

Community College of the Air Force

**2011-2013
Student Handbook**

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THE FOREWORD ...

CCAF Homepage

<http://www.au.af.mil/au/ccaf/>

... for current policies, information, Air Force Virtual Education Center (AFVEC) & other educational links.

This 2011 - 2013 *CCAF Student Handbook* is designed for you, the student. The primary aim of this handbook is to acquaint you with the Community College of the Air Force (CCAF) and help you understand the academic process during your pursuit of a CCAF Degree. In this Handbook, you will be able to learn the background of the CCAF: the history, the system, and the policies that are in place for this unique college that exists for the education and training of the Air Force Enlisted members. More importantly, you will find information about different Associate in Applied Science (AAS) degrees we offer. These programs are uniquely tailored to your Air Force Specialty Code.

There are education service offices/units at every base around the world to help you better understand the process if you need help. However, it should be your goal to become familiar with the 2011- 2013 *CCAF Student Handbook* to understand its described procedures, and to stay apprised of current graduation requirements for your specific degree program. While the provisions of this handbook will normally apply, the college reserves the right to change any provision, including and not limited to academic requirements to graduate, without notice. Contact your education services office or a representative in the CCAF Academic Programs office for advisement and counseling that fits your program.

The Community College of the Air Force Administrative Center is located at Maxwell AFB, Alabama. It is an institution of higher learning dedicated to the enlisted members of the United States Air Force. The Community College of the Air Force is accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate in applied science degree.

The statements in this handbook are for information purposes only and are not to be considered as the basis of a contract between you and the Community College of the Air Force.

MESSAGE FROM THE COMMANDANT ...

Welcome to the Community College of the Air Force! Our college is a federally-chartered degree-granting institution that serves the United States Air Force's enlisted total force. We partner with over 99 affiliated Air Force schools, 82 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve more than 325,000 active, guard, and reserve enlisted personnel, making CCAF the world's largest community college system.

We strive to meet the demands of the Air Force's increasingly expeditionary environment and at the same time help Airmen achieve their educational goals by capitalizing on job-related training and education as part of flexible degree completion programs.

On the following pages you'll find information about our degree programs, our certification and licensure programs, and our regional accreditation. So whether you're a prospective or current student, an education counselor, a recruiter, or a commander, we've designed this website to provide valuable information about higher education opportunities with CCAF.

Lt Col Timothy W. Albrecht



MESSAGE FROM THE SUPERINTENDENT ...

The Community College of the Air Force is dedicated to the professional growth of enlisted Airmen in the 21st century Air Force. We have prepared Airmen since our inception in 1972 while adjusting to stay abreast of our dynamic military mission and educationally at the fore-front of technology-focused colleges. Presently, our expeditionary mission-set coupled with rapidly advancing technological capabilities demand an educational institution that delivers prepared Airmen much earlier in their career. We are confident that our students are well prepared to serve in today's Air Force and equipped to achieve in the civilian or military sectors as their lives transition.

CMSgt James E. Pepin



GENERAL INFORMATION ...

The United States Air Force (USAF) has always recognized the positive effects of education on Air Force personnel and continually established various programs to meet the needs of the Air Force, its personnel and society as a whole. One of the most notable programs is the Community College of the Air Force (CCAF). The college is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving enlisted personnel. The college awards the associate in applied science degree after a student successfully completes a degree program designed for an Air Force specialty. Air University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC) (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate and master's degrees. Air University achieved regional accreditation in June 2004, effective at the beginning of the 2004 calendar year. *Community College of the Air Force (CCAF)* is now a part of Air University. The Community College of the Air Force was separately accredited by SACS/COC from 1980-2004.

The History

The “Community College of the Air Force” concept evolved in the early 1970s as a means of gaining recognition for Air Force training. Led by General George B. Simler, commander of Air Training Command (ATC), Air Force visionaries recognized the need to enhance the skills of noncommissioned officers as technicians, leaders and citizens. Representatives of Air Training Command, Air University (AU) and the Air Force Academy held a series of conferences in 1971 to discuss the need for increased development of noncommissioned officers as managers of Air Force resources. The conferees recommended the founding of an Air Force community college and on 9 November 1971, General John D. Ryan, Air Force Chief of Staff, approved the establishment of the Community College of the Air Force. The Secretary of the Air Force approved the activation plan on 25 January 1972 and the college was established 1 April 1972 at Randolph AFB, Texas.

The seven major Air Force training schools—the five Air Force Schools of Applied Aerospace Sciences, the USAF School of Health Care Sciences and the USAF Security Service School—provided the technical portion of CCAF's credential when the college was activated. The program model combined the technical education offered by Air Force schools, a core of general education from accredited civilian institutions of higher education and management education from Air Force or civilian sources.

The college mailed its first official transcript on 9 November 1972 and issued its first credential, the Career Education Certificate, on 23 August 1973. As the college gained prestige, increasing numbers of enlisted people registered and more Air Force technical, special and professional schools joined the CCAF system. As a result, as many as 143 such schools have been affiliated with the college after meeting rigorous standards for participation. The SACS Commission on Occupational Education Institutions accredited the college on 12 December 1973.

By the mid-1970s, many civilian consultants were reporting that CCAF standards exceeded the minimum requirements of associate degree programs in civilian community colleges and the Air Force sought degree-granting authority for the college from Congress. President Gerald R. Ford signed Public Law 94-361 on 14 July 1976 authorizing the ATC commander to confer the associate degree.

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A site review committee, composed of nationally recognized educators appointed by the US Office of Education (USOE), evaluated the college in October 1976. After favorable recommendations by the committee and successful public hearings in Washington DC, the Commissioner of Education certified degree-granting authority in January 1977 before the USOE. Success of the effort can mainly be attributed to the testimony given in USOE hearings by Lieutenant General John Roberts, Chief Master Sergeant of the Air Force Thomas Barnes, Dr. Jerome Lysaught (chairman of the CCAF Advisory Committee) and Colonel Lyle Kaapke. The college awarded its first associate in applied science degrees in April 1977.

Since charter clarification in 1975 limited the Commission on Occupational Education Institutions to nondegree-granting institutions, the college immediately began the transition to the SACS Commission on Colleges. After CCAF underwent a rigorous self-study and met accreditation standards, the Commission on Colleges accredited the college on 12 December 1980 to award the associate degree.

During this accreditation process, the administrative offices relocated to their present site at Maxwell AFB, Alabama, effective 1 April 1979. The SACS Commission on Colleges reaffirmed CCAF's accreditation on 9 December 1986.

On 1 July 1993 the Community College of the Air Force realigned under Air University, which became the educational component of the redesignated Air Education and Training Command. However, the commander of Air Education and Training Command (AETC) remained the degree-granting authority for the college until 28 October 2004. On that date, degree-granting authority changed to the Air University Commander when President Bush signed the Fiscal Year 2005 National Defense Authorization Act.

The college again underwent an extensive self-study and visits from SACS reaffirmation teams during 1993-1996. Subsequently, on 25 June 1997 the Southern Association of Colleges and Schools reaffirmed CCAF's accreditation until the year 2006. The college participated in the Air University effort to gain regional accreditation by the SACS Commission on Colleges. On 25 June 2004, SACS notified Air University that their application for regional accreditation was approved, retroactive to 1 January 2004. In 2007-2009 CCAF Participated in Air University's accreditation reaffirmation effort through SACS/COC. On 8 December 2009 SACS announced the reaffirmation of Air University's accreditation for a 10-year period. CCAF is now accredited through Air University by the SACS Commission on Colleges until 23 June 2019.

Over the years the college has grown both in numbers and recognition. With more than 323,000 registered students, the college is the largest multicampus community college in the world. Its affiliated schools are located in 37 states, and 9 foreign locations. About 6,000 CCAF faculty members provide quality instruction for the personal and professional development of enlisted personnel. More than one million transcripts have been issued in the last 10 years, and in 2008-2009 CCAF students earned 1.61 million hours of college credit. Since issuing its first degree in 1977, the college has awarded more than 362,000 associate in applied science degrees

Mission

Offer and award job-related associate in applied science degrees and other academic credentials that enhance mission readiness, contribute to recruiting, assist in retention and support the career transitions of Air Force enlisted members.

