

# Education Services Brochure Booklet (ESB<sup>2</sup>)

The How To Guide To The New Jersey Army National Guard's  
Education Benefits



*“Today’s Preparation Determines  
Tomorrow’s Achievements”*

Also available online at:

**[WWW.NJ.GOV/MILITARY/EDUCATION](http://WWW.NJ.GOV/MILITARY/EDUCATION)**

# **Education Services Brochure Booklet**

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## **A. Introduction to the Educational Services Brochure Booklet (ESB<sup>2</sup>)**

### **1. MISSION**

- The mission of the New Jersey Army National Guard Education Center is to support the voluntary civilian education programs of the Soldiers of the New Jersey Army National Guard. Civilian education is related directly to recruiting and retaining quality Soldiers, enhancing their career progression, both military and civilian, and increasing the combat readiness of the Army National Guard.



### **2. EDUCATION GOALS**

All New Jersey Army National Guard Soldiers should attempt to meet the following educational levels:

- a. **Commissioned Officers:** “Effective 1 October 1995, no person may be Federally Recognized in a grade above first lieutenant unless that person has been awarded a baccalaureate degree from an accredited educational institution.” **See Chapter M. 1. Commissioning Programs for more details.**

*NOTE: Commissioned Officers should pursue graduate study.*

- b. **Warrant Officers:** CW2 – 30 college credit hours desired; CW3 – Associates degree desired; CW4 – Baccalaureate degree desired; **See Chapter M. 5. for more details about Warrant Officer education.**
- c. **Enlisted:** E-8 and E-9 – Baccalaureate degree desired; E-7 – Associates degree desired; E-6 – pursuing Associates degree; E-1 – E-5 high school diploma or equivalent *required*. **See Chap. I. GED Test Preparation & High School Diploma Completion** for more details.

### **AGR SPECIFIC INFORMATION**

AGR Soldiers are entitled to the same education benefits as Traditional Drilling Guardsmen. AGR Title 32 Soldiers may be

eligible for Montgomery G.I Bill-Active Duty Chap. 30 Benefits. **See Chapter C. 1. Montgomery G.I. Bill Chapter 30 Active Duty** for more details. Benefits under the New Jersey National Guard Tuition (Waiver) Program (NJNGTP) remain the same for AGR soldiers. **See Chapter B. for more details the NJNGTP.**

*NOTE: Federal Tuition Assistance (FTA) benefits remain the same for AGR soldiers, however, applications must be made through their Active Duty Education Center. See Chapter D. ARNG Federal Tuition Assistance* for more details.

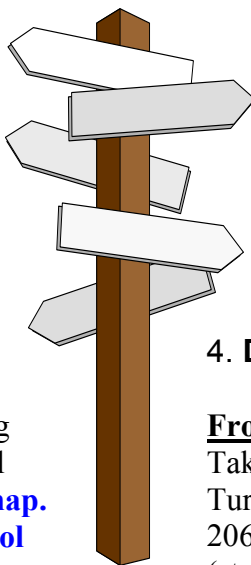
### **3. ADDRESS**

- a. The NJARNG Education Office is located at:  
Joint Force Headquarters New Jersey  
2<sup>nd</sup> Floor, B 204  
BLDG 3650 Saylor's Pond Road  
Fort Dix, New Jersey 08640-7600  
Fax # (609)-562-0201

### **4. DIRECTIONS**

#### **From North Jersey:**

Take Garden State Parkway to the New Jersey Turnpike. Follow the Turnpike to Exit 7 (Rt. 206 South). Follow 206 South about ¼ mile (stay in left lane). Turn left at traffic light onto Rt. 68. Follow Rt. 68 to the entrance to Ft Dix. After the Spc. Philip Spakosky Security Check Point proceed to the traffic circle and take the second exit around. Just past the golf course turn left onto Rancocas Road. Follow Rancocas Road to Florida Ave. Turn right onto Florida Ave. and follow to the end. Turn left



## **A. Introduction to the Educational Services Brochure Booklet (ESB<sup>2</sup>)**

into large parking lot. Once inside the building: take the main staircase, turn right into West wing of building, turn right at first hallway, and turn right into first office Room B204.

### **From South Jersey:**

Follow NJ Turnpike north to exit 7 and follow directions above.

### **From West Jersey:**

Take 206 South to the Route 68 Junction, proceed south on Route 68 approx. 8 miles to traffic light at Saylor's Pond Road, after the Spc. Philip Spakosky Security Check Point proceed to the traffic circle and take the second exit. Just past the golf course turn left onto Rancocas Road. Follow Rancocas Road to Florida Ave. Turn right onto Florida Ave. and follow to the end. Turn left into large parking lot. Once inside the building: take the main staircase, turn right into West wing of building, turn right at first hallway, and turn right into first office Room B204.

### **From the East Jersey:**

Follow Interstate 195 west to exit 16 (Great Adventure, Jackson), proceed west on Route 537 (towards Mount Holly) to Route 68, turn left on Route 68, proceed south approx 1 mile to traffic light at Saylor's Pond Road, after the Spc. Philip Spakosky Security Check Point proceed to the traffic circle exit  $\frac{3}{4}$  around. Just past the golf course turn left onto Rancocas Road. Follow Rancocas Road to Florida Ave. Turn right onto Florida Ave. and follow to the end. Turn left into large parking lot. Once inside the building: take the main staircase, turn right into West wing of building, turn right at first hallway, and turn right into first office Room B204.

## **5. HOURS OF OPERATION**

The NJARNG Education Center is open, Monday through Friday, 0730-1700 Hrs. Appointments are recommended for soldiers and required for civilians.

## **6. LATEST EDITION OF THE ESB<sup>2</sup>**

The ESB<sup>2</sup> is published on the NJARNG website at [WWW.NJ.GOV/MILITARY/EDUCATION](http://WWW.NJ.GOV/MILITARY/EDUCATION) For the most up to date version go to the website above and view the ESB or download the Acrobat Version to your personal computer.

## **7. REFERENCES**

NGB (AR) 600-100

## **8. THANKS!**

Many thanks to all soldiers, past and present, who contributed to the creation and editing of this booklet. A special thanks goes to 2LT Joseph Grillo, B/1-114<sup>th</sup> Infantry Battalion, whose perseverance and attention to detail resulted in the completion of this project.

## **B. New Jersey National Guard Tuition (Waiver) Program (NJNGTP)**

### **Up to 16 Tuition Free Credits per Semester at 31 Participating State Schools!**

#### **1. OVERVIEW**

- New Jersey State Law provides tuition free enrollment in public institutions of higher education for qualifying members of the New Jersey National Guard and qualifying surviving spouses and children of New Jersey National Guard Soldiers and Airmen
- The tuition program provides Soldiers and Airmen the opportunity for professional development by defraying a major portion of tuition costs **while serving in the New Jersey Army or Air National Guard.**

#### **2. PARTICIPATING STATE SCHOOLS**

1. **Atlantic Cape Community College**
2. **Bergen Community College**
3. **Brookdale Community College**
4. **Burlington County College**
5. **Camden County College**
6. **Cumberland County College**
7. **Essex County College**
8. **Gloucester County College**
9. **Hudson County Community Col.**
10. **Kean University**
11. **Mercer County Community Col.**
12. **Middlesex County College**
13. **Montclair State University**
14. **County College of Morris**
15. **New Jersey City University**
16. **NJ Institute of Technology**
17. **Ocean County College**
18. **Passaic County Community Col.**
19. **Ramapo College of NJ**
20. **Raritan Valley Community Col.**
21. **Richard Stockton College of NJ**
22. **Rowan University**
23. **Rutgers, The State Univ. of NJ**
24. **Salem Community College**
25. **Sussex County Community Col.**
26. **The College of New Jersey**
27. **Thomas Edison State College**
28. **Union County College**
29. **Univ. of Medicine & Dentistry of NJ**
30. **Warren County Community Col.**
31. **William Paterson Univ. of NJ**

#### **3. ELIGIBILITY**

a. Any member of the New Jersey National Guard shall be permitted to attend regularly scheduled courses at any public institution of higher education in the State of New Jersey and receive up to 16 credits per semester tuition free provided:

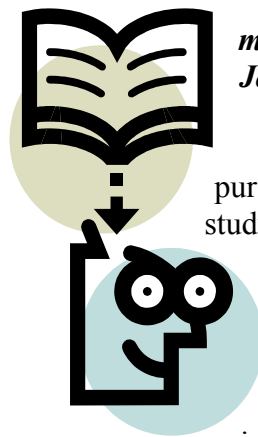
(1) The member has completed Initial Active Duty Training (IADT).

(2) The member is an *active drilling member in good standing with their New Jersey National Guard unit of assignment.*

(3) The member has been accepted to pursue a course of undergraduate or graduate study and is enrolled as an *undergraduate* or *graduate* student in good standing at that institution.

(4) Each year the member must apply for Financial Aid, either through the institution's Financial Aid Office or online at [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV) to receive all entitled state and federal student grants and scholarships.

b. Any child or surviving spouse of a deceased member of the New Jersey National Guard, who has completed Initial Active Duty



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Training and was killed in the performance of his or her duties while on Active Duty or killed in the performance of his or her duties while a member of the New Jersey National Guard, shall be permitted to attend regularly scheduled courses when (3) and (4) apply; and, available classroom space permits and tuition paying students constitute a minimum number required for the course

#### **AGR SPECIFIC INFORMATION**

AGR soldiers are eligible to use the NJNGTP.

#### **4. BENEFITS**

a. When qualifying criteria is met, the service member, or eligible surviving children or spouse, will be permitted to attend regularly scheduled courses at any New Jersey public institution of higher education and receive up to ***16 credits per semester tuition free.***

#### **5. LIMITATIONS TO AND TERMINATION OF NJNGTP**

a. Once accepted, your tuition will be waived; ***however, you will be required to pay for all other expenses, including lab fees and books.***

b. You must contact the Veterans Representative or Financial Aid Office at your host institution prior to registration because each participating state institution has their own policies and procedures for administering the NJNGTP.

c. If the service member stops drilling, thus becoming an unsatisfactory participant, the commander is to contact the NJARNG Education Center ***in writing*** via e-mail and the service member will be dropped from the program.

(1) The result of becoming an unsatisfactory participant, the service member then becomes responsible for any tuition costs that were waived at their host institution.

#### **6. HOW THE NJNGTP WORKS**

a. **Financial Aid**- If financial aid is received by a student in the form of a grant or scholarship, the service member pays for the tuition costs with these funds first.

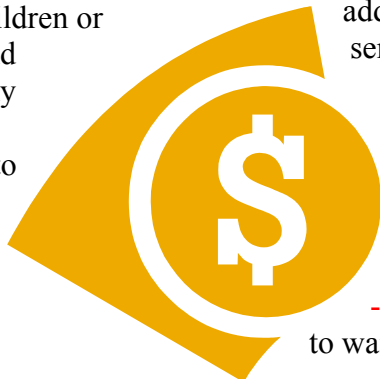
(1) **Example 1:** Sergeant P. receives a \$1,000 Pell Grant. His tuition for the Spring Semester is \$750.00. Sergeant P. pays for his tuition cost with the Pell Grant money, and retains the balance.  $\$1,000 - \$750.00 = \$250$ , goes towards any additional costs i.e. Books for the upcoming semester.

(2) **Example 2:** Sergeant P. receives a Pell Grant for \$500.00. His tuition cost for the Spring Semester is \$750.00. Sergeant P. pays for his tuition cost with the Pell Grant money  $\$500.00 - \$750.00 = -\$250.00$  and the school uses the NJNGTP to waive the remaining balance that is owed.

b. **Academic Standards**- Satisfactory academic progress must be maintained. Any student, whether full or part-time, must maintain the grade point average established by their host institution college. These guidelines are published in the Undergraduate Catalog of your host educational institution.

c. **Out of County or Out of State Student Residency**- If eligible for the NJNGTP, all tuition is waived regardless of residency.

**NOTE:** No public institution of higher education in New Jersey shall impose a **nonresident tuition rate or differential fee** on a member of the New Jersey National Guard



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d. **Additional Degrees**- Subsequent *undergraduate* and or *graduate* degrees are authorized if the service member meets the criteria in B.1. Para. 3.

e. **Dropping Courses**- You must follow college procedures for dropping courses.

f. **Concurrent Use**- You can use this program together, with the MGIB if eligible. However, you may not use the NJNGTP with FTA.

#### **\*\*USE OF THE NJNGTP INTERRUPTED BY MOBILIZATION\*\***

a. Any member of the New Jersey National Guard whose enrollment in a public institution of higher education on a tuition-free basis is interrupted by a deployment to active duty shall be permitted to receive the free tuition benefit after discharge from service under conditions other than dishonorable. In the event of a *non-medical discharge or a medical discharge* that is not caused by an illness or injury related to the performance of duties for the National Guard, **eligibility for the free tuition benefit shall begin from the date of discharge and shall continue for one semester or a period of time equal to the length of the deployment, whichever is longer.**

b. In the event of a *medical discharge or medical retirement* as a result of illness or injury incurred in the combat theater, as a result of terrorist action, or in the response to a natural disaster, **eligibility for the free tuition benefit shall begin from the date of discharge or retirement and shall continue until completion of the degree program in which enrolled or for five years, whichever occurs first.**

## **7. HOW TO APPLY FOR AND RECEIVE THE NJNGTP**

a. Apply to and be accepted by one of the 31 participating state institutions of higher learning.

b. Apply for Financial Aid either through the institution's Financial Aid Office or online using the FAFSA website: [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV).

c. Register for classes at accepting institution.

d. Obtain a Commander's Certificate of Eligibility that contains a valid Control # and signature from your Commander (NJDMAVA Form 621-2) from your unit's full time administrator.

e. Bring Commander's Certificate of Eligibility to your institution and follow institutional policies and procedures.

## **8. REFERENCES**

a. NJ Statutes Annotated: 18A:62-24; 18A:62-24.1; 18A:62-25

b. NJDMAVA Form 621-2 Commander's Certificate of Eligibility

c. NJDMAVA Form 621-1-R NJNGTP Statement of Understanding

d. Free Application for Federal Student Aid or the Renewal Application (FAFSA): [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)



## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

#### 1. OVERVIEW

- The MGIB-AD Chap. 30 is an educational assistance program enacted by Congress to attract high quality men and women in the Armed Forces. The program is administered by Veterans Affairs (VA). It provides education and training opportunities to eligible persons.
- Benefits for the MGIB-AD end 10 years from the date of your *last discharge* or release from active duty.
- You are eligible for 36 months of entitlements. You may receive a maximum of 48 months of entitlements under more than one VA educational program. i.e. MGIB-AD and MGIB-SR
- You can concurrently use Federal Tuition Assistance (FTA) with your MGIB-AD Chap. 30 benefits.

#### 2. ELIGIBILITY

Eligibility for the MGIB-AD is established through the following criteria:

a. The use of the MGIB-AD after separation from active duty requires that:

(1) You have served three continuous years of active duty.

(a) For current payment rates for 3 years or more of service consult **Paragraph 3. c.**

(2) You served two continuous years of active duty if:

(a) You first signed up for less than three years of active duty, or

(b) You have an obligation to serve four years in the Selected Reserve (the 2 X 4 program). You must enter the Selected Reserve within one year of your release from active duty.

(c) For current payment rates for less than three years consult **Paragraph 3. e.**

(3) Contributed \$1,200 or \$1,800 (Top-Up) into the MGIB-AD by way of:

(a) Having had your pay reduced \$100 a month for the first 12 months of service.

(b) Or, paid a \$1,200 lump sum while on, or just before separation from active duty service.

(4) Received an **Honorable** discharge.

**NOTE:** Discharges stating "**under honorable conditions**" and "**general**" will not establish eligibility for MGIB-AD.

(5) Received a High School diploma or GED prior to applying for this benefit.

## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

**NOTE:** The completion of 12 semester hours toward a college degree before you apply for benefits also meets this requirement.

#### AGR SPECIFIC INFORMATION

a. AGR soldiers serving on their first active duty tour may be eligible to sign up for the MGIB-AD. For more information contact the NJARNG Education Center's MGIB Manager.

#### 3. MGIB-AD BENEFITS

a. Benefits under the MGIB-AD will be provided for the pursuit of most undergraduate, vocational / technical, cooperative training, apprenticeship or on-job training (OJT) offered by a company, correspondence courses, independent study, and graduate schools *that are approved by the Department of Veterans Affairs (VA)*. The VA will certify the individual as full-time, three quarter (3/4), one-half (1/2), or less than one-half time.

b. Entitlement rates depend upon the time the soldier spent on active duty.

c. For those soldiers having served *three years or more* the following rates apply for Fiscal Year 08:

##### (1) Institutional Training:

(a) \$ 1,101.00 per month of full-time enrollment.

(b) \$ 825.75 per month of  $\frac{3}{4}$  time enrollment

(c) \$ 550.50 per month of  $\frac{1}{2}$  time enrollment.

(d) \$ 550.50\* per month of less than  $\frac{1}{2}$  time enrollment but more than  $\frac{1}{4}$  time enrollment.

(e) \$ 275.25\* per month of  $\frac{1}{4}$  time or less of enrollment

\***NOTE:** Amount paid cannot exceed above stated amount and is for tuition and fees only.

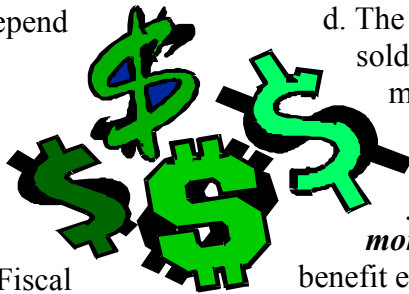
(2) OJT Training and Apprenticeship, for amounts and further information consult **Chapter C. 5. Montgomery GI Bill OJT Apprenticeship.**

(3) Correspondence and Flight Training is paid at the rate of one month for each \$1,101.00 paid.

(4) Cooperative Training is paid at the full-time rate of \$ 1,101.00

d. The maximum monthly benefit for a soldier having served three years or more on active duty under the MGIB-AD Chap. 30 is \$1,101.00 per month for *full-time* status for a total of **36 months** of entitlements. The total benefit equals out to **\$39,636.00** (Fiscal Year 08) over a 10 year period from the date of separation from active duty.

e. For those soldiers having completed *less than three years*, the following rates apply for Fiscal Year 08:



## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

#### (1) Institutional Training:

(a) \$ **894.00** per month of full-time enrollment.

(b) \$ **670.50** per month of  $\frac{3}{4}$  time enrollment

(c) \$ **447.00** per month of  $\frac{1}{2}$  time enrollment

(d) \$ **447.00\*** per month of less than  $\frac{1}{2}$  time enrollment but more than  $\frac{1}{4}$  time enrollment

(e) \$ **223.50\*** per month of  $\frac{1}{4}$  time or less of enrollment

\***NOTE:** Amount paid cannot exceed above stated amount and is for tuition and fees only.

(2) Apprenticeship and OJT Training, for amounts and further information consult **Chapter C. 5. Montgomery GI Bill OJT Apprenticeship** for more information.

(3) Correspondence and Flight Training is paid at the rate of one month for each \$ **894.00** paid.

(4) Cooperative Training is paid at the full-time rate of \$ **894.00**

f. The maximum monthly benefit for a soldier having served less than three years on active duty under MGIB-AD Chap. 30 is \$**894.00** per month for *full-time* status for **36 months** of entitlements. The total benefit equals out to a total of \$**32,184** (Fiscal Year 08) over a 10 year period from the date of separation from active duty.

g. Soldiers who participated in the Buy-Up by contributing an extra \$**600** into the MGIB-AD are eligible for an additional \$**5,400** in additional MGIB benefits.

#### 4. HOW TO APPLY

a. Call the VA at 1-888-GI BILL-1, to verify if the school is approved for educational benefits. Upon enrolling at your desired institution contact your school's VA Representative.

b. The VA Representative should help you to complete a **VA Form 22-1990, "Application for VA Education Benefits"** and **VA Form 22-1999 "Certification of Enrollment"**. Your schools VA Rep. submits both forms to the VA Regional office for processing.

c. If it is your first time applying for MGIB-AD benefits *initial claims processing takes approximately 2-3 months* after documents are received at the VA Regional Office. After which the soldier will receive a letter explaining entitlements. The VA will send a check or direct deposit within 10 days. The VA will send a check / direct deposit to you at the beginning of each month. If you have problems with your checks not arriving, or late payments, contact the VA @ 1-888-GI BILL-1.

d. After your initial payment of education benefits, to receive monthly payments you must, at the end of each month, notify the VA that your enrollment status has not changed. This can be done by either going to the VA website at: [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV) and using the Internet Verification program (WAVE) or by calling telephone 1-877-823-2378

## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

#### 5. VA WORK-STUDY ALLOWANCE PROGRAM

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

a. The VA Work-Study Allowance Program is intended as a supplemental educational benefit which can serve as a special increment that could make a desired program of education or training feasible

The VA will process the certification, and release the payment to you.

b. The VA Work-Study Allowance Program is payable to students pursuing a program of education or training at  $\frac{3}{4}$  or fulltime status under MGIB-AD Chapter 30.

c. Soldiers in apprenticeships or OJT programs consult **Chapter C. 5. 1. Montgomery GI Bill OJT Apprenticeship** for more information.

c. Consult **Chapter C. 6. VA Work-Study Allowance Program** for more details.

#### 7. EXPIRATION

a. Education benefits under the MGIB-AD Chap. 30 **end ten years from date of your discharge / or latest release from active duty.**

#### 6. PAYMENTS WHEN A VA REPRESENTATIVE IS NOT AVAILABLE

b. Soldiers deployed for more than 90 days on active duty who had previously run out of time to use their MGIB-AD Chapter 30 benefit but still have months of entitlements left to use will receive a new expiration date 10 years from their release from active duty.

#### Correspondence, Vocational / Technical, Apprenticeships, and On - The -Job Training.

a. Soldiers taking correspondence courses will receive a certification of courses completed each quarter from their certifying authority. Enter the number of courses completed during that quarter, and send the certification form to the school to verify the number of lessons that were provided. Upon completion the school will submit the completed certification form to the VA office to be processed for payment.

#### 8. REFERENCES

a. U.S. Code Title 10, Chapter 30

b. VA Pamphlet 22-90-2

c. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

d. [WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTUD.HTM](http://WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTUD.HTM)

b. If you are attending a vocational or technical school, you will receive a monthly verification form, which must be signed, verified and returned to:

## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

#### 1. OVERVIEW

- The Montgomery GI Bill – Selective Reserve, (MGIB-SR), was enacted by Congress on 01 July 1985, as an educational benefit to promote enlistment, and increase the education level of the soldiers in the Selected Reserves.
- Originally its benefits only covered education through the Baccalaureate level. Effective 10 November 1993, Congress amended Chapter 1606 benefits, to also include multiple Baccalaureate degrees, Graduate level degrees, vocational / technical, flight training (above a private pilot's license) and remedial classes. These additional training programs are known as the New Enhancement Benefits.
- The MGIB-SR Date of Basic Eligibility is like a birth date. Once a service member becomes eligible for the program, **the date never changes**. When eligibility criteria are met, a delimiting period (expiration date) is established and the service member has *14 years to use the program*.
- **NOTE:** Soldiers who established a Date of Basic Eligibility before 1 Oct 1992 had a delimiting period of 10 years to use their MGIB-SR benefits.
- You are eligible for 36 full time months of entitlements. You may receive a maximum of 48 months of entitlements under more than one VA education program.
- You can concurrently use Federal Tuition Assistance (FTA) with the MGIB-SR.

#### 2. ELIGIBILITY

You automatically become eligible for MGIB-SR benefits, when you:

a. Have a six-year active drilling obligation to serve in the Selected Reserve. (If you are an officer, you must agree to serve six years actively drilling in addition to your current obligation unless you were eligible prior to your commissioning) and;

b. Complete Initial Active Duty Training (IADT) and,

c. Meet the requirements to receive a high school diploma or equivalency (i.e. GED).

d. Serve in an active drilling status in a Selected Reserve unit and remain in good standing (no AWOLs).

#### 3. BENEFITS

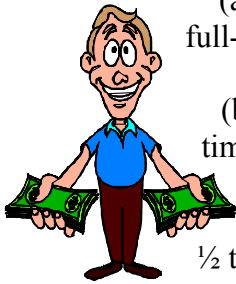
a. Benefits under the MGIB-SR will be provided for the pursuit of most undergraduate, vocational / technical, cooperative training, apprenticeship or on-job training (OJT) offered by a company, correspondence courses, independent

## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

study, and graduate schools *that are approved by the Department of Veterans Affairs (VA)*. The VA will certify the individual as a full-time, three quarter (3/4), one-half (1/2), or less than one-half time.

#### (1) Institutional Training (Fiscal Year 08):



(a) **\$314.00** per month of full-time enrollment.

(b) **\$237.00** per month of  $\frac{3}{4}$  time enrollment.

(c) **\$157.00** per month of  $\frac{1}{2}$  time enrollment.

(d) **\$79.25** per month of less than  $\frac{1}{2}$  time enrollment.

b. If you take cooperative training, you will receive **\$317.00** per month. Cooperative training is full-time only.

c. If you take a correspondence course, the entitlement will be charged at the rate of one month for each **\$317.00** paid (55% of the approved charges for the course).

d. If training is entirely an independent study, the payment will be less than the half-time rate.

#### e. Apprenticeship and OJT will be:

(1) **\$269.45** monthly for first six months.

(2) **\$206.05** monthly for the second six months.

(3) **\$ 142.65** monthly for the remainder of the program.

f. For flight training the entitlement will be charged at the rate of one month for each **\$297.00** paid (60% of approved charges for the course).

g. The maximum monthly benefit is **\$317.00** per month for a total of 36 months based on *full-time* status. The maximum that the GI Bill Chapter 1606 benefit will pay is **\$11,412** (Fiscal Year 08) over a 14 year period from the date of basic eligibility.

h. Your benefits may be used in all of the preceding fashions as long as the maximum value of entitlements, 36 months of full-time benefits, is not exceeded.

### 4. HOW TO APPLY

a. Read, understand and complete **DA Form 5435-R, Statement of Understanding Selected Reserve Educational Assistance Program FEB 96**. This document is signed and completed on the day of enlistment with your recruiter and is posted in your 201 file that ensures knowledge of the conditions is a matter of record.

b. When eligibility criteria are met (6 year contract, IADT completion, H.S. Diploma), contact your unit administrator and complete a **NJDMVA Form 603, Request for DD Form 2384, (Montgomery GI Bill – Selected Reserve (MGIB-SR) Chapter 1606), Notice of Basic Eligibility, (NOBE)**.

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c. Send completed NJDMAVA Form 603 to the NJARNG Education Office for processing to:

G-1 Education Office  
2<sup>nd</sup> Floor BLDG 3650 Saylor's Pond  
Road  
Fort Dix, New Jersey 08640-7600  
or  
Fax # (609)-562-0201

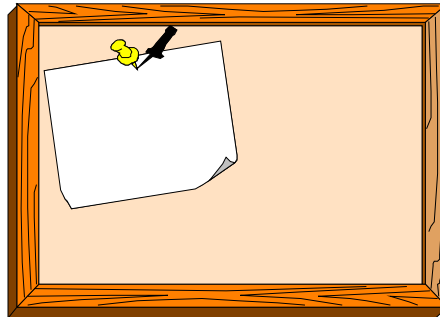
d. Once your application for benefits has been approved, an email will be sent containing your **NOBE (DD 2384)** and instructions on its distribution.

e. If the NJDMAVA 603 application is denied, a memorandum will be sent to the soldier's unit explaining the reason. The error must be corrected, if there is an error, then reapply.

f. Soldiers must attend a VA approved school in order to use MGIB-SR benefits.

g. Call the VA at 1-888-GI BILL-1, to verify if the school is approved for educational benefits.

When the soldier enrolls, s/he must present the original copy of DD Form 2384 to the Veterans Affairs Representative (VA Rep) at your institution. The VA Rep will assist you in filling out a **VA Form 22-1990 "Application for VA Education Benefits"**. The VA Rep will complete a **VA Form 22-1999 "Enrollment Certification"** and send all three documents to the VA Regional Office in Buffalo, NY.



h. If it is the first time applying for MGIB-SR benefits initial claims processing takes approximately 2-3 months after documents are received at the VA Regional Office. Once approved, the soldier will receive a letter explaining entitlements. The VA will send a check or direct deposit within 10 days of receipt. The VA will send a check / direct deposit to you at the beginning of each month. ***If you have problems with your checks not arriving, or late payments,*** contact the VA @ 1-888-GI BILL-1.

i. **Officers-** In addition to the above procedures, officers who were never eligible as an enlisted soldier (see eligibility criteria in Paragraph. 2) must fill out a **DA Form 5447-R (FEB 96) Officer Service Agreement Selected Reserve Educational Assistance Program**. This form is to be sent to the NJARNG MGIB manager, who will update MGIB eligibility in SIDPERS and then post in the officer's 201 file as a matter of record.

j. After your initial payment of education benefits, to receive monthly payments you must, at the end of each month, notify the VA that your enrollment status has not changed. This can be done by either going to the VA website at: [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV) and using the Internet Verification program (WAVE) or by calling telephone 1-877-823-2378.

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#### 5. VA WORK-STUDY ALLOWANCE PROGRAM

a. The VA Work-Study Allowance Program is intended as a supplemental educational benefit which can serve as a special increment that could make a desired program of education or training feasible

b. The VA Work-Study Allowance Program is payable to students pursuing a program of education or training at  $\frac{3}{4}$  or fulltime status under MGIB-SR Chapter 1606.

c. Consult [Chapter C. 6. VA Work-Study Allowance Program](#) for more details.

#### 6. PAYMENTS WHEN A VA REPRESENTATIVE IS NOT AVAILABLE

##### Correspondence, Vocational / Technical, Apprenticeships, and On - The -Job Training.

a. Soldiers taking correspondence courses will receive a certification of courses completed each quarter from your certifying official. Enter the number of courses completed during that quarter, and send the certification form to the school to verify the number of lessons that were serviced. The school will release the completed certification form to the VA office to be processed for payments.

b. If you are attending a vocational / technical school, you will receive a monthly verification form from your certifying official. Sign this verification form to indicate that you are still in school, and return it to:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

The VA will process the certification, and release the payment to you.

c. Soldiers in apprenticeships or On-the-Job-Training programs will receive a monthly certification form, to record the hours worked during that month. Sign, and give the certification form to the certifying official of the company or union. The official must then complete the certification and return it to the address in 5b.

#### 7. CHANGES IN STATUS

##### a. Transfers-

(1) When an individual (officer or enlisted) transfers into the New Jersey Army National Guard, his or her MGIB-SR status MUST be entered into the SIDPERS data base ASAP. SIDPERS personnel will enter this information if the DA Form 2384 is in the accession packet; or stated on the Personnel Qualification Record (PQR).

(2) It is *imperative* that the unit administrator verifies the transferred Soldier's MGIB-SR status with SIDPERS as soon as possible.

(3) **The VA will stop educational payments if the SIDPERS data base is not updated.** The losing, out of state, organization reports that the soldier is discharged from their state. The VA computer is updated from with information. The gaining unit / state must pick up the MGIB status in order for the



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soldier's benefits to continue and to update the VA computer.

b. **Enlisted to Officer** When an enlisted Soldier becomes a Warrant Officer or Commissioned Officer, they are discharged from the NJARNG as an enlisted soldier and picked up again as an officer on the following day. SIDPERS must reenter (transfer) the MGIB information when the officers' automated records are created.

### 8. TERMINATION / EXPIRATION

a. Eligibility will be permanently terminated when an individual is voluntarily discharged from the Selected Reserve (Example: Individual is discharged to take a voluntary assignment in the Regular Army).

b. Permanent termination can occur if a soldier becomes an unsatisfactory participant (receives a total of nine AWOLs).

c. If a soldier stops drilling, the commander is to contact the NJARNG Education Center, *in writing*, via e-mail and the soldier will be dropped from the program. **Warning: Once the soldier is terminated she/he cannot be reinstated.**

d. Permanent termination occurs when a service member is discharged from the Selective Reserve (any service) for Unsatisfactory Participation. Eligibility, once terminated cannot be regained, even if the individual reenlists in the Army National Guard for six years.

e. An individual may be transferred to the ING or IRR for a period not to exceed one year or three years in the case of

missionary service, these periods of inactive status are considered "authorized non-availability."

f. Eligibility may be regained if a soldier, in this case, returns to drilling status within the time allowed and extends for the time spent in the inactive status.

g. Entitlement to unused benefits will normally expire on the earlier of the following two dates

(1) The 14<sup>th</sup> anniversary of eligibility to benefits. *The 14 year eligibility period begins when an individual first becomes eligible, not when benefits are first used.*

(2) On the date of separation from the Selected Reserve (except if separated for a disability due to no fault of the soldier in which case benefits are retained for the entire 14 year period).

(3) **Exception.** ARNG soldiers who are eligible for the MGIB-SR who are federally mobilized for 1 day or more will get the period of the mobilization plus 4 months added to their MGIB-SR benefit after the mobilization. To get the additional time added, soldiers must send a copy of their DD Form 214 to their Department of Veteran's Affairs (DVA) Regional Processing Office (RPO) and request a determination of their new eligibility period. The VA RPO for New Jersey is:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

## **C. Montgomery GI Bill**

### **2. Chapter 1606 Selected Reserve**

#### **9. VA DISAGREEMENTS**

a. If you receive a letter from the Department of Veterans Affairs (VA), informing you that you are not eligible for benefits, you must *correct the error cited in the letter*. Usually, there is an error in the SIDPERS database. After the SIDPERS system is corrected, the VA computers get updated. (This could take up to 90 days).

b. You may appeal VA decisions on education benefits. You must file an appeal within one year of the date you receive notice of a decision. Each notice of decision issued by the VA contains your legal rights and appeal procedures.

#### **10. REFERENCES**

a. U.S. Code Title 10, Chapter 1606

b. VA Pamphlet 22-90-3

c. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

d. [WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTU D.HTM](http://WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTU D.HTM)

## C. Montgomery GI Bill

### 3. Reserve Educational Assistance Program (MGIB-REAP) Chapter 1607

#### 1. OVERVIEW

- The Montgomery GI Bill Reserve Educational Assistance Program (MGIB-REAP), was signed into law on October 28<sup>th</sup>, 2004.
- The purpose the MGIB-REAP is to provide educational assistance to members of the reserve components called or ordered to active service in response to a war or national emergency declared by the President or the Congress, in order to recognize the sacrifices that those members make in answering the call to duty.
- Unlike MGIB-SR which has a 14 year time limit in which to use the entitlement, the MGIB-REAP has no time period in which the soldier has to use the program. **NOTE:** *If you are separated from the Ready Reserve for a disability which was not the result of your own willful misconduct, you are entitled to MGIB-REAP benefits for 10-years after the date of entitlement.*
- You may be eligible for up to 36 months of entitlements. You may receive a maximum of 48 months of entitlements under more than one Veterans Affairs education program.
- You can concurrently use Federal Tuition Assistance (FTA) with MGIB-REAP benefits.

#### 2. ELIGIBILITY

a. Eligibility requirements for the MGIB-REAP are satisfied if:

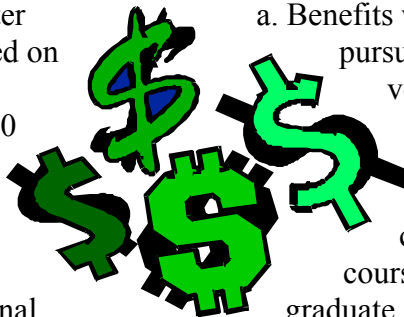
(1) The soldier on or after September 11<sup>th</sup>, 2001, served on active duty in support of a contingency operation for 90 consecutive days or more.

(2) ARNG soldiers who performed a full time National Guard duty under section 502(f) of Title 32 for 90 consecutive days when authorized by the

President or Secretary of Defense for a national emergency and supported by federal funds.

#### 3. BENEFITS

a. Benefits will be provided for the pursuit of most undergraduate, vocational / technical, cooperative training, apprenticeship or job training offered by a company, correspondence courses, independent study, and graduate schools *that are approved by the Department of Veterans Affairs (VA).*



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### **3. Reserve Educational Assistance Program (MGIB-REAP) Chapter 1607**

b. Current rates for the MGIB-REAP Chapter 1607 are based off a percentage of the current three-year rate of the MGIB-AD Chapter 30. The rate of payment to a soldier eligible for the MGIB-REAP is contingent upon the amount of time served on active duty, the following percentages apply:

(1) 40 % for those soldiers having served 90 days but less than one year.

(2) 60% for those soldiers having served one year but less than two years.

(3) 80% for those soldiers having served two years or more.

c. **NOTE:** for MGIB-REAP rates having to deal with vocational / technical training, cooperative training, apprenticeship or job training offered by a company, correspondence courses and independent study, please contact the VA for the most current payment rates:

(1) Telephone: 1-888-GI BILL-1

(2) At the MGIB website:  
[WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

d. Your benefit can be used for all VA approved schools and programs as long as the maximum value of entitlements (36 months of full-time benefits) is not exceeded.

#### **4. HOW TO APPLY**

The application process is as follows for soldier's wishing to utilize their MGIB-REAP Chap. 1607 entitlement:

a. If the soldier has **never** submitted an Education Claim to the VA, the soldier must:

(1) Submit an **Application for VA Education Benefits (VA Form 22-1990)** and along with any available documents such as your discharge from Military Service (DD Form 214), copies of orders to active duty and any other documents that serve as evidence of qualifying service.

b. If the soldier has **previously** filed a claim for education benefits, the Soldier must:

(1) A new application form is not required. However, you should submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and any other documentation that serves as evidence of qualifying service to help establish eligibility for this program. You should also submit a **Request for Change of Program or Place of Training (VA form 22-1995)**.



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### **3. Reserve Educational Assistance Program (MGIB-REAP)** **Chapter 1607**

#### **5. VA WORK-STUDY ALLOWANCE PROGRAM**

a. The VA Work-Study Allowance Program is intended as a supplemental educational benefit which can serve as a special increment that could make a desired program of education or training feasible

b. The VA Work-Study Allowance Program is payable to students pursuing a program of education or training at  $\frac{3}{4}$  or fulltime status under MGIB-REAP Chapter 1607.

c. Consult **Chapter C. 6. VA Work-Study Allowance Program** for more details.

#### **6. PAYMENTS WHEN A VA REPRESENTATIVE IS NOT AVAILABLE**

Correspondence, Vocational / Technical, Apprenticeships, and On -The -Job Training.

a. Soldiers taking correspondence courses will receive a certification of courses completed each quarter from your certifying official. Enter the number of courses completed during that quarter, and send the certification form to the school to verify the number of lessons that were serviced. The school will mail the completed certification form to the VA office to be processed for payments.

b. If you are attending a vocational / technical school, you will receive a monthly verification form. Sign this verification form to indicate that you are still in school, and return it to:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

The VA will process the certification, and release the payment to you.

c. Soldiers in apprenticeships or on-The-Job-Training programs will receive a monthly certification form, to record the hours worked during that month. Sign, and give the certification form to the certifying official for the company or union. The official must then complete the certification and return it to the address in 5b.

#### **7. TERMINATION / EXPIRATION**

a. Eligibility will be **permanently terminated** when an individual is voluntarily discharged from the Selected Reserve (Example: Individual is discharged to take a voluntary assignment in the Regular Army).

b. **Permanent termination** can occur if a soldier becomes an unsatisfactory participant (receives a total of nine AWOLs).

c. If a soldier stops drilling, the commander is to contact the NJARNG Education Center, *in writing*, via e-mail and the soldier will be dropped from the program. **Warning: Once the soldier is terminated she/he cannot be reinstated.**

d. **Permanent termination** occurs when a service member is discharged from the Selective Reserve (any service) for Unsatisfactory Participation.

## **C. Montgomery GI Bill**

### **3. Reserve Educational Assistance Program (MGIB-REAP)** **Chapter 1607**

**NOTE:** Eligibility cannot be regained, even if the individual reenlists in the Army National Guard for six years.

e. An individual may be transferred to the ING or IRR for a period not to exceed one year or three years in the case of missionary service, these periods of inactive status are considered “authorized non-availability.”

## **8. VA DISAGREEMENTS**

a. If you receive a letter from the Department of Veterans Affairs (VA), informing you that you are not eligible for benefits, you must *correct the error cited in the letter*. The VA may be missing paperwork required to establish your eligibility, or certification from the institution you are attending. Work together with the VA rep. at your host institution to resolve these issues with the VA regarding Chapter 1607.

b. You may appeal VA decisions on education benefits. You must file an appeal within **one year** of the date you receive notice of a decision. Each notice of decision issued by the VA contains your legal rights and appeal procedures.

## **9. REFERENCES**

a. U.S. Code Title 10, Chapter 1607

b. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

c. [WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTUD.HTM](http://WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTUD.HTM)

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

#### 1. OVERVIEW

- The purpose of the Montgomery GI Bill-Selected Reserve (MGIB-SR) Kicker is to encourage the enlistment and retention of quality applicants / soldiers into critical skills or units. The MGIB-SR Kicker is an **incentive** not an entitlement. Applicants / soldiers must apply and meet eligibility criteria to receive this incentive.

#### 2. BASIC ELIGIBILITY

a. In order to qualify for the MGIB Kicker, each applicant must be eligible to receive educational assistance under the Montgomery GI Bill Selected Reserve Chapter 1606 (MGIB-SR), or the Montgomery GI Bill-Active Duty Chapter 30 (MGIB-AD), and meet the following basic criteria:

(1) **Obligation**- Soldiers must enlist / reenlist and remain in the ARNG for a period of six (6) years or extend their current enlistment in the ARNG to have six (6) years remaining from the date of extension.

(2) **Position**- The soldier must be assigned to a valid, Modified Table of Organization and Equipment (MTOE) position vacancy. Table of Distribution and Allowance (TDA) units are not authorized the MGIB Kicker.

(3) **Education**- The soldier must possess a high school diploma or its equivalency (GED). For more information on obtaining or completing your GED see **Chapter I. GED Test Preparation** for more information.

#### (4) **Training**-

(a) **Enlisted soldiers**- must complete the Initial Active Duty Training (IADT) including Basic Combat Training (BCT) and Advanced Individual Training (AIT) or its equivalent period required for their position.

(b) **Officers**- must complete BCT and AIT or an Officer Basic Course (OBC).

(5) **Specific Criteria**- In addition to the basic criteria, applicants / soldiers must meet the specific criteria for their desired MGIB Kicker category as specified below.

#### 3. MGIB KICKER CATEGORIES

a. **MGIB Non-Prior Service Enlisted (NPS) Kicker**, for soldiers who have *never* completed IADT:

(1) **Kicker Amount**- \$200

(2) **Eligibility Criteria**-

(a) The Soldier must enlist in a critical Military Occupational Skill (MOS) approved by National Guard Bureau (NGB-ARM) in any MTOE unit in the ARNG.

(b) Score a 50 or higher, (Test Score Category I-III A), on the Armed Services Vocational Aptitude Battery (ASVAB).



## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

**NOTE:** Glossary NPS, soldiers who in the past failed to complete BT and/or AIT applicants **are** eligible to receive the MGIB Kicker.

#### b. MGIB Prior Service Enlisted (PS)

**Kicker**, for soldiers with prior military service:

(1) **Kicker Amount-** \$200

(2) **Eligibility Criteria-**

(a) The soldier must enlist in any MOS in any MTOE unit in the ARNG. Must be qualified in the MOS for which they enlist and have the skill level 1 or 2 (Sergeant E-5 or below).

(b) Be currently serving on active duty or enlist no later than 30 days after Expiration Term of Service (ETS).

**NOTE:** PS soldiers who enlist in the ARNG more than 30 days after ETS qualify for the MGIB Kicker only if they have completed their Military Service Obligation (MSO) and have less than 14 years of total military service at the time of enlistment.

c. **MGIB 3+ Years in ARNG Kicker**, for soldiers currently serving in the ARNG:

(1) **Kicker Amount-** \$200

(2) **Eligibility Criteria-**

(a) Soldiers must reenlist or extend in any MOS in any MTOE unit in the ARNG. Must be qualified in the MOS for which they enlist and have a skill level 1 or 2 (Sergeant E-5 or below).

(2) Served the past *three consecutive* years in an active drilling status and in

good standing in the ARNG without a break in service

**NOTE:** Inactive National Guard (ING) constitutes a break.

(3) Current ARNG Officers, 1<sup>st</sup> or 2<sup>nd</sup> Lieutenants who have not yet obtained a Baccalaureate Degree are also eligible under this category. **These soldiers are not required to have served three consecutive years in the ARNG.**

**NOTE:** Current ARNG soldiers who meet the criteria listed above may reenlist / extend for the MGIB Kicker at **'anytime'** during their enlistment; therefore they do not have to wait until they are within 90 days of their current enlistment.

d. **MGIB Commissioning Program Kicker**, for all *Officer Candidates (OCs)*, *Warrant Officer Candidates (WOCs)* and *Simultaneous Membership Program (SMP)* in any MTOE unit who hold a MOS and meet the following criteria may reenlist/extend for the MGIB Kicker:

(1) **Kicker Amount-** \$350

(2) **Eligibility Criteria-**

(a) State Officer Candidate School (OCS). Officer Candidates are eligible to extend their enlistment and sign a MGIB Kicker contract after completing Phase I (the first 2 week training period) of the State OCS Program.

