

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 AARTS, SMARTS, 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.

Fee Schedule

Prices effective 01/15/2013

Service	Cost
Unofficial Evaluation	\$65.00
Official Evaluation	\$265.00
Upgrade to the Premium Service	+\$100.00
Official Update	\$70.00
Extra Copy of Official Transcript	\$6.00
Outgoing Fax	\$15.00
Incoming Fax or Email	\$6.00
USPS Priority Mail	\$8.50
USPS Express Mail	\$25.00

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: cie@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.

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, 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 or DD 295.
- 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

Evaluation Options

Unofficial Evaluation: \$65. 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: \$265. 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: \$70. 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.



NORTH CENTRAL INSTITUTE
 168 JACK MILLER BLVD.
 CLARKSVILLE, TN 37042
 (931) 431-9700; (931) 431-9771 Fax
 admissions@nci.edu

APPLICATION

Section 1 – General					
Last Name	First Name	Middle Name	Suffix	Maiden Name	
SSN: (required)	Date of Birth (mm/dd/yyyy)	Place of Birth City		State	
Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, of what country are you a citizen?		Type of Visa:	
How did you learn of NCI? <input type="checkbox"/> Friend / Acquaintance <input type="checkbox"/> Website / Internet <input type="checkbox"/> Radio / TV <input type="checkbox"/> Flyer / Yellow Pages <input type="checkbox"/> Other					
Mailing Address:	Street	Apt	City	State	Zip
Permanent Address <i>(if different than above)</i>	Street	Apt	City	State	Zip
Email Address 1			Email Address 2		
Day Phone ()	Evening Phone ()	Cell ()	Fax ()		
Employer Name:			Employer Phone:		
Employer Address:	Street	City	State	Zip	
Section 2 – Military					
Please check all that apply: <input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> Coast Guard <input type="checkbox"/> Reserves <input type="checkbox"/> Nat'l Guard					
Unit Address:	Unit City/State/Zip:		Unit Phone:		
Rank:	Primary/Duty MOS:				
<i>If you are Active-Duty, provide a copy of your ERB/ORB</i>					
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, please answer the following questions:</i>			
I plan to receive the following Veteran's Benefits: <input type="checkbox"/> Montgomery GI Bill <input type="checkbox"/> Post 911 <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Dependent of Disabled / Deceased Veteran					
Did you receive an honorable discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have a service-related disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If you are a Veteran seeking to use your Veteran Benefits, provide a copy of your separation paperwork (DD214) Member 4 copy</i>					
Section 3 – High School					
Completed High School:	If yes, school name:		City	State	Grad Yr
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> GED	If GED, the state awarding equivalency:		GED Award Date:		
<i>For admission into NCI, you must submit proof of high school with an official transcript, equivalency (GED) score report, HiSET, or appropriate military documentation.</i>					

****If you are completing a Credit Inventory Evaluation please skip to Section 5**

Section 4a – Course Admissions	
<input type="checkbox"/> This is my first NCI course enrollment	<input type="checkbox"/> I have previously enrolled in NCI courses (Mo / Yr):
I am applying for admission into: <input type="checkbox"/> Aviation Maintenance Technician (Part 147) or <input type="checkbox"/> Aviation Maintenance Technology (Part 65)	
<input type="checkbox"/> I am applying for admission into the Associate of Applied Science Degree in Aviation Technology.	



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Section 4b – College Status		
<input type="checkbox"/> This is my first year and first college	<input type="checkbox"/> I am seeking a certificate and/or degree.	<input type="checkbox"/> I am not seeking a certificate or degree.
I anticipate starting NCI courses in:	<input type="checkbox"/> Fall 20_____	<input type="checkbox"/> Winter 20_____
	<input type="checkbox"/> Spring 20_____	<input type="checkbox"/> Summer 20_____
I will attend either:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part Time
I anticipate completing my NCI program (mo / yr):		

Section 5 – Previous College / University				
Name of College / University	City / State / Country	Dates Attended	Credits / Degree Earned	Have you requested an official transcript be sent to NCI? *
		To		<input type="checkbox"/> Yes <input type="checkbox"/> No
		To		<input type="checkbox"/> Yes <input type="checkbox"/> No
		To		<input type="checkbox"/> Yes <input type="checkbox"/> No
* <i>You must provide official transcripts from each school if you are using VA benefits, enrolling in the AMT and/or Associate's Degree Program, or applying for Credit Inventory Evaluations (CIE).</i>				

Section 6 – Federal / State / Institution Reporting Data	
As an AFFIRMATIVE ACTION and EQUAL OPPORTUNITY organization, North Central Institute prohibits discrimination in its policies, practices and procedures and is required to submit statistical data on the composition of its student body. <i>This information is used for administrative purposes only.</i>	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Are you considered disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please check those that apply to you:	
<input type="checkbox"/> Nonresident alien (10)	<input type="checkbox"/> Black (3)
<input type="checkbox"/> Race and Ethnicity unknown (7)	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (8)
<input type="checkbox"/> American Indian / Alaska Native (1)	<input type="checkbox"/> Two or more races (9)
<input type="checkbox"/> Asian (2)	<input type="checkbox"/> White (4)
<input type="checkbox"/> Hispanic of any race (5)	<input type="checkbox"/> Other (6)
NOTICE OF NON-DISCRIMINATORY POLICY: North Central Institute admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the college. It does not discriminate on the basis of handicap, race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school administered programs. North Central Institute is an Equal Opportunity Employer.	