Our Vision for the future is to become:

The community college of choice, providing a path to higher learning for those with a calling to serve.

Core Values

The Air Force core values are:

Integrity First
Service Before Self
Excellence in All We Do

The System

The Air University Board of Visitors, CCAF's governing board, is chartered to provide independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. Administrators, instructors, classrooms, laboratories, counselors and students are located throughout the world. What is often perceived as nontraditional about the college is its organization and administration that provide instruction at numerous locations because of the geographic dispersion of the students pursuing their Air Force occupations. Civilian collegiate institutions provide the course work to satisfy the general education requirement (GER) of the degree programs and also provide course work to satisfy technical education, and leadership, management and military studies (LMMS) requirements not completed at CCAF schools. Although this broad geographical separation is unusual, the college is organized into a single, highly effective educational system.

Administrative Center



**Ryan Hall, CCAF Administrative Center
Maxwell-Gunter AFB, Alabama**

The administrative staff, located at Maxwell AFB, Alabama, brings together all elements of the system under the matrix authority of Air Force Instruction 36-2304, *Community College of the Air Force*. The Community College of the Air Force was located at Randolph AFB, Texas, during 1 April 1972-15 January 1977; at Lackland AFB, Texas, during 16 January 1977-31 March 1979; at Maxwell AFB, Alabama, during 1 April 1979-4 November 2008; at Maxwell-Gunter AFB, Alabama, since 5 November 2008.

Commandant

The CCAF commandant—chief executive officer with command authority—accomplishes the CCAF mission. The administrative staff translates system schools’ curricula into semester-hour credit, develops course descriptors, designs and manages degree programs, maintains records of student achievement and progress toward degree completion, ensures system schools maintain standards required for accreditation, distributes official catalogs and other publications, and provides guidance to the worldwide network of counselors. The following have served as CCAF commanders/commandants:

Col John L. Phipps.....	1 April 1972
Col Lyle D. Kaapke.....	1 September 1975
Col Lyle E. Darrow	9 June 1980
Lt Col William E. Flinn, Jr.	16 August 1982
Col Rodney V. Cox, Jr.	19 October 1982
Col Russell A. Gregory	24 May 1988
Lt Col James L. Antenen.....	2 April 1992
Col Paul A. Reid.....	19 June 1992
Col Tamzy J. House	3 July 1996
Col James M. McBride.....	4 March 1999
Lt Col Jeffery K. Little	15 December 2001
Col Eric A. Ash	29 April 2002
Col Thomas D. Klincar.....	3 June 2005
Lt Col Raymond W. Staats.....	27 July 2007
Lt Col Timothy W. Albrecht	8 June 2009

Affiliated Schools

Air Force schools that provide technical and leadership, management and military studies education may voluntarily affiliate and become part of the CCAF system. Course work offered by these affiliated schools may satisfy part or all of the technical education; leadership, management and military studies; and/or program elective requirements.

Instructional programs are conducted in both distance learning and traditional learning environments. Each affiliated school is a component of a worldwide educational system.

Education Services

The Air Force provides academic advice and offers financial assistance to Airmen in planning and pursuing their educational goals. Education services offices are composed of professional educational administrators, guidance counselors, academic advisors, education technician specialists and test examiners.

Education services personnel supporting active Air Force installations, training technicians working with the Air National Guard (ANG) and education services coordinators assigned to the Air Force Reserve Command (AFRC) counsel students and serve as the direct link between students and the administrative center. These counselors guide students toward degree completion and work with civilian collegiate institutions to arrange for course offerings needed to satisfy CCAF degree requirements.

Education services personnel also administer the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests and Excelsior College Examinations.

The point of contact for ANG and AFRC affairs is CCAF/DEAC, 100 South Turner Boulevard, Maxwell-Gunter AFB, Alabama 36114-3011; (334) 649-5023/4 or DSN 749-5023/4.

Air University Board of Visitors

The Board of Visitors is chartered to provide advice, views, and recommendations on the educational, doctrinal, and research policies and activities of Air University. The board meets with and advises the Secretary of the Air Force on matters of policy regarding the mission of Air University.

The membership is selected from the fields of education, business, industry, the professions, and public service. Members normally serve annual renewable terms up to a maximum of nine years. Members are invited to serve by the Air University commander in the name of the chief of staff of the United States Air Force (USAF).

The board meets at least twice a year—in the spring and the fall at Maxwell AFB, Alabama. The board presents a written report with its views and recommendations to the Air University commander. This report is then presented to the Chief of Staff, United States Air Force, and to the Secretary of the Air Force.

The Advisory Bodies

In addition to the Air University (AU) Board of Visitors, the college has three other advisory bodies. Advisory body members are selected from the CCAF system.

Affiliated Schools Advisory Panel

The panel provides a forum for addressing issues of mutual concern to both the Community College of the Air Force and the affiliated schools. The panel meets at least annually to review and recommend actions concerning CCAF affiliated school polices, administrative procedures and affiliation requirements; and encourages participation in the CCAF system. The panel consists of representatives from technical and specialized training, enlisted professional military education, command-sponsored schools, AFRC, ANG and Headquarters AETC staff. The panel serves the best interests of CCAF students and protects the CCAF system by ensuring schools support affiliation requirements.

Education Services Advisory Panel

The panel is comprised of the CCAF dean of academic affairs; education services advisor, Headquarters USAF and major command personnel; base-level education services personnel; and ANG and AFRC components. It provides a forum for addressing issues of mutual concern to both CCAF and the education services community; its primary focus is on the student body when making recommendations. The panel advises the CCAF commandant on issues of concern to students, education services and AFRC and ANG training personnel; reviews CCAF academic policies and administrative procedures that affect off-campus education centers; and advises the CCAF commandant on marketing methods that will encourage participation in the college.

Policy Council

Academic policies are developed by the Policy Council and endorsed by the AU Board of Visitors. The Policy Council is composed of representatives from all elements of the CCAF system. Chaired by the dean of academic affairs, the Policy Council submits recommendations concerning academic policies, degree programs, award of credit, academic standards, affiliation of Air Force schools and other policy matters to the commandant and Board of Visitors for guidance and concurrence. Students, faculty members, counselors, administrators and other interested personnel may submit suggestions to the Policy Council by writing to CCAF/DE, 100 South Turner Boulevard, Maxwell-Gunter AFB, Alabama 36114-3011.

Entrance Requirements

Before enlisting in the Air Force, an individual completes the Armed Services Vocational Aptitude Battery (ASVAB) and meets the standards in AETC Instruction 36-2001, *Recruiting Procedures for the Air Force*. Composite scores of the ASVAB indicate academic and career field aptitude. These scores help match the individual's aptitudes and abilities with Air Force career areas during initial assignment to a career field. The Air Force uses these scores as an indicator of the student's potential to make satisfactory progress in a career-related degree program.

Admission & Registration

When assigned to an Air Force career field, active duty, ANG and AFRC enlisted members are admitted to the college and registered in the degree program designed for their Air Force specialty. This status does not change until the college receives formal academic notice or receives an official transcript showing completion of civilian college course work or national tests applicable to their degree program from an accredited institution. Once a civilian college course or national test is recorded, the student is identified as a participant.

An individual with an Air Force reporting identifier and/or special duty identifier not in the DEGREE PROGRAMS section may register in programs related to his or her second or other Air Force specialty code (AFSC) reflected on the report on individual personnel (RIP).

Degree Time Limit

Registration in all degree programs, except Instructor of Technology and Military Science (ITMS), is limited to 6 years from date of registration. A student who is pursuing a first degree and does not complete it in the allotted time will automatically be moved to the primary occupational specialty degree program in the most current catalog. A student who is pursuing a subsequent CCAF degree will be disenrolled at the end of the allotted time.

