

A User's Manual for Awarding College Credit for Military Training

By: Peg Caliendo

C|a credential acceleration and
s|e support for employment

Table of Contents

About this Guide.....	1
<i>Purpose.....</i>	<i>1</i>
<i>Who Should Use this Guide.....</i>	<i>1</i>
<i>Forward.....</i>	<i>1</i>
<i>DOL Attribution, EEO Statement and TAACCCT Grant Statement.....</i>	<i>1</i>
Introduction.....	2
<i>Awarding Military Training for College Credit.....</i>	<i>2</i>
How to Use the Military Guide.....	5
Course Evaluations.....	5
<i>How to Interpret Course Exhibits.....</i>	<i>5</i>
<i>The ACE Evaluation Process.....</i>	<i>6</i>
Credit Terms.....	7
What is an Army MOS?.....	8
<i>Army Enlisted Job (MOS) Descriptions.....</i>	<i>8</i>
<i>ACE Sample Military Transcript.....</i>	<i>10</i>
<i>ACE Sample Course Exhibit.....</i>	<i>11</i>
<i>ACE Military Guide FAQ's.....</i>	<i>12</i>
Process for Awarding Full and Partial Credit for Military Training.....	14
<i>Military Crosswalk Form to Add a Military Training Course.....</i>	<i>15</i>
Exhibits: Sample Military Crosswalks.....	16
<i>Clackamas Community College Military to College Credit Crosswalks.....</i>	<i>17</i>
<i>Clatsop Community College Military to College Credit Crosswalks.....</i>	<i>22</i>
<i>Treasure Valley Community College Military to College Credit Crosswalks.....</i>	<i>31</i>
References.....	35

About this Guide:

Purpose

This guide provides guidelines and instructions for comparing military training to college credit. It outlines processes to determine credit equivalencies and institutional procedures to award college credit.

Who should use this guide?

Colleges that want to develop policies, processes and procedures necessary for awarding veterans core college credit for military training and experience. Use this guide as a starting point for understanding, designing and developing processes for your institution.

Forward

Transcribing military training for college credit requires a commitment to innovation and collaboration, and a willingness to step out and take risks.

In 2010, I was the project manager assigned responsibility for researching and designing processes and procedures designed to award community college credit for military training for Clackamas Community College in Oregon. The project, funded through the *ACE & Walmart Success for Veterans Award* grant, focused on providing and enhancing academic services for student veterans.

In 2011, through CASE, a TAACCCT Round 1 grant, I guided other colleges in developing their own processes and procedures for awarding college credit for military training at their institutions.

I worked with a cadre of faculty and staff at Clackamas Community College to design these processes and procedures. I also received technical assistance from the American Council on Education and The Oregon National Guard.

I hope you find this guide a useful resource to develop processes for your college. Peg Caliendo

Attributions

DOL Attribution

This workforce solution was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

Equal Employment Opportunity

CASE is a WIA Title I- financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.3458 TTY.

US Department of Labor

The CASE grant project (\$18,679,289) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program.

Introduction

Awarding Military Training for College Credit

Clackamas Community College was one of twenty institutions to receive funding through the *ACE & Walmart Success for Veterans Award* grant. The Clackamas proposal included researching and developing an effective method to award college credit for evaluated military training based on ACE credit recommendations.

In their summary report, *Promising Practices in Veterans Education: Outcomes and Recommendations from The Success for Veterans Award Grants*, prepared by the American Council on Education (ACE) indicated that:

...institutions struggle to award credit due to concerns about material covered, evaluation methods, and instructor qualifications. Additionally, issues arise when credit recommendations for military training are not complete substitutions for courses offered....

Clackamas took on the challenge of working with faculty, department chairs, evaluations specialists, registrar, student veterans, and administrators to identify programs that could easily be condensed when coupled with certain military training.

Through identifying military occupations that correlated with degree programs and extensively examining learning outcomes identified in ACE credit recommendations, Clackamas was able to develop 21 bridge courses that filled gaps in training. This innovative curriculum combines credit transfer with traditional coursework to accelerate veterans' studies in areas such as law enforcement, business administration, mechanics, human services, English, and humanities. (10)

TAACCCT and Teaching Others The Process for Awarding Credit

In 2011, Oregon received a TAACCCT Round 1 grant. CASE (Credential Attainment and Support for Employment) is a statewide collaboration that includes all 17 community colleges in Oregon, the Oregon Employment Department/Trade Act, employers, and community partners.

Through the CASE grant, three additional military crosswalks were developed. I worked with two other community colleges, Clatsop Community College and Treasure Valley Community College to develop crosswalks for their college's programs:

Clatsop Community College

- Maritime Science
- Automotive Service Technology

Treasure Valley Community College:

- Structural Fire

Background on The American Council on Education and The Military Guide Online

This background information is excerpted from The American Council on Education's *Military Guide Online* website: (<http://www.acenet.edu/higher-education/topics/Pages/Military-Evaluations.aspx>)

ACE Military Evaluations

Since 1945, ACE has provided a critical link between the U. S. Department of Defense and higher education and in this role helps our nation's military members and veterans gain access to higher education. ACE reviews military training (courses) and experiences (occupations) with the goal of awarding equivalent college credits for those experiences. The Military Guide has over 18,000 exhibits (15,000 courses/3,200 occupations) dating back to 1954.

The Military Guide

The Military Guide has over 18,000 exhibits (15,000 courses/3,200 occupations) dating back to 1954.

The American Council on Education (ACE) Military Guide presents ACE credit recommendations for formal courses and occupations offered by all branches of the military. All recommendations are based on ACE reviews conducted by college and university faculty members who are actively teaching in the areas they review. You can search for courses and occupations using the ACE identification number, military course number or title, training location, dates completed, or subject and level. New courses and occupations are continually being evaluated by ACE, and these entries are added on a daily basis. The Military Guide includes all evaluated courses and occupations from 1954 to the present.

How to use the Military Guide

The Military Guide is the sole source of information for all military courses and occupations evaluated by the American Council on Education (ACE). Users can search for courses and occupations using the ACE identification number, keywords, course numbers, training location, dates completed, or subjects and levels. The Military Guide is updated daily.

- Course Evaluations describes how service school courses are evaluated.
- Occupation Evaluations describes how military occupations are evaluated.
- Credit Terms defines key terms used in credit recommendations.
- History summarizes the history of the Military Guide, and ACE's role in its preparation.

Course Evaluations

Courses listed in the Guide are service school training courses. They are approved by a central authority within each service. These courses are conducted for a specified period of time using a formal course of instruction, in a structured setting and with qualified instructors.

How to Interpret Course Exhibits

Course exhibits are reports on the results of ACE course evaluations. They are subdivided into multiple sections,

and follow the same structure for all services. The sample course exhibit explains the content and purpose of each section.

When you read an exhibit, consider not only the credit recommendation section, but also the learning outcomes, methods of instruction and related competencies sections. These portions of the exhibit outline the course content and scope and also provide essential information about the nature of the course. This information will help you determine the appropriate placement of credit for each individual student within the requirements and programs at your institution.

The ACE Evaluation Process

Courses are evaluated by teams of at least three subject matter specialists (college and university professors, deans, and other academicians). Through discussion and the application of evaluation procedures and guidelines, team members reach a consensus on the amount and category of credit to be recommended.

Evaluation materials include the course syllabus, training materials, tests, textbooks, technical manuals, and examinations. Additional information may be obtained from discussions with instructors and program administrators, classroom observations, and examination of instructional equipment and laboratory facilities.

Evaluators have three major tasks for each course:

- the formulation of a credit recommendation,
- the selection of related competencies associated with each credit recommendation, and
- the preparation of the course's description.

The credit recommendation consists of the category of credit, the number of semester hours recommended, and the appropriate subject area. Evaluators phrase the course description (which appears in the Guide exhibits under the headings Learning Outcomes or Objectives and Instruction) in terms meaningful to civilian educators. The course description supplements the credit recommendations by summarizing the nature of a given course. The related competencies are designed to provide more detailed descriptions of the topics students have learned in the course.

Selection of Evaluators

Evaluators are drawn from postsecondary institutions, professional and disciplinary societies, education associations, and regional accrediting associations. Faculty evaluators must be actively teaching college-level courses at an accredited institution and have a minimum of five years teaching experience.