Section 7 – Payment				
All fees must be submitted in US currency. <i>Personal checks are not accepted. A 4% processing fee will be deducted from cc refunds.</i>			<input type="checkbox"/> Money Order	<input type="checkbox"/> Visa
			<input type="checkbox"/> Master Card	Authorized Card Holder's Zip Code
Charge Amount \$	Card Number:	Exp Date	CVV Code	Authorized Cardholder:

Section 8 – Signature	
I hereby certify that all answers given to all questions on this application are correct and complete, to the best of my knowledge. I agree to abide by all policies and regulations set forth in official publications at North Central Institute. I understand that my submission of false information may result in my dismissal from NCI.	
<input type="checkbox"/> Check this box to <i>opt out</i> of receiving auto generated and/or pre-recorded calls and/or texts regarding updates, offers and other important information from or on behalf of North Central Institute (NCI). I understand that consent is not a condition of doing business with NCI. Text message charges from my cell phone provider may apply.	
Signature:	Date:

By signing above, I request that all transfer credit be applied to my program of study as applicable. North Central Institute (NCI) makes no representation, as to the acceptability of credits earned by students at NCI by other institutions. The transfer of credits by other institutions is solely the decision of the accepting institution. (Reference Form 2397-1)

Application fees are nonrefundable. All information provided on this form is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.



NORTH CENTRAL INSTITUTE

168 JACK MILLER BLVD.
 CLARKSVILLE, TN 37042
 (931) 431-9700
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Credit Card Payment Authorization Form

Applicant's Information				Today's Date:	
Last Name:		First:		Middle:	
SSN:				D.O.B.	
Phone:	Day ()	Cell ()	Evening ()		
Mailing Address:					
City/State/Zip:			Email address:		
Payment(s) for:					
<input type="checkbox"/> Application fee \$50 (Included in CIE fee)					Total \$
<input type="checkbox"/> Tuition \$		Crse(s)		Start date	Total \$
<input type="checkbox"/> Book(s)					Total \$
<input type="checkbox"/> CATS exam (FAA Computer Assisted Testing Service)					Total \$
<input type="checkbox"/> Unofficial CIE \$65	<input type="checkbox"/> Official CIE \$265	<input type="checkbox"/> Upgrade an Unofficial to an Official CIE \$200		<input type="checkbox"/> CIE Update \$70	Total \$
<input type="checkbox"/> Premium \$100	<input type="checkbox"/> Fax Out \$15	<input type="checkbox"/> Extra Transcript \$6 ea.	<input type="checkbox"/> Fax In/Email up to 40 pages \$6 (Over 40 pages require additional fee)		Total \$
<input type="checkbox"/> USPS Express Mail \$25 (Included in Premium CIE Service)		<input type="checkbox"/> USPS Priority Mail \$8.50		<input type="checkbox"/> Graduation Fee \$250	Total \$
Grand Total:					

Cardholder's Information		
Total Amount to charge: \$		
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA		
Credit Card #		
Name (as it appears on card)	Zip code of Authorized Cardholder:	
Exp Date:	CVV Code:	
I authorize North Central Institute to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard account for \$_____ to pay fees for (PRINTED applicant's name) _____.		
Cardholder Info	Signature	Printed Name:
	Address	Phone 1: ()
	City/State/Zip	Phone 2: ()

NCI Credit Evaluation FAQ's

- 1) [If I served in the Marines, Navy, or Air Force, what do I need to send?](#)
- 2) [Why can't you do the Evaluation with just my Joint Service Transcript \(JST\)?](#)
- 3) [Do I need a Joint Service Transcript \(JST\)?](#)
- 4) [Can my Evaluation be processed faster?](#)
- 5) [How long does an evaluation take?](#)
- 6) [How can I use the credits earned with an Evaluation?](#)
- 7) [What is the difference between an unofficial evaluation and an official evaluation?](#)
- 8) [Can I get an estimate of credits before I submit my application packet?](#)
- 9) [How much credit will I earn?](#)
- 10) [Why do my documents have to be certified?](#)
- 11) [Why do you need my NCOER or counseling statements?](#)
- 12) [Do I need to submit both a 2-1 and an ERB?](#)
- 13) [Can civilians with no military service be evaluated?](#)
- 14) [Can someone other than myself pay for my evaluation with their credit card?](#)
- 15) [How do I pay for my evaluation?](#)
- 16) [How do I submit my paperwork?](#)

Q) If I served in the Marines, Navy, Air Force or Coast Guard, what do I need to send?

A) Members of the Air Force may order their Community College of the Air Force, (CCAF) transcript at www.au.af.mil/au/ccaf/transcripts or call (334) 953-2794. Coast Guard members will order their Sailor and Marine/ACE Registry Transcript System (SMARTS) by calling 1-877-253-7122 or visiting www.navycollege.navy.mil. Members of the Marines or Navy can order their Joint Service Transcript by visiting <https://jst.doded.mil>.

