



Memorandum

To: Secondary Career-Technical Directors and Superintendents
From: Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer
Date: February 25, 2019
Subject: New Career-Technical Assurance Guide (CTAG): Personal Finance

I am pleased to announce a new Career-Technical Assurance Guide (CTAG) that facilitates transfer within Ohio’s Public Colleges and Universities, as well as, Public Secondary Career-Technical Education programs in Personal Finance. This memo provides an overview of the Personal Finance CTAG and addresses the need for the participation of secondary institutions.

Personal Finance

The Personal Finance CTAG, in the Family and Consumer Science pathway, was created through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Department of Higher Education (ODHE) and the Ohio Department of Education (ODE), which supports the legislative mandates in ORC 3333.162. Faculty experts from two-year and four-year institutions across the state, worked on the initiative to ensure similar academic content by examining and providing input into the ODE Technical Content Standards and aligning those standards with post-secondary learning outcomes. A survey was sent to all of Ohio’s Public Colleges and Universities for review, comment, and endorsement. Findings favored the creation of a statewide agreement in Personal Finance and the addition of one new Career-Technical Articulation Number (CTAN), for statewide articulation. The attached assurance guide details the criteria that will provide secondary career-technical students the opportunity to earn credit for the approved CTAN.

The Administrative and Professional Support CTAG includes the following CTAN:

Table A: Personal Finance CTAG Crosswalk to ODE Course		
Career-Technical Articulation Number (CTAN)	Ohio Department of Education (ODE) EMIS Number and Course Name	Student Requirements for CTAG Credit
CTPF001—Personal Finance	091052—Personal Financial Management	An end-of-course exam score of 55 or higher

For the Personal Finance CTAG, the CTAN listed in Table A, the Certificate of Affirmation must be submitted in the Course Equivalency Management System (CEMS).

CTPF001- Personal Finance [ODE course Personal Financial Management 091052] students are required to earn a qualifying score of 55 or higher on the WebXam™.

The post-secondary faculty panel included the following advising notes to incorporate into the content of your course.

- The importance of time value of money as the mathematical foundation behind most financial analysis should be emphasized. Students should be able to calculate the present and future value of both single sums and annuities as well as calculate loan payments.
- Consumers make many purchases over a lifetime; however, the purchase of a home, automobile, and college education are typically three of the costliest purchases and could result in costly mistakes if they are uninformed.
- The most valuable assets of most consumers are their income-earning potential, their home, and their car. Therefore, it is important that individuals understand how to protect these assets with life health, disability, homeowners, and auto insurance.
- Estate planning can be very complex and differ significantly from individual to individual. However, understanding the importance of a will, living will, power of attorney, and the basic use of trusts, gifts, and charitable contributions would be important for most consumers.

Process for Students to Earn Credit: The following steps must occur for secondary students to access college credit for this course:

1. Secondary institutions must submit their course information through CEMS for the ODE course taught at the institution, and according to the submission requirements for **CTPF001- Personal Finance**.

The Certificate of Affirmation is here: <https://www.ohiohighered.org/transfer/ct2/affirmation>. The Affirmation document, signed by a district administrator, affirms that faculty teaching the course recognize that the course provides an opportunity for articulated credit and assures adherence to the SCTAI alignment document as part of the course delivery.

2. Students must pass the corresponding End-of-Course (WebXam™) examination with a qualifying score of 55 or higher.
3. Students must work with their secondary institution to ensure that their official high school transcript, official WebXam™ score, and the (CT)² Verification Form, available at the ODHE website <https://www.ohiohighered.org/node/5076>, are submitted to the post-secondary institution where the student chooses to enroll. The post-secondary institution must also be a part of the statewide agreement or offer the career-technical discipline in which to facilitate credit transfer.

If your institution offers Personal Financial Management, please submit the course and supporting documents through CEMS for review. Submissions are required for those who have comparable courses.

I would like to thank all of those involved in this process for their dedication and support. The names of the faculty participants are listed on page 3 of the attached Personal Finance CTAG. If you have any questions about the Personal Finance CTAG, please contact Anne Skuce, askuce@highered.ohio.gov. For technical assistance with a submission, please contact Shane DeGarmo, sdegarmo@highered.oh.gov

Enclosure (1)