Military Programs staff members review the submitted course materials to first determine the academic content areas reflected in the course descriptions and learning outcomes.

Staff members select review team candidates for each academic field appropriate to the course being reviewed. The final team should represent institutional and geographic diversity, in addition to subject matter expertise.

The evaluation team receives training from the staff on conducting the review. They may also receive a briefing from the service school on the course materials, the assessment process, pass rate for the course, and the students who take the course and any special circumstances associated with the course.

Occupation Evaluations

The ACE evaluation system for occupations has three major components:

- the selection of evaluators,
- the materials required for evaluation, and
- the procedures and guidelines evaluators use in reaching decisions and making recommendations.

How to Interpret Occupations

Occupation exhibits are subdivided into multiple sections, and are structured differently for many of the occupation categories. The sample occupation exhibit identifies the various sections of the exhibit and describes the contents and purpose of each section.

When you read an exhibit, consider not only the credit recommendation section, but also the description section. The descriptions are similar to learning outcome statements of postsecondary courses and programs of study, and provide essential information about the learning required for proficiency in the occupation. Comparing the description section with a description of the course or program of study that the student will pursue will help you:

- determine how much of the recommended credit applies to the course or program of study at your institution;
- identify additional areas of possible credit;
- resolve problems with duplication of credit when the applicant has applied for credit for more than one military learning experience; and
- place the student at the appropriate level in the course sequence or program of study.

The credit recommendations are advisory. They are intended to assist in placing active-duty personnel and veterans in postsecondary programs of study and jobs. The recommendations may be modified.

Selection of Evaluators

Nominations for evaluators are requested from postsecondary institutions, professional and disciplinary societies, education associations, and regional accrediting associations.

The criteria for selection of evaluators are as follows:

- The area of an evaluator's competence will closely approximate the area of the training to be evaluated.
- Preference will be given to candidates with five or more years of postsecondary teaching or administrative experience, including curriculum development.
- Preference will be given to candidates who are generally receptive to the recognition of learning that occurs in a variety of settings.
- An evaluator candidate is interviewed by a staff member to determine whether the individual meets the selection criteria.
- An effort is also made to obtain a diverse geographic representation on the team. Subject-matter specialists represent a variety of postsecondary institutional types.

Materials Required for Evaluation

In order to make a recommendation, evaluators must first identify the skills, competencies, and knowledge associated with a given occupation specialty. The materials relevant to the evaluation are made available to staff members and evaluators by the military services. Materials include:

Army — the official Army MOS manual, which describes the duties and qualifications for each MOS; technical manuals, field manuals, and other publications used by enlisted soldiers and warrant officers in the day-to-day performance of their duties and by enlisted soldiers to prepare for their MOS evaluation tests; enlisted MOS skill-level evaluation tests; and study guides that outline the proficiency requirements for each enlisted MOS skill level.

Navy — the official Navy manuals that describe the duties and qualifications for each occupation; the Bibliography for Advancement Study, rate training manuals, and other publications used by Navy enlisted men and women in the day-to-day performance of their duties and to prepare for their advancement examinations; and the advancement examination.

Coast Guard — the official Coast Guard manuals that describe the duties and qualifications for each occupation; rate training manuals and other publications used by Coast Guard enlisted men and women in the day-to-day performance of their duties and to prepare for their advancement examinations; and the advancement examination.

Marine Corps — the official MOS manual that describes the duties and qualifications for each MOS, individual training standards manuals, and the Maintenance Training Management and Evaluation Program (MATMEP) task list.

The Evaluation Process

Evaluators identify the skills, competencies, and knowledge required of service members in a given occupation specialty and relate that demonstrated learning to the same attributes acquired by students who have completed a comparable postsecondary course or curriculum. Because the evaluations are based on a comparison of learning outcomes, the amount of time a given enlisted service member may have spent acquiring occupational proficiency is not taken into consideration. The emphasis is on translating the learning demonstrated through occupational proficiency into terms used in formal civilian postsecondary education systems to recognize the same learning.

Evaluation teams are assigned three tasks in the evaluation process:

- To identify the learning represented by proficiency in the occupation by reviewing the written materials, by observing service members performing their occupational tasks and by interviewing them and their supervisors;
- To prepare a description of the duties, skills, competencies, and knowledge required for each specialty; and
- To make recommendations for each specialty based on discussion and consensus.

Throughout the evaluation process, evaluators exercise professional judgment in applying the evaluative criteria and procedures.

Credit Terms

Educational credit is used by postsecondary institutions to quantify and record a student's successful completion of a unit of study. Postsecondary education consists of courses and programs of instruction for high school graduates or the equivalent, and adult learners.

Academic Levels

ACE evaluators use the following categories of educational credit when formulating credit recommendations:

Vocational Certificate. This category describes course work of the type normally found in certificate or diploma (nondegree) programs that are usually a year or less in length and designed to provide students with occupational skills. Course content is specialized, and the accompanying shop, laboratory, or similar practical components emphasize procedural skills more than analytical skills.

Lower-Division Baccalaureate/Associate Degree. This category describes course work of the type normally found in the first two years of a baccalaureate program and in programs leading to the associate degree. The instruction stresses development of analytical abilities at the introductory level. Verbal, mathematical, and scientific concepts associated with an academic discipline are introduced, as are basic principles. Occupationally-oriented courses in this category are normally designed to prepare a student to function as a technician in a particular field.

Upper-Division Baccalaureate Degree. This category describes courses of the type found in the last two years of a baccalaureate program. The courses involve specialization of a theoretical or analytical nature beyond the introductory level. Successful performance by students normally requires prior study in the area.

Graduate Degree. This category describes courses with content of the type found in graduate programs. These courses often require independent study, original research, critical analysis, and the scholarly and professional application of the specialized knowledge or discipline. Students enrolled in such courses normally have completed a baccalaureate program.

Semester Hours

Credit recommendations for courses are not derived by simple arithmetic conversion. Evaluators exercise professional judgment and consider only those competencies that can be equated with civilian postsecondary curricula. Intensive courses offered by the military do not necessarily require as much outside preparation as many regular college courses. Evaluators consider the factors of pre- and post-course assignments, prior work-related experience, the concentrated nature of the learning experience, and the reinforcement of the course. American Council on Education: How to Use the Military Guide (<http://www.acenet.edu/news-room/Pages/How-to-use-the-Military-Guide.aspx>)

What is an Army MOS?

Army Personnel Management Classification System

Wikipedia provides an easy to understand definition of the US Army's job classification system:

The United States Army uses various personnel management systems to classify soldiers in different specialties. Enlisted soldiers are categorized by their assigned job called a military occupational specialty, or MOS. Each MOS are labeled with a short alphanumeric code called a military occupational specialty code (MOSC), which consists of a two-digit number appended by a Latin letter. Related MOSs are grouped together by Career Management Fields (CMF). For example, an enlisted soldier with MOSC 11B works as an infantryman (his MOS), and is part of CMF 11 (the CMF for infantry).

Commissioned officers are classified by their area of concentration, or AOC. Just like enlisted MOSCs, AOCs are two digits plus a letter. Related AOCs are grouped together by specific branch of the Army or by broader in scope functional areas (FA). Typically, an officer will start in an AOC of a specific branch and move up to an FA AOC.

Warrant officers are classified by warrant officer military occupational specialty, or WOMOS. Codes consists of three digits plus a letter. Related WOMOS are grouped together by Army branch.

Army Enlisted Job (MOS) Descriptions

The Army has over 150 MOS's available for enlisted Soldiers. Listed below are brief descriptions of Army enlisted career fields as described by Rod Powers on the website About.com, US Military:

Administrative Support -- Features support jobs dealing with Army personnel, administration, finance, legal, information and religious services. Roles and responsibilities include in Administrative Support include clerical to supervisory positions. Army human resources jobs can also be found here. Jobs include administrative specialists (e.g. aviation operations, finance) and religious support.

Arts and Media--Covers the administration, communication and supervision of Army affairs for both military and civilian audiences. Jobs include broadcast technicians, graphic designers, translators, journalists and musicians. Those who chose a career in the arts and media will be the Army's contact with the public, members of the Army bands and producers of the Army's brochures and films.

Combat--Involves Army reconnaissance, security and other aspects of both offensive and defensive combat situations. Jobs include artillery specialists, infantry, special operations and tank crew. All combat MOSs are currently closed to women.

