

EVALUATION OPTIONS

Unofficial Evaluation: \$75. Ten business days after we receive your documents and payment, your evaluation will be completed, and you will receive notification 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 \$100. 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. Evaluation is completed 10 business days after we receive your documents and payment, your official, sealed transcript and your student copy are mailed to you, by regular mail.

Official Update: \$100. You may choose this option if - you have completed an official evaluation with us previously, and you have completed additional military and/or college training, your evaluation will be completed ten business days after we receive your properly completed documents and 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.*

Premium Upgrade: Add-on to any service listed above for an additional \$100. Your Official Evaluation will be completed in two business days, and mailed via USPS Express Mail (based on zip code eligibility). For Unofficial Evaluations, you will be contacted by the evaluator.

Send completed packets to:

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

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.
- ☐ BE THOROUGH. If you send in an incomplete file, it will not be processed until you send the missing item(s). Any additional documents submitted after the completed evaluation are considered an "Update". Update applies to training or experience obtained after your initial evaluation.

DO NOT SEND ORIGINAL DOCUMENTS

- ☐ (Except for transcripts) Ensure each of your training and/or experience documents are certified, as a true copy (see guidelines for certified true copy instructions).
- ☐ In calculating the time to process your request be sure to not include weekends or federal holidays.
- ☐ Express mail may not be available in your area, in these instances your official transcripts will be sent out via USPS Priority Mail.

North Central Institute is accredited by:

Council on occupational Education (COE)
7840 Roswell Road Bldg. 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3893

Authorized by:

Tennessee Higher Education Commission (THEC)

Recognized by:

Council for Higher Education Accreditation (CHEA)
&
U.S. Department of Education



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

GUIDELINES FOR CERTIFIED TRUE COPIES

All documents submitted for evaluation must be certified as true copies. Documents not certified, will not be evaluated, and could result in processing delays. Do not send in original documents. We must keep all the documents you send to us.

Please follow the instructions:

Certify your documents in either of the two following ways:

Option 1: INDIVIDUALLY:

Have each document certified, *individually*, by an E8 or above, or a Notary Public. Each page must have the following statement:

“This document is a certified true copy.”

John Smith

Rank, USA

Duty Position

Commercial Phone Number

Option 2: INDIVIDUALLY:

Generate a memorandum, signed by an E-8 of above, or a Notary Public (see sample below). This memo must include the following information.

Company Letterhead
(Unit Name, Address, etc.)

Date: MM/DD/YYYY

MEMORANDUM FOR RECORD

Subject: SGT Jane, MI Does, xxx-xx-6789

- The following documents are certified, true copies:
 - STP (Found in IPPS-A)
 - NCOER/Counseling- Most recent or highest skill level or outside MOS
 - All 1059's -List the 1059's
 - Name of any additional documents
 - Name of any additional documents
- Point of contact for this memorandum is (Insert Name) at (Commercial Phone Number).

E-8 or above Signature
Printed Name
Rank, USA
Duty Position
Commercial Phone Number

DOCUMENT NEEDED

- ☐ **NCI APPLICATION:** Complete and signed from our website www.nci.edu
- ☐ **PAYMENT:** Cash, money order, or credit/debit card. Personal checks are not accepted. Please do not send cash through the mail.
- ☐ **CREDIT CARD AUTHORIZATION FORM:** Use if someone else is paying for your evaluation.
- ☐ **JOINT SERVICE TRANSCRIPT (JST):** We need the official copy. Go to <https://jst.doded.mil> to order.
- ☐ **OFFICIAL:** Marine Corps Institute, Community College of Air Force Transcripts – If applicable.
- ☐ **OFFICIAL DANTES/CLEP** exam results.
- ☐ **OFFICIAL TRANSCRIPTS:** From each college attended. Order in advance to allow for delivery time. Transcripts must be sealed in the original envelope or mailed directly to NCI. If sent electronically, they must send directly from school.

THE FOLLOWING DOCUMENTS NEED TO BE CERTIFIED:

- ☐ **STP:** (Found in IPPS-A)
- ☐ **PROOF OF HIGH SCHOOL**
- ☐ **NCOER OR OER:** For E-5 or above, your highest rated duty position. If you have been rated outside of your MOS, provide that as well.
- ☐ **COUNSELING STATEMENT:** For E-4 and below (may submit 1PCS/Deployment award if counseling is not available)
- ☐ **DA FORM 1059:** for course completion.
- ☐ **TRAINING CERTIFICATE:** for items in the Military Education Block of your SRB & STP that did not receive a DD for 1059
- ☐ **DD214 OR NGB22:** for break of change in service
- ☐ **LICENSE:** ATC, FCC, A&P, EMT
- ☐ **DLPT RESULTS:** DD Form 330, if applicable

FEE SCHEDULE

<i>Service</i>	<i>Cost</i>
Unofficial Evaluation	\$75.00
Official Evaluation (Includes Regular Mail)	\$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	\$10.00

Subject to change without notice.

DO NOT SUBMIT

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

- PT and Weapon scorecards
- ASEP, HeadStart, 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
- Certificates of Promotion, Discharge, Appreciation, Achievement, or Participation
- Medals and Recommendations for Awards. (E4 or below may submit 1 award showing MOS Proficiency)