A student enrolled in the ITMS degree program has 2 years from the registration date to complete requirements. A student who does not complete the degree in the allotted time will be disenrolled. Any student wishing to reenroll may follow the procedures outlined above provided the student is still performing duty as a full-time CCAF instructor and meets all other requirements for registration.

Subsequent Degree

An Airman may register in a subsequent degree program in his or her primary, secondary, tertiary or fourth AFSC (not duty/control) provided the Airman has not been awarded a degree in a program designed for that AFSC. A student registered in a subsequent degree program must earn and apply a minimum of 24 semester hours of unique (different) technical credit—at least 12 semester hours must be CCAF credit.

Grading Policy

Academic performance is determined and reported by using a pass or fail system. A student successfully completing a course is reported to the registrar who records a grade of “S” (satisfactory) on the transcript. This equates to a grade of “C” or better.

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

Transfer Credit

The college accepts “in transfer” courses that meet the criteria in the DEGREE PROGRAMS section. Credit earned at accredited colleges and universities may be accepted in transfer. Courses completed at foreign institutions are considered on an individual basis when submitted with a course-by-course evaluation from a National Association of Credential Evaluation Services or American Association of Collegiate Registrars and Admissions Officers member.

Department of Defense & Other Service Schools

If the Department of Defense (DoD) and other service schools are accredited and issue a transcript, the college will consider accepting the credit in transfer. See the *Guide to the Evaluation of Educational Experiences in the Armed Services* (American Council on Education Guide) for credit information on other courses that may apply to a CCAF degree.

Many Air Force enlisted members attend Army, Navy and/or Department of Defense initial or advanced technical training courses instead of Air Force technical training courses. The college does not award resident credit for these courses since these schools are not part of the CCAF system. However, the college awards proficiency (P) credit to Air Force enlisted members completing these courses. Proficiency credit is applied to a student’s program after attaining the journeyman, five skill-level.

Credit by Examination

A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credit may be applied for examinations offered by DANTES, CLEP, College Board, Excelsior College and the Defense Language Proficiency Test.

Professional Credential Credit

The term “*Credential*” refers to professional certification, licensure or registry. Degree, technical and/or program elective, requirements may be satisfied by credit awarded for specific national professional credentials. A student holding a degree-relevant national professional credential should contact the credentialing agency to request that official written verification be sent to Credentialing Programs CCAF/DEAL, 100 South Turner Boulevard, Maxwell-Gunter AFB, Alabama 36114-3011. Additional information concerning professional credentials is available on pages 22-33.

Degree Program & Catalog Change

The college encourages a student to complete the program of initial registration; however, the student may request a change to another program when eligible. The associate dean of academic programs authorizes degree program changes. A student may also elect to move from the catalog of registration to the current

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catalog. In either case, the student is obligated to abide by all policies and program requirements of the catalog current on the date of the change.

Advanced Standing

A student attains advanced standing (registration status code 2 or 5) after completing 45 semester hours of degree-applicable course work and applying civilian course or test credit. At this point a counselor should provide special guidance to complete degree requirements.

Waiver Process

A student desiring a waiver of academic policy and/or degree program requirements contacts the education services office or the ANG/AFRC CCAF advisor for guidance on how to submit a waiver request to the dean of academic affairs. Waivers are considered only if approval of the waiver will make the student a degree candidate. The dean of academic affairs is the final authority for exceptions and waivers of academic policy.

Candidacy Status & Graduation

The student's counselor or advisor recommends candidacy status. Education services counselors, advisors or training technicians notify the student of candidacy status. After a student meets all requirements, the college notifies the student's current education services office, or nominating training or education service office of degree completion. All degree requirements must be satisfied before separation, retirement or commissioning and a student must have been enrolled in a degree program before that date. A student has six years from retirement, separation or commissioning to file for graduation. The college has two graduating classes each year—April and October. Diplomas are mailed to the education services offices about 1 week before graduation.

“No Fault” Exception

Ordinarily, to participate and graduate, a student must possess the required Air Force specialty code (AFSC). There is an exception when a student's specialty code is removed from his or her record because of mandatory retraining, career field consolidations or transition of a career field. To qualify for this exception:

- ◆ Conditions or circumstances must be beyond the student's control.
- ◆ Student must be pursuing a degree in that AFSC at the time of loss.
- ◆ The “no fault” exception request must be submitted to the CCAF administrative center within 1 year of removal of specialty code.
- ◆ Degree requirements must be completed within 1 year.
- ◆ All degree requirements must be completed before separation, retirement or commissioning.

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

- ◆ Official Air Force Form 2096, Classification/On-The-Job Training Action, showing specialty code was once held and date subsequently removed.
- ◆ Medical documents—physician's memo or diagnosis, stating the exact disqualifying medical reasons—or a memo from the student's commander explaining why disqualified or removed from the specialty code.
- ◆ Memo from the student, explaining the situation and requesting consideration of “no fault” exception.

Mail the “no fault” exception request to CCAF/DEA, 100 South Turner Boulevard, Maxwell-Gunter AFB, Alabama 36114-3011.

Washback Policy

Every effort is made to ensure the student successfully completes CCAF courses by carefully designed teaching and learning activities, appropriate assessment and evaluation processes, and personal assistance. If all avenues are exhausted and academic achievement continues below acceptable limits, the student may, under some circumstances, repeat a portion or the entire course—this is called a *washback*. A washback is reported to the registrar as a course graduate only after successfully completing the entire course. A student can withdraw from CCAF courses after obtaining permission from the affiliated school commander or designated representative.

Degree Program Withdrawal

An admitted and registered student who has separated, retired or been commissioned shall be withdrawn. Since participating in a degree program is voluntary, a student may formally request withdrawal from the degree program in which the student is registered. To request this action a student completes, signs and puts a statement requesting withdrawal in the Remarks of an Air Force Form 968, Community College of the Air Force Action Request, through a local base education office or ANG/AFRC CCAF advisor.

The Educational Documents

To initiate a record update, students must contact the education services office or ANG/AFRC CCAF advisor. To progress in a CCAF degree program, students must submit educational documentation reflecting course completion. The issuing institution or agency must mail these documents directly to: CCAF/DESS, 100 South Turner Boulevard, Maxwell-Gunter AFB, Alabama 36114-3011.

Appropriate documents may include:

- ◆ Official transcript of applicable course work completed at accredited postsecondary institutions.
- ◆ Official transcript from the Educational Testing Service reflecting CLEP or DANTES tests taken at a certified DANTES testing site.
- ◆ Foreign transcript with an external course-by-course evaluation from a National Association of Credential Evaluation Services member. Foreign transcripts must be in English or accompanied by an English translation from the evaluation service.
- ◆ Request for Verification of Course Completion of an affiliated school course that was not added to the academic record.
- ◆ Official verification of professional certification, licensure, or registry.
- ◆ Official verification of successfully completing a course conducted by or for US Government agencies for which the American Council on Education recommends credit.

Fraudulent Documents

The Enrollment Management and Academic Programs Divisions ensure the authenticity of each document. All fraudulent documents are given to the Registrar for appropriate action that can include disenrollment and/or legal action. A student disenrolled for fraud will have his or her transcript annotated with “student was disenrolled for submitting fraudulent documents.”

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Document Process

When documents arrive at the administrative center, and upon credits being posted to student records, program managers assess progress toward degree requirements.

Document Update

The college updates student records from educational documents submitted on behalf of the student. A student needs to update records no more than once a year unless applying for an Air Force commission, before separation or retirement, or when it may result in degree completion.

Information Release

A student may release information pertaining to his or her educational record to a third party by completing and submitting a release letter (with an original signature) to the college's registrar. The student needs to state what information can be provided and to whom the information can be released. The Federal Family Educational Rights and Privacy Act of 1974, 5 United States Code 301, 10 United States Code 8013 and Executive Order 9397 dictates the policy regarding release of student data. These directives specify that an educational record may not be released without the student's written consent specifying records to be released and to whom.