(b) Newly appointed Second Lieutenants are eligible to sign a **\$350** MGIB Kicker contract up to 90 days after accepting their commission in the ARNG. OCS graduates who apply for the MGIB Kicker after 90 days from course completion will be categorized as a



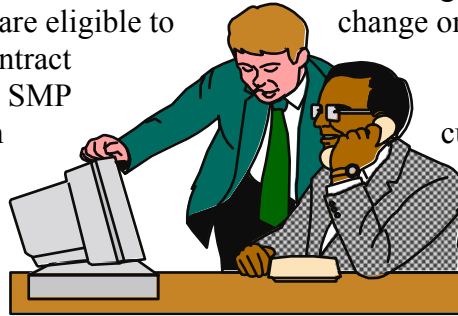
## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

'3+Years in ARNG' as identified in paragraph c above.

(c) Warrant Officer Candidate School (WOCS). Warrant Officer Candidates are eligible to extend their enlistment and sign a MGIB Kicker contract after they have been appointed on orders as a Warrant Officer Candidate.

(d) Simultaneous Membership Program (SMP) participants who are enrolled in the Reserve Officer Training Corps (ROTC) Advanced Course (usually MS III or IV), are eligible to sign a MGIB Kicker contract effective the date of the SMP Agreement (NGB Form 594-1) and the ROTC Advanced Course Contract (DA Form 597-3) have been signed, whichever is later.



(d) Be accepted to and enrolled in a college or university that is accredited by the U.S. Department of Education with **90 days** of completion of AIT.

(e) Remain a full-time student in good standing, passing all classes for the duration of their contract period.

### 4. **MOS AND MTOE UNIT ELIGIBILITY**

a. Eligible MOSs and MTOE units that are eligible for the MGIB Kicker change on a frequent basis.

b. In order to determine the current MOS and MTOE units that are eligible for the MGIB Kicker refer to the SRIP Notes published by the Incentive Manager.

e. **MGIB “College First” Program Kicker**, for soldiers who signed under the National Guard College First Enlistment Option.

(1) **Kicker Amount-** \$350

(2) **Eligibility Criteria-**

(a) Be a NPS Soldier with a high school diploma or graduating senior.

(b) Score a 50 or higher on the ASVAB (Cat I-III).

(c) Agree to complete IADT thru-ticket—the split training option is not authorized for College First enlistments.

### 5. **HOW TO APPLY FOR THE MGIB KICKER**

a. The soldier should Call 1-888-GI-BILL-1 in order to verify their MGIB-SR or MGIB-AD Eligibility and remaining Entitlements under either chapter.

b. The soldier must complete an ARNG MGIB Kicker Contract, **NGB Form 5435-R, 1 OCT 02** which is available from your unit, Recruiting and Retention NCO or State MGIB Manager / ESO.

c. The soldier should complete an **Oath of Extension of Enlistment or Reenlistment (DA 4836)** signed and dated with the same date as the Kicker Contract (New ETS date must be at least 6 years from the contract signed).

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

**NOTE:** Authority and Reason for this Extension **must read:**

NGR (AR) 600-200, Para 7-7,  
Table 7-1, Rule F(5)

d. The soldier must submit his/her extension thru the normal channels to G1-DPCS-PSB.

e. A copy of the soldier's Kicker Contract and Extension must be sent to the NJARNG Education Office for the assignment of a Kicker Control #.

Address of the NJARNG Education Office:

G-1 Education Office  
2<sup>nd</sup> Floor  
BLDG 3650 Saylor's Pond Road  
Fort Dix, New Jersey 08640-7600  
or  
Fax # (609)-562-0201

f. The soldier should submit a copy of the **Kicker contract, with Kicker Control#, VA Form 22-1990 and NOBE (DD-2384)** to your VA Regional Processing Office (RPO) located at:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

8. The Soldier will verify the enrollment status at the institution or place of training each month using the VA web site or automated telephone system in order to continue receiving benefits.

### 6. **SUSPENSION, TERMINATION AND RECOUPMENT**

In accordance with Title 10 USC, Chapter 1606, Section 16135, ARNG soldiers who

fail to fulfill the contractual obligation that entitled them to the MGIB kicker will have a portion of their MGIB kicker incentive recouped. In addition, should any of the following conditions occur **before** the fulfillment of the soldier's six year obligation, the MGIB Kicker will be suspended or terminated, with or without recoupment as indicated below:

**NOTE:** ARNG soldiers who complete the required six-year obligation, which is stipulated in the MGIB Kicker contract, may transfer to any skill, unit, or RC (in an active drilling status) and retain eligibility for the MGIB Kicker.

#### a. **Authorized Period of Non-Availability:**

(1) Each service member is authorized a one-time period of non-availability up to one year (3 years for a missionary obligation) during their 14 year MGIB-SR benefit period.

(2) The MGIB-SR basic benefit and MGIB Kicker incentive will be suspended when a soldier obtains 9 or more unsatisfactory participation periods / unexcused absences of Inactive-Duty Training (IDT) in a one year period or for any period of unexcused absence from Annual Training (AT). Non-availability includes assignment to the **Inactive National Guard (ING) or the Individual Ready Reserve (IRR)**.

(3) Soldiers who enter a period of authorized non-availability will be suspended from their MGIB-SR basic benefit and MGIB Kicker incentive. To reestablish eligibility for the MGIB Kicker after a period of non-availability, the soldier must return to and be qualified

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

in a MGIB Kicker authorized position and/or unit and extend their current enlistment or sign an Officer Service Agreement for the entire period of non-availability.

(4) Soldiers who do not return to an authorized critical position and/or unit will have their MGIB-SR basic benefit reinstated but will remain suspended from their MGIB Kicker incentive up to one year until they return to an authorized skill/unit.

(5) If the soldier has not returned to an authorized critical position and/or unit within the one-year period, they will be terminated from their MGIB Kicker incentive **without recoupment**. Soldiers who fail to extend their enlistment or sign an OSA for the entire period of non-availability will be terminated from the MGIB-SR basic and Kicker incentive **without recoupment**.

(6) Soldiers who fail to return to an active drilling status in the selected reserve after an authorized period of non-availability will have their MGIB basic and Kicker incentive **terminated with recoupment**.

#### b. Unsatisfactory Participation:

(1) The MGIB-SR basic benefit and MGIB Kicker incentive will be suspended when a soldier obtains 9 or more unsatisfactory participation periods/unexcused absences of Inactive-Duty Training (IDT) in a one year period or for any period of unexcused absence from Annual Training (AT).

(2) Once a final determination has been made and the soldier has been determined an Unsatisfactory Participant

(SIDPERS Code 7), the soldier's MGIB-SR basic benefit and MGIB Kicker incentive is **terminated with recoupment** effective the date of the 9<sup>th</sup> unsatisfactory participation period/unexcused absence.

#### c. Involuntary Transfer / Reassignment:

(1) ARNG soldiers will retain their MGIB Kicker incentive if involuntarily transferred or re-assigned within or between ARNG units as a direct result of MOS re-classification, transfer to another position or unit at the convenience of the Government or unit inactivation, reorganization, or relocation. When a soldier is offered a new position, it may be offered in a different MOS based on the substitutability rules in DA Pamphlet 611-21, but it may not require a reduction in grade.

(2) When a change in MOS for the position is required, the soldier must qualify for, and be awarded as primary, the MOS required for that position within 24 months to retain MGIB Kicker incentive eligibility. Soldiers who fail to become MOS qualified in the new MOS within 24 months or who do not return to a MGIB Kicker authorized MOS and or unit will have their MGIB Kicker incentive terminated **without recoupment**.

#### d. Voluntary Transfer:

(1) Soldiers who remain in an active drilling status in the ARNG but voluntarily transfer out of their 'contracted' MOS and/or unit that established eligibility for their MGIB Kicker are authorized a one year, one time authorized period of absence. The MGIB

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

Kicker shall be suspended on the date the member departs the position and/or unit; however, eligibility for the basic MGIB benefit will continue.

(2) To regain eligibility for the MGIB Kicker incentive, soldiers must return to a valid MGIB Kicker eligible MOS and/or unit on the current fiscal year critical MOS/Unit list. Soldiers who do not return to a MGIB Kicker authorized MOS and/or unit in a MOS qualified (MOSQ) status within one year will be terminated **without recoupment**.

**NOTE:** Soldiers who voluntarily transfer out of their 'contracted' MOS and/or unit that established eligibility for their MGIB Kicker before the completion of BT and/or AIT will be permitted to transfer to another MGIB Kicker position provided that position is a valid MGIB Kicker eligible MOS and/or unit on the current fiscal year critical MOS/Unit list.

#### e. Suspension of Favorable Personnel Actions:

Suspension of favorable personnel actions for any reason, other than maintaining body composition standards or failure to pass the Army Physical Fitness Test (APFT), is reason for suspension of MGIB-SR basic benefit and MGIB Kicker incentive.

#### f. Entrance on Active Guard/Reserve (AGR) Status:

(1) Soldiers who enter the AGR program are entitled to a one year, one time authorized period of absence. These soldiers will be suspended from both their MGIB basic benefit and MGIB Kicker incentive on the date they

become AGR. Soldiers who do not return to a MGIB Kicker authorized MOS and/or unit in a MOS qualified (MOSQ) status within one year of entering the AGR Program will be terminated from both their MGIB-SR basic benefit and MGIB Kicker incentive without recoupment effective the date they became AGR.

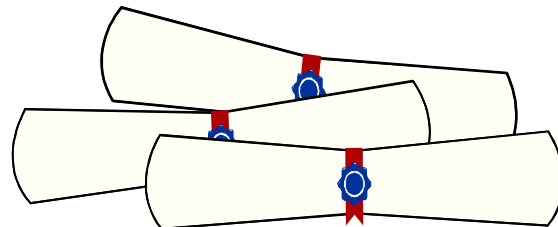
#### g. Entrance on Military Technician Status:

(1) A soldier who accepts a position as a Military Technician where membership in the ARNG is a condition of employment (includes Temporary Technicians over 179 days and Indefinite Technicians), will be suspended from the MGIB Kicker effective the date of employment. Soldiers who leave their Military Technician status may have their MGIB Kicker incentive reinstated provided they have any basic MGIB-SR or AD benefits remaining.

#### h. Entrance on Active Duty-

(1) Soldiers who leave the ARNG and voluntarily enter on active duty in a Regular Active Component will be terminated from their MGIB Kicker incentive **with recoupment**.

(2) **Reason for recoupment:** soldiers must be coded as 'Failed to Participate Satisfactorily' for failing to complete their required 6 year obligation which entitled them to the MGIB Kicker incentive.



## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

#### i. Entrance into another Reserve Component (RC):

(1) Soldiers who leave the ARNG and voluntarily enter another RC will be terminated from their MGIB Kicker incentive **with recoupment**.

(2) **Reason for recoupment:** soldiers must be coded as a 'Failed to Participate Satisfactorily' for failing to complete their required 6 year obligation which entitled them to the MGIB Kicker incentive.

#### j. OCS/OBC Completion/Failure:

(1) Soldiers who complete the OCS Program, accept a commission in the ARNG and complete OBC are eligible to continue receiving their MGIB Kicker incentive at their current rate.

(2) Soldiers who have not completed OBC within 24 months of OCS completion will be terminated from their MGIB Kicker incentive **without recoupment**.

#### k. Failure to Accept a Commission:

(1) Soldiers with a previous MGIB Kicker at a lower rate who complete an ARNG commissioning program and do not accept a commission in the ARNG may continue to receive their MGIB Kicker incentive at their previous rate, if they return in a MOS qualified status to a MGIB Kicker eligible position and/or unit.

(2) Upon acceptance of their commission, they can be reinstated with their MGIB Kicker incentive at the higher rate. Soldiers without a previous MGIB Kicker at a lower rate who complete an

ARNG commissioning program and do not accept a commission in the ARNG will be suspended from their MGIB Kicker incentive.

(3) Once these soldiers accept their commission, they can be reinstated with their MGIB Kicker incentive. Soldiers who do not accept their commission within 24 months of completing the program will be terminated from their MGIB Kicker incentive **without recoupment**.

#### l. Failure to Complete OCS/SMP/WOC Course:

(1) Soldiers who fail to complete the OCS/WOC course and have a previously contracted MGIB Kicker at a lower rate may continue to receive their MGIB Kicker incentive at the lower rate if they return in a MOS qualified status to a MGIB Kicker eligible position and/or unit.

(2) Soldiers who return to the OCS/WOCS program within one year may have their \$350 MGIB Kicker reinstated upon re-entrance to the program.

(3) Soldiers who fail to complete the OCS/WOC program who do not return to the program within 1 year will have their \$350 MGIB Kicker incentive terminated **without recoupment**.

(4) SMP cadets who fail to complete the course will have their \$350 MGIB Kicker incentive terminated **without recoupment**.

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

#### m. Direct Commission/Appointment:

(1) Soldiers with an existing MGIB Kicker contract who receive a direct commission/appointment in the ARNG may continue to receive their MGIB Kicker incentive at the contracted rate provided they sign an OSA for the remaining portion of their obligation that entitled them to the MGIB Kicker incentive.

#### n. Dedicated Guard Scholarship Recipients:

(1) Soldiers who become a recipient of a Dedicated Guard Scholarship (Title 10 USC, Section 2107) will be suspended from their MGIB-SR basic benefit and Kicker incentive. Benefit may be reinstated after the Scholarship is completed or ROTC is completed.

(2) Soldiers who are recipients of the MGIB-Active Duty (MGIB-AD) may continue to receive the Dedicated Guard Scholarship and the MGIB-AD basic benefit but will be suspended from their MGIB Kicker incentive. Benefit may be reinstated after the Scholarship is completed and Baccalaureate Degree has not been completed.

#### o. Promotions:

(1) Promotions through the EPS (Enlisted Promotion System) which require the soldier to move out of their MGIB Kicker unit or MOS will not affect the soldiers MGIB Kicker incentive.

#### p. Interstate Transfers:

(1) A soldier who is issued a MGIB Kicker contract in one state, and who completes an interstate transfer, must transfer in a MOS qualified status to a MGIB Kicker authorized position and MGIB Kicker eligible unit in order to retain MGIB Kicker eligibility.

(2) Soldiers who transfer to a non-eligible MGIB Kicker unit and/or MOS or who are not MOS qualified will be suspended from their MGIB Kicker incentive.

(3) Soldiers who fail to become MOS qualified in a MGIB Kicker eligible unit and/or MOS within 12 months will have their MGIB Kicker incentive terminated **without recoupment.**



#### q. Transfers to the USAR:

(1) ARNG soldiers entitled to the MGIB Kicker who transfers to the USAR as a result of a unit inactivation, reorganization, or relocation will continue to receive their MGIB Kicker incentive at the rate specified on their MGIB Kicker contract.

(2) Transfers to the USAR prior to the completion of the required six-year obligation for any reason other than that specified in the above paragraph will result in termination of the MGIB Kicker **with recoupment.**

## 7. REFERENCES

a. Title 10, United States Code (USC), Mar 01, Chapter 1606, Section 16131

## **C. Montgomery GI Bill**

### **4. MGIB-SR Kickers**

b. Department of Defense Instruction  
(DoDI) 1322.17, 29 Nov 99, Subject:  
Montgomery GI Bill-Selected Reserve  
(MGIB-SR).

c. AR 135-7, ARNG and USAR  
Incentive Programs, dated 15 April 1996

### **8. CONTACT INFORMATION**

Joint Force Headquarters New Jersey  
2<sup>nd</sup> Floor, Education Office  
3650 Saylor's Pond Road  
Fort Dix, New Jersey 08640-7600  
Phone #: (609) 562-0975  
Or  
Fax # (609)-562-0201

### **9. REFERENCES**

a. NGB-ARM Policy #07-12

## C. Montgomery GI Bill

### 5. On-The-Job Training and Apprenticeship Training

#### 1. OVERVIEW

- This chapter is designed to clarify the benefits for Soldiers who are not attending a college or university, but are looking to take advantage of their MGIB benefits when participating in On-The-Job Training (OJT) and Apprenticeship Training at work.
- Using MGIB benefits while participating in On-The-Job Training (OJT) and Apprenticeship Training presents a unique opportunity for the Soldier to collect an extra paycheck while learning a new trade or increasing their professional knowledge and skills at their place of employment.
- New Jersey's State Approving Agency (SAA) must specifically approve each training program in which a soldier wishes to use MGIB benefits.

#### 2. ON-THE-JOB TRAINING (OJT)

##### a. What is OJT?

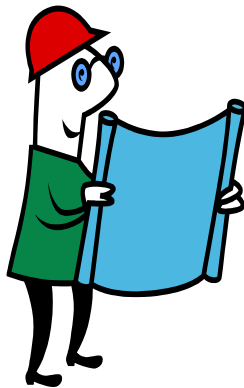
(1) OJT is training that a soldier can receive while performing a job and earning a paycheck at the same time.

(2) OJT programs normally last from six months to two years.

##### b. What OJT programs are approved for MGIB benefits?

(1) Below is listed some examples of currently approved OJT programs:

- (a) Manager
- (b) Metal Fabricator
- (c) Service Technician
- (d) Shipping and Receiving Clerk
- (e) Short Order Cook
- (f) Warehouse Person
- (g) Security Guard



#### 3. APPRENTICESHIP TRAINING

##### a. What is Apprenticeship Training?

(1) Apprenticeship Training is OJT combined with related theory instruction.

(2) Apprenticeship Training programs normally run from two to five years in length.

##### b. What Apprenticeship Training programs are approved for MGIB benefits?

(1) Below is listed some examples of currently approved Apprenticeship Training programs:

- (a) Brick Layer
- (b) Carpenter
- (c) Electrician
- (d) Iron Worker
- (e) Machinist
- (f) Maintenance Mechanic
- (g) Plumber

**NOTE:** In addition to the above mentioned programs, the **New Jersey State Approving Agency (SAA)** has currently approved over 300 facilities establishments with more than 500 OJT or Apprenticeship programs.



## C. Montgomery GI Bill

### 5. On-The-Job Training and Apprenticeship Training

#### 4. NEW JERSEY STATE APPROVING AGENCY (SAA)

##### a. What is the New Jersey State Approving Agency (SAA)?

(1) The New Jersey SAA's role is to approve and supervise Apprenticeship and OJT programs for eligible:

- (a) Veterans
- (b) Dependents
- (c) National Guardsmen and Reservists

(2) The New Jersey SAA operates within the New Jersey Department of Military and Veterans Affairs (NJDMAVA).

#### 5. HOW TO APPLY FOR MGIB BENEFITS FOR OJT / APPRENTICESHIP TRAINING

a. The soldier should have their New Jersey employer contact the State Approving Agency at:

New Jersey Department of Military and Veterans Affairs  
Division of Veterans Services  
Eggert's Crossing Road  
PO Box 340  
Trenton, NJ 08625-0340  
Telephone: (609) 530-6489 / 6852  
FAX: (609) 530-7196

**NOTE:** Soldiers employed outside of New Jersey should have their employer contact their state's SAA.

b. Soldiers then should determine eligibility and obtain all necessary application forms from:

Department of Veterans Affairs  
20 Washington Place  
Newark, NJ 07102

#### 6. PAYMENT AMOUNTS FOR ELIGIBLE OJT / APPRENTICESHIP PARTICIPANTS

a. OJT / Apprenticeship rates paid under MGIB chapters are determined by a percentage of the governing MGIB Chapter's full-time rate.

- (1) *First* 6 months of training 75% a month
- (2) *Second* 6 months training 55% a month
- (3) *Third* 6 months training 35% a month

b. Soldiers eligible under **MGIB-AD Chapter 30** will be entitled to the following amounts during Fiscal Year 08. See **Chapter C. 1. MGIB-AD Chapter 30** for more information.

(1) For Soldiers having served 3 years or more on Active Duty:

(a) \$ **825.75** for the first six months of training

(b) \$ **605.55** for the second six months of training

(c) \$ **385.35** for the remaining months of training

(2) For Soldiers having served less than 3 years on Active duty:

(a) \$ **670.50** for the first six months of training

(b) \$ **491.70** for the second six months of training

(c) \$ **312.90** for the remaining months of training

b. Soldiers eligible under **MGIB-SR Chapter 1606** will be entitled to the following



## C. Montgomery GI Bill

### 5. On-The-Job Training and Apprenticeship Training

amounts during Fiscal Year 08. [See Chapter C. 2. MGIB-SR 1606](#) for eligibility criteria.

(1) **237.75** for the first six months of training.

(2) **\$174.35** for the second six months training.

(3) **\$ 110.95** for the remaining months of training

c. Soldiers eligible under MGIB-REAP Chapter 1607, See Chapter C. 3. for eligibility criteria, will vary depending on the length of time served on active duty time deployment.

(1) For the current rates that apply to your eligible category of payment go to, [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

### 7. REFERENCES

a. [WWW.STATE.NJ.US/MILITARY/SAA/INDEX.HTML](http://WWW.STATE.NJ.US/MILITARY/SAA/INDEX.HTML)

b. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

## C. Montgomery GI Bill

### 6. Department of Veterans Affairs Work-Study Allowance Program

#### 1. OVERVIEW

- The purpose of the Veterans Affairs (VA) Work-Study Allowance Program is to offer an additional allowance to students in return for their performing services in VA related activities.
- The VA Work-Study Allowance Program is intended as a supplemental educational benefit which can serve as a special increment that could make a desired program of education or training feasible.
- VA Work-Study benefits may provide the educationally disadvantaged or unemployed student with an opportunity to both earn an additional monetary benefit, while gaining work experience at their job site.

#### 2. ELIGIBILITY

a. The VA Work-Study Allowance Program is payable to students pursuing a program of education or training at  $\frac{3}{4}$  or fulltime status under the following programs:

(1) **Montgomery GI Bill-Active Duty (MGIB-AD) Chapter 30.**

(2) **Montgomery GI Bill-Selected Reserve (MGIB-SR) Chapter 1606.**

(3) **Montgomery GI Bill Reserve Educational Assistance Program (MGIB-REAP) Chapter.**

(4) Vocational Training and Rehabilitation for Veterans With Service Connected Disabilities-Chapter 31.

(5) Post-Vietnam Era Veterans' Educational Assistance Program-Chapter 32.

(6) Dependents' Educational Assistance Program-Chapter 35

b. The Department of Veterans Affairs will select students for the work-study program based on different factors. These determining factors include:

(1) Disability of the Student

(2) Ability of the student to complete the work-study contract before the end of his or her eligibility to education benefits.

(3) Job availability within normal commuting distance to the student.

(4) The Department of Veterans Affairs will give the highest priority to a veteran who has a service-connected disability or disabilities rated by the VA at 30% or more.

**NOTE:** The number of applicants selected for the Work-Study Allowance Program will depend on the availability

## C. Montgomery GI Bill

### 6. Department of Veterans Affairs Work-Study Allowance Program

of VA-related work at your school or at VA facilities in your area.

number of weeks in your enrollment period.

#### 3. PAYMENT RATES

a. The payment rate for the VA Work-Study Allowance Program is paid at an hourly wage equal to the:

- (1) Federal minimum wage, or
- (2) The State minimum wage; whichever is greater.

**NOTE:** If you are accepted in a work-study job at your college or university, your school may pay you the difference between the VA rate and the amount normally paid to regular work-study students doing the same job as you.

b. You can elect to accept an advanced payment for 40% of the number of hours in your work-study agreement, or for 50 hours whichever is less.

c. After completing the hours covered by the advanced payment, the VA issues payments upon the completion of each successive period of 50 hours of service.

d. You may work during or between periods of enrollment.

e. You can arrange with the VA to work any number of hours you wish during your enrollment.

**NOTE:** The total number of hours you work cannot be more than 25 times the

#### 4. TYPES OF WORK-STUDY JOBS

a. The work that you perform under a VA work-study program must be related to VA work. Types of acceptable VA work are:

- (1) Processing VA paperwork at schools or VA offices.
- (2) Performing outreach services under the supervision of a VA employee.
- (3) Performing services at VA medical facilities or the offices of the National Cemetery Administration.

**NOTE:** The work you actually perform will depend on your interests and the type of work available.

#### 5. HOW TO APPLY

a. If you are interested in applying for VA Work-Study Allowance more information can be found at:

- (1) Any VA regional office.
- (2) Any VA office or Vet Center.
- (3) Local representatives of veterans' organizations.
- (4) Reserve Education and Incentives Officers.

b. Call 1-888-GI-BILL-1 for more information about your nearest Work-Study location.

## C. Montgomery GI Bill

### 6. Department of Veterans Affairs Work-Study Allowance Program

c. A copy of the Work-Study Allowance Program application, VA Form 22-8691 is available in the “Education Forms” Appendix.

#### 6. REFERENCES

a. [WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTUD.HTM](http://WWW.GIBILL.VA.GOV/PAMPHLETS/WKSTUD.HTM)

b. VA Form 22-8691

## D. ARNG Federal Tuition Assistance (FTA)

### 1. OVERVIEW

- Federal Tuition Assistance (FTA) provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal development goals. FTA is related directly to retaining quality Soldiers, enhancing their career progression, and increasing the combat readiness of the Army National Guard.
- All eligible Soldiers must declare an educational goal in terms of a credential (degree or certificate), certification (national or regional), or license. Soldiers have the option of pursuing disciplines related to their professional development or their personal goals.
- The Soldier's previous academic history will be examined to determine the likely completion of the courses for which FTA is sought.

### 2. ELIGIBILITY

a. Immediately upon joining the Army National Guard all members are eligible based on the availability of Reserve Component funds.

complete list of Active Duty testing centers within the Tri-State Area.

### 3. FTA PROHIBITIONS

Soldiers are *not eligible* for TA if:

#### AGR SPECIFIC INFORMATION

a. AGR Soldiers are eligible for FTA, but must process their claims through the Active Duty FTA manager. See page [H. 1. 4. for Education Center Locations](#).



a. They are flagged under provisions of AR 600-8-2 (unsatisfactory participation). If a soldier stops drilling, the unit commander is to contact the NJARNG Education Center *in writing*; via e-mail the soldier will then be dropped from the program. The soldier is responsible for any tuition costs paid during the current semester.

b. Courses that lead to a lower or lateral postsecondary credential.

c. All courses or labs involving flight training and air time unless they are required as part of a degree.

d. Audited or repeated courses.

Appointments are required. The FTA manager for AGR Soldiers in the near Ft. Dix area is:

Ft. Dix Education Center  
Bldg. 5403 Delaware Ave. & 1<sup>st</sup> St.  
Fort Dix, New Jersey  
08640

Telephone: (609) 562-5001

For AGR Soldiers that are not stationed in the Ft. Dix area follow the link, for a

## **D. ARNG Federal Tuition Assistance (FTA)**

e. Additional courses when the soldier has an existing “incomplete” grade.

f. FTA **cannot be used concurrently** with the New Jersey National Guard Tuition (Waiver) Program at the same institution.

### **4. SERVICE COMMITMENT**

a. Commissioned officers and commissioned warrant officers will incur additional service commitments upon the use of FTA:

(1) Selected Reserve officers and commissioned warrant officers incur a Reserve Duty Service Obligation (RDSO) and must have at least four years of Selected Reserve service remaining from the date of completion of the course for which TA was provided.

(2) Officers and commissioned warrant officers who are in AGR status and receive TA incur a two-year ADSO.

b. Enlisted Soldiers, warrant officers and TPU warrant officers (without commissions) are subject to the following regulations:

(1) Enlisted Soldiers, warrant officers and TPU warrant officers must have sufficient time remaining at their current duty station as well as in their term of service to complete courses before PCS/ETS unless involuntarily separated.

(2) Enlisted Soldiers and warrant officers (without commissions) must

have sufficient time in their term of service to complete their Distance Learning course.

### **5. FTA RATES**

a. FTA will be authorized on a course-by-course basis, only for courses that are part of a Soldier’s educational goal.

b. FTA may be used to defray only tuition costs up to the following limits established by law:

(1) 100 % for Soldiers working toward a high school diploma or its equivalent.

(2) 100 % of courses leading to a post-secondary credential, certification, or license, not to exceed the established dollar limit per semester hour or equivalent.

c. For Fiscal Year (FY) 2008 up to 100 % reimbursement may be paid; the following caps apply:

(1) **\$250.00** per credit for undergraduate, graduate and certification studies.

(2) **\$4,500** per soldier, per fiscal year.



### **6. HOW TO APPLY**

a. Applications for FTA can be found online at:

[WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM)

b. Register on Virtual Armory by:

c. Clicking on the link for “Education.” Under the link for “Online Applications” you will find the

## **D. ARNG Federal Tuition Assistance (FTA)**

application **Federal Tuition Assistance (DA Form 2172-E)**.

d. All forms must be submitted to the NJARNG Education Center at least 3 weeks prior to the beginning of class.

e. It is the *responsibility of the soldier* to submit their grade report to the NJARNG education center **at the conclusion of the semester** or recoupment procedures will be processed.

### **7. REFERENCES**

a. Army Continuing Education System, AR 621-5.



## **E. Education Support Center (ESC)—Evaluation of Military Experience and Degree Planning**

### **1. OVERVIEW**

- The ESC provides automated degree planning, military credit evaluations and college credit assessments to Army National Guard Soldiers, their spouses, and Army National Guard civilian employees at no cost to the individual.
- The ESC also serves as a virtual counseling center and information clearinghouse for Army National Guard education.
- Service members can take advantage of every opportunity to complete their degree by maximizing non-traditional academic options and supplementing them with traditional classes or courses.
- The ESC offers hundreds of degree programs (Associates through PhD.) at a variety of partner colleges. For an up to date list of degree programs and participating institutions go to: [WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM)
- The ESC is a service provided to eligible ARNG members by DANTES, and is not administered by the New Jersey Army National Guard (NJARNG) Education Center. The following information is being provided as a complement to the programs administered by the ARNG Education Center.

### **2. ELIGIBILITY**

a. To receive military credit evaluations and college credit assessments, you must be:

- (a) Military Training
- (b) College Level Testing (CLEP, DSST, ECE)
- (c) Independent Study Courses
- (d) Corporate training

(1) Army National Guard Soldier. Into one credit consolidated assessment.

(2) Spouse of an ARNG Soldier. **b. College Degree Planning:**

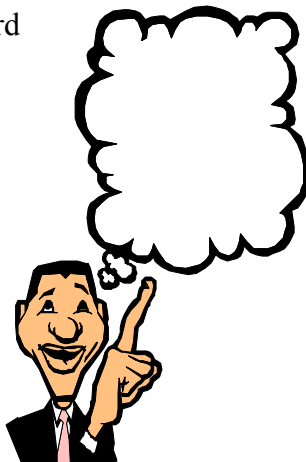
(3) Army National Guard civilian employee

(1) The ESC applies earned credit to a degree plan. The different paths offered by the ESC:

### **3. EDUCATION SUPPORT CENTER'S SERVICES**

a. **Military Credit Assessment:**

(1) The ESC provides Military credit assessment of your AARTS transcript as well as your earned credit from the following sources:



- (a) Fastest Track Degree
- (b) MOS Related Degree
- (c) State or Local Degree

## **E. Education Support Center (ESC)—Evaluation of Military Experience and Degree Planning**

### **c. Educational Counseling:**

(1) ESC individually assigned education counselors help to answer any questions the Soldier may have about:

- (a) Financial Aid
- (b) Tuition Assistance
- (c) College Degree Requirements

## **4. HOW TO APPLY**

### **a. Complete an ESC Application by:**

(1) [WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM) and filling out an online application

(2) Or at Toll Free 1-866-628-5999 or Fax 1-1501-212-4928

### **b. Add Additional Earned Credit:**

Any earned credit from an accredited college that does not appear on your AARTS transcript can be added to your degree plan by either mailing or faxing your transcripts to the ESC.

### **c. Personalized Degree Plans are developed:**

Working together with your ESC counselor, a degree plan will be completed within 30 days of the completion of your application.

## **5. REFERENCES**

- a. [WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM)

## **F. Additional Sources of Educational Counseling**

### **1. OVERVIEW**

- Apart from the educational counseling services provided by the Education Support Center (ESC), there are other sources of educational counseling available to soldiers.

### **2. ADDITIONAL EDUCATIONAL COUNSELING SOURCES**

These other sources of counseling include:

**a. NJARNG Education Center:** Provides advisement on National Guard educational benefit programs and how they relate to college or vocational studies.

**b. Hotlines:** The New Jersey Office of Student Assistance Education Hotline can be your starting point for learning about the educational programs and services in New Jersey's technical schools, two-year colleges, and four-year institutions, and the availability of counseling and other services. The toll-free telephone number in New Jersey is 1-800-962-INFO. You can also get information on financial aid by calling the toll-free Financial Aid Hotline (in New Jersey) at 1-800-35-NJLOAN. The Office of Student Assistance also operates a TDD system for the hearing impaired, at 1-609-588-2526.

**c. Adult Schools:** Almost every community's adult school, often located in the high school complex, offers basic educational and vocational counseling. Contact the local adult school for an appointment.

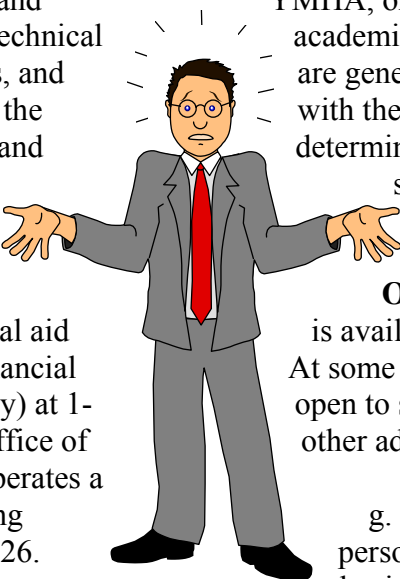
**d. Colleges and Universities:** Educational counseling is available at every college and university. The service

may be limited to present or potential students at the institution but, in some instances it may be open to members of the community. Most colleges have continuing education or community service divisions that can be consulted. In addition, many colleges offer informational women's and veterans' centers. For information on appointments and fees, contact the institution of interest directly.

**e. Community Groups:** Such organizations as the YMCA, YWCA, YMHA, or YWHA sometimes offer academic counseling. These services are generally open to the public. Check with the particular community group to determine fees and appointment schedules.

**f. High School Guidance Offices:** Educational counseling is available to all high school students. At some high schools these services are open to staff members, parents and other adults.

**g. Private Industry:** The personnel offices of many private business, industry, and union organizations provide information on educational opportunities (training, college courses, basic skills, etc.), financial assistance and, sometimes, specific educational counseling. Generally, these services are restricted to employees.



## **F. Additional Sources of Educational Counseling**

### **3. eDISCOVER CAREER AND EDUCATIONAL GUIDANCE**

#### **a. Overview:**

(1) eDiscover is a career and educational guidance software system from ACT Inc. a non-profit organization that also produces the ACT college admission test.

(2) eDiscover is a self guided, self evaluation tool for discovering college, career and job paths.

#### **b. Eligibility:**

(1) The services of eDiscover are available to:

- (a) All uniformed service members
- (b) Spouses of uniformed service members
- (c) Employees of the ARNG

#### **c. Benefits of eDiscover:**

##### **(1) College:**

(a) eDISCOVER can be used by the potential student to aide in the selection of a major or program of study and plan of the student's education.

##### **(2) Career:**

(a) eDiscover can be used to search databases of occupations, majors, and schools to assist in selection of a particular career path that fits you.

##### **(3) Job search:**

(a) eDiscover can also be used to apply a soldier's military experience to the job market by providing crosswalks from

military to civilian occupations, as well as help in preparing to find a job through resume writing, links to job banks, etc.

#### **d. Accessing eDiscover:**

(1) Obtain a token, which is a User ID and Password, from the State Educational Services Officer (ESO), or from the ARNG ESC by filling out the online form. To fill out the eDiscover access form go to:

(a) Virtual Armory's education page:  
[WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION)

(b) Select online applications, then "eDiscover"

(c) Fill out "Request for eDiscover Token" form

(2) After receipt of your token, you will have unlimited, 24 hour access to eDiscover from any computer, at:  
[WWW.ACT.ORG/DISCOVER](http://WWW.ACT.ORG/DISCOVER)

#### **e. Considerations before using eDiscover:**

(1) Check with your degree planner to see if the eDiscover self evaluation tool would be a helpful in the search for a college program of study.

(2) If you have any questions about eDiscover, contact the ESC counseling center at 1-866-628-5999.

### **4. REFERENCES:**

a. [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION)

b. [WWW.ACT.ORG/DISCOVER](http://WWW.ACT.ORG/DISCOVER)

## **G. New Jersey College And University Information**

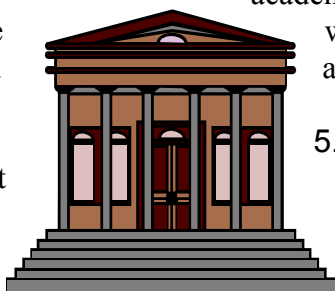
### **1. COLLEGES AND UNIVERSITIES IN NEW JERSEY**

- New Jersey has every type of college. It has two-year colleges, primarily community colleges, and four-year colleges and universities. Some are public institutions, others are private. An institution is called private, or independent, when it receives little or none of its money from the state; a few of these institutions are also called proprietary, that is, they operate for profit.

### **2. TRANSFER AND ACCEPTANCE OF CREDITS**

a. Many New Jersey community colleges have what are called “articulation” agreements, whereby credits you earn for your associate’s degree count toward a bachelor’s at a senior college or university. Even where no such formal agreements exist, you still may continue your studies, but not all of your credits will necessarily be accepted, and you may have to take additional courses at the senior institution.

b. A community college counselor can help you find out more about transferring credits to a matriculating program. A helpful tool that you can use in determining the transferability of your community college classes go to, <http://www.njtransfer.org/>. Another option that is available to you is joint admission to both a community college and a four-year institution. Ask about these existing joint admissions agreements at the county college of your choice.



### **3. FOUR-YEAR COLLEGES AND UNIVERSITIES**

a. There are many options available to the prospective college student in New Jersey. New Jersey has 31 state and county colleges to choose from as well as

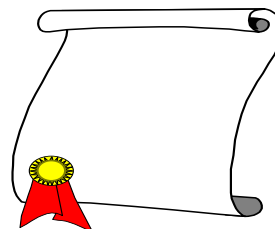
numerous private institutions of higher learning. New Jersey’s institution of higher learning offer varying levels of education, beginning with certifications and Associates degrees and all the way through to Doctoral degrees.

### **4. OTHER POSTSECONDARY SCHOOLS**

a. Other postsecondary schools in New Jersey provide training for very specific professions. Most of these do not offer academic degrees. However, academic credit is available at some for work completed in partnership with a college or university.

### **5. HOSPITAL SCHOOLS**

a. Many of the state’s hospitals sponsor their own schools to prepare health professionals such as nurses and radiological technologists. Hospital school programs can last from nine months (operating room technology) to three years (nursing). All such programs lead to certificates or diplomas, and many prepare you for licenses or other professional credentials. Some hospital schools contract with colleges to provide general education courses, which may be accepted for credit in an associate or baccalaureate program.



## **G. New Jersey College And University Information**

### **6. AREA VOCATIONAL-TECHNICAL SCHOOLS**

a. Area vocational-technical schools are county-based institutions that provide occupational and or technical training. Some area vocational-technical schools are involved with community colleges in joint programs leading to an associate degree. If you are enrolled in a joint program, you can earn college credit from the community college for work you have completed at the vocational-technical school.

b. For further information about programs at the area vocational-technical schools, contact the New Jersey Department of Education, Center of School-to-Work Initiatives, CN 500, Trenton, New Jersey 08625 (1-609-292-6341) or your nearest area vocational-technical school. For further information about joint programs, contact your county college.

### **7. PROPRIETARY VOCATIONAL SCHOOLS**

a. Proprietary vocational schools are private schools that provide occupational training for specific trades and occupations; however, they do not award college credit or degrees.

b. For further information about non-collegiate schools, contact the New Jersey Department of Education, Center of School-to-Work Initiatives, at [HTTP://WWW.STATE.NJ.US/EDUCATION/INDEX.HTML](http://www.state.nj.us/education/index.html); phone at (609) 292-4469.



### **8. TRADITIONAL AND NON-TRADITIONAL CREDIT**

a. **Traditional Approach:** This approach describes taking college classes in a normal classroom environment.

b. **Non-Traditional Approach:** The non-traditional approach describes the taking of college class outside a physical campus. Online colleges are an example.

c. Many colleges have satellite campuses and extension courses designed for adult learning.

d. You can take college courses via alternate delivery systems: correspondence, DVD, TV and satellite link and computer conferencing.

e. You earn college credit and satisfy degree requirements by passing college credit examinations.

f. College credit is also awarded for military learning experiences.

### **9. EARNING COLLEGE CREDIT**

a. Students will need a specific number of credits to graduate from a college program with a degree, diploma, or certificate. There are several different ways to earn college credit. Most students, especially those who enter college directly from high school, obtain college credit by registering for courses, attending classes, and passing examinations in each course.

## **G. New Jersey College And University Information**

### **10. CHOOSING A COLLEGE**

a. It takes time, effort and thought to choose a college that fits into your academic plan. You should consider your personal interests, your career goals, your academic strengths and weaknesses, family and financial circumstances, and your employment needs. Before you apply to a college, you should educate yourself about your prospective college or university.

b. The Academic characteristics, admissions policy, costs, student aid programs, profile of the student body, extracurricular activities etc. are all things to consider when making your college choice.

c. For more information about academic majors and programs of study offered by New Jersey's institutions of higher learning go to the searchable database at:

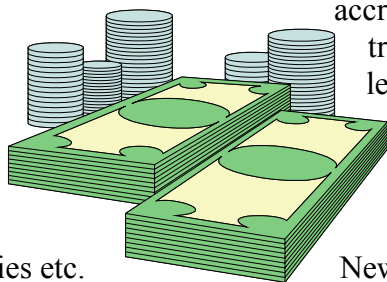
[http://www.state.nj.us/highereducation/Program\\_Inventory/index.html](http://www.state.nj.us/highereducation/Program_Inventory/index.html)

### **11. ACADEMIC CHARACTERISTICS**

a. Accreditation: Regional accrediting agencies - in the case of New Jersey, the Middle States Association of Colleges and Schools – evaluate the soundness of a college's general operations and how well it fulfills its particular purpose. (Organizations other than the Middle States are the official accrediting bodies for a few specialized schools in New Jersey). In addition, national professional associations evaluate and accredit particular programs in professions such as engineering, nursing, and business.

b. If you complete a professional program that is not accredited, you may have difficulty getting a job in your chosen profession. In transferring from one institution to another or in continuing for a higher degree, credits from a non-accredited school or program may not be accepted. *Accreditation is not the same as licensure, which in New Jersey is done by the Commission on Higher Education.*

c. For detailed information about accreditation and how it relates to transferability and your choice of learning institution.



### **12. ADMISSIONS POLICY**

#### **a. County Community Colleges:**

New Jersey's county community colleges are open-admission institutions. This means that if you are a high school graduate or hold a General Educational Development Certificate (GED), or if you are 18 years old, you are guaranteed admission to the community college in your county. A few programs do have special entrance requirements, and you are not guaranteed admission to these. You can get specific admissions information from each college's admissions office.

**b. Four-year colleges and universities:** Four year institutions usually require a high school diploma or equivalent, as well as scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT). These standardized examinations are given at many locations several times a year. You should take these examinations at least a year before you expect to begin college. If you are a high school student, inquire at your local high school or college.

## **G. New Jersey College And University Information**

(1) Four-year colleges may require a copy of your high school transcript, letters of recommendation, and a short essay about your interests and future goals. Some schools or programs may also require a minimum number of certain high school courses. For example, the eight traditional state colleges require students to have strong preparatory curriculum in high school. Students seeking admission should have successfully completed a minimum of 16 units of high school coursework in college preparatory subjects, including four units of English, three units of mathematics (at least one of which must be algebra), two units of social sciences, and two units of laboratory science.

(2) Even if your high school grades and SAT or ACT scores are low, strong letters of recommendation, special demonstrated talents, or special circumstances described on your admissions application may work in your favor. Even the most selective colleges may admit some students with below-average academic records who are strongly motivated or have special talents.

(3) Most colleges are very flexible in admissions requirements for students who attend part time or enroll in a limited number of courses. You can obtain more information about each school's admissions policy from your high school guidance counselor or college admission office.

**c. Basic Skills Testing:** The term basic skills refers to the fundamentals skills of reading, writing, and mathematics that is needed to complete college work successfully. Many students who do well in college require some work in basic skills upon entering college. Most

colleges administer a test to determine whether you need special help in particular areas in order to succeed at college-level work. Because you take the test after you are admitted, your performance is not a factor in the admissions decision; the college uses your test scores only to place you in any necessary remedial courses.

