An Evaluator’s Primer

Ensuring Academic Integrity and Understanding Military Transcripts

Cynthia Bruce
Director, Military Programs

Veteran Success JAM
May 4, 2010

Serving Those Who Serve
Goal

- To provide a clear understanding of the review process.
- To increase the awareness, use, and benefit of the transcript services (AARTS, SMART, and ACE transcript).
The American Council on Education (ACE) is the only higher education organization that represents presidents and chancellors of all types of U.S. accredited, degree-granting institutions: community colleges and four-year institutions, private and public universities, and nonprofit and for-profit colleges. This cross-sector membership enables ACE to serve as higher education's unifying voice.

www.acenet.edu
Program Evaluations

• Military Programs

• Corporate Programs
“WHAT an individual learns is more important than when, where, and how the individual learned it.”

www.acenet.edu/CLLL
Program Evaluation Activities

Evaluate formal courses and occupational specialties

Publish course and occupation descriptions and academic credit recommendations

Transcript and registry services
Commission on Lifelong Learning

• Membership includes:
  – campus CEOs
  – higher education institutions
  – educational associations
  – businesses
  – labor unions

• Term of membership: 3 years

• Meetings: Spring and Fall

www.acenet.edu/Content/NavigationMenu/About/Commissions/Lifelong.htm
2009 Fiscal Year
• 45 installation visits
• 1,400 courses
• 66 occupations
• 109 teaching faculty members
• 3,400 semester hours in the lower division
• 900 semester hours in the upper division
• 300 semester hours in the graduate division
Course Evaluation

- Formal military instruction and military occupations specialties; courses approved by a central authority
- Correspondence courses with proctored end-of-course exams
- Distance learning/online courses with documented rigid control test conditions and firm identification of the student.
Military Programs Does Not Evaluate

- Air Force courses transcribed by the Community College of the Air Force (CCAF)
- Military schools with degree-granting status
- Courses outsourced to colleges and universities
Overview: Process for Military Programs

- DoD contract
- Course materials submitted
- Content Review Committee (CRC)
- Review Team Selection Committee
- Pre-site visit / telephone conferences
- Travel to training locations
- Final reports

www.acenet.edu/militaryprograms
Evaluative Criteria for Courses

- Course content
- Learning outcomes
- Depth and breadth of material
- Level of difficulty
- Applicability to postsecondary programs
- Evaluative instruments
- Outside assignments
- Instructor qualifications
Types of Credit

• Vocational / Certificate
• Lower Division
• Upper Division
• Graduate

American Council on Education
Military Programs

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No Credit Recommended

- Material presented in the course is not comparable to content and rigor at the post secondary level
- Material offered is inadequate for a judgment to be made
- Inadequate outcome assessments
Sample Course Team Consensus Sheet (TCS) - Military

Branch: U.S. Navy
COURSE TCS SAMPLE

MILITARY PROGRAMS TEAM CONSENSUS SHEET

| Course Information: | | |
|---------------------|------------------|
| [] New Course [X] Revised Course | ACE ID: NV-1716-0154 | Similar to: |

| Title: Blasting & Quarry Operations | |
| Course Number: A-730-0019 | |
| Preparation Date: 5/07 | Training Start/Implementation Date: 5/07 |
| Course Length: 6 weeks (240 hours) | |

Training Location: Naval Construction Training Center, Port Hueneme

Learning Outcomes: Upon completion of the course, the student will be able to:

- Conduct blasting and quarry operations, transport explosives and ammunition, operate rock drills and associated quarry equipment using published safety requirements as related to each area.
- Understand and be able to identify geological structure formations, and plan quarry operational requirements and location.

Instructions: Cite methods of instruction and topics covered:

[ ] Audio Visual Materials [ ] Practical Exercises [ ] Discussion
[ ] Case Studies [ ] Learner Presentations [ ] Classroom Exercise
[ ] Laboratory [ ] Lecture [ ] Computer-Based Training

Topics include: explosive safety program, analysis and properties of common rocks, structural features in rock, quarry layout and development, explosives, initiating devices and blasting equipment, shot design, air compressors and rock drills, priming and rock drills.

Notes: Note any unique observations about the course.