Computers & Technology--Includes technical and informational support for a variety of areas. Positions available in computers, communications, environmental health, intelligence, explosives and unmanned vehicle operations.

Construction & Engineering--Consists of jobs in every aspect of construction, including electrical, carpentry, masonry and plumbing, as well as heavy equipment operation and supervising construction engineering.

Intelligence & Combat Support--Supports U.S. Army personnel involved directly in combat. They work behind-the-scenes to support and provide intelligence to Soldiers on the field. Jobs include food services, watercraft operators, intelligence analysts, translators, interpreters and topography specialists.

Legal & Law Enforcement--Focuses on keeping the people and property of the Army safe. MOSs include firefighters, military police, criminal investigators, security and emergency specialists.

Mechanics--Tasked with keeping the Army's vehicles and machines in proper running order. MOSs range from heating and cooling mechanics to vehicle mechanics who service aircraft, wheeled and tracked vehicles, heavy equipment and watercraft.

Medical & Emergency--Addresses jobs in the medical, dental and veterinary fields. These MOSs cover a variety of responsibilities throughout the military health care field, from clinical settings to point of injury.

Transportation & Aviation--Involves the coordination and supervision of personnel, equipment and procedures for proper transportation and use of Army materials throughout the world. Jobs include air traffic controllers, railway equipment repairers, parachute riggers and truck maintainers.

ACE Sample Military Transcript



Registry of Credit Recommendations
 American Council on Education
 One Dupont Circle • Washington, D.C. 20036-1193

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

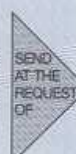
VALIDATION
 NUMBER

107297

03/05/2008



JOHN SMITH
 222 CAPITOL STREET
 WASHINGTON, DC 20008



JOHN SMITH
 222 CAPITOL STREET
 WASHINGTON, DC 20008

IDENTIFIER: 110000000

COURSE CODE	DATE COMPLETED	COURSE TITLE AND DESCRIPTION
AMSC - 0902	3/9/1996	<p>ARMY MANAGEMENT STAFF COLLEGE, PROGRAM IN SUSTAINING BASE LEADERSHIP AND MANAGEMENT, NON-RESIDENT UNITED STATES ARMY MANAGEMENT STAFF COLLEGE</p> <p>LD BACC/ASSOC - 3 SH: HEALTH AND WELLNESS; UD BACC - 3 SH: BUSINESS COMMUNICATIONS, 3 SH: HUMAN RESOURCES MANAGEMENT, 3 SH: PUBLIC ADMINISTRATION; GRAD - 3 SH: INTERNATIONAL RELATIONS, 6 SH: LOGISTICS MANAGEMENT, 3 SH: MANAGEMENT STRATEGY AND DECISION MAKING, AND 3 SH: NATIONAL GOVERNMENT POLICY</p> <p>52 WEEKS (INCLUDING TWO 1 WEEK RESIDENT SESSIONS). STUDENT WILL COMMUNICATE IN ORAL AND WRITTEN FORMAT WITH VARIOUS LEVELS OF STAFF & MANAGEMENT IN AN APPROPRIATE & EFFECTIVE MANNER, MANAGE EMPLOYEE SELECTION/EVALUATION.</p>
MCD - 0917	6/6/2004	<p>DELIVERY SKILLS FOR PRESENTERS MCDONALD'S CORPORATION</p> <p>LD BACC/ASSOC - 1 SH: ORAL COMMUNICATIONS OR PUBLIC SPEAKING</p> <p>15 HOURS (2 DAYS). STUDENT WILL BE ABLE TO INCREASE THEIR CONFIDENCE, CREDIBILITY, AND PROFESSIONALISM WHEN EXPRESSING THEMSELVES ORALLY TO OTHERS, EITHER IN A SMALL GROUP OR TO A LARGER AUDIENCE.</p>
LABO - 0001	1/8/1996	<p>HAZARDOUS WASTE OPERATIONS COURSE LABORERS-AGC</p> <p>LD BACC / ASSOC - 3 SH: ENVIRONMENTAL SCIENCE</p> <p>45 HOURS (1 WEEK). STUDENT WILL IDENTIFY APPROPRIATE HAZARDS CATEGORIES, DEFINITIONS, AND REGULATIONS; PROTECTIVE CLOTHING AND THEIR USES; LIST RIGHTS AND RESPONSIBILITIES FOR WORKERS AND EMPLOYERS.</p>
NCME - 0003	9/19/2007	<p>MONTESSORI ELEMENTARY TEACHER EDUCATION AGES 9-12 AMERICAN MONTESSORI SOCIETY</p> <p>LD BACC / ASSOC OR UD BACC - 5 SH: MONTESSORI ELEMENTARY CURRICULUM AND METHODS AND 1 SH: PRACTICUM</p> <p>120 HOURS. STUDENT WILL BE ABLE TO DEMONSTRATE THE PHILOSOPHY AND METHODOLOGY MONTESSORI EDUCATION FOR THE CHILD FROM AGES 9 - 12; DISCUSS THE LATEST RESEARCH FINDINGS IN THE FIELD OF CHILD DEVELOPMENT; DESCRIBE INDIVIDUAL LEARNING STYLES AND DEMONSTRATE A WIDE RANGE OF TEACHING STRATEGIES; DESIGN A MONTESSORI ENVIRONMENT; DOCUMENT LEADERSHIP AS A PROFESSIONAL STAFF MEMBER IN AN EDUCATIONAL SETTING; DESCRIBE AND EVALUATE CHILDREN'S ABILITIES EFFECTIVELY WITH PARENTS THROUGH CONFERENCES AND REPORTS DEMONSTRATE SKILL IN THE MONTESSORI METHOD.</p>

Users are urged to consult the online *National Guide to College Credit for Workforce Training* at <https://www.acenet.edu/nationalguide> and the *Guide to Educational Credit by Examination* that is available by calling the ACE Fulfillment Service at (301) 632-6757.

ACE Sample Course Exhibit

Sample Course Exhibit

AR-1401-0033

1. FINANCE SPECIALIST
2. FINANCIAL MANAGEMENT TECHNICIAN
(Finance Specialist)
3. FINANCIAL MANAGEMENT TECHNICIAN ADVANCED INDIVIDUAL TRAINING

Course Number: *Version 1:* 542-73C10; 542-73C10 (ST). *Version 2:* 542-73C10 (F); 542-73C10; 542-73C10 (ST); 541-44C10. *Version 3:* 542-36B10.

Location: *Version 1:* Finance School, Soldier Support Institute, Fort Benjamin Harrison, IN. *Version 2:* Soldier Support Institute, Fort Jackson, SC; Finance School, Soldier Support Institute, Fort Benjamin Harrison, IN; Finance School, Fort Jackson, SC. *Version 3:* Finance School, Fort Jackson, SC.

Length: *Version 1:* 7–8 weeks (244–296 hours). *Version 2:* 7–9 weeks (244–307 hours). *Version 3:* 8 weeks (452 hours).

Exhibit Dates: *Version 1:* 10/86–3/91. *Version 2:* 4/91–9/12. *Version 3:* 10/12–Present.

Learning Outcomes: *Version 1:* Before 10/86 see AR-1401-0002. Upon completion of the course, the student will be able to identify and determine the types of incentive pay plans, prepare pay vouchers, complete pay documents, and compute pay allowances. *Version 2:* Upon completion of the course, the student will be able to determine pay status and adjustments, compute payroll and travel allowances, prepare payroll and travel vouchers, process pay inquiries, and access and input data on computer. *Version 3:* Upon completion of the course, the student will be able to prepare accounts payable and other vouchers for payment; perform manual cashier operations; maintain a bills register card; and provide support for banking, disbursing, accounting, cost management, funding, and pay transactions to various parties.

Instruction: *Version 1:* Methods of instruction include lectures, role playing, and in-class exercises. Topics covered include financial operations, data entry operations, and payroll processing. *Version 2:* Methods of instruction include lectures, role playing, and in-class exercises, and computer based instruction. Topics covered include financial operations and payroll processing. *Version 3:* Methods of instruction include audiovisual materials, computer-based training, discussion, and practical exercises. General course topics include accounting and financial operations, payroll processing, voucher preparation, banking and disbursing, vendor services, and field training exercises.

