

## Do Not Submit

Credit is awarded based on the guidelines given to us by the American Council on Education (ACE). No ACE recommendations are available for the following:

- PT and Weapon scorecards
- BSEP, ASEP, HeadStart, SOCAD, ATRRS
- All driver's training and Equip Operator's qualification, CDL's
- Army Correspondence Courses-ALDP/ FEMA, SmartForce, ELearning, JKO, SkillPort, TADLP, etc,
- Personal or unofficial copies of transcripts, including the JST, grade slips, and CEU credits.
- Certificates of, Promotion, Discharge, Appreciation, Achievement, or Participation (E4 or below may submit 1 award showing MOS Proficiency)
- Medals and Recommendations for Awards.

## Guidelines for Certified True Copies

All documents submitted for evaluation must be certified, as true copies. *Documents not certified, will not be evaluated. Lack of certification for your packet could result in processing delays. Please follow these instructions:*

*Do not send in your originals. For auditing purposes, we must keep the evaluation documents you send to us. Certify your documents in either of the two following ways:*

**Option 1:** Have each document certified, *individually*, by an E8 or above, or a Notary Public.

**Each page must** have the **phrase:**

“This document is a certified, true copy” *and*, the person's **signature, signature block** and **commercial telephone number** (no DSN's).

**Example:**

**Certified True Copy**

*John Smith*

Rank, USA

Commercial Phone #

## Guidelines for Certified True Copies

(Continued)

**Option 2:** Have your documents certified *collectively*. Generate a memorandum, signed by E8 or above, or a Notary Public (see sample, below). This memo must include all of the following:

1. Must be on **company letterhead**
2. Your **full name and last 4 of your social security number**
3. A statement that includes, “The documents listed below are certified as true copies”
4. A **list of each of the documents** you are submitting for evaluation.
5. The signature of an E8 or above or a Notary Public, including their complete signature block and commercial phone number (no DSNs).

**Example Memo:**

**Company Letterhead**  
(Unit Name, Address, etc.)

Date: MM / DD / YYYY

Re: **SGT Jane MI Doe, xxx-xx-6789**

**The following documents are certified, true copies:**

1. ERB-**Must contain Proof of HS/GED completion**
2. NCOER-**Most recent or highest skill level or outside MOS**
3. All 1059's
4. List each document
5. List each document

(E8 or above Signature)

Printed Name

Rank, USA

Commercial Phone #



168 Jack Miller Blvd  
Clarksville, TN 37042  
(931) 431-9700  
(931) 431-9771 Fax  
www.nci.edu  
cie@nci.edu

## College Credit for

## Military Training & Experience

North Central Institute (NCI) is a privately owned post-secondary educational institution, accredited by the Council on Occupational Education (COE). Our academic opportunities are geared primarily towards career advancement in the aviation industry. However... We offer the Credit Inventory Evaluation (CIE) service to those who have served in any branch of the US military, and want that training and experience evaluated for college credit. The quality of the CIE process is assured by determining equivalency through the American Council on Education (ACE) guide. Advantages to our CIE service include:

- Evaluation of your military training and experience, as it applies to college credits.
- Compilation of your military training and experience, standardized test results for CLEP and/or DANTES, plus any previous college courses on to one, official transcript.
- Support for your advancement at the military promotion boards.
- Determination of number of credits you have earned towards a diploma or degree.

## Evaluation Options

**Unofficial Evaluation: \$75.** Ten business days after we receive your properly completed documents and payment, your evaluation will be completed, and you will be notified via email, to call NCI for the *unofficial results*. Results are good for one year. During this time, you may upgrade to an official evaluation for an additional \$200. Five business days from the receipt of payment, your official sealed transcript and student-copy are mailed to you, by regular mail.

**Official Evaluation: \$275.** Ten business days after we receive your properly completed documents and cleared payment, your official sealed transcript and your student-copy are mailed to you, by regular mail. Your transcript becomes a permanent NCI record, and does not expire.

