	No	
Registered Nursing (AD) "Approved by the Ohio Board of Nursing"	No	
Mechanical Engineering Tech'	N/A	Yes
Electrical Engineering Tech'	N/A	Yes
Automotive "NATEF /ASE Approved"	No, but would be nice	
Information Technology-Support and Services	Yes	Yes
Information Technology-Networking	Yes	Yes
Basic Peace Officer	No	Yes
HVAC/R	No	Yes
Culinary	No, if Tech Prep agreement exists or if accredited by ACFEFAC	Yes. Thus syllabi are required of adult ed programs and those without Tech Prep agreements.

# For Career-Technical Institutions (secondary and adult): Should I Submit Guidelines?

Program	Is your program approved, accredited, or chartered; or provided by such a program from a local public college?	Is your program ODE/CTAE approved?	Are your completers eligible to sit for any of the following credentialing or license exams as well as any of the listed end-of-program assessments?	Do I submit to CT <sup>2</sup> ?
<b>First Responder</b>	Yes by Ohio Board of Emergency Services	Yes	Ohio First Responder Certificate	Yes
<b>EMT-Basic</b>	Yes by Ohio Board of Emergency Services	Yes	Ohio EMT-B Certificate	Yes
<b>EMT-Intermediate</b>	Yes by Ohio Board of Emergency Services	Yes	Ohio EMT-I Certificate	Yes
<b>EMT-Paramedic</b>	Yes by Ohio Board of Emergency Services	Yes	Ohio EMT-P Certificate	Yes
<b>Volunteer Fire Fighter</b>	Yes by Ohio Division of EMS	Yes	Ohio Volunteer Fire Fighter Certificate	Yes
<b>Fire Fighter I</b>	Yes by Ohio Division of EMS	Yes	Ohio Fire Fighter I Certification	Yes
<b>Fire Fighter II</b>	Yes by Ohio Division of EMS	Yes	Ohio Fire Fighter II Certification	Yes
<b>Automotive Technology (Brakes, Electrical, Engine, Suspension/Steering)</b>	Yes by NATEF/ASE	Yes <b>For secondary programs, submission is limited to those using Subject Code = 170302</b>	Automotive Service Excellence (ASE) or NATEF end of program assessment.	Yes
<b>Ohio Basic Peace Officer</b>	Ohio Attorney General's Office Approved	Yes <b>For adult and secondary, submission is limited to those using Subject Code = 172808</b>	Ohio Basic Peace Officer	Yes

# For Career-Technical Institutions (secondary and adult): Should I Submit Guideline

HVAC/R	Accredited Training Sponsors via the National Center for Construction Education and Research (NCCER), accredited via HVAC Excellence, or are Accredited via the Partnership for Air Conditioning, Heating, and Refrigeration (PAHRA)	Yes <b>For adult and secondary submission is limited to those using Subject Code = 170100</b>	HVAC Excellence, NCCER, or ICE Certification	Yes
--------	--	--	--	-----

Program	Is your program approved, accredited, or chartered; or provided by such a program from a local public college?	Is your program ODE/CTAE approved?	Are your completers eligible to sit for any of the following credentialing or license exams as well as any of the listed end-of-program assessments?	Do I submit to CT?*
Information Technology - Networking	May not apply	Yes <b>For secondary programs, submission is limited to those using Subject Code = 140220</b>	<ul style="list-style-type: none"> <li>➤ OCTCA end of program assessment.</li> <li>➤ <b><u>Reader must review the various certifications as shown on the IT CTAG.</u></b></li> </ul>	Yes, if course content matches learning outcomes in the CTAG or when completers are prepared for any of the examinations in the CTAG.
Information Technology- Support and Services	May not apply	Yes <b>For secondary programs, submission is limited to those using Subject Code = 140220</b>	<ul style="list-style-type: none"> <li>➤ OCTCA end of program assessment.</li> <li>➤ <b><u>Reader must review the various certifications as shown on the IT CTAG.</u></b></li> </ul>	Yes, if course content matches learning outcomes in the CTAG or when completers are prepared for any of the examinations in the CTAG.
Medical Assisting at career-tech institutions (adult)	Commission on Accreditation of Allied Health Programs (CAAHEP)	Yes	CMA-AAMA (Certified Medical Assistant – American Association of Medical Assistants)	Yes

<b>Medical Assisting at career-tech institutions (secondary or adult)</b>	Non-CAAHEP Accredited	Yes <b>For secondary programs, submission is limited to those using Subject Code = 070904</b>	RMA-AMT (Registered Medical Assistant – American Medical Technologists)	Yes
<b>Practical Nursing at Career Technical Institutions (secondary or adult)</b>	Ohio Board of Nursing Approved	Yes <b>For secondary programs, submission is limited to those using Subject Code = 070302</b>	Licensed Practical Nursing (LPN)	Yes
<b>Electrical Engineering Technology (DC, Digital, PLC)</b>	Does not apply	Yes	Does not apply	Yes, if content matches learning outcomes in CTAG
<b>Mechanical Engineering Tech<sup>1</sup> (Manufacturing and CADD)</b>	Does not apply	Yes	Does not apply	Yes, if content matches learning outcomes in CTAG
<b>Culinary and Food Service Management</b>	Does Not Apply	Yes <b>For secondary and adult programs submission is limited to those using Subject Code = 090203</b>	NRA ServSafe Certification NRA ProStart Certification ACFF Junior Culinarian Certificate	Yes, if curriculum provides access for students to one or more listed certifications

# For Two- and Four-Year Colleges and Universities: Should I Submit Guidelines?

Program	Is your program approved, accredited, or chartered?	Are your course/program completers eligible to sit for any of the following credentialing or license exams as well as any of the end of program assessments?	Do I submit to CT <sup>2</sup> ?
<b>First Responder</b>	Yes by Ohio Board of Emergency Services	Ohio First Responder Certificate	Yes
<b>EMT-Basic</b>	Yes by Ohio Board of Emergency Services	Ohio EMT-B Certificate	Yes
<b>EMT-Intermediate</b>	Yes by Ohio Board of Emergency Services	Ohio EMT-I Certificate	Yes
<b>EMT-Paramedic</b>	Yes by Ohio Board of Emergency Services	Ohio EMT-P Certificate	Yes
<b>Volunteer Fire Fighter</b>	Yes by Ohio Division of EMS	Ohio Volunteer Fire Fighter Certificate	Yes
<b>Fire Fighter I</b>	Yes by Ohio Division of EMS	Ohio Fire Fighter I Certification	Yes
<b>Fire Fighter II</b>	Yes by Ohio Division of EMS	Ohio Fire Fighter II Certification	Yes
<b>Automotive Technology (Brakes, Electrical, Engine, Suspension/Steering)</b>	Yes by NATEF/ASE	Automotive Service Excellence (ASE) or NATEF end of program assessment.	Yes

## For Two- and Four-Year Colleges and Universities: Should I Submit Guidelines?

Program	Is your program approved, accredited, or chartered?	Are your course/program completers eligible to sit for any of the following credentialing or license exams or any of the listed end of program assessments?	Do I submit to CT??
Information Technology-Networking	May not apply	<ul style="list-style-type: none"> <li>➤ OCTCA end of program assessment</li> <li>➤ <u>Reader must review the various certifications as shown on the IT CTAG.</u></li> </ul>	Yes, if course content matches the learning outcomes in the CTAG or when completers are prepared for any of the exams in listed in the CTAG.
Information Technology – Support and Services	May not apply	<ul style="list-style-type: none"> <li>➤ OCTCA end of program assessment</li> <li>➤ <u>Reader must review the various certifications as shown on the IT CTAG.</u></li> </ul>	Yes, if course content matches the learning outcomes in the CTAG or when completers are prepared for any of the exams in listed in the CTAG.
Medical Assisting	Commission on Accreditation of Allied Health Programs (CAAHEP)	CMA-AAMA (Certified Medical Assistant –American Association of Medical Assistants)	Yes
Practical Nursing	Ohio Board of Nursing Approved	Licensed Practical Nursing (LPN)	Yes
Registered Nursing (AD) at Two-year Colleges	Ohio Board of Nursing Approved	Registered Nursing (RN)	Yes

