

STANDARD OPERATING PROCEDURES (SOP)

FOR

COAST GUARD'S TRAINING SYSTEM

EDUCATION SERVICES OFFICER (ESO)  
VOLUME IV

RESOURCE GUIDE



Force Readiness Command  
Coast Guard Institute  
November 2013

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U.S. Department of  
Homeland Security

United States  
Coast Guard



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CG INSTITUTE NOTE 1000.4  
27 NOVEMBER 2013

COAST GUARD INSTITUTE NOTICE 1000.4

CANCELLED: 26NOV14

Subj: CH-2 TO EDUCATION SERVICES OFFICER VOLUME IV, RESOURCE GUIDE

1. Purpose. This volume provides vital tools for the ESO to use to effectively guide members in their educational pursuits. These resources are designed to assist the ESO to effectively perform educational duties, to follow educational standards, and to work with the Coast Guard Institute on joint ventures.
2. Action. Regional, Full-time and Collateral Duty ESO's should ensure compliance with the provisions of this SOP. Internet release is authorized.
3. Directives Affected. None
4. Major Changes. Additional information was added to explain the Joint Service Transcript (JST) and how to request the transcript. Updated hyperlinks associated with DANTES and ACE websites.
5. Environmental Aspect and Impact Considerations. Environmental considerations were examined in the development of this Notice and have been determined not to be applicable.
6. Forms/Reports. CGI-1561 was removed and replaced by a form to make corrections to the Joint Services Transcript.
7. Printed Copies. Printed copies of the ESO Vol. IV, Resource Guide, are not available. Distribution is through the CG Institute website at <http://www.uscg.mil/hq/cg1/cgi/default.asp>.
8. Comments and Recommendations. The next change to the ESO Vol. IV, Additional Education Information, manual is expected to be completed by November 2014. CG Institute encourages user recommended revisions and corrections to the ESO Vol. IV, Additional Education Information, manual. Comments or recommendations may be submitted by emailing CGI-DG-VE\_Dept@uscg.mil.

A handwritten signature in blue ink, appearing to read "Lisa L. Garcez".

LISA L. GARCEZ  
Lieutenant Commander, USCG  
Coast Guard Institute

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

### A. Introduction.

1. Overview. The Education Services Officer (ESO) is a key player in providing educational resources and assisting members in making critical decisions. Assisting members to continue their education provides the ladder for educational progress throughout their career. To “Honor Our Profession”, we will emphasize education, training, and professional growth for the workforce. Education and training are essential to enable USCG personnel to meet the demands of the future. The commitment of the ESO can make or break the unit’s education program. A dedicated ESO can instill motivation in those seeking assistance.
2. ESO Office. The ESO office should be located in an area well known to all members. If the ESO is away from the office frequently, an assistant ESO should be appointed to ensure the office is always covered.
3. Responsibility. It is the ESOs responsibility to provide educational assistance for all Coast Guard members to continue their professional growth and development.
4. Duties. At a **minimum** ESOs should:
  - a. Conduct an annual needs assessment to determine what educational programs are desired by unit personnel. A sample needs assessment is provided as Figure1-1.
  - b. Assist members with college enrollment.
    - (1) Maintain current literature on college programs available in local geographic area.
    - (2) Ensure members and dependents receive in-state or lowest tuition, if available.
    - (3) Ensure institution is properly accredited and know the different types of accreditation.
  - c. Counsel members about non-traditional education programs.
    - (1) Credit for military learning experiences.
    - (2) College Credit Examinations.
  - d. Assist members in completing the Tuition Assistance (TA) form.
  - e. Work with colleges and universities to resolve any difficulties with TA.
  - f. Assist members in locating scholarships or loans.

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- g. Assist members document their military learning experiences.
- h. Explain the unofficial and official transcript. Explain the Joint Services Transcript and explain how to access the site.
- i. Administer or arrange for the administration of all DANTES sponsored examinations.
- j. Be cognizant of high school completion programs and/or the GED examination.
- k. Assist members in activating their GI Bill Benefits and conduct briefings or other forms of outreach to ensure all members are aware of the educational opportunities available.
- l. Develop effective partnerships with, colleges, universities, CG Institute and other organizations impacting the delivery of educational programs to your command.
- m. Become familiar with the contents of the ESO CG Institute SOPs VOL I-IV and the Performance, Training and Education Manual COMDTINST M1500.10 (series).
- n. Be aware of the military-friendly colleges and especially of SOCCOAST colleges.
- o. Know about transferring college credits.



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

**Figure 1-1: Education Needs Assessment Survey**

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

What educational programs interest you?

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

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

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

- Instructor Facilitated                       CD-ROM/DVD
- On-Line Computer Based                       Video Tele-course
- Independent Study (paper-based)
- Other-Please explain\_\_\_\_\_

---

---

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

---

Please return this survey to your ESO.

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## Chapter 2: DOCUMENTING MILITARY EXPERIENCES

### A. Introduction.

1. Reference. The American Council on Education (ACE) provides online databases for “The Guide to the Evaluation of Educational Experiences in the Armed Services” (commonly referred to as the ACE Guide) and “The National Guide to Educational Credit for Training Programs” (commonly referred to as the National Guide).
2. Overview. This program provides Coast Guard members with a head start over the traditional college student. Members may earn a significant number of hours of college credit for learning experiences in the military.
  - a. For over 50 years, the ACE Guide has been the standard reference work for recognizing learning acquired in the military. The National Guide is the civilian equivalent to the ACE Guide and contains recommendations for courses conducted by business, industry, labor unions, and other government agencies.
    - (1) Examination credit can be found on the National Guide Database: Click on the following link. <http://www2.acenet.edu/credit/?fuseaction=browse.main>
    - (2) The online database for the ACE Guide can be found by clicking the following link.  
<http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/MilitaryPrograms/index.htm>
    - (3) The online database for the National Guide can be found by clicking the following link. <http://www2.acenet.edu/credit/?fuseaction=browse.main>
3. ACE Transcript. Since the National Guide exhibits contain copyrighted information, the Joint Services Transcript (JST) cannot include corporate courses on the official Coast Guard transcript. A link to the ACE transcript for corporate courses is provided here:  
<https://www2.acenet.edu/credit/?fuseaction=transcripts>

B. Acceptance of Military Credits

1. Overview. College credit listed in the ACE Guide is a recommendation of credit based upon reviews conducted by a team of academic college professors. It becomes credit when it is accepted by a college or university. All colleges and universities are autonomous and decide what credit the institution will accept. About 2,800 colleges will accept some of the ACE credit recommendations. Greater flexibility and acceptability will be recognized through those colleges that support military students. These colleges are frequently referred to as Service member's Opportunity Colleges (SOC). For more information, see Section 7 on Service member's Opportunity Colleges.
2. Additionally, the correlation of the member's area of study to the rate of the member will determine application of the military credits. For instance, should an Electronics Technician desire to pursue a degree in Anthropology, few credits would apply to the major. However, should the same member pursue a degree in electronics, much of the credit would be applicable.