Credit Recommendation: CREDIT SHOULD BE LISTED IN THE HIGHEST APPROPRIATE CATEGORY

When credit is not recommended, use the following codes:
A: Credit is not recommended because of the limited specialized nature of the course
B: Credit is not recommended because of the military-specific nature of the course
C: Other (specify)

Credit Category | Credit Recommendation (semester hours and subject area)
---|---
Vocational Certificate | 2 semester hours in explosives safety, 3 in drilling and blasting, and 3 in applied geology.

Upper Division Bachelor's Degree

Graduate

Additional Notes: Should the team decide to not make a credit recommendation, note why in this area.

Evaluator:

Dr. Red
Dr. Black
Dr. Purple

Prepared by:

Dr. Red

Evaluation Location: Port Hueneme, CA

Date of Evaluation: 5/25/07
Military Evaluations: Related Competencies

- Aligned with each of the credit recommendation subject areas
- Displayed in Military Guide Online
- Implemented in October 2006
The Military **Occupation** Evaluation

- Occupation is a job designation by the military service
- Review and assessment are more experiential in nature
- Teams validate demonstrated and expected job knowledge, skills, abilities by pay grade

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Military Programs

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Military Occupation Evaluations: Official Documentation

- Occupation manuals
- Technical guides and training manuals
- Promotion examinations
- Study guides
- Other official branch specific documentation
Military Occupation Evaluations: 
Service Member Interview

- Focus on the representation of the job expectations at the pay grade
- Clarification and validation of the official military documentation
Military Review: Team Process

- Synthesis of information
- Alignment to current curricula
- Determination of post secondary content and rigor
- Team consensus must be 100%
Evaluator Representation

- Accrediting agencies
- Types of institutions
- Approximately 7,000 faculty on military teams (since 1954)
Serve as an Evaluator

• You must be actively teaching college-level courses.
• When your discipline expertise is needed, you are contacted directly to serve on the ACE team.
• ACE pays all evaluators an honorarium and travel.

www.acenet.edu/evaluators
evaluators@ace.nche.edu
Faculty Evaluator Database

- Online application
- Academic institution affiliation
- Degrees / credentials
- Current teaching position
- Short biography
- Resume or CV required
- CIP codes identified
- Routinely audited

www.acenet.edu/evaluators/serve
On to Transcript Overview
## Transcript Data

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th># of Transcripts Processed (AARTS)</th>
<th># of Transcripts Processed (SMART)</th>
<th># of Transcripts Processed (CREDIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>239,613</td>
<td>98,873</td>
<td>7,575</td>
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<tr>
<td>2008</td>
<td>217,913</td>
<td>105,799</td>
<td>7,963</td>
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<tr>
<td>2009</td>
<td>296,075</td>
<td>125,462</td>
<td>7,806</td>
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</table>
2009: Top 10 Transcript List

<table>
<thead>
<tr>
<th>AARTS</th>
<th>SMART</th>
<th>ACE Corporate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Phoenix</td>
<td>University of Phoenix</td>
<td>Thomas Edison State College</td>
</tr>
<tr>
<td>Central Texas College</td>
<td>American Intercontinental University</td>
<td>Excelsior College</td>
</tr>
<tr>
<td>American Military University</td>
<td>Ashford University</td>
<td>University of Maryland University College</td>
</tr>
<tr>
<td>American Public University</td>
<td>Coastline Community College</td>
<td>Ashford University</td>
</tr>
<tr>
<td>University of Maryland University College/Europe/Asia</td>
<td>American Military University (Manassas)</td>
<td>University of Phoenix</td>
</tr>
<tr>
<td>North Central Institute</td>
<td>University of Maryland University College</td>
<td>American College of Education</td>
</tr>
<tr>
<td>Grantham University</td>
<td>Excelsior College</td>
<td>Ashford University</td>
</tr>
<tr>
<td>American Intercontinental University Online</td>
<td>Colorado Technical University Online</td>
<td>Anne Arundel Community College</td>
</tr>
<tr>
<td>Columbia Southern University</td>
<td>Thomas Edison State College</td>
<td>Grand Canyon University</td>
</tr>
<tr>
<td>Excelsior College</td>
<td>Central Texas College</td>
<td>Eastwick College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charter Oak State College</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The data represents the top 10 transcript lists for each category in 2009.*
Over....