<b>Electrical Engineering Technology (DC, Digital, PLC)</b>	Does not apply	Does not apply	Yes, if course content matches learning outcomes in CTAG
<b>Mechanical Engineering Technology (Manufacturing and CADD)</b>	Does not apply	Does not apply	Yes, if course content matches learning outcomes in CTAG
<b>Ohio Basic Peace Officer</b>	Ohio Attorney General's Office Approved	Ohio Basic Peace Officer	Yes
<b>HVAC/R</b>	Accredited Training Sponsors via the National Center for Construction Education and Research (NCCER), accredited via HVAC Excellence, or are Accredited via the Partnership for Air Conditioning, Heating, and Refrigeration (PAHRA)	HVAC Excellence, NCCER, or ICE Certification	Yes
<b>Culinary and Food Service Management</b>	American Culinary Federation Foundation	NRA ServSafe Certification NRA ProStart Certification ACFF Junior Culinarian Certificate	Yes



## Course / Program Equivalency Management System / Transfer Module Course Management System



User Name   
Password

- You have entered a State of Ohio -- Board of Regents private network. All network traffic is monitored in order to identify unauthorized attempts to upload or change information, or otherwise cause damage or conduct criminal activity.
- To protect the system from unauthorized use and to ensure that the system is functioning properly, individuals using the Ohio Board of Regents Network are subject to having all of their activities monitored and recorded by personnel authorized to do so by Ohio Board of Regents for the State of Ohio.
- Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. Unauthorized attempts to upload or change information, or otherwise cause damage to this service, are strictly prohibited and may be punishable under applicable State and Federal law. You agree to adhere to the Ohio Board of Regents Acceptable Use Policy.

To request access to this site, please review the [Articulation and Transfer Clearinghouse Data Access and Security Policy of September 13, 2007](#) and complete a [Campus User Authorization Form](#). The form should be sent to the addressee on the form itself. Click on [Policy](#) for the policy document and on [Form](#) for the authorization form.

The name of this program is CEMS.

This is the practice web site for CEMS.

**<https://uat.regents.state.oh.us/CEMS>**



## Course / Program Equivalency Management System / Transfer Module Course Management System



Your login attempt was not successful, please try again or contact a CEMS administrator.

User Name

Password

- You have entered a State of Ohio -- Board of Regents private network. All network traffic is monitored in order to identify unauthorized attempts to upload or change information, or otherwise cause damage or conduct criminal activity.
- To protect the system from unauthorized use and to ensure that the system is functioning properly, individuals using the Ohio Board of Regents Network are subject to having all of their activities monitored and recorded by personnel authorized to do so by Ohio Board of Regents for the State of Ohio.
- Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. Unauthorized attempts to upload or change information, or otherwise cause damage to this service, are strictly prohibited and may be punishable under applicable State and Federal law. You agree to adhere to the Ohio Board of Regents Acceptable Use Policy.

To request access to this site, please review the Articulation and Transfer Clearinghouse Data Access and Security Policy of September 13, 2007 and complete a Campus User Authorization Form. The form should be sent to the addressee on the form itself. Click on [Policy](#) for the policy document and on [Form](#) for the authorization form.

**<https://uat.regents.state.oh.us/CEMS>**

This is the practice web site for CEMS.

If you attempt to log into the practice site with your production site log in, you will receive this error message.



## Course / Program Equivalency Management System / Transfer Module Course Management System



User Name

Password

Enter password



- You have entered a State of Ohio -- Board of Regents private network. All network traffic is monitored in order to identify unauthorized attempts to upload or change information, or otherwise cause damage or conduct criminal activity.
- To protect the system from unauthorized use and to ensure that the system is functioning properly, individuals using the Ohio Board of Regents Network are subject to having all of their activities monitored and recorded by personnel authorized to do so by Ohio Board of Regents for the State of Ohio.
- Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. Unauthorized attempts to upload or change information, or otherwise cause damage to this service, are strictly prohibited and may be punishable under applicable State and Federal law. You agree to adhere to the Ohio Board of Regents Acceptable Use Policy.

To request access to this site, please review the Articulation and Transfer Clearinghouse Data Access and Security Policy of September 13, 2007 and complete a Campus User Authorization Form. The form should be sent to the addressee on the form itself. Click on [Policy](#) for the policy document and on [Form](#) for the authorization form.

# <https://atc.regents.ohio.gov/CEMS>

**Production Site:** once you have logged into the production site for CEMS, you will need to enter a user name and password.

If you have previously logged into the practice web site please note that the log in for the practice web site is not the same as the log in for this web site.

- Home
- Institution
  - Faculty
  - Coordinator/Contact
- Review Panel
  - VC Coordinator
  - Panel Lead
  - Panel Member
- Logout

## Welcome to the Course / Program Equivalency Management System / Transfer Module Course Management System

Reminder:

- Unsaved data will be lost after session times out.
- Logout from the system when you no longer need access.
- The reset button will restore the data to what was previously stored in the system.
- The cancel button will return the user to his or her system home page.
- The term "Course" generally is used by Higher Education institutions.
- The term "Program" generally is used by Career Technical Adult Education (CTAE) institutions
- When entering the "Transcript Identifier" on the "Enter Course or Program Information - Screen 1" page, CTAE institutions should enter an abbreviation: "CTAG Discipline Name - Building IRN."

Please contact [the Ohio Board of Regents](#) for technical assistance.



**Newsorthy**  
Announcing the  
Demonstration Year for  
CT2

**This is the home page for CEMS.**  
At this point you will need to log-in as either faculty or coordinator/contact. If you are submitting a course you will log in as faculty, if you are checking a course to see if the course should be moved on to OBR then you need to log in as coordinator.

- [Create a new Course or Program](#)
- [Copy from an Existing Course or Program](#)
- [Edit Course or Program Information](#)
- [View Course or Program Information](#)

Faculty will click here to create a new course submission. This is where you tell OBR about your program.

**Career tech and high school :** Certain technologies will enter their entire program not courses such as practical nursing and medical assisting. Other technologies such as mechanical and electrical engineering will enter courses.

**Colleges and universities:** Enter the core courses taught in your program. These are the courses for which you will be awarding credit to transferring CTAE students.

Please make certain that you only enter your core courses.

**This is the faculty page.**

## Enter Course or Program Information - Screen I

**Institution:** UNIVERSITY OF AKRON MAIN CAMPUS  
**Course or Program Title:**

**Course Offered at Campuses:**  UNIVERSITY OF AKRON WAYNE COLLEGE  
 UNIVERSITY OF AKRON MAIN CAMPUS

**Course or Program Ids:**

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term	
<input type="text" value="Example 101"/>	<input type="text" value="Example"/>	<input type="text" value="101"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">remove</a>

**Enter course or program information:  
See next slide for example.**

**This is the faculty page.**



## Enter Course or Program Information - Screen I

**Institution:** UNIVERSITY OF AKRON MAIN CAMPUS

**Course or Program Title:**

**Course Offered at Campuses:**  UNIVERSITY OF AKRON WAYNE COLLEGE  
 UNIVERSITY OF AKRON MAIN CAMPUS

**Course or Program Ids:**

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term	
<input type="text" value="654321 MA"/>	<input type="text" value="Medical Assisting"/>	<input type="text" value="654321"/>	<input type="text" value="1993"/>	<input type="text" value="Autumn"/>	<input type="text"/>	<input type="text"/>	<a href="#">remove</a>

### Career tech and high school:

**Course or program title:** Enter Name of Program and whether it is secondary or Adult

**Transcript Identifier:** Enter your building IRN# for where the program is offered.

Note: Your CT2 Contact Person will know your building IRN

Example: 654321 MA

When complete, click next.

**This is the faculty page.**

### Enter Course or Program Information - Screen I

**Institution:** UNIVERSITY OF AKRON MAIN CAMPUS  
**Course or Program Title:**   
**Course Offered at Campuses:**  UNIVERSITY OF AKRON WAYNE COLLEGE  
 UNIVERSITY OF AKRON MAIN CAMPUS  
**Course or Program Ids:**

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term	
<input type="text" value="654321 MA"/>	<input type="text" value="Medical Assisting"/>	<input type="text" value="654321"/>	<input type="text" value="1993"/>	<input type="text" value="Autumn"/>	<input type="text"/>	<input type="text"/>	<a href="#">remove</a>

[Regents Home](#) | [Disclaimer](#) | [Contact Webmaster](#) | [Career Opportunities](#) | [Ohio.gov](#)

### Colleges and Universities:

**Course or program title:** Tell us the name of your technical course as it appears in the course catalog.

**Transcript Identifier:** Enter your technical course number exactly as it appears on the students transcript.  
When complete, click next.

