STANDARD OPERATING PROCEDURES

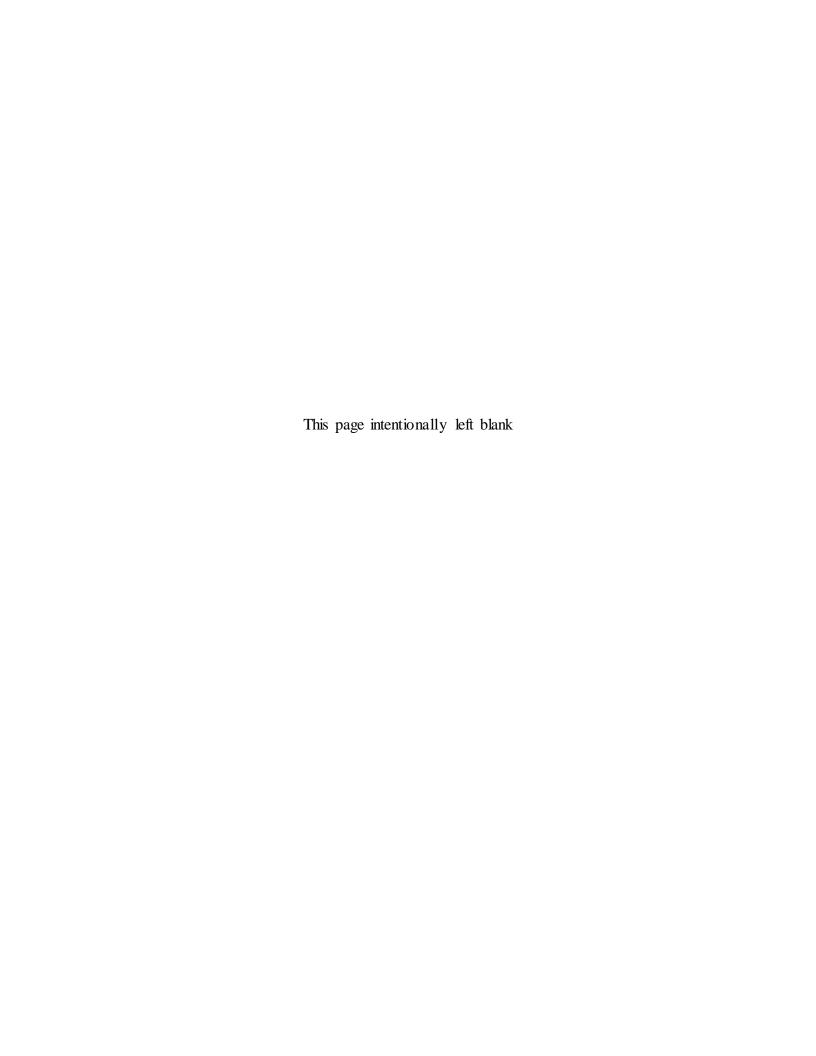# FOR

COAST GUARD'S TRAINING SYSTEM

EDUCATION SERVICES OFFICER (ESO)
VOLUME II

REGISTRAR'S OFFICE (RO)
RESOURCE GUIDE

Education and Training Quota Management Command
March 2018

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EDUCATION & TRAINING QUOTA MANAGEMENT COMMAND INSTRUCTION M1000.5

Subj: EDUCATION SERVICES OFFICER VOLUME II, RESOURCE GUIDE

1. <u>PURPOSE</u>. This volume provides vital tools for the ESO to use to effectively guide members in their educational pursuits. These resources are designed to assist the ESO to effectively perform educational duties, to follow educational standards, and to work with the Education and Training Quota Management Command (ETQC) on joint ventures.

2. <u>ACTION</u>. Regional, Full-time and Collateral Duty ESO's should ensure compliance with the provisions of this Notice. Internet release is authorized.

3. <u>DIRECTIVES AFFECTED</u>. ETQCINST M1000.4 is hereby cancelled.

4. <u>DISCLAIMER</u>. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It is intended to provide assistance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

5. <u>MAJOR CHANGES</u>. Links have been updated to reflect the latest changes to source materials. New materials have been updated as needed.

6. <u>ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS</u>. Environmental considerations were examined in the development of this Notice and have been determined not to be applicable.

7. <u>DISTRIBUTION</u>. Printed copies of the ESO Vol. II, Resource Guide, are not available. Distribution is through the ETQC website at http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/

8. <u>RECORDS MANAGEMENT CONSIDERATIONS</u>. This ETQCINST has been thoroughly reviewed during the directive clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. <u>FORMS/REPORTS</u>. A new form for special mailing requests is pending approval. A substitute can be found on the JST web site under "How to Request an official transcript". Scroll down to question 8 to the CG section.

10. <u>REQUEST FOR CHANGES</u>. The next change to the ESO Vol. II, Resource Guide is expected to be completed by November 2018. ETQC encourages user recommended revisions and corrections to the ESO Vol. II, Additional Education Information, manual. Comments or recommendations may be submitted by emailing the Registrar Office at ETQC-SMB-RO@uscg.mil

ROBERT P. HILL
Commander, U.S. Coast Guard
Commanding Officer
Education & Training Quota Management Command

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Table of Contents

Chapter 1: **ESO DUTIES AND RESPONSIBILITIES FOR VOLUNTARY EDUCATION PROGRAMS.**

A. Introduction.

1. Overview. The Education Services Officer (ESO) is a key player in providing educational resources and assisting members in making critical decisions. Assisting members to continue their education provides the ladder for educational progress throughout their career. To the "Commitment to Excellence", we will emphasize education, training, and professional growth for the workforce. Education and training are essential to enable USCG personnel to meet the demands of the future. The commitment of the ESO can make or break the unit's education program. A dedicated ESO can instill motivation in those seeking assistance.

2. ESO Office. The ESO office should be located in an area well known to all members. If the ESO is away from the office frequently, an assistant ESO should be appointed to ensure the office is always covered.

3. Responsibility. It is the ESOs responsibility to provide educational assistance for all Coast Guard members to continue their professional growth and development.

4. Duties. At a **minimum** ESOs should:

    a. Conduct an annual needs assessment to determine what educational programs are desired by unit personnel. A sample needs assessment is provided as Figure1-1.

    b. Assist members with college enrollment.

        (1) Maintain current literature on college programs available in local geographic area.

        (2) Ensure members and dependents receive in-state or lowest tuition, if available.

        (3) Ensure Institution is properly accredited and know the different types of accreditation.

    c. Counsel members about non-traditional education programs.

        (1) Credit for military learning experiences.

        (2) College Credit Examinations.

    d. Assist members with Tuition Assistance (TA).

    e. Work with Colleges and Universities to resolve any difficulties with TA.

    f. Assist members in locating scholarships or loans.

    g. Assist members to document their military learning experiences.

    h. Explain the unofficial and official transcript. Explain the Joint Services Transcript and explain how to access the site.

i. Arrange for the administration of all DANTES sponsored examinations.

j. Be cognizant of high school completion programs and/or the GED examination.

k. Assist members in activating their GI Bill Benefits and conduct briefings or other forms of outreach to ensure all members are aware of the educational opportunities available.

l. Develop effective partnerships with colleges, universities, ETQC and other organizations impacting the delivery of educational programs to your command.

m. Become familiar with the contents of the ESO SOPs and the Performance, Training and Education Manual COMDTINST M1500.10 (series).

n. Be aware of the military-friendly colleges and especially of SOC colleges.

o. Know about transferring college credits.

