Community College of the Air Force

2017 – 2021

ADVISOR HANDBOOK

Foreword

The Community College of the Air Force (CCAF) is a dynamic organization serving more than 270,000 registered students. You, as the CCAF Advisor, are typically the first and most important contact with our students. Enlisted professionals today, more than ever, understand the value of a college education, and Education and Training Sections (E&TS) and Base Education and Training Managers (BETM) are often their first stop on the way to completing a CCAF Associate of Applied Science (AAS) degree. Obtaining the two-year CCAF AAS degree is a great beginning for any enlisted member and an important stepping stone toward pursuing subsequent higher education or career goals.

I hope you find this handbook useful. It is intended as a one-stop shop for the information you need to help guide the CCAF student in making choices within their degree program…what course options to satisfy program electives, how CCAF's General Education Mobile (GEM) program helps the student make smart choices in completing the general education requirements of the degree, proper application of earned credit, and so much more. This handbook will help you navigate your role as a CCAF Advisor…to know how CCAF receives, verifies and updates academic records; understand how CCAF academic policies and procedures serve to maintain degree program quality and integrity; and, overall, to become competent and comfortable in your role in helping students attain their academic goals.

The CCAF staff continues to work very hard to make educational advisement and student support services more efficient; continuous improvement is always our goal. Consequently, I want your feedback about the information contained in this handbook…your feedback is crucial to our collective success. I encourage you to share your ideas and suggestions about CCAF processes because we are always looking for new ways to help you help our students. With your support, students will be able to complete CCAF AAS degree program requirements and, should they desire, move on to baccalaureate and graduate studies. With the CCAF AAS degree comprising three out of every four associate degrees earned by enlisted Airmen and Guardians, the numbers speak loud and clear…you are making a significant difference in the lives of our students as well on the missions of the Air and Space Forces. So, thank you for what you do.

I sincerely hope that this handbook becomes an essential tool in your toolkit for fulfilling your responsibilities as academic advisors in the CCAF system. Best of luck in this worthy endeavor!

ROYCE H. DASINGER (PhD), GS-15, DAF
Dean, Community College of the Air Force

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PART I

INTRODUCTION

THE HANDBOOK and CCAF ADVISOR ROLES

This *CCAF Advisor Handbook* will assist Education and Training Section (E&TS) personnel, Air Force Reserve Command (AFRC) training technicians, and Air National Guard (ANG) career and education managers in counseling and advising enlisted Airmen and Guardians interested in CCAF programs. This handbook contains a summary of policies, administrative procedures and overall guidelines to operate a successful CCAF academic program. In this handbook, E&TS personnel and AFRC/ANG E&T technicians who assist and/or advise CCAF students are referred to as CCAF Advisors.

This handbook help CCAF Advisors understand their roles and responsibilities. Here are a few key roles/responsibilities:

1. Understand the advisement process in order to provide sound guidance to students so as to facilitate degree progression and completion. This understanding will include force development requirements for education, training, and promotion and the impact on the individual student's situation.
2. Provide general information on CCAF admission and registration. Evaluate and interpret the CCAF student degree plan (Web Progress Report [WebPR]).
3. Understand CCAF degree graduation requirements and how the degree requires a specific number of hours including 25% from CCAF institutional credit-bearing courses.
4. Understand how the total number of degree program hours are broken out as specific categories of credit requirements (i.e., general education, technical core, technical elective, program elective, etc.).
5. Know what courses, including professional certifications and licenses, fit into which categories to ensure all degree requirements are satisfied.
6. Be able to explain to students the differing ways for completing degree requirements, to include traditional testing and assessment as well as credit by examination through Defense Activity of Non-Traditional Education Support (DANTES).
7. Become familiar with CCAF resources, such as CCAF Online Services, Web Progress Report (WebPR), CCAF Student Action Request (AF Form 968), Candidate and Graduate tools, Air Force Virtual Education Center (AFVEC), Singularity, Air Force Credentialing Opportunities On-Line (AF COOL), etc. Be aware of limits to these web resources due to IT outages or changes in technology affecting these services.
8. Understand the process timeline and milestones for submitting a student's intent to graduate.
9. Assist local bases and/or base organizations in conducting appropriate graduation/recognition ceremonies.

CCAF Advisors can learn more about CCAF by reading and understanding the guidance provided in this handbook, the *CCAF General Catalog*s, quarterly *CCAF Updates;* and attending the in-residence or distance CCAF Advisor Course.

Since this handbook *supplements* published *CCAF General Catalog*s, there is minimal duplication between the publications. CCAF Advisors can use this handbook along with applicable and active CCAF catalogs. This handbook can be found on the CCAF secure site via the Air Force Portal/Publications. Revisions are in the form of attachments in the *CCAF Update* and posted in the same location.

PART II

GENERAL INFORMATION

ACCREDITATION

Accreditation is a process of external quality review used by higher education to scrutinize colleges, universities, and educational programs for quality assurance and quality improvement.

- Assures quality for students/parents and the general public
- Provides access to federal funds
- Engenders employer confidence

The US Congress has authorized Air University, as a federal organization, to award degrees appropriate to its mission. Air University is a Level V degree-granting institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For questions about Air University's accreditation, contact the Commission on Colleges at:

SACSCOC
1866 Southern Lane
Decatur, Georgia, 30033-4097
(404) 679-4500
www.sacscoc.org

CCAF is one of several colleges within Air University. Air University achieved institutional accreditation in 2004.

ADMISSION and REGISTRATION

Eligibility

Eligibility to participate in CCAF AAS degree programs are specified in 10 USC 9415. Enlisted Airmen and Guardians are eligible to pursue a CCAF AAS degree. An Air Force Reserve member must be in pay category A, B, E or J and be a unit member or regular participant in paid inactive duty training, unit training assemblies and annual training. Those classified with a Personnel Accounting Symbol (PAS) Code S7 (Inactive Ready Reserve, [IRR]) are not authorized to participate.

Enlisted members of the armed forces other than Air Force who are assigned to a CCAF off-campus instructional site (affiliate school) and serving as CCAF faculty are eligible to pursue a CCAF AAS degree. Additionally, enlisted members of the armed forces other than Air Force who completed a CCAF affiliated joint-service training and education courses may pursue a CCAF AAS degree.

Department of Defense (DOD) civilian employees, contract employees, and dependents may not pursue a CCAF AAS degree.

A student who has separated, retired or commissioned is no longer eligible to pursue a CCAF AAS degree unless the member was awarded wounded warrior status prior to separation. If a member separates and joins the active Reserve forces, automatic registration is made in the CCAF AAS degree program corresponding to their primary Air Force specialty.

Automatic Registration

Effective 15 February 1991, all eligible enlisted Airmen and Guardians are automatically registered in the degree program designed for their Primary Air Force Specialty Code (AFSC), Special Duty Identifier (SDI, or Reporting Identifier (RI). All new enlisted accessions (Airmen) are admitted and registered in the degree program designed for the designated Primary AFSC, normally during the fourth week of basic military training (BMT).

Occupational Specialty Requirement

To register in a CCAF degree program, the student must be qualified to hold and maintain the degree-applicable occupational specialty per AFMAN 36-2100, *Military Utilization and Classification* requirements.

AFSC Conversions and Mergers

AFSC conversions or mergers may impact degree program eligibility when the converted or merged AFSC is cataloged to a different degree program. When this occurs, the formal training subject matter of the previous AFSC may not be applicable to the academic discipline of the degree program which the converted or merged AFSC is cataloged.

Initial and subsequent degree program eligibility is dependent on whether the student's converted or merged AFSC requires completion of mandatory initial skills formal training for the new AFSC. If a student's converted or merged AFSC is cataloged to a different degree program, the student is eligible for both degrees, provided the student completed mandatory initial skills formal training requirements for both AFSCs. If a student's converted or merged AFSC is cataloged to a different degree program, the student is not eligible for both degrees if the student does not complete initial skills formal training requirements for the new AFSC.

If completed formal training in the previous AFSC applies to both degree programs, the student will choose to remain in the previous degree program during the period of enrollment or enroll in the degree program which the converted or merged AFSC is cataloged. With either degree, the student will have earned the AFSC-related CCAF degree.

Advisement Process

When an Airman or Guardian decides to actively pursue a CCAF AAS degree, a thorough review of their education and training should be made to ensure they receive all earned academic credit. Use the student degree plan (WebPR), *CCAF General Catalog* and this handbook as resources to advise the student on completing degree requirements.

No Civilian Academic Institution Credit. When the student has not previously completed any courses from a civilian academic institution, wait at least *30 days* after the student completed formal initial skills technical training to review the student degree plan (WebPR) to ensure it is recorded. Once course completion is recorded, the amount of CCAF academic credit applicable degree plan requirements can be determined.

Civilian Academic Institution Credit. The student must request an *official* transcript from all academic institutions previously attended. All official transcripts must be sent directly to the CCAF Registrar. CCAF has the capability to receive electronic transcripts from academic institutions that offer those services via third-party agencies. Refer to "Document Process" for more information on how to provide transcripts to CCAF.

CCAF Institutional Credit. There are four categories of CCAF off-campus instructional sites (affiliate schools). NOTE: All school Registrars report course graduates to CCAF.

- Technical Training Centers. Most technical training centers are Air Education and Training Command (AETC) organizations and provide formal initial skills and advanced technical training.
- Field Training Detachments (FTD). FTDs are located worldwide and belong to AETC to provide formal specialized technical training.
- Command-Sponsored/Special Schools. These schools belong to other Major Commands (MAJCOM) and provide various types of formal follow-on and advanced training.
- Enlisted Professional Military Education (EPME).

Non-Institutional Credit. The CCAF Academic Review Committee (ARC) evaluates and approves other learning experiences outside a collegiate course for non-institutional credit. Below are types of courses and other learning experiences that may be assessed for non-institutional credit:

- Upgrade Training (UGT) / Special Duty Qualification Training (SQT)
- Interservice Training Review Organization (ITRO) Courses
- Industry Professional Licensures and Certifications

DOCUMENT PROCESS

CCAF Online Services

CCAF Online Services provides CCAF Advisors with timely and accurate CCAF academic information for counseling CCAF students on degree programs progression. It includes data in six major areas: student information, advisor reports, transcript information, in-transfer credit information, certification information and CCAF resources. The CCAF Online Services Guide (**Appendix A**) provides CCAF Advisors with information necessary for accessing and reviewing CCAF student academic records. CCAF Online Services is available via direct link https://wwwmil.maxwell.af.mil/ccafbeta/ or by logging in to Air Force Automated Education Management System (AFAEMS).

Note: Advisor Reports functionality is not available when accessing CCAF Online Services via AFAEMS.

CCAF Student Action Request

The CCAF Action Request (electronic AF Form 968), is an online method to communicate student record actions between the E&TS or BETM staff and CCAF. Please refer to **Appendix B** to learn about the different CCAF Student Action Request types. A step by step guide on how to submit a CCAF Student Action Request is also provided on **Appendix C.**

If a student received a notification from CCAF that the student's record has been updated and/or reviewed by a CCAF Degree Program Manager, results may be viewed on the student's degree plan (Web PR). A CCAF Advisor and student should carefully review and compare it to the student's education/training background to decide if additional documents should be submitted.

Grading Procedure

Academic performance of CCAF credit-bearing courses are determined and reported by using a pass or fail system. A student successfully completing a CCAF credit-bearing course is reported to the CCAF Registrar who records a grade of "P" (Pass) or "S" (Satisfactory). This grade of "P" or "S" equates to a grade of "C" or better.

All courses are required to be taught at the collegiate level. CCAF off-campus instructional sites employ a variety of instructional methods and assessment techniques designed to ensure successful achievement and attainment of desired learning outcomes. Course completion requirements, including grading standards, are provided to the student at the beginning of each course.

Military Course Verification

When the registrar system fails to report a course graduate after the standard processing time, a CCAF Student Action Request must be submitted to add the credit-bearing course to the student's record. Ensure all necessary information: Course Title, Course Number, Personnel Data Systems (PDS) Code (optional), Course Location, and Date of Completion d is attached to the CCAF Student Action Request. CCAF will verify course completion from the off-campus instructional site delivering the course.

Note: See **Appendix D** for credit processing matrix to verify enough time has lapsed prior to submitting the CCAF Student Action Request.

Academic Credit

Air University employs the definition of contact and credit hour from 34 CFR § 600.2 for credit-bearing and non-credit-bearing programs. Courses that are part of an approved degree-granting program result in academic credit hours. Courses that do not satisfy a degree requirement will not be awarded academic credit.

CCAF operates on a semester-hour system and follows commonly accepted practices in higher education for determining the amount and level of academic credit awarded for military programs or courses delivered at off-campus instructional sites. A credit hour represents the amount of work (classroom lecture, laboratory, or clinical) represented in achieving intended learning goals and outcomes verified by evidence of student's measured achievement. Qualified CCAF staff follow best practices to evaluate and determine the amount and level of credit awarded for programs or courses. All CCAF credit-bearing programs or courses conform to the following method for computing credit hours. It is an institutionally-established equivalency that reasonably approximates the following:

A credit hour consists of 45 instructional contact hours. Contact hours may consist of classroom, direct faculty, supervised experiential activities or self-paced instruction and out of class student work. An equivalent amount of work for other academic activities including unsupervised laboratory work, independent research and writing, and other academic work may lead to the award of credit hours.

The Air University established guidelines for computing a credit hour is a minimum of one hour of classroom or self-paced instruction, plus a minimum of two hours of out-of-class student work each week, for approximately 15 weeks results in an average of 45 instructional contact hours.

CCAF categorizes credit into institutional credit or non-institutional credit:

Institutional Credit

Institutional credit is credit earned and awarded through formal instruction offered by the institution awarding the degree. CCAF institutional credit is awarded for credit-bearing courses delivered by off-campus instructional sites (affiliate schools) and taught by qualified CCAF faculty. The academic discipline (Technical Core) requirements of the CCAF degree must be satisfied by institutional credit earned from formal specialty-related technical training.

Non-institutional Credit

Non-institutional credit is credit accepted in-transfer from other accredited institutions or other noncredit educational experience outside a collegiate course meriting consideration for award of academic credits. Non-institutional credit may be in the form of approved industry credentials, Upgrade Training (UGT), Special Duty Qualification Training (SQT), American Council on Education (ACE) credit recommendations, and other learning experiences outside a collegiate course. The academic discipline (Technical Core) requirements of the CCAF degree may not be satisfied by non-institutional credit. However, degree-applicable non-institutional credit may satisfy Technical Elective or Program Elective requirements.

There are five CCAF classifications of CCAF courses. The first three course types are "D" (Degree-Applicable Course), "E" (Educator Course), and "M" (Manual Application Course) and all are degree-applicable. "D" identifies degree-applicable course credit. "E" identifies CCAF faculty development course credit and the credit hours will auto-apply on the student record only when the student is registered in a faculty-applicable degree program. "M" identifies courses where the auto-apply function is not desired and the Degree Program Manager will manually apply this credit as necessary. The fourth course type is "N" which identifies non-institutional credit awarded for learning experiences outside a collegiate course. The fifth course type is "C" which identifies a certificate course and refers to credit that does not apply to CCAF AAS degree programs unless it was earned before 1 January 1992. "C" credit earned before 1 January 1992 may apply to the applicable degree. CCAF course credit may not be applied toward the general education requirement (GER) area of a CCAF AAS degree.

In-transfer Credit

In-transfer credit is credit awarded from another accredited institution that is accepted for use by the institution awarding the degree. The Technical Core requirements of the CCAF degree may not be satisfied by in-transfer credit. However, in-transfer credit may satisfy Technical Elective, Leadership, Management and Military Studies, Program Elective, and General Education requirements.

Acceptance of credit in-transfer practices shall be consistent with accepted practices of institutionally accredited, degree-granting institutions of higher education. Credit accepted in-transfer from accredited institutions must also comply with in-transfer credit procedures as approved by Air University. The college accepts in-transfer course credit that meet the criteria in the Degree Programs section. CCAF determines the credit to be accepted in-transfer from accredited institutions that do not record course completion in credit hours. This credit is non-institutional credit and does not apply towards the 25% institutional credit requirement

(formerly known as residency).

Courses completed with a "C" or higher at accredited civilian institutions may be accepted in-transfer for application to CCAF AAS degree programs. Grades of "D, F, C/D, I, or W" are not acceptable in-transfer. Courses must be degree program-applicable and cannot duplicate credit previously applied from other sources. A "P" or "Pass" grade will only be accepted if the school provides documentation stating that the grade is equivalent to a "C" or better.

Please refer to *Foreign College/University Courses* for information on how to transfer foreign institution courses to CCAF.

Academic credit accepted in-transfer is transcribed and applied only for students registered in a CCAF AAS degree program. "T" is used to identify in-transfer credit courses. In-transfer credit sources include:

- Coursework from other accredited institutions
- Foreign accredited institutions
- Nationally-recognized examination programs (CLEP, DSST, AP)
- American Council on Education credit recommendations
- Other DoD (non-USAF) schools
- Industry professional certifications, licensures and/or registry credit
- Business and industry training

Other Accredited Institution Courses

Courses accepted in-transfer from other accredited institutions must be completed with the equivalent of a "C" or higher. A grade of "D", "F", "C/D", "I" or "W" is not acceptable in-transfer. Courses must be degree program-applicable and cannot duplicate credit previously applied from other sources.

Foreign Accredited Institution Courses

Courses completed at foreign institutions are considered on an individual basis. CCAF cannot evaluate and interpret foreign academic credentials. A student must obtain an external (commercial) evaluation of course work taken at foreign institutions. Evaluations are not required for foreign institutions that hold acceptable accreditation and are listed in the *Accredited Institutions of Postsecondary Education*, published by ACE.

Armed forces or general evaluations are not acceptable for this purpose. CCAF accepts a detailed, course-by-course evaluation of foreign documents from National Association of Credentialed Evaluation Services (NACES) member (http://www.naces.org/members). The student must pay all costs to obtain the evaluation and request that the course-by-course evaluation be sent directly to CCAF from the agency conducting the foreign evaluation. Another copy of the official transcripts, in English must be sent directly from the foreign institution is required if a copy of the transcript is not included in the evaluation.

Nationally-Recognized Examination Credit

Credits may be applied for United States Armed Forces Institute (USAFI), the Defense Language Proficiency Test (DLPT), Defense Activity for Non Traditional Education Support (DANTES) Standardized Subject Test (DSST), College-Level Examination Program (CLEP), and Excelsior College Exams (ECE) if the score meets the ACE-recommendation.