**FYI:** You will need to do this for each of your technical courses.

**This is the faculty page.**

### Enter Course or Program Information - Screen II

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

**Credit Hours**

Low Credit Hours:

High Credit Hours:

**Contact Hours**

Lecture Hours per Week:

Lab Hours per Week:

Recitation or Other Hours per Week:

Enter data into the appropriate boxes  
Colleges and Universities: enter credit hours.  
Career tech and high school: enter contact hours.

**Pre-requisite Requirements:**  
(If applicable attach any pre-requisite syllabus using the attach files button at bottom of screen)

characters left in the current field

**Catalog Description:**

characters left in the current field

**Textbooks and/or Lab Manuals**

**This is the faculty page.**



**Enter Course or Program Information - Screen II**

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

**Credit Hours**

Low Credit Hours:

High Credit Hours:

**Contact Hours**

Lecture Hours per Week:

Lab Hours per Week:

Recitation or Other Hours per Week:

The University of Akron Example

**Pre-requisite Requirements:**  
 (If applicable attach any pre-requisite syllabus using the attach files button at bottom of screen)

There are no pre-requisites for Administrative Medical Assisting.

characters left in the current field

**Catalog Description:**

Medical assistants work behind the scene, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.

characters left in the current field

**Textbooks and/or Lab Manuals**

ISBN	<input type="text" value="1-4180-6411-4"/>	Lookup Book
Title	<input type="text" value="Administrative medical assisting"/>	
Publisher	<input type="text" value="Delmar Cengage Learning"/>	
Author	<input type="text" value="Marilyn T. Fordney, Linda L. French, Joan J. Follis."/>	
Edition	<input type="text" value="6th ed."/>	
Year	<input type="text" value="2008"/>	
Additional Notes	<input type="text"/>	

remove

### Enter Course or Program Information - Screen III

Submit working syllabus and if available the master syllabus in addition to any other required information

Page 3 out of 5

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

**Attach File** (PDF Attachments Preferred)     

**File Attachments Document**

- Master Syllabus
- Working Syllabus
- Accreditation or Approval Letters
- Calendar of coverage
- Course Plan of Work
- Other

You will need to attach files in PDF.

You will also need to select the document description from the list provided.

If necessary, attach syllabi [check syllabus submission requirements]

If necessary, attach accreditation, charter, or approval documents.

Syllabus submission requirements can be seen on screen three of this power point.

**Textbooks and/or Lab Manuals**

ISBN	<input type="text" value="1-4180-6411-4"/>	<input type="button" value="Lookup Book"/>
Title	<input type="text" value="Administrative medical assisting"/>	
Publisher	<input type="text" value="Delmar Cengage Learning"/>	
Author	<input type="text" value="Marilyn T. Fordney, Linda L. French, Joan J. Follis."/>	<input type="button" value="remove"/>
Edition	<input type="text" value="6th ed."/>	
Year	<input type="text" value="2008"/>	
Additional Notes	<input type="text"/>	

The University of Akron Example

**Outside Readings/Ancillary Materials/Instructional Resources:**

characters left in the current field

**Instructional Goals or Objectives:**

This course explains administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in medical assisting, medical office management, medical financing and insurance, and computer related medical work. The class simulates a medical office.

characters left in the current field

**Description of Assessment and/or Evaluation of Student Learning:**

Tests, homework, computer exercises, quizzes, travel project, filing project, office brochure, workstation inspection, and final exam.

characters left in the current field

**Additional Information:**

Attachments:  
CAAHEP document

characters left in the current field



# The University of Akron Example



## Enter Course or Program Information - Screen III

Submit working syllabus and if available the master syllabus in addition to any other required information

Page 3 out of 5

**Institution:** UNIVERSITY OF AKRON MAIN CAMPUS

**Attach File** (PDF Attachments Preferred)     

**File Attachments**  
*Document*

*Document Description*

# The University of Akron Example



## Preview Course or Program Information

<b>Institution:</b>	UNIVERSITY OF AKRON MAIN CAMPUS							
<b>Course or Program Title:</b>	Administrative MA I and II							
<b>Course or Program Status:</b>	Draft							
<b>Aliased Course IDs:</b>	<b>Transcript Identifier:</b> 2741 <b>Transcript Subject:</b> Admin MA <b>Transcript Number:</b> 2741							
<b>Course or Program Existed Prior to 2005-2006 Academic Year?</b>	yes							
<b>Course or Program Initiated:</b>								
<b>Course or Program Terminated:</b>								
<b>Credit Hours</b>								
<b>Low Credit Hours:</b>	0.0							
<b>High Credit Hours:</b>	8.0							
<b>Contact Hours</b>								
<b>Lecture Hours per Week:</b>	0.0							
<b>Lab Hours per Week:</b>	0.0							
<b>Recitation or Other Hours per Week:</b>	0.0							
<b>Pre-requisite Requirements:</b>	There are no pre-requisites for Administrative Medical Assisting.							
<b>Catalog Description:</b>	Medical assistants work behind the scene, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.							
<b>Textbooks and/or Lab Manuals:</b>	<table border="1"> <tr> <td>ISBN: 1-4180-6411-4</td> </tr> <tr> <td>Title: Administrative medical assisting</td> </tr> <tr> <td>Publisher: Delmar Cengage Learning</td> </tr> <tr> <td>Author: M.T. Fordney, L. L. French, J. J. Follis.</td> </tr> <tr> <td>Edition: 6th ed.</td> </tr> <tr> <td>Copyright Year: 2008</td> </tr> <tr> <td>Additional Notes:</td> </tr> </table>	ISBN: 1-4180-6411-4	Title: Administrative medical assisting	Publisher: Delmar Cengage Learning	Author: M.T. Fordney, L. L. French, J. J. Follis.	Edition: 6th ed.	Copyright Year: 2008	Additional Notes:
ISBN: 1-4180-6411-4								
Title: Administrative medical assisting								
Publisher: Delmar Cengage Learning								
Author: M.T. Fordney, L. L. French, J. J. Follis.								
Edition: 6th ed.								
Copyright Year: 2008								
Additional Notes:								
<b>Outside Readings/Ancillary Materials/Instructional Resources:</b>	None.							
<b>Instructional Goals or Objectives:</b>	This course explains administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in							

## The University of Akron Example

<b>Credit Hours</b>								
<b>Low Credit Hours:</b>	0.0							
<b>High Credit Hours:</b>	8.0							
<b>Contact Hours</b>								
<b>Lecture Hours per Week:</b>	0.0							
<b>Lab Hours per Week:</b>	0.0							
<b>Recitation or Other Hours per Week:</b>	0.0							
<b>Pre-requisite Requirements:</b>	There are no pre-requisites for Administrative Medical Assisting.							
<b>Catalog Description:</b>	Medical assistants work behind the scene, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.							
<b>Textbooks and/or Lab Manuals:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>ISBN: 1-4180-6411-4</td></tr> <tr><td>Title: Administrative medical assisting</td></tr> <tr><td>Publisher: Delmar Cengage Learning</td></tr> <tr><td>Author: M.T. Fordney, L. L. French, J. J. Follis.</td></tr> <tr><td>Edition: 6th ed.</td></tr> <tr><td>Copyright Year: 2008</td></tr> <tr><td>Additional Notes:</td></tr> </table>	ISBN: 1-4180-6411-4	Title: Administrative medical assisting	Publisher: Delmar Cengage Learning	Author: M.T. Fordney, L. L. French, J. J. Follis.	Edition: 6th ed.	Copyright Year: 2008	Additional Notes:
ISBN: 1-4180-6411-4								
Title: Administrative medical assisting								
Publisher: Delmar Cengage Learning								
Author: M.T. Fordney, L. L. French, J. J. Follis.								
Edition: 6th ed.								
Copyright Year: 2008								
Additional Notes:								
<b>Outside Readings/Ancillary Materials/Instructional Resources:</b>	None.							
<b>Instructional Goals or Objectives:</b>	This course explains administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in medical assisting, medical office management, medical financing and insurance, and computer related medical work. The class simulates a medical office.							
<b>Description of Assessment and/or Evaluation of Student Learning:</b>	Tests, homework, computer exercises, quizzes, travel project, filing project, office brochure, workstation inspection, and final exam.							
<b>Additional Information (Describe Attachments):</b>	Attachments: CAAHEP document							
<b>File Attachments</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Doc Name</i></th> <th style="text-align: left;"><i>Doc Description</i></th> </tr> </thead> <tbody> <tr> <td>Example of CAAHEP document.pdf</td> <td>Accreditation or Approval Letters</td> </tr> </tbody> </table>	<i>Doc Name</i>	<i>Doc Description</i>	Example of CAAHEP document.pdf	Accreditation or Approval Letters			
<i>Doc Name</i>	<i>Doc Description</i>							
Example of CAAHEP document.pdf	Accreditation or Approval Letters							
<b>Course in</b>	<a href="#">matches</a>							

If you feel that you need more time editing click save as draft, if not then click finalize. In this example we will save as draft.