**Official Update: \$100.** Once you have had an official evaluation done with us, and you have completed more military and/or college training, you may choose this option. Ten business days after we receive your properly completed documents and cleared payment, your official sealed transcript and your student-copy are mailed to you, by regular mail. *Paying the update fee does not guarantee additional credits.*

**In a rush?** Upgrade any service to the Premium Service for an additional \$100! Two business days after we receive your properly completed documents and cleared payment, your packet will be evaluated. Official transcripts will be sent out via USPS Express Mail (based on zip code eligibility).

### Things to remember:

- Delivery guaranteed by USPS, in accordance with their policies. APO addresses may experience delays.
- All fees are non-refundable.
- Payment is accepted by cash, money order, Debit/ Credit Card (VISA, or MasterCard).
- Personal checks are not accepted.
- All fees must be submitted in US currency.
- North Central Institute makes no representation as to the transferability of these credits. Acceptability of credits is solely the decision of the accepting institution or promotion section.
- The accumulation of these hours does not assume or imply progression towards a degree.

## Document Checklist

- **Be thorough.** If you send in an incomplete file, it will not be processed until you send in the missing item (s). Any additional documents submitted after the completed evaluation is considered an “update”. Update applies to training or experience obtained after your initial evaluation.
- Ensure each of your training and/or experience documents are certified, as a true copy (see certification instructions). *Except for transcripts, do not send in original documents - they will not be returned to you.*

### Items Needed:

- Completed and signed NCI Application from our website, [www.nci.edu](http://www.nci.edu), or upon request.
- Your payment by cash, money order, or credit/debit card. *Personal checks are not accepted. Please do not send cash through the mail.*
- Credit Card Authorization Form, if someone else is paying for your evaluation
- Official DANTEs / CLEP exam results-*if applicable*.
- Official Transcripts from any colleges attended. (*Sealed in original envelopes, mailed, or electronically from each school attended*). Order in advance to allow for delivery time.
- Joint Service Transcript (formally known as AARTS) -we need the Official copy. (<https://jst.doded.mil>) No personal copies will be accepted.
- Official MCI, CCAF Transcripts- *If applicable*.

### **CERTIFIED** true copies of the following:

- Your most recent 2-1 / ERB / ORB.
- Proof of High School completion (only if HS is missing from your 2-1 / ERB or ORB).
- DD 214 or NGB 22, *if applicable*.
- NCOER or OER, (E4 or lower, counseling statement) most recent /highest level for MOS or different duty MOS.
- E4 or below may submit 1 award showing MOS proficiency.
- Licenses – ATC, FCC, A&P, EMT
- DLPT Results-Language Proficiency Test, *if applicable*
- DA form 1059’s or course completion certificates.
- Training Certificates (i.e. SSD’s, Field Sanitation etc.)

## Fee Schedule

*Prices effective 01/16/2018*

<i>Service</i>	<i>Cost</i>
Unofficial Evaluation	\$75.00
Official Evaluation	\$275.00
Upgrade to the Premium Service	+\$100.00
Official Update	\$100.00
Extra Copy of Official Transcript	\$10.00
Outgoing Fax	\$15.00
USPS Priority Mail & Handling Fee	\$8.50

*Subject to change without notice.*

In your time calculations, add in any mailing time to and from NCI. Express Mail may not be available in your area, especially APO’s. Please check with your local post office.

Send completed packets to:

North Central Institute  
168 Jack Miller Blvd  
Clarksville, TN 37042  
FAX: (931) 431-9771  
EMAIL: [cic@nci.edu](mailto:cic@nci.edu)

North Central Institute is accredited by the Council on Occupational Education (COE), 7840 Rosswell Road, Building 300, Suite 325, Atlanta, GA 30350: PH 770.396.3893; Authorized by Tennessee Higher Education Commission (THEC), Recognized by CHEA and DOE.