Examination credit may be applied once CCAF receives the original test score report from the administrating agency. This credit is non-institutional credit and does not apply towards the 25% institutional credit requirement.

Official transcripts or score reports must be sent directly from the issuing agency to the CCAF Registrar. Examination credit documented on other college or university transcripts will not be accepted.

DANTES Examinations Program changed their procedure for retesting effective 22 December 2010. DANTES no longer funds retesting on previously funded exam titles for CLEP, DSST and ECE paper-based or computer-based exams. **For personally funded retesting, test scores are not reported to CCAF.** If taken for a particular degree requirement, a Designated Institution (DI) code must be identified at the time of testing. For Air Force personnel, examinees must select the DI code for CCAF for CLEPs and DSSTs. The DI code for CLEPs is 6139 and the DI code for DSSTs is 7992. For ECE test results, a DI code has not been established and not required; examinee will need to indicate on the answer sheet to have results forwarded to CCAF. See **Appendix E** for test reporting agency information.

A maximum of 30 semester hours (SH) of examination credit may be used toward the CCAF AAS degree. Credit must be program-applicable, and not duplicate previously applied course credit. An exam matrix for each CCAF AAS degree program is located in the CCAF Student Services module. This tool can be accessed via AFAEMS or Air Force Virtual Education Center (AFVEC). Click on the "Credit by Exam Matrix by Degree Program" link located under the transfer credit dropdown menu. Civilian college correspondence, independent study, distance learning and Air Force enlisted PME correspondence courses do not count toward the 30 SHs examination limit.

Advanced Placement Examinations

Advanced placement examinations are only offered to high school students and are acceptable with an official transcript from the Advanced Placement Services of the College Board with a score of 3 or higher. CCAF does not accept high school transcripts. See **Appendix E** for test reporting agency information. Advance Placement examination is subject to 30 SH maximum examination credit.

American Council on Education Credit Recommendation

Credit may be applied for some civilian training and courses delivered at other DoD schools that are not part of the CCAF system. In cases where these non-accredited institutions do not award credit for course completion, nor offer transcripts, credit recommendations identified in the *ACE Military Guide* or the *ACE National Guide* may be used. ACE credit recommendations may apply toward the technical elective, Leadership Management and Military Studies (LMMS) or program elective areas of degree programs. Courses must be program-applicable and not duplicate credit previously applied from other sources. ACE credit recommendation is non-institutional credit and does not apply towards the 25% institutional credit requirement. CCAF will only add ACE-recommended credit when a student is registered in a degree program, the credit can be applied toward degree requirements, and the credit is needed to graduate. CCAF will transcribe ACE credit recommendation from an official ACE Registry Transcript or Joint Service Transcript (JST).

Department of Defense and Other Service Schools

If DoD and other service schools are accredited and issue transcripts, the college will consider accepting the credit in-transfer.

Many enlisted Airmen and Guardians attend Army, Navy and/or DoD initial or advanced technical training courses instead of Air Force formal technical training courses.

A CCAF student completing training with another service may apply that credit toward a CCAF AAS degree if the training has an ACE credit recommendation. Courses with ACE credit recommendation must be degree program-applicable and not duplicate credit previously applied from other sources. ACE credit recommendation is non-institutional credit and does not apply towards the 25% institutional credit requirement.

A CCAF student completing a course from another service that was not evaluated by ACE for credit recommendation may be eligible for non-institutional credit if the course was evaluated and approved by the CCAF ARC.

If the completed course does not have an ACE credit recommendation or CCAF ARC approval, credit will not be awarded.

Students who attended formal training delivered by another service must provide an official JST. For information concerning the JST, visit https://jst.doded.mil/jst

Industry Professional Certification, Licensure and/or Registry Credit

CCAF AAS degree technical and/or program elective requirements may be satisfied by credit awarded for specific national industry professional credentials. Students are responsible for contacting their E&TS or BETM and provide copies of issued credentials and supporting documentation.

To determine the industry credentials that can may apply toward a degree requirement, refer to the degree plan in the *CCAF General Catalog*.

See the Professional Credentialing section for additional information, CCAF credentialing programs and the AF COOL program.

Business or Industry Training

Civilian business or industry training may apply toward a CCAF AAS degree. If the training was evaluated and reflected in the *ACE National Guide,* advise the student to order an ACE Registry Transcript. See **Appendix F** for other institution transcript agency information.

In-coming Transcripts

All transcripts submitted from other accredited institutions for credit in-transfer evaluation must be *official* and in English. CCAF will only accept transcripts sent from the institution directly to CCAF. Transcripts marked "Issued to Student" is not acceptable. Faxed copies are not acceptable.

Additionally, transcripts are not acceptable from students, CCAF Advisors, counselors, recruiters or any other third party. Please have the institution mail the transcript to the following address:

CCAF/DESS
100 South Turner Boulevard
Maxwell AFB, Gunter Annex AL 36114-3011

CCAF also accepts electronic transcripts sent directly from institutions that subscribe to a transcript delivery network. When submitting a request student should select the College/University option vs Employer option. If an email is required please use: ccaf.etranscript@us.af.mil.

Course Conversion Tables

CCAF maintains two course tables for CCAF Advisors and students to conduct course research. These resources are available on CCAF Online Services.

Military Course Conversion Table

The Military Course Conversion Table (MilCCT) provides a list of CCAF off-campus instructional site courses that have been evaluated by CCAF for academic credit. The MilCCT is a self-help tool designed to show whether or not a particular military course is CCAF credit-bearing. Only courses that have been reviewed and evaluated by CCAF are listed.

Civilian Course Conversion Table

The Civilian Course Conversion Table (CivCCT) lists all civilian institution courses that have been evaluated by CCAF and its applicability toward degree subject areas. Only those courses that have been evaluated by CCAF are listed. A specific course that is not listed does not represent that the course is not acceptable for in-transfer.

CCAF provides students and CCAF Advisors access to the Civilian Course Conversion Table (CivCCT) to assist in determining other accredited institution courses that may be accepted in-transfer to satisfy CCAF subject requirements. Prior to enrolling in other accredited institution's course, students and CCAF Advisors should utilize CivCCT to determine if it is acceptable for in-transfer toward CCAF degree requirements. The CivCCT is available within the CCAF Online Services, accessible through the Air Force Virtual Education Center (AFVEC) at https://afvec.us.af.mil. Common access card (CAC) is required.

PROCEDURES FOR EVALUATING IN-TRANSFER CREDIT

SACSCOC Principles of Accreditation hold the degree-granting institution responsible for the quality of credits constituting the degrees it grants, including credits transferred in from other institutions. In accepting credits in-transfer, CCAF has an obligation to ensure courses have comparable course content, comparable learning outcomes, and otherwise satisfy quality accreditation standards to include the qualifications of faculty to teach the courses for which they are assigned.

Accreditation does **NOT** guarantee acceptance of credit in-transfer. Acceptance of credit is at the discretion of the receiving institution. CCAF accepts credit in-transfer from other accredited institutions on a course-by-course basis.

In order to complete the evaluation of in-transfer credit CCAF may require supporting documentation from the institution to identify the level, brief description and learning outcome of the course. Additionally, CCAF may require applicable faculty credentials.

Faculty personally-identifiable information is not requested. See **Appendix G** for a sample request letter to the institution.

In those cases where CCAF is unable to receive the above requested information, CCAF will be unable to process the transcript for in-transfer credit consideration and will notify students accordingly. Additionally, CCAF Advisors will be provided advisement for those institutions unable to provide the requested information. In so doing, it is CCAF's intent to help students make informed choices in their pursuit of higher education goals.

Generally, CCAF will accept courses that meet the following criteria:

Courses:
- Must not be developmental, preparatory, remedial, refresher or review
- Must be listed and identified in the offering institution's general catalog as satisfying the institution's freshman or sophomore general education graduation requirement and must be designed for transfer
- Must have been completed with the equivalent of a "C" grade or better
- Must not duplicate or significantly overlap another course or test applied to the degree program
- Must not be a special topic or problem, workshop or similar course
- Must not be narrowly focused on skills, techniques and procedures peculiar to a particular occupation
- Must be offered by an institution whose accrediting agency is recognized by the Department of Education and by at least two of the following three:
  - American Association of Collegiate Registrars and Admission Officers
  - American Council on Education
  - Council for Higher Education Accreditation
- Must be from a degree-granting institution
- Taught by a qualified faculty. The faculty member must have a master's degree in subject area they are teaching OR any master's degree plus 18 graduate hours in the subject area they are teaching.

CCAF TRANSIENT STUDENT LETTER

The CCAF Transient Student letter is for CCAF students who desire to take courses with other institutions to fulfill their CCAF degree requirements. Many academic institutions request for the home institution to provide a letter verifying the student is enrolled and is in good academic standing. The requesting institution typically ask the home institution to list courses that students are authorized to complete in order to transfer back to the home institution. For CCAF students, this letter will need to be accomplished for every AF tuition assistance (TA) application (if required by the institution). For ANG members (and others) using Veterans Assistance (VA) Benefits, this letter can be sent to the students VA representative so the VA will pay for the course(s). See **Appendix H** for a template that can be used. CCAF Advisors who have completed the CCAF Advisor Course are authorized to complete and sign this letter.

DEGREE COMPLETION TIME LIMIT

Registration in a degree program is limited to six years from date of registration. A student who is pursuing their initial degree and does not graduate in the allotted time will automatically be moved to the degree program applicable to the primary occupational specialty and in the most current catalog. A student who does not graduate within six years from the date of registration,

and their primary specialty is not assigned to a specific degree program, will not be registered. A student who is pursuing a subsequent CCAF AAS degree will be dis-enrolled at the 6th year date of registration. A student desiring to re-register or enroll in another subsequent degree program may do so by contacting the E&TS or BETM to have a CCAF Student Action Request submitted through the CCAF Advisor.

The exception to the 6-year registration policy is the Instructor of Technology and Military Science (ITMS) degree program. A student registered in the ITMS degree program has two years from the registration date to graduate. A student who does not graduate within the 2-year registration period will be dis-enrolled. The student may re-register in the ITMS degree program provided he or she is assigned as a CCAF faculty member, meets all other requirements for registration, and by following the CCAF Student Action Request procedures. Enlisted members of the armed forces other than Air Force assigned to a CCAF off-campus instructional site (affiliate school) and serving as CCAF faculty must complete all degree requirements prior to completion of CCAF faculty duty.

CATALOG CHANGE PROCESS

A catalog change occurs when a *student requests* to move to the current *CCAF General Catalog* in the same degree program. When advising a catalog change, take into account the student must abide by all policies and program requirements that are effective with the new catalog. NOTE: After a catalog change, a student may not return to the previous catalog.

DEGREE PROGRAM CHANGE PROCESS

A degree program change may be made at any time if related to a student's 1st, 2nd, 3rd or 4th AFSC, Special Duty Identifier, and/or Reporting Identifier as reflected on the current MilPDS Report on Individual Person (RIP). The student must be qualified to hold and maintain the degree-applicable occupational specialty and/or skill level per AFMAN 36-2100 requirements. Duty and Control specialties are not considered for degree program eligibility.

In special cases, a degree program change may be made if the SDI or RI is reflected on the student's current RIP. Submit a CCAF Student Action Request for program change only if the student is currently pursuing a CCAF AAS degree program.

GRADUATION INFORMATION

Eligibility

The student must satisfy all degree program requirements before retirement, separation, or being commissioned. The completion date of the final term, testing date or date of a course completion certificate, must be before the change in status. **Appendix I** provides a graduation requirements checklist.

Occupational Specialty Requirement

The student may earn one (1) degree designed for the specific PAFSC, SDI or RI held at the time of degree completion, the student must be qualified to hold and maintain the degree-applicable occupational specialty per AFMAN 36-2100 requirements.

Skill-level Requirement

The student must hold at least the Journeyman (5-skill level) in the program-applicable AFSC at the time of degree completion. This does not apply to SDIs, RIs and AFSCs that do not have the Journeyman (5-skill level). At the time of degree completion, the student must be qualified to hold and maintain at least the Journeyman (5-skill level) in the degree-applicable specialty per AFMAN 36-2100 requirements.

A student registered in a degree program with a specialty that does not have a Journeyman (5-skill level) is eligible to earn a CCAF AAS degree with only the Apprentice (3-skill level). The Journeyman (5-skill level) requirement for graduation is not factored.

Technical Education Requirement

To graduate, a student must have completed formal specialty-related technical training applicable to the academic discipline of the degree which the student is registered. At least nine semester hours of CCAF institutional credit must be applied toward the academic discipline (Technical Core) requirements.

To protect the academic integrity and value of the CCAF degree, it is not appropriate to graduate students who have not completed formal technical training within the specialty designated for the degree program and credit applied toward degree completion.

Institutional Credit Requirement

The SACSCOC requires at least 25% of the credit hours required for the degree to be earned through instruction offered by the institution awarding the degree. Therefore, to graduate, the student must have at least 16 semester hours of institutional credit earned and applied for a 64-hour degree program or 15 semester hours for a 60-hour degree program.

Intent to Graduate

All degree graduates must submit an intent to graduate *(Formerly known as Degree Nomination)*. The CCAF Advisor or E&TS staff submits the CCAF Student Action Request to nominate the student as a degree candidate and notifies the student of candidacy status. A student is not considered for nomination as a degree candidate until CCAF receives all required documentation, which includes the completed CCAF Student Action Request submitting the student's intent to graduate, official transcripts from other accredited institutions, military course completion certificates, and/or other source documents prior to the published class cutoff date. All degree program requirements (reflected on the unofficial Web progress Report [WebPR]) must be completed and all transcripts must be received by CCAF prior to submitting the intent to graduate.

Students should consider the time necessary for course and/or examination score reporting and transit time for the official transcripts needed for credit in-transfer decisions. After a student meets all requirements, the college notifies the nominating E&TS or BETM of degree completion.

All degree requirements must be satisfied before separation, retirement or commissioning. The completion date of the final term, testing date or date of a course completion certificate, must be before the change in status.

Intent to Graduate Cut-off Date

CCAF graduates students each business day of the year. The college has two graduating classes each year—April and October. Intent to graduate nominations and required supporting documentation must be received by CCAF on or before the **last Friday in February and August** to be in the respective graduating class. All documents and nominations after that date will be processed in the next graduating class. Diplomas are mailed to the E&TS or BETM about one week after the official class closeout.

Degree Award Date

The student's degree award date is the date CCAF receives all final documents and the submitted CCAF Student Action Request for the student's intent to graduate.

Senior Rater Endorsement and Promotion Eligibility Cutoff Dates

Students should not assume CCAF AAS degree requirements are automatically completed upon successful completion of required courses via another accredited institution or that this is the date they will be a CCAF graduate. The student **MUST** satisfy all requirements, including submitting the intent graduate, **BEFORE** the close out of an Enlisted Performance Report (EPR) or individual award. CCAF's policy **IS NOT** to backdate any student's graduation date to satisfy requirements for promotion, Senior Rater Endorsement, EPR, award packages, etc. Once a degree has been awarded, the degree title or graduation date **WILL NOT** be changed.

Statute of Limitation

A student has six years from retirement, separation, or being commissioned to file for graduation if all requirements were completed prior to separation, retirement, or commission.

The student is only eligible for the degree program that he/she was enrolled in at the time of separation. The student is ineligible to enroll in subsequent CCAF AAS degree programs.

Separated Students

If a student has separated, submit a CCAF Student Action Request and state in the Remarks section: "Student completed all requirements before separation". The student is only eligible for the degree he/she was registered in prior to separation, retirement or commissioning. The student is ineligible for registration in a subsequent degree after separation, retirement, or commissioning.

Verification

Upon completion of the graduation quality assurance process, the CCAF student information system sends a notification message to the nominating E&TS or BETM. A consolidated graduate listing (Candidate Status) within the Advisor Reports of CCAF Online Services is available for CCAF Advisors to verify the graduation status of students at their location. The CCAF Advisor should notify the graduate with a congratulatory e-mail and information about the graduation ceremony.

DIPLOMA

Mail-Out

Diplomas with a list of graduates are sent via 1st class mail from CCAF to the E&TS or BETM the last week in March and September for April and October graduation classes. In addition, each student will receive a congratulatory letter signed by the CCAF Commandant recognizing them for achieving their CCAF AAS degree.

Address Change

CCAF's candidate processing system should automatically update a student's E&TS or BETM mailing address upon PCS. This means the E&TS or BETM who nominated the student will still receive credit for the nomination without having to track the student's whereabouts. The student will not appear on the losing E&TS or BETM graduate list after in-processing a new base, nor will the diploma be mailed to losing E&TS or BETM. Likewise, a graduate PCSing into a gaining base should appear on the gaining E&TS or BETM list and a diploma will be mailed to the gaining E&TS or BETM for distribution. CCAF forwards a diploma to the gaining base or to the home address when the graduate separated the Air Force, (if notified before diplomas are printed). Immediately notify CCAF/DESS at registrar.ccaf@us.af.mil when there is a change in address after submitting the nominating CCAF Student Action Request and before receiving the graduate's diploma; include name, last four of the SSAN, and the new address. A diploma is mailed to a personal address only when the graduate has separated, retired, or is verifiably at a geographically separated unit.

In cases where the CCAF Advisor has a diploma and the graduate is no longer serviced by that E&TS or BETM, forward the diploma to the new servicing E&TS or BETM. If separated or retired, forward the diploma to home address. Please shred the diploma, if address is unknown.

Lost, Damaged, Inaccurate, or Replacement

Upon receipt of mailed diplomas, carefully quality-check the graduate listing against the diplomas received. Diplomas for the *current* graduating class could get lost, damaged or contain an error. Please shred a diploma that is damaged or has an error, and request a new diploma. Each graduate should receive an error-free diploma at the graduation ceremony. Also, students in previous graduating classes may require a replacement diploma.

Regardless of reason, order a new diploma via e-mail at registrar.ccaf@us.af.mil. Please include graduate's full name as it should appear on the diploma, last four of the SSAN, return address, and justification for reprint in the e-mail (please allow up to 30 days for processing).

CCAF TRANSCRIPTS

Official

CCAF forwards official transcripts, printed on security paper to other academic institutions, agencies, and employers. CCAF provides several options for ordering official transcript as detailed below.

Note: CCAF does not have the ability to send transcripts electronically at this time. All official transcripts are hard copy

Request

To ensure compliance with the provisions of the Family Educational Rights and Privacy Act, students can only order transcripts for themselves. Transcripts are mailed out within two business days of receipt of request. There are three options for requesting a transcript.

