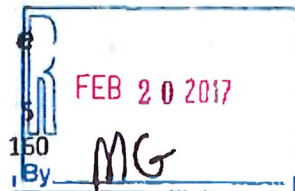


Portfolio 2

This workforce solution was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



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Credit for Prior Learning and Work Experience

Submit this form, with receipt if applicable, to The Gateway for review.

Last Name [REDACTED] First Name [REDACTED] Middle Name [REDACTED] Student ID [REDACTED]
 Program of Study BMT. AAB Catalog Year 2014-2015 Phone Number [REDACTED] Landline Mobile

I am requesting credit equivalency for training certification(s).

I understand the steps of this process to be:

- This form and copies of certifications will be forwarded to the appropriate academic and records staff for evaluation.
- I will be notified of the credit evaluation outcome via COTC email.
- There is no fee required for the certification evaluation for course equivalency.
- Copy of my training certification(s) is attached. There are _____ total to be reviewed.
- I am requesting credit equivalency for the following COTC course(s): _____

I am requesting credit equivalency for work experience relevant to my plan of study.

I understand this process to be:

- An academic official* will request supporting documentation (samples of work, etc.) to assist in making a preliminary determination of potential credit equivalency. I will be notified of preliminary determination by an academic official.
- I will retrieve original form from The Gateway and take to Fees and Deposits (Hopewell Hall) to be assessed the \$75 evaluation fee per course. Fees can be paid on the extended campuses by visiting The Gateway.
- I will return the receipt and original form to The Gateway to be forwarded to Academic Affairs.
- My work experience evaluation for credit will be assigned to a faculty member who may contact me for additional follow-up and supporting documentation.
- Upon receipt of all necessary documentation, I will be notified of the work experience evaluation outcome via COTC email.
- Copy of my current resume is attached.
- I am requesting credit equivalency for the following COTC course(s): BUS-292

The \$75 course evaluation fee has been paid (official receipt attached) for the credit equivalency for work experience.

Pd. \$75. 2-22-17

* An academic official is defined as a Dean, Director or Faculty.

Stu _____

Date 2-10-17

** Gateway staff should make a copy of this form for the student to reference for the next steps in their process. **

Email, PREM, C&T, NCS

Evaluation Process:

Types of supporting documentation received: attached

Date all necessary supporting documentation was received: 3/21/17

Faculty Signature: [Signature] Date of completed review: 3/22/17
(Signature necessary for work experience evaluation only)

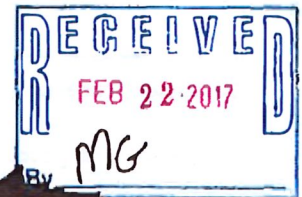
Dean/Director Signature: [Signature] Date of completed review: 4/24/17
(Signature necessary for training certification not yet equated to COTC coursework only)

Awarding Credit:

Course equivalencies awarded: BUS-292

Dean/Director Signature: [Signature] Date: 4/27/17
(Signature indicates credits are approved and able to awarded)

Gateway Use Only: CRI Code RGCREDIT added with status of "Not Reviewed" <input checked="" type="checkbox"/>	
Processed by: _____	Date: _____
Student Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	



February 21, 2017

RE: Credit for Prior Learning and Work Experience (BUS-292)

Dear Admissions & Records Department,

I am writing to request credit equivalency for work experience relevant to my current plan of study. The course being applied for is BUS-292 Business Field Experience III. I feel as though I have met the requirements of this course through the last fourteen years of my personal work experience. Since 2004, roughly 6 months after entering the workforce, I have been in a management role responsible for a multitude of activities including but not limited to:

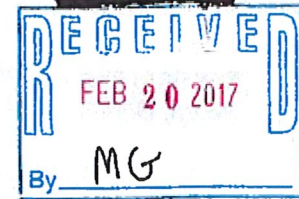
- Cash Handling/Bank Deposits
- Inventory Management/Cycle Counts
- Loss Prevention/Best Practice Procedures
- Business Advancement & Development
- Employee Scheduling/Payroll Forecasting
- Internal/External Conflict Management
- Federal, State, and Local Payroll Tax Liability Management
- Corporate Tax Preparations
- International Commodity Importing/Exporting

I have now had the opportunity to be a salesperson and store-level manager for a large corporation, upper-level manager for a medium-sized corporation, and lastly the owner/operator of my own start-up enterprise. The education and insights that I have gained while attending COTC have undoubtedly had a positive influence on my successes in the business world so far.