Related Competencies: *Version 3:* **Accounting** topics include accounts payable, banking, cash collections and receipts, cost management, disbursement, fund management, paying agent operational procedures, and voucher payments. **Computer applications** topics include basic computer skills, business-oriented problem solving, records and reports, and software applications. **Military science** topics include communications, field operations, land navigation, physical exercise, and safety and first aid.

Credit Recommendation: *Version 1:* In the vocational certificate category, 2 semester hours in payroll accounting. In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications (4/91)(4/91). *Version 2:* In the lower-division baccalaureate/associate degree category, 2 semester hours in payroll accounting and 1 in computer applications (4/04)(1/08). *Version 3:* In the lower-division baccalaureate/associate degree category, 3 semester hours in accounting, 2 in computer applications, and 2 in military science (4/12)(4/12).

Excerpted from: American Council on Education website: (<http://www.acenet.edu/news-room/Documents/Military-Guide-Sample-Course-Exhibit.pdf>)

Comment [DE1]: ACE ID number: All course ID numbers have two-letter codes that identify the service: AR is Army, NV is Navy, MC is Marine Corps, AF is Air Force, CG is Coast Guard and DD is Department of Defense.

Comment [DE2]: If a course has been reviewed more than once, it will have different versions. Version 1 is the oldest. See the exhibit dates below for the dates covered by each version.

Comment [DE3]: Military course number used by the service school.

Comment [DE4]: Location of the service school, installation and state where the course is taught.

Comment [DE5]: The weeks indicate the length of the course, and the hours in parentheses show the contact hours with instructors.

Comment [DE6]: To figure out which version applies, look at these dates and use the one that covers the date the service member completed the course.

Comment [DE7]: Learning outcomes describe what a student is expected to know, understand or be able to demonstrate at the end of the course.

Comment [DE8]: This section identifies the methods of instruction used in the course and major subject areas covered.

Comment [DE9]: Related competencies align with the credit recommendations by subject and provide more details on the specific topics addressed in the course.

Comment [DE10]: The first date is the date the course was evaluated by a team of faculty reviewers. Team reviews must occur at least every 10 years.

Comment [DE11]: The second date is the date the course was last reviewed by ACE staff. Administrative reviews are done when there are minor changes.

Comment [DE12]: The credit recommendation identifies the academic level of the course, the semester hours, and the subject area.

ACE Military Guide Frequently Asked Questions

The following credit recommendations are excerpted from the *ACE Military Guide Frequently Asked Questions*: <http://www.acenet.edu/news-room/Pages/Military-Guide-Frequently-Asked-Questions.aspx>

Credit Recommendations

1. As a college registrar, do I have to grant credit exactly as it appears in the recommendation?

No, you decide how to use ACE credit recommendations within the framework of your institution's policies and practices. You can use ACE credit recommendations:

1. to replace a required course,
2. as an optional course within the major,
3. as a general elective,
4. to meet basic degree requirements, or
5. to waive a prerequisite.

The learning of some service members may exceed the skills, competencies, and knowledge evaluated for a specific course or occupation. In these cases, you may wish to conduct further assessment and award additional credit.

2. How is the Military Guide useful to me as an employer?

As an employer, you may find the exhibits helpful in identifying the skills and knowledge of veterans when hiring or placing them in jobs. If you have the veteran's military transcript or resume in hand, you may search the Guide for additional information regarding learning outcomes, related competencies, and credit recommendations for a specific course or occupation.

3. How should colleges and universities interpret the lower-division and upper-division levels in the credit recommendations?

Evaluators place a credit recommendation at the highest appropriate level (vocational, lower, upper, or graduate). If your institution teaches a given course at a different level, you are encouraged to grant credit at your institution's level, if the content and learning outcomes are aligned. Depending on the recommendation, the programs of study at the institution, and the student's degree plan, you can award credit at any level.

4. What do the dates that appear after each credit recommendation mean?

There are two dates (month and year) at the end of each credit recommendation. (See the [Sample Course Exhibit](#).) The first date represents when the course or occupation was last evaluated by a team of faculty members. If there are no changes to the course, the credit recommendations are valid for ten years. If there are changes to the course, the military school will request a new review and the course will have different versions. (See the [Sample Course Exhibit](#).) The second date represents when the course was last reviewed by ACE staff. Staff reviews are done for courses that have had only minor changes.

5. Can a service member receive credit for a course that has been completed after the exhibit end date?

Yes, credit may be granted as long as the student started the course during the time span listed in the exhibit dates. (See ACE Sample Course Exhibit: <http://www.acenet.edu/news-room/Documents/Military-Guide-Sample-Course-Exhibit.pdf>)

6. What is the passing score for an individual course?

As part of the evaluation team's process for analyzing course materials, identifying learning outcomes, and making credit recommendations, the faculty evaluators are expected to validate and record the overall passing rate for each course. The passing rate is documented in the course materials such as the Programs of Instruction (POI), Training Course Control Documents, Master Course Schedules, and/or approval letters. The service member must pass the course for the ACE credit recommendation to appear on his or her transcript.

Military training typically establishes a course pass rate of **70%** or higher. If the pass rate is less than 70%, there will be a note in the credit recommendation section of the exhibit (see MC-2204-0168).

For graduate-level credit recommendations, the pass rate must also be validated and recorded at **80%** or higher by the evaluation team.

7. Should credit be awarded twice if the service member's transcript shows credit recommendations for the same subject area from different exhibits?

Granting credit for any combination of learning experiences is based on your institutional policies, processes, and procedures. The notion of duplicate credit may occur when there is overlap in content from a service member's training and experience. For example, credit recommended for an occupation may encompass similar credit recommendations for a service school course that the service member must take. As a second example, a service member may have taken several courses that have similar credit recommendations. In these instances, awarding a simple total of the recommended credit could result in the award of more credit than the learning merits. However, some institutions bundle the similar credit recommendations and align a transfer award to the related subject area(s).

To determine how much credit should be awarded without duplication, consider using the following steps:

- Read and compare all the descriptions and, on the basis of the student's program of study, identify the appropriate credit recommendation in each exhibit.
- Referencing the Military Guide, read and compare the learning outcomes, instruction, and related competencies for each exhibit.
- Determine how much credit might be awarded without duplication, according to the student's degree plan and policies of the institution.
- Evaluate the strategic alignment and bundling of the credit recommendations as they apply to the service member's education goals.

Process for Awarding Full & Partial College Credit for Military Training

This is a basic process for developing the processes and procedures to award college credit for military training. Use this as a guide to develop and implement the process and procedures that work for your college.

The awarding of these credits is based on faculty and/or department chair review and evaluation of the credit recommendations provided through the American Council on Education (ACE) for military training through their Military Guide Online located on the ACE site:

<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

Step 1: Initial Military Transcript Evaluation

Veteran or service member comes to your college with their transcript

- The transcript is evaluated by your college and appropriate credits awarded as determined by your college's evaluation process

Step 2: Military Transcript Review by Department for Partial Credit

- Veteran meets with Department Chair or faculty of department to discuss their military training and the process for the service member to bridge the gap between the college course and military training.
- If it is determined that the veteran meets partial credit for a class or classes, the service member works with the Department Chair or instructor to create an education plan that will enable them to complete the course work needed to earn a full college credit from your institution.

Step 3: Developing Processes and Procedures to Award Partial Credit

- If your college doesn't already have a clear process for working with service members to award college credit for military training, then the first step is get internal agreement from all the departments that will be involved in this process.
- The college determines processes and procedures to be followed to bridge a credit gap. For example, the credit gap could be bridged by completing an online module(s), taking an assessment, writing a paper, participating in a lab, or attending certain sessions of a class.