B. Figure 1-1: Education Needs Assessment Survey.

Figure 1-1: Education Needs Assessment Survey

In an effort to better serve your educational needs, we need input from you. Please take a few minutes to respond to the following questions.

What educational programs interest you?
_____
_____
_____
_____
_____

When would you want the programs offered? (What time of day?)
_____
_____
_____
_____
_____

Where would you want the programs offered? (On the installation or local college)
_____
_____
_____
_____
_____

Choose the type of media you prefer for the course? (Check all that apply)

__Instructor Facilitated   __CD-ROM/DVD

__On-Line Computer Based   __Video Tele-course

__Independent Study (paper-based)

__Other-Please explain_____
_____
_____

Do you prefer a self-paced or a structured time for the course?
_____

Please return this survey to your ESO.

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Chapter 2: **DOCUMENTING MILITARY EXPERIENCES**

A. Introduction.

1. Reference. The American Council on Education (ACE) provides online databases for "The Guide to the Evaluation of Educational Experiences in the Armed Services" (commonly referred to as the ACE Guide) and "The National Guide to Educational Credit for Training Programs" (commonly referred to as the National Guide).

2. Overview. This program provides Coast Guard members with a head start over the traditional college student. Members may earn a significant number of hours of college credit for learning experiences in the military.

   a. For over 50 years, the ACE Guide has been the standard reference work for recognizing learning acquired in the military. The National Guide is the civilian equivalent to the ACE Guide and contains recommendations for courses conducted by business, industry, labor unions, and other government agencies.

      (1) Examination credit can be found on the National Guide Database. Click on the following link. *http://www2.acenet.edu/credit/?fuseaction=browse.main*

      (2) The online database for the ACE Guide can be found by clicking the following link. http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx

      (3) The online database for the National Guide can be found by clicking the following link. *http://www2.acenet.edu/credit/?fuseaction=browse.main*

3. ACE Transcript. Since the National Guide exhibits contain copyrighted information, the Joint Services Transcript (JST) cannot include corporate courses on the official JST transcript. A link to the ACE transcript for corporate courses is provided here:

   http://www.acenet.edu/news-room/Pages/CREDIT-Registry-and-Transcript-Site-Additional-instructions.aspx

B. Acceptance of Military Credits

1. Overview. College credit listed in the ACE Guide is a recommendation of credit based upon reviews conducted by a team of academic college professors. It becomes credit when it is accepted by a college or university. All colleges and universities are autonomous and decide what credit the institution will accept. About 2,800 colleges will accept some of the ACE credit recommendations. Greater flexibility and acceptability will be recognized through those colleges that support military students. These colleges are frequently referred to as Service member's Opportunity Colleges (SOC). For more information, see Section 7 on Service member's Opportunity Colleges.

2. Additionally, the correlation of the member's area of study to the rate of the member will determine application of the military credits. For instance, should an Electronics Technician desire to pursue a degree in Anthropology, few credits would apply to the major. However, should the same member pursue a degree in electronics, much of the credit would be applicable.

C. ACE Evaluation Process

1. Courses. Periodically, the Registrar's Office at ETQC will submit a request for ACE reviews where CG courses, rates, designations, and occupations will be evaluated. The CG list is sent to ACE and eventually a master schedule is constructed for all branches of the services. For a course to be evaluated, the Training Officer or Subject Matter Specialist at the Training Center must submit the curriculum outline, Program of Instruction, and documentation page to ETQC for coordination with ACE.

a. To perform the review, ACE will provide a team of subject-matter experts (usually college professors who teach a similar course at the collegiate level) to review the materials. The academic experts will visit the Training Center where they review course materials, textbooks, student guides, instructor guides, exams, curriculum outlines, and other related course documents.

b. Based on the review and comparison of the course to similar academic courses, the appropriate credit will be recommended and listed in the ACE Exhibit.

2. Correspondence Courses. **Correspondence courses must have a proctored end-of-course test administered** in a controlled environment to qualify for ACE evaluation. In the past, many Coast Guard correspondence courses were evaluated for college credit, but few CG correspondence exist today and very few of those that still exist meet ACE requirements.

3. Rate/Occupation Credit. ACE conducts formal evaluations of the level of knowledge gained through learning experiences associated with on-the-job training and work experience. Therefore, nearly every rate in the USCG is evaluated for "Rate Credit." As a petty officer progresses in rate, (i.e., Third Class to Second Class) additional credit is recommended. This progress continues throughout the member's career. Changes in rate and rate exhibits will qualify the individual for credit for both ACE exhibits if held during the correct time frame of the exhibit (s).

The rate credit is not a total of hours, but the maximum of hours at the highest level of advancement in a subject. For example if a third class is recommended for 1 hour in accounting, a second class is recommended for 2 hours, and a Master Chief is recommended for 4 hours, the total hours the member would receive (if a master chief) would be 4 hours not 7 hours.

Effective 1 October 2004, CWO credit will not be awarded until the member has been in the occupation for six months.

4. <u>Aviation Officers Designation</u>. Pilot designations have also been reviewed by ACE. Credit may be received for pilot, co-pilot, instructor-pilot and aircraft commander for different aircraft. Letters of appointment from the command must be provided to document appointment of the specific designation. In cases where the exhibit changes, new appointment letters must be provided for the new exhibit.

5. <u>Aircrew Designation</u>: Various aircrew designations have also been reviewed by ACE. Letters of appointment from the command must be provided to document appointment of the specific designation.

6. <u>Prior Service</u>. Prior Service credit will be included on the Joint Services Transcript for most branches (Army, Coast Guard, Navy, and Marines) of the military. Air Force credit for the most part will still be listed on the CCAF transcript; however, Air Force personnel who take courses through other branches of the service can request a Joint Service Transcript (JST) to reflect ACE evaluated course work.

7. <u>Other Military Documents/Transcripts</u>. Certificate of Release or Discharge from Active Duty, DD Form 214.

    a. Certificate of Release or Discharge from Active Duty may be obtained from:

        National Personnel Records Center
        Military Personnel Records
        (Your Service) Section
        9700 Page Blvd.
        St. Louis, MO 63132

        http://www.archives.gov/veterans/military-service-records/standard-form-180.html

    b. Military Record Requests, SF-180:

        (1) Obtain and Fill out Standard Form 180 (SF-180).

        (2) Or Write a letter to Request Records.

    c. CCAF:

        (1) Community College of the Air Force Transcript.

        (2) Submit a written request to:

(a) CCAF/DESS
100 South Turner Blvd
Maxwell-Gunter AFB AL 36114-3011

(b) Or request online at the following link:

http://www.au.af.mil/au/barnes/ccaf/transcripts.asp

d. Joint Services Transcript (JST):

(1) Log into JST site.

(2) To add missing items or making corrections to the JST, complete CGI-1562 found on ETQC's web page under active duty member, under official military transcript.