- **15,000 course exhibits**
- **3,100 occupation exhibits**
The Military Guide on CD

Guide to the Evaluation Of Educational Experiences In the Armed Services

- No more printed guides
- Newest version on CD is October 2009

mileval@ace.nche.edu
(202) 999-9470
DANTES #2102

This CD contains material evaluated from 1954 through September 2009.

American Council on Education
Military Programs

American Council on Education
Military Programs

Serving Those Who Serve
Features of Web Delivery

https://aartscolleges.army.mil

https://smart.navy.mil
Websites and Contact Information

AARTS Operations
415 McPherson Avenue
Ft. Leavenworth, KS
66027-1373
Carol Brown
LEAV-AARTS@conus.army.mil
aartstranscript.army.mil

SMART Operations
NETPDTC, N2
6490 Saufley Field Road
Pensacola, FL 32509
Laurine Anderson
sfly_smart@navy.mil
1-850-452-1001
x1097, 1236, or 1149
smart.navy.mil

American Council on Education
Military Programs
Serving Those Who Serve
Military Transcripts: Coast Guard Institute

ACE Military Guide Online
http://militaryguides.acenet.edu

Coast Guard Institute Transcripts
http://www.uscg.mil/hr/cgi/ve/official_transcript.asp
Military Transcripts: CCAF

CCAF Catalogs

CCAF Course Descriptions
College Credit Recommendation Service (CREDIT)

Example Corporate Clients

- SkillSoft (SmartForce)
- Learning Tree International
- FAA
- Delta Airlines
- Foreign Service Institute
- Defense Language Institute
- Defense Acquisition University
- Defense Threat Reduction Agency
The National Guide to College Credit for Workforce Training

Welcome to CREDIT
The American Council on Education's College Credit Recommendation Service (CREDIT) connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside the traditional classroom.

The ACE National Guide to College Credit for Workforce Training contains ACE credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military.

View organizations below or search for a specific course or exam.

Learn more about CREDIT

Upcoming Course Reviews
- January 12, 2010 - Sobeit
- January 14, 2010 - ES International
- January 27, 2010 - Southern Maryland Electric Cooperative
- January 27, 2010 - Learning Time International

Browse organizations

American Management Association
American Montessori Society
American Payroll Association
American Registry of Magnetic Resonance Imaging Technologists
American Society of Military Comptrollers

Acquisitions Solutions, Inc.
ACT Educational Solutions, Limited
ALEKS Corporation (McGraw Hill)
AMC Logistics Leadership Center
American Bankers Association
American Conference of Audiology
American Council on the
• Recognized by colleges/universities, state credentialing authorities, and employment agencies

• Learners can maintain their own accounts online

www.acenet.edu/transcripts
Evaluating AARTS

The Army American Council on Education Registry Transcript System (AARTS)

AARTS Operations Center
298 Grant Avenue
Ft. Leavenworth, KS 66027-1254

Fax: (913) 684-9497
Web Site: aarts.army.mil
E-mail: leav-aarts@conus.army.mil
AARTS: Personal service member data

Official seals

ARMY / AMERICAN COUNCIL ON EDUCATION
REGISTRY TRANSCRIPT

Issued: 7/24/2008

** Unofficial COPY **

Name: [Redacted]

Ranks: Sergeant First Class, E7

Status: Active

Registrar Office
Saint Joseph's College of Maine
270 White Bridge Road
Standish, ME 04084-5263

American Council on Education
Military Programs

Serving Those Who Serve
AARTS: Military course completions

**COURSE NUMBER:** 750-BT

**TITLE:** BASIC COMBAT TRAINING

**LOCATION:** US ARMY TRAINING CENTER FT JACKSON, SC

**DATES TAKEN:** 03/11/1988-05/06/1988

**DESCRIPTION:**

Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment. Instruction includes lectures, demonstrations, and performance exercises in basic military culture/subjects, including marksmanship, physical conditioning, first aid, and outdoor adaptation/living skills.

