

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. You may upgrade to an official evaluation for an additional \$200. Five business days from upgrading, 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 payment, your official, sealed transcript and your student-copy are mailed to you, by regular mail.

Official Update: \$100. If 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 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 Service: \$100 In a rush? Upgrade any service to the Premium Service! 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).

Send completed packets to:

North Central Institute
168 Jack Miller Blvd
Clarksville, TN 37042
FAX: (931) 431-9771
EMAIL: cie@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.
- 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.
- 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.
- DO NOT SEND ORIGINAL DOCUMENTS (Except for transcripts). Ensure each of your training and/or experience documents are certified, as a true copy (see certification instructions). Documents will not be returned to you.
- 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. In these instances, your official transcripts will be sent out via USPS Priority Mail Please check with your local post office.

North Central Institute is accredited by
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.



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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 01/16/2018

<i>Service</i>	<i>Cost</i>
Unofficial Evaluation (No Transcript)	\$75.00
Official Evaluation (Includes Regular Mail)	\$275.00
Upgrade to the Premium Service (Includes Express Mail)	+\$100.00
Official Update (Includes Regular Mail)	\$100.00
Extra Copy of Official Transcript (Includes Regular Mail)	\$10.00
Outgoing Fax	\$15.00
USPS Priority Mail & Handling Fee	\$10.00

Subject to change without notice.

Do Not Submit

Credit is awarded based on the guidelines of the American Council on Education (ACE).

There are No ACE recommendations for the following:

- PT and Weapon scorecards
- ASEP, HeadStart, ATRRS
- All driver's training and Equipment Operator's qualification, CDL's
- Army Correspondence Courses - JKO, ALDP/ FEMA, SmartForce, ELearning, SkillPort, TADLP, etc,
- Personal or unofficial copies of transcripts
- Certificates of, Promotion, Discharge, Appreciation, Achievement, or Participation
- Medals and Recommendations for Awards (E-4 or below may submit 1 award showing MOS Proficiency in place of a monthly counseling)

DOCUMENTS NEEDED

- ❑ **NCI APPLICATION:** Completed and signed from our website, www.nci.edu, or upon request.
- ❑ **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:** Use if someone else is paying for your evaluation.
- ❑ **JOINT SERVICE TRANSCRIPT:** We need the Official copy. Go to <https://jst.doded.mil> to order.
- ❑ **OFFICIAL** Marine Corps Institute, Community College of the 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 original envelopes or mailed. If sent electronically, they must come directly from your school to NCI.

THE FOLLOWING REQUIRED DOCUMENTS NEED TO BE CERTIFIED:

- ❑ **SRB** (Formerly ERB / ORB)
- ❑ **PROOF OF HIGH SCHOOL:** If not on SRB
- ❑ **NCOER or OER:** For E-5 and above. For your highest rated duty position. If you have been rated outside of your MOS, please provide that NCOER/OER as well.
- ❑ **COUNSELING STATEMENT:** For E-4 and below (may submit 1 PCS/Deployment award if counseling is not available)
- ❑ **DA FORM 1059** or course completion certificates.
- ❑ **TRAINING CERTIFICATE** for items in the Military Education Block of your SRB that did not receive a DA Form 1059. This includes your DLC (formerly SSD) Certificates.
- ❑ **DD 214 or NGB 22** for break or change in Service.
- ❑ **LICENSES** – ATC, FCC, A&P, EMT
- ❑ **DLPT RESULTS:** DD Form 330, if applicable

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.

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:

Guidelines for Certified True Copies

(Continued)

Option 1: INDIVIDUALLY

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

“This document is a certified, true copy”

John Smith

Rank, USA

Duty Position

Commercial Phone #

Option 2: COLLECTIVELY

Generate a memorandum, signed by E8 or above, or a Notary Public (see sample, below). This memo must include all of the following:

Company Letterhead

(Unit Name, Address, etc.)

Date: MM / DD / YYYY

MEMORANDUM FOR RECORD

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

1. The following documents are certified, true copies:
 - A. ERB-Must contain Proof of HS/GED completion
 - B. NCOER / COUNSELING-Most recent or highest skill level or outside MOS
 - C. All 1059's -List the 1059's you are sending
 - D. Name of the additional document you are sending
 - E. Name of the additional document you are sending
2. Point of contact for this memorandum is (Insert Name) at (Commercial Phone Number).

(E8 or above Signature)

Printed Name

Rank, USA

Duty Position

Commercial Phone Number



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: <small>(required)</small>	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 <small>(if different than above)</small>	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: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	If yes, school name:		City	State	Grad Yr
	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.



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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	
<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 (<i>PRINTED applicant's name</i>) _____.				
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.