Q) Why can't you do the Evaluation with just my Joint Service Transcript (JST)?

A) The JST (formally known as AARTS) may not always provide all the information we need to do an in depth evaluation. It does not provide proof of high school/GED.

Q) Do I need a Joint Service Transcript (JST)?

A) An institutional copy of your JST (formally known as AARTS), is highly recommended. You may order it at <https://jst.doded.mil>. Follow the steps to have it sent directly to North Central Institute. Personal/unofficial copies of the JST are not accepted.

Q) Can my Evaluation be processed faster?

A) Premium Evaluations are processed in 2 business-days. The "Premium Fax Evaluation" includes a copy faxed to you before the transcript is mailed. For a complete list of fees, please view the schedule of fees.

Q) *How long does an evaluation take?*

A) If properly submitted, both the Unofficial Evaluations and the Official Evaluations process in 10 business-days. This does not include weekends, holidays, or mailing time. Incomplete files will not begin processing until all required documentation and payment is received.

Q) *How can I use the credits earned with an Evaluation?*

A) Most often, transcripts resulting from an “Official Evaluations” are used for promotion purposes. They may also be used to show future employers how your training and experience corresponds with civilian college courses. An NCI transcript can also be used to consolidate multiple college transcripts into one.

Q) *What is the difference between an unofficial evaluation and an official evaluation?*

A) The Unofficial Evaluation provides you with results only. A transcript will be produced only with an Official Evaluation, or when the transcript fee is paid after an Unofficial Evaluation is processed. Unofficial Evaluations do not produce a transcript.

Q) *Can I get an estimate of credits before I submit my application packet?*

A) No. Despite having processed thousands of evaluations, we cannot accurately predict the outcome before we evaluate a file. You can review your personal copy of your Joint Service Transcript (JST), formally known as AARTS, online to see what portions of your training may qualify for credit.

Q) *How much credit will I earn?*

A) Until your evaluation has been completed, we ourselves will not know your potential outcome. Every soldier’s training is unique, and must be properly evaluated to award the appropriate credit. The Unofficial Evaluation allows you to see what you can earn without committing to the full price of an Official Evaluation.

Q) *Why do my documents have to be certified?*

A) Since you are providing NCI with copies of your documents, we require your chain of command or a public notary to verify no alterations were made to the documents in the process of making the copies. This is a security procedure to ensure the validity of your training, and the integrity of the credits awarded.

Q) *Why do you need my NCOER or counseling statements?*

A) An NCOER or counseling statements will give us valuable information to properly evaluate your current skill level within your MOS.

Q) *Do I need to submit both a 2-1 and an ERB?*

A) Only one needs to be submitted; The ERB has replaced the 2-1, but those soldiers who still have 2-1’s may choose to submit that form.

Q) *Can civilians with no military service be evaluated?*

A) Yes, even civilians may use this service. Please contact the EVALUATIONS advisors at 931-431-9700 for details.

Q) *Can someone other than myself pay for my evaluation with their credit card?*

A) If the authorized cardholder is not the applicant, the cardholder must submit a credit card authorization form. This is a security precaution designed to protect the cardholder from fraudulent usage.

Q) *How do I pay for my evaluation?*

A) Payment may be made by Visa, MasterCard, or money order. Personal checks are not accepted. Section 7 of the application covers payment options. The Credit Card Authorization Form also covers payment options and price breakdowns.

Q) *How do I submit my paperwork?*

A) You may send your application, certified true copies, and your payment to NCI by mail, email, or fax. A complete list of required documents and the schedule of fees are posted on the Evaluations page of our website, www.nci.edu/evaluation.



Additional CIE Services

CIE Update **\$70**
Update your transcript with your most recent training and experience! Please submit a new application, certified documents, and official transcripts along with the fee. Contact us at cie@nci.edu for more details.

Extra Transcripts **\$6**
Have your official NCI transcript sent to another college, or order another copy to turn in for your upcoming promotion board. Order online at www.nci.edu. Transcript requests take 5 business days to process.

Priority Mail **\$8.50**
Express Mail **\$25**
Available with the above Services for faster delivery.

North Central Institute

168 Jack Miller Blvd
Clarksville TN 37042
www.nci.edu

Phone: 931-431-9700
Fax: 931-431-9771
Toll Free: 1-800-603-4116
E-mail: cie@nci.edu

Credit Inventory Evaluation Services

North Central Institute

Thank you for choosing North Central Institute's Credit Inventory Evaluation service. Please visit www.nci.edu to review additional education opportunities NCI can offer you!



Associates Degree in Aviation Technology
(Maintenance & Operations)

FAA Approved
Aviation Maintenance Training



Computer Assisted Testing Service
(CATS) for FAA written exams



FCC Licensure Course



Explore the Possibilities... in the Aviation Industry!
CHECK US OUT ON FACEBOOK:

WWW.FACEBOOK.COM/NORTHCENTRALINSTITUTE