Transcript Request

Transcripts are mailed out within two business days of request. There are five options for requesting a transcript; option four is the *only* option for overnight delivery.

1. Students may order their transcripts through our Web site at <https://www.maxwell.af.mil/au/ccaf/transcripts.asp>.
2. Students can order a transcript by visiting the Air Force education center. CCAF advisors can request transcripts electronically for students via the CCAF Web Progress Report. To ensure compliance with the provisions of the Family Educational Rights and Privacy Act, CCAF advisors must verify the identity of each student prior to submitting transcript requests.
3. Students can order their own transcripts from any military computer that has an "af.mil" domain through the on-line Air Force Virtual Education Center Web site, via the Air Force Portal. To ensure compliance with the provisions of the Family Educational Rights and Privacy Act, students can only order transcripts for themselves.
4. Students and prior students have a transcript ordering option through Credentials Inc. that allows them to order transcripts via telephone or online from virtually anywhere in the world. Requests made using this service will be expedited on a next business day basis once the transaction has been completed (some transactions may require a faxed or mailed signature from the student for the order to be finalized). The online system is available 24 hours per day. It offers additional services such as being able send up to five transcripts to separate locations in a single transaction; additionally, students have an overnight shipping option. Operator assistance is available from 0700 to 1900 CST. The system has the ability to check the status of the order online or students can opt to receive an e-mail or fax notification for receipt of the order, any problems with the order, and final completion of the order. Credentials Inc. charges a handling fee starting at \$2.00 that will be assessed based on the number of transcripts ordered and delivery method. Users must have a valid credit card and e-mail or fax in order to use this service. Students can reach Credentials Inc. on the Web at <https://www.degreechk.com> or <https://www.degreechk.com/tplus/?ALUMTROSCHOOL> or by phone at 1-800-646-1858 / 1-847-446-1027 to order a transcript or to receive further information.

5. Students can submit a written request that includes full name or former name if appropriate, social security account number, and the address of the location the transcript is to be sent. A legal signature is the legal authorization for us to release a transcript. Mailing time can be as long as 14 days.

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

Note: "The appearance of hyperlinks does not constitute endorsement by the U.S. Air Force of this Web site or the information, products, or services contained therein. The U.S. Air Force does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose for this U.S. Air Force Web site."

The Student

As a military member, the student abides by the *Uniform Code of Military Justice*. An Airman is briefed on the code upon initial entrance into active duty and periodically thereafter. A copy of this code is also available in the legal office on each Air Force installation. Additionally, a student must follow the standards of behavior established by the affiliated schools.

Feedback

Student participation is integral to the future development and continuous improvement of the college. This feedback is incorporated into every phase of CCAF's strategic planning process that continually impacts policies and procedures, course and program reviews, affiliated school operations and educational support services.

A student can offer feedback through a number of avenues. Some ways include classroom feedback; follow-up surveys by the schools, the college, the student leaders at each affiliated school; and the formal waiver review process. There are affiliated school representatives who also address student interests on the Policy Council, Affiliated Schools Advisory Panel and Education Services Advisory Panel.

A student may also provide feedback to the administrative center by visiting the CCAF homepage at www.au.af.mil/au/ccaf/ and using the e-mail link or through the Air Force Virtual Education Center at <https://afvec.langley.af.mil>.

Student Conduct

CCAF students are required, as a condition of good standing and continued enrollment, to conduct themselves in a manner that does not discredit the CCAF system. Plagiarism, cheating, submitting fraudulent academic documentation and other forms of academic dishonesty are prohibited. Any action punishable under the Uniform Code of Military Justice involving direct or indirect participation in, or support of, academic misconduct as determined by the Dean of Academic Affairs, may result in suspension and/or expulsion from CCAF. CCAF's disciplinary action process is outlined in CCAF Instruction 37-1, *CCAF Review Board* and CCAF Instruction 37-2, *Administration of Altered Academic Documentation or Other Acts of Misconduct*.

Student Services

The Air Force recognizes off-duty activities as an essential part of the everyday life of its enlisted force and provides a variety of activities in which a student may participate.

Bowling Center. Schedules provide for open bowling, league bowling and special tournaments.

Chapels. Protestant, Catholic, Jewish and other religious activities are available, including special programs such as choir, study groups, social functions and religious education.

Clubs. Enlisted clubs serve food and beverages and provide entertainment such as music, dances, floorshows, variety acts and television viewing.

Family Support Center. Services include but are not limited to transition assistance, job search, employment applications, interviewing, relocation assistance, resume writing, Air Force aid, personal financial management and counseling for military personnel and their families.

Fitness Center. Facilities are available for activities such as weight lifting, racquetball, handball, jogging, weight control, basketball, tennis, volleyball, softball and aerobics.

Hobby Shops. Facilities, equipment and instructors are available for those interested in automobile repair and maintenance, woodworking, ceramics, leatherwork, engraving, painting, electrical repair and photography.

Library. Reference books, journals, newspapers, recordings and tapes, and on-line services are available to support students.

Life Skills Center. Services include, but are not limited to, family advocacy, mental health and alcohol/drug abuse prevention and treatment on an inpatient, outpatient and group basis.

Community Center. Activities include table games, music listening, dancing, television viewing, tours, concerts, discussion groups, etc.

Swimming. Swimming instruction is a routine part of scheduled activities.

Theater. Current films are normally shown daily.

DEGREE PROGRAMS ...

This section contains the degree program requirements of the Community College of the Air Force. Degree programs are developed by Air Force technical experts and civilian or military consultants and reviewed by the Dean of Academic Affairs, Commandant, Policy Council and Board of Visitors. The programs are designed to provide students with knowledge, skills and theoretical background for enhanced performance as technicians and noncommissioned officers.

THE ASSOCIATE IN APPLIED SCIENCE DEGREE

The associate in applied science degree is offered in the following broad career areas:

- ◆ Aircraft & Missile Maintenance
- ◆ Allied Health
- ◆ Electronics & Telecommunications
- ◆ Logistics & Resources
- ◆ Public & Support Services

Degree Completion Requirements

The associate in applied science degree consists of a minimum of 64 semester hours (SH). Degree plan requirements are distributed as follows:

Semester

Hours

Technical Education.....	24
Leadership, Management & Military Studies.....	6
Physical Education.....	4
General Education.....	15*
Oral Communication	3
Written Communication	3
Mathematics.....	3
Social Science.....	3
Humanities.....	3
Program Elective.....	15*
Total.....	64

** Note: The Paralegal degree requires 18 SH of general education (addition of a 3 SH general education elective) and 12 SH of program elective.*

Leadership, management and military studies; physical education; general education; and program elective requirements are standard for all programs. Exceptions may be required to satisfy certification or other programmatic recognition.

A student must hold the journeyman (5) level in the appropriate AFSC at time of program completion. Attaining the journeyman level is waived for a

student in occupational specialties that do not have journeyman levels (3N2X1, 3S1X1, 7S0X1).

A student must complete all degree requirements before separating, retiring or becoming a commissioned officer.

Residency Requirement (16 semester hours)

A student must have a minimum of 16 SH of resident CCAF credit applied to his or her degree program to graduate. The 16 SH residency requirement is only satisfied by credit earned for basic military training or coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupational specialty.

Technical Education Requirement (24 semester hours)

Twenty-four semester hours are required to fulfill the technical education requirement. Twelve semester hours must be applied in the technical core area with the remaining 12 applied in either the technical core or the technical elective areas. Refer to individual academic degree programs for specific technical education requirements. A student should check with the CCAF counselor or advisor for advice regarding specific degree requirements and information regarding transfer credit. Requests to substitute comparable courses or to exceed specified semester-hour values in any subject or course are approved by the Academic Programs Division. Office symbols and DSN telephone numbers are listed on the Program Codes table starting on page 18.