1. Students can order their own transcripts for free online through the CCAF Student Services option via AFAEMS/AFVEC (log in from a .mil domain is required).

2. Students can submit a written request that includes full name or former name if appropriate, social security account number, and the address of the location the transcript is to be sent. A legal signature is the legal authorization for CCAF to release a transcript. Mailing time can take as long as 14 days. See **Appendix J** for a copy of Transcript Request Form

Send a written transcript request to:
CCAF/DESS
100 South Turner Blvd
Maxwell AFB, Gunter Annex AL 36114 -3011

3. Students can order a transcript (for a fee) to be sent by first-class mail or overnight (FEDEX) via Credentials, Inc. This service can be found by accessing the following link: https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308

Personal/Unofficial

The unofficial transcript looks like an official transcript; however, it has "Issued to Student" printed at the bottom. The unofficial transcript may be accessed through the CCAF Online Student Services via AFAEMS and AFVEC.

NON-DEGREE SEEKING STUDENT

A "non-degree seeking student" is a person who is not eligible to register in CCAF AAS degree programs, but one who has completed courses for which CCAF awards credit. This is normally an enlisted member of the armed forces other than Air Force, an officer, or a civilian. The non-degree seeking student can obtain a CCAF transcript. When requesting a CCAF transcript for the first time, include name, SSN, date of birth, branch of service (if military), and a copy of the course completion certificate(s). A signature is required for release of the transcript. Documents may be e-mailed to registrar.ccaf@us.af.mil or mailed to:

CCAF/DESS
100 S. Turner Blvd
Maxwell AFB, Gunter Annex AL 36114-3011

SERIOUSLY WOUNDED, ILL AND INJURED AIRMEN (WOUNDED WARRIORS)

CCAF Eligibility and Participation Guidance

IAW 10 USC sec 9415, seriously wounded, ill, or injured Airmen (Wounded Warriors [WW])

who commenced but did not complete a CCAF AAS degree program may continue participation in their degree program after separation or retirement. To qualify, the member must have been awarded a 9W-series RI for as reflected in MilPDS. Degree program participation is limited to the program of enrollment at the time of separation or retirement. These members will have 10 years from their separation or retirement date or from 30 December 2011 if they separated or retired between 12 September 2001 and 30 December 2011 to complete degree requirements.

If contacted by a former student requesting guidance on continued participation in CCAF AAS degree programs based on their WW status, use the following guidance:

1. Inform the member, that he/she:

   • Must have been enrolled in a CCAF AAS degree program at the time of separation or retirement.

   • Must have been awarded a 9W-series RI prior to separation as reflected in MilPDS.

   • Has 10 years from his/her separation or retirement date or from 30 Dec 11 if separated/retired between 12 Sep 01 and 30 Dec 11 to complete degree requirements.

2. Refer students who do not hold a 9W-series RI, but believe they qualify for Wounded Warrior status, to the Air Force Wounded Warrior Program Office. Contact information: E-mail: wounded.warrior@us.af.mil or Toll-free 1-800-581-9437. The AF Wounded Warrior Program personnel will determine status, effective date of status (if applicable) and update the appropriate personnel data/ records.

3. For participating members, CCAF will add a MEMO to the student record. Add contact information, to include: mailing address, e-mail address, and phone number. Track progress as the WW student will not have an active AFAEMS record.

4. Refer WW students to our Education Services Flight at (334) 649-5021 for initial counseling if he/she does not have E&TS or BETM assistance.

5. This legislation affords a WW student to complete a degree "commenced but not completed…." WW students are eligible for only the degree in which they were enrolled at the time of separation. This may be their first CCAF AAS degree or a subsequent degree.

6. Other-Service faculty members may continue in a CCAF AAS degree program under the same conditions as Air Force members; however, the Registrar will have to confirm with the other-service member's personnel/WW office to verify WW status. MEMO separation date which begins the 10-year eligibility timeframe. Applies to members who were deployed while assigned to a CCAF off-campus instructional site. This should be rare.

7. WW eligibility applies to degree programs, and CCAF-awarded certifications.

DEGREE PROGRAM WITHDRAWAL

A registered student who has separated, retired or commissioned shall be withdrawn. Automatic withdraw will occur once a loss date is reported from Uniform Airman Report (UAR) updates from MILPDS. Since participating in a degree program is voluntary, a student may formally request withdrawal from the degree program in which the student is registered. The student must request this action through the local E&TS or BETM. The CCAF Advisor must submit a CCAF Student Action Request and include a statement in the instructions

section certifying that the student elects to withdraw from the degree program.

STUDENT DEGREE PLAN

The student degree plan (also known as WebPR) allows the CCAF Advisor electronic access to CCAF student records to provide immediate academic feedback to a student. The student degree plan provides student information, degree program, degree requirements and student record. The WebPR can be viewed in the CCAF Online Services at https://ccaf.maxwell.af.mil. **Appendix A** explains how to read and interpret a student degree plan (Web PR).

CCAF STATUS CODE

CCAF status codes reflect current status of each CCAF student. **Appendix K** explains the status codes.

ADVANCED STANDING

Registered students attain advanced standing when they satisfy 45 or more semester hours toward degree requirements and applied credit from another accredited institution. At this point, provide the student special guidance relative to completing remaining program requirements. An advanced standing report can be generated in the ESO Reports located in the CCAF Online Services at https://ccaf.maxwell.af.mil.

PART III

ACADEMIC POLICIES & PROCEDURES

CREDIT APPLICATION PROCESS

CCAF academic policies govern the academic administration of the college and procedures are ways the college implements them. This section deals with degree programs, affiliation, accreditation, degree program administration, graduation and documentation. Clarification is provided on several policies and procedures and how they affect the student (and CCAF Advisor) when advising the student on degree completion requirements.

Hierarchy
The order of preference (hierarchy) to apply credits satisfying degree requirements is:

1. CCAF institutional credit earned from completed degree program-applicable specialty (AFSC, SDI, RI) formal training.
2. Degree program-applicable CCAF Upgrade (UGT) or Special Duty Qualification Training (SQT) credit.
3. Degree-applicable industry professional certification, licensure or registry credit.
4. Degree-applicable in-transfer credit from another accredited institution.
5. Degree-applicable nationally-recognized examination credit (CLEP, DSST, ECE, AP).
6. CCAF institutional credit earned from Enlisted PME credit. In the best interest of the student, and if possible, preserve excess EPME credit for application as institutional credit in a potential subsequent degree.
7. Degree-Applicable American Council on Education (ACE) credit recommendation. (Applied only if needed to graduate)
8. CCAF institutional credit earned from other coursework not applicable to the degree program of registration. (Must receive student authorization to utilize the credit)

CCAF UPGRADE TRAINING CREDIT

CCAF awards students' academic credit for advancement in knowledge and skills within their occupational specialty. This UGT credit (formerly known as Internship credit) is for upgrade training conducted locally by experienced supervisors. It has a structured performance and documented upgrade training process within the Airman's AFSC. Upgrade training typically includes a Career Development Course, with closed book proctored exams; on-the-job training processes; specific time in upgrade training; and demonstrated experience, and qualification, and proficiency of job tasks outlined in the *Career Field Education and Training Plan* (CFETP). UGT credit may apply toward the degree program technical or program elective subject areas if the skill level was earned in a program-applicable AFSC.

The table below reflects the credit hours earned at different skill level upgrade. Skill-level upgrade are completed at each students unit of assignment. For skill level upgrade requirements, refer student to their unit training manager.

CCAF UGT Credit	Skill Level Requirement	Credit Hours
5000	5-skill level	9 SH
7000	7-skill level	6 SH

Note: UGT will not be awarded to an AFSC that does not have skill level training requirements.

Specialty skill levels attained by AF enlisted personnel are automatically reported to CCAF through the Air Force Personnel Center (AFPC). CCAF will not award credit for a skill level that cannot be verified through AFPC resources. A maximum of 15 SHs of UGT credit may be applied.

SPECIAL DUTY QUALIFICATION TRAINING CREDIT

Special Duty Qualification Training refers to academic credit students may earn for advancement in knowledge and skills while performing duties in a special duty position.

Effective 1 April 2020, CCAF discontinued the SDI5000/SDI7000 credit and the subsequent award of this credit to students serving in a SDI or RI. The term "Special Duty Internship" is changed to "Special Duty Qualification Training" (SQT) to ensure the true essence of the learning experience and mission capable qualification process is accurately captured and referenced. The source document for SDI and RI specialty training, qualification, and career progression is the CFETP or AFJQS. SQT credit will not be awarded to students serving in an SDI or RI not having an official CFETP or AFJQS or if training requirements are waived. The amount of SQT credit awarded is approved by CCAF ARC.

The SQT credit will be manually loaded to a student record upon verification of the following;

a. The student is registered in the degree program applicable to the SDI or RI in which the student is serving.

b. The student provided a copy of their completed CFETP or AFJQS, validating they are "fully qualified" in the SDI or RI. A copy in the AFAEMS digital file folder is sufficient.

c. Formal CCAF credit-bearing specialty-related technical training was completed.

d. Student met the average time specified by the AFCFM to be "fully qualified" in the SDI.

SQT credit is **NOT** CCAF institutional credit and may **NOT** be applied toward the 25% institutional credit requirement. SQT credit may **NOT** be applied toward the academic discipline (Technical Core); however, SQT credit may be applied to satisfy Technical Elective or Program Elective requirements.

FRONTLOADING

Frontloading (started 1 January 1991) allows all transferable course credit from other institutions and testing credit that apply to registrant's degree requirements to be recorded. Credit transcribed to the CCAF record may be in excess of degree requirements and the 30 SHs testing limit.

CCAF will not frontload ACE credit recommendations. Ace credit recommendations are only added if needed to complete a technical elective, program elective, or LMMS requirement. Excess ACE-recommended credit will not be frontloaded. Course work on transcripts or test reports submitted for a student's record before 1 January 1991 was not frontloaded.

CREDIT SPLITTING

Credit splitting is the application of "left-over" credit from a quarter-hour converted course. Credit accepted in-transfer and combining the partial credit hours to form a complete hour, and applying those combinations to satisfy a degree program requirement is not authorized. This is

not a sound academic best practice and is not in alignment with a coherent course of study or degree program integrity.

DOUBLE-COUNTING CREDIT

Credit applied in a previous degree may not be double-counted in a subsequent degree. Double-counting involves the practice of awarding credit for the same academic activity on two separate degrees. Thus, the practice of reusing credit for the same course on two different degrees is not authorized. Course credit may be used to satisfy only one requirement of a degree and may not be used again for a requirement in another degree (double-counting). *For General Education courses, course credit used to satisfy a general education requirement may be used again to satisfy the same general education requirement in a second CCAF degree. Credit may not be reused in a third degree or beyond.*

QUARTER-HOUR CONVERSION

CCAF operates on the semester-hour system. The student must be aware that course credit in-transfer from an institution that operates under the quarter-hour system is not the same as a semester-hour and course credit value will be affected. Transcripts received from other institutions using the quarter-hour system will be converted to semester- hour value before in-transfer decision and transcribing to a student record. The table below provides the quarter-hour conversion to semester-hour value:

Quarter Hour	Semester Hour		Quarter Hour	Semester Hour
1	1		6	4
2	1		7	5
3	2		8	5
4	3		9	6
5	3		10	7

TECHNICAL EDUCATION

It is not consistent with academic best practices and accreditation principles to graduate a student that did not complete formal specialty technical training, nor earned institutional credit applied toward the academic discipline (Technical Core) of the degree. The technical education requirements establishes the academic discipline of each CCAF AAS degree program.

To fulfill the technical education requirement, 24 semester hours is required. A minimum of 9 semester hours of institutional credit must be applied in the technical core area, with the remaining 15 SHs applied in either the technical core or the technical elective areas.

Technical education requirements are generally satisfied by CCAF credit earned for completing degree-applicable initial skills and advanced skills courses delivered at CCAF off-campus instructional site. However, additional technical education requirements may be satisfied by application of courses accepted in-transfer, testing credit, ACE credit recommendations or professional credentials applied as Technical Elective.

Specialty-Related Subject In-Transfer

All CCAF AAS degree program allow a certain amount of credit applied under Specialty-Related Subject In-Transfer. These sources of credit could be from credit accepted in-transfer from other accredited institutions, ACE credit recommendations or credit awarded for approved certifications or licensures. Please refer to specific degree programs in the *CCAF General Catalog* for maximum credits accepted.

Computer Science

A maximum of six semester hours of acceptable computer science coursework may be used in the technical elective area of all CCAF AAS degree programs. Computer courses should emphasize hands-on application, programming skills or using computers in today's work environment. Courses on computer history, hardware designs, computer maintenance and management of computer systems are not acceptable as general computer science course work.

LEADERSHIP, MANAGEMENT and MILITARY STUDIES

The preferred method for completing the LMMS requirement is by completing Air Force EPME courses, either in-resident or distance learning. Information on evaluation and applicability of EPME credit can be found by utilizing the MilCCT in the CCAF Online Services. Unused excess EPME credit may be applied toward program elective requirements. EPME credit may also be applied toward technical education requirements of specific degree programs. If resident and distant learning course versions of the same level of EPME duplicate, the resident course will apply. (See "Hierarchy" on page 24).). A 4 or 5-SH version of EPME will satisfy the LMMS requirement, provided the student does not have any other LMMS-applicable credit at the time of degree completion. The remaining credit requirement of 1 or 2 SHs will be increased in the program electives requirement. If a student takes an acceptable civilian leadership or management course, the credit will be applied to complete the deficient LMMS requirement.

Airmen and Guardians who complete USAF BMT after 17 October 2019 will earn academic credit in Military Studies that can be applied toward the LMMS requirement in all AAS degree programs. The amount of credit earned is based on evaluation of the course version at time of attendance.

Specific Reserve Officer Training Corps (ROTC) course work may be applied in LMMS.

GENERAL EDUCATION REQUIREMENT

All CCAF AAS degree programs require 15 semester hours of general education. The exception is the Paralegal degree program, which requires 18 semester hours. A student must fulfill the General Education Requirement (GER) through acceptable *freshman- or sophomore-level* courses accepted in-transfer from other accredited institutions and/or college level exams. Per Public Law, CCAF is not authorized to offer general education courses. Credit from Air University or other service coursework cannot be used to fulfill the GER. Courses that are narrowly focused, remedial, review, developmental or refresher are not acceptable in-transfer. The *CCAF General Catalog* provide detailed guidance on courses that satisfy the GER.

Defense Language Proficiency Test

Effective 1 October 2008, credit awarded for foreign language earned through DLPT will

satisfy the CCAF General Education humanities requirement. Students must request an official DLPT Score Report. See **Appendix F** for transcript agency information.

PROGRAM ELECTIVE REQUIREMENT

All CCAF AAS degree programs require 15 semester hours of program elective credit. The exception is the Paralegal degree program, which requires 12 semester hours. The following will satisfy the program elective requirement:

- Excess courses applicable to the technical education, LMMS or GER.

- Natural science courses that meet the GER application criteria. Courses in biological, physical and earth space science are acceptable. Appropriate natural science courses are freshman- and sophomore-level courses that satisfy the delivering institution's natural science requirement for graduation. Such courses as science for elementary and secondary teachers, health, nutrition, and hygiene are not acceptable.

- Foreign language credit earned at the Defense Language Institute (DLI) or through the Defense Language Proficiency Test (DLPT). See Appendix G for transcript agency information.

- A maximum of 9 semester hours of CCAF credit-bearing coursework otherwise not applicable to the degree program of registration. Student authorization to utilize this credit is required.

SUBSEQUENT DEGREE

A student may register in a subsequent degree program applicable to their primary, secondary, tertiary or fourth Air Force specialty as reflected on the current MilPDS record. The student must be qualified to maintain the specialty and/or skill level per AFMAN 36-2100 requirements. See **Appendix L** for memorandum regarding students with multiple AFSCs.

A student will not be registered in a degree program or awarded a degree that was previously designed for that specialty.

Students holding a Chief Enlisted Manager (CEM) or superintendent-level position are not eligible to register in subsequent degree programs unless they also had completed formal specialty-related technical training in the specific specialty applicable to the subsequent degree program. Some CEM and superintendent-level specialties extend from multiple specialties which qualify for different CCAF degree programs and may not have been trained, qualified, or worked in. In these cases, the student serves primarily as workforce managers. It is not consistent with academic best practices and accreditation principles to graduate students who have not worked or progressed in the specialty, nor completed formal technical training for award of the specialty and application toward a degree.

A student desiring to register in a subsequent degree program may do so by submitting a CCAF Student Action Request through the CCAF Advisor at the E&TS or BETM.

EQUIVALENT DEGREE

A student may not register or pursue a degree program that is equivalent to a previously awarded CCAF AAS degree.

INSTRUCTOR OF TECHNOLOGY & MILITARY SCIENCE DEGREE

The ITMS degree is a program designed for CCAF faculty. Air Force and other armed forces enlisted personnel other than Air Force assigned to a CCAF off-campus instructional site and teaching a CCAF degree-applicable course are eligible to register. The following are the ITMS degree program requirements:

- Air Force faculty members must earn the ITMS degree as a subsequent degree. The faculty member must hold their specialty-related CCAF AAS degree or an associate or higher degree from an accredited institution directly related to the discipline he or she teaches. Exception: EPME (8T000) and other service faculty members are exempt from the requirement to hold a career-field-related degree.
- Other service faculty members may earn the ITMS degree program as the initial or subsequent degree. CCAF advisors should pay special attention to determine the degree program that can be obtained the quickest. This is necessary to ensure faculty qualification requirements per SACSCOC accreditation standards.
- At least three (3) semester hours of CCAF-approved Instructional Methodology coursework must be completed prior to registration.
- The 12-semester hour CCAF Teaching Internship must be completed for graduation.
- The ITMS degree must be completed within two years of registration date. If an Air Force faculty is no longer assigned to a teaching position, they may still continue to pursue the ITMS degree provided they were registered prior to leaving their teaching position.
- The student may re-register in the ITMS degree provided he/she is currently assigned to a CCAF off-campus instructional site and teaching a CCAF degree-applicable course at the time of re-registration.

Note: Students serving in the 1T0X1 AFSC (Survival, Evasion, Resistance, and Escape) are not eligible to enroll in ITMS degree program.