### **13. COSTS AND FINANCIAL AID PROGRAMS**

a. The major costs of going to college depend on the school you choose, the number of credits for which you enroll, and transportation or campus housing expenses. In addition, you must consider the cost of books, supplies, and normal living expenses. Most college catalogs include a section that outlines the average expected total cost of attendance.

b. Even the most expensive colleges give students financial assistance. The deadline for financial aid applications may be different, from the admissions application deadline, it is important to check the financial aid application deadlines.

c. Most institutions of higher education in New Jersey sponsor Education Opportunity Fund (EOF) programs. These programs provide counseling, remedial, and financial support to eligible students from educationally disadvantaged backgrounds who have exceptional financial needs. For more information about EOF and other student assistance programs, contact the financial aid and EOF program offices on campus.



## **G. New Jersey College And University Information**

### **14. SOURCES OF ADDITIONAL INFORMATION**

Consult [Appendix C. Bibliography of Useful Publication for Further Reading](#) for a list of useful publications that can provide information to aide your decision.

### **15. INSTITUTIONAL PUBLICATIONS AND VISITS TO CAMPUSES**

a. All colleges and universities publish catalogs and other sources of information about their admissions requirements, costs, and course offerings. You can get copies of these publications by contacting the institutions directly.

b. If you are interested in learning more about a particular institution; contact the college's admissions office. Arrange to visit the campus where you may be able to speak with faculty and students.

### **16. STUDY TIPS**

a. **How long should you study?** At least 30 minutes but no more than 90 minutes of concentrated study is suggested at one time.

#### **b. Make rules for your study.**

(1) Set aside a place to study. Keep it as neat and distraction-free as possible. Make sure it is adequately lighted and not too warm.

(2) Set aside a consistent time to study each day that is best for you.

(3) Do not cram. Try to get a sense of what is important. You cannot memorize

entire textbooks. Memorize only important facts and ideas.

(4) Develop good study habits.

(a) Get interested in the subject.

(b) Get basic ideas (read content, preface and chapter summaries).

(c) Get the whole picture.

(d) Pick out important words and phrases in the course materials. Do not underline or highlight entire sentences or paragraphs. Find the words that summarize the main points.

(f) Paraphrase and write down the main points or ideas in your own words.

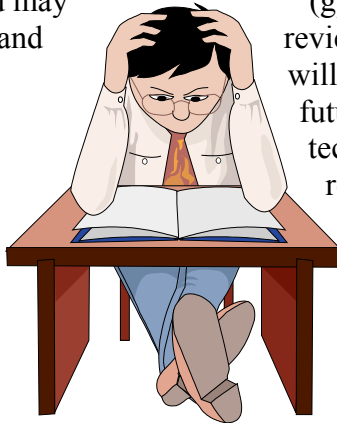
(g) Review – a short immediate review before starting something new will aid in retaining the material for future use. Skimming is a useful technique for finding facts and for reviewing.

(h) Distribute your study. Distinguish between tasks that take intense concentration and ones that fit in at odd moments.

(i) Over-learn – beyond the class; talk about it to others.

#### **c. What to study?**

(1) Lectures. Be aware of the instructor's interest and emphasis. Some instructors give signals when something important is about to be said. Copy down everything the instructor writes on the chalkboard. Ask questions. This not only clarifies the material, it helps one's concentration.



## **G. New Jersey College And University Information**

(2) Textbooks. Read the content, preface and chapter summaries to get the basic ideas or main points the author is trying to make. Underline words that summarize the main points.

(3) Notes.

(a) Notes taken in class. Be aware of the instructor's interest and emphasis. Be sure to copy anything the professor writes on the chalkboard.

(b) Notes from the text. After reading the material, summarize or paraphrase each chapter. Do not reproduce the text verbatim.

### **d. Prepare to Study.**

(1) Organize yourself and your time.

(2) Gather your course materials: Texts, notes and handouts.

(3) Study alone.

(4) Study Group. A Study Group can give you opportunities to compare notes; help you learn; support each other; ask questions; explain; communicate; discuss; debate; make learning active; and focuses you on objectives.

## **17. PICKING A MAJOR**

a. The average student will change their major three times during their college career. When selecting a major be slow and deliberate in making sure that your academic interests and goals beyond college are satisfied.

### **b. Tips to Picking a Major:**

(1) Take a self-assessment or career interest inventory can help narrow your choices.

(2) Try out a career by volunteering to get your "feet wet" getting a taste of your potential choice of career.

(3) Outside factors may influence your choice in a major. Potential employment, high demand may influence your choice. Be cognizant and make an informed choice of major because that choice may determine how you will spend one-third to the rest of your life.

(4) Explore alternatives of a broad major, such as liberal arts that offer flexibility allowing for easier changes in jobs not careers. However, narrow majors often lead to more lucrative careers.

c. For an inventory of New Jersey institutions offering of majors go to:  
[HTTP://WWW.NJ.GOV/HIGHEREDUCATION/](http://www.nj.gov/highereducation/)

## H. Examinations

### 1. College Credit-By-Examination, Undergraduate & Graduate Admission Examinations:

#### 1. OVERVIEW

- *Most* examination programs are available **free of charge** through the supporting Active Duty testing centers @ Ft. Dix, Ft. Monmouth, and other bases supporting DANTES certified test centers.

#### 2. ELIGIBILITY

a. All New Jersey Army National Guard members are eligible for DANTES programs.

b. DANTES-sponsored examinations are held at several locations in the greater New Jersey area, for a complete list of approved testing sites consult **Paragraph 7. DANTES TEST CENTERS**, for more information.

#### 3. COLLEGE CREDIT-BY-EXAMINATION

##### a. College Credit-by-Examinations:

##### (1) The College Level Examination Program® (CLEP®):

##### (a). **General Examinations:**

(i) It is possible to earn as many as 30 semester hours of college credit by successfully passing the CLEP® General Examinations. CLEP® General Exams cover material usually taught in most college freshman and

##### (b) **Subject Exams:**

(i) The CLEP® Subject Exams measure knowledge of basic concepts, principles, relationships, and applications involved

in college courses with a similar title. American Council on Education (ACE®) recommends 3 semester hours of credit for most of the CLEP® Subject Examinations.

(c) There are 35 CLEP® examinations. These exams are in the following areas:

- (i) Business
- (ii) Composition and Literature
- (iii) Foreign Languages
- (iv) History and Social Sciences
- (v) Science and Mathematics

(d) Contacting your college or university's admissions office, test center, or academic adviser will inform you as to the CLEP® scores that will be accepted for credit at your college. For further information about CLEP® testing, go to: [WWW.COLLEGEBOARD.COM/CLEP](http://WWW.COLLEGEBOARD.COM/CLEP)

##### (2) DANTES Subject Standardized Tests (DSSTs):

(a) The DANTES Subject Standardized Testing program is an extensive series of 37 examinations in college and technical subjects which are comparable to the final or end of course examination in particular undergraduate courses. The American Council on Education (ACE®) recommendation of credit for each test depends on the subject of the particular test.



## H. Examinations

### 1. College Credit-By-Examination, Undergraduate & Graduate Admission Examinations:

(b) DSST offerings include:

- (i) Applied Technology
- (ii) Business
- (iii) Humanities
- (iv) Mathematics
- (v) Physical Science
- (vi) Social Science

(b) For more information about DSSTs, go to:

[WWW.GETCOLLEGE CREDIT.COM](http://WWW.GETCOLLEGE CREDIT.COM)

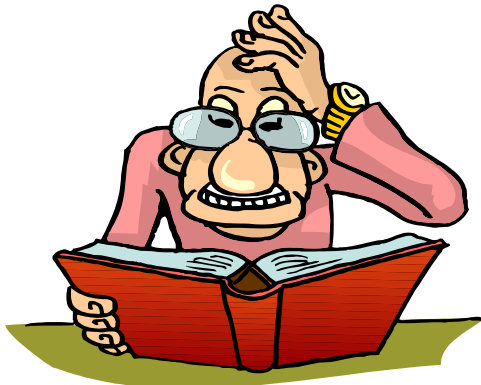
#### (3) Excelsior College Examinations® (EC Exams®):

(a) EC Exams are accepted at hundreds of Service Members Opportunity Colleges (SOC). EC Exams are also accepted at nearly 900 colleges and universities and at institutions of higher learning around the world. There are 40 Excelsior College Examinations in the following subject areas:

- (i) Arts and Sciences
- (ii) Business
- (iii) Education
- (iv) Nursing--Associate and Baccalaureate level

(b) For more information about EC Examinations, go to:

[WWW.EXCELSIOR.EDU](http://WWW.EXCELSIOR.EDU)



### 4. UNDERGRADUATE & GRADUATE ADMISSION EXAMINATIONS

#### a. High School Completion Tests:

(1) Tests of General Educational Development (GED)

(a) GED Tests allow individuals to earn high school equivalency diplomas or certificates. The GED test covers five academic areas:

- (i) Language Arts/Reading
- (ii) Language Arts/Writing
- (iii) Science
- (iv) Social Studies
- (v) Mathematics

#### b. Undergraduate Admission Tests:

##### (1) American College Testing Assessment Program® (ACT®):

(a) The ACT® is an admission requirement at some colleges. The ACT consists of a battery of four academic tests which measure academic development in:

- (i) English
- (ii) Mathematics
- (iii) Reading
- (iv) Science Reasoning

(b) For more information about the ACT, go to: [WWW.ACT.ORG](http://WWW.ACT.ORG)

##### (2) Scholastic Assessment Test® (SAT®I):

(a) SAT I scores are used as a college admission requirement and student placement instrument. SAT I scores provide colleges with a way to compare

## H. Examinations

### 1. College Credit-By-Examination, Undergraduate & Graduate Admission Examinations:

academic preparation and abilities of students who apply for admission. SAT I, when used in conjunction with high school grades and class rank serve as a good indicator of academic success in the first year of college. Subject areas covered by the SAT I are:

- (i) Critical Reading
- (ii) Math
- (iii) Writing

(b) For more information about the SAT I as well as the SAT II subject tests, go to: <http://www.collegeboard.com>

#### c. Graduate Admissions Tests:

##### (4) Graduate Management Admission Test® (GMAT®):

(a) The GMAT® measures general verbal and quantitative abilities developed over a long period of time that are associated with success in the first year of study in a graduate school of management. The GMAT® is a timed exam with two 30 minute essays and two multiple choice sections 75 minutes each.

(b) For more information about the content and format of the GMAT®, can be found at: <http://www.mba.com/mba/TaketheGMAT>

##### (4) Graduate Record Examinations® (GRE®):

(a) The GRE®s are designed to measure knowledge and understanding of subject matter basic to graduate study. The GRE® General Test is comprised of analytical writing, quantitative and verbal questions. Along with the General Test,

the GRE® also offers 8 subject tests in the following areas:

- (i) Biochemistry, Cell and Molecular Biology
- (ii) Biology
- (iii) Chemistry
- (iv) Computer Science
- (v) Literature and English
- (vi) Mathematics
- (vii) Physics
- (viii) Psychology

(b) For more information about the content and format of the GRE General and/or Subject Tests, go to: [www.ets.org/gre/](http://www.ets.org/gre/)

##### (4) Law School Admission Test (LSAT):

(a) The LSAT is designed to assist law schools in assessing the academic promise of applicants. The LSAT is administered 4 times a year and is accepted at many ABA-approved law schools.

(b) For more information about the LSAT's content and format, go to: [WWW.LSAC.ORG](http://WWW.LSAC.ORG)

#### d. Certification Exams:

(2) The Praxis Series™: The Praxis Series measures the academic achievements of college seniors and candidates who have received advanced training in specific education fields. In addition to the core battery, the Praxis Series offers numerous subject assessments. For more information about the Praxis Series, go to: [WWW.ETS.ORG/PRACTIS](http://WWW.ETS.ORG/PRACTIS)

## **H. Examinations**

### **1. College Credit-By-Examination, Undergraduate & Graduate Admission Examinations:**

#### **5. STUDY GUIDES**

a. Study guides or sample tests are available for most of the above mentioned exams and can be found at their respective websites, bookstores or local library.

#### **6. COLLEGE POLICY CONSIDERATIONS**

a. Before considering any of the aforementioned exams, contact your college to find out if these exams are accepted and if they apply to your degree program.

#### **7. DANTES APPROVED TEST CENTERS**

Below are listed Active Duty and Reserve authorized test centers located in the greater New Jersey area. Please contact these test centers ahead of time, as appointments are required in order to serve you best.

##### **New Jersey:**

##### **Atlantic City**

USCG Group Air Station Atlantic City  
FAA Technical Center Building 350  
Atlantic City, NJ 08405  
Phone: (609) 677-2026/2236

##### **Cape May**

Cape May NJ USCG Training Center  
Education Service Officer  
United States Coast Guard Training  
Center  
1 Munro Ave.  
Cape May, NJ 08204-5084  
Phone: (609) 898-6724

##### **Fort Dix**

Fort Dix Army Adult Continuing  
Education Center  
Building 5403 Delaware Ave. & 1<sup>st</sup> St.  
*Education Counseling*  
Education Service Specialist (609) 562-  
5001  
Mon.-Fri. Call for an appointment  
*Testing*  
Testing Administrator (609) 562-4894  
Mon.-Fri. Call for more information

##### **Fort Monmouth**

Building 551  
Fort Monmouth, NJ 07703  
Mon.-Fri. 8am-4pm  
Walk-ins welcome, appointments  
preferred.  
Phone: (732) 532-3006  
Or  
Fax: (732) 532-1549

##### **Lakehurst**

Naval Air Engineering Station  
Building 150-1  
Code 7.9 ESO  
Lakehurst, NJ 08733-5029  
Phone: (732) 323-2681/5060

##### **McGuire Air Force Base**

Education Office  
305 MSS DPE Education Office  
Building 2903 McGuire Blvd.  
McGuire AFB, NJ 08641  
Phone: (609) 754-5343/3815

## **H. Examinations**

### **1. College Credit-By-Examination, Undergraduate & Graduate Admission Examinations:**

#### **New York:**

##### **Fort Hamilton**

Fort Hamilton Military Community  
Army Education Center  
218A Marshall Drive  
Brooklyn, NY 11252-6800  
Phone: (718) 630-4978/4715

##### **Staten Island**

Coast Guard Sector New York  
DANTES TCO  
212 Coast Guard Drive  
Staten Island, NY 10305  
Phone: (718) 354-4079

#### **Pennsylvania:**

##### **Philadelphia**

Commanding Officer  
MSO GRU Philadelphia  
1 Washington Street  
Education Office  
Philadelphia, PA 19147  
Phone: (215) 271-4855

##### **Willow Grove**

Learning Education Resource  
NAS JRB Willow Grove  
DANTES TCO Building 3  
Willow Grove, PA 19090-5021  
Phone: (215) 443-6012/6013

#### **Delaware:**

##### **Dover AFB**

Education Office  
436 MSS DPE  
639 Evreux Street  
Dover AFB, DE 19902-6639  
Phone: (302) 677-4619/4634

##### **Dover**

Education Office  
512 MSS/DPMT  
202 Liberty Way  
Dover AFB, DE 19902-5202  
Phone: (302) 677-3514/3515/3516

##### **Wilmington**

Headquarters Army National Guard  
DE ARP ES  
First Regiment Road  
Wilmington, DE 19808-2191  
Phone: (302) 326-7044/7012

### **8. REFERENCES**

[WWW.ACT.ORG](http://WWW.ACT.ORG)

[WWW.GMAT.ORG](http://WWW.GMAT.ORG)

[WWW.ETS.ORG/PRACTICE](http://WWW.ETS.ORG/PRACTICE)

[WWW.EXCELSIOR.EDU](http://WWW.EXCELSIOR.EDU)

[WWW.COLLEGEBOARD.COM/CLEP](http://WWW.COLLEGEBOARD.COM/CLEP)

[WWW.GETCOLLEGE CREDIT.COM](http://WWW.GETCOLLEGE CREDIT.COM)

[WWW.LSAC.ORG](http://WWW.LSAC.ORG)

[WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)

## **H. Examinations**

### **2. Student Guide to Success (SGS)**

#### **1. OVERVIEW**

- The preceding chapter contains information about tests that can be taken to receive college credit. Student Guide to Success (SGS) is designed to enhance the ability of the student to pass college credit examinations by using multi-media courses and associated textbooks in the same or similar subjects.
- Students using this program are encouraged to purchase the associated text books and study guides to be used in conjunction with the multi-media courses.
- SGS provides an opportunity for students that cannot attend resident college classes due to:
  - (1) Duty or work commitments
  - (2) Remote location
  - (3) Expenses associated with campus-based classes
  - (4) The desire to earn college credit free from a 12-16 week schedule
- The SGS program is not designed for every student rather it is designed for the independent learner, that does not need the structure and accountability of a traditional classroom.
- Success in the SGS program has been pinned to the following characteristics:
  - (1) The pay grade of E-4 or higher
  - (2) One or more years of college
  - (3) Completed military correspondence courses in the past
  - (4) Possess a specific educational goal
  - (5) Be a mature student
- SGS works best for the student when incorporated into an already existing degree plan, such as a degree plan developed by an ESC counselor.



## H. Examinations

### 2. Student Guide to Success (SGS)

#### 2. ELIGIBILITY

a. Soldiers of the New Jersey Army National Guard are eligible to use SGS programs.

#### 3. HOW STUDENT GUIDE TO SUCCESS WORKS

a. In conjunction with a solid degree plan (e.g. an ESC degree plan) SGS can help a student by providing material to prepare for college level credit examinations (e.g. CLEP®, DSST, ECE) that helps to fulfill requirements that are needed in the students degree plan. For more information about college level credit exams see **Chapter H. 1. Testing and Certification Examinations** for more information.

b. SGS provides Academic Content Courses, and Professional Development Courses:

(1) Academic Content Courses, prepare the student after they have identified courses in their degree plan that can be filled with a college level credit exam and see if they match with any SGS course listings. SGS provides multi-media study courses in:

- (a) English Composition
- (b) Foreign Language
- (c) History and Social Sciences
- (d) Humanities
- (e) Mathematics
- (f) Natural Science
- (g) Technology

(2) Professional Development Courses, have no examinations or credit associated with these courses. The courses are designed to enrich and prepare the student for other opportunities.

c. If the student decides to take a course to fulfill a requirement in a degree that is being pursued from a local college, the student may want to print out the course description and bring it to their advisor on campus. Make sure that the college understands it is an associated examination that you will seek credit for toward your degree.

d. After areas in a degree plan have been identified and can be filled by taking college level credit exams, enroll in SGS to receive course materials by going to: [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION) Then click on “online applications” and “Student Guide to Success”.

e. Associated texts books are not required to be purchased by the student, but are strongly recommended to reinforce the multi-media material. In the SGS course descriptions ISBN numbers are provided for associated texts and links where discounted texts can be purchased.

f. After enrollment and receipt of materials from SGS, complete the prep course and take the college level credit examination and receive college credit toward a desired degree.

g. For a more detailed description of Student Guide to Success, go to: [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION) “online application” and “Student Guide to Success”

#### 4. REFERENCES

a. [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION)

## H. Examinations

### 3. DANTES Professional Certification Program

#### 1. OVERVIEW

a. Defense Activity for Non-Traditional Education Support (DANTES) has approximately 60 agreements with nationally recognized certification associations. Certification examinations document a person's level of competency and achievement in a particular area. Military personnel may already have the experience and knowledge required to gain certification in their occupational specialty.

b. Professional certification provides recognition of skills acquired while serving in the reserves or on active duty as well as demonstrating a high level of professional competence for the civilian job market.

c. For the most current list of national associations making their tests available, go to: [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL).

#### 2. ELIGIBILITY

Soldiers serving in the Army National Guard are eligible to take professional certification examinations either free of charge or on a reimbursable basis.

#### 3. BENEFIT

a. Professional certification requires a high level of expertise and knowledge in your chosen field.

b. Successful completion of a certification examination provides recognition of skills acquired while serving in your MOS in the ARNG.

c. Promotion points can be granted for approved technical certifications.

(1) Ten promotion points for each awarded technical certification.

(2) A maximum of 50 promotion points are authorized for technical certifications.

(3) No additional promotion points are authorized for recertification.

(4) Promotion points will be awarded under civilian education on the **DA Form 3355**.

#### 4. FULLY FUNDED AUTOMOTIVE SERVICE EXCELLENCE (ASE) EXAMINATIONS

a. The National Institute for Automotive Service Excellence (ASE) authorizes military installations with DANTES Test Centers to administer the ASE certification examination program to uniformed military personnel.

b. For more information regarding test dates, locations, policy guidance and additional information please consult the **National Institute for Automotive Service Excellence (ASE)** test information guide or go to: [http://www.dantes.doded.mil/Dantes\\_web/certification/ase.htm](http://www.dantes.doded.mil/Dantes_web/certification/ase.htm).

#### 5. DANTES-SPONSORED CERTIFICATION EXAMINATIONS

a. The Army National Guard Bureau entered into an agreement with DANTES

## H. Examinations

### 3. DANTES Professional Certification Program

to provide reimbursement to Army National Guard (ARNG) candidates who take professional certification exams related to their Military Occupational Specialty (MOS).

b. If you are currently serving in a technical MOS and wish to know more about professional certification examinations related to your MOS go to: [WWW.COOL.ARMY.MIL](http://WWW.COOL.ARMY.MIL).

c. For a full list of DANTES-sponsored certification examinations consult the **Be A “Certified” Professional Brochure**.

### 6. REIMBURSEMENT PROCEDURES

a. To receive reimbursement for a DANTES-sponsored professional certification exam administered to them at either a DANTES Test Center or a national test center. The reimbursement procedure is as follows.

(1) Contact an Army National Guard Test Center for a list of participating professional associations and telephone numbers.

The Test Control Officer (TCO) will assist the Soldier in determining an applicable professional exam related to his or her MOS.

(2) After determining possible areas of relevant certifications, the Soldier contacts the identified professional association for consultation, application, support materials, and study guides.

DANTES recommends the prospective Soldier request fees for professional study materials as well as free guides. Pass rates

improve with the use of subject-specific prepared association guides.

(3) The Soldier must review all available materials, determine eligibility to sit for the desired test and then complete the application submitting along with appropriate fees to the professional association.

(a) **Only actual exam costs reimbursed.**

(b) Consult **DANTES National Calendar of Certification Tests** to view list of exams and fees.

(c) Registration fees, association fees, or prep guide fees are not reimbursable.

(4) Upon notification from professional association of eligibility to sit for an exam, the Soldier must prepare for the examination. **Any study materials are purchased at the Service member’s expense.**

Professional exams are difficult to pass and DANTES highly recommends that the prospective Soldier purchase any prep guides and study prior to sitting for the exam.

(5) The Soldier must follow the information in the professional association’s packet and works with the professional association in scheduling at suggested national test center or ARNG test center.

(6) Upon receipt of examination results, the Soldier must:

## H. Examinations

### 3. DANTES Professional Certification Program

(a) Complete a **DANTES Funded Certification Examination Form for Service Members (DANTES Stock No. 1147)**.

(b) Obtain a signature from the TCO.

(c) Attach a copy of the official score report from the professional association.

(d) Send completed DANTES form and score report to:

DANTES  
Code 20J  
6490 Saufley Field Road  
Pensacola, FL  
32509-5243

b. DANTES verifies funding request upon the receipt of the copy of the original score report. DANTES verifies the payment request and processes for reimbursement.

c. After DANTES has processed the reimbursement request, the payment request is sent to DFAS. DFAS issues a reimbursement check directly to the Soldier at the exam rate outlined in the **DANTES National Calendar of Certification Tests (DANTES Stock No. 1101)**.

d. The National Guard Bureau provides funds to DANTES for reimbursement. ARNG Soldiers have one attempt at passing any DANTES-sponsored certification exam.

e. For more information, check the **DANTES Examination Program Handbook (DEPH), Volume II, Part III** and the **ARNG Certification Matrix**.

### 7. **DANTES APPROVED TEST CENTERS**

Below are listed Active Duty and Reserve authorized test centers located in the greater New Jersey area. Please contact these test centers ahead of time, as appointments are required in order to serve you best.

#### **New Jersey:**

##### **Atlantic City**

USCG Group Air Station Atlantic City  
FAA Technical Center Building 350  
Atlantic City, NJ 08405  
Phone: (609) 677-2026/2236

##### **Cape May**

Cape May NJ USCG Training Center  
Education Service Officer  
United States Coast Guard Training Center  
1 Munro Ave.  
Cape May, NJ 08204-5084  
Phone: (609) 898-6724

##### **Fort Dix**

Fort Dix Army Adult Continuing  
Education Center  
Building 5403 Delaware Ave. & 1<sup>st</sup> St.  
*Education Counseling*  
Education Service Specialist (609) 562-  
5001  
Mon.-Fri. Call for an appointment  
*Testing*  
Testing Administrator (609) 562-4894  
Mon.-Fri. Call for more information

## **H. Examinations**

### **3. DANTES Professional Certification Program**

#### **Fort Monmouth**

Building 551  
Fort Monmouth, NJ 07703  
Mon.-Fri. 8am-4pm  
Walk-ins welcome, appointments  
preferred.  
Phone: (732) 532-3006  
Or  
Fax: (732) 532-1549

#### **Lakehurst**

Naval Air Engineering Station  
Building 150-1  
Code 7.9 ESO  
Lakehurst, NJ 08733-5029  
Phone: (732) 323-2681/5060

#### **McGuire Air Force Base**

Education Office  
305 MSS DPE Education Office  
Building 2903 McGuire Blvd.  
McGuire AFB, NJ 08641  
Phone: (609) 754-5343\3815

#### **New York:**

#### **Fort Hamilton**

Fort Hamilton Military Community Army  
Education Center  
218A Marshall Drive  
Brooklyn, NY 11252-6800  
Phone: (718) 630-4978/4715

#### **Staten Island**

Coast Guard Sector New York  
DANTES TCO  
212 Coast Guard Drive  
Staten Island, NY 10305  
Phone: (718) 354-4079

#### **Pennsylvania:**

#### **Philadelphia**

Commanding Officer  
MSO GRU Philadelphia  
1 Washington Street  
Education Office  
Philadelphia, PA 19147  
Phone: (215) 271-4855

#### **Willow Grove**

Learning Education Resource  
NAS JRB Willow Grove  
DANTES TCO Building 3  
Willow Grove, PA 19090-5021  
Phone: (215) 443-6012/6013

#### **Delaware:**

#### **Dover AFB**

Education Office  
436 MSS DPE  
639 Evreux Street  
Dover AFB, DE 19902-6639  
Phone: (302) 677-4619/4634

#### **Dover**

Education Office  
512 MSS/DPMT  
202 Liberty Way  
Dover AFB, DE 19902-5202  
Phone: (302) 677-3514/3515/3516

#### **Wilmington**

Headquarters Army National Guard  
DE ARP ES  
First Regiment Road  
Wilmington, DE 19808-2191  
Phone: (302) 326-7044/7012

## **8. REFERENCES**

- a. [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)

## **H. Examinations**

### **3. DANTES Professional Certification Program**

b. DANTES Pamphlet, Be A  
“Certified” Professional

c. Army Credentialing Opportunities  
On-Line, [WWW.COOL.ARMY.MIL](http://WWW.COOL.ARMY.MIL)

# **I. GED Test Preparation / High School Diploma Completion**

## **1. OVERVIEW**

- You have an opportunity to get a high school equivalency credential while you are in the Army National Guard. A high school equivalency credential can help you in your civilian job and toward obtaining points for promotion in the Army National Guard.

## **2. ELIGIBILITY**

a. All members of the Army National Guard are eligible to take the GED Test.

## **3. GED (GENERAL EDUCATIONAL DEVELOPMENT) TEST**

a. The GED Test allows individuals to earn high school equivalency diplomas or certificates. The GED test covers five academic areas:



- (1) Language Arts / Reading
- (2) Language Arts / Writing
- (3) Science
- (4) Social Studies
- (5) Mathematics

b. Every state establishes passing score, residency and minimum age requirements. In New Jersey, the GED test takers must have a total passing score of 2250, with a minimum average score of 450 for each test of the individual tests, and no single test score can be below 410 on any one of the five tests.

c. With the exception of Part II of the Writing Skills Test, all questions of the GED Tests are multiple-choice. The questions range in difficulty from easy to hard and cover a wide range of subjects. The questions asked do not require you to remember specific facts about a subject.

The test simply surveys your ability to evaluate, analyze, and draw conclusions.

d. There are no residency requirements to take the GED in New Jersey.

e. In order to take the GED, a person must be at least 18 years of age and out of high school.

f. For more information about the GED, you can contact:

Phone: (609)777-1050

Or email:

[GED\\_INFO@doe.state.nj.us](mailto:GED_INFO@doe.state.nj.us)

Website:

[WWW.STATE.NJ.US/EDUCATION/STUDENT/S/GED/](http://WWW.STATE.NJ.US/EDUCATION/STUDENT/S/GED/)

## **4. PRACTICE TEST**

a. You can acquaint yourself with the GED test by taking a free practice test. The practice exam will give you a good idea of what the actual test questions will be like. By taking the practice test on your own without pressure you will know what your chances are for passing the real exam.

## **5. CLASSES**

a. Instructional classes to prepare for the GED are available at local public high schools or community colleges.

# **I. GED Test Preparation / High School Diploma Completion**

## **6. STUDY GUIDES**

a. Study materials can be obtained through your local bookstore and or library.

## **7. REFERENCES**

a.  
[WWW.STATE.NJ.US/EDUCATION/STUDENT/S/GED/](http://WWW.STATE.NJ.US/EDUCATION/STUDENT/S/GED/)



## **J. Financial Aid / Scholarships**

### **1. OVERVIEW**

- Financial Aid and Scholarships help to bridge the gap in the payment of college fees and tuition. There are many scholarship opportunities available to aspiring college students. Listed below are Army National Guard associated scholarship opportunities.
- The NJARNG Education Center does not administer these scholarships. The following information is being provided as a compliment to the programs administered by the NJARNG Education Center.

### **2. FINANCIAL AID**

a. You do not have to be poor to qualify for aid, but you do have to prove your need for Financial Aid. You need to work closely with your institution's Financial Aid Office. The more you know about financial aid and the application process, the greater advantage for you.

b. The application for Financial Aid can be obtained either at your Institution's Financial Aid Office or online at: [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)

### **3. SCHOLARSHIPS**

a. There are several scholarships available to members of the New Jersey National Guard:

(1) The National Guard Association of New Jersey (NGANJ) Scholarship Award Program is open to New Jersey National Guard members, and dependents of active, retired or deceased members (with at least 20 years of service). Application deadline: 15 March, annually

b. The Enlisted Association of the National Guard of New Jersey sponsors the CSM Vincent Baldassari Memorial Scholarship Program . Application deadline: 15 April, annually.

c. The CSM Virgil R. Williams Scholarship Program sponsored by the Enlisted Association of the National Guard of the United States (EANGUS). Application deadline: 1 July, annually.

### **4. APPLICATION PROCESS**

a. Information concerning these scholarships is distributed by the Army Bulletin or Memorandum on an annual basis. Scholarship applications will be available after January 1<sup>st</sup> of each year. Check with your unit for information and applications. Or go to: <http://www.state.nj.us/military/education/Scholars.htm>

### **5. REFERENCES**

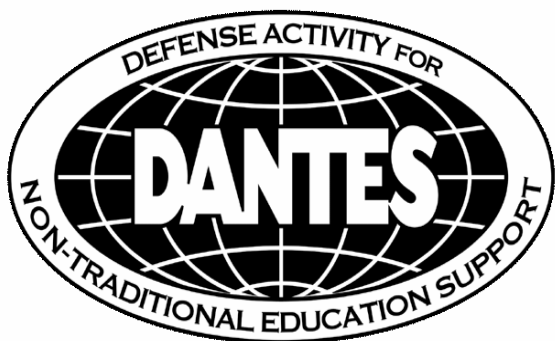
a. <http://www.state.nj.us/military/education/Scholars.htm>

b. [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)

## **K. DANTES, SOC Guard, ACE (Accreditation)**

### **1. OVERVIEW**

- This chapter is designed to help the soldier to better understand some of the major organizations that have been mentioned in the Educational Services Brochure Booklet (ESB2). These organizations are but a few of the many that will be encountered while in the pursuit of the soldier's educational goals.
- Defense Activity for Non-Traditional Education Support (DANTES), Soldiers Opportunity Colleges for the Guardsmen (SOC Guard) and American Council on Education (ACE) are important organizations for a soldier navigating their educational pathway.



### **2. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

a. DANTES mission is to support the 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.

b. DANTES provides support for all branches of the Armed Forces, through a variety of programs and activities. Therefore DANTES, due to the scope and diversity of programs it funds and oversees, can be described as an umbrella organization that handles all civilian education related matters for the Department of Defense.

c. DANTES achieves its various missions by providing oversight and

support for the following programs and services:

#### **(1) Examination Programs:**

(a) **High School Equivalency** – i.e. GED Test. See [Chapter H.1. College Credit-By-Examination, Undergraduate and Graduate Admission Examinations.](#)

(b) **College Admission -Examinations** (e.g. ACT, SAT, GRE etc.) - See [Chapter H.1. College Credit-By-Examination, Undergraduate and Graduate Admission Examinations.](#)

(c) **College Credit Examinations-** (e.g. CLEPs, DSSTs, ECEs etc) - See [Chapter H.1. College Credit-By-Examination, Undergraduate and Graduate Admission Examinations.](#)

(d) **Certification Examinations** - (e.g. ASE and other certification exams made available to DANTES by 60 nationally recognized certification associations.) See [Chapter H. 3. DANTES Professional Certification Program.](#)

(2) **Federal Tuition Assistance (FTA):** See [Chapter D. ARNG Federal Tuition Assistance \(FTA\)](#) for more information.

#### **(3) Military Evaluation Program:**

(a) Education Support Center (ESC) evaluation of military and civilian educational

## **K. DANTES, SOC Guard, ACE (Accreditation)**

experience. See **Chapter E. Education Support Center (ESC)** for more details.

### **(4) Educational Support and Management of Programs:**

(a) The development, publication and purchasing of educational materials to be distributed to education counselors and centers DoD wide.

(b) Assistance in transitioning from the military to the civilian world through programs like, Troops to Teachers (TTT). See **Chapter N. 1. Job Career Search - Troops To Teachers** – for more details.

(5) **Servicemembers Opportunity Colleges:** 1,800 colleges and universities that help to provide educational opportunities for servicemembers and their families who are in pursuit of their educational goals. See **Paragraph. 3.** below.

c. For more information about DANTES and the programs it supports, go to: [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)



### **3. SERVICEMEMBERS OPPORTUNITY COLLEGES FOR GUARDSMEN (SOC Guard)**

a. SOC Guard provides a link between higher education and Army National Guard (ARNG) supporting Guardsmen pursuing voluntary educational goals. Through campus workshops, briefings and other activities SOC Guard tries to forge partnerships between the ARNG and its members with postsecondary

institution to provide enhanced educational opportunities.

b. SOC Guard designs, develops and distributes cost-free marketing materials to ARNG education counselors, education services offices and other ARNG personnel.

c. SOC Guard provides a Help Line toll free for personnel looking for information and or advice about education-related matters for service members and college administrators, at: 1-800-368-5622.

### **d. SOC Colleges in New Jersey:**

- (1) **Atlantic Cape Community College**
- (2) **Bergen Community College**
- (3) **Berkeley College**
- (4) **Bloomfield College**
- (5) **Brookdale Community College**
- (6) **Burlington County College**
- (7) **Caldwell College**
- (8) **Camden County College**
- (9) **Centenary College**
- (10) **County College of Morris**
- (11) **Fairleigh Dickinson University**
- (12) **Georgian Court College**
- (13) **Gloucester County College**
- (14) **Hudson County Community College**
- (15) **Kean University**
- (16) **Mercer County Community College**
- (17) **Monmouth University**
- (18) **New Jersey Institute of Technology**
- (19) **Ocean County College**
- (20) **Ramapo College of New Jersey**
- (21) **Raritan Valley Community College**
- (22) **Rider University - College of Continuing Studies**
- (23) **Saint Peter's College**
- (24) **Salem Community College**
- (25) **Sussex County Community College**
- (26) **Thomas Edison State College**
- (27) **Union County College**

d. For more information about SOCGuard, go to: [WWW.SOC.AASCU.ORG](http://WWW.SOC.AASCU.ORG)

## **K. DANTES, SOC Guard, ACE (Accreditation)**



### **4. AMERICAN COUNCIL ON EDUCATION (ACE)**

a. The American Council on Education (ACE) serves as the major coordinating body for the higher educational institutions across the nation. ACE seeks to provide a leadership voice on key issues about higher education by influencing public policy, advocacy, research and program initiatives.

b. ACE officially recognizes regional, national, and specialized / professional accreditors who are responsible for the accreditation of all U.S. higher education institutions. The U.S. accreditation structure is decentralized and complicated. ACE is the organization that brings the accreditation process together as a cohesive whole.

c. ACE supports military personnel by publishing the Guide to the Evaluation of Educational Experiences in the Armed Services.

d. ACE's Military Evaluation Program provides guidance to colleges and universities for the awarding of college credit for learning acquired through the successful completion of:

(1) Formal military courses, e.g. Warrior Leader Course etc.

(2) Military Occupational Specialty (MOS) training, e.g. Administrative or Finance Specialist etc.

e. ACE provides support for the Army/ACE Registry Transcript Service (AARTS). An AARTS transcript is an official documentation of military experiences and accurate records of applicable ACE credit recommendations to the student's institution.

f. For more information about ACE and the services it provides, go to: [WWW.ACENET.EDU](http://WWW.ACENET.EDU)

### **5. ACCREDITATION OVERVIEW**

#### **a. What is accreditation and why is it important?**

(1) The accreditation status of a college, university, or vocational institution gives a student an indication of its general quality. It means that the school has undergone an in-depth review, met certain standards and is found worthy of approval. Accreditation is performed by independent, non-governmental agencies. It assists students in making decisions by identifying schools worthy of investment.

(2) Seeking accreditation is entirely voluntary on the part of the institution. The initial accreditation process takes a long time—from two to six years and sometimes longer. Most accrediting agencies require the school to be in operation for at least a few years before they begin the accreditation process. The best advice to an ARNG member is to attend a school accredited by and **recognized by the U. S. Department of Education**. In order for a ARNG member to receive Federal Tuition Assistance (FTA) or Federal Financial Aid, he/she must be attending a school accredited and recognized by the U. S. Department of Education.

b. **Types of Accreditation** - There are three basic types of recognized accreditation:

## **K. DANTES, SOC Guard, ACE (Accreditation)**

(1) ***Regional Institutional Accrediting Agencies*** - Regional accreditation is awarded to an institution by one of six regional accrediting agencies, each of which covers a specified portion of the United States and its territories. They are: Middle States, New England, North Central, Northwest, Southern and Western. If a college or university is regionally accredited, that means the institution as a whole has met the accrediting agency's standards. Most 4-year universities, public and private, as well as 2-year community colleges, are regionally accredited.

(2) ***National Institutional and Specialized Accrediting Bodies*** - There are 49 National Institutional and Specialized Accrediting Bodies. National Institutional Accrediting Bodies accredit schools which offer a wide diversity of subject matter and are national in their activities. Examples of these National Institutional Bodies are the Distance Education and Training Council (DETC), the Accrediting Commission for Career Schools and Colleges of Technology (ACCST), the Council on Occupational Education (COE), the Accrediting Association of Bible Colleges (AABC) and the Accrediting Council for Independent Colleges and Schools (ACICS).

(3) ***Specialized / Professional Accreditation*** - Applies to a single department or program within a larger institution of higher education or it can apply to a school that only provides training in one specific field. The accredited unit may be as big as a college within a university or as small as a curriculum within a field of study. There are specialized / professional accrediting bodies in many fields, i.e., counseling, interior design, landscape architecture, library science, occupational therapy, engineering, family and consumer sciences, nursing, and teacher education. ***In some professional fields, you must have a degree or certificate***

***from an accredited school or program in order to take qualifying exams or practice the profession.***

### **c. What is the Main Difference in Attending a School that is Regionally Accredited Versus Nationally Accredited?**

(1) In both cases, the student is assured a basic level of quality education and services. In both cases, the student may qualify to receive federal financial aid and military tuition assistance. And a certificate or degree earned at an accredited school, whether regional or nationally accredited is likely to be recognized by employers as a legitimate credential.

(2) However, students should be aware that coursework taken at a regionally accredited institution is more likely to be transferable to other regionally accredited institutions. Although each institution makes its own decisions on transfer credits on a case-by-case basis, it is true that regionally accredited institutions in many cases (not all) do not choose to accept credit from nationally accredited schools.

## **6. REFERENCES**

1. [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)
2. [WWW.SOC.AASCU.ORG](http://WWW.SOC.AASCU.ORG)
3. [WWW.ACENET.EDU](http://WWW.ACENET.EDU)

# **L. Scams in higher education, Diploma Mills and Scholarship Scams**

## **1. OVERVIEW**

- This chapter is designed to inform the potential and current soldiers who are pursuing their higher educational goals of the pitfalls of academic scams that cater to students' weaknesses. Scams include Test Prep Companies and Diploma Mills operate with the sole purpose of taking advantage of students pursuing their educational goals.

## **2. SCAMS IN HIGHER EDUCATION INFORMATION OVERVIEW**

a. There are many academic scams and rouses when dealing with higher education that exist to take your money, by claiming to deliver a good product.

### **b. Higher education scams exist because:**

(1) Of the desire for quick and easy way to obtain a degree.

(2) Persuasive salespeople pushing their products.

(3) The use of misleading advertisements.

(4) The exploitation of consumers' lack of financial sophistication.

(5) No knowledge of academic accreditation and the legitimacy it brings to institutions.

## **3. TEST PREPARATION COMPANIES**

a. The goal of Test Prep Companies is to sell study materials / practice tests for college credit exams i.e. The CLEP©, in order to make a high profit at the expense of the targeted consumer.

b. The Test Prep Companies target military personnel, especially young

members by giving them misleading information and false promises

### **c. False Claims of Test Prep Companies:**

(1) Materials they sell are best available.

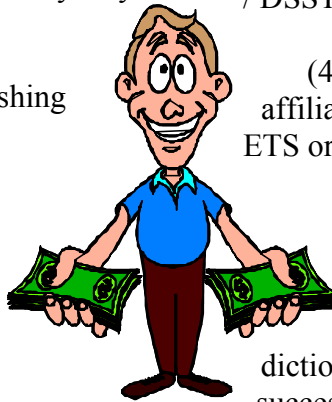
(2) Associate degree or 60 credits earned easily.

(3) All colleges grant credit for CLEP©s / DSSTs / ECE©s.

(4) Companies claim that they are affiliated with DANTES, College Board, ETS or specific college(s).

(5) May use the CLEP©, FTA or MGIB logos.

(6) Encyclopedias or dictionaries they sell are essential to success in their program.



### **d. Reality of the Test Prep Companies:**

(1) The cost can be up to \$3,900.

(2) The materials used are inadequate, substandard and are available elsewhere.

(3) Sales reps DO NOT represent DANTES, CLEP© or any college.

(4) FTA or MGIB cannot be used.

## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

(5) Customer signs contract w/down payments, monthly installments.

(6) Parent company and finance company are involved in the scam.

### **e. Common problems with Test Prep Companies:**

(1) The Company and salesmen engage in deception.

(2) Salesmen may have no authority to sell on-base or license to operate in state.

(3) May require payments before product is even delivered.

(4) The Company fails to tell the customer about the cooling-off period (3-7 days) within which a customer can cancel or even how to cancel.

(5) Salesperson cannot be reached after a sale has been made.

(6) The parent company selling the bogus prep material and the finance company in close alliance to complete the scam they:

(a) Provide no contract to customer, negating cooling-off period.

(b) Give false phone number to cancel.

(c) Provide no means to retain proof of cancellation.

(d) Threaten the loss of credit rating and or legal action.

## **4. QUESTIONS DEALING WITH TEST PREP COMPANIES**

### **a. What study aids are available?**

(1) Free CLEP© Sample Tests at DANTES Test Centers.

(2) College textbooks at base libraries and or college bookstores.

(3) CLEP© Study Guides sold at chain bookstores.

(4) DSST & ECE® study materials on DANTES Web site.

### **b. What should a soldier do if approached by a Test Prep Company?**

(1) The soldier should contact NJARNG Education Center or financial advisor **before** signing any contract.

### **c. What should a soldier do if deceived?**

(1) Have the contract set aside and seek restitution.

(2) Contact military legal office or financial advisor.

(3) Present copy of contract.

(4) Document in writing verbal promises if made by the salesperson.

(5) Alert College Board, Jeff Hiller, 212-713-8064 or [jhiller@collegeboard.org](mailto:jhiller@collegeboard.org)

(6) File complaint with the Federal Trade Commission: [www.ftc.gov](http://www.ftc.gov) or 877-FTC-HELP

## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

### **d. What has the College Board (owner of the CLEP©) done to combat this scam?**

(1) Posted warnings about this type of scam on: [www.collegeboard.com/clep](http://www.collegeboard.com/clep)  
Click on Students and Click on Warning.

(2) There is a printed CLEP© Prep Scams pamphlet you can obtain it by contacting Jeff Hiller who developed the Official Q & A's on Scams.