**ACE CREDIT RECOMMENDATION:**

In the lower-division baccalaureate/associate degree category, 1 semester hour in personal physical conditioning, 1 in outdoor skills practicum, 1 in marksmanship, and 1 in first aid. (10/00)
COURSE NUMBER: 501-79S30
TITLE: TOTAL ARMY TRAINING SYSTEM (TATS) CAREER COUNSELOR
LOCATION: RECRUIT & RETENTION SCH FT JACKSON, SC
DATES TAKEN: 01/23/2001-03/22/2001
DESCRIPTION:
UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE ABLE TO INTERPRET PERSONNEL RECORDS, ASSIST PERSONNEL IN THE REENLISTMENT PROCESS, DETERMINE REENLISTMENT OR EXTENSION ELIGIBILITY, PREPARE AND PRESENT RETENTION TRAINING, AND CONDUCT RETENTION INTERVIEW/COUNSELING SESSIONS. METHODS OF INSTRUCTION INCLUDE LECTURES, DISCUSSIONS, GUEST SPEAKERS, PRACTICAL EXERCISES. TOPICS COVERED INCLUDE EVALUATION OF PERSONNEL FILES, RETENTION PROCESSING, INTERVIEWING TECHNIQUES, RETENTION IDENTIFICATION, COUNSELING, AND FOLLOW-UP.
ACE CREDIT RECOMMENDATION:
IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN COUNSELING OR CAREER COUNSELING AND 3 IN HUMAN RESOURCES MANAGEMENT. (03/02)
This section includes CLEP, DSSTs, NCPACE, ACT/PEP, and Excelsior Test score data.
MILITARY OCCUPATIONAL SPECIALTIES HELD:

- 79S30 PRIMARY 03/2001 to 09/2001
- 79S40 PRIMARY 10/2001 to Present
- 79S30 DUTY
- 79S40 DUTY

SQT (THRU OCT 1991)/SDT (NOV 1991 THU FEB 1995) TAKEN: NONE

MILITARY OCCUPATIONAL SPECIALTY GROUP: 79S (PRIMARY)

TITLE: CAREER COUNSELOR

DESCRIPTION OF 79S30:

ABLE TO PERFORM THE DUTIES REQUIRED FOR SKILL LEVEL 20 OF ANY MOS. CONDUCTS INTERVIEWS; ADVISES ENLISTED PERSONNEL ON REENLISTMENT PREREQUISITES, OPTIONS, OBLIGATIONS, OPPORTUNITIES, AND BENEFITS; ASSISTS IN DESIGNING INDIVIDUAL CAREER PLANS, USING PERSONNEL RECORDS AND DATA FROM INTERVIEW AND COUNSELING SESSIONS; RELATES PHYSICAL, MENTAL, AND MORAL QUALIFICATIONS OF INDIVIDUALS TO PRESCRIBED STANDARDS AND DETERMINES IF SERVICE SCHOOLING IS NEEDED; PROCESSES REENLISTMENT DOCUMENTS; MAINTAINS PUBLICATIONS; COMPILES DATA; PREPARES REPORTS; PLANS REENLISTMENT CEREMONIES; PERFORMS FOLLOW-UPS.

ACE CREDIT RECOMMENDATIONS FOR 79S30:

IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 3 SEMESTER HOURS IN SOCIAL PSYCHOLOGY, 3 IN AUDIOVISUAL TECHNIQUES, 3 IN MARKETING TECHNIQUES, 3 IN PUBLIC SPEAKING, 3 IN RECORD KEEPING, 2 IN INTERVIEW TECHNIQUES, 1 IN TECHNICAL REPORT WRITING, AND 1 IN COMPUTER APPLICATIONS. IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN VOCATIONAL COUNSELING. (11/96)
MILITARY OCCUPATIONAL SPECIALTY GROUP: 79S (PRIMARY)  
TITLE: CAREER COUNSELOR  
ACE GUIDE NUMBER: MOS 79S-001

DESCRIPTION OF 79S40:
ABLE TO PERFORM THE DUTIES REQUIRED FOR SKILL LEVEL 20 OF ANY MOS. CONDUCTS INTERVIEWS; ADVISES ENLISTED PERSONNEL ON REENLISTMENT PREREQUISITES, OPTIONS, OBLIGATIONS, OPPORTUNITIES, AND BENEFITS; ASSISTS IN DESIGNING INDIVIDUAL CAREER PLANS, USING PERSONNEL RECORDS AND DATA FROM INTERVIEW AND COUNSELING SESSIONS; RELATES PHYSICAL, MENTAL, AND MORAL QUALIFICATIONS OF INDIVIDUALS TO PRESCRIBED STANDARDS AND DETERMINES IF SERVICE SCHOOLING IS NEEDED; PROCESSES REENLISTMENT DOCUMENTS; MAINTAINS PUBLICATIONS; COMPILES DATA; PREPARES REPORTS; PLANS REENLISTMENT CEREMONIES; PERFORMS FOLLOW-UPS.