(3) Request online at the following link:
https://jst.doded.mil/smart/dodMandatoryBanner.do;jsessionid=PtJzS7JGmQpLh8ZtCnzlqQ
WX2Hd7PV4LV4bdTw7JJ1SDb3G4ynby!831146096

7. <u>Service Schools</u>. Courses listed in the ACE Guide are service schools conducted on a formal basis with a fixed curriculum, duration, and method of instruction. These include Recruit Training, "A" and "C" schools. For ACE evaluation, service schools (USCG and DOD) are usually at least one week or the equivalent of 45 academic hours in length. Fewer hours will generally receive little if any credit, but can be reviewed.

8. <u>Corporate Training</u>. Training provided by corporations and other governmental agencies (non-DOD) can also be reviewed for appropriate college credit by the ACE National Guide Program. Some examples of participating companies include the following: New Horizons Computer Learning Centers, Business Management Research Associates (BMRA), ESI International, Fidelity Investments, National Emergency Training Center (NFA), and Education Direct. To view a complete listing of participating organizations, visit the ACE website at the following link: *http://www2.acenet.edu/credit/?fuseaction=browse.main*. The fee for the corporate ACE Transcript is $20.00. Subsequent copies cost $15.00. Joint Services Transcript (JST) is <u>NOT</u> authorized to list corporate credit on the official transcript, because the data is copyrighted. Likewise ACE is not authorized to list military credits on the corporate transcript.

9. <u>College Level Examinations</u>. See Table 2-1, to determine if test scores are maintained in the Education Center. If the test results are not in the student record (even though Table 2-1 shows they should be on file), the student may submit a copy of the score report with the Application for Correction to Joint Services Transcript Form, ETQC-1562. Upon verification from the testing agency, the data will be entered in the student's record.

a. Table 2-1: Tests Maintained in Education Center.

DANTES Examinations	Taken since 1 July 94	Downloaded into automated database.
	Taken prior to 1 July 94	Request score from testing agency. Document by attaching a copy of the official score report to the Application for Correction to Joint Services Transcript, form ETQC-1562. Allow 15 days before score is applied to the JST
National Test Centers	Taken prior to Feb 2004	Document by attaching a copy of the official score report to Application for Correction to Joint Services Transcript, form ETQC-1562. Allow 15 days before score is applied to the JST
	Taken since 1 Feb 2004	Downloaded to the JST

10. <u>Certificates and Licenses</u>. Some certifications and licenses have been reviewed for credit by ACE. Those that have ACE credit can be found in The National Guide to College Credit for Workforce Training. The following are examples of certificates, licenses, and exams that could be provided for potential credit.

   a. American Council on Exercise.

   b. American Council on Teaching of Foreign Languages (ACTFL).

   c. American Payroll Association (APA).

   d. The College Board Advanced Placement (AP) Program Examination.

   e. Consumer Electronics Association.

   f. Defense Language Institute (DLI), Defense Language Proficient Test (DPLT) Program.

   g. Professional Aviation Maintenance Association/Federal Aviation Admin.

   h. FAA Airframe and Power Plant Examination.

   i. International Association of Administrative Professionals.

j. Institute for Certification of Computer Professionals.

k. International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.

l. International Society of Certified Electronics Technicians (ISCET).

m. The National Court Reporters Association (NCRA) Registered Professional Reporter, (RPR) Examination and Registered Merit (RMR) Exam.

n. National Institute of Automotive Service Excellence (ASE).

o. Novell.

p. Registry of Magnetic Resonance Imaging Technologists.

q. USMC Military Academic Credit Examination (MACE) Law Enforcement.

11. SkillSoft Certification. A select number of Skillsoft (skillport) courses have been recommended for college credit by ACE. For more information about the program, go to the Skillport site in the CG Learning Portal under Education and Training.

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Chapter 3: **OBTAINING AN OFFICIAL MILITARY TRANSCRIPT**

A. Introduction

1. Overview of the Official Military Transcript or Joint Services Transcript (JST). The Official Military Transcript is available to any person who has completed training in the USCG. It is provided through the Joint Services Transcript (JST), which serves as the official transcript for the Army, Coast Guard, Navy, and Marines. The JST transcript is accepted by colleges and universities throughout the United States. The ACE credits can reduce the amount of time required to complete a degree, greatly reduce the cost of the degree programs, and provide documentation to demonstrate the mastery of a subject. For the USCG, the JST is available for active duty members, reserve members, civilians, spouses of active duty members, separated/retired members and Auxiliary members. Separated members, Retirees, Spouses, and Auxiliary members especially should contact the Registrar's Office at ETQC if their credits do not appear on the JST. The amount of credit listed depends entirely upon the individual. For example, spouses of active duty members can take DANTES examinations allowing them to receive credit for the examinations on the JST, but they will not have rate or course credits unless they have prior service credit. The following link will take the member to the JST site: https://jst.doded.mil/smart/dodMandatoryBanner.do;jse

2. Unofficial Transcript. The member can also obtain an unofficial transcript through JST. The difference between the unofficial and the official is the label at the top. The unofficial transcript will state it is unofficial and will not have the member's social security number listed. The member can simply print the record. The official transcript will state it is official, will have the social security number at the top, and will be sent electronically by JST to the desired institution. By looking at the unofficial copy, the member can determine if all course work, rate history, and examinations are included. Missing items can be added to the JST before the member requests the official transcript be sent to a college.

3. Data on the JST. Every effort is made to ensure the information listed on the transcript is correct. Data recorded on the transcript is extracted from documentation validated primarily by Direct Access. Active duty and reserve members shall be counseled to review their promotion and training history in Direct Access and take the necessary action to keep it up-to-date. Additional data is downloaded from the American Council on Education and from DANTES daily. The JST transcript reflects the credit recommended by the American Council on Education (ACE).

4. Prior Service Credits. If a member served in another branch of the service or took courses through another branch of the service, those credits will also appear on the JST. Individuals from other branches who have taken Coast Guard courses will have those listed on the JST as well.

5. Reasons for Credits Not Appearing on JST. Some credit may not appear on the transcript or may appear in the Other Learning Experiences section of the JST. The most common reasons why a certain course or school is not listed on the transcript are the following:

   a. Rate or course was not recommended for credit when the member completed it.

   b. The course beginning and ending dates are the same in Direct Access. (For example, a 10-week course cannot begin and end on the same day.)

    c. Location of the course is not listed in Direct Access or may be missing in the JST data. An added location often corrects the problem.

    d. Rate or course has not been reviewed for credit and is not listed in the ACE Guide.

    e. For correspondence courses, the edition of the course completed may not be recommended for credit or has not been reviewed.

B. Steps to Obtaining an Official Transcript

1. Log into JST: For active duty, civilian, and reserve personnel, the first step to obtain an Official Transcript is to access the JST site using a CAC card. For the spouse of an active duty member, Retiree, separated member, Auxiliarist or member who does not have a CAC card, the first step includes setting up an account through JST. Use the following link to access JST. It is highly recommended that you go through each of the categories (How to make updates or corrections to your JST Transcript, How to Request an official transcript, etc.) listed on the home page to become familiar with the procedures in JST. The categories will help you to navigate the web site, but you must log into your record to see what credits are listed in your record.

    https://jst.doded.mil/smart/dodMandatoryBanner.do;jsessionid=57G3KmEZ_KR9GljobyolE-7V_zcjUmdBqErbwbMryq_DTc0gRBzA!1300189414

2. Review the Data: The member can then review what is listed in the account and can print an unofficial copy of the ACE recommended credits. Members shall be counseled to view the training data in their Direct Access account for accuracy. Any incorrect or missing data should be corrected as soon as possible by contacting the servicing personnel office (SPO) or unit yeoman. To resolve missing or incorrect data on the JST, members should submit Application for Corrections to Joint Services Transcript form ETQC-1562 along with documentation to the Registrar's Office at the Coast Guard ETQC. A link to the form.