### **e. What does DANTEs do?**

(1) Presents briefings, handouts about academic scams

(2) DANTEs has a Consumer Alert on its Web site [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL) provides:

- (a) DANTEs article: CONSUMER ALERT!
- (b) College Board's Official Q & A's
- (c) Scam article from Ft Sill
- (d) DoD Directives

## **5. DIPLOMA MILLS**

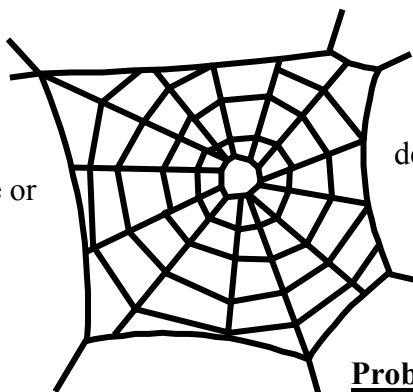
a. A diploma mill is a college or university that is not properly accredited, Operate primarily to **make money**, Issues degrees without ensuring any actual education occurs.

### **b. Characteristics and Promises of Diploma Mills:**

- (1) May require no studying, tests, or papers.
- (2) No buildings, classes or professors.
- (3) No legitimate accreditation.
- (4) May require "thesis," "dissertation," or online "coursework."

### **c. Common Practices of Diploma Mills:**

- (1) Advertise fraudulent degrees
- (2) They have deceptive advertisements:
  - (a) Show stately building
  - (b) Post official "seal" on Web site
  - (c) Have an ".edu" Web address
  - (d) Boast of accreditation, i.e., "fully", "nationally" or "worldwide accredited"
- (3) They tout that they are licensed by the state.
- (4) Rely on "portfolio assessments."
- (5) Send e-mail messages to millions.
- (6) Forge diplomas from legitimate colleges and universities.



- (7) Issue diplomas from non-existing schools.
- (8) Grant their own phony degrees
- (9) Prey on naïve foreign students.

### **d. Extent of the Diploma Mill Problem:**

- (1) According to *Bear's Guide to Earning Degrees by Distance Learning* there are several hundred phony schools operating in the U.S.
- (2) Diploma Milling is a multi-million dollar industry
- (3) Advertise in newspapers, Internet, airline, magazines and military pubs throwing out a large net to grab as many customers as possible.



## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

### **e. What is “Properly” accredited?**

A properly accredited institution of higher learning is one that has received accreditation from an accrediting body recognized by U. S. Department of Education (DoE). See **Chapter K’s Accreditation** entry for a detailed description of the significance process of accreditation.

## **6. DEALING WITH DIPLOMA MILLS**

### **a. Why are Diploma Mills unable to be totally shut down?**

(1) Some states have laws against them; and some do not *NOTE*: NJ maintains strict regulations pertaining to unaccredited schools.

(2) They avoid prosecution; relocating quickly to another state.

(3) Some states do not regulate the term “college” or “university.”

(4) Size and diversity of the online marketplace makes it easy to set up “college” (Diploma Mill) on the Internet.

### **b. Results of Diploma Mills:**

(1) They pose a threat to legitimate schools.

(2) Dupe students into losing thousands of dollars.

(3) Waste students’ time and energy (i.e., writing useless dissertations, thesis or summarization of \$25 textbook).

(4) Job loss, demotion, or criminal charges for possession of false academic credentials.

### **c. Are all schools without proper accreditation Diploma Mills?**

No. Some schools choose not to be accredited, however students must be aware that:

(a) Credit cannot be transferred and employers may not accept degree.

## **7. USEFUL WEB SITES**

a. John Bear, Ph.D., leading authority on diploma mills:

<http://www.degree.net>

## **8. ARTICLES:**

See the Article “Fraudulent Degrees Are Big Business; Don’t Be a Victim.” on the following page for more information about Diploma Mills on Pg. L.5.-L. 6.

See “FastWebs’ Tips” article on the following page for more information about financial aide scams on pg. L. 7.

Degrees “R” Us

<http://www.contextmag.com/archives/200108/feature1degreesrus.asp>

States Struggle to Regulate Online Colleges

<http://chronicle.com/free/v47/i28/28a03401.htm>

## **9. REFERENCES**

a. [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)

b. “Scams in Higher Education”, DANTES code 10K May 2002

## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

### **Fraudulent Degrees Are Big Business; Don't Be a Victim.**

By Carol Berry

Diploma Mills are notorious for imitating in superficial ways the structures and functions of legitimate degree programs. Conversely, there are many legitimate programs that offer nontraditional degrees in an effort to serve the needs of adult students. Therefore, it is difficult to develop a comprehensive list of characteristics that one can use to spot a Diploma Mill. Some characteristics students should look for are listed in this article. The following list is to be used with caution. It exemplifies the characteristics one may find (but not always) typical of Diploma Mills. Students are encouraged to beware and to investigate thoroughly any institution BEFORE beginning a program. Service members are encouraged to check with their Education Center, Lifelong Learning Center, or Navy College Office serving their installation before pursuing any program. Here are some characteristics of Diploma Mills:

1. The organization may have a name similar to a well-known college or university.
2. The address often suggests a prestigious location, but mail may only be received at a post office box or mail service. The organization may frequently change its address. There is no significant cluster of physical facilities; it operates from a single office or maybe private residence.
3. Full-time staff are few in number and lack qualifications appropriate for serving as professional educators or educational administrators. Part-time staff, most of whom are full-time with other organizations, are heavily used to provide instruction or academic services. Many or all faculty lack appropriate advanced degrees from recognized and accredited higher educational institutions or may have degrees from the Diploma Mill itself. Long lists of degrees typically follow the names of faculty.
4. There is little or no selectivity in admissions; frequently no admissions requirements are listed. Degree requirements, if any, are few and frequently unspecified.
5. Degrees ordinarily can be obtained in a time frame far shorter than that required for the completion of a program at a generally recognized and accredited institution.
6. Tuition and fees are usually on a per-degree basis. Assessment of learning outcomes or achievement is minimal or nonexistent.
7. The organization has no library or maintains inferior resources than that expected of a degree-granting institution.
8. Great emphasis is placed on granting credit for work experience and prior life experiences without appropriate mechanisms for assessing the experience in terms of college-level work. Sometimes the assessment is offered free to prospective students on a mail-order basis with an implied promise that more can be expected upon official enrollment.
9. Terms such as nontraditional, alternative, and innovative are used to gloss over a multitude of sins.
10. The words "state-authorized" or "state-approved" are used to suggest that the organization has undergone a process of academic review comparable to accreditation. The organization is not accredited by an agency recognized by the U. S. Department of Education. Promotional materials may, however, list agencies not recognized by Department of Ed.

The Education Center, Lifelong Learning Center, or Navy College Office is an excellent resource for Service members to use when assessing the legitimacy of an educational institution. The book, *Bear's Guide to Earning College Degrees by Distance Learning*, is another resource students may want to consult to avoid the pitfalls of enrolling in a Diploma Mill program.

## L. Scams in higher education, Diploma Mills and Scholarship Scams

FastWeb's Tips for Students

# Scams: What You Should Know



### Scholarship Scam Warning Signs

Watch out for the following claims companies will make in an effort to scam you:

- **“For a fee, we provide a comprehensive list of scholarships.”** Don't spend money on a fee-based matching service. The biggest and best scholarship databases are available for free on the Web.
- **“Billions of dollars of award monies going unclaimed.”** Statements about funds going unclaimed are simply untrue. If funds are available, students will compete for them.
- **“We have a money-back guarantee.”** Legitimate scholarships are always competitive. No one can guarantee that you will win a scholarship.
- **“We need your credit card or bank account number”** No legitimate scholarship should require your credit card number or bank account numbers.
- **“We will do all the work”** To receive a scholarship students must complete the applications and essays themselves. No one else can do the work for them.

### Beware: Financial Aid Seminars

Some seminars charge fees for services or information you can obtain for free from another source. How can you tell if the seminar is a scam?

- While the presentation might be free, you are pressured to give them a check, checking account number or a credit card to sign up for the service.

- You are told that the program can adjust your income and/or assets to make it seem like you earn less money, thereby qualifying for more aid. Such practices are frequently illegal.

- You are told that they can only answer specific questions after you have paid the fee.

\* *A seminar being held at a local college or library does not make it legitimate. Be sure to check with your school counselor or financial aid advisor if you think the seminar might be a scam.*

### What If You Suspect a Scam?

1. Save all forms you receive from the suspect company. Keep copies of written details about the offer and any correspondence, e-mails or other paperwork. Make sure all materials are dated.
2. Take notes during the seminar and any phone conversations. Record the date, time, phone number and the person's name with whom you spoke. Also include a detailed account of your conversation.
3. Report the suspected scammer to any of the following organizations:

#### National Fraud Information Center (NFIC)

Fill out an online complaint form or call toll-free:  
Phone: 800-876-7060  
[www.fraud.org](http://www.fraud.org)

#### Federal Trade Commission (FTC)

Fill out an online complaint form or call toll-free:  
Phone: 877-FTC-HELP (1-877-382-4357)  
[www.ftc.gov](http://www.ftc.gov)

#### State Attorney General's Office

File your complaint with the Bureau of Consumer Protection in your state.

#### Better Business Bureau (BBB)

Be sure to have the address of the company about whom you are filing the complaint.  
Phone: 703-276-0100  
[www.bbb.org](http://www.bbb.org)

#### United States Postal Inspection Service (USPIS)

Phone: 800-654-8896  
[www.usps.gov/postalinspectors/fraud/welcome.htm](http://www.usps.gov/postalinspectors/fraud/welcome.htm)

### Remember: Financial aid shouldn't cost more than a postage stamp!

**FastTip:** An official-sounding name does not mean a company is legitimate. Scams sometimes use words like “national” and “education” in their titles.

**Customized search of over  
\$1 billion in scholarships -  
for FREE!  
[www.fastweb.com](http://www.fastweb.com)**

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

### **1. OVERVIEW**

- The following chapter contains information about desired and required educational goals for officer, warrant officer and enlisted personnel during their career ascension.
- The following road maps below lay out three distinct career paths and the service schools that allow the soldier to advance to the next level. Education is a key, along with service schools toward a successful and fulfilling career in the New Jersey Army National Guard (NJARNG).
- Enlisted soldiers serving in the NJARNG for example, have several options / paths that s/he can pursue. The soldier can continue on in the enlisted ranks and be the best enlisted soldier s/he can be. Utilizing army correspondence courses, completing required training i.e. WLC and an ESC credit evaluation leading toward a college degree is a possible means for an enlisted soldier to accumulate promotion points towards career advancement.
- If the soldier feels s/he is ready for the challenges of leadership, perhaps serving as a Commissioned or Warrant Officer is an option that should be considered. The following entries below list ways to receive a Commission.
- The NJARNG Education Center does not administer any of the following programs, but can provide assistance in meeting the educational goals that are required to enter the following commissioning programs.



### **2. COMMISSIONED OFFICER PROGRAMS**

To become a Commissioned Officer, there are several commissioning programs that train and transform prospective candidates into the leaders of tomorrow. Officer Commissioning programs that are available to a prospective soldier in the NJARNG are **Officer Candidate School**

(OCS), Reserve Officer Training Corps (ROTC), and Direct Commissioning into Combat Arms, Service and/or Service Support (Basic Branch Officers) and Medical, JAG and Chaplain (Special Branch Officers).

a. **Officer Candidate School (OCS):** For ARNG soldiers looking to become a Commissioned Officer, OCS may be an option worth considering.

(1) **Minimum requirements to enter an OCS Program:**

- (a) **Age-** 18-39, soldiers over 30 require a waiver.
- (b) **Citizenship-** The prospective soldier must be a citizen to be commissioned; or have

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

submitted an application at the start of the course.

(c) **GT Score**- 110, re-tests are authorized.

(d) **SAT/ACT**- 850 SAT or 19 ACT; not older than 10 years, but not required if the soldier possess a degree. See **Chapter H.1.** for more information about re-taking the SAT/ACT free of charge.

(e) **Education**- 60 credits to start, (90 credits for Accelerated or Federal OCS); 90 credits to be commissioned that is provided on an official college transcript. Officer candidates must have an approved education plan to attend a 4 year institution in order to complete the their desired degree on schedule.

(f) **Medical**- The prospective soldier must ass a Chapter 2 Commissioning Physical.

(g) **APFT**- Must pass PT test and meet height / weight standards.

(h) **Security Clearance**- Must submit forms to initiate secret Security clearance.

(i) **Military Experience**- Basic training and/ or AIT.

(j) **Service Requirements**- Extend or reenlist to an ETS date that will be after the course completion date.

(k) **Letter of Recommendation**- A Letter of Recommendation from the unit commander.

(l) **Selection**- The prospective soldier must be interviewed and pass a selection board.

(m) **Officer Education** - The prospective Soldier must attend Officer Basic Course (OBC), within 24 months of commissioning.

### **(2) There are three OCS program options.**

(a) **Accelerated OCS Program** - An 8 week course conducted by the National Guard Bureau twice a year starting in January to March and June to August, consisting of three Phases.

(b) **Federal OCS Program**- Is a 14 week course at Ft. Benning, GA. The Federal Program is selective and the soldier must attempt either the Accelerated or State Program options first.

(c) **State (Traditional) OCS Program**- A 16 month course conducted from March to the following June, involving three Phases, they are:

(i) **Phase I**, an initial two-week AT, Camp Rowland, Conn.

(ii) **Phase II**, one year of drill weekends.

(iii) **Phase III**, a final two-week AT, Ft. Benning, Ga.

b. **Reserve Officer Training Corps (ROTC)**: ROTC is a four year college program consisting of a two year Basic Course [Military Science (MS) I and II] which requires no obligation and a two year Advanced Course (MS III and IV) which requires an obligation. ROTC is an elective curriculum taken along with required college classes at participating schools, and upon completion the soldier receives a commission as a Second Lieutenant. ROTC can help with college tuition and costs, while also advancing the soldier's career in the NJARNG. ROTC provides two options for soldiers looking to serve in the ARNG as a commissioned officer, they are:

(1) **Simultaneous Membership Program (SMP)** - ROTC SMP members are contracted MS III and IV (Juniors and Seniors) soldiers that serve in both their units (at the pay grade of E-5) and ROTC as Cadets. An SMP can receive the following financial assistance while participating in ROTC:

(a) If attending one of the 31 State schools, NJNGTP can be used to waive tuition.

(b) ROTC Stipend **\$400** MS III and **\$500** MS IV

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

(c) E-5 Pay for MUTA 4 \$200 +  
(d) **Montgomery GI BILL Benefits** -  
May collect one of the following MGIB benefits if eligible-

(i) MGIB-AD \$1,100 or \$894 See **Chapter C. 1. MGIB-AD Chapter 30** for eligibility information.

(ii) MGIB-SR \$314 See **Chapter C. 2. MGIB-SR Chapter 1606** for eligibility information.

(iii) MGIB-REAP 40%, 60%, 80% of the current MGIB-AD rate. See **Chapter C. 3. MGIB-REAP Chapter 1607** for eligibility information.

(e) MGIB-SR Chapter 1606 Commissioning Program Kicker \$350 Soldier may be eligible for this incentive *only if eligible s/he is eligible for one of the above MGIB benefits*. See **Chapter C. 4. MGIB-SR Kickers** for more information.

(2) **Guaranteed Reserve Forces Duty Contract (GRFD)** - Sign a service obligation of 4 years to the ARNG. GRFD soldiers enroll into the ROTC SMP receive:

- (a) Full two-year scholarship at soldier's institution
- (b) A stipend- \$350
- (c) E-5 Drill pay, as a Cadet
- (d) Book allowance \$900 annually

**NOTE:** GRFD participants under ARNG (10 USC 2107) scholarship (2G or 4G) may not receive MGIB-SR 1606 or MGIB-REAP 1607 benefits.

(3) ROTC Schools in NJ and PA:

(a) **Rutgers University- New Brunswick-**

(i) **Middlesex County Community College**

(ii) **Brookdale Community College**  
(iii) **Raritan Valley Community College**

(b) **Drexel University-**

(i) **Camden County College**  
(ii) **Cumberland County College**  
(iii) **Gloucester County College**  
(iv) **La Salle University**  
(v) **St. Joseph's University**  
(vi) **Rowan University**  
(vii) **Rutgers, The State University of New Jersey-Camden Campus**  
(viii) **University of Pennsylvania**  
(ix) **Richard Stockton College of New Jersey**

(c) **Seton Hall University-**

(i) **Bergen Community College**  
(ii) **Bloomfield College**  
(iii) **Caldwell College**  
(iv) **Drew University**  
(v) **Essex County College**  
(vi) **Fairleigh Dickinson University**  
(vii) **Hudson County Community College**  
(viii) **New Jersey City University**  
(ix) **Kean University**  
(x) **Montclair State University**  
(xi) **County College of Morris**  
(xii) **Passaic County Community College**  
(xiii) **Ramapo College of New Jersey**  
(ix) **Rutgers, The State University of New Jersey-Newark Campus**

(x) **Saint Peter's College**  
(xi) **Stevens Institute of Technology**  
(xii) **Sussex County Community College**  
(xiii) **Union County College**  
(xiv) **William Paterson University**  
(xv) **New Jersey Institute of Technology**

(d) **Princeton University-**

(i) **The College of New Jersey**  
(ii) **Mercer County Community College**

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

c. **Direct Commission (Basic Branch Officers)** - A soldier cannot request to receive a direct commission, only a nomination from their chain of command can allow a soldier to be considered.

(1) **Recommendations** - All soldiers must have letters of recommendation from their company and battalion commander. The recommendations must contain objective details outlining:

- (a) Traits
- (b) Actions
- (c) Skills
- (d) Experience
- (e) Characteristics
- (f) Training
- (g) Education

That deems the soldier exceptionally qualified to receive a direct appointment.

(2) **Age**- 22 minimum, maximum age of 30, TAG waiver to age 35, NGB waiver to age 40.

(3) **Citizenship**- The prospective soldier must be a citizen, by birth or naturalization. Copy of Birth Certificate and Social Security Card are also required in order to be commissioned.

(4) **GT Score**- 110 or higher.

(5) **Education**- Baccalaureate degree from an accredited university, accompanied with official transcripts.

(6) **Medical**- Must pass a Chapter 2 Physical at Ft. Dix MEPS and must state “for Commissioning.”

(7) **Service Requirements**- Soldiers must have served a minimum of 24 months of active service in a federally recognized army

unit (includes Guard/Reserve) and have served at least 12 months in an active ARNG unit. Certified copy of 2-1 file required.

(8) **Leadership Experience** - Soldiers must show documented leadership experience. This takes the form of NCOERS, AERs (DA 1059) and/or documented civilians leadership experience.

(9) **Security Clearance**- Recommended soldiers must have a final secret clearance. Appointment on an interim clearance can be requested in writing as long as documentation proving the application has been submitted is available.

(10) **Rank and Training**- Soldiers with a rank of E-4 and above with at least WLC can be considered.

(11) **APFT**- Soldier must show proof of passing the APFT with a certified DA 705 within 9 month, a score of 210 is recommended.

### **d. Direct Commission (Special Branch Officers):**

(1) **Medical**- Based on a soldiers education, experience and background s/he may be eligible for a Direct Commission with the rank of Lieutenant or Captain. Civilian healthcare training and credentials are recognized by the NJARNG. Soldiers may be required to attend Army Medical Department (AMEDD) Officer Basic Course (OBC).

#### **(a) General Requirements:**

- (i) Soldier must be a U.S. citizen.
- (ii) Possess a current and unrestricted license in a specific medical specialty.
- (iii) Two-week OBC for clinicians.
- (iv) Meet specialty specific requirements.

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

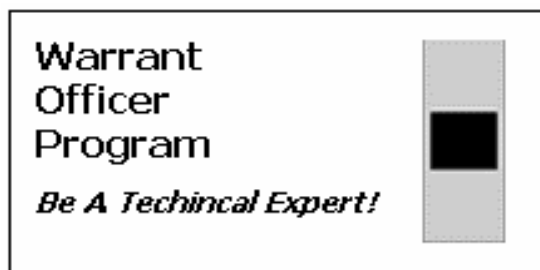
(b) For more information contact:

Recruiting and Retention  
Officer Procurement Manager  
3650 Saylors Pond Road  
Fort Dix, New Jersey  
08640  
Phone: (609) 562-0712  
or  
Fax: (609) 562 0725

### **(2) JAG (Judge Advocate General) and Chaplaincy –**

For more information contact about these special branches contact:

Recruiting and Retention  
Officer Procurement Manager  
3650 Saylors Pond Road  
Fort Dix, New Jersey  
08640  
Phone: (609) 562-0712  
or  
Fax: (609) 562 0725



### **3. WARRANT OFFICER COMMISSIONING PROGRAM**

a. A Warrant Officer is an officer appointed by warrant by the Secretary of the Army, based on a sound level of technical and tactical competence. A warrant officer is a **highly specialized expert** and trainer, who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support

activities or technical systems for an entire career.

#### **b. Warrant Officer Requirements:**

(1) **GT Score**- 110 or higher, can be re-tested.

(2) **APFT**- Pass standard a APFT test and meet height and weight requirements for AR 600-9. A waiver of the standard 3 event APFT will be considered on a case-by-case basis by the respective proponent.

(3) **Security Clearance**- Recommended soldiers must have a final secret clearance. Appointment on an interim clearance can be requested in writing as long as documentation proving the application has been submitted is available. Security clearance information can be obtained from DPCS-OP at (609) 562-0658.

(4) **Medical**- Must pass a Chapter 2 Physical at Ft. Dix MEPS and must state "for Commissioning."

(5) **Citizenship**- Be a citizen, by birth or naturalization, to be commissioned.

(6) **Education**- Possess a High School Diploma or equivalent, and have 6 college credits in English for Technical Warrant Officer (WO). AG Warrant Officers need 30 college credits to include the above required credits in English.

(7) **Medical**- Must pass a Chapter 2 Physical at Ft. Dix MEPS and must state "for Commissioning." Aviation requires passing a flight physical.

(8) **Age**- Up to 46, E-8 and E-9 up to 48, for Aviation 18-29, waivers are possible.



## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

### **(9) Letters of recommendation-**

Battalion, Unit, and Major Support Command Commanders, and a Senior WO in your CMF.

(10) **Rank-** E-4 (P) can be waived, BNCOC recommended.

(11) **MOS-** Must possess feeder MOS or civilian experience for the WO specialty (Aviation requires no feeder MOS, but require a score of 90 on AFAST Test); each specialty has additional requirements.

(12) **Experience-** 4-6 years in MOS desired, civilian acquired skills are acceptable.

### **c. Warrant Officer Candidate Education for Technical WOs-**

(1) WOCS for Technical WOs is at Ft. Rucker Alabama, then WOs attend Warrant Officer Basic Course (WOBC) at respective proponents within two years of WOCS.

### **d. Warrant Officer Candidate Education for Aviation WOs-**

(1) WOCS for Aviation WOs is at Ft. Rucker, Alabama, then attend Initial Entry Rotary Wing (IERW) also at Ft. Rucker, Al.

## N. Job search / Career

### 1. Troops To Teachers (TTT)



#### 1. OVERVIEW

- Troops to Teachers (TTT) is a U.S. Department of Education program, operated by the Department of Defense with the goal of recruiting quality teachers to serve in low-income school districts.
- TTT is designed to help relieve teacher shortages in the subject areas of math, science, special education, as well as other shortage prone subject areas.
- The TTT program helps to assist in the transition of military personnel into a second career in teaching.
- TTT provides Referral and Placement Assistance as well as Financial Assistance for those soldiers that meet the program's requirements.
- TTT is a transition program provided to eligible ARNG members by DANTES, and is not administered by the NJARNG Education Center. The following information is being provided as a compliment to the programs administered by the ARNG Education Center.

#### 2. TTT REFERRAL AND PLACEMENT ASSISTANCE

a. TTT provides the following services to eligible applicants:

(1) Access to State Offices for guidance on becoming a certified teacher and placement assistance thereafter.

(2) Job referral process on the Internet.

(3) Posting of a mini-resume to school district recruiters.

(4) Access to the TTT Bulletin Board where other TTT participants can exchange messages.

(5) Access to the MENTOR Connection to meet other TTT participants for hints on the transition into teaching as a second career.

(6) Eligibility requirements for TTT's Referral and Placement Assistance can be found in the "**ELIGIBILITY FOR TTT SERVICES**" section below.

## N. Job search / Career

### 1. Troops To Teachers (TTT)

#### 3. FINANCIAL ASSISTANCE

a. TTT's Financial Assistance provides:

(1) a \$5,000 dollar stipend for expenses related to teacher certification costs, in exchange for three years of teaching in a "high-need" district; or,

(2) a \$10,000 bonus to teach for three years in a school with a high percentage of students from low income families.

(3) Eligibility requirements for TTT's Financial Assistance can be found in the "**ELIGIBILITY FOR TTT SERVICES**" section below.

#### 4. ELIGIBILITY FOR TTT SERVICES

##### *Referral and Placement Assistance*

##### a. Service Requirements:

(1) The soldier must be retired.

(2) Active Duty soldiers having separated from the military with six or more years of service on or after October 1, 1990.

(3) Army National Guard soldiers must have six or more years of good service towards retirement.

(4) The soldier's character of service must be honorable at the time of separation.

##### b. Educational Requirements:

(1) The soldier must possess a Bachelor's or advanced degree from an accredited institution; or,

(2) Possess one year of college along with six years experience of work in a vocational or technical field; or,

(3) Meet the vocational/technical requirements for teacher referral by the state.

##### *Financial Assistance*

##### c. Service Requirements:

##### (1) Active Duty Soldiers:

(a) Retired from Active Duty.

(b) Member of Active Duty with approved retirement date of one year or less.

(c) Separated on or after January 8, 2002 for a physical disability. Soldiers must register within four years after separation.

##### (2) Reserve Component Soldiers:

(a) Retired from the Selected Reserve.

(b) Selected Reserve soldiers with 10 or more years of creditable service towards retirement and commit to serving an additional three years, or until eligible for retirement.

(c) Selected Reserve soldiers due to a physical disability on or after January 8, 2002.

(d) Individuals transitioning from active duty on or after January 8, 2002, and have served six years on Active Duty immediately before separation, and commit to three years with a Selected Reserve unit.

## **N. Job search / Career**

### **1. Troops To Teachers (TTT)**

**NOTE:** For (c) and (d) soldiers must register within four years after separation.

#### **d. Educational Requirements:**

(1) These are satisfied by the same criteria under Referral and Placement Assistance.

e. Soldiers can also judge their eligibility for TTT by going to: [WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM) under the section “Self Determination Guide.”

### **5. HOW TO**

a. Download the TTT Information and Registration Packet form from: [WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM)

b. The Information and Registration packet will provide all the necessary forms for enrolling in the TTT program.

### **6. CONTACT INFORMATION**

#### **a. Address:**

DANTES Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

#### **b. Website:**

[WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM)

#### **c. New Jersey’s TTT Contact:**

Email - [TTTNJ@DOE.STATE.NJ.US](mailto:TTTNJ@DOE.STATE.NJ.US)  
Phone - 1-800-680-0884

### **7. REFERENCES**

a. [WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM)

## N. Job search / Career

### 2. Helmets To Hardhats (HTH)



#### 1. OVERVIEW

- HTH is a program designed to aid the transition of military personnel leaving Active Duty after separation or Reserve Component soldiers who are looking to change careers and or enter into the workforce for the first time outside of the armed forces.
- HTH is a direct connection between current and separated military personnel and the construction industry who are looking for disciplined, highly motivated workers with great work ethics. These qualities that are sought make current and separated soldiers a valuable employee source.
- HTH makes available careers, both on the manual (e.g. carpenters and plumbers) and non-manual (e.g. project managers and civil engineers) career areas of the construction industry.
- HTH is a transition program administered by Center for Military Recruitment, Assessment, and Veterans Employment to eligible servicemembers and is not administered by the NJARNG Education Center. The following information is being provided as a complement to the programs administered by the NJARNG Education Center.

#### 2. ELIGIBILITY

a. All transitioning military personnel and Reserve Component soldiers are eligible to register for HTH.

b. Upon completion of a comprehensive personal profile online at: [WWW.HELMETSTOHARDHATS.COM](http://WWW.HELMETSTOHARDHATS.COM), a better picture of the soldiers eligibility for job placement and assistance will be determined.

c. MGIB education benefits can be used in conjunction with their Apprenticeship Training Programs. See [Chapter C. 4. OJT / Apprenticeship Training](#) for more details about payment rates.

#### 3. HOW TO

a. To apply for career placement assistance through HTH go to, [WWW.HELMETSTOHARDHATS.COM](http://WWW.HELMETSTOHARDHATS.COM)

b. Follow the instructions for filling out a personal profile with HTH.

## **N. Job search / Career**

### **2. Helmets To Hardhats (HTH)**

c. Upon completion of a comprehensive personal profile and HTH will assist the soldier in connecting with unions and contractors submission of applications to interested unions.

d. HTH will connect the soldier with an interested trade organization along with instructions on the following steps.

#### **4. CONTACT INFORMATION**

a. Website:

[WWW.HELMETSTOHARDHATS.ORG](http://WWW.HELMETSTOHARDHATS.ORG)

b. Email:

[INFO@HELMETSTOHARDHATS.ORG](mailto:INFO@HELMETSTOHARDHATS.ORG)

c. Phone:

1-866-741-6210

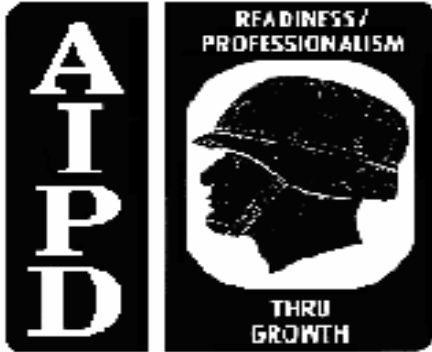
#### **5. REFERENCES**

a. [WWW.HELMETSTOHARDHATS.ORG](http://WWW.HELMETSTOHARDHATS.ORG)

## **O. Military Education (Correspondence courses, Skill Soft etc.)**

### **1. OVERVIEW**

- The programs listed below are designed to further the soldier's military career through professional development.



### **2. ARMY CORRESPONDENCE COURSE PROGRAM (ACCP)**

a. Army Correspondence Courses are a great way to earn promotion points towards a promotion and increase the soldier's knowledge of their particular MOS and other MOS's.

#### **b. Eligibility:**

(1) New Jersey Army National Guard soldiers are eligible to take Army Correspondence Courses.

#### **c. How to apply:**

(1) Application and enrollment can be accomplished by going to the Army's Correspondence Course Program website: [WWW.ATSC.ARMY.MIL/ACCP/AIPDEW.ASP](http://WWW.ATSC.ARMY.MIL/ACCP/AIPDEW.ASP)

(2) Follow all application and enrollment instructions.

#### **d. Value of Army Correspondence Courses-**

(1) 5 ACCP credit hours = 1 Retirement Point.

(2) 75 Point Maximum or 375 ACCP credit hours towards promotion.



### **3. ARMY E-LEARNING**

a. The Army e-Learning program offers 2,600 on-line courses in:

- (1) Business
- (2) Information Technology
- (3) Interpersonal Skills
- (4) Leadership
- (5) Rosetta Stone foreign language courses

b. Army e-Learning also provides over 80 certification preparatory programs including:

- (1) Microsoft Certified Systems Engineer
- (2) CISSP
- (3) A +

## **O. Military Education (Correspondence courses, Skill Soft etc.)**

(4) Cisco

(5) Oracle

(6) Project Management

c. Army e-Learning provides the following services to it's students:

(1) State-of-the-art courses

(2) On-Line subject matter experts and mentors available 24/7

(3) On-Line meeting rooms, white boards and chat rooms with other students

(4) Large technical library of articles, white papers and recorded seminars conducted by industry's leading experts.

(5) Management reports – ATRRS and e-Learning.

### **d. Eligibility:**

(1) New Jersey Army National Guard soldiers are eligible to enroll in Army e-Learning.

### **e. Value of Army e-Learning-**

(1) Promotion Points for Enlisted personnel – 1 point for every 5 hours of training

(2) College Credit (ACE) - 6 modules = 2 credits

(3) For more information about the application of Army e-Learning credit towards retirement points and college, consult the Army e-Learning website:

(a) Log onto your AKO account.

(b) Under the “Self Service Tab” select “My Education”

(c) Click on the “Army e-Learning Page”

(d) Go to the “Forms” then “ACE College Credit Procedures” for most up-to-date procedures.

### **f. How to Apply-**

(1) Sign on to AKO

(2) Click on “My Training”

(3) Click on “Register for Army eLearning!”

## **4. REFERENCES**

a.

[WWW.ATSC.ARMY.MIL/ACCP/AIPDEW.ASP](http://WWW.ATSC.ARMY.MIL/ACCP/AIPDEW.ASP)

b. [WWW.US.ARMY.MIL](http://WWW.US.ARMY.MIL)



## Appendix A.

The following forms have been provided in order to familiarize you with what the forms look like and the information required for filling them out. All of these forms are available through your AKO account via DA Forms or your host institution's VA Representative.

**OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT**

For use of this form, see AR 140-11 (USAR), and NGR 600-200 (ARNG)  
the proponent agencies are DCS, G-1 and Chief, National Guard Bureau.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)**

**AUTHORITY:** Title 10, USC, Sec 509, Title 32, USC Sec 302(c), and Executive Order 9397

**PRINCIPAL PURPOSE(s):** To be used when a member of the ARNG or USAR extends a current enlistment/reenlistment agreement (Chapter 7, NGR 600-200/Chapter3, AR 140-11)

**ROUTINE USES:** Confirmation of obligation and participation requirements, and as a basis for non-participation action if the Individual fails to meet participation requirements. The SSN is used to identify the individual.

**DISCLOSURE:** Completion of this form and disclosure of SSN are voluntary. If member refuses to provide the requested information and sign the form, the member will be released upon normal ETS date. A copy of this form will be retained by the individual.

**EXTENSION PROCESSING DATA****1. THIS IS AN EXTENSION OF ENLISTMENT/REENLISTMENT OF A CURRENT MEMBER OF**

- ARMY NATIONAL GUARD AND A RESERVE OF THE ARMY       A TROOP PROGRAM UNIT OF THE US ARMY RESERVE       USAR-ACTIVE GUARD/RESERVE
- INDIVIDUAL READY RESERVE       INDIVIDUAL MOBILIZATION AUGMENTEE

|                                  |                               |                 |                           |
|----------------------------------|-------------------------------|-----------------|---------------------------|
| <b>2. NAME (Last, first, MI)</b> | <b>3. SOCIAL SECURITY NO.</b> | <b>4. GRADE</b> | <b>5. DATE (YYYYMMDD)</b> |
|                                  | - -                           |                 |                           |

**6. UNIT OF ASSIGNMENT (Include unit designation, address, UIC and ZIP Code)**

1

**7. CURRENT (Latest) DD FORM 4-SERIES**

- a. DATE (YYYYMMDD) \_\_\_\_\_ b. TERM OF SERVICE (Years) \_\_\_\_\_
- c. NUMBER OF EXTENSIONS PREVIOUSLY GRANTED TO CURRENT DD FORM 4 \_\_\_\_\_
- d. ETS \_\_\_\_\_ e. BASIC PAY ENTRY DATE (YYYYMMDD) \_\_\_\_\_

**8. PROVISIONS AND COMPUTATIONS OF THIS EXTENSION**

- |   | (Day) | (Month) | (Year(s)) |
|---|-------|---------|-----------|
| a. CURRENT ETS (Extracted from item 7d above) | _____ | _____   | _____     |
| b. PERIOD OF THIS EXTENSION                   | _____ | _____   | _____     |
| c. NEW ETS (sum of a and b above)             | _____ | _____   | _____     |

**9. AUTHORITY AND REASON FOR THIS EXTENSION**

TABLE 7-1, Rule \_\_\_\_\_  (AR 140-111)  (NGR 600-200)

**OATH OF EXTENSION**

I do hereby acknowledge this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, that I have voluntarily extended my current enlistment/reenlistment agreement of \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for the period indicated in item 8b above. I agree to remain a member of the (Army National Guard of \_\_\_\_\_ and as a Reserve of the Army) (United States Army Reserve) during the entire period of this extension. I understand this extension will establish my Expiration Term of Service (ETS) date as shown in item 8c.

|           |                 |
|-----------|-----------------|
| SIGNATURE | DATE (YYYYMMDD) |
|-----------|-----------------|

**OFFICER CERTIFICATION**

I certify that the above Oath of Extension was subscribed and duly sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

|  |                                    |
|--|------------------------------------|
| TYPED NAME, GRADE, AND BRANCH OF COMMISSIONED OFFICER* | SIGNATURE OF COMMISSIONED OFFICER* |
|--|------------------------------------|

\* Or warrant officer, or any person so designated to administer oaths under State law, for member of the Army National Guard.

**NOTE**  
 ARNG: Original to soldier, 1 copy to State AG (Title 10 AGR Soldiers are responsible for sending a copy to State AG for PERMS).  
 USAR: (Unit member) Original to appropriate Regional Readiness Command (RRC) to HRC-St. Louis, AHRC-CIS-PP, 1 Reserve Way, St. Louis, MO 63132-5200, 1 copy attached to current DD Form 4-series and filed in MPRJ, 1 copy to Defense Joint Military Systems (DJMS), 1 copy for unit member.  
 (IRR or IMA member) Original to HRC-St. Louis, AHRC-EPS-F, 1 Reserve Way, St. Louis, Mo 63132-5200, 1 copy for IRR or IMA member.  
 (AGR member) Original to HRC-St. Louis, AHRC-ARE-ME, 1 Reserve Way, St. Louis, Mo 63132-5200, 1 copy for AGR member.

**STATEMENT OF UNDERSTANDING - THE SELECTED RESERVE MONTGOMERY GI BILL**  
**(10 USC CHAPTER 1606)**

For use of this form, see AR 135-7; the proponent agency is ODCSPER.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10, USC, chapter 1606, and section 552a, title 10, USC.  
**PRINCIPAL PURPOSE:** To explain obligation and eligibility requirements for entitlement under the Selected Reserve Montgomery GI Bill (10 USC Chap 1606) and to ensure that your understanding of these conditions is a matter of record.  
**ROUTINE USES:** Information on eligibility and entitlement under the Montgomery GI Bill.  
**DISCLOSURE:** Disclosure of your SSN is voluntary.

**SECTION I - APPLICABILITY**

This Statement of Understanding will be completed by all soldiers on assignment to, or serving in, the Selected Reserve of the U.S. Army, regardless of Selected Reserve Montgomery GI Bill eligibility status.

**SECTION II - INSTRUCTIONS**

The service representative is responsible for explaining the Montgomery GI Bill requirements and benefits outlined on this form. Following the reading, explanation, and affixing of proper signatures, a copy of this form will be filed in the soldier's official military personnel file (OMPF.)

**SECTION III - QUALIFICATIONS**

1. Effective 1 July 1985, the Selected Reserve Montgomery GI Bill (SEL RES MGIB) prescribed by AR 135-7, chapter 8, and codified in law (10 USC Chap 1606), provides financial assistance for the pursuit of educational programs approved by the Department of Veterans Affairs (DVA) to qualified officers, warrant officers, and enlisted soldiers serving in the Selected Reserve. To qualify for entitlement under the SEL RES MGIB, I understand that on or after 1 July 1985, a soldier must:

a. Contract to serve at least 6 years in the Selected Reserve by enlisting, reenlisting, or extending an enlistment or reenlistment, in the Army National Guard of the United States or the U.S. Army Reserve with concurrent assignment to the Selected Reserve. A commissioned officer or warrant officer must agree to serve in the Selected Reserve for 6 years in addition to any other Selected Reserve obligation.

b. Be a secondary school graduate. An enlisted soldier with no previous military service must be a secondary school graduate before completion of initial active duty for training (IADT).

c. Complete, or have completed, initial active duty for training (IADT) or the equivalent which is required for all accessions including basic military and technical skill training.

d. Not -

(1) Be an unsatisfactory participant; or

(2) Elect to credit service toward the Montgomery GI Bill for active duty service (38 USC Chap 30); or

(3) Be receiving financial (scholarship) assistance under 10 USC 2107 as a member of the Reserve Officers Training Corps; or

(4) Be pursuing graduate studies or a course of education leading to a degree above a baccalaureate (see paragraphs 2 and 3 below); or

(5) Be serving in an Active Guard Reserve status.

2. Prior to 1 October 1990, soldiers who had received a baccalaureate degree, or equivalent, or completed a course of instruction required for award of same, could not qualify for, or were terminated from, educational assistance under the SEL RES MGIB. Since that date, a soldier who has received a baccalaureate degree and qualifies under paragraph 1 above, can receive assistance in pursuing additional courses approved by the Department of Veterans Affairs by contracting for an additional 6 years of Selected Reserve service.

3. Effective 1 October 1990, a soldier who qualifies under paragraph 1 above and contracts for 6 years of Selected Reserve service; or a soldier who is currently under the SEL RES MGIB and contracts for an additional 6 years of Selected Reserve service, may receive assistance in pursuing vocational, technical, or flight training programs or graduate courses approved by the DVA.

|  |     |
|--|-----|
| NAME   | SSN |
| <b>SECTION IV - ENTITLEMENT</b>  |     |
| <p>I understand that -</p> <ol style="list-style-type: none"> <li>1. The date of my basic entitlement to educational assistance under the SEL RES MGIB will be established the day I meet all of the qualifications specified in section III, paragraph 1, above. I will be eligible to utilize the SEL RES MGIB benefits only when my basic date of entitlement has been established.</li> <li>2. When entitlement is established, I will be required to sign a Notice of Basic Eligibility (<i>NOBE</i>) which will fully explain satisfactory participation, monthly entitlements, authorized nonparticipation, expiration of entitlements, and prohibited duplication of educational benefits. The NOBE will be provided to me by supporting personnel officials in my command.</li> <li>3. Any additional Selected Reserve contractual service incurred under section III, paragraphs 2 or 3 above, will not change my basic date of entitlement established under paragraph 1 above.</li> </ol>  |     |
| <b>SECTION V - BENEFITS</b>  |     |
| <ol style="list-style-type: none"> <li>1. If qualified, I will be eligible to receive educational assistance to pursue a program of education in an amount determined by the Department of Veterans Affairs and as announced annually by Headquarters, Department of the Army.</li> <li>2. The maximum benefit period is 36 months based on full-time status, or 48 months based on 3/4-time, or 72 months based on 1/2-time status, or the number of months determined by the Department of Veterans Affairs based on less than 1/2-time status, or any combination that will not exceed the authorized maximum benefits.</li> </ol>  |     |
| <b>SECTION VI - CAUTION</b>  |     |
| <p>I understand that -</p> <ol style="list-style-type: none"> <li>1. I may be qualified for the SEL RES MGIB and for a bonus under the Selected Reserve Incentive Program (<i>SRIP</i>), or other incentives such as loan repayments, at the time of my enlistment, reenlistment, or extension in the Army National Guard of the United States or the U.S. Army Reserve; and</li> <li>2. I am authorized to reenlist or extend at any time during a current enlistment or reenlistment agreement to qualify for the SEL RES MGIB; and</li> <li>3. Regulations governing eligibility for a bonus under the SRIP may specify that the reenlistment or extension must be accomplished within a certain specified period prior to the expiration of term of service (<i>ETS</i>); and</li> <li>4. If I reenlist or extend to qualify for the SEL RES MGIB when I am not within the specified period prior to my ETS date, I will be ineligible for a SRIP bonus.</li> </ol>  |     |
| <b>SECTION VII - TERMINATION OF ENTITLEMENT</b>  |     |
| <p>_____ (<i>Soldier must initial</i>) I have read the following and I understand that my entitlement to educational assistance will be terminated under any of the following conditions:</p> <ol style="list-style-type: none"> <li>1. If I am declared an unsatisfactory participant per AR 135-91.</li> <li>2. If I am discharged or separated from the Selected Reserve except -- <ol style="list-style-type: none"> <li>a. To accept appointment as a commissioned officer or warrant officer with concurrent assignment to the Selected Reserve.</li> <li>b. To vacate my commission and enlist with concurrent assignment to the Selected Reserve.</li> <li>c. For disability that occurred after my eligibility date and which is not the result of my own misconduct.</li> <li>d. During the period 1 October 1991 and ending on 30 September 1999, if I am involuntarily separated from the Selected Reserve, except under the conditions cited below, I will retain my entitlement to educational assistance under the SEL RES MGIB until expiration under 5, below. The term "involuntarily separated" refers to separation from a paid position in the Selected Reserve. If separated during this period I will be considered as being involuntarily separated except where I am discharged, transferred, or reassigned from the Selected Reserve as a result of the following reasons: <ol style="list-style-type: none"> <li>(1) For early retirement.</li> <li>(2) As a result of unsatisfactory participation, or unsatisfactory performance, or under other adverse conditions including a transfer with a tentative characterization of under other than honorable conditions.</li> </ol> </li> </ol> </li> </ol> |     |

|   |                                     |
|---|-------------------------------------|
| NAME  | SSN                                 |
| <b>SECTION VII - TERMINATION OF ENTITLEMENT (Continued)</b>   |                                     |
| <p>(3) If I fail to meet qualifications for membership in the Selected Reserve under law or regulations, to include medical fitness standards.</p> <p>(4) If I am immediately eligible for retired pay under any provision of law based on military service.</p> <p>(5) If I am immediately eligible for an unreduced annuity under the Civil Service Retirement and Disability System or the Federal Employees Retirement System and I am serving as a military technician.</p> <p>(6) If I am eligible for separation pay.</p> <p>(7) If I refuse to accept another position in the Selected Reserve (<i>USAR or ARNGUS</i>) which was offered to me and it was within reasonable commuting distance of my home or, if outside reasonable commuting distance, was located at or in close proximity to the location of the unit with which I had been affiliated, and did not require a reduction in my grade.</p> <p>(8) If I voluntarily enter on extended active duty in the Active Army, or if I enlist or accept an appointment in a Regular component or another Reserve component for continued service in the Selected Reserve.</p> <p>(9) If I am not assigned, at the time of transfer or discharge, to an authorized position in the Selected Reserve which qualified me for basic pay or compensation for inactive duty training.</p> <p>(10) If I am fully qualified for reenlistment or extension on the date my current enlistment expires, and I request immediate reenlistment, but nevertheless I am discharged.</p> <p>3. If I enter on active duty, or full-time active duty under the Active Guard Reserve program.</p> <p>4. If I receive financial assistance under an ROTC scholarship program (<i>10 USC 2107</i>).</p> <p>5. When I complete a 10-year period which begins on the date I become entitled to assistance under the Montgomery GI Bill, except as provided for by the Department of Veterans Affairs.</p> |                                     |
| <b>SECTION VIII - RECOUPMENT</b>  |                                     |
| <p>I understand that if I receive financial education assistance and lose entitlement due to unsatisfactory participation I may be required to refund part of the educational assistance I received, plus interest. The amount of recoupment will be determined by the Department of Defense and the Department of Veterans Affairs.</p>  |                                     |
| <b>SECTION IX - UNDERSTANDING</b>   |                                     |
| <p>I have read and understand each of the sections above, have had my questions answered satisfactorily, and understand the Selected Reserve Montgomery GI Bill eligibility requirements, benefits, entitlement procedures, and caution.</p>  |                                     |
| DATE SIGNED   | APPLICANT'S SIGNATURE               |
| SSN   | TYPED OR PRINTED NAME AND RANK      |
| <b>SECTION X - CERTIFICATION BY SERVICE REPRESENTATIVE</b>  |                                     |
| <p>I certify that I have witnessed the reading and signing of the above agreement and the signature appearing above is that of the applicant.</p>   |                                     |
| DATE SIGNED   | SIGNATURE OF SERVICE REPRESENTATIVE |
| TITLE   | TYPED OR PRINTED NAME AND RANK      |

**OFFICER SERVICE AGREEMENT  
 SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM  
 (SHORT TITLE: MONTGOMERY GI BILL)**

For use of this form, see AR 135-7; the proponent agency is ODCSPER.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Chapter 1606, title 10, USC, and section 552a, title 5, USC  
**PRINCIPAL PURPOSE:** Officer service agreement for Selected Reserve Montgomery GI Bill.  
**ROUTINE USES:** Officers must obligate 6 years Selected Reserve service in addition to any current Selected Reserve obligation. For use by Selected Reserve officers of the Army National Guard of the United States (ARNGUS) and U.S Army Reserve (USAR). Upon completion, file as a permanent document in the DA Form 201 file (MPRJ).  
**DISCLOSURE:** Disclosure of your social security number is voluntary.

