

Step 1: Initial CSC® Pre-Approval Application
(Education and Experience Documentation)

Certified Sous Chef®

LEVEL will change BASE ON THE APPLICATION This is only an EXAMPLE



Return this cover sheet and appropriate documentation by:

Email (preferred): certify@acfchefs.net

Fax: (904) 940-0742

Mail: American Culinary Federation, Inc.

Attn: Certification Department

180 Center Place Way

St. Augustine, FL 32095

PERSONAL INFORMATION

First Name: _____ MI: _____ Last Name: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email: _____ ACF #: _____

MANDATORY REQUIREMENTS

Include proof of education and work experience with application. Acceptable documents include copies of official transcript, diplomas and employment verification letters on company letterhead. Do not send originals.

1. Education

	Date Completed	Documentation Included
High School Diploma / GED plus *50 CEH or	<u>DATE OF GRADUATION</u>	<input type="checkbox"/>
*150 Continuing Education Hours or	_____	<input type="checkbox"/>
Associate's Degree in Culinary Arts or	<u>DATE OF G. IF SM HAS A DEGREE IN CULINARY ARTS</u>	<input type="checkbox"/> MUST include a copy
ACFEF Apprenticeship Program	_____	<input type="checkbox"/>
Courses		
30-Hour Culinary Nutrition	<u>DATE GRADUATE 92G AIT</u>	<input type="checkbox"/>
30-Hour Food Safety & Sanitation	<u>DATE GRADUATE 92G AIT</u>	<input type="checkbox"/>
30-Hour Culinary Supervisory Management	_____	<input type="checkbox"/>
<i>Eight hour refresher course required if initial 30-hour courses are older than five years.</i>		
8-Hour Refresher Culinary Nutrition	_____	<input type="checkbox"/> MUST
8-Hour Refresher Food Safety & Sanitation	<u>DATE COMPLETE SERVSAFE</u>	<input type="checkbox"/> include a copy of cert.
8-Hour Refresher Supervisory Management	_____	<input type="checkbox"/>

*30 hour courses in Nutrition, Food Safety and Sanitation, & Supervisory Management counts toward continuing education.

2. Work Experience: (Experience must be within the past 10 years.)

Place of Employment	Title	mm/dd/yy	mm/dd/yy	Documentation Included
<u>Current</u>	_____	<u>DATE</u>	<u>Present.</u>	<input type="checkbox"/> NCOER
<u>Previous</u>	_____	_____	_____	<input type="checkbox"/> NCOER

Step 1: Initial CSC® Pre-Approval Application
(Education and Experience Documentation)

Certified Sous Chef®

*IF ARMY'S PAYING DON'T COMPLETE THIS PORTION
BUT MUST SIGN BELOW.*

Requirements

High School Diploma / GED plus 50 CEH / 150 CEH — 5 years entry level culinarian.
Associate's Degree in Culinary Arts — 3 years entry level culinarian.
ACFEF Apprenticeship Program Graduates — Min. 4000 hours on the job training.
Work documentation form can be downloaded from ACF website.

PAYMENT INFORMATION (FEE IS NON-REFUNDABLE)

- \$50.00 Pre-Approval Fee
- I have enclosed a check made payable to the American Culinary Federation (ACF).
- Please bill my: Visa MasterCard Amex Discover

Account Number: _____ Exp. Date: _____ Amount: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Name on Account: _____ Signature: _____

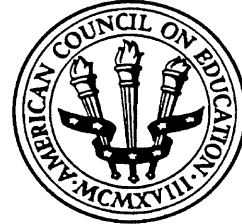
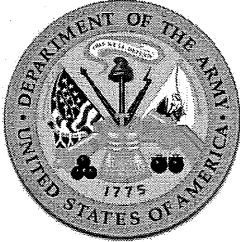
CERTIFICATION AGREEMENT

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification.

