

STANDARD OPERATING PROCEDURES (SOP)  
FOR  
THE COAST GUARD'S TRAINING SYSTEM

**Education Services Officer (ESO) Manual**  
**Volume IV**



**Coast Guard Institute**  
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Subj: COLLEGE VIDEO/AUDIO COURSES

1. **PURPOSE.** This publication provides a comprehensive resource for members who wish to pursue a college degree through nontraditional means. The Hollywood style video/audio courses encourage members to continue their professional advancement in an enjoyable manner. The multi-media format stimulates learning and allows the member to complete the course at home or at work. Video/audio courses may be taken anywhere, anytime; however, the member actually earns college credit by passing the DANTES college credit examination associated with each course.
2. **PUBLICATIONS AFFECTED.** This publication supersedes and cancels *College Audio/Video Courses*, U.S. Coast Guard Institute Publication P1550.1 (October 2002). The forms in this volume may be reproduced.
3. **FORM.** An enrollment form has been included at the front of the publication. The ESO may also enroll the member electronically by accessing the enrollment form on the Institute's web site. In either case the ESO must sign the form.
4. **CLEP eCBT.** CLEP general and subject examinations have been replaced by computer-based tests. Some of these exams have a paper-based version available to DANTES Test Centers. The student is encouraged to study the practice exam carefully to understand what is expected on the exam. All of the CLEP exams were re-normed with a recommended passing score of 50.
5. **COMMENTS.** Section IV has been changed to incorporate tips the student can use to successfully complete a study project and learn to perform many tasks normally performed by a teacher. Prices for texts and guidebooks are subject to change. They are correct at the time of publication, but may increase before the next update. This publication is also available on the Institute web site at [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi). Questions about the program or comments for program improvement are welcomed and may be addressed to Mr. Steve Jerrim at (405) 954-1106 or email him at [sjerrim@cginstitute.uscg.mil](mailto:sjerrim@cginstitute.uscg.mil).

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