Previous
Save as Draft
Finalize
Cancel



## Finished

Course or Program successfully added to inventory.

[Return to the user's work page](#)

Page 4 out of 4

**This is a saved draft**

- [Create a new Course or Program](#)
- [Copy from an Existing Course or Program](#)
- [Edit Course or Program Information](#) ←
- [View Course or Program Information](#)

**Newsworthy**Announcing the  
Demonstration Year for  
CT2

**If you saved the data as a draft then  
you (faculty) need to edit the data**

### Select a Course or Program to Edit

Page 1 out of 5

**Institution:** University of Akron

Title

**Administrative MA I and II**

[Regents Home](#) | [Disclaimer](#) | [Contact Webmaster](#) | [Career Opportunities](#) | [Ohio.gov](#)

**Begin to type the name of your course or program.  
If the name was entered into the system properly  
then the name will pop up in a blue pop up box.**

**For a list of all courses, click next.**

**This is a draft**

## Edit Course or Program Data

<b>Institution:</b>	UNIVERSITY OF AKRON MAIN CAMPUS																						
<b>Course or Program Title:</b>	Administrative MA I and II																						
<b>Course or Program Status:</b>	Draft																						
<b>Aliased Course IDs:</b>	<b>Transcript Identifier:</b> 2741 <b>Transcript Subject:</b> Admin MA <b>Transcript Number:</b> 2741																						
<b>Course or Program Existed Prior to 2005-2006 Academic Year?</b>	yes																						
<b>Course or Program Initiated:</b>																							
<b>Course or Program Terminated:</b>																							
<b>Low Credit Hours:</b>	0.0																						
<b>High Credit Hours:</b>	8.0																						
<b>Lecture Hours:</b>	0.0																						
<b>Lab Hours:</b>	0.0																						
<b>Pre-requisite Requirements:</b>	There are no pre-requisites for Administrative Medical Assisting.																						
<b>Catalog Description:</b>	<p>Medical assistants work behind the scenes, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.</p> <p>Their responsibilities vary, depending on office location, size and specialty.</p> <p>Those working in smaller offices usually "wear several hats," handling office and clinical tasks and generally reporting directly to the physician or practitioner.</p> <p>Those in larger offices usually handle specific tasks and report to a department administrator.</p> <p>On the clerical side of their job, medical assistants may answer telephones, greet patients, update and file medical information, arrange for hospital stays and laboratory services, and handle billing and bookkeeping.</p>																						
<b>Textbooks and/or Lab Manuals:</b>	<table border="1"> <tr> <td>ISBN:</td> <td></td> </tr> <tr> <td>Title:</td> <td>Administrative medical assisting</td> </tr> <tr> <td>Publisher:</td> <td>Thomson/Delmar Learning</td> </tr> <tr> <td>Author:</td> <td>M. Fordney, L. French, J. Follis.</td> </tr> <tr> <td>Edition:</td> <td>5th ed.</td> </tr> <tr> <td>Copyright Year:</td> <td>2003</td> </tr> <tr> <td>Additional Notes:</td> <td></td> </tr> </table> <table border="1"> <tr> <td>ISBN:</td> <td>0-7668-6251-8</td> </tr> <tr> <td>Title:</td> <td>Workbook to accompany Administrative medical assisting, 5th edition</td> </tr> <tr> <td>Publisher:</td> <td>Thomson/Delmar Learning</td> </tr> <tr> <td>Author:</td> <td>Marilee Takahashi Fordney, Linda L. French, Jean Johnson Follis</td> </tr> </table>	ISBN:		Title:	Administrative medical assisting	Publisher:	Thomson/Delmar Learning	Author:	M. Fordney, L. French, J. Follis.	Edition:	5th ed.	Copyright Year:	2003	Additional Notes:		ISBN:	0-7668-6251-8	Title:	Workbook to accompany Administrative medical assisting, 5th edition	Publisher:	Thomson/Delmar Learning	Author:	Marilee Takahashi Fordney, Linda L. French, Jean Johnson Follis
ISBN:																							
Title:	Administrative medical assisting																						
Publisher:	Thomson/Delmar Learning																						
Author:	M. Fordney, L. French, J. Follis.																						
Edition:	5th ed.																						
Copyright Year:	2003																						
Additional Notes:																							
ISBN:	0-7668-6251-8																						
Title:	Workbook to accompany Administrative medical assisting, 5th edition																						
Publisher:	Thomson/Delmar Learning																						
Author:	Marilee Takahashi Fordney, Linda L. French, Jean Johnson Follis																						

The University of Akron Example

Those working in smaller offices usually "wear several hats," handling office and clinical tasks and generally reporting directly to the physician or practitioner.  
 Those in larger offices usually handle specific tasks and report to a department administrator.  
 On the clerical side of their job, medical assistants may answer telephones, greet patients, update and file medical information, arrange for hospital stays and laboratory services, and handle billing and bookkeeping.

**Textbooks and/or Lab Manuals:**

ISBN:	
Title:	Administrative medical assisting
Publisher:	Thomson/Delmar Learning
Author:	M. Fordney, L. French, J. Follis.
Edition:	5th ed.
Copyright Year:	2003
Additional Notes:	
ISBN:	0-7668-6251-8
Title:	Workbook to accompany Administrative medical assisting, 5th edition
Publisher:	Thomson/Delmar Learning
Author:	Marilyn Takahashi Fordney, Linda L. French, Joan Johnson Follis.
Edition:	
Copyright Year:	2004
Additional Notes:	
ISBN:	1-4018-2574-5
Title:	The medical manager for Windows
Publisher:	Thomson-Delmar Learning
Author:	Richard Gartee.
Edition:	Student ed. for Windows, Version 10.
Copyright Year:	2004
Additional Notes:	

The University of Akron Example

**Outside Readings/Ancillary Materials/Instructional Resources:**

None.

**Instructional Goals or Objectives:**

This course explores administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in medical assisting, medical office management, medical financing and insurance, and computer related medical work. The class simulates a medical office.

**Description of Assessment and/or Evaluation of Student Learning:**

Tests, homework, computer exercises, quizzes, travel project, filing project, office brochure, workstation inspection, and final exam.

