

# Military Credit Updates

**Brandon Trujillo, Wisconsin Technical College System**

**Sheila Kershek, Marquette University**

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# Wisconsin Statutes Require Public Post Secondary Institutions to award Military Credit for Prior Learning

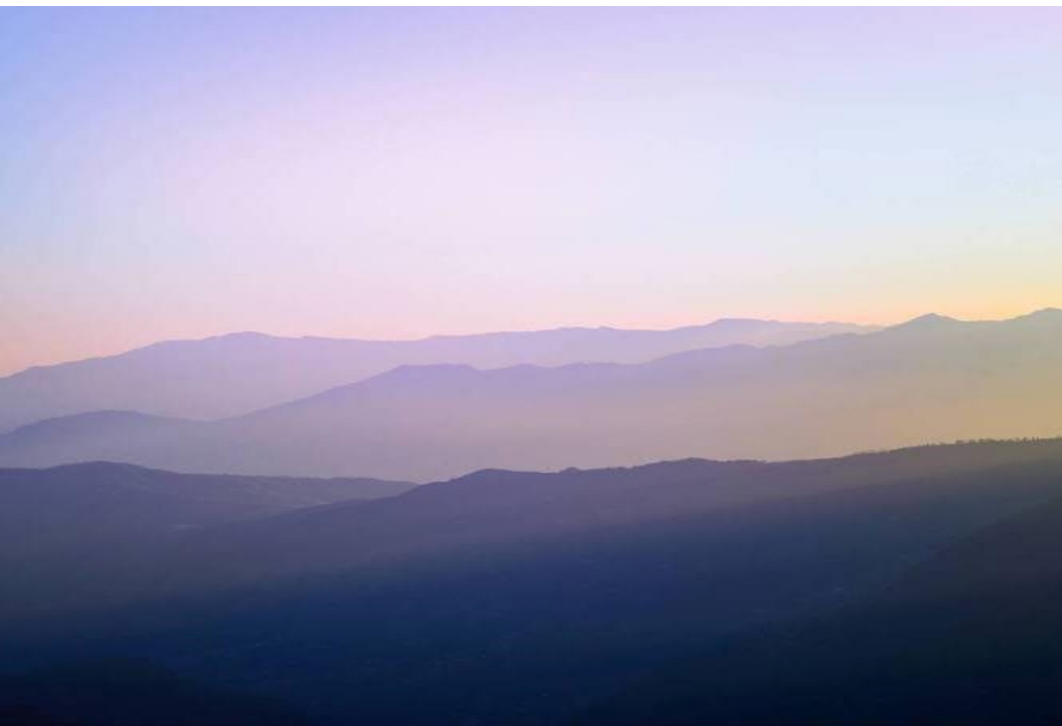
**WTCS - 38.12(7)(b)**

**UWS - 36.31(4)**

Except as provided in par. **(bm)**, upon receiving from the federal department of defense a student's official joint services transcript or Community College of the Air Force transcript, the institution or college campus in which the student is enrolled shall do the following:

1. Accept all American Council on Education credit recommendations included in the official joint services transcript and award academic credit to the student in accordance with these recommendations.
2. Accept all credits included in the Community College of the Air Force transcript and award academic credit to the student accordingly. (2017)

**(bm)** *An institution or college campus may not award academic credit to a student under par. (am) for each course for which the student, upon consultation with the institution's or college campus's staff, objects to the awarding of credit for that course. (2018)*



# ACE (American Council on Education) Military Guide



<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>



Welcome to the  
**ACE Military Guide!**

[Show Advanced options](#)



The ACE Military Guide supports academic institutions in awarding college credit to military-connected learners based on their military training and occupations.

Through a Department of Defense (DoD) contract for the U.S. Armed Services, ACE is the sole source of information for courses and occupations evaluated for the military. The ACE Military Guide is a trusted technology platform containing courses and occupations evaluated from 1954 to present.

The Military Guide includes:

- A public Joint Services Transcript (JST) upload feature for service members and veterans
- A streamlined format for course and occupation summaries
- Detailed information for all military courses and occupations evaluated by ACE
- Multiple ways to search for courses and occupations—by service, date, ACE ID or military course number, and course or occupation title
- Evaluations conducted by college and university faculty members who are actively teaching in the areas they review

ACE also evaluates courses offered by military-affiliated or defense institutions, government agencies, and joint DoD programs. These evaluations are found in the ACE National Guide, rather than the Military Guide. If you are seeking information about an evaluated course that does not appear in the Military Guide, please visit the Browse Organizations page of the ACE National Guide.