Step 4: Bridging the Credit Gap

- A form needs to be created completed by the department that will be awarding the credit. The form needs to identify the type of credit bridge to be implemented and an approval signature line.
- Once the missing coursework has been completed, the student takes this signed form to the Registrar's office at completion of class and pays for the class. The form is submitted for evaluation, and the credits are then recorded on the student record.
- The student can track credits awarded by using your college's online or in-person academic evaluation process

Master Crosswalk Form - Add a Military Training Course

Course Information:

Military Training Course: _____ ACE ID: _____

College course: _____ Credits: _____

Associated degree or certificate program: _____

Equivalency and Credit Awarded:

Equivalency of military course to your college's course:

Training is equivalent to full course credit:

Training is equivalent to partial course credit:

Number of credits awarded for military training: _____

Number of credits needed to complete course: _____

Bridge Course Information:

Type of bridge to complete credits for this course (Please attach to this form):

Variable attendance lecture/lab:

Online module:

Other: _____

Signatures:

Chair Signature: _____

Dean Signature: _____

For office use only:

ISP Approval: _____

Added to ISP Appendix: _____

Added to web site: _____

Exhibits

Military Crosswalks:

Clackamas Community College

- Automotive Service Technology
- Project Management
- Public Safety

Clatsop Community College

- Marine Science Technology
- Automotive Service Technology

Treasure Valley Community College

- Structural Fire

**Degree Equivalency Table (AARTS/SMARTS) via ACE:
Associate of Applied Science Automotive Service Technology**

Military Course & ACE Recommended Credits		Clackamas Community College Course & Credit Equivalency		Notes
AR-1703-0037 Heavy Wheeled Vehicle Mechanic	Ver. 1 = 4.5 cr.	AM-122 General Auto Repair II	Full	
	3 cr.	AM-235 Power Transmission Systems	Partial	Need 4 credits of lecture/lab
AR-1703-0068 TATS Fuel & Elec. System Repairer	3 cr.	AM-129 Electrical Systems	Partial	Need 4 cr. lecture/lab ACE says 6 cr. CCC only awards 3 cr.
	6c.	AM-244 Advanced Electrical/ Fuel Systems	Partial	Need 1 cr. lecture/lab
AR-1703-0077 Light wheeled vehicle mechanic	3 cr.	AM-130 Brake Systems	Partial	Need 4 cr. lecture/lab ACE says 4.5 cr. CCC only awards 3 cr.
AR-1710-0116 Automotive Maintenance Warrant Officer Basic	Ver. 1 & up = 4.5 cr.	AM-129 Electrical Systems	Partial	Need 4 cr. lecture/lab
	Ver. 4 = 3 cr.	AM-130 Brake Systems	Partial	Need 4 credits of lecture/lab
	Ver. 5 = 3 cr.	AM-130 Brake Systems	Partial	Need 4 credits of lecture/lab
	4.5 cr.	AM-228 Service Shop Management	Full	
	Ver 4 = 3 cr.	AM-245 Automatic Transmission Systems	Partial	Need 4 credits of lecture/lab
	Ver. 5 = 3 cr.	AM-245 Automatic Transmission Systems	Partial	Need 4 credits of lecture/lab
	Ver. 6 = 3 cr	AM-245 Automatic Transmission Systems	Partial	Need 4 credits of lecture/lab
AR-1710-0247 Wheeled Vehicle Mech.	1.5 cr. Ind. Safety	AM-121 General Auto Repair I	Partial	needs 1.5 cr. lecture/lab
	3 cr.	AM-129 Electrical Systems	Partial	Need 4 cr. lecture/lab
AR-1714-0044 Auto. Electrical Syst. Repairer	Ver 13 cr.	AM-129 Electrical Systems	Partial	Need 4 cr. lecture/lab
MC-1408-0020 Reserve Auto Mechanic	Ver. 1= 4.5 cr.	AM-121 General Auto Repair I	Full	
	Ver. 2 = 3 cr.	AM-121 General Auto Repair I	Full	

Military Course & ACE Recommended Credits		Clackamas Community College Course & Credit Equivalency		Notes
	Ver. 2 = 3 cr.	AM-122 General Auto Repair II	Full	
MC-1703-0022 Automotive Power Trains by Correspondence	3 cr.	AM-235 Power Transmission Systems	Partial	Need 4 credits of lecture/lab
	0	AM-245 Automatic Transmission Systems	None	ACE says 3 cr./ CCC: course not appropriate for AM-245
MC-1703-0028 Automotive Organizational Maintenance	Ver. 1 = 31.5 cr.	AM-121 General Auto Repair I AM-122 General Auto Repair II AM-123 General Auto Repair III	Full	
	Ver. 2 = 25.5 cr.	AM-121 General Auto Repair I AM-122 General Auto Repair II AM-123 General Auto Repair III	Full	
	Ver. 3 = 4.5 cr.	AM-123 General Auto Repair III	Full	
	Ver. 4 = 4.5	AM-123 General Auto Repair III	Full	
	Ver. 3 = 1.5 cr.	AM-224 Comfort Systems	Partial	Need 2.5 credits of lecture/lab
	Ver. 3 = 3 cr.	AM-129 Electrical Systems	Partial	Need 4 credits of lecture/lab
	Ver. 3 = 3 cr.	AM-130 Brake Systems	Partial	Need 4 credits of lecture/lab
	Ver. 3 = 3 cr.	AM-131 Chassis Systems	Partial	Need 4 credits of lecture/lab
	Ver. 3 = 3 cr.	AM-235 Power Transmission Systems	Partial	Need 4 credits of lecture/lab
	Ver. 4 = 3 cr.	AM-123 General Auto Repair III	Full	
	Ver. 4 = 1.5 cr.	AM-224 Comfort Systems	Partial	Need 2.5 credits of lecture/lab
	Ver. 4 = 3 cr.	AM-129 Electrical Systems	Partial	Need 4 credits of lecture/lab
	Ver 4 = 3 cr.	AM-130 Brake Systems	Partial	Need 4 credits of lecture/lab
	Ver. 4 = 3 cr.	AM-131 Chassis Systems	Partial	Need 4 credits of lecture/lab
Ver. 4 = 3 cr.	AM-235 Power Transmission Systems	Partial	Need 4 credits of lecture/lab	

Military Course & ACE Recommended Credits		Clackamas Community College Course & Credit Equivalency		Notes
MC-1703-0037 Cooling/Lube Syst. Maintenance by Correspondence	3 cr.	AM-224 Comfort Systems	Partial	Need 1 credit of lecture/lab
MC-1703-0039 Auto Engine Maint. & Repair: Correspondence	3 cr.	AM-133 Engine Systems	Partial	Need 4 credits of lecture/lab
MC-1712-0008 Auto Intermediate Maintenance	0	AM-131 Chassis Systems	None	ACE says 1.5 cr. CCC not awarding for any credits of AM-131
	4.5 cr.	AM-235 Power Transmission Systems	Partial	Need 2.5 credits of lecture/lab
No military training provided	0	AM-243 Fuel/Emission Control Systems	None	Needs full class
NV-1723-0028 Maintenance Welding	Ver. 2 = 6 cr.	AB 112-Collision Repair	Full	
No military training for CWE	0	AM-280 Auto Mechanics/CWE	None	

Department Approval: _____

Date: _____

**Degree Equivalency Table (AARTS/SMARTS) via ACE:
Associate of Applied Science Project Management**

Military Course & ACE Recommended Credits		Clackamas Community College Course & Credit Equivalency		Notes
AF-1401-0002 Financial Management Officer(Financial Analysis)	3 cr.	BA-217 Budgeting for Mgrs.	Full	
AF-1408-0145 Financial Mgmt. Officer	3 cr.	BA-217 Budgeting for Mgrs.	Full	
AR-1401-0047 Finance Officer Advanced	3 cr.	BA-217 Budgeting for Mgrs.	Full	
AR-2204-0095 Financial Management Technician Advanced NCO	Both versions = 1 cr.	BA-217 Budgeting for Mgrs.	Partial	(2 cr.) online module
CG-1406-0011 Intro. Team Coordination Training/Correspondence	3 cr.	BA-122 Teamwork: Project Mgmt.	Full	
CG-1717-0013 Leadership/Management	3 cr.	BA-123 Lead/Motivate: Project Mgmt.	Full	
CG-1717-0021 Senior Leadership Principles / Skills	3 cr.	BA-123 Lead/Motivate: Project Mgmt.	Full	
DD-1408-0010 Advanced Production & Quality Mgmt.	All versions = 1 cr.	BA-125 Advanced Project Management Tools	Partial	(4cr.) online module
DD-1408-0017 Budget, Cost Estimating, & Financial Mgmt.	3 cr.	BA-217 Budgeting for Mgrs.	Full	
DD-1408-0028 Intermediate Earned Value Management	All versions = 1 cr.	BA-125 Advanced Project Mgmt. Tools	Partial	(4 cr.) online module
DD-1408-0048 Program Mgmt. Tools	2 cr. (Risk Mgmt.)	BA-125 Advanced Project Mgmt. Tools	Partial	(3 cr.) online module
DD-1709-0006 Visual Information Mgmt.	Ver 1 = no credits Ver 2 = 1 cr. (Business Comm.)	BA-205 Solve Communication Problems with Technology	Partial	(4 cr.) online module
NV-1408-0051 Advanced Mgmt. Program	1 cr.	BA-123 Leadership & Motivation: Project Management	Partial	(2 cr.) online module
NV-1717-0028 Advanced Leadership Development Program	3 cr.	BA-123 Leadership & Motivation: Project Management	Full	

