

## TraCen Cape May Education Update #279

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### Congratulations!!

The following personnel in the Cape May area passed Coast Guard Institute end-of-course, AQEs, and other tests since the last update:

<b>Name</b>	<b>Work Site</b>	<b>Test</b>
YNC Francine Sak	TraCen (Admin)	E-PME-8*
OSC Steve Heinzman	TraCen (recruit trng)	E-PME-8*
ET3 Emily Francisco	ESD Cape May	ET2*
BMC Todd Hampton	TraCen (recruit trng)	NAVRUL
HS3 Rodolfo Pineda	HSWL FO Cape May	HS2*

\* First time taking test

Congratulations, also, to BMCS Bill Princiotta, USCGR, for completing a Bachelor of Science in Criminal Justice degree (with honors) at Roger Williams University in Rhode Island. Senior Chief Princiotta mentioned specifically that he did this using tuition assistance (TA).

Well done, all of you!!

If you've just finished a degree program or have any other noteworthy academic achievement to brag about, please let me know so I can recognize you for it.

### Question of the Week

**Q:** I just found out that I'm going to be TAD on the day of my servicewide exam. Will I be able to take it?

**A:** The short answer is, "Almost certainly, yes."

To ensure a servicewide exam (SWE) is sent out with your name on it, it's your responsibility to check every item on your PDE once it's made available in early- to mid-February. One of the items on the PDE (near the bottom) is the name and OPFAC number of the examination board to which your exam is to be sent. ***Your SWE will be sent automatically to the exam board listed on your PDE.***

If you're going to be somewhere other than the exam board listed on your PDE on the date of the SWE, it's your job to get the name and OPFAC number of the exam board you'll be at or near and change your PDE. You do this by contacting your Admin or SPO YNs (whichever have the hard-copy PDE) and giving them the correct information.

It doesn't matter if you'll be on TAD or leave or are for some other reason not at your usual unit on the SWE date. You ***MUST*** make sure the exam board info listed on your PDE is the exam board where you'll be taking the exam.

And be sure to carefully read ALCGENL 014/10, which describes everyone's responsibilities with respect to SWEs.

## Frequently-Confused Words

The English language includes hundreds of words people are unsure which to use. Over the next several weeks, I'll highlight many of them here. Today: ***continual*** and ***continuous***.

The word ***continual*** is an adjective (***continually*** is the adverbial form) referring to a prolonged succession, repeated, over-and-over. "My father continually urges me to get a job" and "I was continually interrupted by phone calls."

The word ***continuous*** is also an adjective (the adverbial form is ***continuously***), referring to something that occurs for a long uninterrupted period. "My upstairs neighbor played his stereo continuously from 1800 to 0330" or "It rained continuously for more than forty-eight hours."

The main difference between the two is that ***continuous*** events are uninterrupted, while ***continual*** refers to individual events.

## New E-PME Performance Requirements Form

You may already know that the E-PME Performance Requirements form (CG-1510-2) has been updated, but I didn't until this week. The current form has a space in the "Remarks" section of page 2 (to be signed by the supervisor or division officer of anyone who wants to take an AQE) that reads as follows: "I certify that the person named below satisfactorily completed all EPME performance requirements and related course work for pay grade E-\_\_\_\_\_ and is eligible to take the Advancement Qualification Exam (AQE)." You can download this form from [http://www.uscg.mil/forms/cg/CG\\_1510\\_2.pdf](http://www.uscg.mil/forms/cg/CG_1510_2.pdf),

In accordance with ALCOAST 179/05, ESOs are not authorized to administer AQEs to individuals whose supervisors (or division officers) have not certified that they have completed the E-PME Performance Requirements.

## May 2010 Servicewide Exam

The message describing responsibilities related to the May servicewide exams (SWEs) was published earlier this week (ALCGENL 014/10, <http://www.uscg.mil/hq/capemay/Education/doc/ALCGENL014-10.pdf>). If you're expecting to take a SWE in May, make sure to read this message immediately and carefully.

SWEs for everyone using TraCen Cape May as his/her examination board will be held in the Master Chief Petty Officer of the Coast Guard Building. Once I receive the exams (usually in early April), I'll provide details to everyone for whom I receive an exam.

