

Nomination Procedures

The PMC requires a formal application process, with recommendation by the individual's unit commander or commandant to verify the nominee is in good standing. **(Commanders are not verifying that the nominees meet the program requirements)**

- Download and complete the Letter of Recommendation. This document is available at: https://www.airuniversity.af.edu/Portals/10/CCAF/documents/PMC_Sample_Letter2.pdf?ver=2019-04-12-135828-133 or by going to <https://www.airuniversity.af.edu/Barnes/CCAF/> and clicking on Professional Certifications.
- Go to <https://auservicedesk.af.edu/sp> create an account.
- Click on Student Request then CCAF Request.
- Fill in the drop down boxes:
Priority - *Normal*
User Type - *Prospective Student*
Inquiry Type - *Professional Certifications Inquiry*
Subtype - *PMC*
- S can and upload all required documents (copy of civilian college transcripts, CLEP/DSST exam score reports and signed letter of recommendation) to <https://auservicedesk.af.edu/>

or mail to: Community College of the Air Force
Credentialing Programs
100 South Turner Blvd
Maxwell-Gunter AFB, AL 36114-3011

Additional Information

- For specific guidance please view the FAQ's on our webpage.
- The awarded PMC will be reflected on the member's CCAF record and transcript only. CCAF transcripts may be ordered at <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
- Members will be responsible for updating their official military records to reflect the PMC. To do this, please take a copy of your CCAF record or the PMC Certificate to your local Education Office for updates.
- **Please allow for 60 days of processing time. Requests should be submitted 120 days prior to SCOD's.**

Program Management

The PMC Program is managed and administered by the CCAF Credentialing Programs Flight (CCAF/DEAL).

CCAF Credentialing Programs

Community College of the Air Force
Credentialing Programs
CCAF/DEAL
100 South Turner Blvd
Maxwell AFB-Gunter Annex, AL 36114-3011

DSN 749-5020
(334) 649-5020
Fax: (334) 649-5101

COMMUNITY COLLEGE OF THE AIR FORCE



PROFESSIONAL MANAGER CERTIFICATION (PMC)



Professional Manager Certification Program

WHY A CERTIFICATION?

Professional credentialing is important to the Air Force and our Airmen for several reasons:

- Helps develop a more diversely skilled workforce
- Broadens professional development of our Airmen
- Validates the Airman's professional knowledge and skills gained through Air Force technical education and training
- Helps prepare our Airmen to meet mission challenges of the future
- Prepares Airmen for transition to civilian life

The Professional Manager Certification (PMC) is a professional credential awarded by CCAF to formally recognize the individual's advanced level of education and experience in leadership and management, as well as professional accomplishments.

The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and the Career Field Education and Training Plan (CFETP).



SNCOs and enlisted leaders requested CCAF establish a professional credentialing program which recognizes the SNCO's leadership and management education, skills, and experience.

Program Requirements

Eligibility: The PMC is primarily designed for Air Force SNCOs. However, those in the ranks of E-6 thru E-9 who completed **all levels of EPME required by the program (ALS, NCOA, SNCOA)** may be nominated for the PMC. There are no waivers for the EPME program requirements.

Once individuals retire, separate or are commissioned, they are no longer eligible.

Requirements (all MUST be met):

- Awarded the 7 skill-level (Craftsman)
- Complete ALS or equivalent EPME (In-residence or correspondence)
- Complete NCOA or equivalent EPME (In-residence or correspondence)
- Complete SNCOA or equivalent EPME (In-residence or correspondence)
- Complete 30 semester hours of leadership/civilian management coursework
- Complete at least 6 semester hours of civilian course work.
- Must be E-6 thru E-9
- Awarded CCAF degree
- Recommended for certification by the unit commander or commandant

30 Semester Hour Leadership/Management Course Requirement

To qualify for the PMC, individuals must have completed at least 30 semester hours of acceptable leadership/management coursework.

- CCAF credit earned by completion of EPME courses is calculated and applied toward the 30 semester hour requirement
- At least 6 semester hours of coursework must be completed from an accredited civilian college or by testing credit (CLEP/DSST/Excelsior)
- Courses must emphasize the leadership and/or management of human resources

Examples:

- Human Resource Management
- Organizational Behavior
- Introduction to Business
- Principles of Management
- Principles of Supervision
- Business Ethics and Society
- A copy of the civilian college unofficial transcript reflecting course completion is required
- An individual who has not completed at least 24 semester hours through EPME or equivalent must complete additional civilian courses or testing credits to satisfy the 30 semester hour requirement