3. Documents to Include with ETQC Form 1562. Important documents to submit when requesting corrections/additions include some of the following:

        a. Data from Direct Access Course completion certificates from sources other than the USCG or ACE evaluated courses not listed in Direct Access.

        b. EMT, Boarding Officer.

        c. Score Reports (Examples include DANTES, CLEP, Excelsior and Defense Language Institute).

        d. Licenses or certificates.

    As the member reviews the unofficial transcript, the member should pay particular attention to courses and occupations listed on the transcript. Courses should show the starting and ending dates for the course. If a course is missing, it may because Direct Access shows the same date for both dates. A course may not appear if the training location is missing in Direct Access.

Check to see if your courses are missing for that reason. Next check the occupation section. Unlike the old Coast Guard transcript which listed every exhibit the member had, the JST only lists the highest rate under a specific rate number. If you were in a rate level (for example, you were an YN2 from January 2011 to December 2013) that covers several ACE exhibits, make sure that all exhibits appear in your record. In this example, your rate level would have covered two ACE exhibits (CGR-YN-003 and CGR-YN-004). Make sure that both the 003 and 004 exhibits are listed in your record.

3. <u>Correction to Joint Services Transcript</u>. If the member finds a missing item on the transcript, the member should submit a request through the Registrar's Office at ETQC. To add/correct information to the Joint Services Transcript, submit <u>Application for Correction to Joint Services Transcript</u>. More information can be found at the following site on the ETQC web page:

   <u>http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/</u>

   When requesting credit for courses NOT listed in Direct Access, documentation of training is required and appropriate documents should be attached to the Application Form. If Direct Access fails to document source and location of course, documentation must be included to provide the missing data.

4. <u>Retired/Separated Transcript Request</u>. Personnel who have separated or retired from the Coast Guard without having an education record established should review their record in JST to see if their records include their former rate and courses. If not, they should contact the Registrar's Office (RO) at ETQC to have their record built. They should submit Application for Correction to Joint Services Transcript, form ETQC-1562 with a copy of their DD-214 and other supporting documentation to build their transcript. (See page 3-1). Additional documentation must be submitted with the request as noted:

   a. Legible copies of all DD-214s for each period of service.

   b. Course completion certificates/letters.

   c. Advancement or Promotion Certificates.
      (Enlisted and CWO only) not listed on the DD-214.

5. <u>Official Transcript Request</u>. The official transcript is the final version and must be requested through JST. The official transcript is sent electronically to colleges. The member should select the appropriate college where the transcript is to be sent. Often one location is given for a college that has multiple campuses. Try adding or deleting to the name's spelling to find the correct college. The transcript is processed within 24-48 hours after the request, but it may take weeks for the college to process. Members can check their JST transaction record to see when a transcript is released. That will clue the member as to when the college received the transcript. A screen print of that delivery date from JST can be sent to the counselor at the college as proof of delivery.

6. <u>Special Mailing</u>. In special situations, members will request that a transcript be sent to a contact that is not set up as an electronic site (such as for future employers, Education Services Officers,

or for institutions that will not accept an electronic copy). In those cases, members will be asked to complete Special Mailing Joint Services Transcript form and submit to the Registrar's Office at ETQC. If the member wishes to receive a copy of the transcript, the member can print out the unofficial transcript. The special mailing is limited to unique situations only. To find the Special Mailing form, go to the JST home page at the following link and select how to request an official transcript. Scroll down to request forms and contact information. Look under the Coast Guard section and click on Official Transcript Special Mailing Request Form.

https://jst.doded.mil/smart/welcome.do

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Chapter 4: **DEGREE PLANING**

A**.** Introduction

1. Overview. It is not easy to complete a degree while serving on active duty in the military. The key to successfully completing a degree while on active duty is to maximize the non-traditional credit options and supplement them with traditional classes. Members should take advantage of every opportunity to gain academic credit for the following:

   a. Military learning experiences.

   b. College level testing.

   c. Independent study courses.

   d. Traditional college classes.

B. Types of Degrees.

1. Table 4-1: Types of Degrees.

Degree Type	Description	Min. SH Required *	Gen Ed Required	Area of Study	Free Electives
AAST (Associate in Applied Science & Technology)	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the Area of Study and Free Electives. Requires less general education credits than any other type of degree. If transferring into a bachelor's degree, additional coursework in general education areas will be required.	60	30	21	9
AAS (Associate in Applied Science)	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the Area of Study and Free Electives. Requires less general education credits than most types of degree. If transferring into a bachelor's degree, additional coursework in general education areas will be required.	60	20	20	20

AS (Associate of Science)	Two year degree typically awarded by community and junior colleges. Most military credits will apply to the free electives area.	60	30	0	30
AA (Associate of Arts)	Two year degree typically awarded by community and junior colleges. Most military credit falls into the free elective category.	60	48	0	12
BS (Bachelor of Science)	Four year degree awarded by colleges and universities. Balanced between liberal arts and science. Most BS degrees provide for an area of concentration, which is not depicted on this matrix. Most military credit will apply to the free electives area.	120	60	0	60
BSAST (Bachelor of Science in Applied Science & Technology)	Four year degree awarded by colleges and universities. Balanced between liberal arts, science and technology. Normally requires more science and math than a BA or BS. Most military credits apply to the free elective area.	120	54	18	48
BA (Bachelor of Arts)	Four year degree awarded by colleges and universities. Requires more liberal arts credits than other bachelor's degrees. Most military credits will apply to the free electives area.	120	90	0	30
MA/MS (Master's Degree)	Course of study usually one year in length (30-36 semester hours) after the bachelor's degree. Undergraduate credit is not applicable. Transferring credit can be limited.	30			
Doctoral Degree	Program of study at least two years (60 semester hours in length) beyond the master's degree.	60			

C. Subject Areas.

    1. Common Components. There are some common components to all degree plans. All degree plans refer to the following three terms:

    a. Arts and Sciences.

    b. Liberal Arts.

    c. General Education Requirements. In most cases the three terms are referring to the same area of study. These are traditional college subjects required to satisfy the core requirements of the degree. All of the subject areas and disciplines that follow refer to the three terms.

2. <u>Communication Arts</u>. All college programs described in this section require at least one college course in English composition or one of the nationally recognized college credit examinations. The Communication Arts include:

    a. English Composition.

    b. Writing Skills.

    c. Speech.

    d. Interpersonal Communications.

    e. Intercultural Communications.

3. <u>Humanities</u>. Slight differences exist among colleges as to what is classified as a humanities. This list contains the most common humanity courses.

    a. Art.

    b. Music.

    c. Literature.

    d. Philosophy.

    e. Foreign Language.

    f. Religion.

    g. Theatre.

    h. Ethics.

    i. Journalism.

    j. Photography.

4. <u>Social Sciences and History</u>. The following subjects are included in the Social Sciences and History programs.

    a. Psychology.

    b. Sociology.

    c. Political Science.

    d. Anthropology.

    e. Economics.

    f. Geography.

    g. History.