ACE CREDIT RECOMMENDATIONS FOR 79S40:
IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 3 SEMESTER HOURS IN SOCIAL PSYCHOLOGY, 3 IN AUDIOVISUAL TECHNIQUES, 3 IN MARKETING TECHNIQUES, 3 IN PUBLIC SPEAKING, 3 IN RECORD KEEPING, 3 IN INTERVIEW TECHNIQUES, 1 IN TECHNICAL REPORT WRITING, AND 1 IN COMPUTER APPLICATIONS. IN THE UPPER-DIVISION BACCALAUREATE CATEGORY, 3 SEMESTER HOURS IN RECORDS

Note: Do not add together the 30 and 40 level.
AARTS: Primary vs. secondary MOS

- **Primary MOS**
  - Soldier’s main work focus
  - Principal duty
  - Specific job
  - Focus on training and education throughout career
  - Career trajectory

- **Secondary MOS**
  - Potentially similar career field to primary
  - Time specializing and training may be more limited
  - Supplemental training to support job performance
### OTHER LEARNING EXPERIENCES

This section provides a record of the servicemember’s learning experiences that do not have credit recommended for one or more of the following reasons: course not evaluated by the American Council on Education (ACE); and/or course not completed during ACE evaluation period.

<table>
<thead>
<tr>
<th>ARMY COURSE NUMBER/ DATE TAKEN</th>
<th>ARMY COURSE TITLE/ SCHOOL NAME/LOCATION</th>
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</thead>
<tbody>
<tr>
<td>300-91C20 (PHASE II) 03/12/1991-02/21/1992</td>
<td>PRACTICAL NURSE</td>
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<tr>
<td>6-8-C40 (91C) 09/13/1994-10/19/1994</td>
<td>AMEDD NCO BASIC (NCOES)</td>
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<tr>
<td>CATC-SNSOC 03/21/2006-03/23/2006</td>
<td>SENIOR NCO SAFETY ORIENTATION COURSE</td>
</tr>
<tr>
<td>CATC-TSIRT PH II B 03/10/2008-03/14/2008</td>
<td>INDIVIDUAL READINESS TRAINING</td>
</tr>
</tbody>
</table>
Military Transcripts (AARTS and SMART)
Other Learning Experience Section

- The course has not been evaluated by ACE.*
- The class attendance dates were not recorded in the service member’s record.
- The course was not completed during the ACE evaluation period*
- The course was not evaluated by ACE at that specific location. (Navy)
- The course number does not match.* (Army)
Evaluating SMART

Sailor/Marine/ACE Registry Transcript (SMART)

SMART Operations Center
NETPDTC, N2
6490 Saufley Field Road
Pensacola, FL 32509

Phone: (877) 253-7122 (toll-free)
Web Site: https://smart.navy.mil
E-mail: ncc@navy.mil
Note:
- Official seals
- Official copy
- Service member data
- Mailing location

Name: [Redacted]
SSN: [Redacted]
Rank: Chief Aviation Electrician's Mate
Status: Active

Transcript Sent To:
American Council on Education ACE
Office of Admission

SMART: Personal service member data

SAILOR/MARINE
AMERICAN COUNCIL ON EDUCATION
REGISTRY TRANSCRIPT

**OFFICIAL COPY**

American Council on Education ACE
Military Programs

Serving Those Who Serve
SMART: Military course completions

Military Course Completions

Courses: Basic Military Training

Date Taken: 05-JUL-1989 To 25-AUG-1989

Description:
To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.