MUST SIGN AND DATE

Signature _____ Date _____

JOINT SERVICES TRANSCRIPT



UNOFFICIAL

Transcript Sent To:

Name: [REDACTED]
 SSN: XXX-XX-XXXX
 Rank: Sergeant First Class (E7)
 Status: Active

[REDACTED]

Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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750-BT	AR-2201-0399 V0 Basic Combat Training:	22-SEP-1998		
Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.				
	<ul style="list-style-type: none"> • First Aid • Marksmanship • Outdoor Skills Practicum • Personal Physical Conditioning 		1 SH 1 SH 1 SH 1 SH	L L L L
	(10/00)(10/00)			

2E-SI5P/SQI7/01	AR-2201-0455 V01	29-MAR-1999	to 16-APR-1999	
2E-SI5PSQI7/011	Airborne:			
SQIP	Army Infantry School Fort Benning, GA			
Upon completion of the course, the student will be able to perform battlefield parachuting.				
	<ul style="list-style-type: none"> • Credit Is Not Recommended 		0 SH	L
	(10/00)(10/00)			

821-77F10	AR-1601-0075 V02	04-DEC-2000	to 15-FEB-2001	
	Petroleum Supply Specialist:			
	Quartermaster School Ft Lee VA			

Upon completion of the course, the student applies knowledge and skills to perform operations tasks in the receiving, storing, issuing, dispensing, and shipping of petroleum products.

- Petroleum Systems Operations 3 SH V
- (9/04)(12/06)

800-92G10 AR-1729-0041 V03 01-APR-2002 to 29-MAY-2002

Food Service Specialist:
 Quartermaster School
 Ft Lee VA

Upon completion of the course, the student will be able to perform food service duties relative to basic food preparation for a garrison dining facility; bake breads and pastries; maintain and operate field feeding equipment; and practice food service sanitation and safety procedures.

- Baking 3 SH L
 - Basic Food Preparation 3 SH L
 - Food Service Sanitation And Safety 1 SH L
- (6/02)(6/02)

600-WLC (MOD) AR-2201-0604 V01 02-JUN-2006 to 16-JUN-2006

Warrior Leader (Modified):
 Alaska Military Academy
 Ft Richardson AK

Upon completion of the course, the student will be able to function as a junior level leader with essential skills in leadership, training, warfighting and administration

- Leadership Principles 1 SH L
 - Military Science 2 SH L
- (6/06)(6/06)

600-BNCOC Ph 1 AR-1406-0090 V04 11-AUG-2009 to 21-AUG-2009

Basic Noncommissioned Officer (NCO):
 NCO Academy
 Ft Benning GA

Upon completion of the course, the student will be able to perform the duties and execute the responsibilities of noncommissioned officers; apply the theory and principles of battle focused common core training and war fighting skills required to lead a squad sized element into combat.

- Communications 1 SH L
 - Principles Of Supervision 2 SH L
- (6/06)(4/09)

600-BNCOC Ph 1 AR-1406-0090 V04 11-AUG-2009 to 24-AUG-2009

Basic Noncommissioned Officer (NCO):
 NCO Academy
 Ft Benning GA

Upon completion of the course, the student will be able to perform the duties and execute the responsibilities of noncommissioned officers; apply the theory and principles of battle focused common core training and war fighting skills required to lead a squad sized element into combat.

- Communications 1 SH L
 - Principles Of Supervision 2 SH L
- (6/06)(4/09)

800-92G30-C45 AR-1729-0039 V05 02-OCT-2009 to 07-NOV-2009

Food Service Specialist Advanced Leader (ALC):

NCO Academy
Ft Lee VA

Upon completion of the course, the student will be able to identify policies and procedures for dining facility security; identify basic contracting and regulatory policies related to food procurement; conduct quality assurance evaluation of food inventory; interpret basic principles of nutrition and their application to healthy cooking; identify and apply proper food safety protection procedures; follow national food safety guidelines; produce and serve wholesome food safe from contamination; identify food hazards and take corrective actions; perform database updates; generate reports for planning and analysis; perform system support; utilize a point of sale system for accounting, planning, and cash handling; and navigate computer information systems.