ITMS Degree Program Registration Process

The "CCAF Instructor" block on the members CCAF Online Services page will state "Yes" if assigned to teach a CCAF degree-applicable course. If the block states "Yes", the faculty member is eligible to enroll in the ITMS degree program and funding using the CCAF Instructor Tuition Program (ITP). If "No" is stated, the student must be directed to the CCAF Affiliated School Liaison (ASL) to correct the record. Faculty members teaching at co-located schools (operated by other service commands located on Air Force installations) are not part of the CCAF system and **NOT** eligible to enroll in a CCAF AAS degree program, nor eligible for CCAF ITP funding.

Degree Completion Contract

CCAF Advisors must provide non-degreed faculty members with degree completion counseling within 30 calendar days of assignment to the CCAF off-campus instructional site. The off-campus instructional site will provide a printable Degree Completion Contract (**Appendix M**) for all non-degreed faculty members. Completed degree contracts should include testing and course enrollment options with target start and completion dates.

Funding for CCAF Faculty Members

Per AFI 36-2670, the CCAF ITP provides funding for tuition, fees, and books for all CCAF enlisted faculty members who do not have the required academic credentials at time of assignment selection. PEC 89732, a separate funding program code other than MilTA, will be used. Contact HAF/A1DL for questions concerning the CCAF ITP. The CCAF ITP is a separate funding source but is subject to Fiscal Year Cap and is designed for the initial degree of a non-degreed faculty member.

OTHER SERVICE FACULTY PARTICIPATION

Other service enlisted faculty (Army, Navy, Marine Corps and Coast Guard and international) assigned to a CCAF off-campus instructional site and teaching a CCAF degree-applicable course are eligible to register in a CCAF AAS degree and eligible for CCAF ITP funding.

Eligibility Criteria

Other service enlisted faculty members must be identified in the CCAF faculty record system and assigned to teach a CCAF degree-applicable course. Like other faculty members, the "CCAF Instructor" block on the members CCAF Online Services page will state "Yes" if assigned to teach a CCAF degree-applicable course. Initial registration of the other service faculty members may be either the ITMS degree program or the specialty-related degree program. If the CCAF Advisor determines that the other service faculty member can complete the specialty-related degree earlier than the ITMS degree, the member should be registered in the specialty-related degree program.

If the other service faculty member is registered in a specialty-related degree program, faculty development courses (Basic Instructor Course [BIC], Academic Instructor Course [AIC], Instructor Methodology, CCAF Teaching Internship, Instructional Systems Development, etc.) can be used to fulfill specific technical education and/or program elective requirements.

NOTE: Faculty development course credit will not be applied toward the specialty-related degree program without the student's authorization. If the CCAF Advisor determines the other service faculty member can complete the specialty-related degree earlier than the ITMS degree, the CCAF Advisor must inform the member that he or she will not be able to use the applied faculty development course credit toward requirements of the subsequent ITMS degree. This counseling must be documented in the faculty members' AFAEMS record. Also, the CCAF Student Action Request must specifically state the other service faculty member has been counseled and agrees to be registered in a specialty-related degree program in which he/she is eligible.

Credit Applicability

Other service faculty members follow the same policies and restrictions as Air Force students, *except*:

- **LMMS.** Other service EPME courses are accepted based on the *ACE Military Guide*. An official JST reflecting completion of EPME must be sent to CCAF.

- **In-Transfer Credit and Related Military Technical Training.** CCAF accepts in-transfer credit up to the maximum required for technical education and program electives as specified by the applicable *CCAF General Catalog* provided credit is recommended in the

ACE Military Guide.

- **Physical Education.** If this credit is awarded from completing other service basic military training, it is regarded as in-transfer credit. However, it does not count toward the institutional credit requirement.

Graduation Requirement

In order to earn a CCAF AAS degree, the other service faculty member must complete all degree requirements before leaving CCAF faculty duty at the CCAF off-campus instructional site. If degree requirements are not completed before faculty tour ends, the other service faculty member will be placed in a withdrawn status.

NO FAULT EXCEPTION

Degree program eligibility for registration and graduation requires the student to hold the required degree-applicable occupational specialty (AFSC, SDI or RI) and appropriate skill level. A no fault exception to policy may be considered for a student whose specialty is removed from military records at no fault of their own due to mandatory medical, retraining, or career field conversion/merger reasons. A student desiring a no fault exception to policy must contact the CCAF Advisor at the E&TS or BETM for guidance on submitting a no fault exception request to the CCAF Education Services. The Associate Dean of Academic Affairs is the final authority for no fault exceptions to policy.

To qualify for no fault exception:

- Conditions or circumstances must be beyond the student's control.
- Student must be enrolled and actively pursuing the degree applicable to the specialty (AFSC, SDI or RI) at the time of loss of specialty.
- The no fault exception request must be submitted to the CCAF Education Services within one year from removal of specialty.
- The Journeyman (5 skill-level) or higher must have been attained prior to removal of the AFSC.
- Degree requirements must be completed within one year after approval of the No Fault exception.

The no fault exception request must clearly explain conditions and/or circumstances that led to the removal of the specialty. Acceptable documents include:

- Official Air Force Form 2096, *Classification/On-The-Job Training Action*, showing AFSC (with awarded skill level), SDI or RI was held and date of removal.
- Medical documents with physician's memo or diagnosis, stating the exact disqualifying medical reasons, or a memo from the student's commander explaining why disqualified or removed from the specialty.
- Memo from the student, explaining the situation and requesting consideration of no fault exception.

E-mail the no fault exception request to ccaf.edservices@us.af.mil

EXCEPTION TO POLICY

CCAF academic policies and degree program requirements are established for sound academic reasons. Occasionally *extenuating circumstances* arise that may warrant an exception to policy. Exception to policy of CCAF AAS degree requirements, criteria, or academic policies are carefully evaluated based on justification provided and the petitioner's progress since degree program registration. Exception to policy requests are only considered for the degree program which the student is registered and if the student will be a degree candidate upon approval. Although it is impossible to describe all the reasons to request an exception to policy, the following are a few *invalid* reasons:

- Student believes similar exceptions have been approved in the past.
- Student needs one to two hours to graduate.
- Student will retire, separate or be commissioned shortly.
- Student did not know about a certain requirement.
- Student needs to be awarded the degree for EPR, promotion, decoration/award, or employment consideration.

Alone, without extenuating circumstances and justifications, none of these reasons are valid. Each request is evaluated on its own merit, independent of all other requests. The evaluation is based on the justification provided, coupled with the student's degree progress since degree program registration. To warrant approval, the exception to policy request **must prove** the student deserves consideration not normally afforded to other CCAF students, is an educationally sound action, **does not violate SACSCOC accreditation standards**, and is consistent with academic best practices of higher learning.

A student desiring an exception to academic policy and/or degree program requirements must initiate and coordinate the request through the CCAF Advisor. The CCAF Advisor provides guidance and submits an exception to policy request to CCAF Education Services. The CCAF Dean is the final authority for exceptions to academic policy.

CCAF does not have an exception to policy for CCAF-awarded credentialing programs. All published program requirements must be successfully completed. Requests to exception to policies will not be accepted and/or approved.

The CCAF Advisor reviews and forwards the request and a cover memorandum with comments to CCAF. See **Appendix P** for templates. The documents may be e-mailed to ccaf.edservices@us.af.mil.

Once the Dean of Academic Affairs has made a decision on approval/disapproval, CCAF staff will notify the student and/or E&TS or BETM of the action taken. If disapproved, written notification will include rationale of disapproval.

CCAF STUDENT CONDUCT STATEMENT

CCAF students are required, as a condition of good standing and continued enrollment, to conduct themselves in a manner that does not discredit the Air Force or the CCAF system. Plagiarism, cheating, submitting fraudulent academic documentation and other forms of academic dishonesty are prohibited. Any action punishable under the Uniform Code of Military Justice involving direct or indirect participation in, or support of, academic

misconduct as determined by the CCAF Dean, may result in suspension and/or expulsion from CCAF. CCAF's disciplinary action process is outlined in the *CCAF General Catalog* and the *CCAF Policies, Procedures and Guidelines*.

PART IV

CCAF CREDENTIALING PROGRAMS

Credentialing assists the professional development of our Airmen and Guardians by broadening their knowledge and skills. Blending Air Force technical training and education with industry-based skill sets and professional credentialing processes benefits the Air Force by molding more diverse and qualified technicians to maintain critical and valuable national defense assets. Airmen and Guardians benefit by being provided the education and credentials needed by highly technical Air Force career fields.

Airmen and Guardians will also possess highly valued skills needed by the industry when they transition from the Air Force. End result: the Air Force and industry benefit immensely by receiving highly trained, qualified, experienced and disciplined technicians – a valuable payback on investment. This section provides students with information concerning national professional credentialing opportunities related to their specific degree program and career field.

Some Air Force and civilian occupations have certain professional and technical standards. The process of meeting these standards and earning official recognition is referred to as credentialing.

Governmental and private organizations set credentialing standards to ensure that individuals meet the standards for their profession. The term "Credential" refers to professional licensure or registry, or certification which documents an individual's level of competency and achievement in a specific profession.

There are two primary types of credentialing: Licensure and Certification.

Licensure is a credential normally issued by federal, state or local governmental agencies. A license is issued to individuals to practice in a specific occupation (i.e., medical license for doctors). Licenses are typically mandatory for employment in selected fields and federal or state laws or regulations define the standards that individuals must meet to become licensed.

Certification is a credential normally issued by non-governmental agencies, associations, or industry-supported companies. A certification is issued to individuals who meet specific education, experience and qualification requirements. These requirements are generally established by professional associations, industry or product-related organizations. Certification is typically an optional credential; although some state licensure boards and some employers may require a specific certification(s).

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

- Helps develop a more diversely skilled workforce
- Broadens professional development of our Airmen and Guardians
- Validates professional knowledge and skills gained through Air Force technical education and training
- Helps prepare our Airmen and Guardians meet mission challenges of the future
- CCAF awards collegiate credit to Airmen and Guardians who possess certain national professional credentials that satisfy applicable technical education and program elective requirements
- Some civilian colleges and universities award credit toward academic degrees

- Saves Air Force tuition assistance funds toward degree program completion
- Prepares Airmen and Guardians for transition to civilian life
    - Federal, state or local law may require specific credentials to perform some jobs
    - Employers may require a specific credential(s) as a prerequisite for employment or pay higher salaries to credentialed employees
    - Credentials may improve promotion potential
    - Credentials demonstrate to employers that Airmen and Guardians are on par with their civilian peers

Airmen and Guardians should consider pursing occupational-related credentials while serving in the Air Force to increase their Air Force occupational skills, broaden their professional development and be better prepared for transition.

Students interested in pursuing professional credentials should contact the credentialing agency for information on credentials, eligibility requirements and testing procedures. Graduates of CCAF degree programs or courses accredited by credentialing agencies should contact the credentialing agency for requirements and processes.

To support documentary evidence of training, skills and practical experience, students are highly encouraged to maintain records of all previous and current education, training and qualifications.

CCAF COLLEGIATE CREDIT

Students may earn CCAF collegiate credit for certain national professional credentials that are approved by CCAF to satisfy applicable technical education and program elective requirements.

National professional credentials must be current in order to be awarded CCAF technical credit. Airmen and Guardians who have allowed his/her credential(s) to expire or elapse are no longer certified or hold that credential. An expired credential is no longer valid and the person may no longer exercise the privileges granted of that credential. CCAF will not load national professional credentials to student records and award technical credit if the credential has expired or lapsed.

Students are responsible for contacting their E&TS to submit verification letters to the credential issuing agency. The agency will forward appropriate documentation to the CCAF Credentialing Programs Flight (CCAF/DEAL) for verification and loading of credential to student records.

A registered student desiring credit for degree-applicable credentials must request the credential issuing agency provide a written memorandum of verification that includes full name, SSAN, date of birth, type of credential awarded and current standing, and award date.

Request the credential issuing agency forward the memorandum of verification to:

<div align="center">

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

</div>

Official agency memorandums are handled the same as official transcripts.

AIR FORCE CREDENTIALING OPPORTUNITIES ON-LINE

Air Force Credentialing Opportunities On-Line (AF COOL) is a valuable resource for enlisted Airmen and Guardians. The program is managed by CCAF and provides a research tool designed to increase an Airman's and Guardian's awareness of national professional credentialing and funding opportunities available for all enlisted Air Force specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, specialty-related national professional credentials, credentialing agencies, and professional organizations. AF COOL includes information such as:

• Background information about civilian credentials, including eligibility requirements and resources to prepare for an exam.

• Identify credentials relevant to an AFSC, Special Duty Identifier (SDI), and Reporting Identifier (RI).

• Learn how to fill gaps between Air Force training, experience, and civilian credentialing requirements.

• Information on AF COOL funding opportunities to pay for credentialing coursework, textbooks, exams, associated fees, and recertification.

• Resources available to Airmen and Guardians that can help them gain civilian job credentials.

For information concerning national professional credentials applicable to specific occupational specialties, visit the AF COOL website at https://afvec.us.af.mil/afvec/af-cool.

The AF COOL Program Office is the focal point for the AF COOL program and can be contacted at DSN 749-5115 or (334) 649-5115; or the AFVEC messenger application at https://afvec.us.af.mil/afvec/af-cool.

JOINT SERVICE AVIATION MAINTENANCE TECHNICIAN CERTIFICATION COUNCIL

The DoD established the Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) to serve as the functional advisory body to each respective United States military service's aircraft maintenance division and the HQ Federal Aviation Administration (FAA).

The JSAMTCC is the military focal point for FAA Aviation Mechanic - Airframe and Powerplant (A&P) Certification. Other JSAMTCC responsibilities include: ensuring FAA's continued recognition of formal military aviation maintenance technical training and practical experience; maintaining DoD continuity with HQ FAA; managing and administering the joint-service A&P Certification Program; identifying and recommending qualified and eligible active duty, guard and reserve component personnel of the US Armed Forces to the FAA for the FAA Mechanic Certificate with Airframe and/or Powerplant ratings; and providing resources to assist technicians in meeting FAA eligibility requirements.

Resources provided in the Joint-service A&P Certification Program are designed to fill the gaps between military education, training and experience, and civil aviation industry standards.

The JSAMTCC also reviews aircraft maintenance technician training and practical experience from a FAA perspective, providing a unified assessment and recommendations to each military service and the FAA. For more information concerning the JSAMTCC, contact CCAF/DEAL at DSN 749-5020 or 649-5020. Or visit https://www.airuniversity.af.edu/barnes/ccaf or E-mail ccaf.faa@us.af.mil.

AIR FORCE AIRFRAME AND POWERPLANT CERTIFICATION PROGRAM

CCAF continuously strives to increase and broaden the skills, knowledge and experiences of enlisted Airmen. The Air Force Airframe and Powerplant (A&P) Certification Program is one such effort designed to enhance professional development and skills of aircraft maintenance technicians.

The Air Force A&P Certification Program is offered to active duty, guard and reserve enlisted Airmen in select aircraft maintenance AFSCs. The program directly supports the mission of CCAF in that FAA credentialed technicians help enhance combat readiness, contributes to recruiting, assists in retention of highly skilled technicians and supports the career transition of enlisted Airmen. Furthermore, the program helps develop a more well-rounded and diverse Air Force aircraft maintenance professional.

The Air Force A&P Certification Program was developed by the DoD to streamline and improve the FAA Aviation Mechanic – A&P Certification process for the military. The program provides aircraft maintenance technicians the opportunity to pursue FAA Aviation Mechanic - A&P Certification based on training, education and practical experience as specified in Title 14, Code of Federal Regulations (CFR), Part 65.77-Certification: Airmen Other Than Flight Crew Members; Subpart D - Mechanics. Completing the program requirements detailed in the Air Force A&P Certification Program Qualification Training Package (QTP) will fill gaps in training and experience, ensuring technicians meet CFR Part 65.77 eligibility requirements.

Upon successful completion of the Air Force A&P Certification Program, CCAF will issue a CG-G- EAE-4 Form, Certificate of Eligibility and FAA Form 8610-2, Airman Certificate and/or Rating Application. These documents qualify the Airman for the written and oral/practical exams without the need to seek authorization from the FAA Flight Standards District Office (FSDO).

Students are encouraged to maintain copies of past and CFETP, training certificates and other pertinent job qualification and training records, both military and civilian.

Eligibility

Active duty, guard and reserve technicians who possess at least a 5-skill level in one of the following aircraft maintenance AFSCs are eligible to enroll:

2A0X1, 2A090, 2A2X1, 2A2X2, 2A2X3, 2A3X3, 2A3X4, 2A3X5, 2A3X7, 2A3X8, 2A390, 2A300, 2A5X1, 2A5X2, 2A5X4, 2A590, 2A500, 2A6X1, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except AGE), 2A7X1, 2A7X2, 2A7X3, 2A7X5, 2A790, 2A8X1, 2A8X2, 2A9X1, 2A9X2, and 2A9X3.

Technicians who cross-trained out of aircraft maintenance are eligible to enroll provided they were awarded the 5-skill level in a AF A&P Program eligible aircraft maintenance AFSC prior to cross-training and have not been out of the aircraft maintenance AFSC more than 2 years.

Once an individual retires, separates or is commissioned, they are no longer eligible to participate in the Air Force A&P Certification Program.

The Air Force A&P Certification Program is managed and administered by the CCAF Credentialing Programs Flight. For more information visit our website at https://www.airuniversity.af.edu/barnes/ccaf or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.faa@us.af.mil.

FAA Certification Credit

CCAF awards 30 semester hours for the FAA Aviation Mechanic - A&P Certification and 18 semester hours for the FAA Aviation Mechanic - Airframe or Powerplant Certification. This credit is awarded to students enrolled in a CCAF degree program which accepts certification credit toward the program's technical education requirement. Refer to the applicable degree program for the maximum semester hours that may be used to satisfy technical education requirements.

Students possessing FAA certification should contact the E&TS or BETM for procedures to report certification to CCAF/DEAL.

INSTRUCTIONAL SYSTEMS DEVELOPMENT CERTIFICATION PROGRAM

CCAF offers the Instructional Systems Development (ISD) Certification for qualified course/curriculum developers, writers and managers who are formally assigned to an off-campus instructional site to develop/write and manage CCAF collegiate-level credit awarding courses. The ISD Certification is a professional credential that recognizes the course/curriculum developer/writer's or managers extensive training, education, qualifications and experience required to develop/write and manage CCAF courses.

The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems. The program is designed to broaden faculty and professional development.

Eligibility

Qualified officer, enlisted, civilian and other service curriculum writers and managers are eligible for the ISD Certification. Once an individual leaves curriculum writer or manager duty, they are no longer eligible for the ISD Certification.