C. ACE Evaluation Process

1. Courses. For a course to be evaluated, the Training Officer or Subject Matter Specialist at the Training Center submits the curriculum outline to the CG Institute for review and coordination with ACE. Annually the Institute will submit a request for sites where CG courses, rates, and occupations will be reviewed.
  - a. To perform the review, ACE will establish a team of subject-matter experts (usually college professors who teach a similar course at the collegiate level) to review the materials. The experts will visit the Training Center where they review course materials, textbooks and documents. Based on this review, appropriate credit will be recommended and listed in the ACE Exhibit.
2. Correspondence Courses. **Correspondence courses must have a proctored end-of-course test administered** in a controlled environment to qualify for ACE evaluation. Most Coast Guard correspondence courses have been evaluated for college credit. Courses taken through the Marine Corps Institute and the Air Force Extension Course Institute may also have credit recommendations. Navy correspondence courses are not currently recommended for college credit.
3. Rate/Occupation Credit. ACE conducts formal evaluations of the level of knowledge gained through learning experiences associated with on-the-job training and work experience. Therefore, nearly every rate in the USCG is evaluated for "Rate Credit." As a petty officer progresses in rate, (i.e., Third Class to Second Class) additional credit is recommended. This progress continues throughout the member's career. Changes in rate will qualify the individual for credit for both ACE exhibits if held during the correct time frame of the exhibit. The rate credit is not a total of hours, but the maximum of hours at the highest level of advancement in a subject. For example if a third class is recommended for 1 hour in accounting, a second class is recommended for 2 hours, and a Master Chief is recommended for 4 hours, the total hours the member would receive (if a master chief) would be 4 hours not 7 hours.

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

4. Aviation Officers. Credit may be received for pilot, co-pilot, instructor pilot and aircraft commander. Letters of appointment from the command will be provided to document appointment of the specific designation. In cases where the exhibit changes, new appointment letters must be provided for the new exhibit.
5. Prior Service. Prior Service credit will be included on the Joint Services Transcript for most branches (Army, Coast Guard, Navy, and Marines) of the military. Air Force credit for the most part will still be listed on the CCAF transcript.
6. Other Military Documents/Transcripts. Certificate of Release or Discharge from Active Duty, DD Form 214.

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

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

(1) <http://www.archives.gov/veterans/military-service-records/standard-form-180.html> OR

(2) <http://www.archives.gov/veterans/military-service-records/>

- b. Military Record Requests, SF-180:

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

(2) Or Write a letter to Request Records.

- c. CCAF:

(1) Community College of the Air Force Transcript.

(2) Submit a written request to:

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

(a) Or request online at the following link:

[http://www.au.af.mil/au/ccaf/non\\_airforce.asp](http://www.au.af.mil/au/ccaf/non_airforce.asp)

(3) Note: Ensure the request is for a Community College of the Air Force Transcript and not Air University.

- e. Joint Services Transcript (JST):
  - (1) Log into JST site.
  - (2) For Corrections, complete CGI-1562 found on CG Institute's web page.
  - (3) Request online at the following link:  
<https://jst.doded.mil/smart/dodMandatoryBanner.do;jsessionid=PtJzS7JGmQpLh8ZtCnzlqQWX2Hd7PV4LV4bdTw7JJ1SDb3G4ynby!831146096>
- 7. Service Schools. Courses listed in the ACE Guide are service schools conducted on a formal basis with a fixed curriculum, duration, and method of instruction. These include Recruit Training, "A" and "C" schools. For ACE evaluation, service schools (USCG and DOD) are usually at least one week or the equivalent of 45 academic hours in length. Fewer hours will generally receive little if any credit, but can be reviewed.
- 8. Corporate Training. Training provided by corporations and other governmental agencies (non-DOD) can also be reviewed for appropriate college credit by the ACE National Program. Some examples of participating companies include the following: New Horizons Computer Learning Centers, Business Management Research Associates (BMRA), ESI International, Fidelity Investments, National Emergency Training Center (NFA), and Education Direct. To view a complete listing of participating organizations visit the ACE website at <http://www2.acenet.edu/credit/?fuseaction=content.getEvaluatedOrganizations>.
  - a. The fee for the corporate ACE Transcript is \$40.00. Joint Services Transcript (JST) is NOT authorized to list corporate credit on the official transcript, because the data is copyrighted. Likewise ACE is not authorized to list military credits on the corporate transcript.
- 9. College Level Examinations. See Table 2-1, to determine if test scores are maintained in the Education Center. If the test results are not in the student record (even though Table 2-1 shows they should be on file), the student may submit a copy of the score report with the Application for Correction to Joint Services Transcript Form, CGI-1562. Upon verification from the testing agency, the data will be entered in the student's record.

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

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

10. Certificates and Licenses. Some certifications and licenses have been reviewed for credit by ACE. These are found in the ACE Guide to Educational Credit by Examination. Personnel should be encouraged to submit certificates from the following organizations.

- a. American Council on Exercise.
- b. American Council on Teaching of Foreign Languages (ACTFL).
- c. American Payroll Association (APA).
- d. The College Board Advanced Placement (AP) Program Examination.
- e. Consumer Electronics Association.
- f. Defense Language Institute (DLI), Defense Language Proficient Test (DPLT) Program.
- g. Professional Aviation Maintenance Association/Federal Aviation Admin.
- h. FAA Airframe and Power Plant Examination.
- i. International Association of Administrative Professionals.

- j. Institute for Certification of Computer Professionals.
  - k. International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.
  - l. International Society of Certified Electronics Technicians (ISCET).
  - m. The National Court Reporters Association (NCRA) Registered Professional Reporter, (RPR) Examination and Registered Merit (RMR) Exam.
  - n. National Institute of Automotive Service Excellence (ASE).
  - o. Novell.
  - p. Registry of Magnetic Resonance Imaging Technologists.
  - q. USMC Military Academic Credit Examination (MACE) Law Enforcement.
11. SkillSoft Certification. Some Skillsoft courses have been recommended for college credit by ACE. For more information about the program, go to the Skillport site:  
[http://skillsoft.com/assets/credit/ace\\_approved\\_skillsoft\\_course\\_list.xls](http://skillsoft.com/assets/credit/ace_approved_skillsoft_course_list.xls)



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

### A. Introduction

1. Overview of JST. The Official Transcript is available to anyone who has completed training experiences in the USCG. It is provided through the Joint Services Transcript (JST). For the USCG, the JST is available for active duty members, reserve members, civilian, spouses of active duty, separated/retired members and Auxiliary members. Spouses and Auxiliary members should contact the Registrar's Office at the Coast Guard Institute to ensure their record is built.

The JST transcript is accepted by colleges and universities throughout the United States. Every effort is made to ensure the information listed on the transcript is correct. Data recorded on the transcript is extracted from documentation validated primarily by Direct Access. Active duty and reserve members shall be counseled to review their promotion and training history in Direct Access and take the necessary action to keep it up-to-date.

The transcripts issued by the JST reflect the credit recommended by the American Council on Education (ACE), and can be found in the ACE Guide. The most common reasons why a certain course or school is not listed on the transcript are the following:

- a. Rate or course was not recommended for credit when the member completed it.
- b. The course beginning and ending dates are the same.
- c. Location of the course is not listed in Direct Access.
- d. Rate or course has not been reviewed for credit and is not listed in the ACE Guide.
- e. For correspondence courses, the edition of the course completed may not be recommended for credit or has not been reviewed.
- f. To review all reasons, go to <http://militaryguides.acenet.edu/>.

The first step for obtaining an Official Transcript for active duty and reserve personal is to access the JST site where a member can sign in using a CAC card. If the person does not have a CAC card, the person can set up an account. The member can then review what is listed on the account and can print an unofficial copy of the ACE recommended credits.