- Computer Applications 3 SH L
- Food Service Safety 1 SH L
- Introduction To Food Service Systems 3 SH L

(6/15)(6/15)

800-92G40-C46 AR-1729-0040 V05 11-MAY-2010 to 16-JUN-2010

Food Service Specialist Senior Leader (SLC):

NCO Academy
Ft Lee VA

Upon completion of the course, the student will be able to perform database updates; generate reports for planning and analysis; perform systems support; utilize a point of sale system for accounting, planning and cash handling; navigate computer information systems; follow national food safety guidelines; produce and serve wholesome food safe from contamination; and identify food hazards and take corrective actions.

- Computer Applications 3 SH L
- Food Service Safety 1 SH L

(6/15)(6/15)

1-250-C49-4 (DL)AR-0702-0032 V01 11-JUN-2012 to 14-JUL-2012

Structured Self Development (SSD) IV:

SGM Academy - Structured Self Development
Ft Bliss, TX

Upon completion of the course, the student will be able to evaluate and manage various military related activities; critique and validate various military related activities; and develop various military - related programs.

- Leadership 1 SH U
- Military Operations 2 SH U

(6/11)(4/14)

800-ASIZ5 AR-2205-0007 V01 12-MAY-2014 to 30-MAY-2014

Enlisted Aide Training:

Quartermaster School
Ft Lee VA

Upon completion of the course, the student will be able to organize table arrangements; purchase food, beverages, and household supplies; prepare household budgets; prepare menus, including seasonal items; schedule grounds and exterior maintenance of living quarters; and conduct risk assessment and implement appropriate actions.

- Event Management 3 SH U
- Household Management 3 SH U

(8/13)(8/13)

8E-F5/800-F17 AR-1729-0047 V03 18-AUG-2014 to 19-SEP-2014

Advanced Culinary Skills:

Quartermaster School

Ft Lee VA

Upon completion of the course, the student will be able to execute classical vegetable cuts, prepare sauces, soups, salads, and salad dressings; design a plate; prepare nutritional menus, prepare table service, and desserts; prepare and inspect dining facilities.

- Food Service Operations 3 SH L
 - Menu Management 3 SH L
- (8/13)(8/13)

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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11B10
Duty

MOS-11B-005 01-SEP-1998

Infantryman:

Leads, supervises, and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and antiarmor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.

- Credit may be granted on the basis of an individualized assessment of the student SH L

(10/83)(10/83)

MOS-11X10
Duty

NONE ASSIGNED 01-OCT-1998

Infantry:

Infantry option attend Infantry One Station Unit Training (OSUT) which combines Army Basic Training and Infantry Advanced Individual Training (AIT).

- None

11H10
Duty

MOS-11H-003 01-NOV-1998

Heavy Antiarmor Weapons Crewman:

Leads or serves as a member of heavy antiarmor crew-served vehicles squad, section, or platoon. Serves as a loader of a special ammunition weapon; fires weapon or drives the vehicle; prepares ammunition; exercises safety precautions and knows first aid procedures; lays field wire, performs basic communications function and operates communications equipment; performs preventive maintenance on vehicle, armament, and weapon fire control system; assists in clearing or breaching minefields or fortifications.

- Credit may be granted on the basis of an individualized assessment of the student 0 SH L

(2/92)(2/92)

77F10
Primary

MOS-77F-001 01-FEB-2001

Petroleum Supply Specialist:

Operates and maintains petroleum storage, dispensing, and distribution facilities and pipeline systems. Receives and dispenses bulk and packaged petroleum products; operates forklift trucks, conveyors, and cranes in loading, unloading, moving, and storing petroleum supplies; marks petroleum containers for proper identification; conducts safety inspections of storage facilities; performs basic preventive maintenance on petroleum storage and handling equipment.