**SECTION I - SERVICE AGREEMENT**

- I have read and executed DA Form 5435-R (*Statement of Understanding - The Selected Reserve Montgomery GI Bill (10 USC Chapter 1606)*) and I am otherwise fully qualified to participate in the Selected Reserve Montgomery GI Bill.
- In consideration for issuance of DD Form 2384 (*NOBE*) and the benefits available from the Selected Reserve Montgomery GI Bill, I hereby agree to serve for a period of 6 years in the Selected Reserve of the ARNGUS or USAR in addition to any current period of obligated Selected Reserve service.

**SECTION II - AUTHENTICATION**

|   |             |
|---|-------------|
| TYPED OR PRINTED NAME AND RANK OF SERVICE MEMBER<br><i>(Last, First, MI)</i>      | SSN         |
| APPLICANT'S SIGNATURE   | DATE SIGNED |
| TYPED OR PRINTED NAME AND RANK OF WITNESSING OFFICIAL<br><i>(Last, First, MI)</i> | SSN         |
| SIGNATURE OF WITNESSING OFFICIAL  | DATE SIGNED |

**NEW JERSEY ARMY NATIONAL GUARD  
EDUCATION CENTER**

**Request for DD Form 2384 Selected Reserve Educational Assistance Program (GI Bill)  
Notice of Basic Eligibility (NOBE) for Chapter 1606**

1. A soldier must meet the following eligibility criteria to be issued a DD Form 2384 (NOBE).  
**(Do not submit this request until the soldier meets the eligibility criteria)**

- a. Enlisted soldiers must have a six-year drilling obligation to serve in the Selected Reserve. Officers must agree to serve six years in addition to current obligation.
- b. Complete initial active duty for training (IADT).
- c. Meet the requirements to receive a high school diploma or equivalency certificate *before* completing IADT.
- d. Serve in a drilling Selected Reserve unit and remain in good standing.

2. The following check list is to be completed by the unit administrator or representative for all individuals requesting a DD Form 2384 (NOBE) for educational assistance under Chapter 1606 of the Montgomery GI Bill Selective Reserve. Answer Yes or No or explain.

- a. Has the soldier enlisted for six years (6 x 2), or extended his/her enlistment in the National Guard for a period to equal six years? \_\_\_\_\_
- b. If an Officer, has the soldier agreed to serve in the Selected Reserve for six years in addition to any other Selected Reserve obligation? \_\_\_\_\_  
(Complete DA Form 5447-R and send the original to SIDPERS and attach a copy to this document)
- c. Has the soldier completed initial active duty for training? \_\_\_\_\_
- d. Is the soldier a high school graduate/equivalent and did so before the completion of IADT? \_\_\_\_\_
- e. Is the soldier a satisfactory participant? \_\_\_\_\_
- f. Has the soldier received a baccalaureate degree? \_\_\_\_\_
- g. Is the soldier qualified for any other Veterans Administration educational funding program? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_
- h. Is the soldier receiving funds under the Army Continuing Education System (ACES) Program Tuition Assistance (75%) reimbursement? \_\_\_\_\_
- i. Is the soldier receiving an ROTC scholarship? \_\_\_\_\_
- j. Has the soldier signed the Statement of Understanding, DA Form 5435-R? \_\_\_\_\_  
(A copy must be in the soldier's 201 file)

**\*\* Note: All NOBE's will be sent directly to the soldiers Home of Record listed below \*\***

3. \_\_\_\_\_ / \_\_\_\_\_  
Last Name                      First Name                      MI                      Grade                      Rank                      Social Security #  
  
\_\_\_\_\_                      \_\_\_\_\_  
Unit Name                      Street Address  
  
( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Unit Phone Number                      UIC                      City                      State                      Zip Code

4. \_\_\_\_\_                      ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Soldier's Street Address                      Daytime Phone #  
  
\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
City                      State                      Zip Code                      Evening Phone #

5. I certify that the above information on the soldier listed in paragraph 3 is correct.

\_\_\_\_\_  
Name of Unit Commander/Representative                      Signature                      Date

ANNEX K TO DD FORM 4  
MONTGOMERY GI BILL KICKER INCENTIVE ADDENDUM

Kicker Control #: K \_\_\_\_\_

Name: \_\_\_\_\_  
Last, First, MI

ANNEX K TO DD FORM 4  
MONTGOMERY GI BILL KICKER INCENTIVE ADDENDUM  
THE ARMY NATIONAL GUARD of the UNITED STATES  
For use of this form, see AR 135-7; the proponent agency is NGB-ARH-P

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, USC, Chapter 1606, Title 5, USC, Section 552a

PRINCIPAL PURPOSE: To explain obligation and eligibility requirements for entitlement under the ARNG MGIB Kicker incentive and to ensure that the soldiers understanding of these conditions is a matter of record.

ROUTINE USES: None. The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply to this system.

DISCLOSURE: Disclosure of your SSN is voluntary. However, if not provided, you will not be eligible for the ARNG MGIB Kicker Incentive.

MODIFICATIONS: Changes or modifications to this Annex are not authorized without the prior approval of the Chief, Human Resources Policy and Programs Division (NGB-ARH), National Guard Bureau, 1411 Jefferson Davis Highway, Arlington, VA 22202.

SECTION I - APPLICABILITY

All eligible persons who apply for the ARNG MGIB Kicker incentive will complete this Annex immediately upon swearing to or affirming the oath of enlistment, reenlistment, extension or Officer Service Agreement (OSA).

SECTION II - INSTRUCTIONS

An ARNG representative will explain the ARNG MGIB Kicker incentive requirements outlined in this Addendum to the applicant/soldier and attach a completed copy of it to the enlistment contract, extension document, or OSA as applicable.

SECTION III - ACKNOWLEDGMENT/ELIGIBILITY

1. In order to qualify for and receive the ARNG MGIB Kicker incentive, I hereby acknowledge that I must be eligible to receive benefits under either the MGIB Selected Reserve (MGIB-SR) or MGIB Active Duty (MGIB-AD). At a minimum, this includes, but is not limited to; completion of Initial Active Duty for Training or equivalent and possess a high school diploma or equivalent; \_\_\_\_\_ (initials).
2. I am applying for and meet the criteria for the MGIB Kicker incentive category I have initialed below:
  - a. Non Prior Service (NPS). I am a NPS, Category IIIB (31-49 on the Armed Services Vocational Aptitude Battery) enlistee, enlisting into a valid position vacancy into a MGIB Kicker eligible MOS and unit in the ARNG; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).
  - b. Non Prior Service (NPS). I am a NPS, Category I-IIIA (50 or higher on the Armed Services Vocational Aptitude Battery) enlistee, enlisting into a valid position vacancy into a MGIB Kicker eligible MOS and unit in the ARNG; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).
  - c. Current ARNG Soldier. I am a current ARNG soldier who has served the past three consecutive years in the ARNG without a break in service and has never contracted for the MGIB Kicker in a reserve component before. I am immediately reenlisting or extending my current enlistment to serve in a valid position vacancy in a MGIB Kicker eligible MOS and unit in the ARNG. I am in skill level 1 or 2 (sergeant or below) and hold as primary the MOS of the position for which I am reenlisting or extending; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).



ANNEX K TO DD FORM 4  
MONTGOMERY GI BILL KICKER INCENTIVE ADDENDUM

Name: \_\_\_\_\_  
Last, First, MI

d. Prior Service (PS) with a remaining Military Service Obligation (MSO). I am a PS soldier with a remaining MSO, who has never contracted for the MGIB Kicker in a reserve component before. I am enlisting or reenlisting directly from an active component of the United States Armed Forces, within 30 days of Expiration Term of Service (ETS) into a valid position vacancy in a MGIB Kicker eligible MOS and unit in the ARNG. I am in skill level 1 or 2 (sergeant/E5 or below) and I am qualified (either directly or through the rules of substitution and/or conversion) in the MOS of the position for which I am reenlisting or extending; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).

e. Prior Service (PS) without a remaining MSO. I am a PS soldier without a remaining MSO, who has never contracted for the MGIB Kicker in a reserve component before. I am enlisting or reenlisting into a valid position vacancy in a MGIB Kicker eligible MOS and unit in the ARNG. I have less than 14 years of service, I am in skill level 1 or 2 (sergeant/E5 or below) and I am qualified (either directly or through the rules of substitution and/or conversion) in the MOS of the position for which I am reenlisting or extending; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).

f. Officer Candidate/Simultaneous Member. I am currently enrolled in a commissioning program (State Officer Candidate School (OCS) phase II or III, Accelerated OCS, Federal OCS, or the ROTC Simultaneous Membership Program (SMP), MS III or IV) or have been appointed as a Warrant Officer Candidate and I am immediately reenlisting or extending my current enlistment to serve at least six years in the ARNG or I have graduated from an ARNG commissioning program (including Federal OCS), and have accepted my commission in the ARNG and signed an OSA within 90 days of graduation from the course; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).

g. ARNG Lieutenants. I am a current ARNG Lieutenant without a baccalaureate degree; \_\_\_\_\_ (initials); \$ \_\_\_\_\_ (Rate).

3. I qualify for the MGIB Kicker based on the following category (select one);

- a. Critical MOS \_\_\_\_\_ (initials). MOS \_\_\_\_\_
- b. Critical Unit \_\_\_\_\_ (initials). UIC \_\_\_\_\_
- c. Critical MOS and Unit; \_\_\_\_\_ (initials). MOS \_\_\_\_\_ UIC \_\_\_\_\_

SECTION IV - OBLIGATION

1. I agree to remain in the ARNG as a satisfactory participant for six years; \_\_\_\_\_ (initials).

2. I understand that failure to complete my six year obligation entitling me to the MGIB Kicker may result in either suspension, termination or recoupment of any MGIB Kicker payments I have received; \_\_\_\_\_ (initials).

3. I understand that I must remain qualified in a MGIB Kicker eligible MOS and unit and that failure to do so may result in either suspension, termination or recoupment of any MGIB Kicker payments I have received; \_\_\_\_\_ (initials).

SECTION V - ENTITLEMENT

1. I am entitled to the MGIB Kicker incentive for each month of basic MGIB benefits I have remaining for a maximum of 36 months of full time enrollment. The Department of Veterans Affairs will adjust the amount and the number of months for less than full-time pursuit of qualifying educational programs; \_\_\_\_\_ (initials).

2. I understand that I cannot receive any portion of my MGIB Kicker until I have received my secondary school diploma or authorized equivalent and have completed initial active duty for training or its equivalent; \_\_\_\_\_ (initials).

ANNEX K TO DD FORM 4  
MONTGOMERY GI BILL KICKER INCENTIVE ADDENDUM

3. I understand that if I voluntarily or involuntarily transfer within or between units of the ARNG or USAR, including the IRR, due to unit transition as described in AR 135-7, paragraph 1-14, or complete my six year Kicker obligation, and have not used the maximum 36 months of my basic MGIB benefits, I will continue to receive the Kicker incentive until my basic MGIB benefits are exhausted up to 36 month of full time enrollment; \_\_\_\_\_ (initials).

SECTION VI - SUSPENSION, TERMINATION and RECOUPMENT

I understand that my MGIB Kicker incentive can be suspended, terminated and/or recouped if I fail to meet the eligibility criteria for my MGIB Kicker category and/or complete the required MGIB Kicker obligation as outlined in this Annex and my enlistment contract, extension or OSA. The specific conditions regarding MGIB Kicker incentive suspension, termination and recoupment are outlined in the current fiscal year MGIB Kicker policy distributed by National Guard Bureau (NGB-ARH) and is available to me upon request to the unit; \_\_\_\_\_ (initials).

SECTION VII - STATEMENT OF UNDERSTANDING

I have read and understand each of the statements above. I understand the statements above are intended to constitute all promises and agreements concerning my ARNG MGIB Kicker incentive.

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE SIGNED

\_\_\_\_\_  
TYPED OR PRINTED NAME AND RANK SSN

SECTION VIII - CERTIFICATION BY AUTHORIZED ARNG REPRESENTATIVE

As an authorized ARNG representative, I certify that I have witnessed the reading and signing of this document and the signature appearing above is that of the applicant. Per the current fiscal year MGIB Kicker policy distributed by NGB-ARH, I have verified that the applicant above meets the MGIB Kicker eligibility requirements and that the applicant's unit of assignment and MOS are currently eligible for the MGIB-SR Kicker incentive. No other promises were made to the applicant as a condition of entitlement to the MGIB Kicker. I have obtained an MGIB Kicker control number from the State MGIB Manager or Education Service Officer (ESO) and will provide the applicant and the MGIB Manager/ESO with a copy of this form.

\_\_\_\_\_  
SIGNATURE OF SERVICE REPRESENTATIVE DATE SIGNED

\_\_\_\_\_  
TYPED OR PRINTED NAME AND RANK TITLE

\_\_\_\_\_  
UNIT / LOCATION PHONE



## APPLICATION FOR VA EDUCATION BENEFITS

(See attached Information and Instructions)

INTERNET VERSION AVAILABLE - You may complete and send your application over the Internet at: [www.gibill.va.gov](http://www.gibill.va.gov)

### PART I - APPLICANT AND BENEFIT INFORMATION (All Applicants Must Complete This Part)

|   |                               |   |  |  |
|---|-------------------------------|---|--|--|
| 1A. NAME OF APPLICANT (First, Middle, Last)   |                               |   | <b>VA DATE STAMP</b><br>(Do Not Write In This Space) |  |
| 1B. SOCIAL SECURITY NUMBER OF APPLICANT   |                               | 1C. VA FILE NUMBER (If previously assigned) |  |  |
| 2A. APPLICANT'S ADDRESS (Number, street or rural route, city or P.O., State and ZIP Code) (Please provide 9 digit ZIP code if known)  |                               |   |  |  |
| 2B. SEX OF APPLICANT  | 2C. APPLICANT'S DATE OF BIRTH | 2D. APPLICANT'S E-MAIL ADDRESS              |  | 3. APPLICANT'S TELEPHONE NUMBER<br>(Include Area Code) |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE   |                               |   |  | A. DAY   |
|   |                               |   |  | B. EVENING   |
| 4. DESCRIPTION OF VA EDUCATION PROGRAMS (Check ( <input checked="" type="checkbox"/> ) the box next to each benefit you wish to apply for)  |                               |   |  |  |
| <b>A. MONTGOMERY GI BILL EDUCATIONAL ASSISTANCE PROGRAM</b> (title 38, U. S. C., chapter 30). If you served or are currently serving on active duty, you may be eligible to receive this benefit. Check the box to the right if you: <ul style="list-style-type: none"> <li>• entered active duty for the first time after June 30, 1985, <b>OR</b></li> <li>• were eligible to receive Vietnam Era Veterans' Educational Assistance (title 38, U.S.C., chapter 34) benefits on December 31, 1989, <b>OR</b></li> <li>• were discharged under one of the qualifying separation programs shown in the instructions, <b>OR</b></li> <li>• were a participant under the Post-Vietnam Era Veterans' Educational Assistance program commonly referred to as VEAP (title 38, U.S.C., chapter 32) and elected this benefit during one of the open window periods shown in the instructions.</li> </ul> |                               |   |  | <input type="checkbox"/>                               |
| <b>B. MONTGOMERY GI BILL - SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM</b> (title 10, U. S. C., chapter 1606). This benefit is based on Selected Reserve service (Reserve or National Guard). Check the box to the right if you had at least a six-year reserve obligation after June 30, 1985.<br><br>(NOTE: Department of Defense (DoD) determines eligibility for this program)  |                               |   |  | <input type="checkbox"/>                               |
| <b>C. RESERVE EDUCATIONAL ASSISTANCE PROGRAM</b> (title 10, U.S.C., chapter 1607). This benefit is for a Reservist called to active duty to support contingency operations. Check the box to the right if you were called to active duty to support contingency or other specific operations.<br><br>(NOTE: Department of Defense (DoD) determines eligibility for this program)  |                               |   |  | <input type="checkbox"/>                               |
| <b>D. POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM</b> commonly referred to as VEAP, (title 38, U.S.C., chapter 32, or section 903 of Public Law 96-342). Check the box to the right if you: <ul style="list-style-type: none"> <li>• served on active duty at any time from January 1, 1977 through June 30, 1985, <b>AND</b></li> <li>• either contributed funds or had your service branch make contributions for you.</li> </ul>   |                               |   |  | <input type="checkbox"/>                               |
| <b>E. NATIONAL CALL TO SERVICE PROGRAM</b> (title 10, U.S.C., chapter 31, section 510). Check the box to the right if you: <ul style="list-style-type: none"> <li>• entered on or after October 1, 2003 under the National Call to Service program, <b>AND</b></li> <li>• selected one of the education incentives provided by that program</li> </ul> Check this box to the right only if you've selected one of the two Educational Allowance Incentive options.<br><br>(If you checked this box, be sure to complete Part IV)  |                               |   |  | <input type="checkbox"/>                               |
| <b>F. THE "TRANSFER OF ENTITLEMENT" PROGRAM</b> (title 38, U.S.C., chapter 30, section 3020). Check the box to the right if you: <ul style="list-style-type: none"> <li>• are a spouse or child of a person who qualified for the Montgomery GI Bill Educational Assistance Program (chapter 30), <b>AND</b></li> <li>• believe that your parent or spouse transferred entitlement to you</li> </ul> (If you checked this box, be sure to complete Part V)  |                               |   |  | <input type="checkbox"/>                               |

**5. DIRECT DEPOSIT INFORMATION**

Please send a voided personal check or provide the following information.

Direct Deposit is not available for the Post-Vietnam Era Veterans' Educational Assistance Program (Chapter 32)

**A. TYPE OF ACCOUNT**

CHECKING     SAVINGS     I DO NOT HAVE AN ACCOUNT

**B. NAME OF FINANCIAL INSTITUTION**

**C. 9 DIGIT ROUTING OR TRANSIT NUMBER**

**D. ACCOUNT NUMBER**

**6. TYPE OF VA EDUCATION BENEFITS PREVIOUSLY APPLIED FOR? (Check all applicable boxes)**

- |   |   |
|---|---|
| <input type="checkbox"/> A. VETERAN'S EDUCATION BENEFITS (Any of the VA benefits shown in Item 4) (Specify benefit _____) | <input type="checkbox"/> B. PREVIOUS VETERAN'S EDUCATION BENEFITS (Specify benefit _____)                       |
| <input type="checkbox"/> C. VOCATIONAL REHABILITATION BENEFITS (Chapter 31)   | <input type="checkbox"/> D. DEPENDENTS' EDUCATIONAL ASSISTANCE BENEFITS (Chapter 35) (Complete Items 7A and 7B) |
| <input type="checkbox"/> E. OTHER (Specify benefit _____)   | <input type="checkbox"/> F. NONE  |

**NOTE - COMPLETE ITEMS 7A AND 7B ONLY IF YOU CHECKED ITEM 6D**

**7A. NAME OF PARENT/SPOUSE (See Instructions)**

**7B. FILE NUMBER OF PARENT/SPOUSE (See Instructions)**

**8. HAVE YOU RECEIVED AN INFORMATION PAMPHLET EXPLAINING THE EDUCATION BENEFIT OR BENEFITS YOU ARE APPLYING FOR? (See Instructions)**

YES     NO

**9. PROGRAM OF EDUCATION OR TRAINING**

**A. DO YOU KNOW YOUR EDUCATIONAL OR CAREER GOAL? (If you know this goal, please specify. If you do not know your goal, check "No" then skip to Item 9C.)**

YES     NO

**B. HAVE YOU SELECTED A SPECIFIC PROGRAM OF EDUCATION?**

YES     NO    (If "Yes," list below each diploma, vocational course, job training program, or test you need to reach your educational or career goal that you indicated in Item 9A). If you have not selected a program, leave this item blank.)

**C. EDUCATION OR TRAINING WILL BE BY (Check more than one if necessary)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> COLLEGE OR OTHER SCHOOL                                    | <input type="checkbox"/> CORRESPONDENCE COURSE                 | <input type="checkbox"/> TUITION ASSISTANCE TOP-UP |
| <input type="checkbox"/> I SEEK REIMBURSEMENT FOR A LICENSING OR CERTIFICATION TEST | <input type="checkbox"/> APPRENTICESHIP OR ON-THE-JOB TRAINING |  |
| <input type="checkbox"/> NATIONAL ADMISSIONS EXAMS OR NATIONAL EXAMS FOR CREDIT     | <input type="checkbox"/> VOCATIONAL FLIGHT TRAINING            |  |

**D. HAVE YOU SELECTED YOUR SCHOOL OR TRAINING ESTABLISHMENT?**

YES     NO

(If you have selected a school, check "Yes," and specify its complete name and mailing address. If you have not selected a school, check "No.") If you are applying for reimbursement of test fees, don't answer this question. Skip to Item 10.)

**E. Complete Name and Address of School (Complete street address, city, state and ZIP code)**

**F. DO YOU KNOW THE DATE YOU WILL BEGIN YOUR SCHOOLING OR TRAINING?**

YES     NO

(If you do know this date, check "Yes." Specify this date in Item 9G. If you do not know this date check "No.")

**G. Date (Month,Year) of anticipated beginning school or training**

**H. DO YOU PLAN TO REPEAT ANY COURSE FOR WHICH YOU RECEIVED CREDIT?**

YES     NO

(If "Yes," write in Item 9I the name of the course, when you originally took this course, and why you plan to repeat it.)

**I. Information about repeated course**

**NOTE - COMPLETE ONLY IF YOU ARE A CIVILIAN EMPLOYEE OF THE U.S. GOVERNMENT**

If you are on active military duty, skip question 10.

10. DO YOU EXPECT TO RECEIVE FUNDS FROM YOUR AGENCY OR DEPARTMENT FOR THE SAME COURSE(S) FOR WHICH YOU EXPECT TO RECEIVE VA EDUCATIONAL ASSISTANCE?

YES  NO (If "Yes," show the source of these funds) ▶

Source of educational assistance from government employment:

**NOTE - COMPLETE ITEM 11 ONLY IF YOU ARE ON ACTIVE DUTY**

11. ARE YOU RECEIVING, OR DO YOU ANTICIPATE RECEIVING, ANY MONEY (Including but not limited to Federal Tuition Assistance) FROM THE ARMED FORCES OR PUBLIC HEALTH SERVICE FOR THE COURSE FOR WHICH YOU HAVE APPLIED TO VA FOR EDUCATION BENEFITS? IF YOU WILL RECEIVE SUCH BENEFITS, CHECK "YES" AND GIVE COMPLETE DETAILS INCLUDING THE SOURCE OF THE FUNDS. NOTE: IF YOU ARE ONLY APPLYING FOR TUITION ASSISTANCE TOP-UP, CHECK "NO"

YES  NO ▶

Details of educational assistance from the military:

**12. EDUCATION AND EMPLOYMENT INFORMATION**

A. DID YOU GRADUATE FROM HIGH SCHOOL? (If "Yes," write the date you graduated next to "Yes," and skip to Item 12C. If "No," complete Item 12B)

YES Date \_\_\_\_\_  NO

B. IF YOU DID NOT GRADUATE FROM HIGH SCHOOL, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY CERTIFICATE? (If "Yes," write the date you completed the requirements for this certificate in the space provided. If "No," go to Item 12C)

YES Date \_\_\_\_\_  NO

**C. EDUCATION AFTER HIGH SCHOOL (INCLUDE ALL APPRENTICESHIP, ON-THE-JOB TRAINING, AND FLIGHT TRAINING) (See Instructions)**

| NAME AND LOCATION OF COLLEGE OR OTHER TRAINING PROVIDER (Include City and State) | DATES OF TRAINING |    | NUMBER OF SEMESTER, QUARTER OR CLOCK HOURS COMPLETED | DEGREE, DIPLOMA, OR CERTIFICATE RECEIVED | MAJOR FIELD OR COURSE OF STUDY |
|--|-------------------|----|--|--|--------------------------------|
|  | FROM              | TO |  |  |                                |
|  |                   |    |  |  |                                |
|  |                   |    |  |  |                                |
|  |                   |    |  |  |                                |

D. DO YOU HOLD ANY FAA FLIGHT CERTIFICATES? (If "Yes," list each certificate) ▶

YES  NO

|  |
|--|
|  |
|  |
|  |
|  |

**EMPLOYMENT (Complete ONLY if you served in the military)**

| EMPLOYMENT                          | PRINCIPAL OCCUPATION | NUMBER OF MONTHS IN THAT OCCUPATION | LICENSE OR RATING |
|-------------------------------------|----------------------|-------------------------------------|-------------------|
| E. Before Entering Military Service |                      |                                     |                   |
| F. After Leaving Military Service   |                      |                                     |                   |

**PART II - SERVICE INFORMATION (All applicants must complete this part)**

**13. ACTIVE DUTY INFORMATION**

A. ARE YOU NOW ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY? (Send us a copy of your orders, if authority for full-time National Guard duty is title 32, U.S.C.)

YES  NO

B. ARE YOU NOW ON TERMINAL LEAVE BEFORE DISCHARGE? (If yes, please provide the date you began your terminal leave)

YES  NO

Date leave began: \_\_\_\_\_ Date of expected discharge: \_\_\_\_\_

**14. INFORMATION ABOUT YOUR PERIODS OF ACTIVE DUTY**

Please complete Items 14A through 14f for each period of your active duty. It will help VA process your claim if you send a copy of your DD 214 (copy 4) for each period of active service. (Don't report any Active Duty for Training)

| A. DATE ENTERED ACTIVE DUTY | B. DATE SEPARATED FROM ACTIVE DUTY | C. BRANCH OF SERVICE OR RESERVE OR GUARD COMPONENT | D. CHARACTER OF DISCHARGE | E. WERE YOU INVOLUNTARILY CALLED TO ACTIVE DUTY FOR THIS PERIOD? (If "Yes," send copies of your orders) |    | F. IF THIS ACTIVE DUTY IS NATIONAL GUARD DUTY, INDICATE IF AUTHORITY IS TITLE 10 (Federal) OR TITLE 32 (State). (Send copies of any orders) |
|-----------------------------|------------------------------------|--|---------------------------|---|----|---|
|                             |                                    |  |                           | YES   | NO |   |
|                             |                                    |  |                           |   |    |   |
|                             |                                    |  |                           |   |    |   |
|                             |                                    |  |                           |   |    |   |
|                             |                                    |  |                           |   |    |   |
|                             |                                    |  |                           |   |    |   |
|                             |                                    |  |                           |   |    |   |

You should specify in Item 22, Remarks, any periods of active duty which reflect:

- Full time assignment by a service department to a civilian school for a course of education substantially the same as established courses for civilians;
- Attendance at a service academy; or
- Non-creditable time - (time lost because of industrial or agricultural furlough, arrest without acquittal, being AWOL, desertion, sentence of court-martial, etc.)

15. DO YOU ALSO HAVE ANY PERIODS OF RESERVE OR NATIONAL GUARD SERVICE THAT ARE NOT ACTIVE DUTY?

YES  NO (If "Yes," complete information about this service in Item 16. If "No," skip to Item 17)

**16. PERIODS OF RESERVE OR NATIONAL GUARD SERVICE (NOT ACTIVE DUTY)**

A. ARE YOU NOW IN THE RESERVE OR NATIONAL GUARD?

YES  NO

INFORMATION TO COMPLETE ITEM 16E:

- Place "SR" in Item 16E for each period of reserve service if you were in the Selected Reserve (drilling status).
- Place "IRR" in Item 16E for each period of reserve service if you were in the Individual Ready Reserve.
- Place "IMA" in Item 16E for each period of reserve service if you were in the Individual Mobilization Augmentation.

| B. DATE ENTERED RESERVE OR GUARD | C. DATE SEPARATED FROM RESERVE OR GUARD (if applicable) | D. RESERVE OR GUARD COMPONENT | E. RESERVE STATUS (See abbreviations above) |
|----------------------------------|---|-------------------------------|---|
|                                  |   |                               |   |
|                                  |   |                               |   |
|                                  |   |                               |   |
|                                  |   |                               |   |
|                                  |   |                               |   |
|                                  |   |                               |   |
|                                  |   |                               |   |

F. DO YOU QUALIFY FOR A "KICKER" BASED ON YOUR RESERVE ENLISTMENT? ("Kickers" are amounts contributed by DoD to an education fund on behalf of individuals to encourage enlistment or retention in the Reserve or National Guard forces, usually in specialized areas.) (IF YOU QUALIFY FOR A RESERVE "KICKER," CHECK "YES." IT MAY HELP IF YOU SEND VA A COPY OF THE "KICKER" CONTRACT)

YES  NO

G. COMPLETE ONLY IF YOU ARE APPLYING FOR CHAPTER 1606 (you checked Item 4B). IF YOU ARE PARTICIPATING IN A SENIOR ROTC SCHOLARSHIP PROGRAM, DOES THAT PROGRAM PAY FOR YOUR TUITION, FEES, BOOKS AND SUPPLIES UNDER TITLE 10, U.S.C., SECTION 2107? (Do not include monthly subsistence allowance)

YES  NO

**PART III - MONTGOMERY GI BILL QUESTIONS**  
*(Complete this part only if you are applying for chapter 30 benefits)*

| QUESTIONS   | YES<br>( <input checked="" type="checkbox"/> ) | NO<br>( <input checked="" type="checkbox"/> ) |
|---|--|---|
| 17A. DID YOU MAKE ADDITIONAL CONTRIBUTIONS WHILE ON ACTIVE DUTY (Sometimes referred to as "Buy-up") TO INCREASE THE AMOUNT OF MONTHLY MGIB BENEFITS PAYABLE? (If you made any additional contributions, you must check "YES" and send us a copy of the receipt of lump sum contribution or a copy of your Leave and Earnings Statement showing these additional contributions.)                     |  |   |
| 17B. IF YOU SERVED A PERIOD OF ACTIVE DUTY THAT THE DEPARTMENT OF DEFENSE COUNTS FOR PURPOSES OF REPAYING AN EDUCATION LOAN, PLEASE SHOW THE DATES OF THAT PERIOD OF ACTIVE DUTY:<br><br>From _____ To _____  |  |   |
| 17C. DO YOU HAVE A DoD CONTRACT TO RECEIVE A "KICKER"? (Some military services call this the "college fund." "Kickers" are amounts contributed by DoD to an education fund on behalf of individuals to encourage enlistment or retention in the Armed forces, usually in specialized areas. If you qualify for a "kicker", check "Yes." It may help if you send us a copy of your kicker contract.) |  |   |

**COMMISSIONED OFFICER QUESTIONS**

|  |  |  |
|--|--|--|
| 18A. DID YOU GRADUATE FROM A MILITARY SERVICE ACADEMY (e.g., West Point, Naval Academy, etc.)? (If "Yes," specify the month and year you graduated and received your commission)<br><br>Graduation month and year: _____   |  |  |
| 18B. WERE YOU COMMISSIONED AS THE RESULT OF PARTICIPATING IN A SENIOR ROTC (Reserve Officers Training Corps) SCHOLARSHIP PROGRAM? (If "Yes," show the date of your commission and the amount of your scholarship for each school year you were in the Senior ROTC program. Don't report your monthly subsistence allowance. If you received your commission through a Senior ROTC (non-scholarship) program, check "No.")<br>Commission date: _____<br><br>Scholarship Amounts:<br>Year: _____ Amount: _____<br><br>Year: _____ Amount: _____<br><br>Year: _____ Amount: _____<br><br>Year: _____ Amount: _____<br><br>Year: _____ Amount: _____ |  |  |

**MARITAL AND DEPENDENCY STATUS**

**NOTE: COMPLETE THIS ITEM ONLY IF YOU CHECKED ITEM 4A AND HAVE MILITARY SERVICE BEFORE JANUARY 1, 1977 (or delayed entry before January 2, 1978). See Instructions.**

| QUESTIONS  | YES | NO |
|--|-----|----|
| 19A. ARE YOU CURRENTLY MARRIED?  |     |    |
| 19B. DO YOU HAVE ANY CHILDREN WHO ARE:<br>(1) UNDER AGE 18? <b>OR</b><br>(2) OVER 18 BUT UNDER AGE 23, NOT MARRIED AND ATTENDING SCHOOL? <b>OR</b><br>(3) OF ANY AGE AND PERMANENTLY INCAPABLE OF SELF-SUPPORT DUE TO MENTAL OR PHYSICAL DISABILITY? |     |    |
| 19C. IS EITHER YOUR FATHER OR MOTHER DEPENDENT UPON YOU FOR FINANCIAL SUPPORT?   |     |    |

**PART IV - NATIONAL CALL TO SERVICE QUESTIONS**

*(Complete this part only if you are applying for this benefit)*

|   |  |
|---|--|
| 20A. DID YOU SIGN AN ENLISTMENT CONTRACT WITH THE DEPARTMENT OF DEFENSE FOR THE NATIONAL CALL TO SERVICE PROGRAM?<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |  |
| 20B. DID YOU RECEIVE AN EDUCATIONAL ALLOWANCE INCENTIVE OPTION? (If "Yes," check the block in Item 20C that identifies the option you received)<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |  |
| 20C. WHICH VA EDUCATIONAL ALLOWANCE INCENTIVE OPTION DID YOU ELECT? (Check only one block below)<br><br><input type="checkbox"/> EDUCATIONAL ALLOWANCE OF UP TO 12 MONTHS OF MONTGOMERY GI BILL BENEFITS (3-year rate) <input type="checkbox"/> EDUCATIONAL ALLOWANCE OF UP TO 36 MONTHS OF MONTGOMERY GI BILL BENEFITS (1/2 the 2-year rate) |  |

**NOTE:** National Call to Service applicants must furnish VA a copy of DD Form 2863 (National Call to Service (NCS), Election of Options). This form is needed to document your eligibility and to confirm your incentive option.

**PART V - TRANSFER OF ENTITLEMENT QUESTIONS**

*(Complete this part only if you are applying for this benefit)*

NOTE: This benefit requires (1) that the veteran's branch of military service authorized the veteran to transfer MGIB entitlement to his or her dependents, and (2) the veteran, in writing, transferred his or her current education benefits to you (specifying you by name).

IMPORTANT: Only a spouse, surviving spouse, or child of a veteran who has transferred entitlement should complete this information.

21A. WHAT IS YOUR RELATIONSHIP TO THE VETERAN OR SERVICE MEMBER WHO TRANSFERRED ENTITLEMENT TO YOU?

SPOUSE       SURVIVING SPOUSE       CHILD

IMPORTANT: If you checked your relationship as a spouse or child, have the veteran complete and send us VA Form 21-686c. See Instructions.

21B. VETERAN OR SERVICE MEMBER'S NAME (First, Middle, Last)

21C. VETERAN OR SERVICE MEMBER'S SEX

MALE       FEMALE

21D. ADDRESS OF VETERAN OR SERVICE MEMBER WHO TRANSFERRED ENTITLEMENT TO YOU

21E. VETERAN OR SERVICE MEMBER'S DATE OF BIRTH

21F. VETERAN OR SERVICE MEMBER'S SOCIAL SECURITY NUMBER

**EMPLOYMENT (IF NO MILITARY SERVICE)**

| EMPLOYMENT                             | PRINCIPAL OCCUPATION | NUMBER OF MONTHS IN THAT OCCUPATION | LICENSE OR RATING |
|--|----------------------|-------------------------------------|-------------------|
| 21G. JOB 1 (Since leaving high school) |                      |                                     |                   |
| 21H. JOB 2 (Since leaving high school) |                      |                                     |                   |

22. REMARKS (Use this space to provide information that does not fit elsewhere on this form or that will help VA process your claim. Refer to the item numbers on this form to help us match your answers to the correct questions. If more space is needed, please attach separate sheets of paper. Be sure to place your name and social security number on each additional page.)

**PART VI - CERTIFICATION AND SIGNATURE OF APPLICANT**

*(All applicants must complete this part)*

I CERTIFY THAT all statements in my application are true and correct to the best of my knowledge and belief.

PENALTY - Willful false statements as to a material fact in a claim for education benefits is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

23A. FULL NAME OF APPLICANT (PRINTED)

23B. SIGNATURE OF APPLICANT (Do NOT Print) (Minor children must also have their parent or guardian sign in this item)

23C. DATE SIGNED

SIGN HERE IN INK ►

**PART VII - CERTIFICATION FOR APPLICANTS ON ACTIVE DUTY**

*(Have your Education Officer complete this part only if you are currently on active duty. This signature is not needed if you are on terminal leave)*

I CERTIFY THAT this individual is a member of the branch of the Armed Forces shown below and has consulted with me regarding his/her education program.

24A. SIGNATURE, TITLE AND BRANCH OF SERVICE OF ARMED FORCES EDUCATION OFFICER

24B. DATE SIGNED



## INFORMATION AND INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR VA EDUCATION BENEFITS

This form is available on the Internet. We suggest that you file your application by going to [www.gibill.va.gov](http://www.gibill.va.gov) and submitting your application electronically. Select "Electronic Application Form." EXCEPTION: If you are applying for the chapter 1607, National Call to Service, or Transfer of Entitlement benefit, we request that you not file electronically until we can update our system.

If you submit your application electronically, VA will automatically transfer your application to the Regional Processing Office that handles your claim. See HOW TO COMPLETE AN ELECTRONIC SUBMISSION at the end of these instructions for additional information on sending any supporting documentation.

We suggest that you tear off these instructions and place them next to the application form so that they are readily available.

See HOW TO FILE A COMPLETED PAPER APPLICATION for where to mail your completed application form. This information is located at the end of these instructions.

### SPECIFIC INSTRUCTIONS

**NOTE: The numbers on the instructions match the item numbers on the application. Items not mentioned are self-explanatory.**

DO NOT USE THIS FORM TO APPLY FOR VOCATIONAL REHABILITATION BENEFITS (chapter 31) OR DEPENDENTS' EDUCATIONAL ASSISTANCE (chapter 35). These benefits require different application forms. Use VA Form 28-1900 to apply for Vocational Rehabilitation benefits. See <http://vabenefits.vba.va.gov/vonapp/main.asp> for the Veterans On-Line Application for this form. Use VA Form 22-5490 to apply for Dependents' Educational Assistance benefits. This form is available at [www.gibill.va.gov](http://www.gibill.va.gov). These forms are also available at your nearest VA regional office and may be available where you received this application.

**ITEM 4.** You may check as many blocks as you like, but you may use only one type of education benefit at a time.

**IMPORTANT: The following discussion of Items 4A through 4F contains only limited eligibility information for each education benefit. Use this information as a guideline only.**

**ITEM 4A.** You may be eligible for Montgomery GI Bill benefits (eligibility based on active duty), also referred to as MGIB or "chapter 30," if you served on active duty and meet certain conditions. **NOTE: You do not have to be on active duty to apply for benefits under this program.** While there are additional requirements, in general, you must meet any one of the following conditions:

(1) You first entered service on or after July 1, 1985, AND you didn't decline this benefit at your initial entry into service.

**OR**

(2) You entered service (or agreed to delayed entry) before January 1, 1977 AND you have educational assistance entitlement remaining under the Vietnam Era GI Bill.

**OR**

(3) You were voluntarily separated under either the **Voluntary Separation Incentive or the Special Separation Benefit** programs and had your military pay reduced by \$1,200.

**OR**

(4) You were involuntarily separated from active duty after February 2, 1991.

**OR**

(5) You were on active duty and eligible for VEAP benefits on October 9, 1996, and you elected chapter 30 benefits between October 9, 1996 and October 8, 1997 and paid \$1,200,

**OR**

(6) You first entered full-time duty in the National Guard between July 1, 1985 and November 28, 1989 under title 32, U.S. Code, and you elected chapter 30 benefits between October 9, 1996 and July 8th, 1997, and paid \$1,200.

**OR**

(7) You were on active duty and eligible for VEAP benefits on October 9, 1996, elected chapter 30 benefits between November 1, 2000 and October 31, 2001, and you paid \$2,700.

**ITEM 4B.** You may be eligible for Montgomery GI Bill-Selected Reserve benefits, also referred to as "MGIB-SR" or "chapter 1606," if you are a member of the Selected Reserve or National Guard and meet certain requirements, including having a 6-year commitment. (Eligibility for this program is determined by your Reserve or National Guard component.)

To expedite processing, attach a copy of your DD 2384, Notice of Basic Eligibility. This form is also called a "NOBE." Your reserve unit (for example, the Army Reserve or the Army National Guard) should have issued this notice to you when you became eligible for Montgomery GI Bill-Selected Reserve benefits. If you do not have a copy or were not issued a copy, request another copy from your reserve unit.

**ITEM 4C.** You may be eligible for benefits under the Reserve Educational Assistance Program, also referred to as "chapter 1607" if you are a member of the Ready Reserve (Selected and IRR) who served on active duty in support of a contingency operation for at least 90 consecutive days. Members of the Army and Air National Guard who performed full time National Guard duty under section 502(f) of title 32 may also be eligible. (Eligibility for this program is determined by the Departments of Defense and Homeland Security.) Attach a copy of any notice of eligibility for this program you have received from your military service department.

**ITEM 4D.** You may be eligible for Post-Vietnam Era Educational Assistance Program benefits, also known as "VEAP" or "chapter 32," if you first entered active service between January 1, 1977 and June 30, 1985, AND you contributed to a VEAP account.

You may be eligible for Post-Vietnam Era Non-Contributory Educational Assistance Program benefits, also known as "Non-Contributory VEAP" or "Section 903," if you first entered active service between November 30, 1980 and September 30, 1981, AND your branch of service paid contributions into a VEAP account.

**ITEM 4E.** You may be eligible for benefits under the National Call to Service Program (title 10, U.S.C., chapter 31, section 510) if you signed an enlistment contract with the Department of Defense for the National Call to Service Program and elected one of the two education incentives provided by that program.