Technical education requirements are generally satisfied by entry-level and advanced degree-applicable courses at affiliated schools and through internship. However, additional technical education requirements may be satisfied by application of courses accepted in transfer, testing credit, independent study or correspondence, certification, licensure, or registry.

The following criteria are used to apply courses accepted in transfer to the technical education requirement:

- ◆ Must be from an accredited institution or a recognized candidate for accreditation.
- ◆ Must be taught by faculty who meet the minimum faculty professional preparation requirements of the Commission on Colleges of the Southern Association of Colleges and Schools.
- ◆ Must be listed and identified in the offering institution's general catalog.
- ◆ Must be collegiate course work relevant to the technical requirement.
- ◆ Must have been completed with the equivalent of a "C" grade or better.
- ◆ Must not be developmental, preparatory, remedial, refresher or review.
- ◆ Must not duplicate or significantly overlap another course or test applied to the degree program.

Leadership, Management & Military Studies Requirement (6 semester hours)

The leadership, management and military studies (LMMS) requirement may be satisfied by applying professional military education, civilian courses accepted in transfer and/or by testing credit. However, the preferred method of fulfilling the LMMS requirement is through attending an airman leadership school, the NCO academy and/or the Air Force Senior NCO Academy.

The following are the criteria to apply civilian courses to the LMMS requirement:

- ◆ Must be from an accredited institution or a recognized candidate for accreditation.
- ◆ Must be taught by faculty who meet the minimum faculty professional preparation requirements of the Commission on Colleges of

the Southern Association of Colleges and Schools.

- ◆ Must be listed and identified in the offering institution's general catalog.
- ◆ Must emphasize the fundamentals of management and management of human resources. Examples of *acceptable* courses are Principles of Management, Personnel Management, Human Resource Management, Principles of Supervision and Organizational Behavior. Examples of *unacceptable* courses are Small Business Management, Managerial Accounting, Financial Management, Labor and Management Relations, and other specialized management and/or business courses.
- ◆ Must have been completed with the equivalent of a "C" grade or better.
- ◆ Must not be developmental, preparatory, remedial, refresher or review.
- ◆ Must not duplicate or significantly overlap another course or test applied to the degree program.

Physical Education Requirement (4 semester hours)

Completing basic military training satisfies the 4-semester-hour physical education requirement. Civilian courses do not apply to this requirement.

General Education Requirement (15 semester hours)

The general education requirement is satisfied by applying courses accepted in transfer or by testing credit. The following are the criteria to apply courses to the general education requirement:

- ◆ Must be from an accredited institution or a recognized candidate for accreditation.
- ◆ Must be taught by faculty who meet the minimum faculty professional preparation requirements of the Commission on Colleges of the Southern Association of Colleges and Schools.
- ◆ Must be listed and identified in the offering institution's general catalog as satisfying the

DEGREE PROGRAMS

institution’s freshman and sophomore general education graduation requirement designed for transfer.

- ◆ Must have been completed with the equivalent of a “C” grade or better.
- ◆ Must not be developmental, preparatory, remedial, refresher or review.
- ◆ Must not duplicate or significantly overlap another course or test applied to the degree program.
- ◆ Must not be a special topic or problem, workshop, or similar course.
- ◆ Must not be narrowly focused on skills, techniques and procedures peculiar to a particular occupation.

Courses required to satisfy the general education requirement are as follows:

Oral Communication3

Speech. Courses that prepare students to organize and deliver oral presentations to persuade, debate, argue or inform in a clear, concise and logical manner. Emphasis must be on content and delivery. *Group and interpersonal communication courses are not acceptable.*

Written Communication.....3

English composition. Applicable communication courses must satisfy the delivering institution’s writing and composition requirement for graduation. *Business communication and technical writing courses are not acceptable.* Higher-level writing and composition courses may be applied as a program elective.

Mathematics.....3

Intermediate algebra or a college-level mathematics course that satisfies the delivering institution’s mathematics requirement for graduation. Courses such as accounting, business mathematics, computer mathematics, statistics (taught outside the mathematics department), history of mathematics, and mathematics for elementary and secondary teachers are not applicable. Three semester hours of mathematics are required for graduation. However,

if an acceptable mathematics course is applied as a technical or program elective, a natural science course may be substituted for mathematics.

Social Science 3

Courses from the following disciplines are acceptable: anthropology, archaeology, economics, geography, government, history, political science, psychology and sociology designed to impart knowledge, develop skills, and identify goals concerning elements and institutions of human society.

Humanities 3

Courses in fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy and religion are acceptable. Applied courses that teach how to play a musical instrument, perform a dance routine, or sculpt or draw an art form are not acceptable.

General Education Goal and Learning Outcomes

The goal of the CCAF General Education requirement is to stimulate critical, innovative thinking and intellectual curiosity by providing graduates the foundational skills, knowledge and attitudes expected of informed and responsible citizens. Graduates will integrate, synthesize and apply knowledge in written and oral communication, mathematics, the social sciences and humanities.

Upon completion of this program students will be able to:

1. Write with clarity and precision for diverse audiences and understand and interpret the written expression of others.
2. Organize and deliver oral presentations to persuade, debate, argue or inform in a clear, concise and logical manner.
3. Understand and apply fundamental mathematical concepts and reasoning in problem solving.
4. Appreciate and value human diversity, individual differences, societies and the many expressions of culture.

5. Apply critical thinking skills as versatile problem solvers with enhanced mental agility and adaptability.

Note: Degree-specific program goals and learning outcomes can be found in the Web version of the CCAF General Catalog at <http://www.au.af.mil/au/ccaf/> under the Degree Programs section.

Program Elective Requirement (15 semester hours)

The following will satisfy the program elective requirement:

- ◆ Courses applicable to the technical education, LMMS or general education requirements.
- ◆ Natural science courses that meet the general education requirement application criteria. Courses in biological, physical and earth space science are acceptable. Appropriate natural science courses are freshman and sophomore courses that satisfy the delivering institution's natural science requirement for graduation. Such courses as science for elementary and secondary teachers, health, nutrition, and hygiene are not acceptable.
- ◆ Foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test.
- ◆ A maximum of 9 SHs of CCAF degree-applicable technical course credit otherwise not applicable to the program of enrollment.

THE PROGRAM CODES

This table indicates degree program eligibility for Air Force occupational specialties, including Air Force Specialty Codes (AFSC), reporting identifiers (RI) and special duty identifiers (SDI). An individual at the superintendent or chief enlisted manager level or an individual with an SDI or RI not listed below may register in CCAF programs related to the second, third or fourth (not duty/control) Air Force occupational specialty code.

AFSC		Program Code
1A0X1	Aviation Operations	4VCB
1A1X1	Aviation Operations	4VCB
1A2X1	Aviation Operations	4VCB
1A3X1	Information Systems Technology	0IYY
1A4X1	Air & Space Operations Technology	4VAS
1A6X1	Aviation Operations	4VCB
1A7X1	Aviation Operations	4VCB
1A8XX	Intelligence Studies and Technology	9INZ
1B4X1	Cyberspace Defense Operations	0CYC
1C0X2	Aviation Management	1AVY
1C1X1	Air Traffic Operations and Management	2IAA
1C2X1	Air Traffic Operations and Management	2IAA
1C3X1	Emergency Management	9IMY
1C4X1	Information Systems Technology	0IYY
1C5X1	Air & Space Operations Technology	4VAS
1C6X1	Air & Space Operations Technology	4VAS
1C7X1	Aviation Management	1AVY
1NXXX	Intelligence Studies and Technology	9INZ
1P0XX	Aircrew Safety Systems Technology	4VAT
1S0X1	Safety	9IYY
1T0X1	Survival Instructor	2IBS
1T2X1	Personnel Recovery	7GDP
1U0X1	Air & Space Operations Technology	4VAS4VAS
1W0X1	Weather Technology	8FYY
1W0X2	Weather Technology	8FYY
2A0X1	Avionic Systems Technology	4VHS
2A3X1	Avionic Systems Technology	4VHS
2A3X2	Avionic Systems Technology	4VHS
2A3X3	Aviation Maintenance Technology	4VAD
2A5X1	Aviation Maintenance Technology	4VAD
2A5X2	Aviation Maintenance Technology	4VAD
2A5X3	Avionic Systems Technology	4VHS