- Fire Safety 2 SH V
(10/88)(10/88)

92G10
Primary

MOS-92G-001 01-DEC-2001

Food Service Operations:

Prepares, cooks, and serves food in field or garrison food service operations; supervises food service operations. Performs preliminary food preparation procedures; prepares and/or cooks menu items listed on the production schedule; bakes, fries, steams, braises, boils, simmers, steams, and sautes as prescribed by Army recipes; sets up serving lines; garnishes food items; applies food protection and sanitation measures in field and garrison environments; receives and stores subsistence items; performs general housekeeping duties; operates, maintains, and cleans field kitchen equipment; erects, strikes, and stores all types of field kitchens, and performs preventive maintenance on garrison and field kitchen equipment.

- Credit may be granted on the basis of an individualized assessment of the student. 0 SH L
(6/97)(6/97)

88M10
Duty

MOS-88M-002 01-AUG-2003

Motor Transport Operator:

Operates wheel vehicles to transport personnel and cargo. Operates single-unit wheel vehicles with a capacity of five tons or less in all conditions of light, weather, and terrain; applies safety rules and practices; ensures proper loading of vehicle; performs simple vehicular maintenance; keeps records of operation and performance; may serve as chauffeur or dispatcher; depending on the type of unit to which assigned, may also perform the same duties for tractors, semitrailers, tank transporters, and other vehicles with a capacity of more than five tons.

- Credit may be granted on the basis of an individualized assessment of the student. 0 SH L
(11/92)(11/92)

92F10
Secondary

MOS-92F-001 01-SEP-2003

Petroleum Supply Specialist:

Operates and maintains storage, dispensing, and distribution facilities and pipeline systems for petroleum, oils, and lubricants (POL). Receives and dispenses bulk and packaged petroleum products; operates forklift trucks, conveyors, and cranes in loading, unloading, moving, and storing petroleum supplies; marks petroleum containers for proper identification; conducts safety inspections of storage facilities; performs basic preventive maintenance on POL storage and handling equipment.

- Credit may be granted on the basis of an individualized assessment of the student. SH L
(9/04)(9/04)

92F20
Secondary

MOS-92F-001 01-JUN-2004

Petroleum Supply Specialist:

Operates and maintains storage, dispensing, and distribution facilities and pipeline systems for petroleum, oils, and lubricants (POL). Receives and dispenses bulk and packaged petroleum products; operates forklift trucks, conveyors, and cranes in loading, unloading, moving, and storing petroleum supplies; marks petroleum containers for proper identification; conducts safety inspections of storage facilities; performs basic preventive maintenance on POL storage and handling equipment.

Supervises aircraft refueling; ensures adherence with safety procedures; maintains inventory records of petroleum products; inspects petroleum storage sites; maintains pipeline systems; applies fire fighting and fire prevention techniques.

- Credit may be granted on the basis of an individualized assessment of the student. SH L
(9/04)(9/04)

92G20
Primary

MOS-92G-001 01-JUN-2004

Food Service Operations:

Prepares, cooks, and serves food in field or garrison food service operations; supervises food service operations. Performs preliminary food preparation procedures; prepares and/or cooks menu items listed on the production schedule; bakes, fries, steams, braises, boils, simmers, steams, and sautes as prescribed by Army recipes; sets up serving lines; garnishes food items; applies food protection and sanitation measures in field and garrison environments; receives and stores subsistence items; performs general housekeeping duties; operates, maintains, and cleans field kitchen equipment; erects, strikes, and stores all types of field kitchens, and performs preventive maintenance on garrison and field kitchen equipment. Ensures that proper procedures, temperatures, and time periods are adhered to during food preparation; performs limited supervisory and inspection functions including shift supervision.