# ACE Engage



<https://ace-engage.mn.co/>

## Description

ACE Engage is a **peer-to-peer learning platform** for higher education professionals with support from experts and curated content. Created with the goal of transforming higher education through actionable strategies, ACE Engage is the home to a community of leaders with a shared mission to build expertise, collaborate, and learn.

The screenshot displays the ACE Engage website interface. At the top, there is a dark blue header with the ACE Engage logo and a search bar containing the text "Search Awarding Credit for Military Learning". Below the header, a left sidebar menu includes options for "Events", "General", "Home" (with a sub-option "SEE MORE"), "Programs", "Explore", "Networks", "Explore", and "Topics". The main content area features a group profile for "Awarding Credit for Military Learning" with a blue "Join Us" button. The group's tagline is "Giving credit where credit is due!". Below the profile, there are tabs for "Feed", "Resources", "Members", "Events", and "Chat". The "Resources" tab is active, showing three resource cards: "ACE Military Guide Training", "ACE Updates", and "Back-to-School Webinars".

# ACE Engage



## WTCS' Military CPL Learning Portal

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- ≡ Activity #3: CPL Policies and Processes
- ≡ Part 1 Reflections: Surprises

▼ **Part 2: Building Support with the ACE Military Guide (AMG)**

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# WTCS Crosswalks

## ☐ Milwaukee Area

☐ 0000003420G	20-809-219 PERSONAL FINANCE/CONSUMER ECON	3.00
☐ 000CGRMK004	20-810-201 ELEM OF SPEECH 1	3.00
☐ 000NERCS002	10-316-105 Dining Room Service	2.00
	10-316-107 Field Exper Food Serv/Hspl Ind	1.00
	10-316-117 Nutrition for Culinary Arts	1.00
	10-317-102 Food & Beverage Procurement	2.00
	10-317-105 Culinary Math and Cost Control	3.00
	10-317-112 Food Service Sanitation	2.00
☐ 00MOS13B003	10-804-115 COLLEGE TECHNICAL MATH 1	5.00
☐ 00MOS25B003	10-107-107 Social Networking and Business	3.00
	10-150-111 MS SERVER ADMINISTRATION MCSA	3.00
	10-150-157 Virtualization Technologies	3.00
	10-154-102 CompTIA A+ Essentials	3.00
☐ 00MOS88M003	10-102-106 MS Office for Business Applic	3.00
	20-810-201 ELEM OF SPEECH 1	3.00
☐ 00MOS89D002	20-810-201 ELEM OF SPEECH 1	3.00
☐ 0AR14020168	10-150-101 NETWORK COMM (COMPTIA NET+)	3.00
	10-150-112 MANAGING A MICROSOFT NETWORK	3.00
	10-150-124 Network Security (Security+)	3.00
	10-150-132 Routing & Swtchg Esntl Cisco2	3.00

## ☐ Western

☐ 00AR0702003	10-102-106 INTRODUCTION TO BUSINESS	6.00
	10-196-190 LEADERSHIP DEVELOPMENT	3.00
☐ 00AR1406009	10-196-191 SUPERVISION	3.00
☐ 00AR1601012	20-807-200 Fitness Fundamentals	1.00
	20-807-202 Total Fitness	1.00
☐ 00ar1715092	10-150-110 NETWORKING FUND (CISCO 1)	3.00
☐ 00AR2201039	10-801-196 ORAL/INTERPERSONAL COMM	3.00
	10-809-166 INTRO TO ETHICS: THEORY & APP	3.00
	10-809-172 INTRODUCTION TO DIVERSITY STUDIES	3.00
	20-807-200 Fitness Fundamentals	2.00
	20-807-202 Total Fitness	2.00
	20-890-200 College Success	1.00
☐ 00AR2201055	20-807-200 Fitness Fundamentals	1.00
	20-807-202 Total Fitness	1.00
☐ 00AR2201060	10-196-190 LEADERSHIP DEVELOPMENT	3.00
☐ 00AR2201084	10-801-198 SPEECH	3.00
☐ 00MC1703002	32-412-404 Diesel Safety and Industry Practices	2.00
	32-412-405 Diesel Heavy Truck & Forklift Familiariz	1.00
☐ 00MC2204008		



