

Enrollment Procedures

US Civil Service Employees, Department of Defense (DOD) Military Personnel, (Active Duty Air Force, Air National Guard, Air Reserve Personnel must be processed through MilPDS), Civil Air Patrol Members, Volunteer and Contract Workers, and International Civilian Employees of DOD Agencies and Foreign Military Members. All applications received for Active Duty Air Force, Air National Guard and Air Force Reserve Personnel will be returned to sender without action.

Student eligibility is governed by the policies contained in AFI 36-2201 and the AU Directorate of Education Logistics

To complete the enrollment application follow these instructions:

Item 1

Course Number Desired: Access the catalog for the course number, availability of course, and eligibility at: <https://cs2.eis.af.mil/sites/13243/default.aspx>

Item 2

Course Title

Item 3

SSN: Verify Social Security Number. Enrollments will not be processed without a valid SSN (exception: international civil service employees)

Item 4

Phone Number: (Student's or Education Office)

Item 5

Name (Complete name of student is required)

Item 6

Category (Select appropriate category)

Item 7

Current (Select the appropriate pay/grade/rank)

Item 8

Enrollment Code (Check appropriate box) Code L-MANDATORY ENROLLMENT: Use for civilians of international countries enrolling in job related CDCs. Enrollment application should state "Employee of the US Government" in Block 11 (comments). Code N- VOLUNTARY ENROLLMENT: Members of other US military services, Civil Air Patrol, US Civil Service (including nonappropriate fund) and USAF contractor employees (eligible IAW ETCA, Section F, Paragraph 6.9), Red Cross volunteers must include the statement: "Volunteer Worker" in Block 11 (comments).

Item 9

Address (Complete address to include 9 digit mailing zip code is required). Please refer to <https://tools.usps.com/go/ZipLookupAction!input.action> for your correct 9 digit zip code.

Item 10

Test Control Facility Zip Code/Shred (Enrollment cannot be processed without the Test Control Facility Zip Code where the student will be taking the final exam). All exams are proctored exams and must be administered by authorized Test Administration Personnel. (Use the web link to obtain a listing of TCFs in zipcode order).

Item 11

Comments

Item 12

Email address (students email address, not required, however, is beneficial when trying to contact the student).

Item 13

Type the date of submission, Approving Official's title, and the Approving Official's name and signature.