- Credit may be granted on the basis of an individualized assessment of the student. 0 SH L
(6/97)(6/97)

92G30
Duty

MOS-92G-001 01-FEB-2005

Food Service Operations:

Prepares, cooks, and serves food in field or garrison food service operations; supervises food service operations. Performs preliminary food preparation procedures; prepares and/or cooks menu items listed on the production schedule; bakes, fries, steams, braises, boils, simmers, steams, and sautes as prescribed by Army recipes; sets up serving lines; garnishes food items; applies food protection and sanitation measures in field and garrison environments; receives and stores subsistence items; performs general housekeeping duties; operates, maintains, and cleans field kitchen equipment; erects, strikes, and stores all types of field kitchens, and performs preventive maintenance on garrison and field kitchen equipment. Ensures that proper procedures, temperatures, and time periods are adhered to during food preparation; performs limited supervisory and inspection functions including shift supervision.

Prepares more complex menu items; supervises shift, unit, or consolidated food service operations in field or garrison environments; establishes operating and work procedures; inspects food preparation/storage areas; supervises dining facility staff; determines subsistence requirements; requests, receives, and accounts for subsistence items; applies food service accounting procedures; prepares production schedule; makes necessary menu adjustments; establishes and maintains on-the-job and apprentice training programs; prepares technical, personnel, and administrative reports concerning food service operations; implements emergency, disaster, and combat feeding plans; coordinates logistical support.

- Baking 3 SH L
- Basic Food Preparation 3 SH L
- Field Experience In Food Service 3 SH L
- Personnel Supervision 3 SH L
- Sanitation 3 SH L

(6/97)(6/97)

11B20
Secondary

MOS-11B-006 01-NOV-2007

Infantryman:

Leads, supervises, and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and antiarmor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation;

performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment. Serves as a team leader, directing deployment and employment of personnel; supervises maintenance and construction activities; reads, interprets, and collects intelligence information; distributes administrative and training documents; trains subordinate personnel; evaluates terrain and supervises the emplacement of sighting and firing all assigned weapons; uses maps and map overlays, performs intersection and resection, and determines elevation and grid azimuths.

- Credit may be granted on the basis of an individualized assessment of the student 0 SH L
- (9/04)(12/14)

11B30
Secondary

MOS-11B-006 01-MAY-2008

Infantryman:

Leads, supervises, and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and antiarmor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment. Serves as a team leader, directing deployment and employment of personnel; supervises maintenance and construction activities; reads, interprets, and collects intelligence information; distributes administrative and training documents; trains subordinate personnel; evaluates terrain and supervises the emplacement of sighting and firing all assigned weapons; uses maps and map overlays, performs intersection and resection, and determines elevation and grid azimuths. As a first-line supervisor, directs the utilization of personnel and equipment; coordinates unit actions with adjacent and supporting elements; insures proper collection and reporting of intelligence data.

- Credit in surveying on the basis of institutional evaluation 0 SH L
- First Aid 1 SH L
- Human Relations 3 SH L
- Map Reading 1 SH L
- Personnel Supervision 3 SH L
- Record Keeping 2 SH L
- Mechanical Maintenance 3 SH V

(9/04)(12/14)

MOS-92Y30
Duty

NONE ASSIGNED 01-FEB-2009

Unit Supply Specialist:

Supervises or performs duties involving request, receipt, storage, issue, accountability, and preservation of expendable supplies and equipment. Prepares and maintains organizational supply records and forms; receives and inspects inventories for future deliveries; maintains accounting system associated with supply management; secures and controls supplies; uses computer applications in work assignments; practices general clerical procedures. Provides technical guidance in areas of supply management; reviews records and information documents for accuracy and completeness; coordinates supply activities; posts transactions to organization and installation property books and supporting transaction files. Uses general supervisory skills to assist others in performing supply and inventory control management duties; reviews records and documents for accuracy; recommends professional development activities for subordinates; assists and advises supply officer and commander.