I thank you in advance for your consideration.

[Redacted signature block]

COPY FROM ORIGINAL



EDUCATION

Associate Degree in Business Management

Expected: Fall 2017

Central Ohio Technical College

Newark, Ohio

Current GPA: 3.842

Inducted into Phi Theta Kappa Honor Society in 2014

Related Coursework: Business Management, Entrepreneurship, Ethics, Accounting, Marketing, Business Law, Communications, Micro Economics, Global Business, and Teambuilding.

RELATED WORK EXPERIENCE

Controller/Supervisor, Enterprise Engine Performance, Inc.
Thornville, Ohio

August 2007 - Present

- Created a parts department that attracted external customers and benefited the needs of our internal service department and machine shop
- Collaborated with the owners to setup and utilize 70% more of the warehouse area
- Developed an online e-commerce website, expanding our customer base to reach all 50 states as well as Canada and South America
- Expanded parts sales from generating approximately 25% of our revenues to nearly 60% in less than five years
- Oversee and advise in matters pertaining to both the machine shop and parts department
- Manage any and all Human Resource related obligations with employees
- File and report financial statements to the Ohio Business Gateway account
- Reconcile all financial statements as well as manage Accounts Receivable & Payable
- Generate payroll checks and pay weekly federal payroll tax obligations via the EFTPS ACH portal
- Manage Ohio Worker's Compensation & Children's Support Enforcement Agency accounts

Assistant Manager/Parts Salesman, Advance Auto Parts
Heath, Ohio

September 2003 – July 2007

- Organized team meetings to address any concerns of district and regional managers
- Delegated tasks and duties to other employees while also leading by example
- Carried out all functions of a retail salesperson with key focus on customer satisfaction
- Prepared bank deposits and managed all other cash handling operations
- Expanded commercial accounts with local garages and service repair centers
- Administered inventory cycle-counts to prepare correct inventory adjustments and loss-prevention reports

ADDITIONAL EXPERIENCE

Owner/Operator [REDACTED]
Rushville, Ohio

June 2013 – Present

- Maintain compliance with local and federal agencies to be provided a resale license
- Create and maintain an online website with international e-commerce capabilities
- Forecast demand to efficiently determine import quantities from abroad
- Collaborate with customers to determine a custom-tailored solution for their specific project needs
- Monitor the competition and continually make adjustments to my product offerings and marketing mix
- Evaluate the ever-changing business environment on a constant basis to remain profitable and relevant in the industry


TECHNICAL SKILLS

PC Software: Microsoft Office (Excel, Outlook, PowerPoint, & Word), Intuit QuickBooks, Intuit Merchant Database, WordPress, Big Commerce, Google AdWords, EBay & other various e-commerce platforms

PC Hardware: Network setup, server management, database management, remote access integration, general hardware replacement and maintenance skills

Automotive: Engine rebuilding, automotive repair, milling machine, metal lathe, cylinder head valve seat & guide machine, resurfacing machine, block boring bar, honing machine, general welding and fabrication

***Certified & Registered Ohio Notary Public**

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

COPY FROM ORIGINAL



Date of this notice: 05-13-2013

Employer Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: CP 575 G

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you [REDACTED]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

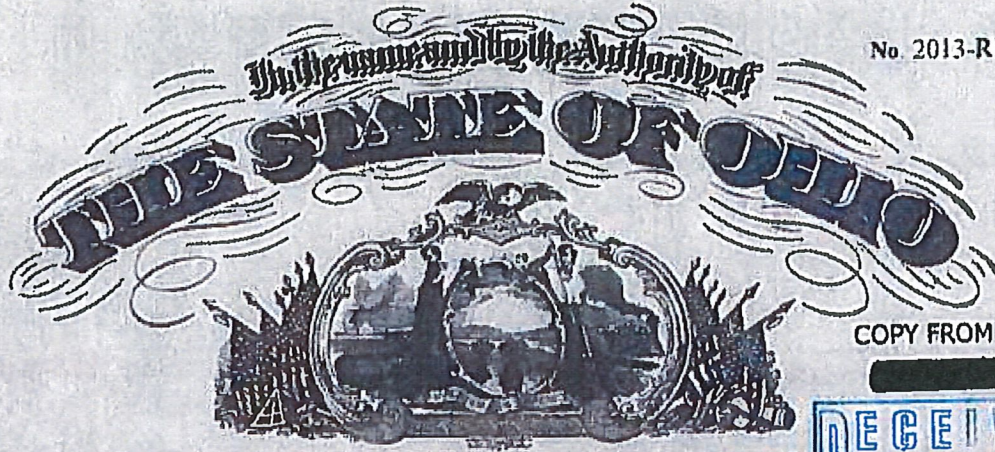
IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is HOCH. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.