Attach a copy of DD Form 2683 (National Call to Service Election of Options). This form is needed to document your eligibility and confirm your incentive option.

**ITEM 4F.** You may be eligible for education benefits as the spouse or child of a veteran under the Transfer of Entitlement Program (title 38, U.S.C., chapter 30, section 3020) if you are a dependent of an individual eligible to transfer chapter 30 benefits to his or her dependents. The individual's branch of military service must approve a request to transfer benefits to you AND you must be designated by name as a recipient of these transferred benefits. The individual transferring entitlement must also designate the number of months transferred and the period (beginning date and ending date) for which the transfer is effective. This is called a "Designation of Dependents." You should attach DD Form 2366-2, Transferability Program to document this designation.

**ITEM 5.** VA is required to make direct deposit to your financial institution unless direct deposit would cause you a hardship.

You can send us a voided personal check OR provide the routing or transit number from either your checking or savings account. (Do not include the check number.) The routing or transit number is normally the left-most 9-digit number at the bottom left side of a check. It has two bars (up and down) separating this number from the account number. The account number is the number just to the right of the routing number.

**Caution:** Currently Direct Deposit isn't available for VEAP benefits. We will let you know if your VEAP payments can be made using direct deposit in the future. Until direct deposit is available, we will issue VEAP payments by check.

**ITEM 6B.** Check the "Previous Veteran's Education Benefits" Block if you received education benefits under a law previously administered by VA, such as the Vietnam Era GI Bill (chapter 34), WWII, or Korean GI Bills. Specify which benefit in this block.

**ITEM 6C.** Check the "Vocational Rehabilitation Benefits" block if you applied for VA education benefits as a disabled veteran.

**ITEM 6D.** Check the "Dependents' Educational Assistance Benefits" block if you previously applied for VA benefits as the dependent child or spouse of a veteran who is permanently and totally disabled due to service-connected disabilities or who died on active duty.

**ITEM 6E.** Check the "Other" block if you previously applied for a VA benefit other than any of those specified in Items 6A through 6D.

**ITEM 6F.** Check the "None" block if you have never previously applied for VA education benefits.

**ITEMS 7A and 7B.** If you previously applied for VA benefits as the dependent child or spouse of a veteran who is permanently and totally disabled due to service-connected disabilities or who died on active duty, write the name of the person (your parent or spouse) under whom you received these benefits in Item 7A and the VA file number (reference number) for this person in Item 7B.

**ITEM 8.** VA publishes information pamphlets for each benefit. These pamphlets furnish comprehensive information on the different programs offered. You should have received one of the following information pamphlets with your application:

- a. VA Pamphlet 22-90-2, Summary of Educational Benefits Under the Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30 of Title 38, U.S.C.
- b. VA Pamphlet 22-90-3, Summary of Educational Benefits Under the Montgomery GI Bill-Selected Reserve Educational Assistance Program, Chapter 1606 of Title 10, U.S.C.
- c. VA Pamphlet 22-79-1, Summary of Educational Benefits Under the Post-Vietnam Educational Assistance Program (VEAP).

NOTE: Pamphlets for recently implemented programs such as the Reserve Educational Assistance Program (title 10, U.S.C. chapter 1607), National Call to Service Program (title 10, U.S.C. chapter 31, section 510), and the Transfer of Entitlement Program (title 38, U.S.C., chapter 30 section 3020) may not be available.

If you check "NO," VA will send you one of these pamphlets based on your answer to question 4. You may also request a pamphlet from the person who furnished you this application.

**ITEM 9B.** If you have decided on your educational, professional or vocational goal, CHECK "YES." Then, list your final objective (for example, Masters Degree, Certified Public Accountant, or Computer Technician) in the space provided in this item.

**VA VOCATIONAL AND EDUCATIONAL COUNSELING HELP AVAILABLE.** If you need help planning your individual educational and career goals, VA offers a wide range of counseling services to help you. Services include educational and vocational guidance and testing to help you to develop a greater understanding of your skills, talents, and interests. For further information on VA counseling, call VA Toll-Free at:

**1-800-827-1000  
or TDD 1-800-829-4833**

**ITEM 9C.** Self-explanatory, except for the following items:

Check the "I seek reimbursement for a Licensing or Certification test" block if you want reimbursement for a licensing or certification test. Claimants receiving benefits under chapter 1606 (Item 4B) or chapter 1607 (Item 4C) may not receive reimbursement for these tests. A licensing test is a test offered by a state, local, or federal agency which is required by law to practice an occupation. A certification test is a test designed to provide affirmation of an individual's qualification in a specific occupation.

Check the "Tuition Assistance Top-Up" block if you want VA to reimburse you for the difference between what the military pays for TA (Tuition Assistance) and the actual costs of these courses. (VA pays the difference or "tops up" what the military doesn't pay.) There are also other programs similar to the TA program where the military pays for courses. One similar program is the "EarmyU" program. Also check this "Tuition Assistance Top-Up" block if you want VA to pay you the difference for these courses.

Check the "National Admission Exams or National Exams for Credit" block if you want VA to reimburse you for the fee you paid for taking one or more national tests. Claimants receiving benefits under chapter 1606 (Item 4B) or chapter 1607 (Item 4C) may not receive reimbursement for these tests. National tests for admission to institutions of higher learning include the following: the Scholastic Aptitude Test, Law School Admission Test, Graduate Record Exam, or the Graduate Management Admission Test.

National tests providing an opportunity for course credit at institutions of higher learning include the following: The Advanced Placement exam and the College-Level Examination Program.

**NOTE ON CORRESPONDENCE TRAINING:** If you plan to enroll in a correspondence course or a combination correspondence-residence course, be sure the field of study is suitable to your abilities and interests before you sign a contract with the school. Information on correspondence courses is available at the nearest U.S. Veterans Assistance Center or VA Regional Office. The correspondence school may require you to pay for all or the majority of the course even though you complete only a portion of it. Unlike the other VA training programs, payments for correspondence courses are made quarterly after VA receives your certification showing the number of lessons you completed during the previous quarter. The information pamphlet described in Item 8 gives additional information on payments.

You must affirm a contract for enrollment in a correspondence course after at least 10 days following the date you sign the contract. If you decide not to enroll in a correspondence course after signing a contract but before signing the affirmation, you are entitled to receive a full refund from the school of any payment made for the course.

**NOTE ON FLIGHT TRAINING:** If you plan to enroll in a flight course, you must have a private pilot's license. If you are taking an Airline Transport Pilot course, you must have a valid **first-class medical certificate** on the date that you enter training. For all other flight courses, you must have a valid **second-class medical certificate** on the date that you enter training.

**ITEM 9H.** VA allows claimants to receive VA benefits for certain courses for which they have previously received credit. These "refresher" courses are either (1) courses at the elementary or secondary level to review or update material previously covered in a course that has been satisfactorily completed or (2) courses which permit an individual to update knowledge and skills or to be instructed in the technological advances which have occurred in the individual's field of employment during and since the period of his or her active military service. (Skip this item if you checked the "I seek reimbursement for a Licensing or Certification Test" block, the "National Admission Exams or National Exams for Credit" block or the "Tuition Assistance Top-Up" block in Item 9C.)

**ITEM 10.** *This question is for CIVILIAN EMPLOYEES OF THE UNITED STATES GOVERNMENT. It is not for active duty persons or persons receiving Department of Education work-study benefits.*

**ITEM 11.** *This question is for ALL APPLICANTS ON ACTIVE DUTY who are not applying for Tuition Assistance (Top-Up).* Payment of VA educational benefits is prohibited for a course or courses being paid for entirely or in part by the Armed Forces or the Public Health Service. If you are receiving any money (to include but not limited to tuition assistance) from the Armed Forces or Public Health Service during any part of your training, you must check "YES." Specify complete details in the block next to this item. Please identify the source of the funds. If you are not sure, explain why you might be eligible for the money in the block next to this item.

**ITEM 12E AND 12F.** If you have ever held a license to practice a profession or journeyman rating to work at a trade, state the name of the license or journeyman rating, and the state in which the license was held. If you have never held a license or rating, write "NONE." We only use this information if you apply for benefits for a similar program. Examples of a license include the following: electrician, CPA, teacher, lawyer, and bricklayer. Use Item 22, "Remarks," if you need more space.

**ITEM 13B.** (Terminal leave is also known as "Transitional leave.") Terminal leave means that you are on leave continuously from the date that you last performed military duties (i.e., signed out of your last unit) until the date of your discharge from active duty. If you are now on terminal or transitional leave just before discharge, check "YES." Provide the date your terminal leave began and the date you will be discharged from active duty in this block.

**ITEM 14.** If you attach a DD Form 214, you should send a copy of your DD Form 214 for each period of active military service that you completed. Your separation packet should contain this DD Form 214. Each DD Form 214 has several copies. The copy number is on the lower right hand side of the form. Send us a copy of this form designated as "Copy 4"; this copy is usually also designated as "Member." If you do not have your "Copy 4" of your DD Form 214, submit the original of any other copy you have.

**NOTE:** Please do not send us any of your original documents. If you have recorded the original document with a county recorder, you may submit a certified copy of the document. If you complete your application at a VA office, VA personnel can certify the original of any documents needed to support your claim and then immediately return those documents to you.

**ITEM 17B.** When DoD counts a period of active duty for the purpose of repayment of an education loan, VA cannot use that same period of active duty to determine the number of months of chapter 30 benefits. For example, if you received an education loan repayment from DoD, and DoD required two years (24 months) for that education loan repayment, and you had a total of three years (36 months) of active duty, VA would be required to restrict your active duty for determining chapter 30 benefits to 12 months (36 months total active duty minus 24 months for repaying your education loan). If you have had some active duty time that counted toward repayment of an education loan, check "YES." Write the period of active duty used for repayment of your education loan in the space in this item.

**ITEM 18A.** THIS QUESTION IS FOR OFFICERS WHO ARE APPLYING FOR CHAPTER 30 (BY CHECKING ITEM 4A). VA education benefits are not usually payable when an officer receives a commission upon graduation from a military service academy such as West Point or the Naval Academy. If you attended a service academy, check "YES." Write the date (month and year) you graduated and received your commission in the space in this item.

**ITEM 19.** THIS QUESTION IS ONLY FOR APPLICANTS WHOSE SERVICE (OR DELAYED ENTRY) BEGAN BEFORE JANUARY 1, 1977. If you are currently married or if you have children under age 18 (or under age 23, single and in school), complete and return VA Form 21-686c. Also complete and return VA Form 21-674 for each child between 18 and 23 who is single and in school. If your parent(s) are dependent on you for support, you should complete and return VA Form 21-509. These forms may require additional documentation. VA cannot pay any additional benefits for dependents without properly completed forms and documentation.

**NOTE:** You will not be eligible to receive benefits for any period for which you have an outstanding felony warrant. Any benefits paid to you for such a period will be an overpayment subject to collection.

## GENERAL INSTRUCTIONS

**ADVANCE PAYMENT.** Once you're enrolled in an approved course, you may request an advance payment for the first month (or part of a month) and second month of enrollment if ALL the following conditions are met

- You're enrolled on at least a half-time basis, **and**
- Your school has agreed to receive and process advance payment checks for delivery to its students, **and**
- You request advance payment by signing a request block on the enrollment certification your school sends to us, **and**
- VA receives your enrollment certification at least 30 days before classes start.

**NOTE:** If we don't pay an advance payment, we'll pay you after each month you attend school. (If you receive chapter 30 or 1606 benefits, you will not receive any payments until you verify your enrollment on a monthly basis.)

**IMPORTANT:** Additional requirements set by law may prevent us from making an advance payment.

**NOTE:** PDF (Portable Document File) versions of VA Forms 21-686c, 21-674, and 21-509 are available on the Internet at: [www.va.gov/vaforms](http://www.va.gov/vaforms). (Type the number of the form in the search block at this internet site.)

**Part V.** If you are applying for transfer of entitlement benefits, you should send us a copy of DD Form 23-66-2, Montgomery GI Bill Act of 1985 Transferability Program. The veteran or servicemember should have completed this transferability agreement, verifying that the military has granted him or her the transfer of entitlement option. The veteran or servicemember uses this form to record his or her designation of dependents. This form should show that the veteran or servicemember has designated you by name.

**Item 21A.** If you are a spouse or child applying for MGIB benefits because a veteran or servicemember has transferred his or her MGIB benefits to you as his or her dependent, the veteran or servicemember must complete VA Form 21-686c, Declaration of Status of Dependents. The PDF version of this form is available on the Internet at: [www.va.gov/vaforms](http://www.va.gov/vaforms). (Type "21-686c" in the search block at this Internet site.)

**ITEM 21G and 21H.** If you have ever held a license to practice a profession or a journeyman rating to work at a trade, state the name of the license or journeyman rating and the state in which the license was held. If you have never held any license or rating, write "NONE." We only use this information if you apply for benefits for a similar program. Examples of occupations requiring a license include the following: electrician, CPA, teacher, lawyer, bricklayer.

## **GENERAL INSTRUCTIONS *(Continued)***

**ACCELERATED PAYMENT:** Beneficiaries under chapter 30 can qualify to receive an accelerated payment if they are enrolled in certain high-cost, high-tech courses. An accelerated payment is a lump-sum payment of up to 60% of tuition and fees and is paid in lieu of regular monthly benefits. For more information, see the HELP item below.

**HELP:** If you need help in completing this application, call VA TOLL-FREE at 1-888-GI-BILL-1 (1-888-442-4551). If you are hearing impaired, call us toll-free at 1-800-829-4833. Our education Internet site ([www.gibill.va.gov](http://www.gibill.va.gov)) is available to help you.

### **HOW TO FILE A COMPLETED PAPER APPLICATION**

Be sure to sign and date this form. Then, do the following:

#### **(A) If you have selected a school or training establishment,**

Step 1: Mail the completed form to the VA Regional Processing Office in the region of that school's physical address. See the next page for the post office address for these offices.

Step 2: Notify the veterans certifying official at your school or training establishment that you have applied for VA education benefits. Ask him or her to submit your attendance information using VA Form 22-1999, Enrollment Certification, or its electronic version.

Step 3: Wait for VA to process your application and notify you of our decision concerning your eligibility for education assistance.

#### **(B) If you have not selected a school or training establishment,**

Step 1: Mail the completed form to the VA Regional Processing Office in the region of your home address. See the next page for the post office box address for these offices.

Step 2: Wait for VA to process your application and notify you of our decision concerning your eligibility for education assistance.

### **HOW TO COMPLETE AN ELECTRONIC SUBMISSION**

If you completed your application electronically, VA furnished you with the following: (1) a unique confirmation number for your individual claim and (2) the address of the VA Office (Education Regional Processing Office) that will process your claim. You need to write this information down and keep it in a safe location. You need to finalize your Internet submission by sending us your signature. (If you did not print the signature page from the electronic submission, type or print the following statement on a blank piece of paper: "My signature on this page supports the application for education benefits that was submitted through the Internet." Sign and date that piece of paper. Write your confirmation number, your Social Security Number (Item 1B on the form) and any VA file number (Item 1C) on the form (If previously assigned).

Then, do the following:

If you have selected a school or training establishment, mail the paper with your signature to the VA Regional Processing Office in the region of that school's physical address. See the next page for the post office box address for these offices. Then, follow the same actions as shown in (A), step 2, above.

If you have not selected a school or training establishment, mail the paper with your signature to the VA Regional Processing Office in the region of your home address. See the next page for the post office box address for these offices. Then, wait for VA to process your application and notify you of its decision concerning your eligibility for educational assistance.

**Eastern Region:  
VA Regional Office  
P. O. Box 4616  
Buffalo, NY 14240-4616**

Serves the following states:

|    |    |    |                 |
|----|----|----|-----------------|
| CT | DE | DC | ME              |
| MD | MA | NH | NJ              |
| NY | OH | PA | RI              |
| VT | VA | WV | Foreign Schools |

**Central Region:  
VA Regional Office  
P. O. Box 66830  
St. Louis, MO 63166-6830**

Serves the following states:

|    |    |    |    |
|----|----|----|----|
| CO | IA | IL | IN |
| KS | KY | MI | MN |
| MO | MT | NE | ND |
| SD | TN | WI | WY |

**Western Region:  
VA Regional Office  
P. O. Box 8888  
Muskogee, OK 74402-8888**

Serves the following states:

|    |    |    |             |
|----|----|----|-------------|
| AK | AR | AZ | CA          |
| HI | ID | LA | NM          |
| NV | OK | OR | PHILIPPINES |
| TX | UT | WA |             |

**Southern Region:  
VA Regional Office  
P. O. Box 100022  
Decatur, GA 30031-7022**

Serves the following states:

|    |    |    |                   |
|----|----|----|-------------------|
| AL | FL | GA | MS                |
| NC | PR | SC | US Virgin Islands |

**Privacy Act Notice:** The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or title 38, Code of Federal Regulations, section 1.526 for routine uses (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain education benefits. Giving us your SSN account information is voluntary. Refusal to provide your SSN by itself will not result in the denial of benefits. The VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law enacted before January 1, 1975, and still in effect. The requested information is considered relevant and necessary to determine the maximum benefits under the law. While you do not have to respond, VA cannot process your claim for education assistance unless the information is furnished as required by existing law (38 U.S.C. 3471). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

**Respondent Burden:** We need this information to determine your eligibility to education benefits (38 U.S.C. 3471). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 1 hour to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB (Office of Management and Budget) control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA](http://www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA). If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.



**REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING**  
 (Under Chapters 30 and 32, Title 38, U.S.C.; Chapters 1606 and 1607, Title 10, U.S.C. and Section 903 of Public Law 96-342)

**PART I - IDENTIFICATION AND PERSONAL INFORMATION**

|  |   |  |
|--|---|--|
| 1A. NAME OF APPLICANT (First, Middle, Last)                                      |   | <b>VA DATE STAMP</b><br>DO NOT WRITE IN THIS SPACE |
| 1B. MAILING ADDRESS (Complete street address, City, State, and 9-digit ZIP Code) |   |  |
| 1C. APPLICANT'S TELEPHONE NUMBER (Including Area Code)                           | 1D. VA FILE NUMBER  |  |
| DAY  |   |  |
|  | 1F. SOCIAL SECURITY OF APPLICANT (For chapter 30 transferability cases, enter the veteran's social security number) |  |
| 1E. APPLICANT'S E-MAIL ADDRESS   |   |  |

**PART II - YOUR PROGRAM INFORMATION**

2. EDUCATION BENEFIT YOU WANT TO RECEIVE (Only Select One)

|  |   |  |
|--|---|--|
| A. <input type="checkbox"/> CHAPTER 30 (Montgomery GI Bill - Active Duty)                              | C. <input type="checkbox"/> CHAPTER 1606 (Montgomery GI Bill - Selected Reserve)  | E. <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Spouses and Children Entitled to Chapter 30 Benefits) |
| B. <input type="checkbox"/> CHAPTER 32 (Veterans Educational Assistance Program including section 903) | D. <input type="checkbox"/> CHAPTER 1607 (Reserve Educational Assistance Program) |  |

3. HOW WILL YOU TAKE TRAINING?

|   |  |  |
|---|--|--|
| A. <input type="checkbox"/> SCHOOL ATTENDANCE                     | D. <input type="checkbox"/> COOPERATIVE TRAINING                         | G. <input type="checkbox"/> LICENSING & CERTIFICATION TEST                         |
| B. <input type="checkbox"/> CORRESPONDENCE                        | E. <input type="checkbox"/> TUITION ASSISTANCE TOP-UP (Active Duty Only) | H. <input type="checkbox"/> NATIONAL ADMISSIONS EXAMS OR NATIONAL EXAMS FOR CREDIT |
| C. <input type="checkbox"/> APPRENTICESHIP OR ON-THE-JOB TRAINING | F. <input type="checkbox"/> FLIGHT TRAINING                              |  |

|  |  |
|--|--|
| 4A. WHAT EDUCATION, PROFESSIONAL OR VOCATIONAL GOAL ARE YOU WORKING TOWARD?  | 4B. WHAT IS THE NAME OF THE PROGRAM YOU ARE REQUESTING?                          |
| 4C. IF CHANGING SCHOOLS, GIVE NAME AND COMPLETE ADDRESS OF NEW SCHOOL OR TRAINING ESTABLISHMENT YOU ARE PLANNING TO ATTEND (If applicable) | 4D. NAME AND COMPLETE ADDRESS OF OLD OR CURRENT SCHOOL OR TRAINING ESTABLISHMENT |

4E. TELL US **WHEN** AND **WHY** YOU STOPPED TRAINING AT YOUR PRIOR SCHOOL OR ESTABLISHMENT. CONTINUE IN REMARKS, ITEM 10, OR ON A SEPARATE SHEET IF NECESSARY.

**PART III - DIRECT DEPOSIT INFORMATION**

5. DIRECT DEPOSIT INFORMATION (Complete this item only if you wish to start direct deposit or your direct deposit information has changed.)  
 Please attach a voided personal check or provide the information in items A through D below. NOTE: Direct Deposit is not available for the Post-Vietnam Era Educational Assistance Program (chapter 32) nor for section 903.

|   |                                      |                   |
|---|--------------------------------------|-------------------|
| A. TYPE OF ACCOUNT  |                                      |                   |
| <input type="checkbox"/> CHECKIN <input type="checkbox"/> SAVINGS |                                      |                   |
| B. NAME OF FINANCIAL INSTITUTION                                  | C. 9 DIGIT ROUTING OR TRANSIT NUMBER | D. ACCOUNT NUMBER |

**PART IV - MISCELLANEOUS INFORMATION**

6. INFORMATION ON DEPENDENTS (COMPLETE THIS ITEM ONLY IF YOU SERVED BEFORE JANUARY 1, 1977 (or had a delayed entry before January 2, 1978) AND YOU CURRENTLY HAVE DEPENDENTS.)

| QUESTIONS  | YES (✓) | NO (✓) |
|--|---------|--------|
| A. ARE YOU CURRENTLY MARRIED?  |         |        |
| B. DO YOU HAVE ANY CHILDREN WHO ARE :  |         |        |
| (1) UNDER AGE 18 OR  |         |        |
| (2) OVER 18 BUT UNDER AGE 23, NOT MARRIED AND ATTENDING SCHOOL? OR           |         |        |
| (3) OF ANY AGE PERMANENTLY HELPLESS FOR MENTAL OR PHYSICAL REASONS?          |         |        |
| C. IS EITHER YOUR FATHER OR MOTHER DEPENDENT UPON YOU FOR FINANCIAL SUPPORT? |         |        |

7. RECENT PERIODS OF SERVICE (PERIODS OF ACTIVE DUTY SINCE YOUR INITIAL PERIOD OF ACTIVE DUTY.) Please complete this section for each period of your active duty since your initial period of active duty if you have not previously reported this information. It will help VA process your claim if you attach a certified copy of "Member 4 Copy" of your DD Form 214 for **each period** of active service. (Don't report Active Duty for Training.)

| A. BRANCH OF SERVICE AND RESERVE OR GUARD COMPONENT SERVING IN DURING ACTIVE DUTY | B. BEGINNING AND ENDING DATES OF ACTIVE DUTY | C. WERE YOU INVOLUNTARILY CALLED TO ACTIVE DUTY FOR THIS PERIOD? (If yes send in copies of your orders) |        | D. WHAT WAS THE CHARACTER OF YOUR DISCHARGE? | E. IF THIS ACTIVE DUTY IS NATIONAL GUARD DUTY, INDICATE IF AUTHORITY IS TITLE 10 (FEDERAL) OR TITLE 32 (STATE). (ATTACH COPIES OF ANY ORDERS) |
|---|--|---|--------|--|---|
|   |  | YES (✓)   | NO (✓) |  |   |
|   |  |   |        |  |   |
|   |  |   |        |  |   |
|   |  |   |        |  |   |
|   |  |   |        |  |   |
|   |  |   |        |  |   |
|   |  |   |        |  |   |

NOTE: DO NOT INCLUDE FULL TIME ASSIGNMENT BY A SERVICE DEPARTMENT TO A CIVILIAN SCHOOL FOR A COURSE OF EDUCATION; ATTENDANCE AT A SERVICE ACADEMY; OR NON-CREDITABLE TIME (TIME LOST BECAUSE OF INDUSTRIAL OR AGRICULTURAL FURLOUGH, ARREST WITHOUT ACQUITTAL, BEING AWOL, DESERTION, SENTENCE OF COURT-MARTIAL, ETC.)

8. DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS UNDER THE GOVERNMENT EMPLOYEE'S TRAINING ACT (GETA) FOR THE SAME COURSE(S) YOU WILL

RECEIVE VA EDUCATION BENEFITS? (Answer only if you are a Federal Government employee)

YES  NO

9. ARE YOU RECEIVING OR DO YOU ANTICIPATE RECEIVING ANY MONEY (including but not limited to Federal Tuition Assistance) FROM THE ARMED FORCES OR PUBLIC HEALTH SERVICE FOR THE COURSE FOR WHICH YOU HAVE APPLIED TO VA FOR EDUCATION BENEFITS? IF YOU WILL RECEIVE SUCH BENEFITS, CHECK "YES." SHOW COMPLETE DETAILS IN THE REMARKS SECTION TO INCLUDE THE SOURCE OF THE FUNDS. NOTE: IF YOU ARE APPLYING FOR THE TUITION ASSISTANCE TOP-UP BENEFIT, CHECK "NO." (Answer only if you are on Active Duty)

YES  NO

10. REMARKS

**PART V - CERTIFICATION AND SIGNATURE OF APPLICANT**

I CERTIFY THAT all statements in my application are true and correct to the best of my knowledge and belief.

PENALTY - Willful false statements as to a material fact in a claim for education benefits is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

11A. SIGNATURE OF APPLICANT (DO NOT PRINT) (Minor children must also have their parent or guardian sign in this item. Be sure to read reverse side and the Instructions and Information sheet.)

11B. DATE SIGNED

**SIGN HERE IN INK ►**

**PART VI - CERTIFICATION FOR APPLICANTS CURRENTLY ON ACTIVE DUTY**

I CERTIFY THAT this individual is a member of the branch of the Armed Forces shown below and has consulted with me regarding his/her education program

12A. SIGNATURE , TITLE AND BRANCH OF SERVICE OF ARMED FORCES EDUCATION OFFICER

12B. DATE SIGNED



## INSTRUCTIONS & INFORMATION

### When Should You Use This Form?

Use this form when:

- you're **changing schools,**
- you're **changing your educational, professional, vocational goal,**
- you **left your program due to unsatisfactory attendance, progress, or conduct;** and you're now **reentering the same program, or**
- you were **receiving** VA education benefits **as a veteran** and now wish to receive benefits while **on active military duty.**

### INSTRUCTIONS FOR SPECIFIC ITEMS ON THE FORM

Most items on this form are self-explanatory. Here is additional information on certain items.

**Item #4A:** Here are some examples of what we mean by "goals":

- Educational goal: GED certificate, high school diploma, bachelor degree, master degree, Ph.D
- Professional goal: lawyer physician, teacher, physical therapist, medical technologist, medical records librarian
- Vocational goal: stenographer, machinist, electronic technician, X-ray technician, radio and TV service technician, automobile mechanic, practical nurse.

**Items #6:** Provide your dependents information **only** if you have military service **before** January 1, 1977 (or delayed entry before January 2, 1978).

**Items #11A and 11B:** Make sure you sign and date these items. If you are currently on active duty, have your Education Service Officer sign and date Items 12A and 12B.

### If You Need Help

If you need help in completing this form, you can contact us through our home page on the Internet. Our website is: [www.gibill.va.gov](http://www.gibill.va.gov). Click on Ask a Question and Find Answers. Or you may call us toll free at 1-888-GI-BILL-1 (1-888-442-4551.) If you're hearing impaired, call 1-800-829-4833. Please call 1-800-827-1000 if you want a VA counselor to help you in planning your program.

### TO FILE THIS FORM:

#### (A) If you have selected a school or training establishment,

**Step 1:** Mail the completed form to the VA Regional Processing Office in the region of that school's or establishment's physical address: Determine the correct office from the list below.

**Step 2:** Notify the veterans certifying official at your school or training establishment that you have applied for VA education benefits. Ask him or her to submit your enrollment information using VA Form 22-1999, Enrollment Certification, or its electronic version.

**Step 3:** Wait for VA to process your application and notify you of our decision concerning your continued eligibility for education assistance.

#### (B) If you have not selected a school or training establishment,

**Step 1:** Mail the completed form to the VA Regional Processing Office in the region of your home address. Determine the correct office from the list below.

**Step 2:** Wait for VA to process your application and notify you of our decision concerning your continued eligibility for educational assistance.

|   |    |    |                   |
|---|----|----|-------------------|
| Eastern Region:<br>VA Regional Office<br>P.O. Box 4616<br>Buffalo, NY 14240-4616    |    |    |                   |
| Serves the following states   |    |    |                   |
| CT  | DE | DC | ME                |
| MD  | MA | NH | NJ                |
| NY  | OH | PA | RI                |
| VT  | VA | WV | Foreign Schools   |
| Central Region:<br>VA Regional Office<br>P.O. Box 66830<br>St. Louis, MO 63166-6830 |    |    |                   |
| Serves the following states   |    |    |                   |
| CO  | IA | IL | IN                |
| KS  | KY | MI | MN                |
| MO  | MT | NE | ND                |
| SD  | TN | WI | WY                |
| Western Region:<br>VA Regional Office<br>P.O. Box 8888<br>Muskogee, OK 74402-8888   |    |    |                   |
| Serves the following states   |    |    |                   |
| AK  | AR | AZ | CA                |
| HI  | ID | LA | NM                |
| NV  | OK | OR | Philippines       |
| TX  | UT | WA |                   |
| Southern Region:<br>VA Regional Office<br>P.O. Box 100022<br>Decatur, GA 30031-7022 |    |    |                   |
| Serves the following states   |    |    |                   |
| AL  | FL | GA | MS                |
| NC  | PR | SC | US Virgin Islands |

**PRIVACY ACT NOTICE:** The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or title 38, Code of Federal Regulations, section 1.526 for routine uses (e.g. VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain education benefits. The requested information is considered relevant and necessary to determine the maximum benefits under the law. While you do not have to respond, VA cannot process your claim for education assistance unless the information is furnished as required by existing law (38 U.S.C. 3471). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

**RESPONDENT BURDEN:** We need this information to determine your continued eligibility to VA education benefits (38 U.S.C. 3471). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 20 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.whitehouse.gov/omb/library/OMBIN.VA.EPA.html#VA](http://www.whitehouse.gov/omb/library/OMBIN.VA.EPA.html#VA). If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

**VA Form 22-1999 “Certification of Enrollment” is only available through your VA Representative at your host institution.**



## APPLICATION FOR WORK-STUDY ALLOWANCE

(Under Chapters 30,31,32, or 35, Title 38, U.S.C.; Chapters 1606 and 1607, Title 10.; and section 903 of Public Law 96-342)

### PART I - IDENTIFICATION INFORMATION

|  |  |         |
|--|--|---------|
| 1. NAME OF APPLICANT (First, Middle, Last)   |  |         |
| 2. MAILING ADDRESS OF APPLICANT (Number, and street or rural route, city or P.O., State and 9 digit ZIP Code)  | 3A. VA FILE NUMBER (For chapter 35, enter the veteran's file number. Be sure to include the suffix indicator. For chapter 30 dependent's transfer cases, enter the file number of the person who transferred entitlement to you) |         |
|  | 3B. SOCIAL SECURITY NUMBER (If not shown in Item 3A)   |         |
|  | 3D. SEX OF APPLICANT<br><input type="checkbox"/> MALE <input type="checkbox"/> FEMALE  |         |
| 3C. DATE OF BIRTH OF APPLICANT (Month, Day, Year)  | 4B. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU   |         |
| 4A. TELEPHONE NUMBER (Include Area Code)   | DAYTIME  | EVENING |
|  |  |         |
| 5. EDUCATION BENEFIT RECEIVING   |  |         |
| <input type="checkbox"/> CHAPTER 30 (Montgomery GI Bill - Active Duty) <input type="checkbox"/> CHAPTER 35 (Dependents Educational Assistance) <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Parent or Spouse Entitled to Chapter 30 Benefits) |  |         |
| <input type="checkbox"/> CHAPTER 31 (Vocational Rehabilitation) <input type="checkbox"/> CHAPTER 1606 (Montgomery GI Bill - Selected Reserve)  |  |         |
| <input type="checkbox"/> CHAPTER 32 (Veterans Educational Assistance Program) <input type="checkbox"/> CHAPTER 1607 (Reserve Educational Assistance Program)   |  |         |

### PART II - SCHOOL INFORMATION

|   |                                   |  |                                   |
|---|-----------------------------------|--|-----------------------------------|
| 6A. NAME AND COMPLETE ADDRESS OF SCHOOL |                                   | 6B. CURRENT ACADEMIC OR TRAINING PROGRAM     |                                   |
| 7. CURRENT ENROLLMENT INFORMATION       |                                   | 8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND |                                   |
| A. BEGINNING DATE (Month, Day, Year)    | B. ENDING DATE (Month, Day, Year) | A. BEGINNING DATE (Month, Day, Year)         | B. ENDING DATE (Month, Day, Year) |

### PART III - WORK STUDY INFORMATION

|  |          |  |                 |                            |
|--|----------|--|-----------------|----------------------------|
| 9. ADVANCE PAYMENT - DO YOU WANT AN ADVANCE PAYMENT? (See instructions for information on advance payment on reverse under "How Much Can I Earn?")<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |          |  |                 |                            |
| 10. HAVE YOU EVER PARTICIPATED IN THE VA WORK-STUDY PROGRAM BEFORE? (If "YES," please state where you worked)<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO  |          | 11. WORK SITE PREFERENCE (Tell us the school, VA facility or other government facility where you would prefer to do VA related work. Be specific as many facilities have the same name or perform the same services in different locations or cities.) |                 |                            |
| 12. WORK EXPERIENCE (Tell us about the jobs you had before, other than VA work-study jobs. Please be as specific as possible. If you have no work experience, place "NONE" in this space. If needed, attach a separate sheet with your work-history)                         |          | 13. SPECIFY THE DAYS AND HOURS DURING THE WEEK YOU ARE AVAILABLE TO WORK   |                 |                            |
|  |          | (X)  | DAYS            | WHEN AVAILABLE (From & To) |
|  |          |  | MONDAY          |                            |
|  |          |  | TUESDAY         |                            |
|  |          |  | WEDNESDAY       |                            |
|  | THURSDAY |  |                 |                            |
|  | FRIDAY   |  |                 |                            |
| 14. QUALIFICATIONS (Tell us about any special qualifications you have based on your education or work experience. Include any experience in information technology. Also, tell us what kinds of jobs interest you. If needed, attach a separate sheet with this information) |          |  |                 |                            |
| 15. SIGNATURE OF APPLICANT (Do not print)  |          |  | 16. DATE SIGNED |                            |

**PRIVACY ACT INFORMATION:** VA will not disclose information collected by this information collection to any source other than what has been authorized by the Privacy Act of 1974 or Title 38 Code of Federal Regulations 1.526 for routine uses as identified in VA's system of records, 58 VA 21/22, Compensation, Pension, Education and Rehabilitation Records - VA as published in the Federal Register at [http://www.va.gov/privacy/system\\_of\\_records/58va21.asp](http://www.va.gov/privacy/system_of_records/58va21.asp). An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is "required to obtain or retain benefits". We cannot pay you any work-study benefits until we receive this information (38 U.S.C. 3485). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants may be subject to verification through computer matching programs with other agencies.

**Respondent Burden:** We need this information to determine your eligibility for VA work-study benefits. Title 38 United States Code allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete the form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet page at [www.whitehouse.gov/omb/library/OMBINV.VA.EPA.htm#VA](http://www.whitehouse.gov/omb/library/OMBINV.VA.EPA.htm#VA). If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this information collection.

## STUDENT WORK-STUDY ALLOWANCE PROGRAM

### WHO IS ELIGIBLE?

You are, if you're training full-time or 3/4-time in a college degree, vocational, or professional program. A work-study allowance is available under most education programs.

### HOW MUCH CAN I EARN?

You can earn the federal minimum wage or your State minimum wage, whichever is greater. The total hours you can work cannot be more than 25 times the number of weeks in your enrollment period.

If you elect to receive an advance payment, VA will make your first payment in advance of your work, for the lesser of (1) 40 percent of the total number of your work-study hours or (2) 50 hours. You can only receive one advance payment per contract (original contract and all extensions of that contract). Subsequent payments are made after you work 50 hours. (If you elect to not receive an advance payment, VA will pay you for those hours after you work them.) The final payment is for the lesser of (1) 50 hours or (2) the hours remaining on your contract.

### WHAT TYPE OF WORK MAY I DO?

You may do the following types of VA-related work:

- VA paperwork at schools or VA offices;
- Outreach services under VA supervision or supervision furnished by a State approving agency employee;
- Work at VA medical facilities or National Cemetery System Offices; OR
- Work at Department of Defense facilities related to education benefits under the GI Bill-Selected Reserve.  
NOTE: Only claimants receiving Montgomery GI Bill-Selected Reserve (chapter 1606) benefits can do this type of work.
- Work assisting the care of veterans in a State home receiving VA per diem assistance;
- Work at VA medical facilities; OR
- Work assisting the administration of a National Cemetery system or a State veterans cemetery.



Department of  
Veterans Affairs

## Student Work-Study Allowance Program



Veterans Benefits  
Administration

### HOW DO I APPLY?

Complete the form on the other side of this page, and mail it to the VA Regional Processing Office that handles your education claim. For information, send us an mail by going to [www.gibill.va.gov](http://www.gibill.va.gov) or by calling VA at 1-888-442-1455). If you're hearing impaired, call us at 1-800-829-4833.

Department of Veterans Affairs

Official Business

Penalty for Private Use \$300

## **Appendix B. Internet links**

|  |  |
|--|--|
| The ACT®<br><a href="http://www.act.org">www.act.org</a>   | General Educational Development<br>(GED®) Test<br><a href="http://www.state.nj.us/education/students/ged/">www.state.nj.us/education/students/ged/</a>   |
| American Council on Education<br>(ACE®)<br><a href="http://www.acenet.edu">www.acenet.edu</a>  | Graduate Management Admission Test®<br>(GMAT®)<br><a href="http://www.mba.com/mba/TaketheGMAT">www.mba.com/mba/TaketheGMAT</a>   |
| Army Correspondence Course Program<br>(ACCP)<br><a href="http://www.atsc.army.mil/ACCP/AIPDNEW.ASP">www.atsc.army.mil/ACCP/AIPDNEW.ASP</a> | Graduate Record Examinations®<br>(GRE®)<br><a href="http://www.ets.org">www.ets.org</a>  |
| Army e-Learning<br><a href="http://www.us.army.mil">www.us.army.mil</a>  | Helmets to Hardhats (HTH)<br><a href="http://www.helmetstohardhats.com">www.helmetstohardhats.com</a>  |
| Automotive Service Excellence (ASE)<br>Examinations<br><a href="http://www.asecert.org">www.asecert.org</a>                                | Inventory of Degree and Certificate<br>Program Offerings at New Jersey<br>Institutions of Higher Education<br><a href="http://www.state.nj.us/highereducation/Program_Inventory/index.html">www.state.nj.us/highereducation/Program_Inventory/index.html</a> |
| DANTES Subject Standardized Tests®<br>(DSST®)<br><a href="http://www.getcollegetcredit.com">www.getcollegetcredit.com</a>                  | Law School Admission Test<br><a href="http://www.lsac.org/">www.lsac.org/</a>  |
| eDiscover Career and Educational<br>Guidance<br><a href="http://www.act.org/discover">www.act.org/discover</a>                             | Montgomery GI Bill Website<br><a href="http://www.gibill.va.gov">www.gibill.va.gov</a>   |
| Excelsior College Examinations<br><a href="http://www.excelsior.edu/">www.excelsior.edu/</a>   | New Jersey State Approving Agency<br>(SAA)<br><a href="http://www.state.nj.us/military/saa/index.html">www.state.nj.us/military/saa/index.html</a>   |
| Federal Trade Commission<br><a href="http://www.ftc.gov">www.ftc.gov</a>   | New Jersey Army National Guard<br>Education Website<br><a href="http://www.nj.gov/military/education">www.nj.gov/military/education</a>  |
| Free Application for Federal Student Aid<br><a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>   |  |

## **Appendix B. Internet links**

New Jersey Army National Guard  
Scholarships

[www.state.nj.us/military/education/Scholarships.htm](http://www.state.nj.us/military/education/Scholarships.htm)

Online College Guide

[www.degree.net](http://www.degree.net)

SAT® Information and Registration

[www.collegeboard.com](http://www.collegeboard.com)

Service Members Opportunity Colleges  
for Guardsmen (SOC Guard)

[www.soc.aascu.org/](http://www.soc.aascu.org/)

The College Level Examination  
Program® (CLEP®)

[www.collegeboard.com/clep](http://www.collegeboard.com/clep)

The PRAXIS™ Series Test

<http://www.ets.org/praxis>

Troops to Teachers (TTT)

[www.proudtoserveagain.com](http://www.proudtoserveagain.com)

Virtual Armory

[www.virtualarmory.com](http://www.virtualarmory.com)

## **Appendix C. USEFUL PUBLICATIONS FOR FURTHER READING**

- Bear, John and Mariah. Bear's Guide to Earning Degrees Nontraditionally. 13<sup>th</sup> Edition. Bernicia, California: C&B, 1999.
- College Board. College Handbook, 42<sup>nd</sup> Edition. New York, New York. The College Board, 2006.
- Index of Majors & Graduate Degrees, 27<sup>th</sup> Edition. New York, New York. The College Board, 2006.
- College Cost & Financial Handbook, 25<sup>th</sup> Edition. New York, New York. The College Board, 2006.
- Hunter, Ronald and Tankovich, B. Margaret. The You Can Guide to Paying for Your College Education. Uniformed Services Almanac, Inc., 2006.
- Oram, A. Fern, ed. Peterson's Graduate & Professional Programs An Overview, Book #1 39<sup>th</sup> Edition. United States of America. Thompson & Peterson, 2006.
- Peterson's Guide to Distance Learning Programs. United States of America. Thompson & Peterson, 2003.
- Peterson's Four-Year Colleges. United States of America. Thompson & Peterson, 2006.
- Peterson's Two-Year Colleges. United States of America. Thompson & Peterson, 2006.
- Peterson's College Money Handbook. United States of America. Thompson & Peterson, 2006.
- Guide to Career Colleges. United States of America. Thompson & Peterson, 2006.
- Shatkin, Laurence. Quick Guide to College Majors and Careers. Indianapolis, Indiana. JIST Works, 2002
- Wolfinger, Anne. Quick Internet Guide to Career and Education Information. 3<sup>rd</sup> Edition. Indianapolis, Indiana. JIST Works, 2001



## Appendix D. Mobilization and Demobilization Information

### Activation and Mobilization Checklist

1. Notify the school and your professor/instructor that you have been activated and present the appropriate administrator with a copy of your orders.
2. Be sure to make contact either in person or via telephone. Leaving a voicemail or email message is insufficient because further information may be required.
3. Keep a record of names, dates, individuals, and a brief summary of your conversations with the school and lending institution.
4. Notify your school's VA counselor that you have been activated and present your activation orders. Discuss the appropriate course of action with the VA Counselor.
5. Contact your student loan lender. It is your responsibility to follow through with any procedure the lender indicates.
6. Call your Education Office. If you encounter any problems resolving your academic status, request assistance from your Education coordinator.

**Note:** To ensure proper credit and to prevent any financial loss to the soldier, these steps must be completed prior to departure.

### **Montgomery GI Bill and Student Loan Information for Activated Guard-Reservists**

7. Soldiers in receipt of Montgomery GI Bill (MGIB) benefits who are forced to withdraw from school for activation purposes will have their entitlements restored for the period of the term completed. For example, if a soldier began school in September and was called to active duty in November, the months of September and October will not count against their entitlement.
8. Soldiers **must** notify the school that they are being activated. They must also notify the VA counselor at the school they attend. They should bring a copy of their orders. If the soldier does not officially withdraw from school and notify the VA counselor, he/she will not be able to recoup the months of entitlements lost. A sample letter is found below.
9. If you have a student loan, notify your lender that you have been activated. Lenders will automatically postpone the student loan payments of borrowers during the period of the borrower's active duty service. Borrowers with subsidized student loans will be eligible to have the federal government assume the interest payments on their loans while they are on military duty. The U.S. Department of Education Web site contains information and guidelines regarding [loan relief for persons affected by military mobilization](#).  
  
<http://www.ifap.ed.gov/dpclatters/GEN0113.html>
10. Any activated soldier receiving **Federal Tuition Assistance** should notify the Education Services Officer at (609) 562-0654 or (609) 562-0714.