5. <u>Natural Sciences and Mathematics</u>. The following subjects are included in the Natural Sciences and Mathematics programs.

    a. Anatomy and Physiology.

    b. Microbiology.

    c. Chemistry.

    d. Biology.

    e. Algebra.

    f. Calculus.

    g. Genetics.

    h. Physics.

6. <u>Applied and Professional Subjects/Free Electives</u>. Another group of terms encountered in degree planning is:

    a. Applied and Professional subjects.

    b. Free Electives.

Courses applicable to this area will be the majority of the credits recommended for military learning experiences as well as management and business courses. Here are some common examples:

    a. Military Science.

    b. Criminal Justice.

    c. First Aid.

    d. Business.

  e. Health.

  f. Leadership.

  g. Computer Science.

  h. Accounting.

  i. Social Work.

  j. Education.

  k. Management.

These are general guidelines and may not be applicable to all degree plans.

D. Selecting the Best Degree.

1. Degree Road Maps. Frequently, members desire to obtain the degree best fitting their CG rate or to complete it in the most efficient amount of time possible. What advice can you as the ESO provide to the member? A series of Degree Roadmaps have been developed to help in making the decision. Access the roadmaps at the following site:

   http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/

2. Listing of Road Maps. The listing is intended as a guide only. It is impossible to determine the most appropriate degree plan without seeing the individual's educational background and knowing what the member hopes to achieve. The roadmaps demonstrate degrees that fully utilize a member's rate credit and maximize the number of hours that will transfer to the degree plan. The unofficial transcript lists the latest ACE exhibit for the rate exhibits going from third class to master chief. It also lists courses that reflect that particular rate such as an "A" school course. The degree requirements will list SOC colleges that offer plans that capture the credits from the particular rate.

   These are general guidelines and other criterion may be applicable to add to a member's hours. The main concern is to motivate the member toward an educational goal.

E. Residency.

1. Overview. Most institutions require a certain number of courses (semester hours) to be completed through their institution. Since these institutions are members of Service members Opportunity College (SOC), they cannot require more than 25 percent of the degree to be completed through their institution. (See the chapter on SOC for additional information.) Courses taken through distance learning at the college will usually count toward the residency requirement.

2. <u>Institutions with no or limited residency requirements</u>. There are four academic institutions that have no or limited residency requirements. All the coursework may be taken at other institutions or acquired through various methods of non-traditional learning. The key to degree completion is to complete all the institution's requirements. The institutions are:

   a. Charter Oak State College.

   b. Excelsior College.

   c. Thomas Edison State College.

   d. University of Phoenix (AA Program only).

These institutions offer two different enrollment options. Members may enroll in the Military Degree Completion Program and take courses needed to complete the degree through the institution, or, they may enroll in the traditional program, which allows all credit to be completed outside the institution. The latter program has an annual maintenance fee of which students should be aware. If the degree is not completed within a specific time frame (one or two years depending on the program and the institution), the student pays an annual fee to continue in the program.

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Chapter 5: **DANTES PROGRAMS**

A. Introduction.

    1. Overview. The Defense Activity for Non-Traditional Education Support (DANTES) mission is to support off-duty, voluntary education programs of the Department of Defense, and to conduct special projects and development activities in support of education-related functions of the Department. As such DANTES provides:

        a. Examination Programs.

        b. Provides access to programs that prepare for college.

        c. ESO Support.

        d. Reference Materials.

        e. DANTES Information Bulletin.

    2. References. Throughout this chapter several web links to DANTES sites are referenced. These are important links that ESO's and TCOs will use on a regular basis.

        a. DANTES Home Page: http://www.dantes.doded.mil/index.html

        b. USCG ETQC: http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/

B. Requesting DANTES Services.

    1. Services. Many of the programs and services available through DANTES are available to Coast Guard units and members. Some of the programs are available at no charge (funded by the Coast Guard), and others are not available due to budget constraints.

    2. Establish a DANTES Account. It is ***strongly recommended*** that each unit ESO, without a ***DANTES Test Site ID,*** establish a DANTES account.

    DANTES will not pay for any materials ordered directly from Peterson's or the College Board. It is important to establish a DANTES account and order support materials via DANTES.

        a. To establish an account, Contact the ETQC by e-mail ETQC-SMB-RO@uscg.mil.

        b. A DANTES ID Application will be sent to you via (e-mail or fax), whichever is most convenient for you.

        c. When you receive the application, please fill out all blocks completely and return by e-mail ETQC-SMB-RO@uscg.mil

Upon receipt, DANTES will assign DANTES ID number to your command. An official letter will be sent notifying you of the DANTES identification (ID) number for your command. This four digit number is required on all future orders.

3. Ordering Materials. To order the desired items, enter the four digit stock number on the electronic form. Use a number two pencil and grid in the corresponding circle.

    Some of the reference publications are not available to the Coast Guard. Pay attention to the block "Intended Users." In cases where distribution is restricted to certain target audiences, it will be noted in this area.

    Most publications are also available on-line at:
    http://www.dantes.doded.mil/multimedia/index.html

C. DANTES Examination Programs.

1. Overview. One of the most popular programs sponsored by DANTES is the Examination Program. It is through this program that Coast Guard members may take college credit examinations and college admission examinations.

    DANTES sponsors a wide range of examinations to assist service members in meeting their educational goals. They include:

    a. High school equivalency tests.*

    b. Tests for college credit (CLEP and DSST).

    c. Undergraduate admissions tests.

    d. Graduate and Graduate admissions tests (GRE, GMAT, ACT and SAT)*.

    e. Teacher certification related tests (Praxis)*.

    * DANTES-sponsored programs offered on a reimbursement basis.

    For a complete list of examination programs visit the DANTES Web site:
    http://www.dantes.doded.mil/service-members/prep-for-college/earn-college-credit/index.html

    Note: The DANTES Examinations Programs staff is authorized to have direct access to DANTES Test Sites and may correspond with TCOs and ATCOs in order to properly manage the testing programs administered through multiple contracts with testing agencies.

    The DANTES Examinations Program has operated successfully for a number of years and has gained the trust and respect of managers of the National Testing programs. DANTES Test Control Officer's (TCOs) have access to the ACT and SAT exams at DANTES Test sites.

    Anyone desiring to administer the DANTES sponsored examinations must complete a fairly rigorous training program. Authority must first be granted to establish a testing center.

2. <u>Establishing a DANTES Test Center</u>. The desire to establish a DANTES Test Center is a strong beginning, but it requires commitment from the unit's commanding officer, the unit itself and future DANTES TCO. It takes thoroughness, concentrated effort, knowledge and dedication on part of the TCO to ensure the program runs successfully.

    Reasons to establish a DANTES-sponsored Test Site include:

    a. A sufficient number of eligible military personnel are assigned.

    b. High personnel interest in off duty education.

    c. A geographic location that makes traveling to other DANTES-sponsored Test Sites inconvenient to service members.

    d. Lack of accessibility to an established test center.

    For all DANTES Test Sites, testing personnel agree to use the web-based DANTES TCO Portal.

    To establish a DANTES-Sponsored Test Site, commands must submit a request to the Registrar's Office at ETQC.

