CTAG Retrieval Process Database

College/University	Contact (person or office) for retrieving CTAG's Name	Email	Phone	Where should a student start at your college to retrieve and provide permission to post CTAG credit:	When should a student start this process:
Belmont College	Tech Prep	kgood@belmontcollege.edu	740-699-3945	Permission form automatically sent to all CTAG eligible students via home mailing address.	Student should grant permission by eturning signed form, immediately upon receiving.
Bowling Green State University	Transfer Evaluation Services	transfer@bgsu.edu	419-372-7959	Email automatically sent to all CTAG eligible students via their BGSU email in July and September.	Student should grant permission immediately upon receiving email.
Central Ohio Technical College	Student Records Office	cotcrecords@mail.cotc.edu	740-364-9594	A student can contact the records office to fill out the form to request retrieval and posting of Career Technical Credit.	Upon admission
Central State University	Program Chairs			Registrar's office working on new system with new software implementation.	Admission process
Cincinnati State	Program Chairs			Registrar office currently; working on a new system to make system more apparent.	Upon admission
Clark State College	Amy Sues	suesa@clarkstate.edu	937-328-3867	Currently students work with an academic advisor to request CTAG credit. Behind the scenes, the IR and Records offices are matching up CTAV reports to student application/admissions.	A student can begin this process when they have been admitted to Clark State.
Cleveland State University	Enrollment Services Processing Center (ESPC) Jeff Croghan Calli Mango	j.croghan@csuohio.edu c.carothers@csuohio.edu		Permission is requested by email directly to students. We reach out to any admitted student that we can obtain results for via CTAV.	CTAG credits can be posted to a student record any time after admission.
Columbus State Community College	Sherry Minton or Office of the Registrar	sminton@cscc.edu or ccpregistrar@cscc.edu	614-287-5485 or 614-287-5353	A Career-Technical Credit Evaluation Request form is sent, via email, to those students that we have an SSID for and can find in the CTAV system. All other students are instructed to complete the online form for possible credit evaluation. https://www.cscc.edu/services/student-forms/Career_Technical_Credit_Evaluation_Request.pdf. Begininning May 2021, any student that applies to the institution will be asked to grant permission for CSCC to search for their CTAG credit.	Process will soon be automatic with application to the college and within 3 years following high school graduation. Currently, students can request the credit evaluation once they are active in our system and have graduated from high school.
Cuyahoga Community College	Christine Casarez	christine.casarez@tri-c.edu	216-987-3630	Tri-C currently reaches out to students to inform them that they have a CTAG Award and asks for their confirmation to award the credit	Currently our Counseling Faculty
Edison State Community College	Registrar's Office	registrar@edisonohio.edu	937-778-7850	Student should work with their pathway advisor and complete the CTAG approval form.	Student can begin this process when they meet with their pathway advisor to register for classes.
Hocking College	Tech Prep	cassadyc@hocking.edu	740-753-7018	CTAG Credit Report Permission Form sent to all CTAG eligible students via all email addresses on file.	Students should start this process once granted admission to the college.
Kent State University	Tech Prep	jroyer5@kent.edu	330-672-5863	Permission form automatically sent to all CTAG eligible students via their personal email	Students should grant permission immediately upon receiving email.
Lakeland Community College	Muriel Robinson	mrobinson60@lakelandcc.edu	440-525-7336	A student will work with Counseling to request CTAG credit be evaluated and posted. We are working on a process to contact students that are eligible and send them to Counseling to be evaluated for their CTAV credit.	A student can begin this process when they have been admitted to Lakeland and are attending a New Student Orientation. We are in the process of using the CTAG data of new students to advise them of their possible credit.
Lorain County Community College	Registrar/Transfer Office	nburkhol@lorainccc.edu	440-366-7611 or 440-366-4074	Current working to streamline/clarify CTAV processing	Upon admission, but within 3 years of high school graduation.
Marion Technical College	Tony Box	BoxT@mtc.edu	740-386-4109	A student will work with an admissions counselor or academic advisor to request CTAG credit be evaluated and posted	A student can begin this process when they first meet with an admissions counselor or academic advisor.
Miami University	Beth Bowden	bowdenba@miamioh.edu	513-529-8718	Email is sent to university email account to all CTAG eligible students as identified through CTAV process.	Students should reply to email to grant permission to post CTAG credit.
North Central State College	Student Records Office	mmonnes@ncstatecollege.edu	419-755-4824 or 419-755-4857	As of 04/2021, students are aksed permission to grant credit through the application process.	Upon application and graduation from high school.