2. Unofficial Transcript. It is important for USCG members to document their military learning experiences. A significant number of college credits can be earned for military learning experiences. These credits can reduce the amount of time required to complete a degree, greatly reduce the cost of the degree programs, and provide documentation demonstrating mastery of a subject. By going through the Joint Services Transcript (JST) at the following link, the member can access the unofficial transcript.
  - a. <https://jst.doded.mil/smart/dodMandatoryBanner.do;jsessionid=sDbZSBdL9YzsSrK214862hbC4Gjcf6JPjGv08TVwsjVzD9VndZv6!-210329224>

- b. Copies of the unofficial transcript can be printed for the member's use but are not considerable official unless the transcript is sent by JST.

Direct Access is used to populate the JST. Members shall be counseled to view the training data in their Direct Access account for accuracy. Any incorrect or missing data should be corrected as soon as possible by contacting the servicing personnel office (SPO) or unit yeoman. To resolve missing or incorrect data on the JST, members should submit Application for Corrections to Joint Services Transcript form CGI-1562 along with documentation to the Registrar's Office at the Coast Guard Institute. Important documents to submit when requesting corrections/additions:

- a. Data from Direct Access Course completion certificates from sources other than the USCG or ACE evaluated courses not listed in Direct Access.
- b. EMT, Boarding Officer.
- c. Score Reports (Examples include DANTES, CLEP, Excelsior and Defense Language Institute).
- d. Licenses or certificates.

A member can print their unofficial transcript and should be reviewed for accuracy. The student transcript is not official but it lists credits that will appear on the official transcript. When the member is ready to enroll at a college and wishes to apply for a special program such as an officer accession program or seeks employment after the Coast Guard, an official transcript should be requested through the Joint Services Transcript.

As the member reviews the unofficial transcript, the member should pay particular attention to courses and occupations listed on the transcript. Courses should show the starting and ending dates for the course. If a course is missing, it may be because Direct Access shows the same date for both dates. A course may not appear if the training location is missing in Direct Access. Check to see if your courses are missing for that reason. Next check the occupation section. Unlike the old Coast Guard transcript which listed every exhibit the member had, the JST only lists the highest rate under a specific rate number. If you were in a rate level (for example, you were a YN2 from January 2011 to December 2013) that covers several ACE exhibits, make sure that all exhibits appear in your record. In this example, you would have extended through two ACE exhibits (CGR-YN-003 and CGR-YN-004). Make sure that both the 003 and 004 exhibits are listed in your record.

- 3. Correction to Joint Services Transcript. ESO's should advise members to keep their Education and Training record updated, even if they are not requesting an Official Transcript. If the member finds a missing item on the transcript, the member should submit a request through the Registrar's Office at the Coast Guard Institute. To add/correct information to the Joint Services Transcript, submit [Application for Correction to Joint Services Transcript Form, CGI-1562Form](#), along with documentation. The application can be found at the following site: [http://www.uscg.mil/hq/cg1/cgi/active\\_duty/go\\_to\\_college/default.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/default.asp)

When requesting credit for courses NOT listed in Direct Access, documentation of training is required and appropriate documents should be attached to the Application Form. If Direct Access fails to document source and location of course, the completion certification should also be included with the correction form.

4. Retired/Separated Transcript Request. Personnel who have separated or retired from the Coast Guard without having an education record established should review their record in JST to see if their records include their former rate and courses. If not, they should contact the Registrar's Office (RO) at the Coast Guard Institute to have their record built. They should submit Application for Correction to Joint Services, form CGI-1562 with a copy of their DD-214 and other supporting documentation to build their transcript. (See Figure 3-1). Additional documentation must be submitted with the request as noted:
  - a. Legible copies of all DD-214's for each period of service.
  - b. Course completion certificates/letters.
  - c. Advancement or Promotion Certificates.  
(Enlisted and CWO only) not listed on the DD-214.
5. Official Transcript Request. The official transcript is the final version and must be requested through JST. The official transcript for the most part is sent electronically to colleges. The transcript is processed within 24-48 hours after the request, but it may take weeks for the college to process. Personnel can check their JST transaction record to see when a transcript is released. The transcript will list a member's training courses, rate/occupational exhibits, and examination credits. A list of frequently asked questions about the JST is provided at the above link.
6. Special Mailing. In special situations, members will request that a transcript be sent to a site that is not set up as an electronic site such as for future employers, Education Services Officers, or for CG programs (i.e. officer accession program). In those cases, members will be asked to complete CGI-1564A (Request for Official Joint Services Transcript (Special Mail) form) and submit to the Registrar's Office at the Coast Guard Institute. If the member wishes to receive a copy, the member can print out the unofficial transcript. The special mailing is limited to unique situations only.

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Chapter 4: **DEGREE PLANING**

A. Introduction.

1. Overview. It is not easy to complete a degree while serving on active duty in the military. The key to successfully completing a degree while on active duty is to maximize the non-traditional credit options and supplement them with traditional classes. Members should take advantage of every opportunity to gain academic credit for the following:
  - a. Military learning experiences.
  - b. College level testing.
  - c. Independent study courses.
  - d. Traditional college classes.

B. Types of Degrees.

1. Table 4-1: Types of Degrees.

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

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

### C. Subject Areas.

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

- b. Liberal Arts.
- c. General Education Requirements.

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

2. Communication Arts. All college programs described in this section require at least one college course in English composition or one of the nationally recognized college credit examinations. The Communication Arts include:
  - a. English Composition.
  - b. Writing Skills.
  - c. Speech.
  - d. Interpersonal Communications.
  - e. Intercultural Communications.
3. Humanities. Slight differences exist among colleges as to what is classified as a humanities. This list contains the most common humanity courses.
  - a. Art.
  - b. Music.
  - c. Literature.
  - d. Philosophy.
  - e. Foreign Language.
  - f. Religion.
  - g. Theatre.
  - h. Ethics.
  - i. Journalism.
  - j. Photography.
4. Social Sciences and History. The following subjects are included in the Social Sciences and History programs.
  - a. Psychology.

- b. Sociology.
  - c. Political Science.
  - d. Anthropology.
  - e. Economics.
  - f. Geography.
  - g. History.
5. Natural Sciences and Mathematics. The following subjects are included in the Natural Sciences and Mathematics programs.
- a. Anatomy and Physiology.
  - b. Microbiology.
  - c. Chemistry.
  - d. Biology.
  - e. Algebra.
  - f. Calculus.
  - g. Genetics.
  - h. Physics.
6. Applied and Professional Subjects/Free Electives. Another group of terms encountered in degree planning is:
- a. Applied and Professional subjects.
  - b. Free Electives.

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

- a. Military Science.
- b. Criminal Justice.
- c. First Aid.



- d. Business.
- e. Health.
- f. Leadership.
- g. Computer Science.
- h. Accounting.
- i. Social Work.
- j. Education.
- k. Management.
- l. Instructor.

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

#### D. Selecting the Best Degree.

1. Degree Road Maps. Frequently, members desire to obtain the degree best fitting their CG rate or to complete it in the most efficient amount of time possible. What advice can you as the ESO provide to the member? A series of Degree Roadmaps have been developed to help in making the decision. Access the roadmaps at the following site:  
[http://www.uscg.mil/hq/cg1/cgi/active\\_duty/go\\_to\\_college/choose\\_major/degree\\_roadmaps/default.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/choose_major/degree_roadmaps/default.asp)
2. Listing of Road Maps. The listing is intended as a guide only. It is impossible to determine the most appropriate degree plan without having full knowledge of the individual's educational background and some idea of the goal that the member is trying to obtain. The roadmaps demonstrate degree plans that fully utilize a member's rate credit and maximize the number of hours that will transfer to the degree plan.