Department Approval: _____

Date: _____

**Degree Equivalency Table (AARTS/SMARTS) via ACE:
Associate of Applied Science Public Safety**

Military Course & ACE Recommended Credits		Clackamas Community College Course & Credit Equivalency		Notes
AF-1728-0049 Special Investigations Craftsman by Correspondence	1.5 cr. in Law Enforcement	LE 102 Background Investigations	Full	
AR-0801-0038 (WMD) Installation Emergency Responders Training	4.5 cr. introduction to emergency disaster planning	LE 151 Weapons of Mass Destruction Incidence Response	Full	
AR-1601-0113 TATS Field Artillery Platoon Sgt. Advanced NCO	Ver. 3 = 4.5 leadership principles	LE 126 Field Officer Training Train the Trainer	Full	
AR-1728-0056 D.O.D. Strategic Briefing	Ver. 1 = 4.5 cr. Criminal Justice (interviews/interrogations) 4/91 Version 2 = 4.5 cr. Interpersonal Communication, 4.5 cr. Technical Writing, 4.5 cr. Interview Techniques, (12/04).	LE 129 Interview and Interrogation	Full	
AR-1728-0145 Military Police Investigations	Ver. 1 = 4.5 in Criminal Investigations and 4.5 Cr. in Criminalistics & Forensic Science Ver. 2 = 4.5 cr. Criminal Investigations and 4.5 cr. in Criminalistics or: 4.5 cr. in Basic Forensic Science	LE 102 Background Investigations	Full	
AR-1728-0056 Department Of Defense Strategic Debriefing	Ver. 1 = 4.5 cr. Criminal Justice (interviews and interrogations) (4/91)	LE 129 Interview and Interrogation	Full	
NV-1408-0060 Antiterrorism Training Supervisor	4.5 cr. supervision (training and instruction) (4/06)	LE 101 SWAT Team Supervision	Full	

Department Approval: _____

Date: _____

For more information on Clackamas Community College programs: <http://www.clackamas.edu/>

Clatsop Community College/U.S. Coast Guard (USCG) Military Crosswalk: AAS Maritime Science

Background:

Clatsop Community College (CCC) and the US Coast Guard (USCG) Cape Disappointment Motor Lifeboat School share a mutual interest in the availability and quality of higher education for students pursuing Maritime Science careers.

To support this mutual interest, CCC and the USCG have developed a formal articulation agreement. This agreement stipulates that students who have fulfilled the learning objectives for specified CCC Maritime Science courses through United States Coast Guard (USCG) studies, and who pass the competency exam or complete an identified set of competencies for each community college course with a specified level of achievement, may receive CCC credit(s) for the course(s) completed.

As a result of this agreement, Clatsop Community College offers this USCG accredited training combining classroom instruction with at-sea experience on the Columbia River and Pacific Ocean aboard the M/V Forerunner.

Students who complete our Vessel Operations Associates Degree have all the sea time needed to obtain or apply for an Able Seaman Special (AB-Special) or Operator of Uninspected Passenger Vessels Upon Near Coastal or Inland Waters (OUPV). Clatsop is the only community college in the country with this program.

In addition, the articulation agreement specifies that credit(s) earned at USCG Cape Disappointment Motor Lifeboat School will be transcribed at the end of each academic year. Students have six months from the date of completing a course to articulate the earned credit(s).

For more information on Clatsop Community College programs: <https://www.clatsopcc.edu/>

Boat Crew Military Crosswalk Articulation		
	All classes indicated by "X" receive full credit for the designated course	
Clatsop COURSES	Course Title	Credits
IT 140	Industrial Safety	1
MAS 155	Intro. To Watchkeeping	2
MAS 181	Seamanship I	2
MAS 182	Seamanship II	2
MAS 183	Seamanship III	2
MAS 192	Intro. to Deck Machinery and Safety	2
MAS 193	Intro. to Engine Room Maintenance & Safety	2
	TOTAL CREDITS =	13

Heavy Weather Military Crosswalk Articulation		
	All classes indicated by "X" receive full credit for the designated course	
Course#	Course Title	Credits
IT 140	Industrial Safety	1
HM 120	Hazwoper Training	1
MAS 110	Limited Operator	3
MAS 111	Limited Scope Endorsement*	1
MAS 123	100 Ton Master Training*	5
MAS 132	Radar Observer: Rivers*	1
MAS 136	STCW Bridge Resource Management*	1
MAS 137	Radar Navigation	2
MAS 146	Vessel Operations	2
MAS 150	Marine Safety*	2
MAS 155	Intro. To Watchkeeping	2
MAS 164	Introduction to Navigation	3
MAS 165	Practical Navigation	2
MAS 168	Charts, Aids to Navigation, and M. Compasses	3
MAS 170	Marine Weather, Tides & Waves	3
MAS 175	Rules of the Road	3
MAS 180	Marine Electronics	2
MAS 181	Seamanship I	2
MAS 182	Seamanship II	2
MAS 183	Seamanship III	2
MAS 186	Small Vessel Operations I	2
MAS 187	Small Vessel Operations II	2
MAS 188	Small Vessel Operations III	2
MAS 189	Applied Rigging Technology	2
MAS 190	Vessel Practicum	1
MAS 191	Deckhand Practicum	1
MAS 192	Intro. to Deck Machinery and Safety	2
MAS 193	Intro. to Engine Room Maintenance & Safety	2
MAS 208	RFPNW Rating Forming Part of a Navigational Watch*	2
	TOTAL CREDITS =	58
* Can articulate credit for course but USCG licensure cannot be awarded. USCG licensure training must be conducted at approved on-site training facilities with approved instructor(s) and specific curriculum.		

Program/Employment	Job Tasks/Career Path	Curriculum/Licensing
Competency-based program provides individual with requisite knowledge, skills, work habits and attitude to perform work on a vessel as an entry level deckhand	Tasks: Handling lines, performing routine vessel and gear maintenance, participating in drills, performing galley duties, standing watches, and becoming part of a working crew in a close quarters environment	Curriculum follows industry needs as presented by Maritime Science Department advisory committee. Classes taught in a practical atmosphere and employ extensive use of training vessel.
Outlook for crewmembers in maritime industry is excellent regionally, nationally and globally. Entry level deckhands work on wide range of vessels performing a variety of tasks	Program designed for people who desire professional career path with advancement opportunities in a nontraditional setting	Professional licensing is available to students who meet US Coast Guard requirements

The Vessel Operations degree is designed for the person who intends to be employed in higher level positions within the maritime industry.

Intended Learning Outcomes:

1. Carry out orders to implement the voyage plan as directed by the officer of the watch.
2. Perform the duties of a “lookout” on a vessel.
3. Perform the duties of a “helmsman” on a vessel under the officer of the watch.
4. Safely assess the potential risk from an accidental chemical release; respond appropriately based on the level of threat to both people and the environment.
5. Exhibit safe work habits in daily and emergency situations on the deck of a vessel.
6. Operate and maintain deck equipment on a vessel both in port and at sea.
7. Plan and organize voyage and modify voyage plan enroute to reach destination safely
8. Recognize changes to the handling and stability characteristics of a vessel; make calculations necessary to solve handling, loading, and stability safety issues.
9. Knowledge of routine navigational procedures and deck operations. Preparation to become a functioning crew member when reporting on board a vessel.
10. Knowledge of the items required for inspected vessel compliance with Coast Guard regulations. Knowledge in the use of CFRs to determine vessel requirements. Prepare vessels for Coast Guard examination.
11. Principles of ship handling and the ability to safely operate vessels in varied environments.