Northwest State Community College	Connie Klingshirn	cklingshirn@northweststate.edu	419-267-1329	Currently working on process and will be creating webpage with form that student would complete.	Upon admission
Ohio State University	Transfer Credit Center - Sarah Muller	esue-transfercreditcenter@osu.edu	614-514-5887	Eligible students with CTAG credit will be notified via their Ohio State email address and asked to complete the "opt in" form to receive the credit.	Students should grant permission upon receiving the email indicating they are eligible to receive credit.
Ohio University	Undergraduate Admissions	hollidaj@ohio.edu	740-593-4100	Student should complete online form to provide permission to retrieve and post credit: https://www.ohio.edu/admissions/transfer-credits/career-technical-credit	After admission has been ranted, but within 3 years of high school graduation.
Owens Community College	Jill Gentry	jill_gentry@owens.edu	567-661-7381	To request credit, a student must submit an official final high school transcript to the Records Office. The student's Career Center must submit the CTAG form to the Records Office.	Upn admission
Rhodes State College	Registrar/Transfer Office	johnson.c@rhodesstate.edu	419-995-8304	Currently, the College is working through the new process. The current process (process will change effective May 2021) has student contact the Office of Student Advising to request evaluation of potential credit. Effective May 2021, the College will contact students by their Rhodes State email or by USPS mail asking for authorization to post credit.	Upon admission as a degree seeking student.
Rio Grande	Olivia Bevan, Registrar	obevan@rio.edu	740-254-7370	Student should contact the registrar to have CTAG credit evaluated.	Upon admission
Shawnee State University	Tami Sheets	tsheets@shawnee.edu	740-351-3611	A student can contact Tami Sheets in the Registrar office to have their CTAG credits posted.	Upon admission
Sinclair Community College	Sinclair Tech Prep	techprep@sinclair.edu	937-512-5146	A student looking to have their CTAG credit posted to their Sinclair transcript should fill out this online form to provide permission to retrieve and post the CTAG credit: https://www.mvtechprep.org/resources/career-technical-assurance-guide-ctag/ctag-retrieval-form/	A student can complete this form while a Senior in high school or at any point within 3 years after high school graduation.
Stark State College	Shelly McCombs	smccombs@starkstate.edu	330-494-6170	Email/letter automatically sent to all CTAG eligible students in July and September.	Student should grant permission immediately upon receiving email.
Terra State Community College	Records Office	recordsdept@terra.edu	419-559-2405	Student eligibilty and credit awarding process detailed at http://terra.edu/community/high_school_students_parents/career_tech_adult_education/career_tech_adult_ed_requirements_forms.php	Students can request credit evaluation following HS graduation and application to TSCC. Utilizing the HEI DTAV retrieval process, the process is automated for any student who meets minimum requirements and does not initiate the process.
University of Akron	Kelly Herold	kherold@uakron.edu	330-972-8832	Permission form automatically sent to all CTAG eligible students via their UA email	Students should grant permission immediately upon receiving email.
University of Cincinnati	Credit Evaluation	credeval@uc.edu	N/A	Credit Evaluation office within College Credit Services. Our CTAG process is posted on our website here: https://www.uc.edu/aas/creditevaluation/credittypes.html he form to request the credit is here: https://www.uc.edu/aas/creditevaluation/ctrequestform.html	Upon admission to the University
University of Toledo	Registrar/Transfer	transfer@utoledo.edu	419-530-4844	Student can begin at the Registrar's Office or their academic advisor. We send an email to all CTAG eligible students via their UToledo email requesting permission.	Student grants permission upon receiving email. They can also reach out to their academic advisoror to the Registrar's Office upon admission.
Washington State Community College	Tech Prep	mcovert@wscc.edu	740-374-8716	Currently working on CTAV process	Upon admission
Wright State University	Lora Dues	lora.dues@wright.edu	937-775-5711	A student will work with academic advisor to request CTAG credit be evaluated and posted	A student can begin this process when they have been admitted to WSU.
Youngstown State University	Sharon J. Schroeder	sjschroeder@ysu.edu	330-941-2445	For students admitted SUMMER term, email Sharon from their YSU account to start the process. For students admitted FALL term, an email is sent to their YSU email account in July, August, or September, depending on when the information is available in the CTAV system.	Student should grant permission upon receiving email. If a student has not received an email to his/her YSU email account by the time school starts in August, he/she should contact Sharon. If a student opts not to have credit posted when notified, he/she can do so later, as long as it is within 3 years of high school graduation.
Zane State College	Tara Adornetto/Tech prep	tadornetto@zanesstate.edu	740-588-1217	A student can either contact the Tech Prep Office, Registrar's Office, or speak to an academic advisor.	We are having these conversations during the admission process.