ACE Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 1 semester hour in personal fitness/conditioning, 1 in personal/community health, and 2 in first aid and safety (10/79).
**Occupation:** Aviation Electrician's Mate

**Description:**
Maintains and repairs electrical, instrument, and power systems on various aircraft. This includes power generation, conversion, and distribution systems; aircraft systems, including hydraulic, landing gear, flight control, anti-icing, rain control, anti-skid braking, fire protection, utility, and power plant and related systems; instrument systems, including aircraft engine, flight, and other indicating and warning systems; automatic flight control and stabilization systems; aircraft compass systems; attitude reference systems; inertial navigation systems; uses computers in various aspects of work; applies Hazmat procedures and Quality Assurance methods; and applies aircraft corrosion control techniques. Duty assignments are designated as either O-Level (troubleshooting and replacing modular systems on aircraft) or I-Level (disassembling, repairing, and benchtesting modules). Persons assigned the AE rating receive equivalent training and must pass the same advancement examination, regardless of whether duty assignments have been O-Level, I-Level, or both. Troubleshoots and repairs electrical and instrument systems on aircraft; follows standard checkout procedures to locate and repair electrical malfunctions; reads schematics and block diagrams; uses volt-ohm-millimeter and oscilloscope; repairs inertial navigation systems; measures voltage, current, and resistance; calibrates temperature sensing system; completes maintenance forms and inventories parts and supplies; performs avionics corrosion control; supervises and trains airmen apprentices; and uses various maintenance and supply tracking computer applications.

Performs troubleshooting and repair tasks not covered in standard service manuals; uses oscilloscope, signal generators, and frequency counters for systems diagnosis; serves as crew leader; supervises and trains individuals; interprets technical directives; maintains technical library and inventory and training records; performs periodic aircraft inspections; uses personal computer and spread sheet software applications; and may serve as a Quality Assurance-CDI.

Serves as shift supervisor, supervising several persons; manages maintenance manpower; diagnoses nonroutine malfunctions and demonstrates repair techniques; interprets electrical and electronic schematics and drawings; approves completed work assignments; schedules preventive maintenance; supervises technical library; supervises and directs aircraft inspections; directs installation of aircraft electrical changes; writes technical reports; provides personnel training and prepares personnel efficiency reports.

Supervises all shop personnel; plans and implements safety instruction and inspection programs; evaluates aircraft electrical systems and equipment test procedures and recommends improvements; prepares maintenance duty schedules; prepares periodic or recurring reports; supervises the use and file maintenance of publications, logs, and records; interprets technical publications pertaining to aircraft electrical systems and test equipment; prepares schedules of preventive maintenance; coordinates and manages shop maintenance and training; supervises quality assurance program; releases aircraft for service; provides technical assistance in aircraft accident investigations.
ACE Credit Recommendation:

In the lower-division baccalaureate/associate degree category, 3 semester hours in electrical/electronic laboratory, 3 in AC/DC theory, 2 in electrical test instruments, 5 in electrical troubleshooting, 1 in electrical safety fundamentals, 1 in Hazmat control, 3 in computer applications, 3 in technical report writing, and 3 in principles of supervision. In the upper-division baccalaureate category, 1 semester hour in human resource management; 2 in organizational behavior and management, 2 in operations management, and 2 for a management internship (3/06).
### College Level Test Scores

**College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)**

<table>
<thead>
<tr>
<th>Date Taken</th>
<th>Title</th>
<th>Recmd Hrs</th>
<th>Required by ACE</th>
<th>Student's Score</th>
<th>Sub Score1</th>
<th>Sub Score2</th>
<th>Verbal Score</th>
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</thead>
<tbody>
<tr>
<td>02-APR-2006</td>
<td>Here's To Your Health</td>
<td>3</td>
<td>48</td>
<td>52</td>
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<tr>
<td>23-APR-2006</td>
<td>Introduction to Computing</td>
<td>3</td>
<td>45</td>
<td>49</td>
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<td></td>
</tr>
<tr>
<td>04-JUN-2006</td>
<td>Drug and Alcohol Abuse</td>
<td>3</td>
<td>49</td>
<td>49</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
SMART: Other learning experiences

Other Learning Experiences

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

1. The course has not been evaluated by ACE
2. The class attendance dates were not recorded in the service member's record
3. The course was not completed during the ACE evaluation period
4. The course was not evaluated by ACE at this specific location

