Ohio | **Department of Higher Education**

Secondary One-Year Option Program Completion Form

Instructions – Students should complete the student information section and submit to their high school/career-tech center. The high school/career-tech center is responsible for providing information on the completion of the secondary program as well as sending this form to the college/university selected. **Please note that students will need to provide documentation of their credential(s) upon matriculation at the college/university.**

Student Information

First Name: _____   Last Name: _____   Middle Initial: _____

Date of Birth: _____

High School Graduation Date: _____

Primary Phone: _____   Email: _____

Please send this form to the following college/university:

Name of Institution: _____

College Department/Office: _____

Address: _____

Student Signature: _____   **Date:** _____

Secondary Program Information (to be completed by the high school/career-tech center)

The student must successfully complete the approved secondary program within their pathway and complete any credentialing requirements outlined on the One-Year Option template. Students must access the credit within five years of graduation, and all credentials must be current.

OFFICIAL SEAL OR STAMP HERE	**Secondary One-Year Option Completed**	☐ Cosmetology	
	Name of institution:		
	Address:		
	Name of (CT)² Contact Person:	**Title:**	
	Email:	**Phone:**	
	Signature of (CT)² Contact Person:	**Date:**	

Contact Information

Questions about One-Year Option requirements may be directed to Ohio Articulation and Transfer Network staff at:

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