## Appendix D. Mobilization and Demobilization Information

### New Jersey Permanent Statutes (<http://www.njleg.state.nj.us>) TITLE 18A EDUCATION

#### 18A:62-4.2. Options for student at public institution of higher education unable to complete course due to military service

1. a. A student at a New Jersey public institution of higher education who is unable to complete a course because the student is called to partial or full mobilization for State or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States shall be entitled to the options set forth in this section with respect to the student's grade for the course.

b. A student who has completed at least eight weeks of attendance in a course may choose to:

- (1) receive a letter grade; or
- (2) receive a grade of pass or fail; or
- (3) receive a grade of incomplete; or
- (4) withdraw from the course.

c. A student who has completed less than eight weeks of attendance in a course may choose to:

- (1) receive a grade of incomplete; or
- (2) withdraw from the course.

d. A letter grade or a grade of pass shall only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work, and there is sufficient evidence of progress toward meeting the requirements of the course, to justify the grade.

e. A grade of incomplete shall remain valid for a period of one year after the student returns to the New Jersey public institution of higher education.

f. A student who chooses to accept a grade of pass or fail may, within one year after returning to the New Jersey public institution of higher education, receive a letter grade for the course by completing the work required for the course, in which case the letter grade shall replace the pass or fail grade as the student's grade for the course.

g. A student who chooses to withdraw from a course shall receive a full refund of tuition and fees attributable to that course.

h. A student who has paid amounts for room, board or fees shall, except as provided in subsection g. of this section, receive a refund of that portion of those amounts attributable to the time period during which the student did not use the services for which payment was made.

i. Any refund payable to a student who is a financial aid recipient shall be subject to the applicable State and federal regulations regarding refunds.

L.1997,c.377,s.1.

## Appendix D. Mobilization and Demobilization Information

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of College

\_\_\_\_\_  
College Address

\_\_\_\_\_  
City, State, Zip

Dear College Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_ request cancellation of my school term: \_\_\_\_\_ enrollment and that all charges incurred be waived for this term. The reason for this request is the activation of my New Jersey Army National Guard unit: \_\_\_\_\_ for reason for mobilization: \_\_\_\_\_. A copy of my order to active duty is attached.

New Jersey Permanent Statutes 18A:62-4.2 specifies that "A student who has completed at least eight weeks of attendance in a course may choose to: (1) receive a letter grade; or (2) receive a grade of pass or fail; or (3) receive a grade of incomplete; or (4) withdraw from the course. A student who has completed less than eight weeks of attendance in a course may choose to: (1) receive a grade of incomplete; or (2) withdraw from the course." A copy of this law is attached. In accordance with this law I choose to: (check one)

receive a letter grade

receive a grade of pass or fail

receive a grade of incomplete

withdraw from the course

To discuss this request, please contact Lieutenant Colonel Henri Schepens, Education Services Officer, at (609) 562-0654. Thank you for your consideration in this matter and I hope to return to classes as soon as I am released from active duty.

Sincerely,

\_\_\_\_\_  
Soldier's Signature

**Enclosure:      Soldier's Orders**  
**N.J.S. 18A:62-4.2**

\_\_\_\_\_  
Printed Name of Soldier

\_\_\_\_\_  
Soldier's Street Address

\_\_\_\_\_  
City, State, Zip

## Appendix D. Mobilization and Demobilization Information

---

Date

---

Name of Lender

---

Lender's Address

---

City, State, Zip

Dear Loan Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_

have been ordered to active duty for reason for mobilization:

\_\_\_\_\_. A copy of my order to duty is attached. I request that my student loan(s) if in an in-school status, an in-school deferment status, or in a grace period status remain in that status during my period of active duty. I also request the appropriate time for me to resume enrollment in the next regular enrollment period that is available.

If my loan(s) are in a repayment status, I request forbearance for the period indicated on my attached orders.

Should you have any questions please contact Lieutenant Henri Schepens, the Education Services Officer, at 605-562-0654

Sincerely,

---

Soldier's Signature

**Enclosure: Soldier's Orders**  
New Jersey Army National Guard

---

Printed Name of Soldier

---

Soldier's Street Address

---

City, State, Zip

CF:

---

Unit  
NJARNG Education Center

# Appendix D. Mobilization and Demobilization Information

## INFORMATION PAPER

J1-Army-ESO  
16 Apr 04

SUBJECT: The Effect of Mobilization on ARNG Education Benefits

1. Purpose. To provide an overview of the effect a mobilization has on ARNG education benefits.

2. Facts:

a. MGIB Overview. ARNG soldiers who are mobilized, remain eligible for the Montgomery G.I. Bill – Selected Reserve (MGIB-SR), Chapter 1606, Title 10, United States Code (USC) or the Montgomery G.I. Bill – Active Duty (MGIB-AD), Chapter 30, Title 38, USC, if they were entitled to the benefit prior to the mobilization.

b. MGIB-SR Extension. ARNG soldiers who are eligible for the MGIB-SR who are federally mobilized for 1 day or more will get the period of the mobilization plus 4 months added to their MGIB-SR benefit after the mobilization. To get the additional time added, soldiers must send a copy of their DD Form 214 to their Department of Veteran's Administration (DVA) Regional Processing Office (RPO) and request the extension.

c. MGIB-AD Extension. ARNG soldiers who are eligible for the MGIB-AD (regardless if their original 10 year delimiting period has expired or not) who are federally mobilized and serve 90 continuous days or more (there are some exceptions for less than 90 days) will have a new 10 year delimiting period established at the point of their latest discharge from active duty. To have the new delimiting period established, soldiers must send a copy of their DD Form 214 to their DVA RPO and request a determination of their new eligibility period.

d. PLUS UP- Additional Contribution. ARNG soldiers who are eligible for the MGIB-AD who are federally mobilized for 1 day or more are eligible to add up to \$600 to their MGIB-AD account and receive up to an additional \$5,400 in benefits. Soldiers who converted to MGIB-AD from the Old GI Bill (Chapter 34) or from VEAP may not make the additional contributions. To contribute the additional funds, soldiers must work with their State ARNG Education Office while still on active duty or shortly thereafter, and complete a DD Form 2366-1 and submit the additional funds to their servicing finance office using a "Cash Collection Voucher". It is imperative that the DD 2366-1 and copy of "Cash Collection Voucher" be forwarded to respective ARNG State Education Office so they can input the transactions in the ARNG personnel systems. Member should also maintain copy of both the DD 2366-1 and Cash Collection Voucher for submission/evidence when applying to use their benefits with the US Dept of Veterans Affairs and/or school.

e. MGIB-AD Enrollment. ARNG soldiers who are federally mobilized (who first entered active duty after 7/1/85) and serve for at least 2 years of continuous active duty may qualify for the MGIB-AD program. These soldiers should consult with their State ARNG Education Services Office prior to coming off of active duty or shortly thereafter to verify their eligibility and pay the required \$1,200 contribution and complete DD 2366. These soldiers are also eligible to contribute the additional \$600 contribution (PLUS UP). Either transaction must be processed through members' respective ARNG Education Office for input into the ARNG personnel data systems.

f. Tuition Assistance – Enlisted. ARNG enlisted soldiers who are federally mobilized are not eligible for ARNG Federal Tuition Assistance (FTA) but are eligible for Army Continuing Education Service (ACES) Tuition Assistance (TA) available from their servicing active Army Education Center. Exceptions: 1) If ARNG member is enrolled in school and ARNG FTA has already been authorized for the current session and member is subsequently mobilized (member elects to remain in classes), then ARNG may pay for that semester, but not follow-on courses while mobilized. 2) If a mobilized ARNG member enrolls in courses, but ACES denies active Army TA because enlisted member does not have sufficient active duty service obligation remaining prior to course end date; then, ARNG FTA may be authorized. 3) All other cases require NGB-ARM-PR (Education) FTA program manager approval.

g. Tuition Assistance – Officers. ARNG officers who are federally mobilized remain eligible for ARNG FTA because they may not be eligible for ACES TA due to the required 2-year active duty service obligation incurred after using ACES TA (from course end date).

POC: LTC Schepens (609) 562-0654

1LT Stoner (609) 562-0975

1LT Beausoleil-Holt (609) 562-0714

# Education Programs Overview

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## ❖ New Jersey National Guard Tuition (Waiver) Program

- 31 Participating State Schools (see Eligible State School list below)
- *Undergraduate/Graduate* Tuition waived for NJNG members (Army or Air)
  - Must remain in good standing with your unit
  - MUST apply for financial aid *annually* (FAFSA) <http://www.fafsa.ed.gov>
  - NJDMAVA Form 621-2-R "Commander's Certification" *every semester* (unit issued)
  - Must comply with school policies, procedures and academic standards
  - New Jersey National Guard Tuition (Waiver) Program's list of 31 Eligible State Schools:

**Atlantic** Cape Community College  
**Bergen** Community College  
**Brookdale** Community College  
**Burlington** County College  
**Camden** County College  
**Cumberland** County College  
**Essex** County College  
**Gloucester** County College  
**Hudson** County Community Col.  
**Kean** University  
**Mercer** County Community Col.

**Middlesex** County College  
**Montclair** State University  
County College of **Morris**  
**New Jersey City** University \*  
**NJ Institute of Technology**  
**Ocean** County College  
**Passaic** County Community College  
**Ramapo** College of NJ  
**Raritan** Valley Community College  
**Richard Stockton** College of NJ  
\* Formerly Jersey City State College

**Rowan** University  
**Rutgers**, The State Univ. of NJ  
**Salem** Community College  
**Sussex** County Community College  
**The College of New Jersey** \*\*  
**Thomas Edison** State College  
**Union** County College  
**Univ. of Medicine & Dentistry** of NJ  
**Warren** County Community College  
**William Paterson** Univ. of NJ  
\*\* Formerly Trenton State

Each school has their own policies and procedures for administering the NJNGTP. You must find out which office is responsible for this program and meet with a representative from that office before you register. This will ensure that you follow the school's policy. For assistance, contact the Veterans Affairs Representative, the Financial Aid Office or the Registrar's Office. For Internet hyperlinks go to:

<http://www.state.nj.us/military/education/Colleges.htm>

## ❖ ARNG Federal Tuition Assistance

- Subject to the availability of funds from current FY08 budget
- Attending any accredited school not listed in the above list
- \$250 per semester hour } Not to exceed 100% of tuition
- \$166 per quarter hour } Up to \$4,500 per soldier, per Fiscal Year
- May be used together with the MGIB-SR if enrolled as ½ time or more
- Applications available at: <http://www.virtualarmory.com>
  - Click on "Education" tab, "Online Applications" then "Application for Federal Tuition (You Need to be Logged In)"
- Additional information: <http://www.nj.gov/military/education/TA.htm>

## ❖ Evaluation of Military Experience and Degree Planning

- Go to <http://www.virtualarmory.com> complete an Education Support Center (ESC) application for an educational assessment and degree plans
  - Click on "Education" tab, "Online Applications" then "Education Support Center"
- If you are unable to access the internet the ESC may be contacted at:
  - Toll Free 1-866-628-5999 or Fax 1-501-212-4928 or [esc@ngpec.org](mailto:esc@ngpec.org)

NJARNG Education Center, 3650 Saylor's Pond Road, Ft. Dix, NJ 08640  
1 (888) 859-0352 or (609) 562-0654 / 0714 / 0975 Fax: (609) 562-0201

<http://www.nj.gov/military/education>

Last update: 1 October 2007

FY 08

# Montgomery GI Bill Overview

# EDUCATION BENEFITS

## ❖ Montgomery GI Bill–Selected Reserve (MGIB-SR) Chapter 1606

### ➤ Basic Eligibility Requirements

- High School Diploma or equivalent (GED)
- Completion of IADT (Basic Training AND MOS Training)
- First Reserve Component 6 Year Contract or service obligation after 30 June 1985

### ➤ Benefits of the MGIB-SR: (VA Hotline: 1-888-GI-BILL-1)

- Provides 36 full-time months of entitlement (at VA approved schools)
  - FY07 monthly rates for Chapter 1606 are as follows:
    - ◆ Full-time (12+ college credits) \$317 (Max 36 months)
    - ◆ ¾ Time (9-11 college credits) \$237 (Max 48 months)
    - ◆ ½ Time (6-8 college credits) \$157 (Max 72 months)
    - ◆ < ½ Time (< 6 college credits) \$79.25 (Max 144 months)
- Expires 14 years from the day of eligibility. Total entitlement = 36 x \$317 = **\$11,412**

## ❖ MGIB–Reserve Educational Assistance Program Chapter 1607

### ➤ Basic Eligibility Requirements

- National Guard and Reserve soldiers activated after September 11<sup>th</sup>, 2001
- Period of activation must be 90 days or more on active duty (Title 10 orders)
- Soldier must remain in the National Guard and be in good standing with their unit

### ➤ Benefits of the MGIB-REAP: (VA Hotline: 1-888-GI-BILL-1)

- Provides 36 full-time months of entitlement (at VA approved schools)
  - Payment rates for Chapter 1607 are paid out on a percentage of the MGIB-AD Chapter 30 (3 Yr. rate), percentages and rates for FY07 are as follows:
    - ◆ 90 days but less than one year 40% \$440.40
    - ◆ One year but less than two years 60% \$660.60
    - ◆ Two years or more 80% \$880.80
- Expires when soldier exhausts their benefit or leaves the Selected Reserve

## ❖ Montgomery GI Bill–Active Duty (MGIB-AD) Chapter 30

### ➤ Basic Eligibility Requirements

- Active duty or AGR soldiers (Title 10 or 32) who have served 2 years or more
- Character of discharge is “honorable”
- Soldier paid enrollment fee of \$1200

### ➤ Benefits of the MGIB-AD: (VA Hotline: 1-888-GI-BILL-1)

- Provides 36 full-time months of entitlement (at VA approved schools)
- FY07 Payment rates for Chapter 30 are based upon time served on AD, they are as follows:
  - Full-time (3 Yr. rate) \$1,101.00 (Max 36 months) For less than full-time rates go to:
  - Full-time (2 Yr. rate) \$894.00 (Max 36 months) [http://www.gibill.va.gov/GI\\_Bill\\_Info/rates.htm](http://www.gibill.va.gov/GI_Bill_Info/rates.htm)
- Expires 10 years from the day of discharge or exhaustion of benefit

## ❖ Montgomery GI Bill–Application Procedures

### ➤ Application Procedures

- Soldiers applying for benefits for the first time must submit **VA Form 22-1990 “Application for VA Education Benefits”**
- Soldiers who have applied for VA education benefits in the past must submit **VA Form 22-1995 “Request For Change of Program or Place of Training”**
  - Applications for **Chapter 30 and 1607** must be accompanied with supporting documents of qualifying service i.e. Discharge from Military Service (DD Form 214).
  - Applications for Chapter 1606 must submit a NOBE (Notice of Basic Eligibility) to the Certifying Official at a VA approved school
- VA initial processing time is currently 2-3 months

For more information go to: <http://www.gibill.va.gov>

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## NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE (ASE)

### CHAPTER 35

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# National Institute for Automotive Service Excellence (ASE)

## Chapter 35

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### **DANTES Test Centers' Authorization**

The National Institute for Automotive Service Excellence (ASE) authorizes military installations with DANTES test centers to administer the ASE certification examination programs to military personnel.

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### **Background**

In 1972, ASE was established as a nonprofit corporation organized to encourage and promote the highest standard of automotive service in the public interest.

The Institute encourages the development of effective training, as well as, evaluates and recognizes the competence of automotive technicians through testing and certification programs.

In 1987, following an evaluation by the American Council on Education of the ASE examination program for college-level credit, DANTES authorized the funding of ASE examinations when administered to military personnel for credit-by-examination purposes, effective May 1989. In May 1996, ASE authorized funding for certification purposes as well.

A 41-member Board of Directors, selected from all sectors of the automotive service industry and from educational, governmental, and consumer groups governs ASE.

---

## **Address**

---

### **ASE Address**

**Mr. Bill Kersten**  
**ASE**  
**101 BLUE SEAL DRIVE, S.E., SUITE 101**  
**LEESBURG, VA 20175**

**Phone: (703) 669-6600**

**Fax: (703) 669-6123**

---

## Description

### Number and Type of ASE Examinations

All ASE examinations are objective and contain from 40 to 80 multiple-choice questions. Listed below are the number and types of ASE certification examinations offered:

| Number  | Type of ASE Certification Examinations   |
|---------|--|
| 8 Areas | Automobile Repair  |
| 8 Areas | Medium and Heavy Truck Repair  |
| 5 Areas | Collision Repair and Refinish  |
| 3 Areas | Engine Machinist   |
| 1 Area  | Light Vehicle Compressed Natural Gas   |
| 1 Area  | Advanced Engine Performance Specialist   |
| 1 Area  | Advanced Electronic Diesel Engine Diagnosis Specialist                                   |
| 3 Areas | Parts – Medium and Heavy Truck Dealer, Medium and Heavy Truck Aftermarket and Automobile |

### ASE Range of Certification Specializations

The following chart identifies the ASE certification specialization areas:

| Automobile Repair Tests   | Medium/ Heavy Truck Repair Tests  | Collision Repair and Refinish Tests   | Engine Machinist Tests   |
|---|---|---|--|
| <ul style="list-style-type: none"> <li>• Engine Repair</li> <li>• Automatic Transmission/ Transaxle</li> <li>• Manual Drive Train and Axles</li> <li>• Suspension and Steering</li> <li>• Brakes</li> <li>• Electrical/ Electronic Systems</li> <li>• Heating and Air Conditioning</li> <li>• Engine Performance</li> </ul> | <ul style="list-style-type: none"> <li>• Gasoline Engines</li> <li>• Diesel Engines</li> <li>• Drive Train</li> <li>• Brakes</li> <li>• Suspension and Steering</li> <li>• Electrical/ Electronic Systems</li> <li>• Preventive Maintenance Inspection</li> </ul> | <ul style="list-style-type: none"> <li>• Painting and Refinishing</li> <li>• Nonstructural Analysis and Damage Repair</li> <li>• Structural Analysis and Damage Repair</li> <li>• Mechanical and Electrical Components</li> </ul> | <ul style="list-style-type: none"> <li>• Cylinder Head Specialist</li> <li>• Cylinder Block Specialist</li> <li>• Assembly Specialist</li> </ul> |

*Continued on next page*

## Description, Continued

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| Light Vehicle Compressed Natural Gas Tests | Advanced Engine Performance Specialist Level | Advanced Electronic Diesel Engine Diagnosis Specialist   |
|--|--|--|
| • Light Vehicle Compressed Natural Gas     | • Advanced Engine Performance Specialist     | • Advanced Electronic Diesel Engine Diagnosis Specialist |

**Note: School Bus Series Tests:**

**S4 – Specifications for Brakes Test**

**S5 – Specifications for Susp/Steer Test**

**S6 – Specifications for Elec/Electronic Sys Test**

**S7 – Air Conditioning Systems and Controls Test**

---

### Parts Certification Areas

ASE offers a Parts Specialist certification:

- P1 Medium/Heavy Truck Dealership Parts Specialist
- P2 Automobile Parts Specialist
- P3 Medium/Heavy Truck Aftermarket Parts Specialist

**Note: Applicant must have the required 2 years counterman experience.**

---

## Certification Criteria

### Automobile Tests

To become certified in a given automobile service area, the examinee must:

- Pass the appropriate examinations, and
- Have the required 2 years of hands-on experience as a **Repair Technician**.

**Note: To become certified as a Master Automobile Technician, the examinee must:**

- **Pass all the tests in the Automobile Test Series, and**
  - **Have the required 2 years of hands-on experience as a Repair Technician.**
- 

*Continued on next page*

## Certification Criteria, Continued

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**Engine Repair** The following chart identifies the ASE Automobile Repair certification area **Engine Repair**, the content areas, and the number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| <b>To Become Certified In:</b> | <b>Content Areas Covered On Exam</b>                                    | <b>Number of Exam Questions</b> |
|--------------------------------|---|---------------------------------|
| <b>A1 Engine Repair</b>        | • General Engine Diagnosis  | 17                              |
|                                | • Cylinder Head and Valve Train Diagnosis and Repair                    | 14                              |
|                                | • Engine Block Diagnosis and Repair                                     | 14                              |
|                                | • Lubrication and Cooling Systems Diagnosis and Repair                  | 8                               |
|                                | • Fuel, Electrical Ignition, and Exhaust Systems Inspection and Service | 7                               |

---

**NOTE: There could be up to 10 additional pre-test questions. Answers to these pre-test questions will not affect the score, but since one does not know which ones they are, he or she should answer all questions in the test.**

**The 5-year Recertification Test will cover the same content areas as those listed above. However, the number of questions in each content area of the Recertification Test will be reduced by about one-half.**

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*Continued on next page*

## Certification Criteria, Continued

### Automatic Transmission/Transaxle

The following chart identifies the ASE Automobile Repair certification area **Automatic Transmission/Transaxle**, the content areas, and the number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                                      | Content Areas Covered in Exam                               | Number of Exam Questions |
|--|---|--------------------------|
| <b>A2 Automatic Transmission/Transaxle</b>                   |   | <b>50</b>                |
|  | • General Transmission/Transaxle Diagnosis, which includes: | 24                       |
|  | • Mechanical/Hydraulic Systems                              |                          |
|  | • Electronic Systems  |                          |
|  | • Transmission Transaxle Maintenance and Adjustment         | 5                        |
| • In-Vehicle Transmission/Transaxle Repair                   | 10  |                          |
| • Off-Vehicle Transmission/Transaxle Repair, which includes: | 11  |                          |
| • Removal, Disassembly, and Assembly                         |   |                          |
| • Oil Pump and Converter                                     |   |                          |
| • Gear Train, Shafts, Bushings, and Case                     |   |                          |
| • Friction and Reaction Units                                |   |                          |

*Continued on next page*

## Certification Criteria, Continued

### Manual Drive-Train and Axles

The following chart identifies the ASE Automobile Repair certification area **Manual Drive Train and Axles**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                           | Content Areas Covered in Exam                                 | Number of Exam Questions |
|---|---|--------------------------|
| <b>A3 Manual Drive Train and Axles</b>            | • Clutch Diagnosis and Repair                                 | 6                        |
|   | • Transmission Diagnosis and Repair                           | 6                        |
|   | • Transaxle Diagnosis and Repair                              | 8                        |
|   | • Drive (Half) Shaft and Universal Joint Diagnosis and Repair | 6                        |
|   | • Rear Axle Diagnosis and Repair, which includes:             | 7                        |
|   | • Ring and Pinion Gears                                       |                          |
|   | • Differential Case Assembly                                  |                          |
| • Four-Wheel Drive Component Diagnosis and Repair | 7   |                          |

*Continued on next page*



## Certification Criteria, Continued

### Suspension and Steering

The following chart identifies the ASE Automobile Repair certification area **Suspension and Steering**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:           | Content Areas Covered in Exam   | Number of Exam Questions |
|-----------------------------------|---|--------------------------|
| <b>A4 Suspension and Steering</b> |   | <b>40</b>                |
|                                   | <ul style="list-style-type: none"> <li>• Steering Systems Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li>• Steering Columns and Manual Steering Gears</li> <li>• Power-Assisted Steering Units</li> <li>• Steering Linkage</li> </ul> </li> </ul> | 10                       |
|                                   | <ul style="list-style-type: none"> <li>• Suspension Systems Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li>• Front suspensions</li> <li>• Rear Suspensions</li> <li>• Miscellaneous Services</li> </ul> </li> </ul>                               | 13                       |
|                                   | <ul style="list-style-type: none"> <li>• Wheel Alignment Diagnosis, Adjustment, and Repair</li> </ul>   | 12                       |
|                                   | <ul style="list-style-type: none"> <li>• Wheel and Tire Diagnosis and Repair</li> </ul>   | 5                        |

*Continued on next page*

## Certification Criteria, Continued

### Brakes

The following chart identifies the ASE Automobile Repair certification area **Brakes**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In: | Content Areas Covered in Exam   | Number of Exam Questions |
|-------------------------|---|--------------------------|
| <b>A5 Brakes</b>        | <ul style="list-style-type: none"> <li>• Hydraulic System Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li>• Master Cylinder</li> <li>• Fluids, Lines, and Hoses</li> <li>• Valves and Switches</li> <li>• Bleeding, Flushing and Leak Testing</li> </ul> </li> </ul> | 14                       |
|                         | • Drum Brake Diagnosis and Repair   | 6                        |
|                         | • Disc Brake Diagnosis and Repair   | 12                       |
|                         | • Power Assist Units Diagnosis and Repair   | 4                        |
|                         | • Miscellaneous Systems Diagnosis and Repair  | 7                        |
|                         | • Anti-Lock Brake System (ABS) Diagnosis and Repair   | 7                        |
|                         |   | <b>50</b>                |

**NOTE: The test could contain up to 10 additional questions that are included for statistical research purposes only. Answers to these questions will not affect the test score, but since one does not know which ones they are, he or she should answer all questions in the test.**

**The 5-year Recertification Test will cover the same content areas as those listed above. However, the number of questions in each content area of the Recertification Test will be reduced by about one-half.**

*Continued on next page*

## Certification Criteria, Continued

### Electrical/ Electronic Systems

The following chart identifies the ASE Automobile Repair certification area **Electrical/Electronic Systems**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                          | Content Areas Covered in Exam   | Number of Exam Questions |
|--|---|--------------------------|
| <b>A6 Electrical/<br/>Electronic<br/>Systems</b> | • General Electrical/Electronic System Diagnosis  | 11                       |
|  | • Battery Diagnosis and Service   | 5                        |
|  | • Starting System Diagnosis and Repair  | 5                        |
|  | • Charging System Diagnosis and Repair  | 6                        |
|  | • Lighting Systems Diagnosis and Repair, which includes: <ul style="list-style-type: none"> <li>• Headlights, Parking Lights, Taillights, Dash Lights, and Courtesy Lights</li> <li>• Stoplights, Turn Signals, Hazards Lights, and Back-up Lights</li> </ul> | 6                        |
|  | • Gauges, Warning Devices, and Driver Information Systems Diagnosis and Repair  | 6                        |
|  | • Horn and Wiper/Washer Diagnosis and Repair  | 3                        |
|  | • Accessories Diagnosis and Repair, which includes: <ul style="list-style-type: none"> <li>• Body</li> <li>• Miscellaneous</li> </ul>   | 8                        |

*Continued on next page*

## Certification Criteria, Continued

### Heating and Air Conditioning

The following chart identifies the ASE Automobile Repair certification area **Heating and Air Conditioning**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                | Content Areas Covered in Exam   | Number of Exam Questions |
|--|---|--------------------------|
| <b>A7 Heating and Air Conditioning</b> | • Air Conditioning System Diagnosis and Repair  | 11                       |
|  | • Refrigeration System Component Diagnosis and Repair, which includes: <ul style="list-style-type: none"> <li>• Compressor and Clutch</li> <li>• Evaporator, Condenser, and Related Components</li> </ul>   | 10                       |
|  | • Heating and Engine Cooling System Diagnosis and Repair  | 6                        |
|  | • Operating Systems and Related Controls Diagnosis and Repair, which includes: <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Vacuum/Mechanical</li> <li>• Automatic and Semi-Automatic Heating, Ventilating and A/C Systems</li> </ul> | 16                       |
|  | • Refrigerant Recovery, Recycling, and Handling   | 7                        |

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## Certification Criteria, Continued

### Engine Performance

The following chart identifies the ASE Automobile Repair certification area **Engine Performance**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:      | Content Areas Covered in Exam   | Number of Exam Questions |
|------------------------------|---|--------------------------|
| <b>A8 Engine Performance</b> | • General Engine Diagnosis  | 12                       |
|                              | • Ignition System Diagnosis and Repair  | 12                       |
|                              | • Fuel, Air Induction, and Exhaust Systems Diagnosis and Repair   | 13                       |
|                              | • Emissions Control Systems Diagnosis and Repair, which includes: <ul style="list-style-type: none"> <li>• Positive Crankcase Ventilation (1)</li> <li>• Exhaust Gas Recirculation (3)</li> <li>• Exhaust Gas Treatment (3)</li> <li>• Evaporative Emissions Control (3)</li> </ul> | 10                       |
|                              | • Computerized Engine Controls Diagnosis and Repair   | 19                       |
|                              | • Engine Electrical Systems Diagnosis and Repair, which includes: <ul style="list-style-type: none"> <li>• Battery (1)</li> <li>• Starting System (1)</li> <li>• Charging System (2)</li> </ul>   | 4                        |

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## Certification Criteria, Continued

### Medium/Heavy Truck Repair Tests

To become certified as an **ASE Certified Medium/Heavy Truck Technician**, the examinee must:

- Pass one or more of the **Medium/Heavy Truck Repair** tests, and
- Meet the 2-year hands-on experience requirement as a Repair Technician.

**Note: To become certified as a Master Medium/Heavy Truck Technician, The examinee must:**

- Pass the Gasoline or Diesel Engine Test
- Pass the T3, T4, T5, and T6 test

**(At present, neither the T7 HVAC Test nor the T8 Preventive Maintenance Inspection Test is required for Master Studies.)**

### Gasoline Engines

The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Gasoline Engines**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:    | Content Areas Covered in Exam                          | Number of Exam Questions |
|----------------------------|--|--------------------------|
| <b>T1 Gasoline Engines</b> | • General Engine Diagnosis                             | 15                       |
|                            | • Cylinder Head and Valve Train Diagnosis and Repair   | 8                        |
|                            | • Engine Block Diagnosis and Repair                    | 8                        |
|                            | • Lubrication and Cooling Systems Diagnosis and Repair | 8                        |
|                            | • Ignition System Diagnosis and Repair                 | 11                       |

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## Certification Criteria, Continued

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### Gasoline Engines (continued)

| <b>To Become Certified In:</b>         | <b>Content Areas Covered in Exam</b>   | <b>Number of Exam Questions</b> |
|--|--|---------------------------------|
| <b>T1 Gasoline Engines (Continued)</b> | <ul style="list-style-type: none"><li data-bbox="630 751 1252 825">• Fuel and Exhaust Systems Diagnosis and Repair</li><li data-bbox="630 863 1252 936">• Battery and Starting Systems Diagnosis and Repair</li><li data-bbox="630 974 1252 1047">• Emission Control Systems Diagnosis and Repair</li><li data-bbox="630 1085 1252 1159">• Computerized Engine Controls Diagnosis and Repair</li></ul> | 10<br><br>7<br><br>7<br><br>6   |

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## Certification Criteria, Continued

**Diesel Engines** The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Diesel Engines**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| <b>To Become Certified In:</b> | <b>Content Areas Covered in Exam</b>  | <b>Number of Exam Questions</b>  |
|--------------------------------|---|--|
| <b>T2 Diesel Engines</b>       | <ul style="list-style-type: none"> <li data-bbox="630 831 992 863">• General Engine Diagnosis</li> <li data-bbox="630 905 1235 978">• Cylinder Head and Valve Training Diagnosis and Repair</li> <li data-bbox="630 1020 1114 1052">• Engine Block Diagnosis and Repair</li> <li data-bbox="630 1094 1219 1167">• Lubrication and Cooling Systems Diagnosis and Repair</li> <li data-bbox="630 1209 1243 1283">• Air Induction and Exhaust Systems Diagnosis and Repair</li> <li data-bbox="630 1325 1195 1461">• Fuel System Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li data-bbox="651 1398 1000 1430">• Mechanical Components</li> <li data-bbox="651 1440 984 1472">• Electronic Components</li> </ul> </li> <li data-bbox="630 1514 1146 1545">• Starting System Diagnosis and Repair</li> <li data-bbox="630 1587 846 1619">• Engine Brakes</li> </ul> | <p data-bbox="1320 747 1365 779"><b>80</b></p> <p data-bbox="1320 831 1357 863">16</p> <p data-bbox="1320 905 1357 936">8</p> <p data-bbox="1320 1020 1357 1052">8</p> <p data-bbox="1320 1094 1357 1125">11</p> <p data-bbox="1320 1209 1357 1241">11</p> <p data-bbox="1320 1325 1357 1356">20</p> <p data-bbox="1320 1493 1357 1524">4</p> <p data-bbox="1320 1577 1357 1608">2</p> |

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## Certification Criteria, Continued

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### Drive Train

The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Drive Train**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In: | Content Areas Covered in Exam                          | Number of Exam Questions |
|-------------------------|--|--------------------------|
| <b>T3 Drive Train</b>   | • Clutch Diagnosis and Repair                          | 15                       |
|                         | • Transmission Diagnosis and Repair                    | 17                       |
|                         | • Drive Shaft and Universal Joint Diagnosis and Repair | 11                       |
|                         | • Drive Axle Diagnosis and Repair                      | 17                       |

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## Certification Criteria, Continued

### Brakes

The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Brakes**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In: | Content Areas Covered in Exam   | Number of Exam Questions |
|-------------------------|---|--------------------------|
| T4 Brakes               | <ul style="list-style-type: none"> <li>• Air Brakes Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li>• Air Supply and Service Systems</li> <li>• Mechanical/Foundation</li> <li>• Parking Brakes</li> <li>• Antilock Brake Systems (ABS)</li> </ul> </li> </ul> | 60                       |
|                         | <ul style="list-style-type: none"> <li>• Hydraulic Brakes Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li>• Hydraulic System</li> <li>• Mechanical System</li> <li>• Power Assist Units and Miscellaneous</li> </ul> </li> </ul>                               | 38                       |
|                         | <ul style="list-style-type: none"> <li>• Wheel Bearings Diagnosis and Repair</li> </ul>   | 18                       |
|                         |   | 4                        |

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## Certification Criteria, Continued

**Suspension and Steering** The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Suspension and Steering**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| <b>To Become Certified In:</b>    | <b>Content Areas Covered in Exam</b>  | <b>Number of Exam Questions</b>   |
|-----------------------------------|---|---|
| <b>T5 Suspension and Steering</b> | <ul style="list-style-type: none"> <li data-bbox="651 831 1179 1016">• Steering System Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li data-bbox="675 905 919 936">• Steering Column</li> <li data-bbox="675 942 886 974">• Steering Units</li> <li data-bbox="675 980 919 1012">• Steering Linkage</li> </ul> </li> <li data-bbox="651 1058 1211 1089">• Suspension System Diagnosis and Repair</li> <li data-bbox="651 1136 1211 1194">• Wheel Alignment Diagnosis, Adjustment, and Repair</li> <li data-bbox="651 1241 1179 1272">• Wheels and Tires Diagnosis and Repair</li> <li data-bbox="651 1318 1016 1350">• Frame Service and Repair</li> </ul> | <p data-bbox="1320 747 1360 779"><b>60</b></p> <p data-bbox="1320 831 1360 863">14</p> <p data-bbox="1320 1047 1360 1079">16</p> <p data-bbox="1320 1125 1360 1157">14</p> <p data-bbox="1320 1230 1360 1262">12</p> <p data-bbox="1336 1335 1360 1367">4</p> |

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## Certification Criteria, Continued

### Electrical/ Electronic Systems

The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Electrical/Electronic Systems**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                          | Content Areas Covered in Exam                                 | Number of Exam Questions |
|--|---|--------------------------|
| <b>T6 Electrical/<br/>Electronic<br/>Systems</b> | • General Electrical Diagnosis                                | 12                       |
|  | • Battery Diagnosis and Repair                                | 4                        |
|  | • Starting System Diagnosis and Repair                        | 8                        |
|  | • Charging System Diagnosis and Repair                        | 8                        |
|  | • Lighting Systems Diagnosis and Repair, which includes:      | 6                        |
|  | • Head, Parking, Clearance, Tail, Cab, and Dash Lights        |                          |
|  | • Stoplights, Turn Signals, Hazard Lights, and Back-up Lights |                          |
|  | • Gauges and Warning Devices Diagnosis and Repair             | 6                        |
| • Miscellaneous Related Systems                  | 6   |                          |

**NOTE: There could be up to 10 additional questions that are included for statistical research purposes only. Answers to these questions will not affect the test score, but since one does not know which ones they are, he or she should answer all questions in the test.**

*Continued on next page*

## Certification Criteria, Continued

### Heating, Ventilation and A/C

The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Heating, Ventilation, and A/C**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                 | Content Areas Covered in Exam  | Number of Exam Questions |
|---|--|--------------------------|
| <b>T7 Heating, Ventilation, and A/C</b> | <ul style="list-style-type: none"> <li>• HVAC System Diagnosis, Service, and Repair</li> </ul>   | 40                       |
|   | <ul style="list-style-type: none"> <li>• A/C System and Component Diagnosis, Service, and Repair, which includes:               <ul style="list-style-type: none"> <li>• A/C System – General</li> <li>• Compressor and Clutch</li> <li>• Evaporator, Condenser, and Related Components</li> </ul> </li> </ul> | 8                        |
|   | <ul style="list-style-type: none"> <li>• Heating and Engine Cooling Systems Diagnosis, Service, and Repair</li> </ul>  | 14                       |
|   | <ul style="list-style-type: none"> <li>• Operating Systems and Related Controls Diagnosis and Repair, which includes:               <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Air/Vacuum/Mechanical</li> <li>• Automatic Temperature Control</li> </ul> </li> </ul>                       | 6                        |
|   | <ul style="list-style-type: none"> <li>• Refrigerant Recovery, Recycling, and Handling</li> </ul>  | 8                        |
|   |  | 4                        |

*Continued on next page*

## Certification Criteria, Continued

### Preventive Maintenance Inspection

The following chart identifies the ASE Medium/Heavy Truck Repair certification area **Preventive Maintenance Inspection**, the content areas, and number of exam questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                     | Content Areas Covered in Exam   | Number of Exam Questions |
|---|---|--------------------------|
| <b>T8 Preventive Maintenance Inspection</b> | <ul style="list-style-type: none"> <li>• Engine Systems, which include:               <ul style="list-style-type: none"> <li>• Engine</li> <li>• Fuel System</li> <li>• Air Induction and Exhaust System</li> <li>• Cooling System</li> <li>• Lubrication System</li> <li>• Gasoline Engine Emission Control Systems</li> </ul> </li> </ul> | <b>50</b><br><br>12      |
|   | <ul style="list-style-type: none"> <li>• Cab and Hood, which include:               <ul style="list-style-type: none"> <li>• Instruments and Controls</li> <li>• Safety Equipment</li> <li>• Hardware</li> <li>• Air Conditioning and Heating (HVAC)</li> </ul> </li> </ul>   | 7                        |
|   | <ul style="list-style-type: none"> <li>• Electrical/Electronics, which include:               <ul style="list-style-type: none"> <li>• Battery and Starting Systems</li> <li>• Charging System</li> <li>• Lighting System</li> </ul> </li> </ul>  | 10                       |

*Continued on next page*

## Certification Criteria, Continued

### Preventive Maintenance Inspection (Continued)

| To Become Certified In:                          | Content Areas Covered in Exam   | Number of Exam Questions |
|--|---|--------------------------|
| T8 Preventive Maintenance Inspection (Continued) | <ul style="list-style-type: none"> <li>• Frame and Chassis, which include:               <ul style="list-style-type: none"> <li>• Air Brakes</li> <li>• Hydraulic Brakes</li> <li>• Drive train</li> <li>• Suspension and Steering</li> <li>• Tires and Wheels</li> <li>• Frame and 5<sup>th</sup> Wheel</li> </ul> </li> </ul> | 18                       |
|  | <ul style="list-style-type: none"> <li>• Drive Test</li> </ul>  | 3                        |

**NOTE: There could be up to 10 additional questions that are included for statistical research purposes only. Answers to these questions will not affect the test score, but since one does not know which ones they are, he or she should answer all questions in the test.**

### Collision Repair and Refinish Tests

To become an ASE Certified Technician in Collision Repair and Refinish, the examinee must:

- Pass one or more Collision Repair and Refinish tests, and
- Meet the 2 year hands-on experience requirement as a Repair Technician

**Note: When all four tests are passed, one becomes an ASE Certified Master Collision Repair/Refinish Technician.**

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## Certification Criteria, Continued

### Painting and Refinish

The following chart identifies the ASE Collision Repair and Refinish certification area **Painting and Refinish**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:         | Content Areas Covered in Exam               | Number of Exam Questions |
|---------------------------------|---|--------------------------|
| <b>B2 Painting and Refinish</b> | • Surface Preparation                       | 13                       |
|                                 | • Spray Gun Operation and Related Equipment | 8                        |
|                                 | • Paint, Mixing, Matching, and Applying     | 14                       |
|                                 | • Solving Paint Application Problems        | 9                        |
|                                 | • Finish Defects, Causes, and Cures         | 6                        |
|                                 | • Safety Precautions and Miscellaneous      | 5                        |

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## Certification Criteria, Continued

**Nonstructural Analysis and Damage Repair** The following chart identifies the ASE Body Repair and Paint/Refinishing certification area **Nonstructural Analysis and Damage Repair**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT ASE REGISTRATION BOOKLET.**

| <b>To Become Certified In:</b>                     | <b>Content Areas Covered in Exam</b>   | <b>Number of Exam Questions</b>   |
|--|--|---|
| <b>B3 Nonstructural Analysis and Damage Repair</b> | <ul style="list-style-type: none"> <li data-bbox="678 793 850 825">• Preparation</li> <li data-bbox="678 867 1240 940">• Other Body Panel Repairs, Replacements, and Adjustments</li> <li data-bbox="678 982 1130 1014">• Metal Finishing and Body Filling</li> <li data-bbox="678 1056 963 1087">• Glass and Hardware</li> <li data-bbox="678 1129 971 1161">• Welding and Cutting</li> <li data-bbox="678 1203 881 1234">• Plastic Repair</li> </ul> | <p data-bbox="1320 720 1364 751"><b>55</b></p> <p data-bbox="1336 793 1347 825">5</p> <p data-bbox="1320 867 1347 898">17</p> <p data-bbox="1336 972 1347 1003">7</p> <p data-bbox="1336 1056 1347 1087">5</p> <p data-bbox="1320 1119 1347 1150">12</p> <p data-bbox="1336 1192 1347 1224">9</p> |

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## Certification Criteria, Continued

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### Structural Analysis and Damage Repair

The following chart identifies the ASE Body Repair and Paint/Refinishing certification area **Structural Analysis and Damage Repair**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE  
CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                         | Content Areas Covered in Exam                 | Number of Exam Questions |
|---|---|--------------------------|
| <b>B4 Structural Analysis and Damage Repair</b> | • Frame Inspection and Repair                 | 12                       |
|   | • Unibody Inspection, Measurement, and Repair | 19                       |
|   | • Stationary Glass                            | 5                        |
|   | • Metal Welding and Cutting                   | 14                       |

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## Certification Criteria, Continued

**Mechanical and Electrical Components** The following chart identifies the ASE Body Repair and Paint/Refinishing certification area **Mechanical and Electrical Components**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                        | Content Areas Covered in Exam       | Number of Exam Questions |
|--|-------------------------------------|--------------------------|
| <b>B5 Mechanical and Electrical Components</b> | • Suspension and Steering           | 11                       |
|  | • Electrical                        | 9                        |
|  | • Brakes                            | 5                        |
|  | • Heating and Air Conditioning      | 5                        |
|  | • Engine Cooling Systems            | 4                        |
|  | • Drive Train                       | 5                        |
|  | • Fuel, Intake, and Exhaust Systems | 3                        |
|  | • Restraint Systems, which include: | 8                        |
|  | • Active Restraint Systems          |                          |
| • Passive Restraint Systems                    |                                     |                          |
| • Supplemental Restraint Systems (SRS)         |                                     |                          |

**NOTE: There could be up to 10 additional questions that are included for statistical research purposes only. Answers to these questions will not affect the test score, but since one does not know which ones they are, he or she should answer all questions in the test.**

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## Certification Criteria, Continued

### Damage Analysis and Estimating

The following chart identifies the ASE Body Repair and Paint/Refinishing certification area **Damage Analysis and Estimating**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:                     | Content Areas Covered in Exam                 | Number of Exam Questions |
|---|---|--------------------------|
| <b>B6 Damage Analysis and Estimating</b>    | • Damage Analysis                             | 10                       |
|   | • Estimating                                  | 13                       |
|   | • Legal and Environmental Practices           | 4                        |
|   | • Vehicle Construction                        | 6                        |
|   | • Vehicle Systems Knowledge, which includes:  | 10                       |
|   | • Fuel, Intake, Ignition, and Exhaust Systems |                          |
|   | • Suspension, Steering, and Powertrain        |                          |
|   | • Brakes                                      |                          |
|   | • Heating, Cooling, and Air Conditioning      |                          |
|   | • Electrical/Electronic Systems               |                          |
| • Safety Systems                            |   |                          |
| • Fasteners and Materials                   |   |                          |
| • Parts Identification and Source:          | 4   |                          |
| • New Original Equipment Manufacturer (OEM) |   |                          |
| • New Aftermarket                           |   |                          |
| • Salvage/Used                              |   |                          |
| • Remanufactured/Rebuilt/Reconditioned      |   |                          |
| • Customer Relations and Sales Skills       | 3   |                          |

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## Certification Criteria, Continued

### Truck Equipment Installation and Repair Specialist

To become an **ASE Certified Truck Equipment Installation and Repair Specialist**, the examinee must:

- Pass the following test, and
- Meet the 2-year hands-on experience requirement.

| To Become Certified In:                                      | Content Areas Covered in Exam  | Number of Exam Questions |
|--|--|--------------------------|
| <b>E1 Truck Equipment Installation and Repair Specialist</b> |  | <b>45</b>                |
|  | • Frame Preparation  | 11                       |
|  | • Suspension Systems, which include: <ul style="list-style-type: none"> <li>• Preparation and Installation (3)</li> <li>• Inspection and Repair (2)</li> </ul> | 5                        |
|  | • Driveshaft Preparation and Installation  | 5                        |
|  | • Body and Equipment, which include: <ul style="list-style-type: none"> <li>• Preparation (8)</li> <li>• Installation and Repair (16)</li> </ul>               | 24                       |

### Engine Machinist Tests

To become certified as an **ASE Certified Machinist**, the examinee must:

- Pass one or more of the **Engine Machinist** tests, and
- Meet the 2-year hands-on experience requirement as a Repair Technician.