- None

11B40
Secondary

MOS-11B-006 01-APR-2011

Infantryman:

Leads, supervises, and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and antiarmor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment. Serves as a team leader, directing deployment and employment of personnel; supervises maintenance and construction activities; reads, interprets, and collects intelligence information; distributes administrative and training documents; trains subordinate personnel; evaluates terrain and supervises the emplacement of sighting and firing all assigned weapons; uses maps and map overlays, performs intersection and resection, and determines elevation and grid azimuths. As a first-line supervisor, directs the utilization of personnel and equipment; coordinates unit actions with adjacent and supporting elements; insures proper collection and reporting of intelligence data. Supervises and trains personnel in infantry operations and intelligence activities; assists in planning, organizing, directing, supervising, training, coordinating, and reporting activities of subordinate units; supervises receipt, storage, and distribution of supplies, equipment, and food to subordinate units; provides oral and written reports; assists in production and administration of staff journals, files, records, and reports.

• Credit in surveying on the basis of institutional evaluation	0 SH	L
• First Aid	1 SH	L
• Human Relations	3 SH	L
• Map Reading	2 SH	L
• Personnel Supervision	3 SH	L
• Principles Of Instruction	3 SH	L
• Record Keeping	3 SH	L
• Field Experience In Management	3 SH	U
• Mechanical Maintenance	3 SH	V

(9/04)(12/14)

MOS-92G40
Primary

NONE ASSIGNED 01-APR-2011

Food Service Specialist:

Prepares, cooks, and serves food in field or garrison food service operations; supervises food service operations. Performs preliminary food preparation procedures; prepares and/or cooks menu items listed on the production schedule; bakes, fries, steams, braises, boils, simmers, steams, and sautes as prescribed by Army recipes; sets up serving lines; garnishes food items; applies food protection and sanitation measures in field and garrison environments; receives and stores subsistence items; performs general housekeeping duties; operates, maintains, and cleans field kitchen equipment; erects, strikes, and stores all types of field kitchens, and performs preventive maintenance on garrison and field kitchen equipment. Ensures that proper procedures, temperatures, and time periods are adhered to during food preparation; performs limited supervisory and inspection functions including shift supervision. Prepares more complex menu items; supervises shift, unit, or consolidated food service operations in field or garrison environments; establishes operating and work procedures; inspects food preparation/storage areas; supervises dining facility staff; determines subsistence requirements; requests, receives, and accounts for subsistence items; applies food service accounting procedures; prepares production schedule; makes necessary menu adjustments; establishes and maintains on-the-job and apprentice training programs; prepares technical, personnel, and administrative reports concerning food service operations; implements emergency, disaster, and combat feeding plans; coordinates logistical support. Assigns staff to duty positions; administers on-the-job training program; coordinates with food service officer, food advisor, assistant food service sergeants, and first cooks; provides guidance to subordinates; coordinates support requirements with facility engineers and veterinary activity; plans and implements menus to insure nutritionally-balanced meals insures accuracy of accounting and equipment records; develops and initiates standard operating procedures on safety, energy, security, and fire prevention programs.

- None

NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.

College Level Test Scores

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

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
01-DEC-2002	College Level Spanish Language	6 or 12	45	80	77	80	

Exams taken after 31 October 2011 may have recommended college credit via the ACE National Guide.
Go to <http://www2.acenet.edu/credit?fuseaction=browse.getOrganizationDetail&FICE=190163> and look for your exam.