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

#### E. Residency.

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

2. Institutions with no or limited residency requirements. There are four academic institutions that have no or limited residency requirements. All the coursework may be taken at other institutions or acquired through various methods of non-traditional learning. The key to degree completion is to complete all the institution's requirements. The institutions are:
  - a. Charter Oak State College.
  - b. Excelsior College.
  - c. Thomas Edison State College.
  - d. University of Phoenix (AA Program only.)

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

## Chapter 5: DANTES PROGRAMS

### A. Introduction.

1. Overview. The Defense Activity for Non-Traditional Education Support (DANTES) mission is to support off-duty, voluntary education programs of the Department of Defense, and to conduct special projects and development activities in support of education-related functions of the Department. As such DANTES provides:
  - a. Examination Programs.
  - b. Distance Learning Programs.
  - c. ESO Support.
  - d. Reference Materials.
  - e. DANTES Information Bulletin.
2. References. Throughout this chapter several web links to DANTES sites are referenced. These are important links that ESO's and TCOs will use on a regular basis.
  - a. DANTES Home Page: [http://www.dantes.doded.mil/Dantes\\_web/DANTESHOME.asp](http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp)
  - b. U.S. Coast Guard Institute: <http://www.uscg.mil/hr/cgi/>

### B. Requesting DANTES Services.

1. Services. Many of the programs and services available through DANTES are available to Coast Guard units and members. Some of the programs are available at no charge, funded by the Coast Guard, and others are not available due to budget constraints.
2. Establish a DANTES Account. It is ***strongly recommended*** that each unit ESO, without a ***DANTES Test Site ID***, establish a DANTES account.

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

- a. To establish an account, Contact the U.S. Coast Guard Institute at (405) 954-1106 or e-mail [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).
- b. A DANTES ID Application will be sent to you via (e-mail or fax), whichever is most convenient for you.
- c. When you receive the application, please fill out all blocks completely and return by e-mail [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).

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

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

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

Most publications are also available on-line at:

<http://www.dantes.doded.mil/Resources/Pubs.html>

### C. DANTES Examination Programs.

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

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

- a. High school equivalency tests.\*
- b. Tests for college credit.
- c. Undergraduate admissions tests.
- d. Graduate admissions tests.\*
- e. Graduate subject specific tests.
- f. Teacher certification related tests.
- g. Guidance.

\* DANTES-sponsored programs offered on a reimbursement basis.

For a complete list of examination programs visit the DANTES Web site:

[http://www.dantes.doded.mil/DANTES\\_Homepage.html](http://www.dantes.doded.mil/DANTES_Homepage.html).

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

The DANTES Testing Program has operated successfully for a number of years and has gained the trust and respect of managers of the national testing programs. Therefore, DANTES Test Control Officer's (TCO) have access to numerous academic tests for administration. Anyone

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

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

Reasons to establish a DANTES-sponsored Test Site include:

- a. A sufficient number of eligible military personnel are assigned.
- b. High personnel interest in off duty education.
- c. A geographic location that makes traveling to other DANTES-sponsored Test Sites inconvenient to service members.
- d. Lack of accessibility to an established test center.

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

To establish a DANTES-Sponsored Test Site, commands must submit a request to the Coast Guard Institute for endorsement. Forward the package to DANTES Program Liaison at [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil), located on the CG Institute's web site.

3. DANTES Test Centers. To locate the nearest DANTES Test Center, go to the following website:

<http://dantestlookup.prometric.com/DEMISPublic/TestCenterSearch/OnBaseTestCenterSearchOption.aspx>

4. Testing Personnel Changes. To nominate an individual to DANTES TCO, ITCO or ATCO, the PTCO must meet the requirements outlined in the DEPH (Part 1) and the command must submit the documents listed below to the DANTES Code 20C2 via the USCG Institute at [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).
  - a. Nomination letter from command.
  - b. Statement of understanding.
  - c. Documentation of a baccalaureate degree.
  - d. Joint TCO change inventory using DANTES test inventory report 1560/12.

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

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

Request an electronic copy of a **draft** MOU by e-mailing the DANTES Program Liaison at [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil) or by calling (405) 954-1106.

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

- a. Computer Equipment.
- b. Commercial Internet Provider.
- c. Technical Support.
- d. Test Administration.

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

- a. The ESO provides DANTES, Code 20C with a signed copy of the MOU via the USCG Institute.

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

6. Standard Operating Procedure (SOP) for DANTES Sponsored Exams. The SOP must be written and updated annually to control daily DANTES-sponsored Test Site operations. In addition to the TCO duties and responsibilities found in the DEPH (Part 1) and responsibilities, special emphasis should be given to the following:
  - a. Security procedures concerning the delivery of DANTES-sponsored test materials when the TCO, ATCO, ITCO, or test examiner is not available.
  - b. Notification procedures for the arrival of test shipments.

A sample of a SOP template will be posted at the USCG Institute website for use by individual commands. The sample is only a guide and should be tailored to the unique circumstances for each DANTES Test Site.

7. Examinee Readiness to Test. Before administering exams, testing personnel should determine examinee's readiness to test. This includes:
- a. Administering practice tests (if available).
  - b. Counseling to determine candidate's background or experience in the areas covered by the examination or refer to a counselor for guidance.
  - c. Reviewing candidate's past examination history to determine eligibility to retest (go to the TCO Portal and access "Candidate Exam Inquiry").

DANTES and several of the national testing programs such as the College Level Examination Program (CLEP) and Prometric have received numerous complaints regarding test preparation companies, selling highly questionable products and services. To that extent the USCG Institute has provided several trustworthy study resources at no cost to the service member and their family:

- a. The USCG Institute Library.
  - b. Online Academic Skills Course.
  - c. DoD MWR Libraries.
  - d. Navy Knowledge Online.
8. Test Loss and/or Compromise. This section is to provide a brief overview of the procedures located in the DEPH (Part 1). These guidelines are intended to outline the procedures to determine and report a test loss or compromise. A test loss or compromise can include, but is not limited to the following:
- a. Security procedures outlined in the DEPH are violated or DANTES sponsored exams are lost in the mail.
  - b. If a package of lost test are found, but the contents appear to be tampered with.
  - c. A test or part of a test has been photocopied or scratch paper that may include answers has been removed from the testing room.
  - d. Unauthorized individuals have access to DANTES sponsored exams.

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

- e. Immediately report to DANTES by phone at 850-452-1111 x3123 or by email at [exams@navy.mil](mailto:exams@navy.mil) and notify the USCG Institute by email at [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).

**Note: It is imperative that the investigation report is submitted to the USCG Institute (CGI-PF-Ed\_Advisor@uscg.mil) no more than 15 days after the incident was initially discovered. Failure to do so will result in suspension of testing.**

- f. Immediately suspend all DANTES-sponsored testing.
- g. Perform a two person inventory (Refer to the DEPH (Part 1)). Prepare test loss/compromise notification (Refer to the DEPH part 1).

