

## 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](mailto: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



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[www.nci.edu](http://www.nci.edu)  
[cic@nci.edu](mailto: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](http://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)



**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	
Permanent Address (if different than above)		Street		Apt		City		State	
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:			
For admission into NCI, you must submit proof of high school with an official transcript, equivalency (GED) score report, HiSET, or appropriate military documentation.									

**\*\*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 <b>Associate of Applied Science Degree in Aviation Technology.</b>	



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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 <b>not</b> 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:		I anticipate completing my NCI program (mo / yr):	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time			

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
* 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).					

Section 6 – Federal / State / Institution Reporting Data	
As an <b>AFFIRMATIVE ACTION</b> and <b>EQUAL OPPORTUNITY</b> 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"/> Other (6)	<input type="checkbox"/> Hispanic of any race (5)
<b>NOTICE OF NON-DISCRIMINATORY POLICY:</b> 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.



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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 (Already 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 \$75 (10 Business days, telephone call only)		<input type="checkbox"/> Official CIE \$275 (10 Business days, Official Transcript mailed)	Total \$	
<input type="checkbox"/> Upgrade an Unofficial to an Official CIE \$200 (Additional 5 Business days, Official Transcript Mailed)		<input type="checkbox"/> CIE Update \$100 (10 Business days, Official Transcript mailed)	Total \$	
<input type="checkbox"/> Premium \$100 (additional fee) (2 Business days, Official Transcript mailed)		<input type="checkbox"/> Extra Transcript \$10	Total \$	
<input type="checkbox"/> Fax Out Service \$15		Fax Out Phone Number	Total \$	
<input type="checkbox"/> USPS Priority Mail \$10.00		<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) Can civilians with no military service be evaluated?
- 13) Can someone other than myself pay for my evaluation with their credit card?
- 14) How do I pay for my evaluation?
- 15) 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](http://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](http://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) 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 to [cic@nci.edu](mailto:cic@nci.edu). A complete list of required documents and the schedule of fees are posted on the Evaluations page of our website, [www.nci.edu/evaluation](http://www.nci.edu/evaluation).