

Ashland University Credit for Courses

1. To receive credit from Ashland University, you MUST register with them BEFORE you begin the course.
2. Complete the Ashland University registration form. Make sure the correct course number and name is on the form.
3. If you are paying by credit card, fill in the card number and expiration date at the bottom of the form.
4. Make a copy of the registration form for your files.
5. Send the registration form as an attachment to Joanne Turner (turner@oaesa.org) or print and fax it to 614-794-9191.
6. If you choose to pay by check, write it to Ashland University and mail it along with the form to OAESA, 900 Club Drive, Suite A, Westerville, OH 43081.
7. Award of credit is contingent upon the successful completion of all of the model assessments and receipt by OAESA (mail or fax) of the Certificate of Completion of the course.
8. You will receive notification of the credit two weeks after the grade has been posted.

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