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Date Taken</th>
<th>Title</th>
<th>Location</th>
<th>Reason</th>
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<tbody>
<tr>
<td>X-777-7771</td>
<td>26-SEP-1989</td>
<td>Airman Apprentice Training</td>
<td>General Skill Training, Recruit Training Command Orlando FL</td>
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</tr>
<tr>
<td>X-444-4452</td>
<td>14-NOV-1991</td>
<td>Navy Student Indoctrination</td>
<td>Naval Air Technical Training Center Millington TN</td>
<td>1</td>
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<tr>
<td>A-100-0078</td>
<td>03-FEB-1992</td>
<td>Jobs Strand</td>
<td>Naval Air Technical Training Center Millington TN</td>
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## SUMMARY

Not An Official Transcript

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<thead>
<tr>
<th>Name:</th>
<th>SSN:</th>
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<table>
<thead>
<tr>
<th>ACE Exhibit Number</th>
<th>Military Course Number</th>
<th>Title / Subject</th>
<th>Date</th>
<th>Credit</th>
<th>Level</th>
<th>SOC Category Code</th>
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</thead>
<tbody>
<tr>
<td>NV-2206-0014</td>
<td>X-777-7770</td>
<td>Basic Military Training</td>
<td>25-AUG-1989</td>
<td>2</td>
<td>L</td>
<td>HL001A</td>
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<tr>
<td></td>
<td></td>
<td>First Aid And Safety</td>
<td></td>
<td>1</td>
<td>L</td>
<td>Physical Education</td>
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<td></td>
<td></td>
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<tr>
<td></td>
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### ACADEMIC INSTITUTION COURSES

**Name:** [Redacted]

**SSN:** [Redacted]

#### DEGREES / CERTIFICATIONS

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#### COURSES

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*NOT AN OFFICIAL TRANSCRIPT*
Course Exhibit

AR-2201-0554

Basic Officer Leader

Course Number: 01A-7-C20 (P), Phase 2.

Location: Infantry School, Fort Benning, GA; Field Artillery School, Fort Sill, OK.

Length: 6 weeks (385 hours).

Exhibit Dates: 7/05–Present.

Learning Outcomes: Upon completion of the course, the student will be able to plan, execute, and review military combat exercises; demonstrate leadership skills and knowledge; fire, inspect, and maintain various squad level weapons; apply the fundamentals of marksmanship; navigate physical terrain by day and night; operate global positioning system equipment; plan and establish the physical security of an area; and conduct urban military exercises.

Instruction: Audiovisual materials, practical exercises, discussion, classroom exercises, and lecture. General course topics include advanced marksmanship; leadership; risk management; communication skills; group movement; field intelligence; map reading; geography; physical security; and terrain analysis.

Related Competencies: Introduction to leadership topics include management styles, oral communication techniques, project planning and development, and team building. Marksmanship topics include fundamentals of marksmanship, small arms, and weapon safety. Orienteering topics include land navigation, map and terrain navigation, map reading, and physical geography.

Credit Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in introduction to leadership, 1 in marksmanship, and 1 in orienteering (10/08)(10/08).

Not included on the transcript
Specific to course
New process; not all courses have this section
Occupation Exhibit

MCE-0629-001

RADIO CHIEF
0629


Occupational Field: 06 - Communications.

Career Pattern

Description
Radio chiefs supervise the installation and operation of fixed and field radio stations, microwave stations, and visual signaling stations. They prepare and execute radio communication plans vital to successful amphibious deployments with regard to highly mobile and reliable communications. Additionally, radio chiefs develop a systems approach toward communications, understanding wire and data communication equipment capabilities and systems integration. They also manage and mentor their subordinates, prepare reports and presentations, and supervise operations.

Related Competencies
Telecommunications topics include digital, microwave, tactical, and communication satellites; fiber optics; RF communication; terrestrial equipment; and transmitters, receivers, and antennas (set-up, operation, troubleshooting, and management). Supervision topics include counseling, evaluation and performance appraisal, mentoring, organizational staffing, planning, rewards motivation, and supervisory reports. Business communications topics include electronic messages, interpersonal communication, multimedia presentations, oral communication techniques, persuasive writing, presentation skills, report writing, and small group interaction.