    <u>DANTES Test Centers</u>. To locate the nearest DANTES Test Center, go to the following website. At the site, click on the Excel spreadsheet.

    http://www.dantes.doded.mil/examinations/test-site-lookup.html

3. <u>Testing Personnel Changes</u>. To nominate an individual to DANTES TCO, ITCO or ATCO, the Potential TCO must meet the requirements outlined in the DEPH (Part 1) and the command must submit the documents listed below to the DANTES Code 20C2 via ETQC at ETQC-SMB-RO@uscg.mil

    a. Nomination letter from command.

    b. Statement of understanding.

    c. Documentation of a baccalaureate degree.

    d. Joint TCO change inventory using DANTES test inventory report 1560/12.

    NOTE: All TCO changes must be initiated by the outgoing TCO in the TCO Portal. The TCO Turnover function begins the change process. However, the TCO turnover is not complete until the 1561/13, TCO Appointment Confirmation Form, is received from DANTES Code 20C2.

5. <u>Base-Sponsored National Test Centers</u>. Operating under a Memorandum of Understanding (MOU) between the installation and a National Test Center (college or university) on or near the base, education centers may elect to have the National Test Center provide CLEP eCBT/IBT DSST testing services.

Request an electronic copy of a **draft** MOU by e-mailing the DANTES Program Liaison at ETQC at ETQC-SMB-RO@uscg.mil

Administrative and technical issues involving the CLEP eCBT delivery system are the responsibility of the National Test Center to address and resolve with the College Board. The National Test Center is responsible for providing its own:

a. Computer Equipment.

b. Commercial Internet Provider.

c. Technical Support.

d. Test Administration.

Approval for a base-sponsored National Test Center to administer DANTES-funded CLEP eCBT (computer-based) testing **will not** be authorized until:

e. The ESO provides DANTES, Code 20C with a signed copy of the MOU via the ETQC.

   Note: TCOs/ESO's must notify DANTES, Code 20C via the ETQC DANTES Liaison before initiating establishment of a NTC with the Testing Agencies.

6. Standard Operating Procedure (SOP) for DANTES Sponsored Exams. The SOP must be written and updated annually to control daily DANTES-sponsored Test Site operations. In addition to the TCO duties and responsibilities found in the DEPH (Part 1) and responsibilities, special emphasis should be given to the following:

a. Security procedures concerning the delivery of DANTES-sponsored test materials when the TCO, ATCO, ITCO or test examiner is not available.

b. Notification procedures for the arrival of test shipments.

7. Examinee Readiness to Test. Before administering exams, testing personnel should determine examinee's readiness to test. This includes:

a. Administering practice tests. (Some practice tests are available at the CG Portal under Adult Basic Education. If the member does not pass the practice test, the member should review the missed items before taking the actual tests.)

b. Counseling to determine candidate's background or experience in the areas covered by the examination or refer to a counselor for guidance.

c. Reviewing candidate's past examination history to determine eligibility to retest (go to the TCO Portal and access "Candidate Exam Inquiry").

DANTES and several of the national testing programs such as the College Level Examination Program (CLEP) and Prometric have received numerous complaints regarding test preparation

companies, selling highly questionable products and services. To that extent the CG ETQC has provided several trustworthy study resources at no cost to the service member and their family:

    a. The CG ETQC Library.

    b. Online Academic Skills Course.

    c. DoD MWR Libraries.

    d. Navy Knowledge Online.

8. <u>Test Loss and/or Compromise</u>. This section is to provide a brief overview of the procedures located in the DEPH (Part 1). These guidelines are intended to outline the procedures to determine and report a test loss or compromise. A test loss or compromise can include, but is not limited to the following:

    a. Security procedures outlined in the DEPH are violated or DANTES sponsored exams are lost in the mail.

    b. The contents of a delivered test appear to be opened or damaged in delivery.

    c. A test or part of a test has been photocopied or scratch paper that may include answers has been removed from the testing room.

    d. Unauthorized individuals have access to DANTES sponsored exams.

Once initially determined that a test loss or compromise occurred, use the following guidelines:

    e. Immediately report to DANTES by phone at (850) 452-1111 x3123 or by email at exams@navy.mil and notify ETQC by email at ETQC-SMB-RO@uscg.mil.

    Note: It is imperative that the investigation report is submitted to the ETQC no more than 15 days after the incident was initially discovered. Failure to do so will result in suspension of testing.

    f. Immediately suspend all DANTES-sponsored testing.

    g. Perform a two person inventory (Refer to the DEPH (Part 1)). Prepare test loss/compromise notification (Refer to the DEPH part 1).

Note: It is imperative that the investigation report is processed through DANTES Code 20C1 no more than 30 days after the incident was initially reported. Failure to do so will result in suspension of testing.

9. <u>Annual Testing Facilities Review Policy</u>. The ETQC is required to ensure that the test site is inspected once each calendar year. All USCG DANTES Test Sites, stocking and non-stocking, must submit their DANTES Annual Reviews to ETQC NLT 31-DEC of the calendar year. It is highly recommended that Annual Reviews be provided much earlier in the year.

D. <u>ESO/Counselor Support</u>.

1. <u>Overview</u>. DANTES provides central procurement and distribution of educational reference materials to Military Education Centers throughout the Department of Defense and the USCG. This allows for standardization and provides a significant cost savings.

2. <u>Resources, Materials, Ordering and Viewing</u>. DANTES reference publications are organized by program and list title, stock number, description, target audience and ordering limitations. Publications can be located at the DANTES website at http://www.dantes.doded.mil/multimedia/index.html.

   To be added to the Kuder® Journey publications distribution list, email ETQC-SMB-RO@uscg.mil.

   NOTE: Education Service Officers and counselors do not have access to individual user accounts. Prior to attending counseling sessions or a transition class, it is recommended that the results and reports be printed out by the member.

3. <u>DANTES Information Bulletin (DIB)</u>. Provides the latest information on DANTES programs to active duty and reserve military education personnel, DANTES test centers, Service program headquarters and academic institutions serving the military.

   To be added to the DIB distribution list send an email to ETQC-SMB-RO@uscg.mil

4. <u>Online Academic Skills Course (OASC) for military success and College Placement Skills Training (CPST) for college success</u>. Designed for individuals in the U.S. military who want to build their reading comprehension, vocabulary and math skills to pass their exams, excel in their jobs, advance their careers, or continue their education. To establish an administrative account contact ETQC at ETQC-SMB-RO@uscg.mil

5. <u>Kuder</u>: Kuder Journey is available to all active duty, Guard and Reserve personnel. The intuitive career planning system is designed to address each user's individual situation. The career planning process starts with learning about oneself. Journey's research-based interests, skills and work values assessments kick-start exploration and encourage more career satisfaction.

6. <u>DANTES TOOLBOX</u>: The DANTES TOOLBOX provides numerous resources for the ESO to use to assist members. Among the many topics covered at the site are the following:

   a. Academic accreditation.

   b. College financial aid.

   c. Searching for the right college.

   d. Virtual libraries and free online books.

   e. Education organizations.

f.   Specific academic information for military members.

g.   Information on hard copy books and booklets of the various education topics.