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

- 9. Annual Testing Facilities Review Policy. The USCG Institute is required to ensure that the test site is inspected once each calendar year. All USCG DANTES Test Sites, stocking and non-stocking, must submit their DANTES Annual Reviews to the USCG Institute NLT 01-DEC of the calendar year.

D. DANTES Distance Learning Program.

- 1. Overview. The DANTES Distance Learning Program provides a wide range of nontraditional education programs critical for service members who need alternatives to fulfill degree requirements when classroom courses are unavailable or when work schedules or duty locations do not permit class attendance.
- 2. Programs Available. DANTES provides three catalogs that give extensive information about available Distance Learning (DL) courses and programs. The catalogs provide easy access to a variety of undergraduate and graduate academic courses from military friendly institutions. Some of the courses listed in the catalogs are part of degree programs while other courses listed in the catalogs are appropriate for the non-degree seeking or technically-oriented student.

**Programs that are available are the following:**

- a. High School Courses.
- b. College Courses.
- c. Graduate Courses.
- d. Vocational Courses.
- e. Technical Courses.

**NOTE: You must have a valid DANTES ID number to order the DANTES Distance Learning Readiness Self-Assessment (DLRSA) Counselor Guide and/or Training Slides. Provide your DANTES ID number and what resources you would like.**

**To obtain a DANTES ID for Non-Testing sites see page 5-1 of this SOP.**

No Service member should attempt to enroll without being counseled by an authorized representative of the appropriate Service's voluntary education program. This is especially important if the student intends to use tuition assistance.



Additional program information can be found at <http://www.dantescatalogs.com>.

E. ESO/Counselor Support.

1. Overview. DANTES provides central procurement and distribution of educational reference materials to Military Education Centers throughout the Department of Defense and the USCG. This allows for standardization and provides a significant cost savings.
2. Resources, Materials, Ordering and Viewing. DANTES reference publications are organized by program and list title, stock number, description, target audience and ordering limitations. Publications can be located at the DANTES website at <http://www.dantes.doded.mil/Resources/Materials.html>.

To be added to the Kuder® Journey publications distribution list, email [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).

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

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

To be added to the DIB distribution list send an email to [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).

4. Online Academic Skills Course (OASC) for military success and College Placement Skills Training (CPST) for college success. Designed for individuals in the U.S. military who want to build their reading comprehension, vocabulary, and math skills to pass their exams, excel in their jobs, advance their careers, or continue their education. To establish an administrative account contact the USCG Institute at [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).
5. Kuder: Kuder Journey is available to all active duty, Guard, and Reserve personnel. The intuitive career planning system is designed to address each user's individual situation. The career planning process starts with learning about oneself. Journey's research-based interests, skills, and work values assessments kick-start exploration and encourage more career satisfaction.
6. DANTES TOOLBOX: The DANTES TOOLBOX provides numerous resources for the ESO to use to assist members. Among the many topics covered at the site are the following:
  - a. Academic accreditation.
  - b. College financial aid.
  - c. Searching for the right college.
  - d. Virtual libraries and free online books.

- e. Education organizations.
- f. Specific academic information for military members.
- g. Information on hard copy books and booklets of the various education topics.

DANTES Toolbox Link. The link to the tool box is the following:  
<http://www.dantes.doded.mil/Resources/EdLink.html#Toolbox>

**Chapter 6: USCG INSTITUTE DANTES EXAMINATION PROGRAMS LIBRARY****A. Introduction.**

1. Overview. The USCG Institute DANTES Examination Programs Library provides a ready reference for DANTES sponsored exams and corresponding study aids available via the internet or your local library. Prior to purchasing any study materials from a commercial vendor, ensure the materials are not available for free via the, USCG DANTES Examination Programs Library, DoD MWR libraries, or, other DANTES resources. The Library is broken down by subject Area and exam type.
2. Resources, Materials, Ordering and Viewing. The study resources include a complete exam description to include the number of questions, the ACE recommended credit, SOC course category, test type and a list of recommended text books are provided. In addition, a link is provided to free on-line streaming video sources when available. The videos cannot be viewed from a standard USCG workstation. In an effort to provide continual improvement, if you are aware of additional resources please send a link via email to [CGI-PF-Ed\\_Advisor@uscg.mil](mailto:CGI-PF-Ed_Advisor@uscg.mil).
3. DANTES Examination Programs Library Link. The link USCG Institute DANTES Examination Programs Library:  
[http://www.uscg.mil/hr/cgi/active\\_duty/go\\_to\\_college/earn\\_credits/dantes\\_library](http://www.uscg.mil/hr/cgi/active_duty/go_to_college/earn_credits/dantes_library).

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

### A. Introduction.

1. Overview. SOC is a consortium of national education associations and about 1,900 regionally accredited colleges and universities specifically pledged to ease the difficulties of service members seeking a postsecondary education. SOC is the umbrella organization out of which the various networks are developed. More information is available at <http://www.soc.aascu.org>.
2. Reference. The primary references for SOC are the SOC Degree Network System-2 Handbook and SOC Degree Network System-4 Handbook. Information on SOCCOAST is contained in the SOCCOAST Handbooks. The Handbooks may be downloaded from the SOC homepage at <http://www.soc.aascu.org>. Brochures and posters on SOCCOAST are available from SOC.
3. SOC Guide. There is frequently a wide variance in the credit acceptance policies of institutions. SOC institutions are no different. Members should be counseled to be smart consumers of education and to review institutional policies on the acceptance of non-traditional education prior to enrollment.

The SOC Guide provides detailed information on each member institution's policies on the acceptance of non-traditional education. Some of the information provided includes the following:

- a. Credit awarded for the CLEP General Examinations, the CLEP Subjects, DSSTs, and Excelsior Exams.
- b. Credit awarded for ACE Guide recommended credit (separated by training courses and rates).

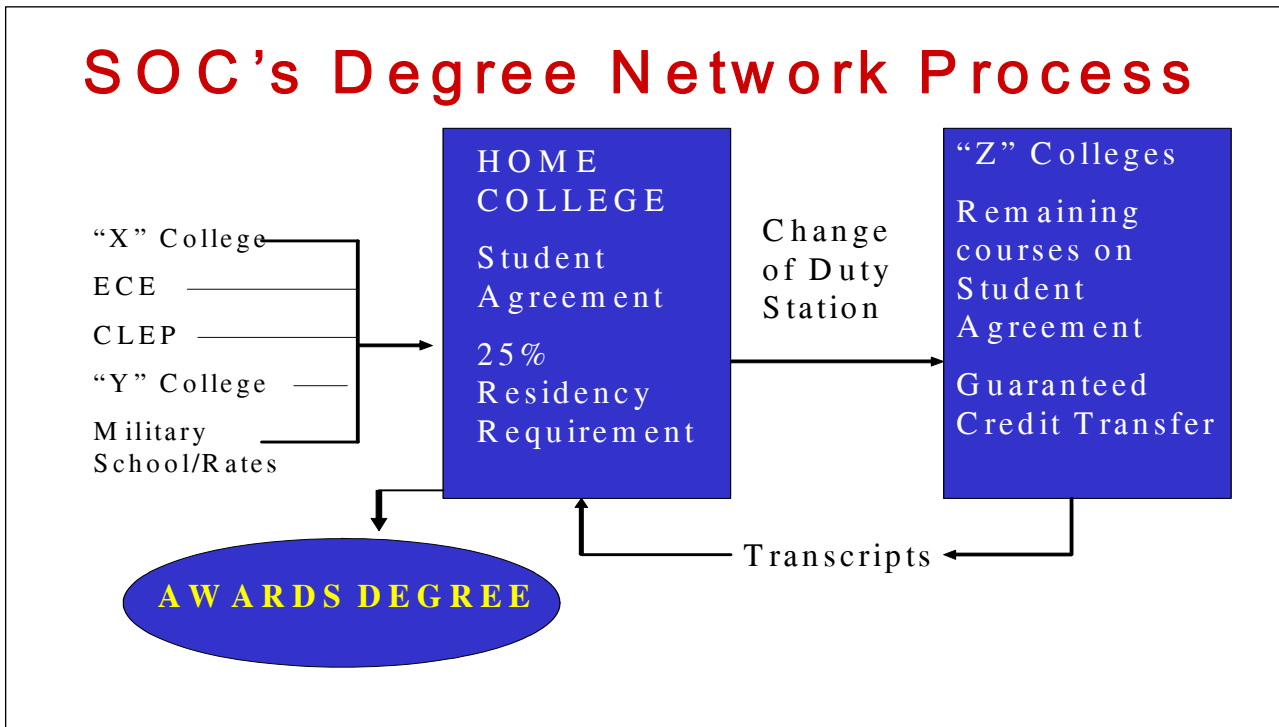
When reviewing the entries, note the minimum scores required by colleges for the tests. If the scores are significantly higher than the ACE credit recommendation, the member might be advised to consider another institution.