AFSC		Program Code
2A6X1	Aviation Maintenance Technology	4VAD
2A6X2	Aerospace Ground Equipment Technology	4VAB
2A6X3	Aviation Maintenance Technology	4VAD
2A6X4	Aviation Maintenance Technology	4VAD
2A6X5	Aviation Maintenance Technology	4VAD
2A6X6	Aviation Maintenance Technology	4VAD
2A7X1	Metals Technology	4VLB
2A7X2	Nondestructive Testing Technology	4VXR
2A7X3	Aircraft Structural Maintenance Technology	4VAN
2A7X5	Aircraft Structural Maintenance Technology	4VAN
2F0X1	Logistics	1AMY
2G0X1	Logistics	1AMY
2M0X1	Electronic Systems Technology	4VHP
2M0X2	Missile & Space Systems Maintenance	4VAK
2M0X3	Mechanical & Electrical Technology	4VGA
2P0X1	Electronic Systems Technology	4VHP
2RXXX	Maintenance Production Management	4VJG
2S0X1	Logistics	1AMY
2T0X1	Transportation	1ATY
2T1X1	Transportation	1ATY
2T2X1	Transportation	1ATY
2T3X1	Vehicle Maintenance	4VKC
2T3X2	Vehicle Maintenance	4VKC
2T3X7	Maintenance Production Management	4VJG
2W0X1	Munitions Systems Technology	4VRA
2W1X1	Aircraft Armament Systems Technology	4VRY
2W2X1	Munitions Systems Technology	4VRA
3D0X1	Information Management	1AUY
3D0X2	Information Systems Technology	0IYY
3D0X3	Information Systems Technology	0IYY
3D0X4	Computer Science	0CYY
3D1X1	Information Systems Technology	0IYY
3D1X2	Electronic Systems Technology	4VHP
3D1X3	Electronic Systems Technology	4VHP
3D1X4	Information Systems Technology	0IYY
3D1X5	Electronic Systems Technology	4VHP
3D1X6	Electronic Systems Technology	4VHP
3D1X7	Electronic Systems Technology	4VHP

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AFSC		Program Code
3E0X1	Mechanical & Electrical Technology	4VGA
3E0X2	Mechanical & Electrical Technology	4VGA
3E1X1	Mechanical & Electrical Technology	4VGA
3E2X1	Construction Technology	4VEB
3E3X1	Construction Technology	4VEB
3E4X1	Mechanical & Electrical Technology	4VGA
3E4X3	Entomology	3ALC
3E5X1	Construction Technology	4VEB
3E6X1	Maintenance Production Management	4VJG
3E7X1	Fire Science	9IFY
3E8X1	Explosive Ordnance Disposal	4VRC
3E9X1	Emergency Management	9IMY
3H0X1	Aerospace Historian	9DHK
3M0X1	Restaurant, Hotel & Fitness Management	1FRS
3N0X1	Public Affairs	2FDE
3N0X2	Public Affairs	2FDE
3N0X4	Multimedia Production Services	2IAJ
3N1X1	Music	2CHB
3N2X1	Music	2CHB
3P0X1	Criminal Justice	9IJY
3S0X1	Human Resource Management	1AOY
3S1X1	Social Services	9IKY
3S2X1	Education & Training Management	2BAC
3S3X1	Human Resource Management	1AOY
4A0X1	Health Care Management	7GCY
4A1X1	Logistics	1AMY
4A2X1	Biomedical Equipment Technology	7GAA
4B0X1	Bioenvironmental Engineering Technology	7GAM
4C0X1	Mental Health Services	7GAP
4D0X1	Dietetics & Nutrition	7GAD
4E0X1	Public Health Technology	7ECY
4H0X1	Cardiopulmonary Laboratory Technology	7GDA
4J0X2	Physical Therapist Assistant	7GAI
4J0x2A	Allied Health Sciences	7GAL
4M0X1	Aerospace Physiology Technology	7GAN
4N0X1	Allied Health Sciences	7GAL
4N1X1	Surgical Services Technology	7GEA
4P0X1	Pharmacy Technology	7GAH

AFSC		Program Code
4R0X1	Diagnostic Imaging Technology	7GDH
4R0X1A	Nuclear Medicine Technology	7ABJ
4R0X1B	Diagnostic Medical Sonography	7GDK
4R0X1C	Diagnostic Imaging Technology	7GDH
4T0X1	Medical Laboratory Technology	7GAF
4T0X2	Histologic Technology	7GAE
4V0X1	Ophthalmic Technician	7GDI
4Y0X1	Dental Assisting	7GBC
4Y0X2	Dental Laboratory Technology	7GBB
5J0X1	Paralegal	1CAM
5R0X1	Social Services	9IKY
6C0X1	Contracts Management	1CAO
6F0X1	Financial Management	9GEC
7S0X1	Criminal Justice	9IJY
8A200	Restaurant, Hotel & Fitness Management	1FRS
8B100	Education & Training Management	2BAC
8B200	Education & Training Management	2BAC
8C000	Social Services	9IKY
8D000	Intelligence Studies and Technology	9INZ
8F000	Human Resource Management	1AOY
8M000	Information Management	1AUY
8P100	Information Management	1AUY
8RXXX	Human Resource Management	1AOY
9L000	Intelligence Studies and Technology	9INZ
9S100	Scientific Analysis Technology	4VES

PROFESSIONAL CREDENTIALING...

Credentialing assists the professional development of our Airmen by broadening their knowledge and skills. Blending Air Force technical training and education with industry-based skill sets and professional credentialing processes benefits the Air Force by molding more diverse and qualified technicians to maintain critical and valuable national defense assets. Airmen benefit by being provided the education and credentials needed by highly technical Air Force career fields. Airmen will also possess highly valued skills needed by the industry when they transition from the Air Force. End result: the Air Force and industry benefit immensely by receiving highly trained, qualified, experienced and disciplined technicians – a valuable payback on investment. This section provides students with information concerning national professional credentialing opportunities related to their specific degree program and career field.

Some Air Force and civilian occupations have certain professional and technical standards. The process of meeting these standards and earning official recognition is referred to as **credentialing**. Governmental and private organizations set credentialing standards to ensure that individuals meet the standards for their profession. The term “**Credential**” refers to professional certification, licensure or registry, which documents an individual’s level of competency and achievement in a specific profession.

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

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

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

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

- Helps develop a more diversely skilled workforce
- Broadens professional development of our Airmen
- Validates the Airman’s professional knowledge and skills gained through Air Force technical education and training
- Helps prepare our Airmen to meet mission challenges of the future

PROFESSIONAL CREDENTIALING

- CCAF awards collegiate credit to Airmen who possess certain national professional credentials that satisfy applicable technical education and program elective requirements
- Some civilian colleges and universities award credit toward academic degrees
- Saves Air Force tuition assistance funds toward degree program completion
- Prepares Airmen for transition to civilian life
 - Federal, state or local law may require specific credentials to perform some jobs
 - Employers may require a specific credential(s) as a prerequisite for employment, or pay higher salaries to credentialed employees
 - Credentials may improve an employee's opportunity for promotion
 - Credentials demonstrate to employers that their skills are on par with their civilian peers

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

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

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

CCAF Credit

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

To determine the professional credentials that can be used in a degree program, refer to the degree plans of this catalog. To obtain a listing of all national professional credentials that are approved by CCAF for award of credit, visit <http://www.au.af.mil/au/ccaf/certifications.asp>.

Contact your base education center for procedures to apply professional credentials to your CCAF academic record. Professional credentials must be validated.