Associate of Applied Sciences				
Maritime Science: Vessel Operations				
Clatsop CTE Courses	Course Title	Credits Required	Possible Credits Electives	USCG
IT 110	Applied Technology Project		2	
IT 140	Industrial Safety	1		X
HM 120	Hazwoper Training	1		X
MAS 100	Maritime Occupations		2	
MAS 110	Limited Operator		3	X
MAS 111	Limited Scope Endorsement		1	X
MAS 123	100 Ton Master Training		5	X
MAS 130	Radar Observer: Original Endorsement, Unlimited		2	
MAS 132	Radar Observer: Rivers		1	X
MAS 135	STCW Basic Safety Training (or MAS 150 with 135 as elect)	3	(3)	
MAS 136	STCW Bridge Resource Management		1	X
MAS 137	Radar Navigation		2	X
MAS 138	STCW Proficiency in Survival Craft	2	2	
MAS 146	Vessel Operations		2	X
MAS 147	Rules & Regulations		3	
MAS148	Vessel Stability		3	
MAS 150	Marine Safety (or MAS 135 with MAS 150 as elective)	(2)	2	X
MAS 155	Intro. To Watchkeeping	2		X
MAS 164	Introduction to Navigation	3		X
MAS 165	Practical Navigation	2		X
MAS 168	Charts, Aids to Navigation, and M. Compasses	3		X
MAS 170	Marine Weather, Tides & Waves		3	X
MAS 171	Coastal Navigation & Voyage Planning	3		
MAS 175	Rules of the Road	3		X
MAS 180	Marine Electronics	2		X
MAS 181	Seamanship I	2		X
MAS 182	Seamanship II	2		X
MAS 183	Seamanship III	2		X
MAS 184	Galley Cooking		2	
MAS 185	Bridge to Bridge Communication		3	
MAS 186	Small Vessel Operations I	2		X
MAS 187	Small Vessel Operations II	2		X
MAS 188	Small Vessel Operations III	2		X
MAS 189	Applied Rigging Technology		2	X
MAS 190	Vessel Practicum		1	X
MAS 191	Deckhand Practicum		1	X
MAS 192	Intro. to Deck Machinery and Safety		2	X
MAS 193	Intro. to Engine Room Maintenance & Safety		2	X
MAS 208	RFPNW Rating Forming Part of a Navigational Watch		2	X

Associate of Applied Sciences			
Maritime Science: Vessel Operations			
Clatsop Gen. Ed. Courses	Course Title	Credits	
MTH 65/95	Math for Applied Sciences or Intermediate Algebra	4	
WR 121	English Composition (or writing course higher than WR 121)	3	
PSY 101	Psychology of Human Relations	3	
BA 214	Business Communication (or WR course higher than WR 121)	3	
HS 101	Alcohol Use, Misuse, and Addiction (or HS 102, or an acceptable 3 credit Humanities or Social Science course)	3	
CS 101	Fundamentals of Computing (or CS or MIC course higher than CS 101)	1	
GS 104 or GS 106 or GS 109	Physical Science – GS 104 Physics or GS 106 Geology or GS 109 Meteorology	4	
Total Credits for AAS General Ed. Requirements		21	
Total Credits for Heavy Weather Certificate (required maritime courses and electives)			58
Total Credits for AAS			90

In addition to the AAS Marine Science in Vessel Operations, Clatsop Community College also offers **Seamanship One-Year Certificate (45 credits)** and **Seamanship Career Pathway (17 credits)**

Seamanship One-Year Certificate

The **Seamanship One-Year Certificate Program** is designed for person intending to work in an entry level position on maritime vessels. Upon completion of the One-Year Certificate program, students will have the skills and knowledge to pass the United States Coast Guard Able Seaman exam and, those meeting USCTG requirements, may complete the program with a Merchant Mariner’s Document.

Maritime Science: Seamanship One-Year Certificate			
Clatsop CTE Courses	Course Title	Credits	USGS
MAS 150 or 135	Marine Safety* or STCW Basic Safety Training*	2-3	X MAS 150 only
MAS 155	Intro. To Watchkeeping	2	
MAS 165	Practical Navigation	2	X
MAS 168	Charts, Aids to Navigation, and M. Compasses	3	X
MAS 175	Rules of the Road	3	X
MAS 181	Seamanship I	2	X
MAS 182	Seamanship II	2	X
MAS 183	Seamanship III	2	X
MTH 65/95	Math for Applied Sciences or Intermediate Algebra	4	
WR 121	English Composition (or writing course higher than WR 121)	3	
PSY 101	Psychology of Human Relations	3	
Total Core Credits		28	

Maritime Science: Seamanship One-Year Certificate

Clatsop CTE Courses	Course Title	Credits	USGS
	USGS Accepted Core Credits		16
Certificate Electives	Choose 17 credits		
IT 140	Industrial Safety	1	X
MAS 100	Maritime Occupations	2	
MAS 121	Able Seaman Training	4	
MAS 130	Radar Observer: Original Endorsement, Unlimited*	2	
MAS 135	STCW Basic Safety Training*	3	
MAS 137	Radar Navigation	2	X (as elective credit)
MAS 138	STCW Proficiency in Survival Craft*	2	
MAS 139	STCW Basic Fire Fighting	1	
MAS 144	STCW Advanced Firefighting	2	
MAS 147	Rules & Regulations	3	
MAS148	Vessel Stability	3	
MAS 164	Introduction to Navigation	3	X
MAS 170	Marine Weather, Tides & Waves	3	X
MAS 171	Coastal Navigation & Voyage Planning	3	
MAS 180	Marine Electronics	2	X
MAS 184	Galley Cooking	2	
MAS 185	Bridge to Bridge Communication	3	
MAS 189	Applied Rigging Technology	2	X
MAS 190	Vessel Practicum	1-3	X (1 credit only)
MAS 191	Deckhand Practicum	1- 4	X (1 credit only)
MAS 192	Intro. to Deck Machinery and Safety	2	X
MAS 193	Intro. to Engine Room Maintenance & Safety	2	X
MAS 201	Tank Ship Dangerous Liquids (Tankerman PIC)	3	
MAS 208	RFPNW Ratings Forming Part of a Navigational Watch*	2	X
MAS 209	Ratings Forming Part of a Navigational Watch (RFPNW) - Lookout only	1	
WLD	Welding (any class)	1 - 3	
MAS 280	Coop Work Experience	4	
	Total Elective Credits	17	
	USGS Accepted Elective credits		19
	USGS Accepted Core Credits		16
	USGS Accepted Elective Credits		<u>19</u>
	Total USGS Accepted Credits for Certificate		35
	Required Core Credits for Certificate	28	
	Required Electives for Certificate	<u>17</u>	
	Total credits for One Year Certificate	45	

Career Pathway Seamanship Certificate

The **Career Pathway Seamanship Program** prepares students for entry level employment as a seaman in the maritime industry.

- Upon completion of this program, students will have the skills and knowledge to continue studies to complete the Seamanship One-year Certificate and/or Vessel Operations Associate of Applied Science Degree.
- This program will also assist students in obtaining the basic skills and knowledge to continue their studies towards the United States Coast Guard Able Seaman document exam.
- Those meeting USCG requirements and having the commensurate deck service time, may qualify for a U.S. Merchant Mariner's Document.

**Degree Equivalency Table (AARTS/SMARTS) via ACE:
Associate of Applied Science Automotive Service Technology**

Military Course & ACE Recommended Credits		Clatsop CC Course & Credit Equivalency		Notes
AR-1703-0037 Heavy Wheeled Vehicle Mechanic	Ver. 1 = 4.5 cr.	Auto 101 Introduction to Auto Technology and IT 140 Industrial Safety	Full	Auto 101 = 4 cr. IT 140 = 1 cr.
	3 cr.	IT 110 Applied Technology Project	Full	IT 110 = 2 cr. IT 140 = 1 cr.
AR-1703-0077 Light wheeled vehicle mechanic	3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
AR-1710-0116 Automotive Maintenance Warrant Officer Basic	Ver. 1 & up = 4.5 cr.	Auto 101 Introduction to Auto Technology and IT 140 Industrial Safety	Full	Auto 101 = 4 cr. IT 140 = 1 cr.
	Ver. 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver. 5 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver. 5 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver. 6 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
MC-1408-0020 Reserve Auto Mechanic	Ver. 1 = 4.5 cr.	Auto 101 Introduction to Auto Technology and IT 140 Industrial Safety	Full	Auto 101 = 4 cr. IT 140 = 1 cr.
	Ver. 2 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver. 2 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
MC-1703-0028 Automotive Organizational Maintenance	Ver 3 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver 3 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver 3 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.