Other Learning Experiences

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

- (1) Course has not been evaluated by ACE.
- (2) Class attendance dates were not recorded in the service member's record.
- (3) Course was not completed during the ACE evaluation period.
- (4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
RECBN	21-OCT-1998	Reception Battalion Attrition	US Army Training Center Ft Benning GA	1
11H10-OSUT	05-FEB-1999	Heavy Antiarmor Weapons Infantryman	US Army Training Center Ft Benning GA	3
907 D15 (8G-F1)	08-AUG-2002	Intro to Defense Reutilization/Marketing Sys	Army Correspondence Course	1
907 F23 (ALMC-SO) Ph 1	08-AUG-2002	Support Operations	Army Correspondence Course	1
CLG 001	31-MAR-2006	DoD Government Purchase Card	Defense Acquisition University Continuous Learning (CL) Center Fort Belvoir, VA	1
CLG 001	27-SEP-2006	DoD Government Purchase Card	Defense Acquisition University Continuous Learning (CL) Center Fort Belvoir, VA	1
2G-F97_DL	18-AUG-2011	Composite Risk Management Basic	AR Safety Center Ft Rucker	1
2G-F97_DL	30-SEP-2011	Composite Risk Management Basic	AR Safety Center Ft Rucker	1
EEO-203A	05-MAY-2015	EEO ANTI-HARASSMENT & NO FEAR FOR NON-SUPV	ASA(M&RA) Policy Directed Training	1
2G-F92/521-F77	15-MAY-2015	Cadre Training	US Army Training Center Ft Leonard Wood MO	1

9E-F5/950-F4	05-JUN-2015	Unit Antiterrorism Advisor	Military Police School Ft Leonard Wood MO	1
9E-F4/950-F3 AR-1728-0166	12-JUN-2015	Antiterrorism Program Manager	Military Police School Ft Leonard Wood MO	3

END OF TRANSCRIPT

***NOTICE TO ALL TRANSCRIPT REVIEWERS:
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO
LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.**

JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>.

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (<http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extraintitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Service members may request copies of JST transcripts directly from the Operation Centers at <https://jst.doded.mil>. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Service members must contact the respective service specific Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at jst@doded.mil.

Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (<http://www.acenet.edu/news-room/pages/military-guide-online.aspx>) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (AF - Air Force, AR - Army, CG - Coast Guard, DD - Department of Defense, MC - Marine Corps, and NV - Navy), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Army MOS:

MOS - Army MOS has 5 digits. The first 3 digits identify the occupational specialty and the last 2 digits identify the skill level (E1-E4 = skill level 10; E5 = skill level 20; E6 = skill level 30; E7 = skill level 40; E8 = skill level 50; E9 = skill level 60).

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECS have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

MCO - officer MOS.

Coast Guard:

CGA - Coast Guard officer aviation competencies.

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the service member lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the service members who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.



SUMMARY

Name: ████████████████████		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
AR-2201-0399	750-BT	Basic Combat Training	22-SEP-1998			
		First Aid		1	L	
		Marksmanship		1	L	
		Outdoor Skills Practicum		1	L	
		Personal Physical Conditioning		1	L	
AR-2201-0455	2E-SI5P/SQI7/011-SQIP 2E-SI5PSQI7/011-SQIP	Airborne	16-APR-1999			
		Credit Is Not Recommended		0	L	
AR-1601-0075	821-77F10	Petroleum Supply Specialist	15-FEB-2001			
		Petroleum Systems Operations		3	V	
AR-1729-0041	800-92G10	Food Service Specialist	29-MAY-2002			
		Baking		3	L	
		Basic Food Preparation		3	L	
		Food Service Sanitation And Safety		1	L	
AR-2201-0604	600-WLC (MOD)	Warrior Leader (Modified)	16-JUN-2006			
		Leadership Principles		1	L	
		Military Science		2	L	
AR-1406-0090	600-BNCOC Ph 1	Basic Noncommissioned Officer (NCO)	21-AUG-2009			
		Communications		1	L	
		Principles Of Supervision		2	L	
AR-1406-0090	600-BNCOC Ph 1	Basic Noncommissioned Officer (NCO)	24-AUG-2009			
		Communications		1	L	
		Principles Of Supervision		2	L	
AR-1729-0039	800-92G30-C45	Food Service Specialist Advanced Leader (ALC)	07-NOV-2009			
		Computer Applications		3	L	
		Food Service Safety		1	L	
		Introduction To Food Service Systems		3	L	