**Additional Information (Describe Attachments):**

Attachments:  
 Administrative Medical Assisting I and II

**File Attachments**

[Syllabus Administrative Medical Assisting II 2008.doc](#)  
[Syllabus Administrative Medical Assisting I 2008.doc](#)

**Edit this data** →

## Enter Course or Program Information - Screen I



Page 1 out of 5 

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

Course or Program Title:

Course or Program Ids: Transcript Identifier:  Transcript Subject:  Transcript Number:  [remove](#)

Check if Course or Program Existed  
Prior to 2005-2006 Academic Year

Course or Program Initiated: Year  Term

Course or Program Terminated: Year  Term



**How to edit data:  
You will need to check all 5 pages for errors.  
If a page looks ok, click next.**



**Edit data**

**Enter Course or Program Information - Screen II**

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

**Credit Hours**

Low Credit Hours:

High Credit Hours:

**Contact Hours**

Lecture Hours per Week:

Lab Hours per Week:

Recitation or Other Hours per Week:

**Pre-requisite Requirements:** There are no pre-requisites for Administrative Medical Assisting.

(If applicable attach any pre-requisite syllabus using the attach files button at bottom of screen)

characters left in the current field

**Catalog Description:** Medical assistants work behind the scene, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.

characters left in the current field

**Textbooks and/or Lab Manuals**

ISBN	<input type="text" value="1-4180-6411-4"/>	Lookup Book
Title	<input type="text" value="Administrative medical assisting"/>	
Publisher	<input type="text" value="Delmar Cengage Learning"/>	
Author	<input type="text" value="Marilyn T. Fordney, Linda L. French, Joan J. Follis."/>	remove
Edition	<input type="text" value="6th ed."/>	
Year	<input type="text" value="2008"/>	
Additional Notes	<input type="text"/>	

**Textbooks and/or Lab Manuals**

ISBN	<input type="text" value="1-4180-6411-4"/>	<input type="button" value="Lookup Book"/>
Title	<input type="text" value="Administrative medical assisting"/>	
Publisher	<input type="text" value="Delmar Cengage Learning"/>	
Author	<input type="text" value="Marilyn T. Fordney, Linda L. French, Joan J. Follis."/>	<a href="#">remove</a>
Edition	<input type="text" value="6th ed."/>	
Year	<input type="text" value="2008"/>	
Additional Notes	<input type="text"/>	

**Outside Readings/Ancillary Materials/Instructional Resources:**

characters left in the current field

**Instructional Goals or Objectives:**

This course explains administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in medical assisting, medical office management, medical financing and insurance, and computer related medical work. The class simulates a medical office.

characters left in the current field

**Description of Assessment and/or Evaluation of Student Learning:**

Tests, homework, computer exercises, quizzes, travel project, filing project, office brochure, workstation inspection, and final exam.

characters left in the current field

**Additional Information:**

Attachments:  
CAAHEP document

characters left in the current field

**Edit data**

## Enter Course or Program Information - Screen III

Submit working syllabus and if available the master syllabus in addition to any other required information



Page 3 out of 5

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

Attach File (PDF Attachments Preferred)     

File Attachments  
*Document*

*Document Description*

**Edit data**

Preview Course or Program Information

**Check data**



<b>Institution:</b>	UNIVERSITY OF AKRON MAIN CAMPUS							
<b>Course or Program Title:</b>	Administrative MA I and II							
<b>Course or Program Status:</b>	Draft							
<b>Aliased Course IDs:</b>	<b>Transcript Identifier:</b> 2741 <b>Transcript Subject:</b> Admin MA <b>Transcript Number:</b> 2741							
<b>Course or Program Existed Prior to 2005-2006 Academic Year?</b>	yes							
<b>Course or Program Initiated:</b>								
<b>Course or Program Terminated:</b>								
<b>Credit Hours</b>								
<b>Low Credit Hours:</b>	0.0							
<b>High Credit Hours:</b>	8.0							
<b>Contact Hours</b>								
<b>Lecture Hours per Week:</b>	0.0							
<b>Lab Hours per Week:</b>	0.0							
<b>Recitation or Other Hours per Week:</b>	0.0							
<b>Pre-requisite Requirements:</b>	There are no pre-requisites for Administrative Medical Assisting.							
<b>Catalog Description:</b>	Medical assistants work behind the scene, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.							
<b>Textbooks and/or Lab Manuals:</b>	<table border="1"> <tr> <td>ISBN: 1-4180-6411-4</td> </tr> <tr> <td>Title: Administrative medical assisting</td> </tr> <tr> <td>Publisher: Delmar Cengage Learning</td> </tr> <tr> <td>Author: M.T. Fordney, L. L. French, J. J. Follis.</td> </tr> <tr> <td>Edition: 6th ed.</td> </tr> <tr> <td>Copyright Year: 2008</td> </tr> <tr> <td>Additional Notes:</td> </tr> </table>	ISBN: 1-4180-6411-4	Title: Administrative medical assisting	Publisher: Delmar Cengage Learning	Author: M.T. Fordney, L. L. French, J. J. Follis.	Edition: 6th ed.	Copyright Year: 2008	Additional Notes:
ISBN: 1-4180-6411-4								
Title: Administrative medical assisting								
Publisher: Delmar Cengage Learning								
Author: M.T. Fordney, L. L. French, J. J. Follis.								
Edition: 6th ed.								
Copyright Year: 2008								
Additional Notes:								
<b>Outside Readings/Ancillary Materials/Instructional Resources:</b>	None.							
<b>Instructional Goals or Objectives:</b>	This course explains administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in							

**Credit Hours**

Low Credit Hours: 0.0

High Credit Hours: 8.0

**Contact Hours**

Lecture Hours per Week: 0.0

Lab Hours per Week: 0.0

Recitation or Other Hours per Week: 0.0

**Pre-requisite Requirements:**

There are no pre-requisites for Administrative Medical Assisting.

**Catalog Description:**

Medical assistants work behind the scene, ensuring that the offices and clinics of medical professionals run smoothly. They perform a variety of administrative and clinical tasks for physicians, podiatrists, chiropractors, optometrists and other health specialists, according to the Bureau of Labor Statistics.

**Textbooks and/or Lab Manuals:**

ISBN: 1-4180-6411-4

Title: Administrative medical assisting

Publisher: Delmar Cengage Learning

Author: M.T. Fordney, L. L. French, J. J. Follis.

Edition: 6th ed.

Copyright Year: 2008

Additional Notes:

**Check data.  
Data is now ready.  
Finalize data.**

**Outside Readings/Ancillary Materials/Instructional Resources:**

None.

**Instructional Goals or Objectives:**

This course explains administrative medical office competencies required of entry-level medical assistants by the AAMA Role Delineation Chart which includes training and experience for the student who is preparing for a position in medical assisting, medical office management, medical financing and insurance, and computer related medical work. The class simulates a medical office.

**Description of Assessment and/or Evaluation of Student Learning:**

Tests, homework, computer exercises, quizzes, travel project, filing project, office brochure, workstation inspection, and final exam.

**Additional Information (Describe Attachments):**

Attachments:  
CAAHEP document

**File Attachments**

<i>Doc Name</i>	<i>Doc Description</i>
Example of CAAHEP document.pdf	Accreditation or Approval Letters

Course in [matches](#)

Previous Save as Draft **Finalize** Cancel



## Finished

Course or Program successfully added to inventory.

[Return to the user's work page](#)

Page 4 out of 4

**The faculty finalizes the course or program data.  
The faculty now needs to take this course or program  
and match the course to the OBR matches.**

Home  
Institution  
Faculty  
Coordinator/Contact  
Review Panel  
VC Coordinator  
Panel Lead  
Panel Member  
Logout

Course / Program Inventory  
Match Inventory

- **Create a new Match** ←
- **Copy from an Existing Match**
- **Edit Match information**
- **View Match information**

#### Newsorthy

Announcing the  
Demonstration Year for  
CT2

## The faculty creates a new match. Career tech and high school:

When accredited or approved programs rather than courses are being submitted, faculty need only to refer the reader to the approval documents attached in course/program creation [part one].

## Colleges and Universities:

You will take each of your technical courses and align your courses with each OBR match. It is ok to match multiple courses with one match if you submit for medical assisting.

## Submit Match Information

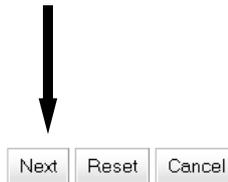
Enter effective dates for the Match

Page 1 out of 8

Notes:

- Please enter the timeframe for which this match is valid.
- The Year and Term refer to the Calendar Year.
- Please note that the start term may be revised by the faculty panel to match the date for which the faculty panel approves this match. CTAE users should enter 2007 Autumn for Initiated Term.