## New DSST Exam

A new DSST has been published by the testing company, Prometric. The test is *Business Ethics and Society*, and those who pass it earn 3 upper-level college credits. Unlike other DSSTs, there's a 2-hour time limit for taking this 100-question exam. Topics covered on the test include:

- Business ethics
- Moral philosophies and business ethics
- Social responsibilities of business
- Regulation of business
- Employer-employee relations
- Ethics of information
- Ethics in international business
- Corporations and stakeholders
- Ecology and global business
- Business and government

You can find a list of all DSSTs at <http://www.uscg.mil/hq/capemay/Education/dsst.asp>.

## DSSTs: The Other Credit-by-Exam Program

Most everyone in the military has heard someone talk about CLEP tests. CLEP (College Level Examination Program) tests are a way to earn up to 12 college credits for taking a test – the equivalent to one or more college final exams. Few people know about another series of tests from which you can earn college credit: DSSTs.

CLEP is owned and run by the CollegeBoard, the same people who bring you and your kids the PSAT and SAT. The DSST program is owned and run by another testing organization (Prometric) which specializes in licensing and certification tests (e.g., the NREMT exams). DSSTs are offered in a number of subjects and are evaluated by the American Council on Education (ACE) as the equivalent of 3 college credits (including some upper division credits).

The nice thing about DSSTs is that a number of them test knowledge of material most Guardians have acquired in their first year or two of service (e.g., **Substance Abuse** and **Here's to Your Health**). By the time you've advanced to PO2, you'll most likely also have received training in or (from personal experience learned) subjects like **Personal Finance**, **Principles of Supervision**, and (depending on experience and rating) **Introduction to Law Enforcement** and **Criminal Justice**. Anyone who's gone through a LAMS course, Chiefs and PO1s can probably add **Fundamentals of Counseling** and maybe **Organizational Behavior** to the list.

What I'm saying is that the tests listed above could be relatively easy college credit for you who have paid attention in classes and presentations most of you have had to attend. I'm not saying you won't have to brush up on the subject matter, but you most likely won't have to spend weeks studying \$150 text books to pass the test.

For more information on the subjects covered by DSSTs and links to the fact sheets which describe each test in detail, go to <http://www.uscg.mil/hq/capemay/Education/dsst.asp>.

## Coast Guard Foundation Grants

The Coast Guard Institute is once again accepting applications for the Coast Guard Foundation Education Grants and Vander Putten Education Grants programs.

All applications must be dated with the current (2010) date. Recycled applications with a date from last year will not be accepted. HOWEVER, you can clear the original date, re-date the application, and re-submit it.

Receipts must not be dated more than a year before the date the Institute receives the application. That is, if your application reaches the Institute on 20 January 2010, receipts can't be dated before 20 January 2009. Also, receipts must include a description of the item purchased and must show proof of payment. Copies of receipts must be legible and if you send original receipts, they will not be returned.

If you want to take an exam to be licensed in a particular field (such as physical therapy), you can receive a CG Foundation grant for the books you use to prepare for the exam.

## eTA Application Glitch

If you're applying for tuition assistance (TA) using the on-line eTA system (<https://eta.cnet.navy.mil/>), beware of an issue that may prevent you from submitting your application. Apparently, a number of people have submitted the application as usual only to receive an e-mail from the Coast Guard Institute saying it was rejected.

The problem seems to be related to field #18, "Anticipated Graduation Date". This field is supposed to only be filled in if you're going to be graduating in the next twelve months. But at the moment, if you leave it blank, you may find your application rejected.

So, until further notice, enter in field #18 the course ending date for the course you're requesting TA for.

## How Do I Know When My TA Authorization's Been Approved?

Once your eTA application has been approved, you'll receive notification by e-mail from the Coast Guard Institute. To get the authorization (the document you take to your school to pay for your tuition), log on at the same web site you went to to apply for TA (<https://myeducation.netc.navy.mil>) and follow this path: My Tuition Assistance (WebTA) > Existing Applications.

Once on the page entitled, "Existing TA Applications Status Description" click on the word "View" next to the application you submitted. A new page will open. Above the dark blue "Application Status History" line on this new page, click on "Print document" to get your authorization.