**Note: When examinees pass all three of the Engine Machinist's tests, they become certified as a Master Engine Machinist.**

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## Certification Criteria, Continued

**Cylinder Head,  
Cylinder Block,  
Assembly  
Specialist**

The following chart identifies the ASE Engine Machinist certification area **Cylinder Head Specialist, Cylinder Block Specialist, and Assembly Specialist**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE  
CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| <b>To Become Certified In:</b>      | <b>Content Areas Covered in Exam</b>                  | <b>Number of Exam Questions</b> |
|-------------------------------------|---|---------------------------------|
| <b>M1 Cylinder Head Specialist</b>  | • Cylinder Head Disassembly and Cleaning              | 11                              |
|                                     | • Cylinder Head Crack Repair                          | 5                               |
|                                     | • Cylinder Head Inspection and Machining              | 29                              |
|                                     | • Cylinder Head Assembly                              | 10                              |
| <b>M2 Cylinder Block Specialist</b> | • Cylinder Block Disassembly and Cleaning             | 5                               |
|                                     | • Cylinder Block Crack Repair                         | 4                               |
|                                     | • Cylinder Block Machining                            | 22                              |
|                                     | • Crankshaft Inspection and Machining                 | 12                              |
|                                     | • Connecting Rods and Piston Inspection and Machining | 9                               |
|                                     | • Balancing   | 3                               |
|                                     | • Cylinder Block Preparation                          | 5                               |

*Continued on next page*

## Certification Criteria, Continued

Cylinder Head,  
Cylinder Block,  
Assembly  
Specialist  
(continued)

| To Become Certified In:       | Content Areas Covered in Exam                  | Number of Exam Questions |
|-------------------------------|--|--------------------------|
| <b>M3 Assembly Specialist</b> | • Engine Disassembly, Inspection, and Cleaning | 10                       |
|                               | • Engine Preparation                           | 11                       |
|                               | • Short Block Assembly                         | 17                       |
|                               | • Long Block Assembly                          | 14                       |
|                               | • Final Assembly                               | 8                        |

**Light Vehicle Compressed Natural Gas**

To become certified as an **ASE Certified Technician in Light Vehicle Compressed Natural Gas**, the examinee must:

- Pass the F1 Light Vehicle Compressed Natural Gas test, and
- Meet the 2-year hands-on experience requirement as a Repair Technician.

**Advanced Engine Performance Specialist**

To become certified as an **ASE Certified Technician in Advanced Engine Performance Specialist**, the examinee must:

- Pass the L1 Advanced Engine Performance Specialist test, and
- Meet the 2-year hands-on experience requirement as a Repair Technician.

**Note:** To be eligible to register for the L1 test, the candidate must be certified in Engine Performance Automobile Test A8.

*Continued on next page*

## Certification Criteria, Continued

### Advanced Electrical Diesel Engine Diagnosis Specialist

To become certified as an **ASE Certified Technician in Advanced Electrical Diesel Engine Diagnosis Specialist**, the examinee must:

- Pass the L2 Advanced Electrical Diesel Engine Diagnosis Specialist test
- Meet the 2 year hands-on experience requirement as a Repair Technician

**Note:** To be eligible to register for the L2 test, the candidate must be certified in Regular Diesel Engines (T2) and Electrical and Electronic Systems (T6).

### School Bus Drive Train (NEW SERIES)

The following chart identifies the ASE School Bus certification area **Drive Train Specialist**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT ASE REGISTRATION BOOKLET.**

| To Become Certified In: | Content Areas Covered in Exam                          | Number of Exam Questions |
|-------------------------|--|--------------------------|
| <b>S3 Drive Train</b>   | • Clutch Diagnosis and Repair                          | 4                        |
|                         | • Manual Transmission Diagnosis and Repair             | 4                        |
|                         | • Automatic Transmission Diagnosis and Repair          | 22                       |
|                         | • Drive Shaft and Universal Joint Diagnosis and Repair | 5                        |
|                         | • Drive Axle Diagnosis and Repair                      | 10                       |

**NOTE:** There could be up to 10 additional pre-test questions. Answers to these pre-test questions will not affect the score, but since one does not know which ones they are, he or she should answer all questions in the test. The 5-year Recertification Test will cover the same content areas as those listed above. However, the number of questions in each content area of the Recertification Test will be reduced by about one-half.

*Continued on next page*



## Certification Criteria, Continued

**School Bus  
Electrical and  
Electronics  
Systems  
(NEW  
SERIES)**

The following chart identifies the ASE School Bus certification area **Electrical and Electronics Systems Specialist**, the content areas, and the number of questions in each area.

**CONTENT AREAS ARE SUBJECT TO CHANGE. PLEASE CONSULT THE CURRENT *ASE REGISTRATION BOOKLET*.**

| To Become Certified In:              | Content Areas Covered in Exam  | Number of Exam Questions   |
|--------------------------------------|--|--|
| <b>S6 Electrical and Electronics</b> | <ul style="list-style-type: none"> <li>• General Electrical Diagnosis</li> <li>• Battery Diagnosis and Service</li> <li>• Starting System Diagnosis and Repair</li> <li>• Charging System Diagnosis and Repair</li> <li>• Lighting System Diagnosis and Repair               <ul style="list-style-type: none"> <li>• Headlights, Daytime Running Lights, Fog Lights, Parking, Clearance, Tail Lights, Dome, Stepwell, Strobe, and Dash Lights</li> <li>• Stoplights, Turn Signals, Hazard Lights, Back-up Lights/Alarms, and 4-Lamp and 8-Lamp Warning Systems</li> </ul> </li> <li>• Gauges and Instrument Warning Device Diagnosis and Repair</li> <li>• Miscellaneous</li> </ul> | <p style="text-align: center;"><b>50</b></p> <p style="text-align: center;">7</p> <p style="text-align: center;">4</p> <p style="text-align: center;">8</p> <p style="text-align: center;">7</p> <p style="text-align: center;">15</p> <p style="text-align: center;">4</p> <p style="text-align: center;">5</p> |

**NOTE: There could be up to 10 additional questions that are included for statistical research purposes only. Answers to these questions will not affect the test score, but since one does not know which ones they are, he or she should answer all questions in the test.**

*Continued on next page*

## Certification Criteria, Continued

**Two or More Years Experience**

ASE requires that the applicant **must** have 2 or more years full-time, appropriate, hands-on, working experience as an automotive technician before being certified.

**Sitting for ASE Exam Prior to Completing Experience**

Applicants may sit for the ASE examinations prior to having the required 2 years of experience. In such cases the applicants will receive score reports and, if the applicants pass the examination, they will be issued a certification upon written documentation to ASE that the experience requirement has been fulfilled.

**Note: Appropriate evidence of successful completion of work and/or training must be provided to ASE/ACT.**

**Hands-On Experience Requirement**

The applicant may receive substitute credit for a maximum of 1 of the 2 years, hands-on experience requirement by substituting relevant formal training for one or a combination of the following:

| <b>If...</b>              | <b>And...</b>   | <b>Then...</b>   |
|---------------------------|---|--|
| High School               | 3 full years of relevant experience either in <ul style="list-style-type: none"> <li>• Automotive repair, or</li> <li>• Body repair, painting and refinishing</li> </ul>  | Count 1 year as experience                                     |
| Post High School Training | 2 full years of post high school training in <ul style="list-style-type: none"> <li>• A public or private trade school</li> <li>• Technical institute</li> <li>• Community or 4 year college, or</li> <li>• In an apprenticeship program</li> </ul> | Count 1 year as experience                                     |
| Short Courses             | Shorter periods of post high school training  | Substitute 2 months of training for 1 month of work experience |

**Note: To receive full substitute credit for the 2 years, hands-on working experience requirement, the applicant must complete satisfactorily either a 3 or 4-year bonafide apprenticeship program.**

*Continued on next page*

## Certification Criteria, Continued

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### **ASE Considers Relevance of Training**

To have ASE consider training as a substitute for work experience, send ASE the registration form, fee payment, and a copy of:

- Transcript of courses
- A statement of training, or
- A certificate showing satisfactory completion of apprenticeship program.

**Note: Documents should show length of training (hours or weeks). ASE reserves the right to evaluate all requests for substitution of training for experience and to grant such credit as may be appropriate.**

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### **Other Work Experience**

Work experience other than automobile or truck technician or body and paint repairer or engine machinist may also be credited toward fulfillment of the 2 years experience requirement where, in ASE's judgment, the nature of the substitute experience so warrants.

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*Continued on next page*

## Certification Criteria, Continued

**ACE  
Recommended  
Credit**

The following chart identifies ASE credit recommendations by the American Council on Education (ACE) Commission on Education Credit and Credentials for selected ASE tests:

| Type of ASE Examination  | ACE Panel Recommendation             | Minimum Score  |
|--|--------------------------------------|--|
| <b>Automobile</b> <ul style="list-style-type: none"> <li>• Engine Repair (A1)</li> <li>• Automobile Transmission/Transaxle (A2)</li> <li>• Manual Drive Train and Axles (A3)</li> <li>• Suspension/Steering (A4)</li> <li>• Brakes (A5)</li> <li>• Electrical/Electronic Systems (A6)</li> <li>• Heating and Air Conditioning (A7)</li> <li>• Engine Performance (A8)</li> </ul> | 4<br>4<br>4<br>4<br>4<br>4<br>4<br>4 | Pass<br>Pass<br>Pass<br>Pass<br>Pass<br>Pass<br>Pass<br>Pass |
| <b>Collision Repair</b> <ul style="list-style-type: none"> <li>• Painting and Refinishing (B2)</li> <li>• NonStructural Analysis (B3)</li> <li>• Structural Analysis and Damage Repair (B4)</li> <li>• Mechanical and Electrical Components (B5)</li> </ul>  | 6<br>4<br>4<br>3                     | Pass<br>Pass<br>Pass<br>Pass                                 |
| <b>Medium/Heavy Truck Tests</b> <ul style="list-style-type: none"> <li>• Gasoline (T1)</li> <li>• Diesel Engines (T2)</li> <li>• Drive Train (T3)</li> <li>• Brakes (T4)</li> <li>• Suspension and Steering (T5)</li> <li>• Electrical/Electronic Systems (T6)</li> </ul>  | 5<br>6<br>4<br>4<br>4<br>4           | Pass<br>Pass<br>Pass<br>Pass<br>Pass<br>Pass                 |
| <b>Engine Machinist</b> <ul style="list-style-type: none"> <li>• Cylinder Head Specialist (M1)</li> <li>• Cylinder Block Specialist (M2)</li> <li>• Assembly Specialist (M3)</li> </ul>  | 10<br>10<br>10                       | Pass<br>Pass<br>Pass   |

**Note: Credit recommendations are for semester hours at the lower division Baccalaureate and associate level.**

*Continued on next page*

## Certification Criteria, Continued

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**Ordering ASE  
Prep Guides** A description of the examination content and objectives and a list of reference materials and sample questions are included in the “*ASE Test Preparation Guide*.” You may order on-line from the ASE web site at: [www.asecert.org](http://www.asecert.org).

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## How to Order ASE Examinations and Materials

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**Ordering ASE  
Exams** The Test Control Officer (TCO) must complete the following steps to order ASE examinations:

| Step | Action  |
|------|---|
| 1    | Prepare the ASE Examination Materials Order Form ( <b>distributed to DANTES Test Centers approximately 4 months prior to nationally scheduled administration dates</b> ).<br><br><b>NOTE: Submit all D-Forms completed by the applicant along with the Materials Order Form.</b>                              |
| 2    | Send the completed order form by the DANTES <b><u>deadline date</u></b> indicated on the form to:<br><br><b>Helen Coblentz<br/>ASE/ACT DANTES<br/>2255 N DUBUQUE RD<br/>P O Box 4007<br/>Iowa City, IA 52243</b><br><br><b>Note: Ensure that the MOS, RATE, or AFSC for each Military examinee is listed.</b> |

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*Continued on next page*

## How to Order ASE Examinations and Materials, Continued

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**Major  
Employer Code**

The registration booklet provides space for personal, educational, and examination data. The registration booklet is completed and returned with the examinations. The registration form provides a space for the current employer, Item 8, please fill in the Major Employer Code “04” and the appropriate sub-code as follows:

| <b>Sub-code</b> | <b>Branch of Service</b> |
|-----------------|--------------------------|
| 0490            | Army Applicants          |
| 0491            | Navy Applicants          |
| 0492            | USAF Applicants          |
| 0493            | USMC Applicants          |
| 0494            | USCG Applicants          |

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**Four-Digit  
DANTES ID  
Number**

TCOs must fill in their 4-digit DANTES Identification Number in Item 9 on the “ASE Registration Form.”

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**Shipment  
Arrival**

ASE/ACT ships ordered examinations and registration booklets approximately 3 weeks after the published deadline date for receipt of the order.

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## Program Materials and Assistance

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### Brochures/ Pamphlets

Obtain brochures and pamphlets that provide information concerning ASE and its programs by contacting ASE directly at [www.asecert.org](http://www.asecert.org).

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### Questions

Direct any questions concerning the DANTES funding policies of the ASE examinations for credit-by-examination purposes to:

**DANTES  
Code 20F  
6490 Saufley Field Road  
Pensacola, FL 32509-5243**

**Phone: (850) 452-1111  
DSN 922-1111**

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## Examination Fees and Eligibility for Funding

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### Certification/ Recertification Fees

For examinees testing at DANTES for either certification or recertification purposes, the registration and examination fees are indicated on the current *DANTES Calendar of National Certification Tests*.

**Note: Examinees may take the regular tests instead of the recertification tests to recertify. However, the examinee will have to pay the regular test and Registration fees: \$23 for each test (\$45 for L1 or L2) and a \$28 registration fee. Fees are payable at time of testing.**

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*Continued on next page*

## Examination Fees and Eligibility for Funding, Continued

### Recertification Fees Increased

Recertification fees have increased to:

- \$23 for one or two test
- \$58 for three or more tests.

### Areas Not Funded by DANTES

The following ASE areas are currently **not** funded by DANTES:

- L1 Advanced Engine Performance Specialist
- L2 Advanced Electronic Diesel Engine Diagnosis Specialist

### Credit-By-Examination Funding

**Funding is available for examinees who are testing for credit-by-examination purposes under the following guidelines:**

| Number | Funding Guidelines   |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|--------|--|-----------|---------|-----------|---------|----|-----|-------|------|----|-----|--------|--------|----|-----|--|--|----|-----|--|--|----|-----|--|--|--|-------|--|--|--|-------|--|--|--|-------|--|--|--|-------|--|--|--|-------|--|--|--|-------|--|--|
| 1      | Intend to utilize test results for college credit, <b>and</b>  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
| 2      | Have a military occupational specialty in the automotive/mechanical service specialties. <b>For example:</b> <table border="1" data-bbox="581 1115 1403 1598"> <thead> <tr> <th>Navy</th> <th>Army</th> <th>Air Force</th> <th>Marines</th> </tr> </thead> <tbody> <tr> <td>EN</td> <td>52B</td> <td>47000</td> <td>3500</td> </tr> <tr> <td>MM</td> <td>52C</td> <td>Series</td> <td>Series</td> </tr> <tr> <td>AS</td> <td>52D</td> <td></td> <td></td> </tr> <tr> <td>GS</td> <td>61C</td> <td></td> <td></td> </tr> <tr> <td>CM</td> <td>62B</td> <td></td> <td></td> </tr> <tr> <td></td> <td>63B-H</td> <td></td> <td></td> </tr> <tr> <td></td> <td>63B-N</td> <td></td> <td></td> </tr> <tr> <td></td> <td>63B-S</td> <td></td> <td></td> </tr> <tr> <td></td> <td>63B-T</td> <td></td> <td></td> </tr> <tr> <td></td> <td>63B-W</td> <td></td> <td></td> </tr> <tr> <td></td> <td>63B-Y</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><b>OR</b></p> | Navy      | Army    | Air Force | Marines | EN | 52B | 47000 | 3500 | MM | 52C | Series | Series | AS | 52D |  |  | GS | 61C |  |  | CM | 62B |  |  |  | 63B-H |  |  |  | 63B-N |  |  |  | 63B-S |  |  |  | 63B-T |  |  |  | 63B-W |  |  |  | 63B-Y |  |  |
| Navy   | Army   | Air Force | Marines |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
| EN     | 52B  | 47000     | 3500    |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
| MM     | 52C  | Series    | Series  |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
| AS     | 52D  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
| GS     | 61C  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
| CM     | 62B  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|        | 63B-H  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|        | 63B-N  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|        | 63B-S  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|        | 63B-T  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|        | 63B-W  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |
|        | 63B-Y  |           |         |           |         |    |     |       |      |    |     |        |        |    |     |  |  |    |     |  |  |    |     |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |  |       |  |  |

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## Examination Fees and Eligibility for Funding, Continued

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### Credit- By- Examination on Funding (Continued)

| Number | Funding Guidelines  |
|--------|---|
| 3      | Previously held the MOS/RATE/AFSC (such as Warrant Officers),<br><br><b>OR</b>  |
| 4      | Are currently enrolled in an associate degree program in automotive technology. |

---

### Nonfunded Criteria

Funding is **not available** for examinees who:

- Are testing for certification or recertification
  - Are not eligible under any of the credit-by-examination guidelines
  - Have earned an associate (or higher) degree
  - Are members of the U.S. Coast Guard, or
  - Elect to test on ASE examinations which **do not** carry ACE credit recommendations
- 

### Testing on an Unfunded Basis

Military examinees who are not eligible to test on a funded basis may test on an unfunded (examinee pays) basis.

---

### Registration Fee

All examinees must pay the \$28 registration fee at the time of administration, regardless of whether the examination is funded or unfunded.

**Note: See the *Calendar of National Certification Tests*, and the DANTES ASE distribution letter which is sent out 4 months prior to scheduled DANTES testing cycle.**

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*Continued on next page*

## Examination Fees and Eligibility for Funding, Continued

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### Limited Funding

DANTES funding of the ASE examinations for eligible personnel is limited to **three specialty examinations per examinee** (those that cost \$23 each) during any one semiannual test administration.

**Note: Individuals who order more than the three authorized DANTES-funded examinations must pay the per-test fee at the time of administration for each ASE examination ordered in excess of the three examinations funded by DANTES.**

---

### Payment

The following steps should be carried out for payment of ASE examinations:

| Step | Action  |
|------|---|
| 1    | Make checks or money orders out to ASE/ACT.   |
| 2    | Forward payment along with completed answer folders and registration forms in the manner prescribed in Part I of this <i>Handbook</i> . |

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## Administration

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### Military Administration

**ADMINISTER THE ASE EXAMINATIONS TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON A FUNDED (DANTES PAYS) AND/OR UNFUNDED (EXAMINEE PAYS) BASIS WITHIN THE STATED GUIDELINES PROVIDED IN THIS CHAPTER.**

---

### Civilian Administration

DANTES **overseas** may administer the ASE examinations to the following civilians on an UNFUNDED (EXAMINEE PAYS), AND SPACE-AVAILABLE BASIS according to local command policy and Service regulations:

- Retired military personnel
  - Military family members
  - Veterans, and
  - U.S. federal employees
- 

*Continued on next page*

## Administration, Continued

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**Conus Civilians** DANTES test centers in **Conus are not** authorized to administer **the ASE examinations to any civilians.**

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**Not Reusable** ASE examinations are not reusable.

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**Conus Administrations** Conus (including Hawaii and Alaska) must administer the ASE examinations on the national test dates, adhering to the prescribed sequence of examinations for each scheduled day.

**Note: DANTES test centers are exempt from the evening testing schedule.**

---

**Maximum Delivery Time** To allow for the maximum amount of time for delivery of test materials, the administration dates for **overseas test centers only** have been adjusted to 3 consecutive days during the second week of the testing cycle.

**Note: Consult ASE Examination Materials Order Form.**

---

**Postponing Testing** Testing may be postponed until 3 consecutive days during the week following the published DANTES dates if:

- Test materials are received by the DANTES test center after the published test date, or
- For justifiable reasons (e.g., field exercises), the majority of the examinees are unable to test on the published dates

**Note: DANTES test centers MUST administer the ASE examinations in accordance with the prescribed sequence of examination administration for each scheduled date of testing.**

---

**Canceling Testing** The test administration must be canceled if all testing cannot be conducted within 1 week after the published test dates.

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## Scoring

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### Return Completed Examinations

**Immediately** after completing ASE testing, return

- The completed answer folders
- Registration forms, and
- Fees to ASE/ACT in the manner prescribed in Part I of this *Handbook*:

**Note: Use the pre-addressed postpaid envelope provided by ASE/ACT as an inner envelope.**

---

### DANTES Test Centers

ACT will score DANTES test center administrations of the ASE examinations upon receipt of all test materials, fees, and registration forms.

---

### Report Receipt

Examinees will receive a report of test results approximately **8 weeks** after the test dates. **DANTES test centers will receive a test center report on all examinees tested at the center.**

---

### Transcripts

Order transcripts to be sent to educational institutions for credit-by-examination purposes directly from:

ASE  
101 Blue Seal Drive, S.E., Suite 101  
Leesburg, VA 20175

**Note: A \$5 fee is required per transcript transmittal.**

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*Continued on next page*

## Scoring, Continued

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### Additional Score Reports

Order additional score reports of test results from:

**Helen Coblentz**  
**ASE/ACT**  
**2255 N Dubuque Rd**  
**PO Box 4007**  
**Iowa City, IA 52243**

**Note: A \$5 fee is required per report.**

---

## Retesting

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### Retesting

Examinees retesting on the ASE examinations may retest during the next national test date. The examinee must register and pay the registration fee, and, if testing for certification or recertification purposes, pay the test fees.

**Note: See funding policies for credit-by-examination testing.**

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### Credit-by- Examination

For individuals retesting for credit-by-examination purposes, retesting is authorized only if the examinee is sufficiently prepared for the test.

**Note: Ensure all examinees are counseled prior to retesting.**

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### Client-Provided Score Reports

A review of the client-provided score report, indicating areas of strengths and weaknesses, will provide valuable information for counseling.

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# Be a “Certified” Professional



## Why Certification?



As a Service member working in an important occupational field, you have received extensive training (Service schools, correspondence courses, OJT) that has proved valuable in developing your professional skills. Certification examinations allow you to demonstrate what you know and to establish your professional credentials. By obtaining certification or licensure in your specific field, you will effectively show you have the initiative and self-reliance required to advance toward higher skills and levels of responsibility. This professional recognition may also enhance your military occupational standing within your rating. Certification or licensure “translates” military training into civilian terms. It promotes association with civilian counterparts and provides an opportunity to document your skills while you are still on active duty. This documentation is readily understood and accepted in the professional occupational civilian community.

DANTES has agreements with many professional agencies that are nationally recognized. These societies allow their certification examinations to be administered at your local education office or information is provided for you to test at national computer testing centers. Examinations are available in many skill areas. You will find a list and a brief description of available certification or licensure programs in this brochure. In most cases, the examinee is responsible for the examination fee.





## Certification Agencies

### **American Association of Bioanalysts (AAB) Board of Registry (Formerly The Credentialing Commission of the International Society for Clinical Laboratory Technology (ISCLT))**

- Registered Medical Technologists MT (AAB)
- Medical Laboratory Technician MLT (AAB)
- Physicians Office Laboratory Technician POLT (AAB)
- Phlebotomy Technician PBT (AAB)

<http://www.aab.org>

### **American Board for Certification of Teacher Excellence (ABCTE)**

- Passport to Teaching Certification
- American Board Reading Endorsement
- Master Teacher Certification
- Longitudinal Study

<http://www.abcte.org>

### **American Board General Dentistry (ABGD) (Formerly The Certified Board of General Dentistry (CBGD))**

- Certified General Dentist

<http://www.agd.org>

### **American College of Healthcare Executives (ACHE)**

- Board of Governors Examination in Healthcare Management  
(BOG)

<http://www.ache.org>

### **American Correctional Association (ACA)**

- Certified Corrections Executive (CCE)
- Certified Corrections Manager (CCM)
- Certified Corrections Supervisor (CCS)
- Certified Corrections Officer (CCO)
- Certified Corrections Executive/Juvenile (CCE/Juv)
- Certified Corrections Manager/Juvenile (CCM/Juv)

- Certified Corrections Supervisor/Juvenile (CCS/Juv)
- Certified Corrections Officer/Juvenile (CCO/Juv)
- Certified Corrections Manager (CCM/STG)
- Certified Corrections Supervisor (CCS/STG)

<http://www.aca.org>

#### **American Council on Exercise (ACE)**

- Group Fitness Instructor Certification
- Personal Trainer
- Lifestyle & Weight Management Consultant
- Clinical Exercise Specialist Certification

<http://www.acefitness.org>

#### **American Hotel & Lodging Educational Institute (AH&LA)**

- Certified Hotel Administrator (CHA)
- Certified Hospitality Instructor (CHI)
- Certified Lodging Manager (CLM)
- Certified Lodging Security Director (CLSD)
- Certified Hotel Administrator (CHA)
- Certified Hospitality Instructor (CHI)
- Certified Lodging Manager (CLM)
- Certified Lodging Security Director (CLSD)
- Certified Rooms Division Executive (CRDE)
- Certified Food and Beverage Executive (CFBE)
- Certified Hospitality Housekeeping Executive (CHHE)
- Certified Human Resources Executive (CHRE)
- Certified Engineering Operations Executive (CEOE)
- Certified Hospitality Sales Professional (CHSP)
- Certified Hospitality Department Trainer (CHDT)
- Certified Hospitality Supervisor (CHS)
- Certified Lodging Security Supervisor (CLSS)
- Certified Lodging Security Officer (CLSO)
- Master Hotel Supplier (MHS)
- Certified Hospitality Trainer (CHT)
- Certified Gaming Supervisor (CGS)

- Certified Government Property Supervisor (CGPS)
- Certified Government Property Technician (CGPT)
- Certified Government Property Manager (CGPM)
- Certified Hospitality Educator (CHE)
- Hospitality Financial & Technology Professionals (HFTP)

<http://www.ei-ahma.org>

#### **American Institute of Constructors (AIC)**

- Certified Professional Constructor (CPC)
- Associate Constructor (AC)

<http://www.aicnet.org>

#### **American Medical Technologists (AMT)**

- Registered Medical Assistant (RMA)
- Medical Technologists (MT)
- Medical Laboratory Technician (MLT)
- Registered Dental Assistant (RDA)
- Registered Phlebotomy Technician (RPT)
- Certified Medical Administrative Specialist (CMAS)
- Certified Office Laboratory Technician (COLT)
- Allied Health Instructor (AHI)
- Certified Laboratory Consultant (CLC)

<http://www.amt1.com>

#### **American Institute of Professional Bookkeepers (AIPB)**

- Certified Bookkeeper (CB)
- Adjusting Entries
- Error Correction
- Payroll
- Depreciation
- Inventory
- Internal Control and Fraud Prevention

<http://www.aipb.org>

**American Nurses Credentialing Center (ANCC)**

- Registered Nurse, Certified
- Registered Nurse, Certified Specialist

<http://www.ana.org/ancc>

**American Society for Industrial Security (ASIS)**

- Certified Protection Professional (CPP)
- Professional Certified Investigator (PCI)
- Physical Security Professional (PSP)

<http://www.asisonline.org>

**American Society for Quality (ASQ)**

- Calibration Technician (CCT)
- HACCP Auditor (CHA)
- Mechanical Inspector (CMI)
- Quality Auditor (CQA)
- Quality Inspector (CQI)
- Certified Biomedical Auditor (CBA)
- Quality Engineer (CQE)
- Quality Improvement Associate (CQIA)
- Quality Manager
- Quality Process Analyst (CQPA)
- Quality Technician (CQT)
- Reliability Engineer (CRE)
- Six Sigma Black Belt (SSBB)
- Six Sigma Green Belt (SSGB)
- Software Quality Engineer (CSQE)
- Manager of Quality/Organizational Excellence (CMQ/OE)

<http://www.asq.org>

**American Society of Military Comptrollers (ASMC)**

- Certified Defense Financial Manager (CDFM)

<http://www.asmonline.org>

**American Speech-Language-Hearing Association (ASHA)**

- Certificate of Clinical Competence

<http://www.asha.org>

**Association of Boards of Certification-Uniform Program for Reciprocity (ABC)**

- Water Treatment Distribution
- Wastewater Treatment
- Wastewater Lab Analysis
- Industrial Wastewater
- Physical/Chemical
- Very Small Water System
- Small Wastewater Systems/Lagoons
- Water Lab Analysis

<http://www.abccert.org>

**Association of State and Provincial Psychology Boards (ASPPB)**

- Psychologist

<http://www.asppb.org>

**Board of Certification for Emergency Nursing (BCEN)**

- Certified Emergency Nurse (CEN)
- Certified Flight Registered Nurse (CFRN)
- Certified Transport Registered Nurse (CTRN)

<http://www.ena.org>

**Board of Certified Safety Professionals (BCSP)**

- Certified Safety Professional (CSP)

<http://www.bcsp.org>

**Business Espionage Controls & Countermeasures Association (BECCA)**

- Certified Confidentiality Officer (CCO)

<http://www.becca-online.org>

**Cardiovascular Credentialing International (CCI)**

- Certified Cardiographic Technician (CCT)
- Registered Vascular Specialist (RVS)
- Registered Cardiac Sonographer (RCS)
- Registered Cardiovascular Invasive Specialist (RCIS)

<http://www.cci-online.org>

**The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)**

- Certified Sterile Processing and Distribution Technician
- Certified Sterile Processing and Distribution Supervisor
- Certified Sterile Processing and Distribution Manager
- Certified Surgical Instrument Technician
- Certified Sterile Processing and Distribution Ambulatory Surgery Technician

<http://www.sterileprocessing.org>

**Certified Wireless Network Professional Program (CWNP)**

- Wireless #
- Certified Wireless Network Administrator (CWNA)
- Certified Wireless Security Professional (CWSP)
- Certified Wireless Analysis Professional (CWAP)

<http://www.cwnp.com>

**Computing Technology Industry Association (CompTIA)**

- A+-Entry-Level Computer Service
- Network+-Network Support and Administration
- Server+-Server Hardware Technology
- Security +-Computer and Information Security
- HTI +-Home Technology Integration
- E-Biz+-e-Commerce
- CTT+-Certified Trainer
- CDIA+-Document Imaging and Management
- i-Net+-Internet and Online Technologies
- Linux+-Linux Operating Systems

- RFID+-Integration Services of RFID Systems
- Project+-Project Management
- Convergence+

<http://www.comptia.org>

**Council on Certification of Health, Environmental and Safety Technologists (CCHEST)**

- Occupational Health and Safety Technologist (OHST)
- Construction Health and Safety Technician (CHST)
- Safety Trained Supervisor (STS)
- Loss Control Specialist (LCS)

<http://www.CCHEST.org>

**Dental Assisting National Board (DANB)**

- Certified Dental Assistant (CDA)
- Certified Oral and Maxillofacial Surgery
- Certified Dental Practice Management Administrator (CDPMA)
- Certified Orthodontic Assistant (COA)

<http://www.danb.org>

**Electronics Technicians Association International (ETA-I) Electronics**

- Basic/Entry Level Certification
- Certified Electronics Technician
- Certified Service Manager Computers
- Customer Service Specialist
- Fiber Optics and Data Cabling
- Satellite
- Computers
- FCC Licensing

<http://www.eta-i.org>

**Federal Aviation Administration (FAA)**

- FAA Airman Knowledge Mechanic Tests
- Aviation Mechanic General (AMG)

- Aviation Mechanic Airframe (AMA)
- Aviation Mechanic Power plant (AMP)

Note: Some authorized base education centers offer all FAA Tests

<http://www.faa.gov>

### **Healthcare Quality Certification Board (HQCB)**

- Certified Professional in Healthcare Quality (CPHQ)

<http://www.cphq.org>

### **Human Resource Certification Institute (HRCI)**

- Senior Professional in Human Resources (SPHR)
- Professional in Human Resources (PHR)
- Global Professional in Human Resources (GPHR)

<http://www.hrci.org>

### **Information Systems Audit and Control Association (ISACA)**

- Certified Information Systems Auditor (CISA)
- Certified Information Security Manager (CISM)

<http://www.isaca.org>

### **Institute for the Certification of Computing Professionals (ICCP)**

- Certificate in Data Processing (CDP)
- Certified Computer Programmer (CCP)
- Certified Systems Professional (CSP)

<http://www.iccp.org>

### **Institute for Personal Finance (IPF)**

- Accredited Financial Counselor (AFC)
- Certified Housing Counselor (CHC)

<http://www.afcpe.org>

### **Institute of Certified Professional Managers (ICPM)**

- Certified Manager (CM)
- Certified Manager of Animal Resources (CMAR)

<http://www.icpm.biz>



**International Association of Administrative Professionals (IAAP)  
(Formerly Professional Secretaries International (PSI))**

- Certified Professional Secretary (CPS)
- Certified Administrative Professional (CAP)

<http://www.iaap-hq.org>

**International Computer Driving License - United States (ICDL-US)**

- Computer skills (concepts of IT file management, word processing, spreadsheets, database, presentation, Internet and e-mail.)

<http://www2.icdlus.com>

**International Food Service Executives Association (IFSEA)**

- Certified Food Executive (CFE)
- Certified Food Manager (CFM)
- Certified Bar Manager (CBM)
- Master Certified Food Executive (MCFE)

<http://www.ifsea.com>

**International Information Systems Security Certification Consortium,  
Inc (ISC)<sup>2</sup>**

- Certified Information Systems Security Professional (CISSP)
- System Security Certified Practitioner (SSCP)

<http://www.isc2.org>

**The Liaison Council on Certification for the Surgical Technologist  
(LCC-ST)**

- Certified Surgical Technologist
- Certified First Assistant

<http://www.lcc-st.org>

**Microsoft**

- Microsoft Certified Professional (MCP)
- 070-016 - Designing and Implementing Desktop Applications with Microsoft Visual C++ 6.0

- 070-028 - Administering Microsoft SQL Server 7.0
- 070-086 - Implementing and Supporting Microsoft Systems Management Server 2.0
- 070-100 - Analyzing Requirements and Defining Solution Architectures-Colombia Delivery Only
- 070-175 - Designing and Implementing Distributed Applications with Microsoft Visual Basic 6.0
- 070-176 - Designing and Implementing Desktop Applications with Microsoft Visual Basic 6.0
- 070-210 - Installing, Configuring, and Administering Microsoft Windows 2000 Professional
- 070-214 - Implementing and Administering Security in a Microsoft Windows 2000 Network
- 070-215 - Installing, Configuring, and Administering Microsoft Windows 2000 Server
- 070-216 - Implementing and Administering a Microsoft Windows 2000 Network Infrastructure
- 070-217 - Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure
- 070-218 - Managing a Microsoft Windows 2000 Network Environment
- 070-219 - Designing a Microsoft Windows 2000 Directory Services Infrastructure
- 070-220 - Designing Security for a Microsoft Windows 2000 Network
- 070-221 - Designing a Microsoft Windows 2000 Network Infrastructure

- 070-222 - Migrating from Microsoft Windows NT 4.0 to Microsoft Windows 2000
- 070-223 - Installing, Configuring, and Administering Microsoft Clustering Services by Using Microsoft Windows 2000 Advanced Server
- 070-224 - Installing, Configuring, and Administering Microsoft Exchange 2000 Server
- 070-225 - Designing and Deploying a Messaging Infrastructure with Microsoft Exchange 2000 Server
- 070-226 - Designing Highly Available Web Solutions with Microsoft Windows 2000 Server Technologies
- 070-227 - Installing, Configuring, and Administering Microsoft Internet Security and Acceleration (ISA) Server 2000, Enterprise Edition
- 070-228 - Installing, Configuring, and Administering Microsoft SQL Server 2000 Enterprise Edition
- 070-229 - Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition
- 070-230 - Designing and Implementing Solutions with Microsoft BizTalk Server 2000, Enterprise Edition
- 070-232 - Implementing and Maintaining Highly Available Web Solutions with Microsoft Windows 2000 Server Technologies and Microsoft Application Center 2000
- 070-234 - Designing and Implementing Solutions with Microsoft Commerce Server 2000

- 070-244 - Supporting and Maintaining a Microsoft Windows NT Server 4.0 Network
- 070-270 - Installing, Configuring, and Administering Microsoft Windows XP Professional
- 070-271 - Supporting Users and Troubleshooting a Microsoft Windows XP Operating System
- 070-272 - Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System
- 070-281 - Planning, Deploying, and Managing an Enterprise Project Management Solution
- 070-282 - Designing, Deploying, and Managing a Network Solution for a Small- and Medium-Sized Business
- 070-284 - Implementing and Managing Microsoft Exchange Server 2003
- 070-285 - Designing a Microsoft Exchange Server 2003 Organization
- 070-290 - Managing and Maintaining a Microsoft Windows Server 2003 Environment
- 070-291 - Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- 070-292 - Managing and Maintaining a Microsoft Windows Server 2003 Environment for an MCSA Certified on Windows 2000
- 070-293 - Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure

- 070-294 - Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure
- 070-296 - Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Environment for an MCSE Certified on Windows 2000
- 070-297 - Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure
- 070-298 - Designing Security for a Microsoft Windows Server 2003 Network
- 070-299 - Implementing Security in a Microsoft Windows Server 2003 Network
- 070-300 - Analyzing Requirements and Defining Microsoft .NET Solution Architectures
- 070-305 - Developing and Implementing Web Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio .NET
- 070-306 - Developing and Implementing Windows-based Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio .NET
- 070-310 - Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework
- 070-315 - Developing and Implementing Web Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET
- 070-316 - Developing and Implementing Windows-based Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET

- 070-320 - Developing XML Web Services and Server Components with Microsoft Visual C# .NET and the Microsoft .NET Framework
- 070-330 - Implementing Security for Applications with Microsoft Visual Basic .NET
- 070-340 - Implementing Security for Applications with Microsoft Visual C# .NET

<http://www.microsoft.com>

#### **National Association of Legal Assistants (NALA)**

- Certified Legal Assistant (CLA)
- Certified Legal Assistant Specialty (CLAS)
- Certified Paralegal (CP)

<http://www.nala.org>

#### **The National Association of Radio and Telecommunications Engineers, Inc (NARTE)**

- Telecommunications: Class I, Class II, Class III, Class IV
- EMC-Engineering Technician
- ESD- Engineering Technician
- Wireless Systems Installations
- FCC-All Elements
- Product Safety (PS)

<http://www.narte.org>

#### **National Association of Social Workers (NASW)**

- Academy of Certified Social Workers (ACSW)
- Qualified Clinical Social Worker (QCSW)
- Diplomat in Clinical Social Work (DCSW)
- Certified Advance Social Work Case Manager (CASWCM) (Specialty)

<http://www.socialworkers.org>

**National Board for the Certification of Orthopaedic Technologists (NBCOT)**

- Certified Orthopedic Technologist
- Orthopedic Technologists Surgery Certified

<http://www.nbcot.net>

**National Board for Certification in Occupational Therapy, Inc. (NBCOT, Inc.)**

- Occupational Therapist Registered (OTR)
- Certified Occupational Therapy Assistant (COTA)

<http://www.nbcot.org>

**National Board for Respiratory Care (NBRC)**

- Certified Respiratory Therapy Technician (CRTT)
- Registered Respiratory Therapist (RRT)
- Certified Pulmonary Function Technologist (CPFT)
- Registered Pulmonary Function Technologist (RPFT)
- Perinatal/Pediatric Respiratory Care Specialist

<http://www.nbr.org>

**National Commission for the Certification of Crane Operators (NCCCO)**

- Certified Crane Operators

<http://www.nccco.org>

**National Contract Management Association (NCMA)**

- Certified Professional Contract Manager (CPCM)
- Certified Associate Contracts Manager (CACM)

<http://www.ncmahq.org>

**National Environmental Health Association (NEHA)**

- Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS)
- Certified Environmental Health Technician (CEHT)
- Registered Hazardous Substances Professional (RHSP)

- Registered Environmental Health Specialist (REHS)
- Certified Food Safety Professional (CFSP)
- Radon Measurement Proficiency Credential
- Radon Mitigation Proficiency Credential
- Registered Environmental Technician (RET)

<http://www.neha.org>

#### **National Glass Association (NGA)**

- Business Accreditation
- Certified Auto Glass Technician
- Certified Auto Glass Repair Technician
- Certified Glass Installer

<http://www.glass.org>

#### **National Institute for Automotive Service Excellence (ASE)**

- Automobile Technician
- Master Automobile Technician
- Medium/Heavy Truck Technician
- Master Medium/Heavy Truck Technician
- Auto Body/Paint Technician
- Master Auto Body/Paint Technician
- Engine Machinist Technician
- Master Engine Machinist Technician
- School Bus Technician

<http://www.asecert.org>

#### **National Institute for Certification in Engineering Technologies (NICET)**

- Technician Trainee (TT)
- Associate Engineering Technician (ET)
- Senior Engineering Technician (SET)

<http://www.nicet.org>

#### **National Institute for Metalworking Skills, Inc, (NIMS)**

- Level I Credentials



- Level II Credentials
- Special Credentials

<http://www.nims-skills.org>

### **The National Registry of Emergency Medical Technicians (EMT)**

- EMT Basic
- EMT Intermediate (Not available at DANTEs Test Centers)
- EMT Paramedic (Not available at DANTEs Test Centers)

<http://www.nremt.org>

### **National Strength and Conditioning Association (NSCA)**

- Certified Strength and Conditioning Specialist (CSCS)
- Certified Personal Trainer (CPT)

<http://www.nasca-cc.org>

### **U.S. Navy Certification Board (USNCB)**

- Alcohol and Drug Counselor I (ADCI)
- Alcohol and Drug Counselor II (ADC II)
- Certified Clinical Supervision (CCS)
- Certified Prevention Specialist (CPS)

### **North American Technician Excellence, Inc (NATE)**

- Series of residential and light commercial tests for the HVAC/R industry
  - Air Conditioning Service
  - Air Distribution Service
  - Air to Air Heat Pump Service
  - Oil Heating (Air) Service
  - Hydronics Gas Service
  - Hydronics Oil Service
  - Air Conditioning Installation
  - Air Distribution Installation
  - Air to Air Heat Pump Installation

- Gas Heating (Air) Installation
- Oil Heating (Air) Installation

<http://www.natex.org>

### **Pharmacy Technician Certification Board (PTCB)**

- Pharmacy Technician (PTCE)

<http://www.ptcb.org>

### **Society of Broadcast Engineers (SBE)**

- Broadcast Technologist
- Broadcast Engineer
- Senior Broadcast Engineer
- Professional Broadcast Engineer
- Broadcast Networking Technologist

<http://www.sbe.org>

## **National Testing Vendors**

### **Pearson VUE**

<http://www.vue.com/ms/>

### **Thomson Prometric**

<http://www.prometric.com>

## To Find Out More:

Contact your local education office and ask about certification in your field, or contact:

**DANTES**  
**Code 20F**  
**6490 Saufley Field Road**  
**Pensacola, FL 32509-5243**

**Phone:**

**DSN: 922-1111 ext. 3194/3213**  
**CML: (850) 452-1111 ext. 3194/3213**

**Fax:**

**DSN: 922-1161**  
**CML: (850) 452-1161**

**E-mail: [certprog@voled.doded.mil](mailto:certprog@voled.doded.mil)**

Indicate the agency in which you are interested, and provide us with your name, E-mail address and /or return mailing address, or go to:

**<http://www.dantes.doded.mil>**



signature in Section V authorizes DANTES to receive an official copy of test score report containing information on your pass or fail test completion and your issuance of a certificate.

**a. PURPOSE:** To facilitate completion of certification examination listed in the *DANTES Examination Program Handbook*, *DANTES National Calendar of Certification Tests*, or *Be A Certified Professional* (brochure).

**b. ROUTINE USE:** Use of the Social Security Number is necessary to make positive identification of an individual's record.

**c. MANDATORY OR VOLUNTARY DISCLOSURE AND RESULT OF FAILURE TO PROVIDE INFORMATION:** Disclosure of all information, including Social Security Number is voluntary. **Failure to provide all information** listed on form will complicate, delay, or possibly prevent the administrative actions necessary for payment on a professional certifying examination listed in the *DANTES Examination Program Handbook*, *DANTES National Calendar of Certification Tests*, or *Be a Certified Professional* (brochure).

This form may be ordered from DANTES by using stock number 2309 on the DANTES Material Request Form. Send the Material Request Form to Defense Activity for Non-Traditional Education Support, Code 30J, 6490 Saufley Field Row, Pensacola FL 32509-5243.

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DANTES 1562/31 (Revised 10/97). Previous versions obsolete.