### B. SOCCOAST.

1. Overview. Some SOC Consortium member institutions are also networked in either SOCCOAST-2 (associate degree programs) or in SOCCOAST-4 (baccalaureate degree programs). These schools are members of the SOC Degree Network System (DNS). Each SOCCOAST institution has agreed to the following:
  - a. Serve as a home college for Coast Guard personnel and their adult family members.
  - b. Limit academic residency to no more than 25 percent of the degree program.
  - c. Issue SOCCOAST Student Agreements to personnel who complete six hours of course work with that college, if not sooner.

- d. Award appropriate credit as recommended by ACE for standardized tests, military schools and occupational experiences as applicable toward specific degree requirements.
- e. Permit students to complete their academic programs under the terms of the agreement even after leaving military service.
- f. Grant guaranteed transferability for all courses mapped to the SOC Degree Network System.
- g. Accept general education courses without prior approval from other network schools.
- h. Levy no fee that is unique to students pursuing a degree using the SOC DNS system.
- i. Have a “final year” or “final term” special requirement.

2. Figure 7-1: SOC’s Degree Network Process.



3. SOCCOAST Student Agreement. The SOCCOAST Student Agreement is the official evaluation by a home college of a student’s prior education and experience. The Student Agreement gives the student a degree plan detailing the courses and other requirements needed to complete the degree. The Student Agreement is a contract-for-degree made by the home college guaranteeing that the degree will be awarded when all the requirements have been met. The SOCCOAST Student Agreement form is shown as Figure 7-2.

To aid the institution in completing the official evaluation, students should request an official USCG registered transcript. The transcript will allow the institution to award maximum credit for the military learning experiences. To request an official USCG transcript, see Chapter 2 on Documenting Military Learning Experiences.

4. Transferability. The Transferability Tables are the key in transferring credit. The Transferability Tables, organized by SOC Course Category, show which courses each institution has guaranteed to accept in transfer as a substitute for its specific course (or courses) in the category. For example, the course entry below is taken from a curriculum exhibit:
  - a. Introduction to Management.
  - b. MG001B - SOC Course Category Number.
  - c. MB 101 - Course prefix or course number.

The Transferability Tables are located in Section 8 of the SOCCOAST Handbooks.

When students are unable to take a course required for a degree at their home college, and need to know what course to take that is guaranteed to transfer back to their home college in place of that specific course, they should follow the steps:

- a. Find the course number of the required course on the Student Agreement Form provided by the home college. Now refer to the SOCCOAST Handbook.
- b. Look for the course number in the home college's Course Index in Chapter 5. If the course is found, note its SOC Course Category Code. If the course is not found, proceed to step 5.
- c. Locate the heading for the course's SOC Course Category in the Transferability Tables.
- d. Under that category in the Transferability Tables, locate the required course from the home college. Check that the course title listed matches the one on the Student Agreement. If the course title does not match, contact the home college to determine whether the transfer guarantees still apply for the required course, or if other course substitution is available.
- e. Review the current courses listed in that category from all the other institutions where the student may take a substitute course. These courses are guaranteed to transfer to the home college's required course in the category without prior approval.
- f. Pay special attention to any "AND/OR" information listed in the transferability tables.

g. If there is no SOC Category Code listed for a required course, or all entries in the SOC Transferability Tables in Section 8, SOCCOAST Handbook, have a “Before Date,” there is no guaranteed transferability articulated from other SOC degree network institutions. In this instance, students are advised to take that course at the home college if possible. If the course cannot be taken there, students should obtain prior approval from the home college for a transfer before taking an apparently comparable course at another college. Use the Course Approval Form in the appendix of the SOCCOAST Handbook.

5. Graduation. Procedures for graduation may vary slightly by institution. Students usually need to file a graduation request or application with the home college after completing all degree requirements.

C. SOCCOAST Checklist for Students.

1. Enroll with the College of Your Choice. This institution (if it is a SOCCOAST institution) will become your home school.

a. Select class- Recommend starting with the basic general educational courses required for most degrees (i.e., English Composition, Humanities, Social Science/History, Math, and Natural Science).

b. Apply for Tuition Assistance (TA)- Submit [CG 4147](#) to the CG Institute for approval. Form is available on the homepage or from your ESO.

(1) When the Tuition Assistance Authorization form is received, proceed to enroll in the desired course.

(2) Complete class and ensure grade report is provided to NETPTDC as directed on the TA Authorization Form.

c. Select another course, request TA, and start the next term.

2. Obtain Student Agreement. When you have completed six semester hours with the institution, request an official student agreement. Be sure that all of your transcripts (military and any prior colleges attended) have been evaluated by your home school for transfer credit. Some schools provide the agreements automatically but don’t hesitate to ask if the agreement is not provided. All schools accept prior learning assessments. Some colleges have limited residency requirements and a few require no residency requirement. Through SOCCOAST no more than 25 percent of the degree program has to be completed through your home school, or no more than 30 percent of the degree program if it is offered completely online. Courses that you take at the home school count toward the residency requirements, regardless of the delivery method (online, traditional, learning assessment).



- a. Be sure and complete the residency requirement of the institution as soon as possible.
- b. When transferred to a new duty station, arrange to meet with the ESO at your new unit and take a copy of your student agreement form. The ESO will advise on college/course availability at your new unit. If the ESO is not available, call the SOC Helpline at 1-800-368-5622 or email [soccoast@aascu.org](mailto:soccoast@aascu.org).
- c. Send transcripts of courses completed at other network institutions to the home college on a quarterly basis.
- d. Apply for graduation from the home college when all degree requirements have been met.