The awarded ISD certification is recorded on the official CCAF academic record and CCAF transcript.

The ISD Certification Program is managed and administered by the CCAF Credentialing Programs Flight.

To obtain more information and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG): https://www.airuniversity.af.edu/barnes/ccaf or contact the CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or create a ticket https://auservicedesk.af.edu/.

CCAF INSTRUCTOR CERTIFICATION PROGRAM

CCAF offers the CCAF Instructor Certification (CIC) Program for qualified faculty who teach CCAF collegiate-level credit-awarding courses at a CCAF off-campus instructional site. The CIC is a professional credential that recognizes the faculty member's extensive faculty development training, education, and qualification required to teach a CCAF course, and formally acknowledges the faculty member's practical teaching experience.

The CIC Program is a three-level program consisting of three specific levels of achievement.

➤ CIC-I: designed to formally recognize an individual as a qualified CCAF faculty and their professional accomplishment.
➤ CIC-II: designed to formally recognize the faculty member's advanced professional accomplishment beyond the CIC-I.
➤ CIC-III: designed to formally recognize the faculty member's advanced professional accomplishment beyond the CIC-II or Occupational Instructor Certification (OIC).

Eligibility

➤ Qualified CCAF faculty who meet CIC Program requirements are eligible. Once faculty member leave CCAF faculty duty, they are no longer eligible for the CIC.
➤ A qualified CCAF faculty member is one who has completed the CCAF faculty development program and is assigned to a CCAF off-campus instructional site and teaching a CCAF course. The faculty member may be an officer, enlisted, civil service, contractor, other-service, or foreign-service member.
➤ Instructor Assistants, Student Instructors, Guest Lecturers, Subject-Matter Experts, Speakers of Opportunity, approved Exceptional Qualifications In-Lieu of Degree (EQILD) instructors and members who do not teach a CCAF course are not eligible.

The awarded CIC is recorded on the faculty member's official CCAF academic record and transcript.

The CIC Program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011.

The CIC program is managed and administered by the CCAF Credentialing Programs Flight. To obtain more information and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG) or visit https://www.airuniversity.af.edu/barnes/ccaf or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or create a ticket at https://auservicedesk.af.edu/.

ADDITIONAL RESOURCES ON CIVILIAN TEACHER CERTIFICATION

Vocational Instructor Certification

Individuals interested in teaching at a vocational institution or community college should contact the applicable state board of education to determine qualification and certification requirements. For more information, visit http://www.ed.gov/about/contacts/state/index.html?src=ln.

Florida Professional Educator Certification

Florida Statute 1012.56 allows CCAF faculty to meet some of Florida's K-12 certification requirements. The statute enables faculty members to meet Florida's general knowledge, and professional preparation and teacher competence requirements if the individual:

- ✓ Taught fulltime for at least two semesters at an accredited college that awards at least an associate degree (CCAF)
- ✓ Submits Letter of Verification provided by CCAF
- ✓ Holds at least a bachelor's degree
- ✓ Passes the Professional Educator Exam
- ✓ Passes one of Florida's subject knowledge exams.

Contact the CCAF Credentialing Programs Flight to obtain a Letter of Verification. CCAF cannot provide a Letter of Verification for individuals who have not served as a CCAF faculty member.

Florida Statute 1012.56 provides easier transition for CCAF faculty members into a second career as a K-12 teacher in Florida. For more information, contact the Florida Troops to Teachers program manager at 1- 888-358-7667 or (850) 245-5023 or E-mail troopstoteachers@fau.edu.

Troops to Teachers (TTT) Program

As part of the Defense-Wide Review (DWR), the DoD has realigned the TTT resources to higher priority programs more closely aligned to the National Defense Strategy. As a result, the DoD has cancelled the Troops to Teachers (TTT) Program, effective October 1, 2020, and will sunset the program by the end of the Fiscal Year (FY) 2021.

PART V

SUPPLEMENTAL INFORMATION

This section contains information on the Air Reserve Component, governance of CCAF, available training, recognition programs, materials, reference publications, educational deferment, web site addresses, etc.

AIR NATIONAL GUARD AND AIR FORCE RESERVE COMMAND

This section contains information of special interest to the ANG, AFRC and active duty CCAF Advisors who provide services to ANG or AFRC members.

Student Liaisons

Guard and Reserve liaison positions were established to promote CCAF, serve as the ANG and AFRC points of contact, and advise CCAF on matters concerning their respective components.

CCAF Advisors needing assistance with ANG or AFRC matters can contact their respective CCAF Liaisons

AFRC Liaison
> MSgt Ellainne K. Bay
> Comm: 334-649-5026
> DSN: 749-5026
> ccaf.edservices@us.af.mil.

ANG Liaison
> MSgt Jason I Hernandez
> Comm: 240-612-9743 DSN: 612-9743
> NGB.A1.A1DU.Training.Resources.Org@us.af.mil

AIR UNIVERSITY BOARD OF VISITORS (AU BOV)

The Air University Board of Visitors (BOV) is a public board chartered to provide independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Air University BOV, under the provisions of the Federal Advisory Committee Act (FACA) of 1972, as amended, shall provide the Secretary of the Air Force, through the Commander and President of Air University, independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Air University BOV's Community College of the Air Force (CCAF) Subcommittee is charged to provide independent advice and recommendations to the Air University BOV on matters pertaining to technical applied sciences and undergraduate programs.

The Air University BOV membership is selected from experts in the fields of education, public service, business and industry, and defense. Members normally serve annually renewable terms (up to a maximum of eight years) as Special Government Employees (SGEs). Members are

invited to serve on the Board and Subcommittees by the Air University Commander and President in the name of the Chief of Staff of the United States Air Force.

The board meets twice a year—in the spring and the fall, normally at Maxwell AFB, Alabama. Subcommittees meet annually. The Subcommittee Chairs out-brief to the main Board. The Board presents a written report with its views and recommendations to the Air University Commander and President. This report is then presented to the Chief of Staff and Secretary of the United States Air Force.

THE ADVISORY BODIES

Affiliated Schools Advisory Panel

The Affiliated Schools Advisory Panel (ASAP) provides a forum for addressing issues of mutual concern to both CCAF and off-campus instructional site. The ASAP meets annually to review policies, procedures, affiliation requirements and actions that concern CCAF off-campus instructional site. The ASAP consists of representatives from the CCAF staff; formal technical and specialized training schools; Enlisted Professional Military Education schools; command-sponsored schools, Headquarters Air Education and Training Command (AETC); and Title 10 representatives from the Air Force Reserve Command (AFRC) and Air National Guard (ANG). The ASAP encourages schools to participate in CCAF and serves the best interests of students by ensuring support and compliance with regional accreditation requirements.

Education Services Advisory Panel

The Education Services Advisory Panel (ESAP) provides a forum for addressing issues of mutual concern to both CCAF and the United States Air Force education services community. The ESAP meets annually to review and recommend actions concerning CCAF academic polices, administrative procedures and processes. Its primary focus when making recommendations is the student body. The ESAP also advises the CCAF Commandant on marketing methods that will enhance participation in the college. The ESAP consists of representatives from the CCAF staff, Headquarters USAF and major commands, base-level E&TS, and Title 10 ANG and AFRC participants.

CCAF Policy Council

Academic policies are developed by CCAF's internal Policy Council. The Policy Council is composed of representatives from all elements within the CCAF system. Chaired by the CCAF Dean of Academic Affairs, the Policy Council submits recommendations concerning academic policies, AAS degree programs, award of credit, academic standards, affiliation of Air Force schools and other policy matters through the CCAF Commandant to the Air University BOV CCAF Subcommittee for guidance and synchronicity. Students, faculty members, counselors, administrators and other interested personnel may submit suggestions to the Policy Council by writing to CCAF/DE, 100 South Turner Boulevard, Maxwell AFB, Gunter Annex, Alabama 36114-3011.

FINANCIAL ASSISTANCE

There are many opportunities for members to obtain financial assistance to pursue their educational goals. Opportunities include tuition assistance programs, education bonuses, the

Student Loan Repayment Program, GI bill and state education assistance programs for ANG students.

To satisfy the requirements of the 34 Code of Federal Regulations 338.19, other institutions must request financial aid information for students previously attending CCAF. The College has not entered into an agreement (i.e., signed a program participation agreement) to participate in the Title IV, Higher Education Act programs. Each request for information will state that CCAF does not participate in Title IV; therefore, the student in questions did not receive any Title IV funds.

Note: A student pursuing a degree from CCAF may attend classes at another institution. **Appendix O** contains a copy of a financial aid memorandum CCAF sends to requesting institutions. It maybe locally reproduced and given to students and local institutions.

VETERANS ADMINISTRATION CERTIFICATION

The procedures to obtain certification for the VA for members using GI bill benefits to complete CCAF AAS degree requirements are as follows: the E&TS CCAF Advisor checks the student degree plan (WebPR) to verify need and applicability for the course. If the course is needed and applies to the CCAF AAS degree program, the CCAF Advisor certifies the VA form and returns it to the student.

CCAF ADVISOR TRAINING

CCAF Education Services Flight offers Advisor training for personnel who have the role and responsibility to advise Airmen on CCAF matters and degree completion.

The CCAF Advisor course is designed to increase the understanding of CCAF academic policies and administrative procedures, which improves CCAF advisement skills and knowledge.

Participant opinions, recommendations and suggestions to improve service to students and the education staff are also solicited during these training classes. The CCAF administrative staff considers all recommendations for implementation, if feasible.

Course offerings consist of resident, regional, and distance learning (satellite or online) training classes. The regional training classes consist of visits to the CONUS and OCONUS bases to help alleviate travel cost to attending students. To attend these classes, nominations from active duty bases are made through the MAJCOM. The CCAF Education Services is responsible for planning CCAF Advisor training classes and can be contacted at ccaf.edservices@us.af.mil or DSN 749-5021 / (334) 649-5021.

CCAF Advisor training is not funded by CCAF. Funding must be secured by the unit prior to scheduling.

CCAF ADVISOR DIRECTORY

CCAF maintains a list of E&TS and BETM locations and CCAF Advisors assigned. When a unit's CCAF Advisor or physical address changes, the CCAF Advisor must notify CCAF Education Services at DSN 749-5021 or e-mail ccaf.edservices@us.af.mil.

RECOGNITION PROGRAM

The CCAF recognition awards program, called: CCAF's Education Section of the Year (CESY) annually recognizes **the Air Force Education and Training Sections and Units' contribution to the education** mission. The college recognition is based on the board results of the annually-convened CESY awards panel.

There are three award categories:

1. RegAF CCAF Education Section of the Year
2. AF Reserve CCAF Education Section of the Year
3. Air National Guard CCAF Education Section of the Year

The award period will be from 1 January – 31 December. Nomination write-ups should only include achievement that occurred during the calendar year.

Nominations must be written in bullet format on an AF Form 1206 using provided template. Limit write up to a maximum of 13 single-spaced lines TOTALING bullets and headers. Write ups will include: *Section Synopsis* describing the duties and scope of the sections responsibilities; *Team Accomplishments* in single bullet format; *Members* will include name of all employees assigned including volunteers. An Acronym listing maybe utilized if needed.

The Community College of the Air Force will send a Call for Nominations soon after the October graduating class is closed out with a suspense date of No Later than 15 December. All nominations must be received by the CCAF Education Services Director by COB on suspense date.

Packages will be scored by 4 member CESY awards panel comprised of the following:

1. RegAF CCAF Education Section of the Year
        Board President: Presiding ESAP Chair
        Member 1: CCAF Education Services Director
        Member 2: Air Force VolEd Chief
        Member 3: CCAF Vice Commandant
2. AF Reserve CCAF Education Section of the Year
        Board President: ESAP AFRC Permanent Member
        Member 1: CCAF AFRC Liaison
        Member 2: CCAF DES Superintendent
        Member 3: AFRC Education and Training Functional Manager
3. Air National Guard CCAF Education Section of the Year
        Board President: ESAP ANG Permanent Member
        Member 1: CCAF ANG Liaison
        Member 2: CCAF DES Superintendent
        Member 3: ANG Education and Training Functional Manager

The winner will be announced and recognized during the first Quarter CCAF Town Hall. Each will receive a letter from the Commandant and a trophy to elevate the prestige of the sections accomplishments.

This recognition program will serve as an incentive in promoting CCAF Education Programs

while creating a healthy competitive atmosphere among the E&TS and units.

AIR FORCE ASSOCIATION PITSENBARGER SCHOLARSHIP

The Pitsenbarger Award provides a one-time grant to selected CCAF graduates and plan to pursue a baccalaureate degree. The grant is offered to enlisted Airmen and coincide with the CCAF graduation ceremony held each spring and fall. Information may be found at https://www.afa.org/education/pitsenbarger-awards

PUBLICATIONS

Air Force

AFI 36-2670, *Total Force Development*
AFI 36-2305, *Educational Classification and Coding Procedures*
HQ AU Catalog

Community College of the Air Force

CCAF publications are available for access and print on the CCAF AF Portal page.

CCAF General Catalog. The current *CCAF General Catalogs are* available on the CCAF Portal page under Publications.

CCAF Update. The *CCAF Update* is a periodic newsletter. It contains updated information on policies, procedures, announcements, catalog and handbook changes, etc. CCAF Advisors should maintain past issues of the update in a binder for reference purposes. Current issues of the *CCAF Update* are posted on the CCAF Portal page under Education Service Publications.

DANTES

DANTES provides central procurement and distribution of educational reference materials to E&TS throughout the DoD. This allows for standardization and provides a significant cost savings. Materials include books, brochures, catalogs, videos, magazines, pamphlets, and pocket guides.

Information includes DANTES Programs; GI Bill, financial aid, grants, scholarships, tuition assistance and student loans; Active duty, Reserve, and Veteran education benefits; college, university and graduate school costs, degree programs and requirements; helpful education websites; and more.

Contact Information: Reference Publications Manager DANTES, Code 10D1
6490 Saufley Field Rd. Pensacola, FL
32509-5243
(850) 452-1111 ext. 3131
DSN: 459-1111 ext. 3131
Fax: (850) 452-1588
E-mail: refpubs@navy.mil
https://www.dantes.doded.mil/Resources/

USEFUL WEB LINKS

AF COOL: https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx

AF Virtual Education Center: https://afvec.langley.af.mil/afvec/Home.aspx

Joint Service Transcript: https://jst.doded.mil/jst

CCAF Credentialing Programs: http://www.au.af.mil/au/barnes/ccaf/credentialing/

CCAF Online Services: https://ccaf.maxwell.af.mil

CCAF public site: http://www.au.af.mil/au/barnes/ccaf/

NACES: http://www.naces.org/members.htm

APPENDICES

Appendix A

CCAF Online Services Guide

CCAF Online Services provides CCAF Advisors with timely and accurate CCAF academic information for counseling CCAF students on degree programs progression. CCAF Online Services includes data in six major areas: student information, transcript information, in-transfer credit information, certification information, CCAF resources and publications, and various ESO reports. This user's guide provides CCAF Advisors with information necessary for accessing and reviewing CCAF student academic records via the Air Force Automated Education Management System (AFAEMS).

NOTE: The WebPR may be accessed directly by logging in to CCAF Online Services at https://ccaf.maxwell.af.mil.

1. **Web Progress Report (WebPR)**
   a. Accessing the Web Progress Report (WebPR).
      1. Log into AFAEMS to access home screen.
      2. In student tab type student's SSN and select search to access student's dashboard.

3. Locate and select "CCAF Student Services" under the Ed Record Action Items menu to access CCAF Online Services.
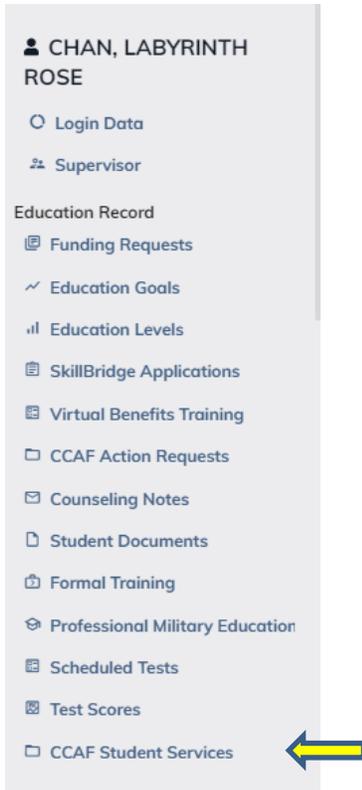
4. Student Enrollment information will be displayed.
5. Select the degree program hyperlink to access the student's WebPR.

CCAF Online — Student: BERNARD, RUSSELL E SMSGT

CCAF Online | Q Student ▾ | ☰ Reports ▾ | 🗎 Transcripts ▾ | 🏛 Transfer Credit ▾ | ❀ Certifications ▾ | ❷ Resources ▾ | ⚙ Advisor Accounts | 👤▾

BERNARD, RUSSELL E SMSGT
PAFSC: 2R090 2AFSC: 2A690 3AFSC: 2A590 4AFSC: 2R171 CCAF INSTRUCTOR: No
✉ E-mail GUARD   WSHNGTON CT HS, OH   MPF: J3

> **NOTE:** If the status is 'withdrawn' that progress report will not show any credit applied. Only 'registered' and 'graduate' will show credit application.

Enrollments | CCAF Course Descriptions | Certifications | Transcripts

Program Code	Catalog Year	Title	Date Registered	Status	Status Date	Class
4VJG	2014	MAINTENANCE PRODUCTION MANAGEMENT	18 Jul 2016	Registered	18 Jul 2016	
4VAD	2014	AVIATION MAINTENANCE TECHNOLOGY	03 Jul 2015	Withdrawn	18 Jul 2016	
4VAD	2008	AVIATION MAINTENANCE TECHNOLOGY	03 May 2009	Withdrawn	03 Jul 2015	
4VAD	2002	AVIATION MAINTENANCE TECHNOLOGY	16 Apr 2003	Withdrawn	03 May 2009	
4VAD	1996	AIRCRAFT SYSTEMS MAINTENANCE TECHNOLOGY	25 Mar 1997	Withdrawn	16 Apr 2003	
4VAD	1991	AIRCRAFT SYSTEMS MAINTENANCE TECHNOLOGY	23 Feb 1991	Withdrawn	25 Mar 1997	

> **NOTE:** Some CCAF degree programs have unique requirements. Students should refer to the CCAF General Catalog to determine specific CCAF degree program requirements.
>
> Additionally, not all civilian courses and/or credit hours are equally applicable to the subject requirements for all CCAF degree programs. Therefore, the student should utilize the Civilian Course Conversion Table (CIVCCT) to determine if the course is acceptable for application towards specific subject requirements of the CCAF Catalog year of enrollment before enrolling in a course. If a course of interest is not listed, the student should consult with the base education office before enrolling in that course.