DANTES Toolbox Link.   The link to the tool box is the following:
http://www.dantes.doded.mil/education-counselors/education-counselors-toolbox/index.html

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Chapter 6: **CG ETQC STUDY LIBRARY (FOR DANTES EXAMS)**

A. Introduction.

1. Overview. The CG ETQC Study Library provides a ready reference for DANTES sponsored exams and corresponding study aids available via the internet or your local library. Prior to purchasing any study materials from a commercial vendor, ensure the materials are not available for free via the, USCG DANTES Examination Programs Library, DoD MWR libraries, or, other DANTES resources. The Library is broken down by subject Area and exam type.

2. Resources, Materials, Ordering and Viewing. The study resources include a complete exam description to include the number of questions, the ACE recommended credit, SOC course category, test type and a list of recommended text books are provided. In addition, a link is provided to free on-line streaming video sources when available. The videos cannot be viewed from a standard USCG workstation. In an effort to provide continual improvement, if you are aware of additional resources please send a link via email to ETQC-SMB-RO@uscg.mil.

3. CG ETQC Study Library for DANTES Exams. The Registrar's Office has provided a library that lists each of the subject areas and applicable examinations. The library breaks down each exam giving important information that assists the member to prepare for the exam, such as the exam number, the type of exam (paper-based or computer-based), the credits earned, etc. Clicking on a particular exam provides even more information such as SOC category, time limit for test, fact sheet, and sample tests. The following is the link for the study library:

   http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/

B. Examinations.

1. Overview. The study library provides information about two different examinations: College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) exams. Active Duty Military Members, Reservists, Military Spouses, and USCG Civilian Employees are eligible to take the CLEP or DSST examinations. DANTES will pay for the exams per title one time only. Candidates should be aware that they may have to pay other fees. If candidates test at an on-base or base-sponsored test center, they do not have to pay the test center administrative fee. Eligible candidates should contact the test center of their choice to find out if there are additional fees.

   If candidates wish to retake an exam previously funded by DANTES, they need to wait six months and pay the $80 exam fee in addition to the administrative fee required by the test center (unless the test center is on base or base-sponsored).

2. College Level Examination Program (CLEP). The College-Level Examination Program® (CLEP) examinations assess college-level knowledge in several different subject areas. The program offers the opportunity to earn college credit by earning qualifying scores on any of 33 introductory-level college subject examinations. CLEP is the most widely accepted credit-by-examination program, accepted at more than 2,900 colleges and universities.

Because the exams are funded by the United States government through the Defense Activity for Non Traditional Education Support (DANTES), the member can save hundreds, even thousands, of dollars toward a college degree. The 90 to 120-minute exams are administered at over 1,800 colleges across the country and on-base testing centers worldwide.

3. <u>DANTES Subject Standardized Tests (DSST) exams</u>. The DSST exams were originated by the Department of Defense and were developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. Some DSSTs even have upper level credits. Over 1900 institutions across the United States accept DSSTs for credit.

The DSST program provides schools with a recommended passing score established by a national committee of college faculty who teach these courses. The DSST program is approved by the American Council on Education (ACE). ACE provides both a recommended passing score and a recommended number of credits that could be awarded to students. Some schools set their own standards for awarding credit and may require a higher score than the ACE recommendation. Make sure to verify passing scores with the institution before taking the examination.

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Chapter 7: **SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)**

A. <u>Introduction</u>.   This site is under construction due to a new contract.   More to come in the future.

Appendix A: Commonly Used Education Acronyms

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AA... Associate of Arts Degree

AS... Associate of Science Degree

ASAST .... Associate of Science in Applied Science and Technology

ACE.. American Council on Education

ACT.. American College Testing

AASRT.. Associate in Applied Science in Radiological Technology

ASAST .... Associate in Science in Science and Technology

ASE.. Automotive Service Excellence

ASNSM... Associate in Natural Science and Mathematics

ASPSS... Associate in Science in Public and Social Services

ASM.. Associate in Science in Management

ASVAB.. Armed Services Vocational Aptitude Battery

ATCO.. Alternate Test Control Officer

BA... Bachelor of Arts

BS... Bachelor of Science

BSAST.. Bachelor of Science in Applied Science and Technology

BSBA.. Bachelor of Science in Business Administration

BSHS.. Bachelor of Science in Human Services

BSN.. Bachelor of Science in Nursing

CCAF.. Community College of the Air Force

CDA .... Career Development Advisor

CGI... Coast Guard Institute

CLEP.. College Level Examination Program

CONUS.. Contiguous United States

CORPA .... Council on Recognition of Postsecondary Accreditation

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Commonly Used Education Acronyms (Continued)   Appendix A

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DANTES ....Defense Activity for Non-Traditional Education Support

DISC...DANTES Independent Study Catalog

DoD...Department of Defense

DoEd...Department of Education

DSST...DANTES Subject Standardized Tests

EOCT...End-of-Course Test

ESO ....Education Services Officer

ETQC…………………………….Education and Training Quota Management Command

ETS...Educational Testing Service

GE...General Exam

GED..General Education Development (High School Equiv. Exam)

GMAT ....Graduate Management Admission Test

GRE..Graduate Record Exam

JST..Joint Services Transcript

LSAT..Law School Admission Test

MGIB..CH-30, USC 38, Montgomery GI Bill

NREMT..National Registry / Emergency Medical Technician

NRT..Non-Resident Training

OAR ....Officer Aptitude Rating Exam

PCS ....Permanent Change of Station (Transfer)

PPEP...Pre-Commissioning Program for Enlisted Personnel

PRAXIS..National Teachers Examinations

SAT...Scholastic Aptitude Test

SE..Subject Exam

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Commonly Used Education Acronyms (Continued)   Appendix A

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SOC..Servicemember's Opportunity College

SOCCOAST...................................Servicemember's Opportunity College Coast Guard Degree Program

TA..Tuition Assistance

TAD...Temporary Additional Duty

TCO...Test Control Officer

UEXCEL......................................Excelsior College Exams (formerly ECE)

VA...Veterans Administration

VEAP...Veterans Education Assistance Program (Pre MGIB)

VE...Voluntary Education

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Appendix B: Education Related Websites

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Accreditation	http://www.ed.gov/admins/finaid/accred/index.html
ACE	www.acenet.edu
ACE Military Guides	http://www2.acenet.edu/militaryguide/CourseSearch.cfm
ACE National Program	http://www2.acenet.edu/credit/?fuseaction=browse.main
ACE Transcript Registry	http://www2.acenet.edu/credit/?page=transcripts
ACET Program	http://www.uscg.mil/dcms81/docs/AEGuideSEP13.pdf
ACT	http://www.dantes.doded.mil/service-members/prep-for-college/examinations/index.html http://www.act.org
Career Central	http://www.uscg.mil/leadership/
Charter Oak State College	http://www.cosc.edu
CLEP Examinations	http://www.dantes.doded.mil/service-members/prep-for-college/earn-college-credit/index.html
College Locator / Ranking Guide	http://colleges.usnews.rankingsandreviews.com/best-colleges
College Search Services	http://www.petersons.com/ http://www.collegeview.com http://www.collegeexpress.com

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Education Related Websites (Continued)