Recommendation
SSGT: In the lower-division baccalaureate/associate degree category, 3 semester hours in telecommunications and 3 in business communications. In the upper-division baccalaureate category, 3 semester hours in supervision (3/07)(3/07).

GYSGT: In the lower-division baccalaureate/associate degree category, 3 semester hours in telecommunications and 3 in business communications. In the upper-division baccalaureate category, 3 semester hours in supervision (3/07) (3/07).
<table>
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<th>ACE Credit Recommendation</th>
<th>Sample Course Comparison</th>
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| **3 SH in Aircraft Systems Fundamentals** *(lower division)*  
Topics include communication systems, electrical systems, fire detection and protection, hydraulic systems, instrument systems, mechanical systems, navigation systems, oxygen systems, pneumatic systems, pressurization systems, and utility systems. | **Landing Gear, Hydraulic, and Fuel Systems**  
Advanced concepts of commercial fuel and hydraulic systems, landing gear, pneumatic systems, and safety.  
**Basic Aviation Maintenance**  
Knowledge of basic theory and mechanical skills required for entry-level training on specific aircraft; includes selection and use of hand tools, aircraft hardware, manufacturer's technical publications, ground handling, operational theory of aircraft systems, care and use of ground support equipment scheduled inspections, corrosion identification, and control and safety. |
| **3 SH in Principles of Management** *(upper division)*  
Topics include academic advisement, career counseling, controlling, coordinating, handling extraordinary issues, leading, mentoring, organizing, staffing in a complex, multifaceted environment, volunteer and community relations, and work teams. | **Principles of Management**  
Survey of the principles of management. Familiarity with the history and evolution of the field and with modern principles and their application.  
**Principles of Management**  
This course is a study of fundamental management theories, examining the manager’s role in today’s global business world. Among the topics explored are the role of managers in the environment, strategies for planning and decision making, organization and controls, leadership, motivation and staffing, and managing change. |

(This example demonstrates how titles of the subject areas are exactly the same, but content of the descriptions really do not match.)
Topics for the Jam

- ACE Credit Recommendations and Curriculum Alignment
- Transfer Policies
- Institutional Processes
- Institutional vs Departmental policy
- Electives in the major
- Free Electives
- General Education
Resources: A Transfer Guide

- Written specifically for the service member
- Released March 2009
- Provides simple, straightforward guidance on understanding military credit recommendations and transcripts
- Includes definitions of common terms, answers to frequently asked questions, and a transfer credit checklist
- Website
  www.acenet.edu/militaryprograms/transferguide
Resource Tools for Colleges and Universities

- Portal for colleges and universities
- Sample transcripts
- Rank charts
- Quick links

www.acenet.edu/militaryprograms/resourceTools

Quick Links
- Home Page (Military Programs)
- ACE CREDIT Transcript
- Air Force Transcript (CCAP) Website
- Army Transcript (AARTS) Website
- Coast Guard Transcript (CG1) Website
- Navy/Marine Transcript (SMART) Website
- Military Guide Online
- Military Voluntary Education Links
- Military Programs Staff
- National Guide Online
- Serve as a Faculty Evaluator
- Serving Those Who Serve
- Transfer Guide (PDF)
- Workshops and Presentations

Resource Tools for Colleges and Universities

The purpose of this portal is to provide colleges and universities with quick access to information and support specific to the military adult learner.

Workshop and Presentation Resources

The Presentation

Each workshop and presentation is uniquely tailored to serve the needs of the target audience. Therefore, this presentation is more generic in nature and provides for a broad-based overview. Learn more about upcoming workshops and presentations.

Click on the presentation slide to launch the PDF.

Enlisted Paths of Progression

This chart serves as a quick reference to the enlisted pay grades. For more details, you can visit the Department of Defense Enlisted Rank Insignia web page.

Samples of Transcripts
Lifelong Learning Resource Center

American Council on Education
One Dupont Circle, NW, Suite 250
Washington, DC 20036

Toll Free: 866-205-6267

Military Programs
202-939-9470 or mileval@ace.nche.edu
www.acenet.edu/militaryprograms

Corporate Programs
202-939-9434 or credit@ace.nche.edu
www.acenet.edu/programs/CREDIT

Serving Those Who Serve