CCAF Online — Student: DAVIS, AISHA S MSGT

CCAF Online | ☐ My Student Record | ☐ Transcripts ▾ | ☐ Transfer Credit ▾ | ☐ Certifications ▾ | ☐ Resources ▾ | ☐▾

☐ **DAVIS, AISHA S MSGT**
PAFSC: 8I000 2AFSC: 4E071 CCAF INSTRUCTOR: No
AETC   81 TRAINING WG, KEESLER, MS   MPF: KF

> **NOTE:** If the status is 'Graduate' that progress report will show all the credits that was used to award the degree.

Enrollments | CCAF Course Descriptions | Certifications | Transcripts

Program Code	Catalog Year	Title	Date Registered	Status	Status Date	Class
2IBB	2014	INSTRUCTOR OF TECHNOLOGY AND MILITARY SCIENCE	01 Mar 2016	Withdrawn	03 Apr 2018	
7ECY	2008	☐ PUBLIC HEALTH TECHNOLOGY	03 Jan 2010	Graduate	03 Feb 2012	Apr 2012
7ECY	2002	PUBLIC HEALTH TECHNOLOGY	05 Dec 2003	Withdrawn	03 Jan 2010	
7GAL	2002	ALLIED HEALTH SCIENCES	19 Apr 2002	Withdrawn	05 Dec 2003	

NOTE

Some CCAF degree programs have unique requirements. Students should refer to the CCAF General Catalog to determine specific CCAF degree program requirements.

Additionally, not all civilian courses and/or credit hours are equally applicable to the subject requirements for all CCAF degree programs. Therefore, the student should utilize the Civilian Course Conversion Table (CIVCCT) to determine if the course is acceptable for application towards specific subject requirements of the CCAF Catalog year of enrollment before enrolling in a course. If a course of interest is not listed, the student should consult with the base education office before enrolling in that course.

CCAF Web Progress Report

Not an Official Academic Document

BONILLA, ANDREW   MPF: U4   SSgt   AFSCs: 3P071   **Current Date:** 09 Mar 2021

Code: 9IJY   **Program:** CRIMINAL JUSTICE [View degree requirements]   **Rgstrd:** 03 Apr 2018   **Status:** REGSTRD (0)   **Catalog Year:** 2017

Grad Date / Course Code	School / Course Title	Sem Hrs	App Ind	App Disp	Tech Core	Tech Elect	LMMS	Pgm Elect	Oral Comm	Writ Comm	Math	Soc Sci	Hum	Nat Sci	Total Applied
11 Feb 2013 LACKLAND AFB	**SECURITY FORCES APPRENTICE 313ABR3P031 0S1C**	**24.00**	**D**												
LAW1803	FUND OF LAW ENFORCEMENT	11.00		FT	9.00	-	-	2.00	-	-	-	-	-	-	**11.00**
MKS1105	INITIAL MARKSMANSHIP LAB	4.00		FT	4.00	-	-	-	-	-	-	-	-	-	**4.00**
SEC1804	FUND OF GRD COMBAT SKILLS	9.00		FT	3.00	-	-	6.00	-	-	-	-	-	-	**9.00**
27 Jun 2017 GUNTER AFS	**AIRMAN LEADERSHIP DISTANCE LEARNING COURSE 015ECI00003 000**	**8.00**	**D**												
LMM1101	LEADERSHIP/MANAGEMENT I	5.00		FM	-	-	5.00	-	-	-	-	-	-	-	**5.00**
LMM1102	MANAGERIAL COMMUNICATIONS I	1.00		FM	-	-	1.00	-	-	-	-	-	-	-	**1.00**
LMM1103	MILITARY STUDIES I	2.00		FO	-	-	-	2.00	-	-	-	-	-	-	**2.00**
09 Aug 2019 LACKLAND AFB	**SECURITY FORCES CRAFTSMAN COURSE 313ACR3P071 0C0D**	**3.00**	**D**												
LAW2847	LAW ENFORCEMENT ADMINISTRATION	3.00		FO	-	-	-	3.00	-	-	-	-	-	-	**3.00**
25 Jun 2020	**JOURNEYMAN 665UGT3P051 000**	**9.00**	**N**												
UGT5000	JOURNEYMAN	9.00		FT	-	8.00	-	1.00	-	-	-	-	-	-	**9.00**
25 Jun 2020	**CRAFTSMAN 665UGT3P071 000**	**6.00**	**N**												
UGT7000	CRAFTSMAN	6.00		PO	-	-	-	1.00	-	-	-	-	-	-	**1.00**
05 Mar 2021 SHEPPARD AFB	**PRINCIPLES OF INSTRUCTION 297AZTTXXXX 0P1A**	**3.00**	**E**												
EDT2813	INSTRUCTIONAL METHODOLOGY	3.00			-	-	-	-	-	-	-	-	-	-	-

Displays a tooltip if mouse is hovered over the text

		Tech Core	Tech Elect	LMMS	Pgm Elect	Oral Comm	Writ Comm	Math	Soc Sci	Hum	Nat Sci	Total
Required Credits:		9	15	6	15	3	6	3	3	3	0	64
Completed Credits:		16.00	8.00	6.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	49.00
Needed Credits:		(total tech hrs needed: 0.00)		0.00	0.00	(total comm hrs needed: 6)		3.00	3.00	3.00	0.00	15.00

☑ Residency
☑ Technical
☑ Management
☐ General Education
☑ Program Elective
☐ AFSC Eligible
☑ Skill Level

APP IND LEGEND:
D: Degree applicable
E: Degree applicable credit normally reserved for application in instructor programs
M: Degree applicable, requires manual application
C: Non-degree applicable if completed after 31 Dec 91
P: Applied after 5-level in same AFSC/SDI/RI
T: Certification, license, mil credit for tech app

APP DISP LEGEND:
Z: Course was used in previous degree
T: Technical credit
O: Other (PE, GE)
M: LMMS
N: Specialty-related or non-degree applicable
F: Full credit used
P: Partial credit used

NOTES:
Total credit hour column includes 4 hours physical education credit.
Technical Core requires a minimum of 9 semester hours.
Technical Elective allows a maximum of 15 semester hours.
Technical Core and Technical Elective combined must equal 24 semester hours.
Student has 6 years from registration date to complete degree requirements (2 years for 2IBB).

Refer to the CCAF Online Student Services website for student and counselor tools and resources.

As degree requirements are completed these boxes become

Not an Official Academic Document

b. **Parts of the WebPR**

   1. Student Information:
       a. Student name.
       b. MPF: MPF code of the base the student is assigned.
       c. Student's rank.
       d. AFSC: AFSCs the student holds per MilPDS record. The underlined AFSC represents the AFSC applicable to the CCAF degree program in which the student is currently enrolled.
       e. Current Date: Date in which WebPR is being accessed.
       f. Code: CCAF degree program code the student is currently enrolled in.
       g. Program: Title of the CCAF degree program the student is currently enrolled.
       h. Rgstrd: The date the student registered in the CCAF degree program:
       i. Status: Represents the student's enrollment status. See **Appendix K** for status codes.
       j. Catalog Year: The catalog year the student is currently enrolled.

   2. Student Course Completion Information: designed to look similar to the tools used by CCAF staff; column formatted and should be read top to bottom, left to right.
       a. Grad Date/Course Code: The date the student graduated/completed the course and the course descriptors contained within the military course. Most military courses will have multiple course descriptor. Civilian course numbers will also be displayed.
       b. School/Course Title: The title of the military course completed and the course descriptor title contained within the military course. Most military courses will have multiple course descriptors. Civilian course titles will also be displayed.
       c. Sem Hrs: The total semester hours awarded for the completed military course will be listed next to course title and will be in bold. The semester hours awarded for each course descriptor is reflected next to the course descriptor title. The combined course descriptor hours are tallied to formulate the total semester hours in bold.
       d. App Ind: Application Indicator. Code that represents the type of course credit (legend key is located at the bottom of the WebPR explaining the meaning of each code):
           1. Codes "D", "E", "M", "N" and "T" are all degree applicable
           2. Code "C" refers to credit that does not apply to CCAF degree programs unless it was earned before 1 January 1992
       e. App Disp: Application Disposition. Code that represents how the course credit was used (legend is located at the bottom of the WebPR explaining the meaning of each code):
           1. F: Full credit was used
           2. P: Partial credit used
           3. Z: Course was used in a previous degree
           4. T: Technical credit

5. M: LMMS credit
6. O: Other (Program Elective or General Education)

f. Columns Tech Core thru Hum: CCAF degree program areas of study:

1. Required Credits: Total number of credits required by subject area.
2. Completed Credits: Total number of credits applied by subject area.
3. Needed Credits: Total number of credits needed to complete the requirement by subject area. (Technical Education hours are added together)
4. Total: The total number of credits required, completed and needed to graduate by column.

g. Legend: Explanation of codes located on bottom of the WebPR.

2. **Additional Resources**

A. CCAF Course Descriptions: List all course descriptions for completed military courses loaded to the student's record.

B. Certifications: List all certifications reported to CCAF and loaded to student record.

C. Transcripts

1. Print Unofficial CCAF Transcript: Displays the student's unofficial CCAF transcript that can be reviewed and printed.
2. Order Transcript: Enables user with secured access capabilities to order an official CCAF transcript. Also, provides instructions to order an official CCAF transcript if the user does not have secured access capability.
3. How to Transfer Civilian Coursework to CCAF: Provides the user with instructions on how and where to submit official civilian college transcripts to CCAF.
4. Current Transcript Processing Time: Takes the user to the CCAF portal site to view the current processing time for inbound civilian college transcripts.
5. Civilian Transcripts Received by CCAF: Displays the dates of all official civilian college transcripts received by CCAF. Review the student's WebPR for civilian college transcript data loaded and applied to student record.
6. CCAF Transcripts Ordered: Displays the history of all official CCAF transcripts ordered and where they were mailed to.

CCAF Online   Q Student ▾   ☰ Reports ▾   ▤ Transcripts ▾   🏛 Transfer Credit ▾   ⚙ Certifications ▾   ❓ Resources ▾   ⚙ Advisor Accounts

LACAYO, LOUIS O SSGT
☑ E-mail   PAFSC: 3D072   2AFSC: T3D052   3AFSC: 3P071   CCAF INSTRUCTOR: Yes
AETC   336 TRAINING SQ, KEESLER, MS   MPF: KF

* * * PERSONAL DATA---PRIVACY ACT OF 1974 (5 U.S.C. 552A) * * *

Enrollments   CCAF Course Descriptions   Certifications   **Transcripts**

🖨 Print Unofficial CCAF transcript   ✉ Order transcript   🖨 How to transfer civilian coursework to CCAF   🖨 Current transcript processing times

Civilian transcripts received by CCAF

Below reflects all official transcripts provided by a civilian college and the date physically received by CCAF. The date does not reflect actual processing and loading to the student record. Transcript processing may be delayed several weeks due to the high volume of transcripts received. The student and counselor should expect a delay between the date a transcript is received and the date the transcript is processed and loaded to the CCAF student record. Once the transcript is processed, approved courses will appear on the web progress report.

Date

07 Dec 2016

31 Aug 2015   **Official civilian college transcripts received by CCAF. Review WebPR for civilian college transcript information**

17 Feb 2013

CCAF transcripts ordered

Below reflects all CCAF transcripts that have been printed and issued on the student's behalf. CCAF transcript requests will not appear until printed.

17 Feb 2015   STRAYER UNIVERSITY   **Official CCAF transcripts**
                           2303 DULLES STATION BLVD   **ordered and where they**
                           MAILSTOP 5-B   **were mailed.**
                           HERNDON
                           20171

27 Oct 2011   STRAYER UNIVERSITY
                           TRANSCRIPT SERVICES
                           14200 PARK MEADOWS DR, STE 200N
                           CHANTILLY
                           20151

19 Jan 2010   STRAYER UNIVERSITY
                           PO BOX 487
                           P.O. BOX 487
                           NEWINGTON
                           22122

04 Jan 2010   Strayer University Global Region
                           ATTN Marie Dias
                           PO Box 487
                           Newington
                           22122

3. **CCAF Advisor Tools**

A. In-transfer Credit

    1. Civilian Course Conversion Table (CivCCT): Displays a researchable list of civilian college courses that have been evaluated by CCAF for applicability toward degree program requirements. If a specific college's course is not listed, the course has not been evaluated by CCAF.

Notes:

    a. A search under College Level Testing will give you all the credit by examination evaluated by CCAF for in-transfer. Please verify the course evaluation descriptor for duplication of credit before advising a student to complete an examination or course. If a student completes a college level course from an accredited institution and pass a college level examination with the same course evaluation descriptor, it will be considered a duplicate credit and the student will only receive credit for either the course or the exam but not both.

b. If a course was previously accepted/not accepted but status was changed based institution changing the course syllabus but Course Code and title are the same, the remarks will give more information about the course.

Civilian Course Conversion Table

Start Over | IA | ASHFORD UNIVERSITY

Search: [   ]   Print

| | | | CCAF Course Conversion Code | | | |
Civilian Course Number	Civilian Course Title	Category	2011	2014	2017	Remarks
MAT100	FUNDAMENTALS OF COLLEGE MATH	MA		Not Acceptable	Not Acceptable	Does not meet General Education Requirement
MAT117	COMBINED ALGEBRA	MA		Not Acceptable	Not Acceptable	Does not meet General Education requirement
MAT125	COLLEGE ALGEBRA	MA		MATH103	MATH103	
MAT125	ALGEBRA	MA		MATH103	MATH103	
MAT126	SURVEY OF MATHEMATICAL METHODS	MA		MATH101	MATH101	Math acceptable until 31 Dec 2009 topics include Business Math, Intro to Algebr
MAT126	SURVEY OF MATHEMATICAL METHODS	MA		Not Acceptable	Not Acceptable	Not acceptable after 31 Dec 2009; Elementary Mathematical course
MAT127	PRE-CALCULUS	MA		MATH105	MATH105	

Civilian Course Conversion Table

Start Over | NJ | COLLEGE LEVEL TESTING

Course Listing can be sorted based by clicking the Category.

Search: [   ]   Print

| | | | CCAF Course Conversion Code | | | |
Civilian Course Number	Civilian Course Title	Category	2011	2014	2017	Remarks
00001	AMERICAN GOVERNMENT	SS		GOVT101	GOVT101	
01031	ENGLISH COMPOSITION	EC		ENGL101	ENGL101	
01051	ENGLISH COMPOSITION	EC		ENGL101	ENGL101	
01071	ENGLISH COMPOSITION	EC		ENGL101	ENGL101	
01081	ENGLISH COMPOSITION	EC		ENGL101	ENGL101	
SQ301	PRINCIPLES OF ADVANCED ENGLISH COMPOSITION	EC		ENGL104	ENGL104	
SR301	PRINCIPLES OF ADVANCED ENGLISH COMPOSITION	EC		ENGL104	ENGL104	
SY301	PRINCIPLES OF ADVANCED ENGLISH COMPOSITION	EC		ENGL104	ENGL104	

Course Code under the catalog year displays the CCAF Course Evaluation

2. Military Course Conversion Table (MilCCT): Displays a researchable list of military courses that have been evaluated by CCAF and for which CCAF awards credit toward applicable degree program(s)

Notes:

a. Searching for 'open" courses will show any courses that are current that a student maybe eligible to take. Refer the student to his/her UTM for eligibilities to attend the course.

b. If a student has completed a course and the course is not listed, please send action request to add military course to record. If the course is not approved, the CCAF advisor should get a response from CCAF explaining the reason for rejection.

3. Credit by Exam Matrix by Degree Program: provides the user CLEP and DSST testing information by degree program for the current catalog.

CYBERSECURITY (0CYC)

Examinations are available through the Base Education Center.
CCAF will apply up to 30 semester hours of examination credit toward degree requirements.
Matching letters in the last column of each grouping indicate duplicate exams. For example the letter "A" for CLEP CALCULUS
and UEXCEL CALCULUS, indicates duplication.

