

Coast Guard Education Quick Reference Guide

<p><u>College Level Exam Program (CLEP)</u> <u>Transcript Request DANTES - CLEP</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> • <u>CLEP General exams</u> is a series of 5 exams, each has a 90-minute time limit. No penalty for guessing • <u>CLEP Subject exams</u> each have a 90-minute time limit. No penalty for guessing. Available in about 25 subjects. • All exams are available to eligible personnel at National Test Centers. While there is no exam fee, the member is responsible for a \$15-\$25 per test registration fee. • All CLEP General Exams and a limited number of CLEP Subject exams are administered to military members through DANTES test sites free of charge. • USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.
<p><u>DANTES Subject Standardized Tests (DSST)</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> • DSST's are course achievement exams. There are about 37 tests available. No time limit and there is no penalty for guessing. • Administered to military members through DANTES test sites free of charge. • USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.
<p><u>Excelsior College Examinations (ECE)</u></p>	<p>Active duty, reservists,</p>	<ul style="list-style-type: none"> • Are used to meet specific college degree requirements. There are about 40 tests available. Each has a 3-hour time limit and there is no penalty for guessing. • Administered to military members through DANTES test sites free of charge.
<p><u>College Video/Audio Courses (Brown Bag University)</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> • Hollywood style video/audio courses that are loaned to the member free for 120 days (except for the COMEX CLEP General Exam series which is limited to 60 days). • Should be used along with textbooks and study guides to prepare for most CLEP/DSST/Excelsior tests. • A complete listing of video/audio courses can be found in Vol. IV of the ESO Procedures Guide. • Submit CGI form <u>1560/36R</u> (College Audio/Video Request).
<p><u>Tuition Assistance</u></p>	<p>Active duty, reservists and civilian employees</p>	<ul style="list-style-type: none"> • The Coast Guard Tuition Assistance program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or technical background. • Officers must agree to remain on active duty for 12 months after completing a course. Civilian employees must have at least 90 days or prior continuous government service and agree to retain employment with the federal government 1 month for each semester hour of credit taken. • Cap is \$4,500 per fiscal year.

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<p>Tuition Assistance (continued)</p>		<ul style="list-style-type: none"> • Paid at 100% of the cost of an institution's tuition for each course up to FY caps. Maximum payable for college courses per semester hour is \$250.00, or \$166.67 per quarter hour. For VoTech courses that are measured in clock hours, the maximum payable per clock hour is \$16.67. • Colleges must be accredited and courses must result in college credit; Vo-Tech schooling must be rate related. • Payment is made to the institution, not to the individual. • TA Applications (CG-4147) should be submitted NLT 10 days prior to class convening date. • Must pay tuition assistance back to the CG within 60 days if you fail or do not complete the course.
<p><u>Top-Up</u></p>	<p>Members eligible to receive the Chapter 30 (active duty) Montgomery GI Bill (MGIB)</p>	<ul style="list-style-type: none"> • Authorizes the VA to pay costs not paid through tuition assistance. • Payable for 36 months of courses. The amount of entitlement charged is determined by dividing the amount of the payment by the claimant's full-time institutional monthly rate. • Payment is made to the individual, not the institution and is made in one lump-sum payment. • File the TA approval form along with the VA Form 22-1990.
<p><u>CG Foundation Grants</u></p>	<p>Active duty enlisted members</p>	<ul style="list-style-type: none"> • Must be in pay grades E-3 to E-9 with one year of CG experience and receive a positive endorsement from their CO attesting to the applicants capabilities and motivation to excel (professionally and academically). • Administered by the CG Institute. Maximum of \$350 per calendar year. • Reservists ordered/recalled to Active Duty for 1 year are eligible. • Can be used to cover tuition costs not covered by tuition assistance, assessment fees, application and other administrative fees and miscellaneous expenses (books, etc). Send questions to CGFDN@cginstitute.uscg.mil • Submit CGI Form 1560/10 (Foundation Grant Application), and receipts. Receipts can't be more than 1 year old.
<p><u>Supplemental Education Grant (SEG)</u></p>	<p>Active duty, selected reserve, retired members, civilian employees, CG Exchange System employees, Auxiliary members, and their spouses and dependent children.</p>	<ul style="list-style-type: none"> • Reimbursement by CG Mutual Assistance Representative. • Maximum of \$160 per calendar year for qualifying members, their spouses and dependent children. • Must be enrolled in their first undergraduate (Associate and/or Bachelor) degree or earning a VoTech certificate or seeking a GED. • Provides reimbursement for normal fees, books, study guides, supplies, equipment and other documented education costs directly related to the course of study. Also can be used for CLEP registration fees.