Appendix B

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DANTES Examinations	http://www.dantes.doded.mil/service-members/prep-for-college/earn-college-credit/index.html
Study Library (for DANTES Exams)	*http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/*
Department of Education	*https://www.ed.gov/*
Distance Learning (Search Engines)	http://www.dantescatalogs.com/ http://www.about.com/education http://www.petersons.com/
DOD Job Search	http://www.uscg.mil/civilian/
DOD MOU (Participating Institutions)	https://www.dodmou.com/Home/InstitutionList
UExcel Exams (formerly Excelsior College Exams)	http://www.excelsior.edu/exams
Federal Financial Aid	http://www.ed.gov/finaid/landing.jhtml?src=rt
Graduate Management Admission Test	http://www.dantes.doded.mil/service-members/prep-for-college/examinations/index.html (Take exam through DANTES for reduced or no cost.) http://www.mba.com//
Graduate Record Exam	http://www.dantes.doded.mil/service-members/prep-for-college/examinations/index.html *(Take exam through DANTES for reduced or no cost.)* http://www.ets.org/gre
Joint Services Transcript (JST)	https://jst.doded.mil/
Law School Admissions Test (LSAT)	http://www.dantes.doded.mil/service-members/prep-for-college/examinations/index.html *(Take exam through DANTES for reduced or no cost.)* http://www.lsac.org/jd/lsat/about-the-lsat/

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Education Related Websites   **Appendix B**
(Continued)

Math Study Guide	http://www.webmath.com
Navy College Program	https://www.navycollege.navy.mil
Officer Accession Programs	http://www.gocoastguard.com/find-your-career/officer-opportunities/programs/program-forms-and-deadlines
PRAXIS	http://www.dantes.doded.mil/service-members/prep-for-college/examinations/index.html (Take exam through DANTES for reduced or no cost.) http://www.ets.org/praxis
SAT	http://www.dantes.doded.mil/service-members/prep-for-college/examinations/index.html (Take exam through DANTES for reduced or no cost.) http://sat.collegeboard.org/home
Scholarships, Grants, & Loans	http://www.fastweb.com https://www.collegeanswer.com/ http://www.collegeexpress.com *http://www.uscg.mil/worklife/*
Servicemembers Opportunity Colleges	http://www.soc.aascu.org
SkillPort	*https://cg.portal.uscg.mil/training/SitePages/Skillport.aspx*
Thomas Edison State University	http://www.tesu.edu
Tuition Assistance (TA) Decide	https://www.dodmou.com/TADECIDE/
University of Phoenix	http://www.phoenix.edu
VA – MGIB / VEAP/ Post-911	http://www.gibill.va.gov

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Appendix C: Coast Guard Education Quick Reference Guide

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Joint Services Transcript (JST)	Active duty, reservists, civilian employees, Auxiliarists, and spouses of active duty	• The JST documents a member's military learning experiences and military courses using American Council on Education (ACE) credits • Members should always review their transcript to make sure everything is correct on the transcript. Submit ETQC-1562 Application for Correction to Joint Services Transcript. Link to ETQC-1562: http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/ • An Official JST can be forwarded to colleges and universities electronically. Members can log into their JST record to see when the transcript is delivered to the college and who at the college opened the transcript. • In cases (such as for special programs or a future employer) where an electronic transcript may not be sent, official JSTs may be sent upon receipt of a Special Mail Request form found on the JST home page under "How to request an official transcript". The form can be founder under the "Request Forms and Contact Information" section. • JST Link: https://jst.doded.mil/smart/welcome.do
Study Library (For DANTES Exams)	Active duty, reservists, civilian employees, Auxiliarists, and spouses of active duty	• The Study Library provides a ready reference for examinations and corresponding study aids available via the internet or your local library to assist in preparing for CLEP and DSST exams. • Prior to purchasing any study materials from a commercial vendor, ensure the materials are not available for free via the DoD MWR libraries or the Unit ESO. • Study Library Link: JST Link: https://jst.doded.mil/smart/welcome.do
Armed Forces Classification Test (AFCT)	Active duty and reservists	• The new score(s) regardless it being higher or lower than previous score becomes the member's new score. • Procedures on AFCT Program are in the AFCT SOP found on the ETQC webpage and on CG Central. • Link: http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/
DSST	Active duty, spouses of Active duty members, and reservists.	• DSST's are course achievement exams. There are about 37 tests available. No time limit and there is no penalty for guessing. • Administered to military members through National Test Sites with a MOU with DANTES. DANTES test sites free of charge for the first attempt.
College Level Exam Program (CLEP)	Active duty, spouses of Active duty members, and reservists,	• CLEP General exams are a series of 5 exams, each has a 90-minute time limit. No penalty for guessing • CLEP Subject exams each have a 90-minute time limit. No penalty for guessing. Available in about 25 subjects. • All CLEP General Exams and a limited number of CLEP Subject exams are administered to military members through National Testing Centers who have a MOU with DANTES free of charge for the first attempt. Some fees may be charged at the National Testing Center.

GRE Record Examinations (GRE) and Graduate Management Admission Tests **(GMAT)**	Active duty and reservists	• These exams may be administered to military members at civilian test centers on a reimbursement basis. • Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement. Member must apply for reimbursement within 90 days of the scheduled test date. • Will be reimbursed ONLY for the cost of the exam, no other fees. • Members submit either a DANTES GRE General Reimbursement Form (DANTES 1560/49) / GMAT Reimbursement Form (DANTES 1560/48) along with a copy of their test scores and receipt to a DANTES Test Control Officer for processing. (Forms are available through the DANTES TCO Portal.)
GRE Subject Tests	Active duty and reservists	• Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel. • Administered to military members through DANTES test sites free of charge. • Given on specific dates, three times per year
SAT I: Reasoning Test and **ACT Assessment (ACT) Program**	Active duty and reservists	• One of these exams may be administered to military members through DANTES test sites free of charge. • Second test free if current test score is required for CG advancement program. • SAT Reasoning • ACT Assessment
Servicemembers Opportunity Colleges (SOC)	Active duty, reservists, civilian employees and their dependents	• Provides for a network of SOC affiliated institutions to provide specific degree programs geared towards specific rates. • SOC institutions all agree to maximize the number of credits accepted in transfer from other regionally accredited institutions, limit residency requirements to no more than 25% of the undergraduate degree program, award credit as recommended by the American Council on Education (ACE) for learning acquired in military service, and award credit for nationally recognized testing programs such as CLEP DSST. • A one-time evaluation of prior learning experiences. • College credit for CG schools and rates and ratings. Guaranteed course transfer. • A home college to award an Associate or Bachelor's degree
Skillport	Active & Reserve, civilians emp. and Auxiliary	• Provides over 700 different information technology courses over the internet. • No cost to the member. MUST register via CGSW. • Link: *https://cg.portal.uscg.mil/training/SitePages/Skillport.aspx*

United Services Military Apprenticeship Program (USMAP)	Active duty enlisted members	• Provides recognition of skills learned; recognition nationally as a journeyman in a trade; credit hours at some colleges toward completion of an Associate of Applied Science degree and documented proof of work experience hours earned while on active duty. • Must have a high school diploma or GED, and meet the requirements for the journeyman rating. • Must be registered in the program. Once registered, must maintain a logbook.
VA Programs	Eligible to receive VA Benefits	• Reimbursement by the VA for licensing and certification tests which must be specifically approved for the G.I Bill. Contact VA at 1-888-GIBILL-1 (1-999-442-4551) or Contact Reidus Stokes (CG) (202) 795-6643.

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