CCAF CREDENTIALING AND EDUCATION RESEARCH TOOL (CERT)...

CERT is a valuable resource for enlisted Airmen. The purpose of CERT is to increase awareness of professional development opportunities applicable to Air Force occupational specialties.

CERT includes information related to specific AFSCs, such as:

- Career field description
- Civilian occupational equivalencies (US Department of Labor)
- CCAF degree program
- National professional credentials
- Credentialing agencies
- Credentialing exams offered by DAN TES
- Professional organizations

For information concerning CCAF degree programs and national professional credentials that may be applicable to specific career fields, access CERT at <http://www.au.af.mil/au/ccaf/certifications.asp>.

The CCAF Credentialing Programs Flight is the focal point for professional credentials and programs offered by CCAF. For more information, visit <http://www.au.af.mil/au/ccaf/certifications.asp> or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@maxwell.af.mil.

JOINT SERVICE AVIATION MAINTENANCE TECHNICIAN CERTIFICATION COUNCIL...



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

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

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

The JSAMTCC also reviews aircraft maintenance technician training and practical experience from a FAA perspective, providing a unified assessment and recommendations to each military service and the FAA.

For more information concerning the JSAMTCC, visit <http://www.au.af.mil/au/ccaf/certifications.asp> or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.faa@maxwell.af.mil.

AIR FORCE AIRFRAME AND POWERPLANT CERTIFICATION PROGRAM...



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

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

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

Upon successful completion of the Air Force A&P Certification Program, CCAF will issue a CG-G-EAE-4 Form, *Certificate of Eligibility* and FAA Form 8610-2, *Airman Certificate and/or Rating Application*. These documents are required for individuals to obtain authorization for FAA testing from the Flight Standards District Office (FSDO).

Students are encouraged to maintain copies of past and present Career Field Education and Training Plans (CFETP), training certificates and other pertinent job qualification and training records, both military and civilian.

Eligibility: Active duty, guard and reserve technicians who possess at least a 5-skill level in one of the following aircraft maintenance AFSCs are eligible to enroll: 2A0X1, 2A090, 2A3X1, 2A3X2, 2A3X3, 2A390, 2A300, 2A5X1, 2A5X2, 2A5X3, 2A590, 2A6X1, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except AGE), 2A7X1, 2A7X2, 2A7X3, 2A7X5 and 2A790.

PROFESSIONAL CREDENTIALING

- Technicians who cross-trained out of aircraft maintenance are eligible to enroll provided they were awarded the 5-skill level in a AF A&P Program eligible aircraft maintenance AFSC prior to cross-training and have not been out of the aircraft maintenance AFSC more than 2 years.
- Once an individual retires, separates or is commissioned, they are no longer eligible to participate in the Air Force A&P Certification Program.

FAA CERTIFICATION CREDIT

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

The Air Force A&P Certification Program is managed and administered by the CCAF Credentialing Programs Flight. For more information, visit <http://www.au.af.mil/au/ccaf/certifications.asp> or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.faa@maxwell.af.mil.

PROFESSIONAL MANAGER CERTIFICATION PROGRAM ...

CCAF offers the Professional Manager Certification (PMC) Program to qualified Senior Noncommissioned Officers (SNCO). The PMC is a professional credential that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

Eligibility: The PMC is primarily designed for Air Force SCNO's. However, enlisted Airmen (i.e., MSgt select) who meet all program requirements are eligible. Once an individual retires, separates or is commissioned, they are no longer eligible for the PMC.

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

The PMC Certification Program is managed and administered by the CCAF Credentialing Programs Flight. For more information, visit <http://www.au.af.mil/au/ccaf/certifications.asp> or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail at ccaf.deal@maxwell.af.mil.

CCAF INSTRUCTOR CERTIFICATION PROGRAM...

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

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

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

Eligibility: Qualified Instructors who meet CIC Program requirements are eligible. Once an instructor leaves CCAF instructor duty, they are not longer eligible for the CIC.

- A qualified instructor is a CCAF instructor who has completed the CCAF faculty development program and is assigned to a CCAF affiliated school teaching a CCAF course. The instructor may be an officer, enlisted, civil service, contractor, other-service, or foreign-service member.
- Instructor Assistants, Student Instructors, Guest Lecturers, Subject-Matter Experts, Speakers of Opportunity, approved EQILD instructors and instructors who do not teach a CCAF course are not eligible.

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

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

The CIC program is managed and administered by the CCAF Credentialing Programs Flight. To obtain more information and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG) or visit <http://www.au.af.mil/au/ccaf/certifications.asp> or contact the CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@maxwell.af.mil.

CIVILIAN TEACHER CERTIFICATION

VOCATIONAL INSTRUCTOR CERTIFICATION

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

FLORIDA PROFESSIONAL EDUCATOR CERTIFICATION

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

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

Contact the CCAF Credentialing Programs Flight to obtain a Letter of Verification. CCAF cannot provide a Letter of Verification for individuals have never been a CCAF instructor.

Florida Statute 1012.56 provides easier transition for CCAF instructors into a second career as a K-12 teacher in Florida. For more information, contact the Florida Troops to Teachers program manager at 1-888-358-7667 or (850) 245-5023 or e-mail TroopstoTeachers@fldoe.org.

TROOPS TO TEACHERS PROGRAM

The DANTES Troops-to-Teachers Program provides a Referral Assistance and Placement service to military personnel interested in beginning a second career as a teacher in public education. The DANTES Troops-to-Teachers office will help applicants identify teacher certification requirements, programs leading to certification, financial assistance and employment opportunities. Individuals considering teaching in the public education system upon retirement or separation should contact Troops-To-Teachers at DSN 922-1111 or (800) 231-6242; or visit http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.asp.

INSTRUCTIONAL SYSTEMS DEVELOPMENT CERTIFICATION Program

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

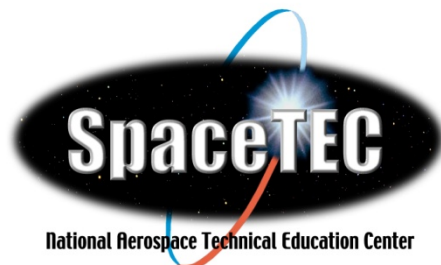
The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems. The program is designed to broaden faculty and professional development.

Eligibility: Qualified officer, enlisted, civilian and other service curriculum writers and managers are eligible for the ISD Certification. Once an individual leaves curriculum writer or manager duty, they are not longer eligible for the ISD Certification.

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

The ISD Certification Program is managed and administered by the CCAF Credentialing Programs Flight. For more information, visit <http://www.au.af.mil/au/ccaf/certifications.asp> or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@maxwell.af.mil.

NATIONAL AEROSPACE TECHNICAL EDUCATION CENTER...



The National Aerospace Technical Education Center (SpaceTEC) is a National Resource Center for Aerospace Technical Education that provides skill-based, nationally recognized and industry utilized professional certifications for U. S. Aerospace Technicians. All SpaceTEC certifications are performance driven, identifying technician competencies valued by industry when competing in today's global economic environment.

The SpaceTEC Certified Aerospace Technician is also recommended by the Federal Aviation Administration Commercial Space Transportation Office as one of three certifications the Reusable Launch Vehicle (RLV) operator may use for RLV Aerospace Maintenance Technician (RAMT) training during forthcoming rating assessment processes.

Partnering institutions are affiliated with NASA centers and the DoD located in 10 states. The SpaceTEC Consortium offers Aerospace Technical Education skills training and college degrees for the U. S. aerospace industry. CCAF and the JSAMTCC recognize and support SpaceTEC initiatives.

Eligibility: Air Force personnel serving in aerospace or aviation occupational specialties are eligibility for the SpaceTEC Aerospace Technician Certification.