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<p><u>Supplemental Education Grant (SEG)</u> (continued)</p>		<ul style="list-style-type: none"> Members submit Supplemental Education Grant (SEG) <u>Application form (CGMA-10)</u> with proof of enrollment (e.g. a letter from the Registrar's Office) and original receipts.
<p><u>SAT I: Reasoning Test and ACT Assessment (ACT) Program</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> One of these exams may be administered to military members through DANTES test sites free of charge. Second test free if current test score is required for CG advancement program.
<p><u>GRE Record Examinations (GRE) and Graduate Management Admission Tests (GMAT)</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> These exams may be administered to military members at civilian test centers on a reimbursement basis. Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement. Member must also agree to apply for reimbursement within 90 days of the scheduled test date. Will only be reimbursed for the cost of the exam, not for any cancellation fees, late fee, no show fees, etc. Members submit a DANTES GRE General/GMAT Reimbursement Form (<u>DANTES 1560/42</u>) along with a copy of their test scores and receipt to a DANTES Test Control Officer for processing.
<p><u>GRE Subject Tests</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel. Administered to military members through DANTES test sites free of charge. Given on specific dates, three times per year
<p><u>Licensing and Certification Tests</u></p>	<p>Members eligible to receive the <u>Montgomery GI Bill</u> (MGIB) or VEAP</p>	<ul style="list-style-type: none"> Reimbursement by the VA for licensing and certification tests. Tests must be specifically approved for the G.I Bill. VA can pay up to \$2,000 per test but no more than the actual cost of the test. There is no limit to the number of tests a member can take. VA will not pay any other fees connected with obtaining a license or certification. Foundation Education Grant will pay up to \$350.
<p><u>Certification Programs</u></p>	<p>Military members. A few programs allow testing of civilians</p>	<ul style="list-style-type: none"> DANTES has agreements with approximately 60 nationally recognized certification associations. Foundation Education Grant will pay up to \$350.
<p><u>United Services Military Apprenticeship Program (USMAP)</u></p>	<p>Active duty enlisted members</p>	<ul style="list-style-type: none"> Provides recognition of skills learned; recognition nationally as a journeyman in a trade; credit hours at some colleges toward completion of an Associate of Applied Science degree and documented proof of work experience hours earned while on active duty. Must have a high school diploma or GED, and meet the requirements for the journeyman rating. Must be registered in the program. Once registered, must maintain a logbook.
<p><u>Armed Forces Classification Test (AFCT)</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> Six months waiting period since last test. May take only those portions of the tests needed. The new score regardless if it's higher or lower than previous score becomes the member's new score.

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<p><u>Armed Forces Classification Test (AFCT)</u> (continued)</p>		<ul style="list-style-type: none"> Procedures on AFCT Testing Program are annotated in the AFCT SOP which is posted on the CG Institute webpage and on CG Central.
<p><u>Educational Assessments /Transcripts</u></p>	<p>Active duty, reservists, civilian employees and spouses</p>	<ul style="list-style-type: none"> Documents a member's military learning experiences – <u>American Council on Education (ACE)</u> reviews and recommends college credit for CG courses. Can combine with transcripts of prior college courses. Members may view their unofficial transcript on line at https://uscged.mmac.faa.gov. Updates may be requested when member has completed 3 additional classes (military or college). Submit <u>CGI-1561</u> (Application for Voluntary Education Services) to request an update and provide documentation for any completed training not listed in direct access. An official transcript of members learning experience may be forwarded to a school. Member submits signed <u>CGI 1564</u> (Official Transcript Request) to the CG Institute.
<p><u>Degree Plans for Military Recognition Colleges and SOCCOAST Institutions</u></p>	<p>Active duty, spouses of Active duty members, reservists, and civilian employees</p>	<ul style="list-style-type: none"> The Coast Guard Institute has an MOU with the University of Phoenix, Excelsior College, Charter Oak State College and Thomas Edison State College through which USCG personnel can receive a substantial discount upon enrollment. Personalized degree planning outlining the college's requirements and showing the distribution of credits earned can be requested by submitting <u>CGI-1561</u> (Application for Voluntary Education Services) to CGI and checking the applicable box. More than 1,500 degree plans are available for 49 SOCCOAST institutions. For a <u>complete list</u> see the Institute homepage.
<p><u>DANTES Independent Study Program (DISC)</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> Contains credit courses offered for all academic levels. Members may select from approximately 6,000 courses from 40 colleges and universities. Enroll directly with the institution. Submit TA Application (<u>CG-4147</u>) for approval at least 10 days prior to class convening date.

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<p><u>DANTES External Degree Program</u></p>	<p>Active duty and reservists</p>	<ul style="list-style-type: none"> • Contains credit-bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student. • Programs have minimal or no residency requirements. • Enroll directly with the institution. • Submit TA Application (<u>CG-4147</u>) for approval at least 10 days prior to class convening date.
<p><u>SkillSoft</u></p>	<p>Active duty, reservists, civilian employees and auxiliary members</p>	<ul style="list-style-type: none"> • Provides over 700 different information technology courses over the internet. Several of the courses are recommended for college credit through ACE. For a list see the SkillSoft homepage at http://cgweb/tcyorktown.uscg.mil/sfweb/ • No cost to the member. • Final Exam must be proctored to receive ACE recommended credit. See Vol. III ESO Procedures Guide. • Must register via CGSW.
<p><u>Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)</u></p>	<p>Active duty, reservists, civilian employees and their dependents</p>	<ul style="list-style-type: none"> • Provides for a network of SOC affiliated institutions to provide specific degree programs geared towards CG specific rates. • SOC institutions all agree to maximize the number of credits accepted in transfer from other regionally accredited institutions, limit residency requirements to no more than 25% of the undergraduate degree program, award credit as recommended by the American Council on Education (ACE) for learning acquired in military service, and award credit for nationally recognized college level testing programs such as CLEP and DSST. • A one-time evaluation of prior learning experiences. • College credit for CG schools and rates and ratings. • A complete degree plan. • Guaranteed course transfer. • A home college to award an Associate or Bachelor's degree