TYPE OF EXAM	EXAM TITLE	DUP	TYPE OF EXAM	EXAM TITLE	DUP
TECHNICAL COURSES			**GENERAL EDUCATION MATHEMATICS**		
CLEP	CALCULUS	A	CLEP	CALCULUS	A
CLEP	COLLEGE ALGEBRA		CLEP	COLLEGE ALGEBRA	
CLEP	INFORMATION SYSTEMS AND COMPUTER APPLICATIONS		CLEP	COLLEGE MATHEMATICS	
CLEP	PRECALCULUS		CLEP	PRECALCULUS	
DSST	COMPUTING AND INFORMATION TECHNOLOGY		DSST	FUNDAMENTALS OF COLLEGE ALGEBRA	
DSST	FUNDAMENTALS OF CYBERSECURITY		DSST	MATH FOR LIBERAL ARTS	
UEXCEL	CALCULUS	A	DSST	PRINCIPLES OF STATISTICS	I
UEXCEL	PHYSICS		UEXCEL	CALCULUS	A
			UEXCEL	STATISTICS	I
			GENERAL EDUCATION SOCIAL SCIENCE		
			CLEP	AMERICAN GOVERNMENT	
			CLEP	HISTORY OF THE UNITED STATES I	
			CLEP	HISTORYOF THE UNITED STATES II	
			CLEP	HUMAN GROWTH AND DEVELOPMENT	
LEADERSHIP MANAGEMENT & MILITARY STUDIES			CLEP	INTRODUCTORY PSYCHOLOGY	J
CLEP	PRINCIPLES OF MANAGEMENT	B	CLEP	INTRODUCTORY SOCIOLOGY	K
DSST	HUMAN RESOURCE MANAGEMENT	C	CLEP	PRINCIPLES OF MACROECONOMICS	L
DSST	ORGANIZATIONAL BEHAVIOR	D	CLEP	PRINCIPLES OF MICROECONOMICS	M
DSST	PRINCIPLES OF SUPERVISION		**CLEP**	SOCIAL SCIENCES AND HISTORY	
UEXCEL	HUMAN RESOURCE MANAGEMENT	C	CLEP	WESTERN CIVILIZATION I	
UEXCEL	ORGANIZATIONAL BEHAVIOR	D	CLEP	WESTERN CIVILIZATION II	
UEXCEL	PRINCIPLES OF MANAGEMENT	B	DSST	A HISTORY OF THE VIETNAM WAR	
			DSST	GENERAL ANTHROPOLOGY	
			DSST	HISTORY OF THE SOVIET UNION	
NATURAL SCIENCE (PROGRAM ELECTIVE)			DSST	HUMAN/CULTURAL GEOGRAPHY	
CLEP	BIOLOGY	E	DSST	LIFESPAN DEVELOPMENTAL PSYCHOLOGY	N
CLEP	CHEMISTRY	F	DSST	THE CIVIL WAR & RECONSTRUCTION	
CLEP	NATURAL SCIENCES	E, G	UEXCEL	ABNORMAL PSYCHOLOGY	
DSST	ASTRONOMY		UEXCEL	CULTURAL DIVERSITY	
DSST	ENVIRONMENT/HUMANITY:RACE TO SAVE PLANET		UEXCEL	INTRODUCTION TO MACROECONIMCS	L
DSST	PRINCIPLES OF PHYSICAL SCIENCE I	G	UEXCEL	INTRODUCTION TO MICROECONOMICS	M
UEXCEL	ANATOMY & PHYSIOLOGY		UEXCEL	INTRODUCTION TO PSYCHOLOGY	J
UEXCEL	EARTH SCIENCE		UEXCEL	INTRODUCTION TO SOCIOLOGY	K
UEXCEL	GENERAL CHEMISTRY I	F	UEXCEL	LIFE SPAN DEVELOPMENTAL PSYCHOLOGY	N
UEXCEL	MICROBIOLOGY		UEXCEL	POLITICAL SCIENCE	
UEXCEL	PHYSICS		UEXCEL	PSYCHOLOGY OFADULTHOOD AND AGING	
			UEXCEL	SOCIAL PSYCHOLOGY	
GENERAL EDUCATION ORAL COMMUNICATION			UEXCEL	WORLD CONFLICTS SINCE 1900	
DSST	PRINCIPLES OF PUBLIC SPEAKING		UEXCEL	WORLD POPULATIONS	
GENERAL EDUCATION WRITTEN COMMUNICATION			**GENERAL EDUCATION HUMANITIES**		
CLEP	COLLEGE COMPOSITION	H	CLEP	AMERICAN LITERAURE	
CLEP	COLLEGE COMPOSITION MODULAR	H	CLEP	ANALYZING & INTERPRETING LITERATURE	
DSST	PRINCIPLES OF ADVANCED ENGLISH COMPOSITION		CLEP	COLLEGE LEVEL FRENCH LANGUAGE	
UEXCEL	ENGLISH COMPOSITION	H	CLEP	COLLEGE LEVEL GERMAN LANGUAGE	
			CLEP	COLLEGE LEVEL SPANISH	O
			CLEP	ENGLISH LITERATURE	
			CLEP	HUMANITIES	
			DSST	ART OF THE WESTERN WORLD	
			DSST	ETHICS IN AMERICA	
			DSST	INTRODUCTION TO WORLD RELIGIONS	P
			UEXCEL	ETHICS: THEORY& PRACTICE	
CLEP-COLLEGE LEVEL EXAMINATION PROGRAM			UEXCEL	INTRODUCTION TO PHILOSOPHY	
DSST			UEXCEL	RELIGIONS OF THE WORLD	P
UEXCEL - EXCELSIOR COLLEGE EXAMS			UEXCEL	SPANISH LANGUAGE	O

Note: Exam Matrix is alphabetically arranged by degree program code (0CYC).

B. Certifications

    1. CCAF Certification Programs are listed under Part IV. CCAF Credentialing Programs.

Notes:

    a. Professional Manager Certification (PMC): PMC was discontinued 1 Oct 2019.

    b. AF Credentialing Opportunities Online (AF COOL): Takes user to the official AF COOL website where he/she can find information on applicable certifications based on AFSC and/or rank (leadership certifications).

    c. Certifications AF Portal Page: Takes user to the CCAF Portal Certification

C. Resources

    1. FAQs: Contains a listing of frequently asked questions with their explanations

    2. Advisor Publications: Takes user to the Air Force Portal page where one can access various CCAF Update Articles and the current CCAF Advisor Handbooks

    3. Student Publications: Takes user to the CCAF Portal page where the CCAF catalogs can be accessed

    4. CCAF Student Liaison: Contains point of contact information for Air Force Reserve and Air National Guard members

    5. CCAF AF Portal Page: Takes the user to the official CCAF Portal Page

D. ESO Reports

1. Advanced Standing Report: Displays all students by Base/MPF who have satisfied 45 or more semester hours towards degree requirements and civilian credit is applied. Student counseling should be provided to complete remaining requirements.
2. Five-Year Warning Report: Displays all students by Base/MPF who are approaching the degree program enrollment expiration date.
3. Candidate Status: Displays all students by Base/MPF who have graduated or is being processed as a candidate for graduation in a specific graduating class.
4. Possible Graduates: Displays students who have 64 semester hours applied and could be a possible candidate for graduation.

| CCAF Online | ☐ Student ▾ | ☐ Advisor Reports ▾ | ☐ CCAF Reports ▾ | ☐ Transcripts ▾ | ☐ Transfer Credit ▾ | ☐ Certifications ▾ | ☐ Resources ▾ | ☐ Advisor Accounts | ☐ ▾ |

Find Student

Advanced Standing
Five-Year Warning
Candidate Status
Possible Graduates

* * * PERSONAL DATA---PRIVACY ACT OF 1974 (5 U.S.C. 552A) * * *

| SSAN | or | CCAF Student ID | Search |

FindStudent.Form
Accessibility/Section 508

NOTE: The Advisor Reports are only accessible by logging in directly to CCAF Online Services at https://ccaf.maxwell.af.mil.

Appendix B

CCAF Student Action Request Types

- **DEGREE CANDIDATE** - Use to nominate students who have completed all degree requirements. The student must be qualified to hold and maintain the degree-applicable occupational specialty and/or skill level per AFMAN 36-2100 requirements. Requests for applying credits already reflected on WebPR may be submitted on this request if these actions complete degree requirements. **Do not use this action to request to expedite processing of any updates to student records.**

- **PROGRAM CHANGE** - Use to change a student's registration from one degree program to another. The student must be qualified to hold and maintain the degree-applicable occupational specialty and/or skill level per AFMAN 36-2100 requirements. Requests for applying credit already reflecting on students WebPR may be submitted on this request. This action request may be used to enroll students for their INITIAL degree after a break in service or was re-classed in technical training or for other service faculty members registering for their initial degree.

- **REGISTRATION SUBSEQUENT DEGREE** - Use to register/enroll CCAF graduates who have at least one CCAF AAS degree conferred and wish to enroll in another CCAF AAS degree program. The student must be qualified to hold and maintain the degree-applicable occupational specialty and/or skill level per AFMAN 36-2100 requirements. Requests for applying credit already reflecting on students WebPR may be submitted on this request.

- **REGISTER SUBSEQUENT DEGREE AND NOMINATE** - Use for students who have already received one or more CCAF degree(s) and have completed all degree requirements of another CCAF AAS degree. The student must be qualified to hold and maintain the degree-applicable occupational specialty and/or skill level per AFMAN 36-2100 requirements. Requests for applying credit already reflecting on students WebPR may be submitted on this request.

- **CHANGE TO CURRENT CATALOG** - Use to change a student's enrollment to the most current *CCAF General Catalog*. The student must be qualified to hold and maintain the degree-applicable occupational specialty and/or skill level per AFMAN 36-2100 requirements. Requests for applying credit already reflecting on students WebPR may be submitted on this request.

- **ADD CIVILIAN TRANSCRIPT/COURSES/COLLEGE-LEVEL EXAM (MISSING ON WEB PR)** - Use when there is an issue with a transcript that is currently on the student's record or if it has been more than 30 days since the student had his/her institution sent an official copy of his transcript sent to CCAF and is not on student's record. Include as much information as possible (Name of Institution; Other names or name at the time of attendance; date transcript was sent to CCAF; mode of transcript delivery; order number). For a missing Air Force funded CLEP/DSST examination, submit this action request after **two weeks** has passed since the exam was successfully taken (60 days for Speech DSST exam) with the title and date of examination.

- **ADD MILITARY COURSE TO RECORD** - Use for credit awarding courses taught at CCAF off-campus instructional sites that did not automatically flow to the student's record, (i.e., ALS, Tech School, etc.). **Allow at least 30 days from course graduation date before submitting.** Credit application will be completed after course completion is verified with the

off-campus instructional site. **Acceptable Attachment**: AF Form 1256 is only for credit awarding courses taught at CCAF off-campus instructional sites and must include: Course Title/Number/Location/ Graduation Date/PDS code. For PME courses, provide location where attended. **Do not use this action to add other accredited institution Courses**.

- **APPLY CREDIT TO STUDENT RECORD** – Use to request credit application for courses (military or civilian) that are recorded on the student record. CCAF Program Managers will optimize credit application for subsequent degree consideration when member holds multiple occupational specialties. However, if the CCAF Advisor recommends specific application (distribution of credit), please clearly communicate details in the instructions section and program manager will do their best to accommodate as long as it does not violate the hierarchy of credit application.

- **CERTIFICATIONS/LICENSURE/REGISTRY** – Use this action request when the CCAF Advisor have questions regarding verification or for adding CCAF-recognized professional certifications for award of CCAF credit. Ensure a copy of the issued certificate is attached to the student's digital file folder. Examples: FAA A&P Certification, CompTIA Certification, Pharmacy Technician Certification, etc.

Appendix C

How to create a CCAF Action Request

Authorized CCAF Advisor will submit CCAF action request electronically via Air Force Automated Education Management Systems (AFAEMS).

Education Record
- Funding Requests
- Education Goals
- Education Levels
- SkillBridge Applications
- Virtual Benefits Training
- CCAF Action Requests
- Counseling Notes
- Student Documents
- Formal Training
- Professional Military Education
- Scheduled Tests
- Test Scores
- CCAF Student Services

ELLAINNE BAY

← CCAF Action Requests

CREATE ACTION REQUEST

No CCAF Action Requests
You have no action requests at this time

ELLAINNE BAY

← Create CCAF Action Request

Student Information

Name
LABYRINTH ROSE CHAN

Maiden Name

DOB
10/17/1991

SSAN

Grade
E-3

Service Component
Air Force Active Duty

Application Information

Type

Program Information

Remarks

Course Information

No Courses

There have been no courses added to this action request

✏ ADD COURSE

Add Course

Title   Number

Location   Date Awarded   📅   PDS Code

[ADD COURSE]   [CANCEL]

Notes:

1. Please refer to Appendix B "Action Request Types" to identify the type of action request needed to submit to CCAF.
2. Course Information is only used if requesting to add a military course or certification not reflected in the student's record. Please upload a copy of the AF Form 1256 credit awarding courses taught at CCAF off-campus instructional sites and must include: Course Title, Number, Location, Graduation Date, and PDS code.

Appendix D

Credit Processing Matrix

Type of Course/Training	Confidence Date	Processing Date	Verification Location
Technical Training Group			
Current FY	1 Oct 85	30 days	CCAF/DES
Before current FY (all Chanute and Lowry courses)	1 Oct 85	30 days	CCAF/DES
AETC Instructor Continuation Training	1 Jan 88	30 days	CCAF/DES
Field Training Detachment	1 Oct 87	30 days	CCAF/DES
Command Sponsored/Special School	1 Jan 88	30 days	CCAF/DES
Enlisted Professional Military Education (Resident)			
Airman Leadership School (certificate must show location)	1 Oct 91	30 days	CCAF/DES
NCO Leadership School (certificate must show location)	1 Jun 87	30 days	CCAF/DES
Command NCO Academy	1 Jun 87	30 days	CCAF/DES
USAF Senior NCO Academy	1 Jun 78	30 days	CCAF/DES

Air Force Career Development Academy (formerly AFIADL). If a completed course is not reflected in a student's record and the processing time has elapsed, submit as an attachment to CCAF Student Action Request to include, Course Title/Number//Location/Completion date and PDS Code (optional) on the request.

Type of Course	Confidence Date	Processing Date	Verification Location
Course 00001 Airman Leadership School	3 Jan 01	30 days	CCAF/DES
Course 00003 Airman Leadership School	1 Jul 11	30 days	CCAF/DES
Course 00005 Air Force SNCO Academy	1 Oct 96	30 days	CCAF/DES
Course 00006 Command NCO Academy	1 Oct 91	30 days	CCAF/DES
Course 00009 Command NCO Academy	1 Aug 81	30 days	CCAF/DES
Course 00008 USAF SNCO Academy	1 Aug 81	30 days	CCAF/DES
Course 00012 USAF SNCO Academy	1 Dec 02	30 days	CCAF/DES
Course 00014 USAF SNCO Academy	1 Mar 06	30 days	CCAF/DES
Course 00015 NCO Academy	1 Feb 12	30 days	CCAF/DES

Interservice Training. AF enlisted personnel completing interservice training schools for the initial or 3 level are automatically reported to CCAF (as of 1 Jun 97) 30 days after graduation.

Civilian Testing. If a passed test is not reflected in a student's record and the processing time from scoring has elapsed, please submit an action request to CCAF

Type of Examination	Confidence Date	Processing Date	Verification Location
Prometric (AF Funded initial examinations)	1 Feb 93	14 days	CCAF/DES
Prometric (All others)	1 Feb 93	30 days	CCAF/DES
Excelsior College Exams (formerly Regents)	1 Feb 93	30 days	CCAF/DES

Notes:
1. Type of institution, course or test from which student graduated or passed.
2. Date when automatic course or test completion reporting to CCAF database began for this type of institution, course, or test for AF enlisted personnel. For course completions before confidence date, submit AF Form 1256.
3. Number of days from date the student graduated from CCAF off-campus instructional site course or test graded until course or test completion is reflected in CCAF database.
4. Office responsible for verification.

Appendix E

Test Reporting Agency Information

Official transcripts or score reports must be sent directly from the issuing agency to CCAF.

Type Test	Where Taken	Documents Required
CLEP/DSST (DANTES-funded)	Authorized DANTES test center	Official score reported are automatically sent to CCAF
CLEP/DSST (Self-funded)	Authorized Test Site	Official CLEP/DSST Transcript
AP Exam	Authorized Test Site	Official College Board Transcript
ECE (Excelsior)	Any authorized test center	Only the official score report
USAFI	DANTES Test Center	Official USAFI score report (before 1 July 1974)

1. **Official CLEP, DSST Transcript (DANTES funded) and USAFI Transcripts.** Military members can also order a consolidated transcript that includes CLEP and DSST exams using the online transcript ordering system.
   Website: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=3q7ey35yiWKgVEiC

2. **Self-funded CLEP Transcript –** For CLEP examinations taken prior to joining the Military or for retest.
   Website: https://clep.collegeboard.org/earn-college-credit/your-score/transcripts
   Phone number: 1800-257-9558

3. **Self-funded DSST Transcript -** For DSST examinations taken prior to joining the Military or for retest.
   Website: https://getcollegecredit.com/scores_transcripts/
   Phone number: 1877-471-9860

4. **Advance Placement Examination –** CCAF does not accept H.S transcript or diploma. Student must submit a copy of the official score report.
   Website: https://apstudents.collegeboard.org/sending-scores
   Phone number: 1888-228-5427

5. **Excelsior College Exams**
   Website: http://www.excelsior.edu/office-of-registration-and-records
   Phone number: 1888-228-5427

Appendix F

Other Institution Transcript Agency Information

Air Force Institute of Technology
2950 Hobson Way
WPAFB, OH 45433-7765
Phone: (937) 255-6565
DSN: 785-6565
https://www.afit.edu/

American Council on Education
ATTN: ACE Transcript Services
One Dupont Circle NW
Washington DC 20036-1193
Phone: (202) 939-9470
Toll Free: (866) 205-6267
Email: credit@acenet.edu
https://www2.acenet.edu/credit/?fuseaction=transcripts.main

Defense Acquisition University (DAU)
9820 Belvoir Road
Fort Belvoir, VA 22060
Phone: 703-805-3459/DSN: 655-3459
Toll Free: 1-866-568-6924
https://dau.atrrs.army.mil/dautranscript/

Defense Equal Opportunity Management Institute
ATTN: Transcript Request/Student Services
366 Tuskegee Airmen Drive, Bldg. 352
Patrick AFB FL 32925-3399
Phone (321) 494-4617/5874/5214(DSN 854)
Email: deomiss@us.af.mil
https://www.defenseculture.mil/Education-and-Training/General-Information/

Defense Language Institute DLIFLC
ATTN: ATFL-ASD-DA (Registrar)
Bldg. 634 Room 4
Presidio of Monterey CA 93944
Phone: 831-242-5119/DSN: 768-5199
Email: transcripts@dliflc.edu
https://www.dliflc.edu/administration/registrar/transcripts-records/

Joint Services Transcript (Formerly AARTS/SMARTS/CGI)
JST Operations Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: jst@doded.mil
https://jst.doded.mil/jst/

Appendix G

Additional Information Request Form

(**This is document is for CCAF use only) **

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

DD Month YYYY

Dr. Hank Dasinger
Dean
Community College of the Air Force
100 South Turner Blvd
Maxwell AFB, Gunter Annex, AL 36114-3011

College/University Name
Street Address
City, State Zip

To Whom It May Concern:

The Community College of the Air Force (CCAF) received a request from a CCAF student who has provided a transcript from your institution for consideration of transfer-in of course credits to satisfy CCAF degree program requirements. In order to process this request, CCAF will need additional information from your institution.   Relevant information follows:

Student Name:
Student ID from Your Institution (if applicable):
Course Title/Number:
Date(s) for Course Completion:

Information requested from your institution:

Course Description to include course level, a brief description of course content and outcomes:

Applicable Course Faculty Credentials to include relevant degree level, year attained, degree academic discipline, and awarding institution (Note: Personally-identifiable information is not requested):

Please email the requested information to ccaf.deax@us.af.mil.

Why CCAF Needs this Information. CCAF, is a part of Air University, United States Air Force. Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, masters, and doctor of philosophy degrees. Questions about the accreditation of Air University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). SACSCOC Principles of Accreditation hold the

degree-granting institution responsible for the quality of credits constituting the degrees it grants, including credits transferred in from other institutions. In accepting credits in-transfer, CCAF has an obligation to ensure transfer-in courses have comparable course content, comparable learning outcomes, and otherwise satisfy quality accreditation standards to include the qualifications of faculty to teach the courses for which they are assigned.

