ACE Military Credit Recommendation Process

Recognizing and Evaluating Credit for Prior Learning Summit
RI Office of the Postsecondary Commissioner

American Council on Education

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Evaluation Activities

Military Evaluations Program-
Evaluate formal courses and occupational specialties within the military and recommend college-level credit.

- Central educational authority
- Formal assessments verification
- Firm identification of the student
- 45 academic hours (minimum)
Team Coordinator directs the a multi-disciplinary group of Subject Matter Experts based on CIP codes and review needs.

At times a Psychometrician will be part of the team to establish proper testing procedures and review its validity and reliability.
Evaluation Criteria

- Content
- Learning Outcomes
- Depth and Breadth of Material
- Level of Difficulty
- Applicability to Postsecondary Programs
- Learning Assessment and Evaluation
The Course Review

- Formal military instruction and military occupations specialties whose objectives, content and assessments are congruent and must be similar to one found at post-secondary level.

- Instructor-driven courses with goals and outcomes, sequential topics, assignments and activities, content presentation, evaluation assessments and rubrics.

- Distance learning/online courses with documented rigid control test conditions and Correspondence courses with proctored end-of-course exams.
Sample Exhibits

**Guide to the Evaluation of Educational Experiences in the Armed Services**

**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).

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THIS EXHIBIT WAS LAST UPDATED ON 1/6/2009

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Serving Those Who Serve
Review occupational standards to build faculty team & develop final recommendations:

Interview service members:

- Focus on representation of job expectations at each pay grade/skill level.
- Clarify & validate official military documentation (occupation manuals, task standards, etc.).
- Maintain focus to determine if job knowledge, skills & abilities learned above & beyond formal military training are at postsecondary level.
Occupation Exhibit

MCE-0629-001

RADIO CHIEF
0629


Occupational Field: 06 - Communications.

Career Pattern
PVT: Private (E-1). PFC: Private First Class (E-2). LCP: Lance Corporal (E-3).

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).

THIS EXHIBIT WAS LAST UPDATED ON 10/4/2008
Validation ~ Sample Interview

Questions

**General Questions**
- What is a “typical” duty day expectation for this pay grade (or skill level)?
- What percentage of the job for this pay grade (or skill level) is manual hand or field work? What percentage is office work?

**Technical or Hard Skills Questions**
- Considering on-the-job-training (OJT), what are the job duties expected of this pay grade (or skill level) now?
- Describe any technical tools or resources used at this pay grade (or skill level).
- Please describe the new technical skills, specifically related to the occupation, that a person is expected to learn OJT at this pay grade (or skill level).

**Management or Soft Skills Questions**
- Describe the management responsibilities in this pay grade (or skill level)?
- Describe the requirements in terms of using a computer in this pay grade (or skill level)? What software programs or applications are used?
- How is leadership demonstrated in this pay grade (or skill level)?
- Please describe the level of supervision expected in this pay grade (or skill level)? To what degree does this supervision influence performance of subordinates?
Vocational/Certificate Level

This type of coursework is normally found in year-long certificate programs that are designed to provide students with occupational skills.

Course content is specialized, and the accompanying training emphasizes procedural (hands-on) rather than analytical skills (theory).
Course emphasis is on learning *basic principles* that have broad judgmental applications.

Coursework typically found in programs leading to the Associate Degree and/or the first two years in a baccalaureate institution.
Course content usually involves specialization of a theoretical or analytical nature beyond the introductory level.

Course content is usually found in the last two years of a baccalaureate program.
The course content involves a deal of critical analysis of specialized knowledge leading to scholarly and professional application.

Learners are focused within a specific discipline with the majority of their work oriented towards original research and often independent study.
Military Guide

Guide to the Evaluation of Educational Experiences in the Armed Services

ACE’s Military Guide presents credit recommendations for formal courses and occupations offered by all branches of the military. These credit recommendations appear on the service member’s Joint Services Transcript (JST).

All recommendations are based on ACE reviews conducted by college and university faculty members who are actively teaching in the areas they review.

The Military Guide includes all evaluated courses and occupations from 1954 to the present. New courses and occupations are continually being evaluated by ACE, and these entries are added on a daily basis.

New Features

During the past year, ACE convened a group of faculty evaluators, college and university registrars, and other key users to make recommendations on overhauling and streamlining the course exhibits on the Military Guide. The goal was to make these exhibits more like college course syllabi to make it easier to draw parallels between military training and college courses. Exhibits for courses evaluated after October 1, 2015 follow the new format, including:

- an overall course description that mimics what appears in a college catalog
- expanded methods of assessment that demonstrate the rigor of the student evaluation mechanisms
- the minimum passing score required to pass the course, so colleges can align the training with their own grading practices
- credit recommendations with associated learning outcomes that document exactly what the student has learned in each subject area

The NEW sample course exhibit (PDF) provides more information for courses evaluated after October 1, 2015. For courses evaluated before September 30, 2015, see the sample course exhibit.

Past Enhancements

ACE works closely with a variety of stakeholders who use the Military Guide to enhance the utility of the data. Here are some examples of recent changes.
JST Complexity and Validation
https://jst.doded.mil

- Academically accepted document
- Validates a service member’s occupational experience; formal military training aligns ACE college credit recommendations
  - **Owned and issued by the respective service**
    - Central support services JST Operations
  - **ACE supplies data**
    - performs quality checks on the transcript
    - cannot make changes to JST
Q & A
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