Initiated Term  Terminated Term



**Enter effective dates for match. For Medical Assisting enter the date when the program began. For programs with approvals or accreditations, enter the date of the latest approval. Click next.**



### Submit Match Information

#### Select Match Type

- Advanced Placement (AP)
- Career Technical Articulation Number (CTAG/CTAN)**
- Ohio Articulation Number (TAG)
- Ohio Transfer Module (OTM)



**Click on CTAG/CTAN**  
**Click next.**

# Select your CTAN from the CTAN list



Submit Match Information

Select the Articulation Number (CTAN) for the Match

Page 3 out of 8

**Faculty Panel**  
 Narrow the list of CTAN's by selecting the faculty panel which reviews the articulation number.

- All
- Automotive Technologies
- CT Electrical Engineering Technology
- CT Mechanical Engineering Technology
- Emergency Medical Technician
- Fire Fighter
- Information Technology - Networking

**Articulation Number (CTAN)**  
 Select the CTAN for this Match.

- CTAUT001 - Brakes
- CTITN003 - Cisco
- CTITN005 - CompTIA
- CTMET005 - Computer Aided Drafting and Design (CADD)
- CTEET001 - DC Circuits
- CTMAT010 - Diagnostic Testing
- CTEET002 - Digital Electronics

**Please note that your learning outcomes are listed below.**

 The Learning Outcomes for CTAUT001 - Brakes

Id	Essential	Description
1	Y	Course/Program meets NATEF/ASE competencies in Brakes
2	Y	Course/Program is NATEF/ASE Certified
3	N	CTAE Only - Document safety and laboratory instruction and signoff
4	N	CTAE Only - Course/Program prepares students for NATEF/AYES end of program assessment of the ASE certification assessment

**I have selected MA from the faculty panel.  
I have selected 004 from the CTANs.  
Click next.**

**Submit Match Information**

Select the Articulation Number (CTAN) for the Match

**Faculty Panel**

Narrow the list of CTAN's by selecting the faculty panel which reviews the articulation number.

- Automotive Technologies
- CT Electrical Engineering Technology
- CT Mechanical Engineering Technology
- Emergency Medical Technician
- Fire Fighter
- Information Technology - Networking
- Medical Assisting**



**Articulation Number (CTAN)**

Select the CTAN for this Match.

- CTMAT010 - Diagnostic Testing
- CTMAT008 - Fundamental Procedures
- CTMAT011 - Patient Care
- CTMAT004 - Perform Basic Administrative Medical Assisting Functions**
- CTMAT005 - Perform Bookkeeping Functions
- CTMAT006 - Process Insurance Claims
- CTMAT009 - Specimen Collection

Previous Next Reset Cancel



**The Learning Outcomes for CTMAT004 - Perform Basic Administrative Medical Assisting Functions**

Id	Essential	Description
1	Y	Schedule and manage appointments
2	Y	Schedule inpatient and outpatient admissions and procedures
3	Y	Organize patient's medical records
4	Y	File medical records
5	Y	Higher Education - The institution must have a comparable program or major and be accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Please state the effective dates of your accreditation and attach PDF proof of same.

## Submit Match Information



### Select Courses or Programs for the Match

Page 4 out of 8

*Note: All selected items are required to get credit for the match (i.e. All courses or programs selected here are "anded"). A new match must be created if the user wants some other combination of courses or programs to generate credit for the match. A match should either contain all courses or all programs.*

Course / Program Inventory:

Matching Courses / Programs:

- 2030345
- 2440
- 2440103
- 2440105
- 2440268
- 2520203
- 2740120
- 2740121
- 2740:126
- 2740:127
- 2740:235
- 2820161



Courses / Programs selected for this match: None

**Find your course/program from the inventory list.  
Move your program to the matching courses box.  
Click next.**



### Submit Match Information

#### Select Courses or Programs for the Match

Page 4 out of 8

*Note: All selected items are required to get credit for the match (i.e. All courses or programs selected here are "anded"). A new match must be created if the user wants some other combination of courses or programs to generate credit for the match. A match should either contain all courses or all programs.*

Course / Program Inventory:      Matching Courses / Programs:

- 2030345
- 2440105
- 2520203
- 2740
- 2740120
- 2740121
- 2740:120:001
- 2740:126
- 2740:135
- 2820161
- 2820162
- 2820163



- 2741

Courses / Programs selected for this match: 2741

[Previous](#) [Next](#) [Reset](#) [Cancel](#)

**Example from The University of Akron.**

### Submit Match Information

Enter Learning Outcome Data for the Match

Describe how each Learning Outcome is fulfilled for Career Technical Programs and Instructional Content

Enter instructional content from program or course syllabi that addresses each Learning outcome. You may copy and paste from other documents.

Time on Topic is optional.

Id	Learning Outcome Description
1	* Schedule and manage appointments
2	* Schedule inpatient and outpatient admissions and procedures

Describe how the course(s) or program(s) address each outcome

Time on Topic:

Hours

characters  
left

characters  
left

**Enter your learning outcome data.  
Some of you such as nursing, fire  
fighter, EMT, etc., will only enter  
“See accreditation letter” in each  
window beside every learning  
outcome.**

[Submit Match Information](#)

Enter Learning Outcome Data for the Match

Page 5 out of 6

Describe how each Learning Outcome is fulfilled in Career Medical Education Programs (CMEP)

Enter instructional content from program or course syllabi that addresses each Learning outcome. You may copy and paste from other documents.

Time on Topic is optional.

Id	Learning Outcome Description	Describe how the course(s) or program(s) address each outcome	characters left
1	* Schedule and manage appointments	<ol style="list-style-type: none"><li>1. Prepare an appointment list.</li><li>2. Schedule appointments and execute appointment procedures.</li><li>3. Reorganize patients in an emergency situation.</li><li>4. Schedule surgery, complete form, and notify the patient.</li><li>5. Understand scheduling, corrdinating, and monitoring of patinet's appointments in the medical setting.</li></ol>	1720
2	* Schedule inpatient and outpatient admissions and procedures	<ol style="list-style-type: none"><li>1. Schedule an outpatient diagnostic test.</li><li>2. Schedule and record patient appointments.</li><li>3. Triage appointment situations for appropriate scheduling.</li><li>4. Explain the process for scheduling inpatient/outpatient admissions and procedures.</li></ol>	1798

Time on Topic:

 Hours

This example shows a program and/or course that Has had to copy and paste specific content to prove That the learning outcome is covered in the curricula. Programs that are accredited or approved simply need to state "see Accreditation letter."

# The University of Akron example.

Time on Topic:  Hours

## 4 \* File medical records

1. File using a subject filing system.
2. File using a numeric filing system.
3. Organize a tickler file.
4. Determine filing units and indexing order to alphabetically file a patient's medical record.
5. Label and color-code patient charts.
6. Locate a misfiled patient medical record file folder.
7. Prepare, sort, and file documents in patient records.
8. Explain the steps for filing medical documentation in the patient file.

characters left

Time on Topic:  Hours

## 5 Higher Ed Only - The institution must have a comparable program or major accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

CAAHEP Accreditation no longer than 2014.

characters left

Time on Topic:  Hours

**Click next.**

Show/Hide Course or Program Data

Administrative MA I and II

-



## Submit Match Information

### Additional Requirements

Select any additional requirements to add to the Match.

Page 6 out of 8 

Grade Weight Greater Than or Equal To



**Click next.**



Preview Match Information

**The University of Akron example.  
Check this page for spelling errors.**

Match Preview

**Match Type:** CTAN  
**Match Status:** Draft  
**Institution:** UNIVERSITY OF AKRON MAIN CAMPUS  
**Courses or Programs:** Administrative MA I and II  
**CTAN:** CTMAT004 - Perform Basic Administrative Medical Assisting Functions

**Match Dates:**  
Initiated Term: 2008 / WI

**Additional Requirements:**

**Learning Outcomes:**

	Learning Outcome Description	Describe how the Courses or Programs address each outcome	Describe how much time the course spends on this topic
1	* Schedule and manage appointments	<ol style="list-style-type: none"> <li>1. Prepare an appointment sheet.</li> <li>2. Schedule appointments and execute appointment procedures.</li> <li>3. Reorganize patients in an emergency situation.</li> <li>4. Schedule surgery, complete form, and notify the patient.</li> <li>5. Understand scheduling, coordinating, and monitoring of patient's appointments in the medical setting.</li> </ol>	0.0 Hours
2	* Schedule inpatient and outpatient admissions and procedures	<ol style="list-style-type: none"> <li>1. Schedule an outpatient diagnostic test.</li> <li>2. Schedule and record patient appointments.</li> <li>3. Triage appointment situations for appropriate scheduling.</li> <li>4. Explain the process for scheduling inpatient/outpatient admissions and procedures.</li> </ol>	0.0 Hours
3	* Organize patient's medical records	<ol style="list-style-type: none"> <li>1. Prepare and compile a medical record for a new patient.</li> <li>2. Correct an entry in a medical record.</li> <li>3. Abstract data from medical records.</li> <li>4. Understand the importance of maintaining accurate medical records.</li> </ol>	0.0 Hours

