

# Course Equivalency Management System

## How to Create an Advanced Placement Match

<p><b>Step 1: Go to</b>  <a href="https://atc.regents.ohio.gov/CEMS">https://atc.regents.ohio.gov/CEMS</a>  and enter the username and password given to you by your Institutional TAG/OTM/CTAG Coordinator.</p>	<p><b>Course / Program Equi Management System</b></p> <p>User Name <input type="text" value="username"/></p> <p>Password <input type="password" value="••••••••"/></p> <p><input type="button" value="Submit"/></p>
<p><b>Step 2: Click on Faculty on the left side of the screen to enter your faculty portal.</b></p>	<p>Home  Institution  <b>Faculty</b>  Logout</p> <p>Welcome to the Management System</p> <p>Reminder:  Unsaved data will be lost</p>
<p><b>Step 3: Click on the Match Inventory tab and select create a new match.</b></p>	<p>Home  Institution  Faculty  OBR Coordinator  Change Password  Logout</p> <p>Course / Program Inventory  <b>Match Inventory</b>  Academic Calendar</p> <ul style="list-style-type: none"> <li><a href="#">Create a new Match</a></li> <li><a href="#">Copy from an Existing Match</a></li> <li><a href="#">Edit/Finalize Match information</a></li> </ul>
<p><b>Step 4: Enter the initiated term for the match. The initiated term is generally the current term, unless the match is being created for future use and is not yet offered. Click Next.</b></p>	<p><b>Submit Match Information</b></p> <p>Enter effective dates for the Match</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Please enter the timeframe for which this match is v</li> <li>The Year and Term refer to the Calendar Year.</li> <li>Please note that the start term may be revised by th</li> </ul> <p>Initiated Term <input type="text" value="2010"/> Terminated Term <input type="text" value="None"/></p>
<p><b>Step 5: Select the AP match type. Click Next.</b></p>	<p><b>Select Match Type</b></p> <p>Advanced Placement (AP)  Career Technical Articulation Number (CTAG/CTAN)  Ohio Articulation Number (TAG)  Ohio Transfer Module (OTM)</p>
<p><b>Step 6: Select the test subject and Click Next.</b></p>	<p><b>Advanced Placement Subject</b></p> <p>Art History  Biology  Calculus AB  <b>Calculus BC</b>  Chemistry  Chinese Language and Culture</p>

**Step 7: Choose the test scores (from 3, 4 and 5) that this match will cover. Each AP test needs a match for all three match scores. If you wish to have different course awards for different scores, you will need to submit multiple matches.**

- Advanced Placement Test Score Requirement
- 5 - extremely well qualified
- 4 - well qualified
- 3 - qualified

**Step 8: Highlight the course or courses that you will award for the AP test and score.**

Course / Program Inventory:

<ul style="list-style-type: none"> <li>15AFAM101</li> <li>15ANTH101</li> <li>15ANTH102</li> <li>15ANTH103</li> <li>15ANTH104</li> <li>15ANTH105</li> <li>15ANTH201</li> <li>15BIOL101</li> <li>15BIOL101H</li> <li>15BIOL102</li> <li>15BIOL102H</li> <li>15BIOL103</li> </ul>	<input type="button" value="→"/> <input type="button" value="←"/>	<p>Matching Courses / Programs:</p> <ul style="list-style-type: none"> <li>34ENGL111</li> </ul>
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**Step 9: You can also award additional credit hours in addition to or in lieu of a specific course or set of courses. Check the “Additional Credits Awarded” box and add in the hours you wish to award in the appropriate credit area. Click Next.**

Other credits awarded

Type	Credit
General Elective	<input type="text"/>
Transfer Module Arts and Humanities	<input type="text"/>
Transfer Module English: Composition	<input type="text"/>
Transfer Module English: Oral Communication	<input type="text"/>
Transfer Module Mathematics, Statistics and Logic	<input type="text" value="3"/>
Transfer Module Natural Sciences	<input type="text"/>
Transfer Module Social and Behavioral Sciences	<input type="text"/>

**Step 10: If this course has a repetition requirement, check the Course Repetition Requirement. Click Next.**

**Submit Match Information**

Additional Requirements

Select any additional requirements to add to the Match.

Course Repetition Requirement

**Step 11: Review the match information. Scroll to the bottom of the screen. If corrections are needed, click Previous. Save as a draft will allow you to come back to this later. If the submission is correct, click “Finalize Match” to send it to your institutional coordinator.**

Do you have any comments for the institutional coordinator?

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