Military Course & ACE Recommended Credits	Clatsop CC Course & Credit Equivalency		Notes	
	Ver 3 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver. 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
	Ver. 4 = 3 cr.	IT 110 Applied Technology Project IT 140 Industrial Safety	Full	IT 110 = 2 cr. IT 140 = 1 cr.
NV-1723-0028 Maintenance Welding	Ver. 2 = 6 cr.	WLD 300 WLD 102	Full	WLD 300 = 3 cr. WLD 102 = 3 cr.

Treasure Valley Community College Structural Fire / Military Crosswalk

Background:

All military structural firefighting personnel with a firefighting military occupational specialty (MOS) receive their rudimentary training from The Department of Defense's Louis J. Garland Fire Academy located at Goodfellow Air Force Base.

The firefighting MOS for each branch of the military is slightly different due to the specific needs of each military branch. The Academy runs about 68 days and provides the basic foundation for all military personnel.

After a service member completes the firefighting course, they receive certification in six key structural firefighting and emergency responder categories. The six categories are:

Firefighter I	HazMat Operations	CPR
Firefighter II	Airport Firefighting	Emergency Medical Responder

- One hundred percent of the Louis J. Garland Academy is taught to the National Fire Protection Association standard
- As part of Department of Defense Schools and Academies, the Academy maintains International Fire Service Accreditation Congress (IFSAC) and Pro Board accreditation
 - The International Fire Service Accreditation Congress (IFSAC) is a peer driven, self governing system that accredits both public fire service certification programs and higher education fire-related degree programs
 - Administrative staff consists of the IFSAC Manager, a Unit Assistant and Student Staff Technicians.
 - The IFSAC Certificate Assembly provides accreditation to entities that certify the competency of and issue certificates to individuals who pass examinations based on the National Fire Protection Association fire service professional qualifications and other standards approved by the Assembly
 - The IFSAC Degree Assembly accredits fire science or related academic programs at colleges and universities. Accreditation is available for both two-year associate degree programs and four-year bachelor degree programs. An IFSAC accredited program indicates that course offerings, institutional support, and qualified faculty are working together in completing their educational mission
- When a service member completes the Goodfellow Air Force Base Fire Academy, s/he receives a US Air Force Certificate of Completion
 - Upon graduation, the relevant certifications are forwarded to the Department of Defense to record certificates earned

Structural Fire Course Credit Translation:

The National Fire Protection Association (NFPA) and IFSACC standards-based curriculum is used by the Louis J. Garland Fire Academy. Based on these standards, Treasure Valley Community College (TVCC) will transfer a service member’s training obtained from the Academy into the college’s current Structural Firefighting courses.

The ten courses that can be transferred are:

Fire Incident Related Experience I	Fire Behavior and Combustion	Fire Incident Related Experience IV
Fire Incident Related Experience II	Fire Pumps and Water Supply	Fire Incident Related Experience V
Fire Incident Related Experience III	Fire Service Rescue Practices	Fire Incident Related Experience VI
Fire Prevention		

All ten of these course include elements of Firefighter I, Firefighter II, HazMat Operations and airport Firefighter certifications as described in NFPA standards. A veteran or service member who has completed these basic courses can translate her/his skill certifications to the above TVCC Structural Fire courses.

TVCC’s Structural Fire curriculum served as a foundation for researching this military crosswalk. Additional research was conducted in six areas:

Current MOS firefighting requirements	Relevant civilian & military certifications for HazMat and firefighting	Review of Louis P. Garland course curriculum and specific standards and requirements
Existing civilian & military firefighting standards	Information from key firefighting certifications boards	Personal interviews with key instructors at the Garland Fire Academy

The military firefighting training listed earlier in this document can be transferred in and accepted as college credit for the TVCC Structural Fire program.

TVCC Structural Fire Course Translation Matrix

Relevant TVCC Structural Fire Curriculum certified by Louis P. Garland Fire Academy

Relevant TVCC Structural Fire Curriculum certified by Louis P. Garland Fire Academy	
Structural Fire Fighting	
Course: Fire Incident Related Experience I (SFS 151)	
Course Outcome	Military Conversion
Firefighter Safety	Firefighter II
Care and handling of PPE	Firefighter I
Fire service tools and equipment	Firefighter I
Incident command system	Fire I, Fire II
Course: Fire Incident Related Experience II (SFS 152)	
Course Outcome	Military Conversion
Portable fire extinguishers	Firefighter I
Responding to emergencies	Fire I, Fire II
Forcible entry	Fire I, Fire II
Fire service ladders	Fire I, Fire II
Introduction to fire hose	Fire I, Fire II
Course: Fire Behavior and Combustion (SFS 110)	
Course Outcome	Military Conversion
I.D. key theories of fire behavior and combustion	Fire I, Fire II
Differentiate the various types of extinguishing agents	Fire I, Fire II
	firefighter Safety
Course: Fire Incident Related Experience II (SFS 152)	
Course Outcome	Military Conversion
Search and rescue	Firefighter I, Firefighter II
Ventilation	Firefighter II
Water supply	Fire I, Fire II
RIT	Fire I, Fire II
Salvage and overhaul	None specifically
Fire suppression	Fire I, Fire II
Vehicular extrication	Fire I, Fire II
Hazardous materials operations	HazMat Ops
Course: Fire Pumps and Water Supply (SFS 158)	
Course Outcome	Military Conversion
Importance of water and fire service role	Fire I
Legal implications	None specifically
Pre-fire planning	Fire I, Fire II
Water source options and evaluation	Fire I, Fire II
Hydraulics for supply lines	None
Tanker operations	Fire I, Fire II

TVCC Structural Fire Course Translation Matrix

Relevant TVCC Structural Fire Curriculum certified by Louis P. Garland Fire Academy

Hydraulics for attack lines	Fire I, Fire II
Water pump operations	Fire I, Fire II
Foam streams	Fire I, Fire II
Pump discharge	Fire I, Fire II
Course: Fire Service Rescue Practices (SFS 256)	
Course Outcome	Military Conversion
Ropes, knots, rescue equipment, tools, rigging	Fire I, Fire II
Pre-rescue planning system survey	Fire I, Fire II
Low-angle rescue and rappelling	None

Resources: Treasure Valley College Community College (TVCC) Catalog 2012 -2013, TVCC website, ACE Military Guide and *Military Firefighter Curriculum Translation* by Pat Caldwell

For more information on Treasure Valley Community College Programs: <http://www.tvcc.cc/>

References

- American Council on Education. *Promising Practices in Veterans Education: Outcomes and Recommendations from The Success for Veterans Award Grants*. Washington: ACE, 2011. Print
- Caldwell, Pat. *Military Firefighter Curriculum Translation*. Publisher unknown. Print.
- 2010 - 2011 Catalog*. Oregon City, Or: Clackamas Community College, 2010. Print.
- 2011 - 2012 Catalog*. Astoria, Or: Clatsop Community College, 2011. Print.
- “2012 - 2013 Catalog.” *Treasure Valley Community College*. Treasure Valley Community College, n.d. Web. 16 Oct. 2013.
- “Military Guide Frequently Asked Questions.” *American Council on Education*. American Council on Education. n.d. Web. 25 July 2013.
- “Military Guide Online.” *American Council on Education*. American Council on Education. n.d. Web. 20 Aug. 2013.
- “Military Guide Sample Course Exhibit.” *American Council on Education*. American Council on Education. n.d. Web. 11 May 2014.
- “Military Guide Sample Military Transcript.” *American Council on Education*. American Council on Education. n.d. Web. 22 Feb. 2014.
- “List of United States Army Careers.” *Wikipedia*. Wikipedia Foundation. n.d. Web. 9 May 2014.
- Powers, Rod. “Army Enlisted (MOS) Job Descriptions.” *About.com*. About.com. n.d. Web. 9 May 2014.
- Technical Committee on Firefighter Qualifications. *NFPA 1001, Standard for Fire Fighter Professional Qualifications*. Quincy, MA. 2012. Print.
- United States. Department of Defense. *Firefighting Certification System Procedural and Policy Guide*. Washington: GPO, 2011. Print

CASE is a WIA Title I- financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.3458 TTY. The CASE grant project (\$18,679,289) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program. This workforce solution was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