# The ACE Transcript

## Where to start?

**Sheila Kershek, Assistant Registrar, Marquette University**



# 1. What branch of the military are you working with?

a. Some branches list courses by “versions” and others by “level” or both

## Basic Combat Training

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**ACE ID:** AR-2201-0399 **COURSE NUMBER:** 750-BT; 21-114, Phase 1; 21-214 **VERSION NUMBER:** 1 **EXHIBIT DATES:** 7/85 - 2/00

Or...

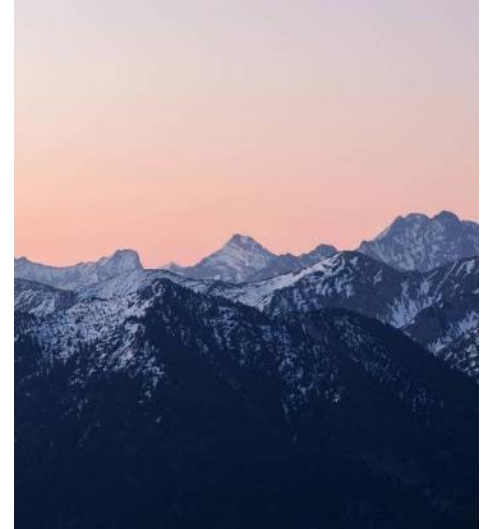
YN3	<b>CGR-YN-005</b>	01-APR-2022
YN2	<b>CGR-YN-005</b>	01-JUN-2023

b. **Connections on Your Campus (Air Force, Military Science, Naval Sciences)**



# When was the course complete?

- Dates on Transcript
- Courses Change over time- like many other schools



# What version/level of the course are you working with?

Exhibit Type ↑↓	Title ↑↓	Start Date ↑↓	End Date ↑↓	ACE ID ↑↓
Course	Basic Combat Training	7/85	2/00	AR-2201-0399
Course	Basic Combat Training	3/00	9/05	AR-2201-0399
Course	Basic Combat Training	10/05	2/11	AR-2201-0399
Course	Basic Combat Training	2/11	4/22	AR-2201-0399
Course	Basic Combat Training	5/22	Pres	AR-2201-0399

Or...

**Rate YN3 - Petty Officer 3<sup>rd</sup> Class**  
**Rate YN1 - Petty Officer 1<sup>st</sup> Class**  
**Rate YNCS - Senior Chief Petty**

**Rate YN2 - Petter Officer 2nd Class**  
**Rate YNC - Chief Petty Officer**  
**Rate YNCM - Master Chief Petty Officer**

# What are the credit recommendations?

- **These are embedded in the transcript under the course description:**

This course provides students with the ability to describe and explain the personnel management process; prepare and maintain personnel and payroll records; provide customer service to employees regarding performance measurement, appraisal, promotion, and separation; and understand the legally required actions that accompany payroll and human resource administration.

- Personnel Management 3 SH L

- **They are listed on the "Summary" page of the transcript**

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level
CG-1409-0003	210200	Yeoman, Third Class Personnel Management	01-APR-2022	3	L

- **On the ACE Military Guide**


# Documentation - The FUN Stuff!

- ACE Military Guide: <https://militaryguide.acenet.edu/>
- b. TES and CollegeSource - Before and After:

ACE\_ID\_Number: AR-2201-0399 v1 Title: BASIC COMBAT TRAINING (Basic Training) (Recruit Training) Course Number: 750-BT; 21-114, Phase 1; 21-214. Location: Training Center, Fort Sill, OK ; Trainin... Length: 8-9 weeks (370-425 hours). Exhibit Dates: 7/85-2/00. Learning Outcomes: Upon completion of the course, ... Instruction: Instruction includes lectures, demons... Credit Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in personal physical conditioning, 1 in outdoor skills practicum, 1 in marksmanship, and 1 in first aid (10/00)(10/00).