## Appendix A: Commonly Used Education Acronyms

AA.....	Associate of Arts Degree
AS .....	Associate of Science Degree
ACE.....	American Council on Education
ACT.....	American College Testing
AASRT .....	Associate in Applied Science in Radiological Technology
ASAST .....	Associate in Science in Science and Technology
ASE.....	Automotive Service Excellence
ASNSM.....	Associate in Natural Science and Mathematics
ASPSS.....	Associate in Science in Public and Social Services
ASM.....	Associate in Science in Management
ASVAB.....	Armed Services Vocational Aptitude Battery
ATCO.....	Alternate Test Control Officer
BA.....	Bachelor of Arts
BS.....	Bachelor of Science
BSAST .....	Bachelor of Science in Applied Science and Technology
BSBA .....	Bachelor of Science in Business Administration
BSHS.....	Bachelor of Science in Human Services
BSN.....	Bachelor of Science in Nursing
CCAF .....	Community College of the Air Force
CDA .....	Career Development Advisor
CLEP.....	College Level Examination Program
CONUS.....	Contiguous United States
CORPA .....	Council on Recognition of Postsecondary Accreditation

APPENDIX A

DANTES.....	Defense Activity for Non-Traditional Education Support
DISC .....	DANTES Independent Study Catalog
DoD.....	Department of Defense
DoEd .....	Department of Education
DSST.....	DANTES Subject Standardized Tests
ECE.....	Excelsior College Examinations
EOCT .....	End-of-Course Test
ESO.....	Education Services Officer
ETS .....	Educational Testing Service
GE .....	General Exam
GED .....	General Education Development (High School Equiv. Exam)
GMAT.....	Graduate Management Admission Test
GRE.....	Graduate Record Exam
JST .....	Joint Services Transcript
LSAT.....	Law School Admission Test
MGIB .....	CH-30, USC 38, Montgomery GI Bill
NREMT.....	National Registry /Emergency Medical Technician
NRT.....	Non-Resident Training
OAR .....	Officer Aptitude Rating Exam
PCS .....	Permanent Change of Station (Transfer)
PPEP .....	Pre-Commissioning Program for Enlisted Personnel
PRAXIS .....	National Teachers Examinations
RO.....	Registrar's Office
SAT.....	Scholastic Aptitude Test
SE.....	Subject Exam

SOC..... Servicemember’s Opportunity College  
SOCCOAST..... Servicemember’s Opportunity College Coast Guard Degree Program  
TA ..... Tuition Assistance  
TAD ..... Temporary Additional Duty  
TCO..... Test Control Officer  
VA..... Veterans Administration  
VEAP ..... Veterans Education Assistance Program (Pre MGIB)  
VE ..... Voluntary Education

## APPENDIX A

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## Appendix B: Education Related Websites

Accreditation	<a href="http://www.ed.gov/admins/finaid/accred/index.html">http://www.ed.gov/admins/finaid/accred/index.html</a>
AARTS	<a href="http://aarts.army.mil">http://aarts.army.mil</a>
ACE	<a href="http://www.acenet.edu">www.acenet.edu</a>
ACE Military Guides	<a href="http://www.militaryguides.acenet.edu">http://www.militaryguides.acenet.edu</a>
ACE National Program	<a href="http://www2.acenet.edu/credit/?fuseaction=browse.main">http://www2.acenet.edu/credit/?fuseaction=browse.main</a>
ACE Transcript Registry	<a href="http://www2.acenet.edu/credit/?page=transcripts">http://www2.acenet.edu/credit/?page=transcripts</a>
ACET Program	<a href="http://www.uscg.mil/dcms81/docs/AEGUIDE.pdf">http://www.uscg.mil/dcms81/docs/AEGUIDE.pdf</a>
ACT	<a href="http://www.act.org">http://www.act.org</a>
Career Central	<a href="http://www.uscg.mil/leadership/">http://www.uscg.mil/leadership/</a>
Charter Oak State College	<a href="http://www.cosc.edu">http://www.cosc.edu</a>
CLEP Examinations	<a href="http://www.dantes.doded.mil/Programs/Exams_CLEP.html">http://www.dantes.doded.mil/Programs/Exams_CLEP.html</a>
Coast Guard Institute	<a href="http://www.uscg.mil/hq/cg1/cgi/">http://www.uscg.mil/hq/cg1/cgi/</a>
College Locator / Ranking Guide	<a href="http://colleges.usnews.rankingsandreviews.com/best-colleges">http://colleges.usnews.rankingsandreviews.com/best-colleges</a>
College Search Services	<a href="http://www.petersons.com/">http://www.petersons.com/</a> <a href="http://www.collegeview.com">http://www.collegeview.com</a> <a href="http://www.collegeexpress.com">http://www.collegeexpress.com</a>

APPENDIX B

DANTES College of Nationally Accredited Distance Learning Programs	<a href="http://www.dantescatalogs.com/NADLP.aspx">http://www.dantescatalogs.com/NADLP.aspx</a>
DANTES Examinations	<a href="http://www.dantes.doded.mil/Programs/Exams_DSST.html">http://www.dantes.doded.mil/Programs/Exams_DSST.html</a>
Department of Education	<a href="http://www.ed.gov/index.jhtml">http://www.ed.gov/index.jhtml</a>
Distance Learning (Search Engines)	<a href="http://www.about.com/education">http://www.about.com/education</a> <a href="http://www.dantes.doded.mil/Programs/DL.html">http://www.dantes.doded.mil/Programs/DL.html</a> <a href="http://www.petersons.com/">http://www.petersons.com/</a>
DOD Job Search	<a href="http://www.uscg.mil/civilian/">http://www.uscg.mil/civilian/</a>
Excelsior College Exams	<a href="http://www.excelsior.edu">http://www.excelsior.edu</a>
Federal Financial Aid	<a href="http://www.ed.gov/finaid/landing.jhtml?src=rt">http://www.ed.gov/finaid/landing.jhtml?src=rt</a>
Graduate Management Admission Test	<a href="http://www.dantes.doded.mil/Programs/Exams_GMAT.html">http://www.dantes.doded.mil/Programs/Exams_GMAT.html</a> (Take exam through DANTES for reduced or no cost.)  <a href="http://www.mba.com/">http://www.mba.com/</a>
Graduate Record Exam	<a href="http://www.dantes.doded.mil/Programs/Exams_GRE.html">http://www.dantes.doded.mil/Programs/Exams_GRE.html</a> (Take exam through DANTES for reduced or no cost.)  <a href="http://www.ets.org/gre">http://www.ets.org/gre</a>
Joint Services Transcript (JST)	<a href="https://jst.doded.mil/">https://jst.doded.mil/</a>
Math Study Guide	<a href="http://www.webmath.com">http://www.webmath.com</a>
Navy College Program	<a href="https://www.navycollege.navy.mil">https://www.navycollege.navy.mil</a>



