



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

12 June 2020

MEMORANDUM FOR ALL AIR FORCE JROTC INSTRUCTORS

FROM: Headquarters Air Force Junior ROTC
60 West Maxwell Blvd
Maxwell AFB AL 36066

SUBJECT: Educational Requirements for JROTC Certifications

1. The purpose of this memorandum is to announce the new standards for initial and advanced certification of Air Force JROTC instructors.
2. **NEW HIRES/INITIAL CERTIFICATION:** All newly hired instructors will be granted a Provisional Certification, which carries an expiration date. Effective 1 July 2020, any instructor with a Provisional Certification must complete the JROTC Instructor Certification Course (both virtual and in-residence portions), and five specific Nationally Accredited Distance Learning (DL) courses to comply with Department of Defense educational requirements to earn full certification.
3. **ADVANCED CERTIFICATION:** Advanced certification is optional, but encouraged. Instructors may apply for Advanced Certification following: (1) satisfactory completion of three full academic years of AFJROTC instructor employment, (2) completion of the five specific DL courses, (3) verification of an additional 30 Professional Development hours (after becoming an AFJROTC instructor) to enhance content knowledge and instructional skills, and (4) passing formal Headquarters' evaluations.
4. The specific DL courses are: Contemporary American Education, Classroom Management, Learning and the Brain, Education Psychology and Secondary Methods. These courses are provided at no cost, accomplished on-line, and are self-paced. The time to complete each course can be minimal, but the more time you put in, the more benefit you will receive from the material.
5. Please follow the attached instructions in order to access and complete the DL courses. Once you have completed each course, be sure to save a copy of the course completion certificate (screen shot or file save) and send a copy of your course completion certificate to HQ-InstructorMgmt@afjrotc.com so that we can update your WINGS record. When you email your certificates please type in the subject line (Distance Learning Certificate).
6. If you have any questions or concerns, please contact our new AFJROTC Instructor Training Manager, Mr. Antonio Hudson at Antonio.hudson.3@us.af.mil (preferred) or by phone at 334-953-7744.

A handwritten signature in black ink, reading "Stephen T. Sanders".

STEPHEN T. SANDERS, Colonel, USAF
Director, Air Force JROTC

Attachment: DL Course Instructions

JROTC DL Courses – Access and Completion Instructions

I. Introduction

This document provides the instructions for downloading and installing the **FIVE COLLEGE** (formerly *JROTC*) **DL Courses** file with its unique courseware.

If at any time an error is encountered, please feel free to contact RTG & Associates via telephone at **(303)840-3063**, or email at bobgreene2007@gmail.com.

The following are the requirements to run the **FIVE College** (*also known as JROTC*) **DL Certification Courses** software:

Additionally, the application will only work on the following web browsers: **Microsoft Edge**, *Internet Explorer 7* and newer, to include **Internet Explorer 11**.

II. Step 1 – Read the web page in its entirety.

Open a web browser, either **Microsoft Edge** (*preferred*) or **Internet Explorer** and navigate to the following link: <https://www.leadershipcredit.info/dod-jrotc-certification/>

III. Step 2 – Launch

During the unpacking you will be requested to provide a 7-digit password.

It is: **rtg2002**

After the unpacking launch the application you'll need to open your file explorer and navigate to the selected location above where you unpacked the files.

Two additional points here: **1.** In your web browser **disable your pop-up blocker** through your Internet Options tool or else you cannot use the course material properly; and **2.** Write down every incorrect answer as you take the end of course online exam and use them as a study guide! :->)

Once launched in the web browser you should see the following page.



Settings for Mac Users

Open link <https://www.leadershipcredit.info/dod-jrotc-certification/> in Safari Web browser

-Click preferences

-Click website tab

On bottom left of screen under General heading look for pop up window

-When you see allow pop up window on website below be sure leadershipcredit.info website shows

-Turn on Allow from the 3 choices (Block and Notify, Block, and Allow)

--While taking Distance Learning class have on allow, once the class is complete you can turn off allow.

(POC Harold Tucker 501-859-6113)

IV. Finish

After you have installed and launched the **FIVE College DL Courses** file onto your computer, you can freely utilize the courseware associated:

1. Contemporary American Education/Dynamic Teaching
2. Secondary Methods
3. Learning and the Brain
4. Educational Psychology
5. Classroom Management

*Couple of hints here. Open the course support link on the left sidebar of the web page and then focus on each course's tutorial. These links contain all of the updated (2018/2019) material you need to successfully complete each subject. Textbooks are no longer a necessity or a requirement; but remain good reference material. Take the Exam as many times as you need to in order to achieve your 70%+ score. (Call **303-840-3063** if you still have a question. Thanks, Bob Greene)*

Upon completing each course on your computer, you will take a computer produced final exam. When you achieve a course grade of 70% or better you have passed the minimum requirement for submitting your required certificate. You can take the final exam as many times as you need to, to achieve your 70%+ score. Write down every incorrect answer as you take the end of course online exam and use them as a study guide! :>)

Normally a course completion certificate is printed as final proof of passing this software controlled exam. **Before you proceed** to the certificate section for printing, complete a SCREENSHOT PRINT of your score, as the current certificate print section does not work in 90% of the cases.

Your Directorate will accept your screenshot print! **Without this screenshot print of your results, you will lose all proof of this exam if your certificate doesn't print.**

You need to show your test score to submit your final course paper to your college instructor for those enrolled in college credit; and, **for JROTC Instructors only** - to your JROTC Directorate.

Thank You – The RTG & Associates Team