**The University of Akron example.**

1	* Schedule and manage appointments	<ol style="list-style-type: none"> <li>1. Prepare an appointment sheet.</li> <li>2. Schedule appointments and execute appointment procedures.</li> <li>3. Reorganize patient's medical record file folder.</li> <li>4. Schedule surgery, complete form, and notify the patient.</li> <li>5. Understand scheduling, coordinating, and monitoring of patient's appointments in the medical setting.</li> </ol>	0.0 Hours
2	* Schedule inpatient and outpatient admissions and procedures	<ol style="list-style-type: none"> <li>1. Schedule an outpatient diagnostic test.</li> <li>2. Schedule and record patient appointments.</li> <li>3. Triage appointment situations for appropriate scheduling.</li> <li>4. Explain the process for scheduling inpatient/outpatient admissions and procedures.</li> </ol>	0.0 Hours
3	* Organize patient's medical records	<ol style="list-style-type: none"> <li>1. Prepare and compile a medical record for a new patient.</li> <li>2. Correct an entry in a medical record.</li> <li>3. Abstract data from medical records.</li> <li>4. Understand the importance of maintaining accurate medical records.</li> </ol>	0.0 Hours
4	* File medical records	<ol style="list-style-type: none"> <li>1. File using a subject filing system.</li> <li>2. File using a numeric filing system.</li> <li>3. Organize a tickler file.</li> <li>4. Determine filing units and indexing order to alphabetically file a patient's medical record.</li> <li>5. Label and color-code patient charts.</li> <li>6. Locate a misfiled patient medical record file folder.</li> <li>7. Prepare, sort, and file documents in patient records.</li> <li>8. Explain the steps for filing medical documentation in the patient file.</li> </ol>	0.0 Hours
5	Higher Ed Only - The institution must have a comparable program or major accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).	CAAHEP Accreditation no longer than 2014.	0.0 Hours

Show / Hide Course or Program Data

**Finalize match.**

Do you have any comments for the TAG Coordinator or CTAG Contact?

500 characters left

- Previous
- Save Match As Draft
- Finalize Match And Send To Coordinator or Contact
- Reset
- Cancel



## Submit Match Information

Match 104407 - CTMAT004, Administrative MA I and II

Successfully Created/Updated the Match

Page 8 out of 8

[Display Match 104407](#)

[Return to User's Work Page](#)

**The faculty moves the match on to the coordinator.  
Write down your match number.  
The OBR may ask you for this number.**

---

**Match: CTMAT004, Administrative MA I and II ready for review**

[CEMS-UAT@regents.state.oh.us](mailto:CEMS-UAT@regents.state.oh.us) [[CEMS-UAT@regents.state.oh.us](mailto:CEMS-UAT@regents.state.oh.us)]

**Sent:** Friday, June 13, 2008 1:22 PM

**To:** Mugler, Karla T; McClish, Tammy A; mmilligan@regents.state.oh.us; vmelvin@regents.state.oh.us

**Cc:** McClish, Tammy A

---

Match: CTMAT004, Administrative MA I and II has been submitted by Tammy McClish and is ready for your review. You can view it by going to <https://uat-atc.regents.ohio.gov/CEMS/institution/viewAMatch?matchId=104407>.

**The coordinator receives an email  
to review your submission.**

- Home
- Institution
- Faculty
- Coordinator/Contact
- Review Panel
  - VC Coordinator
  - Panel Lead
  - Panel Member
- Logout

- Administrative
- Course / Program Inventory
- Match Inventory

- [Coordinator/Contact Portal](#)



#### Newsorthy

Announcing the  
Demonstration Year for  
CT2

**The coordinator now goes in to view the match**

## Coordinator/Contact Administrative Portal

**Note :**

- Select a Match from one of list boxes and click on 'View Match' button to View the Match details and take the appropriate action (to submit for validation or return to the Institutional Faculty for changes)

Matches Ready for Validation	Matches Returned for Rework
<p data-bbox="220 782 394 801">New Submission</p> <p data-bbox="585 782 730 801">Resubmission</p> <div data-bbox="208 815 407 1032"><p data-bbox="214 815 401 833">104311 - CTMAT003, Me</p><p data-bbox="214 833 401 852">104407 - CTMAT004, Ac</p></div> <div data-bbox="556 815 755 1032"></div>	<p data-bbox="1136 782 1319 801">Rework Required</p> <div data-bbox="1126 815 1325 1032"></div> <p data-bbox="915 968 935 1096">↓</p>
<p data-bbox="896 1125 993 1143">View Match</p>	

[Return to User's Work Page](#)

[Regents Home](#) | [Disclaimer](#) | [Contact Webmaster](#) | [Career Opportunities](#) | [Ohio.gov](#)

# The coordinator now goes in to view the match

**Coordinator/Contact Portal**

# The University of Akron example.

*New Match*

[View a Match](#)

**Match Name:** 104407 - CTMAT004, Administrative MA I and II  
**Match Type:** CTAN  
**Match Status:** Submitted to Institutional Coordinator  
**Institution:** UNIVERSITY OF AKRON MAIN CAMPUS  
**Courses or Programs:** Administrative MA I and II  
**CTAN:** CTMAT004 - Perform Basic Administrative Medical Assisting Functions

[View Comments](#)

[View Log](#)

Initiated Term: 2008 / WI

**Additional Requirements:**

**Learning Outcomes:**

	Learning Outcome Description	Describe how the Courses or Programs address each outcome	Describe how much time the course spends on this topic
1	* Schedule and manage appointments	<ol style="list-style-type: none"> <li>1. Prepare an appointment sheet.</li> <li>2. Schedule appointments and execute appointment procedures.</li> <li>3. Reorganize patients in an emergency situation.</li> <li>4. Schedule surgery, complete form, and notify the patient.</li> <li>5. Understand scheduling, coordinating, and monitoring of patient's appointments in the medical setting.</li> </ol>	0.0 Hours
2	* Schedule inpatient and outpatient admissions and procedures	<ol style="list-style-type: none"> <li>1. Schedule an outpatient diagnostic test.</li> <li>2. Schedule and record patient appointments.</li> <li>3. Triage appointment situations for appropriate scheduling.</li> <li>4. Explain the process for scheduling inpatient/outpatient admissions and procedures.</li> </ol>	0.0 Hours
3	* Organize patient's medical records	<ol style="list-style-type: none"> <li>1. Prepare and compile a medical record for a new patient.</li> <li>2. Correct an entry in a medical record.</li> <li>3. Maintain data from medical records.</li> </ol>	

# The University of Akron example.

2	* Schedule inpatient and outpatient admissions and procedures	<ol style="list-style-type: none"> <li>1. Schedule an outpatient diagnostic test.</li> <li>2. Schedule and record patient appointments.</li> <li>3. Take a patient's vital signs or an EPR/ECG.</li> <li>4. Explain the process for scheduling patient appointments and procedures.</li> </ol>	0.0 Hours
3	* Organize patient's medical records	<ol style="list-style-type: none"> <li>1. Prepare and compile a medical record for a new patient.</li> <li>2. Correct an entry in a medical record.</li> <li>3. Abstract data from medical records.</li> <li>4. Understand the importance of maintaining accurate medical records.</li> </ol>	0.0 Hours
4	* File medical records	<ol style="list-style-type: none"> <li>1. File using a subject filing system.</li> <li>2. File using a numeric filing system.</li> <li>3. Organize a tickler file.</li> <li>4. Determine filing units and indexing order to alphabetically file a patient's medical record.</li> <li>5. Label and color-code patient charts.</li> <li>6. Locate a misfiled patient medical record file folder.</li> <li>7. Prepare, sort, and file documents in patient records.</li> <li>8. Explain the steps for filing medical documentation in the patient file.</li> </ol>	0.0 Hours
5	Higher Ed Only - The institution must have a comparable program or major accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).	CAAHEP Accreditation no longer than 2014.	0.0 Hours

Show / Hide Course or Program Data

## Coordinator Decision

Return Match to Institutional Faculty for modifications

Submit Match for Validation

Comments for the decision :

Submit

Cancel

[Return to User's Work Page](#)