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
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Name:		SSN:				
[REDACTED]		XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
AR-1729-0040	800-92G40-C46	Food Service Specialist Senior Leader (SLC)	16-JUN-2010			
		Computer Applications		3	L	
		Food Service Safety		1	L	
AR-0702-0032	1-250-C49-4 (DL)	Structured Self Development (SSD) IV	14-JUL-2012			
		Leadership		1	U	
		Military Operations		2	U	
AR-2205-0007	800-ASIZ5	Enlisted Aide Training	30-MAY-2014			
		Event Management		3	U	
		Household Management		3	U	
AR-1729-0047	8E-F5/800-F17	Advanced Culinary Skills	19-SEP-2014			
		Food Service Operations		3	L	
		Menu Management		3	L	
MOS-11B-005	11B10 Duty	Infantryman	01-SEP-1998			
		Credit may be granted on the basis of an individualized assessment of the student			L	
MOS-11H-003	11H10 Duty	Heavy Antiarmor Weapons Crewman	01-NOV-1998			
		Credit may be granted on the basis of an individualized assessment of the student		0	L	
MOS-77F-001	77F10 Primary	Petroleum Supply Specialist	01-FEB-2001			
		Fire Safety		2	V	
MOS-92G-001	92G10 Primary	Food Service Operations	01-DEC-2001			
		Credit may be granted on the basis of an individualized assessment of the student.		0	L	
MOS-88M-002	88M10 Duty	Motor Transport Operator	01-AUG-2003			
		Credit may be granted on the basis of an individualized assessment of the student.		0	L	
MOS-92F-001	92F10 Secondary	Petroleum Supply Specialist	01-SEP-2003			
		Credit may be granted on the basis of an individualized assessment of the student.			L	
MOS-92F-001	92F20 Secondary	Petroleum Supply Specialist	01-JUN-2004			
		Credit may be granted on the basis of an individualized assessment of the student.			L	
MOS-92G-001	92G20 Primary	Food Service Operations	01-JUN-2004			
		Credit may be granted on the basis of an individualized assessment of the student.		0	L	

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Name: [REDACTED]		SSN: XXX-XX-XXXX					
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code	
MOS-92G-001	92G30 Duty	Food Service Operations	01-FEB-2005				
		Baking		3	L		
		Basic Food Preparation		3	L	HM421A	
		Field Experience In Food Service		3	L		
		Personnel Supervision		3	L	MG102A/MG102B	
MOS-11B-006	11B20 Secondary	Sanitation	01-NOV-2007	3	L	HM402A	
		Infantryman					
MOS-11B-006	11B30 Secondary	Credit may be granted on the basis of an individualized assessment of the student	01-MAY-2008	0	L		
		Infantryman					
MOS-11B-006	11B40 Secondary	Mechanical Maintenance	01-APR-2011	3	V		
		Credit in surveying on the basis of institutional evaluation		0	L		
		First Aid		1	L	Health/Fitn/Wellness	
		Human Relations		3	L	BU102A/BU102B	
		Map Reading		1	L		
		Personnel Supervision		3	L	MG102A/MG102B	
		Record Keeping		2	L	OF012A	
		Infantryman					
		Mechanical Maintenance		3	V		
		Credit in surveying on the basis of institutional evaluation		0	L		
		First Aid		1	L	Health/Fitn/Wellness	
Human Relations	3	L	BU102A/BU102B				
Map Reading	2	L					
Personnel Supervision	3	L	MG102A/MG102B				
Principles Of Instruction	3	L	Education				
Record Keeping	3	L	OF012A				
Field Experience In Management	3	U	MG124A/MG124B				
College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)							
Student's Score	Required by ACE	Title	Date Taken	Recmd Hrs	Sub Score1	Sub Score2	Verbal Score
80	45	College Level Spanish Language	01-DEC-2002	6 or 12	77	80	

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