**For more information see the ACE Military Guide.**

AR-2201-0399 BASIC COMBAT TRAINING

Department: ARMY 

Source catalog: ACE Military Courses and Occupations 2023-2023

Course history: View Detail 

# Documentation - The FUN Stuff! (Cont.'d)

## c. Course Descriptions, Credit Recommendations and Course Outcomes - All on ONE Page!

**Yeoman**

ACE ID: CGR-YN-005 EXHIBIT DATES: 3/22 - Pres TEAM REVIEW DATE: 3/22 RATE: All ▾

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Credit Recommendations	Description
Rate YN3 - Petty Officer 3rd Class  <i>In the lower-division baccalaureate/associate degree category</i> <ul style="list-style-type: none"><li>• 3.00 hour(s) in <a href="#">computer applications</a></li><li>• 3.00 hour(s) in <a href="#">human resources management</a></li><li>• 3.00 hour(s) in <a href="#">interpersonal communication</a></li></ul> Rate YN2 - Petty Officer 2nd Class	Summary  Yeomen (YN) perform general clerical administrative and secretarial duties, including typing, filing, records management, office publications maintenance, and office equipment operation; maintain personnel service and accounting records; serve as reporter and fact-finding body; serve as office manager. YNs are key problem-solvers, counselors, and sources of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits.

The student will be able to

- Create, modify, and maintain word processing, spreadsheet, database, and presentation documents;
- Create, organize, and manage electronic files and folders;
- Use functions, formulas, and charts in documents, spreadsheets, and databases;
- And utilize applications and terminology effectively.



# Documentation - The FUN Stuff! (Cont.'d)

**AND...if you click the print icon and save it as a pdf, you get the version of the course, course description, all the learning outcomes, length of the course, etc. However, it can get quite lengthy! Here's why (here's 2 out of 6 Rates):**

## Rate YN3 - Petty Officer 3rd Class

*In the lower-division baccalaureate/associate degree category*

- 3.00 hour(s) in [computer applications](#)
- 3.00 hour(s) in [human resources management](#)
- 3.00 hour(s) in [interpersonal communication](#)

## Rate YNCM - Master Chief Petty Officer

*In the lower-division baccalaureate/associate degree category*

- 3.00 hour(s) in [computer applications](#)
- 3.00 hour(s) in [human resources management](#)
- 3.00 hour(s) in [interpersonal communication](#)
- 3.00 hour(s) in [office administration](#)
- 3.00 hour(s) in [supervision](#)

*In the upper-division baccalaureate degree category*

- 3.00 hour(s) in [human resources management](#)
- 3.00 hour(s) in [operations management](#)
- 3.00 hour(s) in [business communications](#)
- 3.00 hour(s) in [organizational leadership](#)
- 3.00 hour(s) in [strategic planning](#)

# Documentation - The FUN Stuff! (Cont.'d)

- MU has TES through College Source.
- I email the pdf version(s) to the departments I thought could issue credit (Business Administration, Communication and Computer Science) for each level.
- Based on their response, I entered notes in TES indicating the equivalencies at each level.
- I could have routed this all via TES, but it would have been a lot of back and forth from one department to another, so it was easier via email.

**So much fun!**

# Utilizing the Advising Guide & Check List

**Miranda Cross-Schindler, Military & Adult Services manager,  
University of Wisconsin - Eau Claire**



# Utilizing the Advising Guide & Check List

## Military Transcript Advising Guide

Advising, Retention + Career Center

*Military Transcript Advising Guide*

## Military Student Check List

### MILITARY STUDENTS CHECKLIST

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#### 1. BEFORE ADVISING APPOINTMENT

- Verify the student you are meeting with has military coursework (via unofficial transcript and perceptive content).
- Compare unofficial transcript and Joint Services Transcript (JST) (from perceptive content) to ensure that the number of credits transferred are accurate.
- If time allows, review how the courses were transferred in conjunction with the JST. It's likely that most of the military coursework are transferred in as general electives but could count towards electives in a major. More information can be found about the military course by looking it up on the American Council on Education website (see advising guide for step-by-step instructions). If you feel as though a course could count in a major or minor, encourage the student to pursue this with the department chair in the respective department.
- Have a copy of the unofficial transcript ready to share with the student.

# Thank You!

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