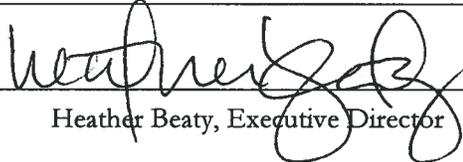


# State of Alaska Department of Labor and Workforce Development

<b>Division:</b> Alaska Workforce Investment Board	<b>Policy:</b> 100-2014
<b>Subject:</b> Alaska Technical and Vocational Education Program Assessment and Transcription of Credit for Military Training and Experience	<b>Pages:</b> 3
<b>Reference:</b> ASO S.01; AS23.15. 820-850	<b>Effective:</b> January 1, 2014
	<b>Revised:</b> May 24, 2016
<b>Approved:</b>  Heather Beaty, Executive Director	6/10/14 Date

**1. Parties Affected**

Alaska Technical and Vocational Education Program (TVEP) fund recipients including the State of Alaska University System and the Alaska Workforce Investment Board (AWIB).

**2. Purpose**

The purpose of this policy is to ensure TVEP recipients assess and transcribe credit for military training and experience consistent with the established standards for credit evaluation and award prescribed by the American Council on Education (ACE). This policy:

- a) Recognizes military training has valuable educational/vocational content; and
- b) Establishes requirements for TVEP fund recipients to accept and transcribe credit hours toward a degree or technical/vocational program for an applicant/ student who provides satisfactory evidence of successful completion of relevant military education, training, or service as a member of the armed forces of the United States, the United States Reserves, the National Guard of any state, the Military Reserves of any state, or the Naval Militia of any state.

**3. Background**

[Alaska House Bill 84](#) from the 28th Legislature directed the AWIB to facilitate the development and implementation of a statewide policy and procedure that provides for the

acceptance of credit or hours toward a degree or technical program offered by a vocational or technical training center in the state for an applicant who provides satisfactory evidence of successful completion of relevant military education, training, or service as a member of the armed forces of the United States, the United States Reserves, the National Guard of any state, the Military Reserves of any state, or the Naval Militia of any state.

Since 1945, the ACE Military Evaluations Program has evaluated formal military training in terms of academic and vocational credits, allowing veterans to earn undergraduate and vocational credits for learning and training acquired in the military. The results of these evaluations, along with learning outcomes, course descriptions, and recommendations for the type and amount of credit that may be awarded, are published biennially in the [ACE Guide](#). The ACE Guide and the [ACE Registry and Transcript System](#) are the standard reference tools used by the majority of U.S. colleges, universities and vocational institutions to award credit for military learning.

The ACE Military Evaluations Program also offers an advisory service for civilian institution officials and other users who are unable to identify courses completed by service personnel and veterans. Each edition of the Guide provides appropriate request forms to be completed by applicants. College, university and vocational institutions are urged to reproduce these forms and use them when searching for credit recommendations. Currently, more than 2,300 colleges and universities recognize these ACE transcripts as official documentation of military training and experiences and applicable the ACE credit recommendations.

#### **4. Definitions**

- a) vocational or technical training centers for the purpose of this policy are entities identified as a TVEP recipient.
- b) TVEP recipients are categorized as entities receiving funds through direct appropriations or competitively from the Alaska Technical and Vocational Education Program.

#### **5. Policy**

- a) TVEP fund recipients will develop and implement a policy and procedures for military personnel/veterans to apply/petition for credit, certification, or licensure of eligible program for learning acquired in military service training and experience at levels consistent with ACE guidelines by December 31, 2013.
- b) To be eligible to receive credit for military service, a veteran must:
  - (1) Have graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense;
  - (2) Currently serving in the armed forces; or

- (3) Have been honorably discharged from the armed forces.
- c) TVEP recipients will utilize the ACE Military Guide at:  
(<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>) for discerning military experiences and training for credit or program equivalency.
- d) Ensure military credit evaluation is completed after a veteran has been admitted to the TVEP institution and has submitted all required documentation.
- e) Award of credit for military training and experience is based upon official documentation. Acceptable documents for assessment of military training and experience are: Official transcripts for programs of study issued by the United States Armed Forces Institute (USAFI), Defense Activity for Non-Traditional Education Support (DAN'IES), Army Command and General Staff College, Community College of the Air Force (CCAF) Army/American Council on Education Registry Transcript (AARTS), and Sailor/Marine American Council on Education Registry Transcript (SMART) System; and the student's DD 214 form or NGB 22. For those currently serving, must provide proof of status.
- f) TVEP fund recipients should make the following referrals to assist potential veteran applicants/ students without official military transcripts to obtain requisite documentation:
- (1) Army, Navy and Marine Corp service members to include active duty, reserve and veterans request a [Joint Service Transcript](#).
  - (2) Air Force and Air National Guard service members request an [Air Force CCAF Transcript](#).
  - (3) Coast Guard service members can request a [Coast Guard Transcript](#).
- g) If the military training, experience, or coursework equivalent meets a general education, vocational, or degree program requirement, credits will be awarded and transcribed that meet requirement and count towards graduation; otherwise, appropriate elective course credit may be granted.
- h) A TVEP fund recipient is the final authority for assessing and transcribing credit for military training and experience.
- i) No further evaluations will be conducted unless students receive new training that qualifies as credit earning, and the student has not received maximum allowed credit from military training and/or experience at the institution enrolled.
- j) TVEP recipients will apply for membership with ACE if applicable.