# The coordinator now makes a decision.

2	* Schedule inpatient and outpatient admissions and procedures	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Entertainment</div> <ol style="list-style-type: none"> <li>1. Schedule an outpatient diagnostic test.</li> <li>2. Schedule and record patient appointments.</li> <li>3. Triage appointment situations for appropriate scheduling.</li> <li>4. Explain the process for scheduling inpatient/outpatient admissions and procedures.</li> </ol>	0.0 Hours
3	* Organize patient's medical records	<ol style="list-style-type: none"> <li>1. Prepare and compile a medical record for a new patient.</li> <li>2. Correct an entry in a medical record.</li> <li>3. Abstract data from medical records.</li> <li>4. Understand the importance of maintaining accurate medical records.</li> </ol>	0.0 Hours
4	* File medical records	<ol style="list-style-type: none"> <li>1. File using a subject filing system.</li> <li>2. File using a numeric filing system.</li> <li>3. Organize a tickler file.</li> <li>4. Determine filing units and indexing order to alphabetically file a patient's medical record.</li> <li>5. Label and color-code patient charts.</li> <li>6. Locate a misfiled patient medical record file folder.</li> <li>7. Prepare, sort, and file documents in patient records.</li> <li>8. Explain the steps for filing medical documentation in the patient file.</li> </ol>	0.0 Hours
5	Higher Ed Only - The institution must have a comparable program or major accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).	CAAHEP Accreditation no longer than 2014.	0.0 Hours

Show / Hide Course or Program Data

### Coordinator Decision

Return Match to Institutional Faculty for modifications

Submit Match for Validation

Comments for the decision :

# The coordinator approves the match or sends it back to faculty.

Submit

Cancel

[Return to User's Work Page](#)



OHIO BOARD OF REGENTS

User: Tammy McClish  
Institution: University of Akron

[Click for Additional Information and Help](#)

## Assurance Guide Coordinator Portal

Match Status Updated.

[Return to User's Work Page](#)

[Regents Home](#) | [Disclaimer](#) | [Contact Webmaster](#) | [Career Opportunities](#) | [Ohio.gov](#)

**The coordinator approves the match**

---

**Match: CTMAT004, Administrative MA I and II has been submitted by UNIVERSITY OF AKRON MAIN CAMPUS**

[CEMS-UAT@regents.state.oh.us](mailto:CEMS-UAT@regents.state.oh.us) [[CEMS-UAT@regents.state.oh.us](mailto:CEMS-UAT@regents.state.oh.us)]

**Sent:** Friday, June 13, 2008 1:28 PM

**To:** [cems-admin@regents.state.oh.us](mailto:cems-admin@regents.state.oh.us)

**Cc:** [McClish, Tammy A](#)

---

Match: CTMAT004, Administrative MA I and II has been submitted by Tammy McClish from UNIVERSITY OF AKRON MAIN CAMPUS to the Ohio Board of Regents for review. You can view it by going to [CTMAT004, Administrative MA I and II](#).

**The match goes on to the validation centers for review**

# Checking for Approved Programs

- Go to <http://regents.ohio.gov/careertechtransfer>.
- Click on Approved Programs and Courses
- Choose Technology.
- Chose Approved Programs or Retroactive Approved Programs.
- Click on CTAE for Career-Tech Programs or HEI for Higher Education Institution Programs.

CAREER TECHNICAL/ADULT EDUCATION APPROVALS OCCURRING **AFTER APRIL 23, 2009**

INSTRUCTIONS: THE FOLLOWING PROGRAMS AND/OR COURSES ARE APPROVED UNDER CT2. EFFECTIVE DATES OF THE APPROVALS ARE AS SHOWN.

APPROVED FIRE FIGHTER PROGRAMS AT CTAE INSTITUTIONS CAN DETERMINE TRANSFERABILITY BY EXAMINING THE COLLEGIATE UNIVERSITY APPROVALS SPREADSHEETS FOR FIRE FIGHTERS AND BY MATCHING THEIR APPROVED ARTICULATION NUMBERS WITH LIKE NUMBERS OF APPROVED TWO YEAR COLLEGE COURSES/PROGRAMS. COURSES FOR WHICH CREDIT WILL BE AWARDED ARE SHOWN IN THE COURSES COLUMN.

EXAMPLE: AUBURN CAREER CENTER HAS THE FOLLOWING APPROVED ARTICULATION NUMBER: CTVFF001. COMPLETERS OF AUBURN'S VOLUNTEER FIRE FIGHTER COURSE COULD ENROLL AT HOCKING COLLEGE AND RECEIVE CREDIT FOR FST 103 WHICH IS LISTED IN THE COURSES COLUMN.

STUDENT REQUIREMENTS ARE: CURRENT OHIO FIRE FIGHTER CERTIFICATION AS A VFF, FFI, OR FFII + COMPLETION OF THE "KNOWLEDGE AND SKILLS" DOCUMENT OF THE STATE DIVISION OF EMS, OFFICE OF FIRE SERVICE. PLUS COMPLETION OF A STATE CHARTERED TRAINING PROGRAM AT A PUBLIC EDUCATION INSTITUTION.

KEY: AP = APPROVED

INSTITUTION	FACULTY PANEL	ARTICULATION NUMBER	LOCATION/LEVEL/VENUE	EFFECTIVE DATE OF APPROVAL	MATCH STATUS	
	APOLLO	FIRE FIGHTER	CTVFF001	ADULT	AUTUMN 2009	AP
	APOLLO	FIRE FIGHTER	CTFFI002	ADULT	AUTUMN 2009	AP
	APOLLO	FIRE FIGHTER	CTFFI003	ADULT	AUTUMN 2009	AP
	AUBURN JVSD	FIRE FIGHTER	CTVFF001	ADULT	AUTUMN 2009	AP
	BUCKEYE JVSD	FIRE FIGHTER	CTVFF001	ADULT	AUTUMN 2009	AP
	BUCKEYE JVSD	FIRE FIGHTER	CTFFI002	ADULT	AUTUMN 2009	AP
	BUCKEYE JVSD	FIRE FIGHTER	CTFFI003	ADULT	AUTUMN 2009	AP
	BUTLER TECH JVSD	FIRE FIGHTER	CTVFF001	ADULT	AUTUMN 2009	AP
	BUTLER TECH JVSD	FIRE FIGHTER	CTFFI003	ADULT	AUTUMN 2009	AP
	BUTLER TECH JVSD	FIRE FIGHTER	CTFFI003	SECONDARY	AUTUMN 2009	AP
	C-TEC JVSD	FIRE FIGHTER	CTVFF001	SECONDARY	AUTUMN 2009	AP
	C-TEC JVSD	FIRE FIGHTER	CTFFI002	SECONDARY	AUTUMN 2009	AP
	C-TEC JVSD	FIRE FIGHTER	CTFFI003	SECONDARY/ADULT	AUTUMN 2009	AP
	CUYAHOGA VALLEY JVSD	FIRE FIGHTER	CTFFI002	ADULT	AUTUMN 2009	AP
	CUYAHOGA VALLEY JVSD	FIRE FIGHTER	CTFFI003	ADULT	AUTUMN 2009	AP
	MIAMI VALLEY CAREER TECH	FIRE FIGHTER	CTVFF001	ADULT	AUTUMN 2009	AP
	SCIOTO COUNTY JVS	FIRE FIGHTER	CTVFF001	ADULT	AUTUMN 2009	AP
	SCIOTO COUNTY JVS	FIRE FIGHTER	CTFFI002	ADULT	AUTUMN 2009	AP
	SCIOTO COUNTY JVS	FIRE FIGHTER	CTFFI003	ADULT	AUTUMN 2009	AP

# ***What If I Need Help?***

***Help is readily available***

- ❑ ***TEN validation centers at five locations (see fact sheet for contact information).***
- ❑ ***Help Desk 614-614-752-9474***
- ❑ ***Career-Technical Website***  
***[www.regents.ohio.gov/careertechtransfer](http://www.regents.ohio.gov/careertechtransfer)***
- ❑ ***Tutorials and Lessons on CT<sup>2</sup> Website***
- ❑ ***Virtual Trainers***
- ❑ ***Decision Trees***
- ❑ ***CT<sup>2</sup> Contacts and CTAG Coordinators***