Officer Accession Programs	<a href="http://www.gocoastguard.com/find-your-career/officer-opportunities/programs/program-forms-and-deadlines">http://www.gocoastguard.com/find-your-career/officer-opportunities/programs/program-forms-and-deadlines</a>
PRAXIS	<a href="http://www.dantes.doded.mil/Programs/Exams_PRAXIS.html">http://www.dantes.doded.mil/Programs/Exams_PRAXIS.html</a> (Take exam through DANTEs for reduced or no cost.)  <a href="http://www.ets.org/praxis">http://www.ets.org/praxis</a>
SAT	<a href="http://www.dantes.doded.mil/Programs/Exams_SAT.html">http://www.dantes.doded.mil/Programs/Exams_SAT.html</a> (Take exam through DANTEs for reduced or no cost.)  <a href="http://www.collegeboard.org/testing">http://www.collegeboard.org/testing</a>
Scholarships, Grants, & Loans	<a href="http://www.fastweb.com">http://www.fastweb.com</a> <a href="https://www.collegeanswer.com/">https://www.collegeanswer.com/</a> <a href="http://www.scholarships.com">http://www.scholarships.com</a> <a href="http://www.collegeexpress.com">http://www.collegeexpress.com</a> <a href="http://www.uscg.mil/worklife/">http://www.uscg.mil/worklife/</a>
Servicemembers Opportunity Colleges	<a href="http://www.soc.aascu.org">http://www.soc.aascu.org</a>
Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)	<a href="http://www.soc.aascu.org/soccoast/Default.html">http://www.soc.aascu.org/soccoast/Default.html</a>
SkillPort	<a href="https://cgportal.uscg.mil/delivery/Satellite/TRAINED/SKILLPORT">https://cgportal.uscg.mil/delivery/Satellite/TRAINED/SKILLPORT</a>
Thomas Edison State College	<a href="http://www.tesc.edu">http://www.tesc.edu</a>
University of Phoenix	<a href="http://www.phoenix.edu">http://www.phoenix.edu</a>
VA – MGIB / VEAP/ Post-911	<a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a>

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## Appendix C: Coast Guard Education Quick Reference Guide

<a href="#"><u>Joint Services Transcript (JST)</u></a>	Active duty, reservists, civilian employees, Auxiliaries, and spouses of active duty	<ul style="list-style-type: none"> <li>Documents a member's military learning experiences – <a href="#"><u>American Council on Education</u></a> (ACE) reviews and recommends college credit for CG courses. Can combine with other sources just as score reports, official college transcripts, and examinations to give maximum credit.</li> <li>Submit <a href="#"><u>CGI-1562</u></a> (Application for Correction to Joint Services Transcript) to add military courses that have been omitted.</li> <li>An Official JST of members learning experience can be forwarded to colleges and universities electronically.</li> <li>Official JST's may be sent to program managers or to future employers upon receipt of a CGI-1564 Official Request Form (Special Mail)</li> </ul>
<a href="#"><u>Armed Forces Classification Test (AFCT)</u></a>	Active duty and reservists	<ul style="list-style-type: none"> <li>Six months waiting period since last test.</li> <li>The new score(s) regardless it being higher or lower than previous score becomes the member's new score.</li> <li>Procedures on AFCT Program are in the AFCT SOP found on the CG Institute webpage and on CG Central.</li> </ul>
<a href="#"><u>DANTES Subject Standardized Tests (DSST)</u></a>	Active duty, spouses of Active duty members, reservists, and civilian employees	<ul style="list-style-type: none"> <li>DSST's are course achievement exams. There are about 37 tests available. No time limit and there is no penalty for guessing.</li> <li>Administered to military members through DANTES test sites free of charge for the first attempt.</li> <li>USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge for the first attempt.</li> </ul>
<a href="#"><u>College Level Exam Program (CLEP)</u></a>	Active duty, spouses of Active duty members, reservists, and civilian employees	<ul style="list-style-type: none"> <li><a href="#"><u>CLEP General</u></a> exams are a series of 5 exams, each has a 90-minute time limit. No penalty for guessing.</li> <li><a href="#"><u>CLEP Subject</u></a> exams each have a 90-minute time limit. No penalty for guessing. Available in about 25 subjects.</li> <li>All CLEP General Exams and a limited number of CLEP Subject exams are administered to military members through DANTES test sites free of charge for the first attempt.</li> <li>USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge for the first attempt.</li> </ul>
<a href="#"><u>DANTES Independent Study Program (DISC)</u></a>	Active duty and reservists	<ul style="list-style-type: none"> <li>Contains credit courses offered for all academic levels. Members may select from over 6,000 courses from 140 colleges and universities. / Member enrolls directly with the institution.</li> <li>Submit TA Application (<a href="#"><u>CG-4147</u></a>) for approval at least 10 days prior to class convening date.</li> </ul>
<a href="#"><u>DANTES External Degree Program</u></a>	Active duty and reservists	<ul style="list-style-type: none"> <li>Contains credit-courses bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student.</li> <li>Programs have minimal or no residency requirements. / Member enrolls directly with the institution.</li> <li>Submit TA Application (<a href="#"><u>CG-4147</u></a>) for approval at least 10 days prior to class convening date.</li> </ul>

APPENDIX C

<p><a href="#">GRE Record Examinations (GRE) and Graduate Management Admission Tests (GMAT)</a></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> <li>• These exams may be administered to military members at civilian test centers on a reimbursement basis.</li> <li>• Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement. Member must apply for reimbursement within 90 days of the scheduled test date.</li> <li>• Will be reimbursed ONLY for the cost of the exam, no other fees.</li> <li>• Members submit either a DANTES GRE General Reimbursement Form (<a href="#">DANTES 1560/49</a>) / GMAT Reimbursement Form (<a href="#">DANTES 1560/48</a>) along with a copy of their test scores and receipt to a DANTES Test Control Officer for processing.</li> </ul>
<p><a href="#">GRE Subject Tests</a></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> <li>• Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel.</li> <li>• Administered to military members through DANTES test sites free of charge.</li> <li>• Given on specific dates, three times per year</li> </ul>
<p><a href="#">SAT I: Reasoning Test and ACT Assessment (ACT) Program</a></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> <li>• One of these exams may be administered to military members through DANTES test sites free of charge.</li> <li>• Second test free if current test score is required for CG advancement program.</li> </ul>
<p><a href="#">Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)</a></p>	<p>Active duty, reservists, civilian employees and their dependents</p>	<ul style="list-style-type: none"> <li>• Provides for a network of SOC affiliated institutions to provide specific degree programs geared towards CG specific rates.</li> <li>• SOC institutions all agree to maximize the number of credits accepted in transfer from other regionally accredited institutions, limit residency requirements to no more than 25% of the undergraduate degree program, award credit as recommended by the American Council on Education (ACE) for learning acquired in military service, and award credit for nationally recognized testing programs such as CLEP DSST.</li> <li>• A one-time evaluation of prior learning experiences.</li> <li>• College credit for CG schools and rates and ratings. Guaranteed course transfer.</li> <li>• A home college to award an Associate or Bachelor's degree</li> </ul>
<p><a href="#">SkillSoft</a></p>	<p>Active &amp; Reserve, civilians emp. and Auxiliary</p>	<ul style="list-style-type: none"> <li>• Provides over 700 different information technology courses over the internet.</li> <li>• No cost to the member. MUST register via CGSW.</li> </ul>
<p><a href="#">United Services Military Apprenticeship Program (USMAP)</a></p>	<p>Active duty enlisted members</p>	<ul style="list-style-type: none"> <li>• Provides recognition of skills learned; recognition nationally as a journeyman in a trade; credit hours at some colleges toward completion of an Associate of Applied Science degree and documented proof of work experience hours earned while on active duty.</li> <li>• Must have a high school diploma or GED, and meet the requirements for the journeyman rating.</li> <li>• Must be registered in the program. Once registered, must maintain a logbook.</li> </ul>
<p><a href="#">VA Programs</a></p>	<p>Eligible to receive VA Benefits</p>	<ul style="list-style-type: none"> <li>• Reimbursement by the VA for licensing and certification tests which must be specifically approved for the G.I Bill. Contact VA at 1-888-GIBILL-1 (1-999-442-4551) or Contact Reidus Stokes (CG)</li> </ul>