In those cases where CCAF is unable to receive the above requested information, CCAF will be unable to process the transcript for transfer-in credit consideration and will notify students accordingly. Additionally, CCAF will advise CCAF education service specialists located worldwide who are serving as CCAF student advisors of those institutions unable to provide the requested information. In so doing, it is CCAF's intent to help students make informed choices in their pursuit of higher education goals.

For more information about CCAF, you can visit the CCAF web site at https://www.airuniversity.af.edu/Barnes/CCAF/. If I can be of further assistance, please do not hesitate to contact me by phone at (334) 649-5150, or via email at royce.dasinger@us.af.mil. Thank you in advance for your assistance.

Sincerely

Hank Dasinger (PhD),
GS15, Department of the Air Force
Dean

Cc: student name

Appendix H

CCAF Transient Student Letter

(**This document is authorized to be reproduced/signed by CCAF Advisors (Advisor course graduates) **)

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

Date

MEMORANDUM FOR XXXX UNIVERSITY

FROM: ORG/SYMBOL
        Organization
        Street address
        City ST 12345-6789

SUBJECT: Verification of Enrollment

1. This is to certify that _____is currently an active student in good standing at the Community College of the Air Force (CCAF). _____is currently enrolled in the CCAF _____ Associate in Applied Science Degree.

2. _____is approved to take the following courses to meet her CCAF degree's general education requirements with _____ University:

COURSE #	COURSE TITLE	CREDITS	TERM DATES

3. If you have any questions regarding this certification, please feel free to contact our office at XXX-XXX-XXXX.

                        FIRST M. LAST, Rank
                        (Title) Education Advisor

Appendix I

Graduation Requirements Checklist

Catalog Year ___ Requirement/Applicability	
1. Minimum applied credits in the technical core **9SH**	
2. CCAF institutional credit requirement – **16 SHs** of applied CCAF credit (minimum 9 in technical core.	
3. Program-applicable **5-skill level** applied at the time of degree completion.*	
4. Maximum amount of applied testing credit – **30 SHs**	
5. Maximum amount of CCAF AAS degree-applicable technical course credit not applicable to the degree program of enrollment – **9 SHs** in Program Elective area.	
6. Minimum **64 SHs** applied credit. All degree and special program requirements, if any, met.	
7. Degree requirements completed before **6-year anniversary** of registration in a catalog. □2 years for ITMS degree program	
8. For subsequent CCAF AAS degree, courses applied in technical education, LMMS and program elective was not used in a previous degree. General Education Courses has not been used more than once.	
9. Degree requirements completed **before** separation, retirement or commissioning.**	
10. **CCAF Student Action Request** nominating student for graduation submitted with documentation.	

*Students registered on the basis of an SDI, RI or AFSC in a career field without a 5 skill-level are exempt.

**Students enrolled in the ITMS degree program must be assigned to a CCAF off-campus instructional site course at time of degree nomination.

Community College of the Air Force (CCAF)
Transcript Request

For CCAF courses only; not for AU or AFIT

Privacy Act Statement: Authority: 10 U.S.C. 8013, Secretary of the Air Force; Powers and Duties.
Purpose: Identify individuals seeking transcript for courses completed. Routine Uses: Can be disclosed outside the
Department of Defense as a routine use pursuant to U U.S.C 552a(b)(3). Disclosure: voluntary, however, failure to provide all
information may result in not receiving requested transcript.

Complete this letter and submit by mail to: CCAF/DESS
100 S. Turner Blvd
Maxwell-Gunter AFB, AL 36114

Student Name
(Include previous names, also): _____

Student Full SSN: _____ **Date of Birth:** _____

Phone Numbers: Work _____ Home/Cell _____

Email Address: _____

Branch of Service: _____

Address to which transcript should be mailed:

Institution Name: _____

Attn: _____

Street: _____

City / State / Zip: _____

Second address for additional transcript, if applicable:

Institution Name: _____

Attn: _____

Street: _____

City / State / Zip: *** Must have student signature on this request in order to release this information ***

Payroll Signature: _____

Date: _____

*** Transcripts are sent by U.S. Mail only. We do not fax or email transcripts. ***

Appendix K

CCAF Status Codes

Blank   Non-Degree Seeking Student: Non-Air Force enlisted, ineligible to register.

0   Registered: Nonparticipant, no CCAF AAS degree, no national testing/civilian college credit applied.

1   Registered: Participant, no CCAF AAS degree; 1 to 44 SHs applied to CCAF AAS degree program; national testing/civilian college credit applied.

2   Advanced standing: Participant, no CCAF AAS degree; 45 SHs applied to CCAF AAS degree program; national testing/civilian college credit applied.

4   Registered: Participant has CCAF AAS degree; 1 to 44 SHs applied to current CCAF AAS degree program; national testing/civilian college credit applied.

5   Advanced standing: Participant has CCAF AAS degree; 45 or more semester hours applied to current CCAF AAS degree program; national testing/civilian college credit applied.

A   1 CCAF AAS degree conferred.

B   2 CCAF AAS degrees conferred.

C   3 CCAF AAS degrees conferred.

D   4 CCAF AAS degrees conferred.

E   5+ CCAF degrees conferred.

M   CCAF Career Education Certificate awarded.

N   Disenrolled: Withdrawn from CCAF AAS degree program (for cause); contact CCAF registrar.

Q   Ineligible to register. Retired, separated or commissioned.

W   Withdrawn: Student requested withdrawal action or reached maximum allowed time of enrollment in catalog and program (6-year rule).

Appendix L

Multiple AFSC Policy Letter

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

10 December 2015

MEMORANDUM FOR EDUCATION AND TRAINING SECTIONS

FROM: CCAF/DE

SUBJECT: Processing CCAF Degree Enrollments and Graduates – Students with Multiple AFSCs

1. Award of the CCAF Associate in Applied Science (AAS) degree denotes not only that the graduate has completed all academic requirements, but also that the graduate has mastered the skills and can perform at least at the Journeyman skill level in the associated occupational specialty at the time of graduation.

2. Per CCAF Academic Policies, section 5.3.1., "Students may earn one degree designed for the specific primary Air Force specialty code (PAFSC) and; second, third or fourth AFSC and; reporting identifier (RI); and special duty identifier (SDI) reflected on a current Report on Individual Personnel (RIP)". This policy is sound provided MilPDS records are appropriately updated IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

3. Per AFI 36-2101, AFSC skill levels are downgraded and specialty codes withdrawn (removed) after a specific amount of time after not performing in the specialty.

   a. Per para 4.1.2.3.1., "AFSCs are withdrawn after 2 additional years of nonperformance when downgraded using Table 4.1.". Below is an extract of Table 4.1.:

If the airman possesses an AFSC at the	and the date last performed duty in the AFSC has been	then downgrade the awarded AFSC to
5-skill level	4 years	3-skill level
7-skill level	6 years	3-skill level
9-skill level	6 years	3-skill level

   b. Per para 4.1.2.3.2., "SDIs or RIs are withdrawn after 8 consecutive years of nonperformance."

   c. Per para 4.1.2.3.3., "Although downgrade action based on consecutive nonperformance in the specialty may or may not have been accomplished as outlined in Table 4.1, AFSCs awarded at the 7- or 9-skill level are withdrawn after 8 years, and 5-skill level (3-skill level, if no 5-skill level exists in the ladder) are withdrawn after 6 years, 3-skill level is withdrawn after 2 years. Failure to downgrade or withdraw AFSCs within the specified time frames does not indicate the Airman remains qualified and will be deleted upon discovery."

4. During the October 2015 CCAF graduating glass, we discovered several graduate candidates held a degree-applicable specialty code (AFSC, SDI, or RI) even though the Airman had not performed in the specialty for several years. In some cases, the Airman had not performed in the

AFSC for more than 20 years, but still held the 7-skill level in the AFSC. This places CCAF in a tough position to determine eligibility for AAS degree program enrollment and graduation.

5. Effective this date, CCAF staff has been directed to verify Airmen MilPDS records to verify currency in the degree-applicable specialty prior to processing degree program enrollment and graduation if the Airman holds multiple specialty codes. AFI 36-2101 will be the guiding directive and will be the source for CCAF decision-making concerning AAS degree program enrollment and graduation.

6. Feel free to contact Mr. Breeding, Associate Dean of Academic Programs, at estel.breeding@us.af.mil if you have any questions.

STEPHEN HARRIS, GS-15, DAF
Acting Dean, Academic Affairs
Community College of the Air Force

Appendix M

Degree Completion Contract

(Sample)

NOTE: Some off-campus instructional sites require faculty members to take all CLEP/DANTES examinations needed prior to attending college courses and receiving 100 percent tuition assistance. Check with the off-campus instructional site for local policies.

CCAF DEGREE COMPLETION PLAN / CONTRACT   *CCAF PPG Jan 2012*

INSTRUCTOR NAME:	RANK:	SQUADRON:	SERVICE:
DEGREE PROGRAM CATALOG:		DAID (INSTR DATE):	Est Degree Comp Date:

** DEGREE REQUIREMENTS MUST BE COMPLETED ASAP BUT NLT ONE YEAR FROM DATE ASSIGNED INSTRUCTOR DUTY (DAID) **

SEMESTER HOURS (SH):

DEGREE REQUIREMENTS:	REQUIRED:	COMPLETED:	NEEDED:
PHY ED	4	4	0
TECHNICAL	24		
LMMS	6		
GENERAL SUBJECTS:			
WRITTEN COMM Date Tested: Results (P/F):	3		
ORAL COMM Date Tested: Results (P/F):	3		
MATH (or ALGEBRA) Date Tested: Results (P/F):	3		
SOC SCI (or HISTORY) Date Tested: Results (P/F):	3		
HUMANITIES Date Tested: Results (P/F):	3		
PGM ELECTIVES	15		
TOTAL:	64		

The Subjects above are required to complete my CCAF Associate's Degree.

_____   _____   _____   _____
Non-degreed Instructor Signature   Date   Ed Counselor Signature   Date

_____   _____   _____   _____
Instructor Supervisor Signature   Date   Commander's Signature   Date

NOMINATED: _____   *NOTES:* _____

*NOTE: The instructor's supervisor/superintendent and commander must review and approve changes if the degree completion date is changed. If the degree is not completed within 11 months of DAID, the supervisor/superintendent and commander must review, sign, and submit with instructor EQILD or IA Package on the 1st day of the 11th month after DAID.

*EQILD Review/Submission: _____

_____   _____
*Instructor Supervisor   *Cmdr Review

Appendix N

ETP Templates

Sample ESO Letter

DEPARTMENT OF THE AIR FORCE
USE YOUR APPROVED ORGANIZATION LETTERHEAD

DD Mmm YY

MEMORANDUM FOR CCAF/DE

FROM: 123 FSS/FSDE
Street Address
City, ST 12345-6789

SUBJECT: CCAF Exception to Policy Request for SrA Anita Degree; SSN 123-45-6789

1. Please review attached documents for submitted on behalf of student. SrA Degree is currently enrolled in the 2017 Gen Catalog and is requesting for an ETP for her AAS Degree in Human Resource Management.

2. State any additional information or recommendation to help the Dean make an informed decision.

3. If there are any question or concerns, please contact me at 123-456-7890 (DSN XXX) or email.email@us.af.mil.

ANITA WAIVER, GS-12, DAF
Education Services Officer

Attachment(s):
1. Student Last Name, First Name ETP Request
2. Supporting Documentation (if applicable)

Sample ETP Student Letter

Optional: You may use your approved organization letterhead.

<div align="right">Date</div>

Student Name (Rank, First, MI, Last, USAF)
Duty Title
Organization
Street Address
City ST 12345-6789

Dr. Royce J. Dasinger
Dean, Community College of the Air Force
100 South Turner Boulevard
Maxwell AFB, Gunter Annex, AL 36064-3011

Dear Dr. Dasinger

My name is SSgt Anita Degree, I am an Active Duty member of the US Air Force currently assigned to (student's unit of attachment) at (current duty station. I am writing to request for an exception to CCAF policy…please state what policy you are wishing to get an exemption from (ex. completing a general education course that is specific to a particular occupation).

Explain any hardship or extenuating circumstances that is preventing you from completing the requirement. If the attempts to satisfy the requirement was completed but was unsuccessful, you may include the times of attempt as well.

Provide any other information than can help the Dean make an informed decision on your request. Add your contact information if any questions or concerns arise.

<div align="center">Sincerely,</div>

<div align="center">FIRST MI. LAST NAME, Rank, USAF</div>

Attachment:

Appendix O

Financial Aid Memorandum

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

27 July 2010

Community College of the Air Force
Enrollment Management
100 South Turner Boulevard
Maxwell AFB Gunter Annex AL 36114-3011

Dear Financial Aid Administrator,

The reverse side of the Department of Education (DOE) letter, dated 27 September 1995, supersedes all other DOE letters and satisfies 34 CFR 668.19 requirements for Community College of the Air Force (CCAF) students. **Please follow instructions in the third paragraph of the DOE letter.**

Thank you for your assistance. If you have questions, contact me at (334) 649-5080.

Sincerely,

\\SIGNED\\
DAVID J. TURNER, GS-12, USAF
Director, Enrollment Management
Community College of the Air Force

UNITED STATES DEPARTMENT OF EDUCATION
REGION IV
P.O. BOX 1692
ATLANTA, GEORGIA 30301

September 27, 1995

Dear Financial Aid Administrator:

The Community College of the Air Force (CCAF), with administrative headquarters at Maxwell Air Force Base, AL, has been designated as an eligible Institution of Higher Education by the U.S. Department of Education. The Institutional Eligibility Notice issued to the institution states that CCAF is "eligible for deferment only". As such, no student attending CCAF receives any Title IV funds for his or her attendance at CCAF.

Since CCAF appears in the Directory of Postsecondary Institutions published by the U.S. Department of Education as an eligible institution, an institution is required to request financial aid information for a student who states that he or she previously attended CCAF in order to satisfy the requirements of 34 CFR 668.19. Since CCAF has not entered into an agreement (i.e. signed a program participation agreement) to participate in the Title IV, HEA programs, it is not subject to the Student Assistance General Provisions regulations set forth in 34 CFR Part 668. Since no students who attend CCAF receive Title IV aid from CCAF, each request for information would result in receipt of a notice from CCAF stating that the institution does not participate in the Title IV programs and therefore the student in question did not receive any Title IV aid from CCAF while in attendance there.

Please use this letter to satisfy the requirements of 34 CFR 668.19 for any student who states that he or she attended CCAF. Please place a copy of this letter in the file of each student who states that he or she attended CCAF for audit and program review purposes. You do not need to request a separate letter from CCAF for each student that states that he or she attended CCAF.

Please note that students who are pursuing a degree from CCAF may attend classes at other institutions near the location where they are stationed. A financial aid transcript must be requested from any institution that a student attends for the purpose of taking classes that will then be transferred to CCAF for academic credit. Therefore, if a student indicates that he or she attended CCAF, you should ask if any other institutions were attended in connection with his or her pursuit of a degree from CCAF. If so, you must request a financial aid transcript from each of those institutions.

Sincerely,

Marvin Weindorff
Senior Institutional Review Specialist

GLOSSARY

A & P	Airframe and Powerplant ant
AAS	Associate of Applied Science
ACE	American Council on Education
AETC	Air Education and Training Command
AF COOL	Air Force Credentialing Opportunities On-Line
AFAEMS	Air Force Automated Education Management System
AFI	Air Force instruction
AFIADL	Air Force Institute for Advanced Distributed Learning
AFJQS	Air Force Job Qualification Standards
AFPC	Air Force Personnel Center
AFRC	Air Force Reserve Command
AFROTC	Air Force Reserve Officer Training Corp
AFSC	Air Force specialty code
AFVEC	Air Force Virtual Education Center
AIC	Academic Instructor Course
ALS	Airman Leadership School
ANG	Air National Guard
AP exam	advanced placement exam
ARC	Academic Review Committee
ASAP	Affiliated School Advisory Panel
ASL	Affiliated School Liaison
AU BOV	Air University Board of Visitors
BETM	Base Education and Training Manager
BIC	Basic Instructor Course
BMT	basic military training

CAC	common access card
C Credit	non-degree applicable courses
CCAF Advisor	individual (education services personnel, AFRC training technicians, and ANG career and education managers) who assists CCAF students.
CCAF ITP	CCAF Instructor Tuition Program
CEM	Chief Enlisted Manager
CESY	CCAF Education and Training Section of the Year
CFETP	Career Field Education and Training Plan
CFR	Code of Federal Regulations
CIC	CCAF Instructor Certification
CivCCT	course conversion table
CLEP	College-Level Examination Program
CONUS	continental United States
D Credit	CCAF AAS degree-applicable course
DANTES	Defense Activity for Non-Traditional Education Support
DEOMI	Defense Equal Opportunity Management Institute
DI	Designated Institution
DINFOS	Defense Information School
DLI	Defense Language Institute
DLPT	Defense Language Proficiency Test
DoD	Department of Defense
DOS	date of separation
DSST	DANTES Standardized Subject Tests
E&TS	Education and Training Section
ECE	Excelsior College Exams
EPME	enlisted professional military education
ESAP	Education Services Advisory Panel

ESO	education services officer
E&TS	Education and Training Section
FTD	field training detachment
GER	general education requirement
ITMS	Instructor of Technology and Military Science
ITRO	Interservice Training Review Organization
JSAMTCC	Joint Service Aviation Maintenance Technician Certification Council
JST	Joint Services Transcript
LMMS	Leadership, Management and Military Studies
MAJCOM	major command
MilCCT	Military Course Conversion Table
N Credit	Non-institutional degree applicable credit.
NACES	National Association of Credential Evaluation Services
NCOA	Noncommissioned Officer Academy
PACAF	Pacific Air Force
PAFSC	primary Air Force specialty code
PAS	personnel accounting symbol
PM	program manager
PPG	Policies and Procedures Guidance
PR	progress report
QTP	Qualification Training Package
RI	reporting identifier
RIP	report on individual personnel
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
SDI	special duty identifier
SH	semester hour
SNCOA	Senior Noncommissioned Officer Academy

SQT	special duty qualification training
SSAN/SSN	social security account number
T Credit	**in-**transfer credit
TA	Tuition Assistance
TDY	temporary duty
TTT	Troops to Teachers
USAFE	United States Air Force Europe
USAFI	United States Armed Forces Institute
UGT	upgrade training
UTA	unit training assembly
VA	Veterans Administration
WebPR	Web progress report