COPY FROM ORIGINAL



JOHN KASICH

Governor of said State

To all to whom these Presents shall come, Greeting:

Know Ye, That by virtue of the authority vested in me by the Constitution and Laws of this State, and reposing special Trust and Confidence in [redacted] do hereby appoint and commission the above to be a Notary Public, for the State of Ohio for the term of Five Years commencing on the 30th day of May, 2013, and expiring on the 29th day of May, 2018, hereby authorizing and empowering said officer to execute and discharge, all and singular, the duties appertaining to said office, and to enjoy all the privileges and immunities thereof.

In Testimony Whereof, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed, at Columbus, this 23rd day of April, 2013

By The Governor:



[Signature of John Kasich]
[Signature of Jon Husted, Secretary of State]

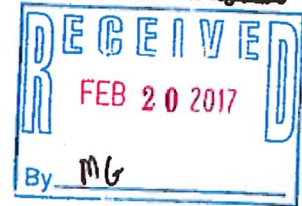


DATE	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
05/03/2013	201312300756	TRADE NAME/ORIGINAL FILING (RNO)	50 00	.00	.00	.00	.00

Receipt

This is not a bill. Please do not remit payment.

COPY FROM ORIGINAL



STATE OF OHIO CERTIFICATE

Ohio Secretary of State, Jon Husted

2196530

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

and, that said business records show the filing and recording of:

Document(s)
TRADE NAME/ORIGINAL FILING

Document No(s):
201312300756

Effective Date: 05/03/2013

Date of First Use: 04/30/2013
Expiration Date: 05/03/2018



United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of
the Secretary of State at Columbus,
Ohio this 3rd day of May, A.D.
2013.

Ohio Secretary of State

COPY FROM ORIGINAL



Vendor's License

RE: Vendor License Number [REDACTED]
County: Fairfield
Effective Date: 5/16/2013

This is to certify that the vendor herein named, having complied with the provisions of section 5739.17 of the Ohio Revised Code, is hereby authorized to sell tangible personal property and selected services at retail, at the location specified below. This license shall terminate and be null and void if the business is moved to a new location outside the county where it is presently located, if the business is sold, if an individual or partnership incorporates the business, if a partnership is dissolved, or if a corporation dissolves or is canceled for cause by the tax commissioner.

The Ohio Sales Tax Law provides that no vendor shall fail to collect the full and exact tax as required by sections 5739.01 to 5739.31, inclusive, of the Ohio Revised Code, or fail to comply with such sections and the rules and regulations of the tax commissioner.

Whoever violates this provision may be fined not less than \$25 nor more than \$100 for a first offense; for each subsequent offense such person shall, if a corporation, be fined not less than \$100 nor more than \$500; or if an individual or member of a partnership, firm or association, be fined not less than \$25 nor more than \$100, or imprisoned not more than 60 days, or both.

COUNTY VL REG

Memo

To:

From: [redacted] CC: [redacted]

Gateway

Date: 3/21/17

Re: [redacted]

Based upon reviewing [redacted] documentation of work experience, I am recommending that [redacted] be given portfolio credit for BUS-292A.. This recommendation is based on the following:

- *Management, marketing and software experience with Enterprise Engine Performance, Inc.
- * Responsibility for payroll, accounts payable and receivables, budget reports, projects, recording, compliance reporting, and outreach.
- *Communication and management of meetings, employees and organizational objectives.
- *Experience with organizational taxes, payroll, auditing, electronic record keeping, compliance and confidentiality.
- *Trained, developed and supervised employees.
- *Currently the Controller/Supervisor of Enterprise Engine Performance, Inc.

Upon reviewing all of his documentation concerning his experience, he certainly meets all the course objectives and performance objectives for our field experience class.

If you need any further information or documentation, please let me know.