SPACETEC CERTIFICATION CREDIT

CCAF awards 25 semester hours for the SpaceTEC Aerospace Technician Certification. This credit is awarded to students enrolled in a CCAF degree program which accepts certification credit toward the program's technical education requirement. Refer to the applicable degree program for the maximum semester hours that may be used to satisfy technical education requirements.

For more information, contact SpaceTEC at (321) 730-1020 or visit <http://www.spacetec.org> or contact CCAF Credentialing Programs Flight at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@maxwell.af.mil.

NATIONAL CENTER FOR AEROSPACE & TRANSPORTATION TECHNOLOGIES...



The National Center for Aerospace & Transportation Technologies (NCATT) is a consortium of community colleges and universities offering aircraft avionics and electronics technical education programs. NCATT establish industry standards for training and certifying aircraft avionics/electronics technicians; curriculum supporting national standards; industry-developed and recognized certification program for aircraft avionics/electronics technicians; and accreditation processes for institutions meeting the established standards.

NCATT supports aircraft industry initiatives related to professional development of aircraft avionics maintenance technicians. NCATT standards in education and certification assist aircraft avionics/electronics technicians in meeting the demands of needed skills in advanced aircraft technology. CCAF and the JSAMTCC recognize and support NCATT initiatives.

NCATT Accredited Training Providers are technical schools/training centers that offer education/training programs that meet and/or exceed the NCATT standards. These providers have demonstrated a commitment to quality through an in-depth curriculum, facilities and faculty evaluation. CCAF gained NCATT accreditation in February 2010.

Eligibility: NCATT certification exams are not restricted to aircraft electronics/avionics technicians. Certification exams are open to all technicians regardless of career field, training, education or experience.

NCATT CERTIFICATION CREDIT

CCAF awards 5 semester hours for the NCATT Aircraft Electronics Technician Certification. This credit is awarded to students enrolled in a CCAF degree program which accepts certification credit toward the program's technical education requirement. Refer to the applicable degree program for the maximum semester hours that may be used to satisfy technical education requirements.

For more information, contact NCATT at (817) 515-7264 or visit <http://www.ncatt.org/> or contact the CCAF Credentialing Programs Flight at DSN 749-5020 / (334) 649-5020 or E-mail at ccaf.deal@maxwell.af.mil.

TERMS & ACRONYMS ...

A&P, Airframe and Powerplant

AC&W, aircraft control and warning

ACE, American Council on Education

AETC, Air Education and Training Command

AFOSH, Air Force Occupational Safety and Health

AFRC, Air Force Reserve Command

AFSC, Air Force specialty code

AGE, aerospace ground equipment

Air Force specialty codes are alphanumeric identifiers of occupational specialties of airmen and their skill levels: unskilled (1 level), apprentice (3 level), journeyman (5 level), craftsman (7 level) or superintendent (9 level).

Air Force specialty is a group of related Air Force occupations that require common qualifications and are identified by title and code, the Air Force specialty code.

Airman refers to both male and female enlisted personnel.

AMT, aircraft maintenance technician

ANG, Air National Guard

APD, Acquisition Professional Development

Armed Services Vocational Aptitude Battery (ASVAB) consists of prerequisite tests for USAF enlistment and is a factor in occupational assignment.

ASCP, American Society of Clinical Pathologists

ATC, Air Training Command

AU, Air University

AWACS, airborne warning and control systems

Board of Visitors (BOV) collectively reviews policies and operations that are forwarded to the Secretary of the Defense through the AETC commander, and guides CCAF actions.

CAD, computer-aided design

Candidates for graduation are students who—before commissioning, retiring or separating—have completed all requirements for their degree program, submitted final documents to the college and been recommended for award of the associate in applied science degree.

Catalog of registration is the edition of the catalog current at the time students register or to which they are subsequently moved when granted a program or catalog change or when they do not complete their degree within 6 years of date of registration.

CCAF courses are Air Force courses taught in affiliated schools.

CCAF degree-applicable courses may be applied toward the technical core, technical elective, LMMS or program elective portion of CCAF associate degree programs or toward certifications.

CCAF nondegree-applicable courses may be applied toward certification but are not applicable to the degree program.

CCAF permanent record is the official record of each student who completes an Air Force course for which the college awards credit applied toward degree completion.

CCAF, Community College of the Air Force at Maxwell AFB, Alabama, is an institution of higher learning dedicated to the enlisted members of the United States Air Force. The college is accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree in applied science degree.

CERT, Credentialing and Education Research Tool

CIC, CCAF Instructor Certification

CLEP, College-Level Examination Program

Commandant is the chief executive officer with command authority.

CRL, Command and Telemetry Command Reference Loop

DANTES, Defense Activity for Non-Traditional Education Support

Degree award date is the date Admissions & Registrar Directorate receives the degree completion documents or the date a manual review by CCAF administrative staff reveals a student has completed all degree requirements.

Disenrollment applies to a student who was withdrawn from a degree program for cause.

DoD, Department of Defense

EFP, electronic field production

ELINT, electronic intelligence

EMT, emergency medical technician

FAA, Federal Aviation Administration

FAR, federal aviation regulation

FCC, Federal Communications Commission

FEMA, Federal Emergency Management Agency

GER, general education requirement

ICC, International Certification Commission

Internship is a performance-based and documented system that may include a correspondence course; documented on-the-job training; and a closed book, proctored examination, all based on an Air Force specialty.

ISD, Instructional Systems Development

ITMS, Instructor of Technology and Military Science

IVD, interactive videodisc

JSAMTCC, Joint Service Aviation Maintenance Technician Certification Council

LMMS, leadership, management and military studies

MWR, morale, welfare and recreation

NCATT, National Center for Aerospace & Transportation Technologies

NCO, noncommissioned officer

Occupational specialty codes are alphanumeric identifiers of Air Force enlisted occupational specialties. There are three types of occupational specialty codes—Air Force specialty code, special duty identifier and reporting identifier.

OIC, occupational instructor certification

OJT, on-the-job training

OSHA, Occupational Safety and Health Administration

PMC, Professional Manager Certification Program

Policy Council is a governing body that develops academic policies that are endorsed by the Board of Visitors. The council is composed of representatives from all elements of the CCAF system.

Primary Air Force specialty code (PAFSC) is what CCAF uses to determine degree program eligibility.

Proficiency (P) credit is awarded to Air Force enlisted personnel who have completed tri-service or Department of Defense initial skills technical training and demonstrate journeyman level competency.

Program managers are occupational specialists who evaluate permanent student records and progress reports, review courses from affiliated schools, develop degree programs relevant to occupational specialties and work with education services personnel in advising students.

Programmatic accreditation is official recognition by national professional organizations in such fields as business, health, law and engineering and provides quality assurance concerning educational preparation of members of a profession or occupation.

Progress report (PR) is an internal worksheet reflecting a student's record, including credits applied toward degree completion and cannot be used as an official education record.

Registered student is an individual currently registered in a CCAF degree program.

Reporting identifier (RI) is an alphanumeric occupational specialty code for an enlisted occupational specialty not included in the AFSC structure.

Residency is the requirement that at least 16 semester hours of CCAF credit be applied toward a CCAF degree.

RF, radio frequency

RIP, report on individual personnel

SACS, Southern Association of Colleges and Schools

SATCOM, satellite communications

Separated student is an individual who has been withdrawn from a degree program due to commissioning, retirement or separation.

SH, semester hour

SOON, Solar Observing Optical Network

Special duty identifier (SDI) is an alphanumeric occupational specialty code assigned to airmen who, on a semipermanent or permanent duty basis, perform tasks that do not provide a normal career progression pattern and are unrelated to any Air Force specialty.

Subsequent degree is a CCAF degree earned after award of the first CCAF degree.

TACAN, tactical air navigation

Technical core are those courses directly related to a student's field of study.

Technical elective is a course that is beneficial but not essential toward a student's field of study.

Transcript is the official educational record of a student.

USAF, United States Air Force

VFR, visual flight rules

Withdrawn applies to a student who has been removed from active student status because of administrative reasons or a personal request.