## Interested in Instructional Technology?

Instructional technology, simply put, is the use of a variety of teaching tools to improve student performance. In the Coast Guard, instructional technology is increasingly used to provide what LT Adam Birst, in TraCen Cape May's Instructional Support Branch, calls "mission ready performers".

San Diego State University has created a new instructional technology certificate program aimed at individuals who don't have a college degree. All five courses are provided completely on-line. The program is also very flexible: the credits you earn can be applied to either a bachelor's or a master's degree and you can take courses in Spring, Summer, or Fall terms. The cost is \$294/semester credit. Tuition assistance (TA) will pay \$250/credit.

You can find more information about the program at <http://edtec.sdsu.edu/it.htm> and by contacting LT Birst ([adam.r.birst@uscg.mil](mailto:adam.r.birst@uscg.mil)).

## Degrees vs. Certificates

One thing to consider before jumping into a college-level course is whether to get a degree or a certificate.

An academic certificate program is less extensive than a degree program (typically between 9 and 18 credits, rather than 60 for an associate's degree or 120 for a bachelor's degree). As stated on the University of Kentucky's web site, a certificate is "an integrated group of courses that is designed to have a very clear and focused academic topic or competency as its subject area." Certificates often "meet a clearly defined educational need of a constituency group (such as continuing education or accreditation for a particular profession), respond to a specific state mandate, or provide a basic competency in an emerging, usually interdisciplinary, area." A certificate provides "the student formal recognition of the mastery of a clearly defined academic topic."

Why earn a certificate rather than a degree? An academic certificate can add a new area of expertise to a degree you already hold or allow you to create a specialty in a field related to your undergraduate major or graduate specialty. Or you can use it to explore a whole new academic field to find out whether you want to get a degree in that field. The courses you'll take to get a certificate would count toward your major courses or electives if you're getting an undergrad degree or might count toward your graduate degree, depending on its requirements.

For example, say you're interested in possibly working toward a undergrad degree in homeland security. But you're not sure it's exactly right for you. So you decide to get an undergraduate certificate in Weapons of Mass Destruction Preparedness (18 credits). When you're done, you'll have the certificate (the courses for which you can apply toward an associate's or bachelor's degree) and quite a bit of knowledge about a specialized field. That should be enough to give you an idea whether you want to take all the rest of the courses necessary to get the homeland security degree or if you'd rather move in another direction.

If you're interested in finding out if a given field is for you (or if the organization you want to work for doesn't require you to have a degree), you might want to consider getting an academic certificate instead of a degree. And in both the civilian world and the military, degrees and certificates are proof of what you've accomplished and, by demonstrating your initiative, set you apart from your peers.

For more on degrees and certificates, go to <http://www.uscg.mil/hq/capemay/Education/degreedesc.asp>.

## Coast Guard Foundation Scholarships

The Coast Guard Foundation is soliciting applications for its scholarship program for the 2010-2011 academic school year.

Four different scholarships are part of this program. The scholarship selection committee will take into account a number of considerations including the applicant's scholastic promise, motivation, moral character, leadership qualities, and good citizenship.

For more information about these academic financial aid opportunities, see ALCOAST 019/10 (<http://www.uscg.mil/hq/capemay/Education/doc/ALCOAST019-10.pdf>). You can also get an overview of these programs, as well as many other similar programs and opportunities, at the Work-Life web site (<http://www.uscg.mil/worklife/scholarship.asp#foundation>).

## Hispanic College Fund Scholarships

The Hispanic College Fund scholarship program is now accepting applications for awards of up to \$10,000. The program is open to students of Hispanic background majoring in business, finance, accounting, computer science, computer engineering, IT, hospitality management, hotel management, culinary, food & beverage, and other fields. The deadline for applications is **16 February 2010**.

For more information and to apply, go to <http://scholarships.hispanicfund.org/>

## CG Exchange System Scholarships

Applicants are being solicited for the CG Exchange System Scholarship Program. One \$1,500, one \$750, and one \$500 scholarship are available for students who are dependents of Coast Guard personnel (regular and Reserve military, retired military, current civilian NAF and appropriated-funds employees, uniformed PHS personnel, and Auxiliaries.) **The application deadline is 27 February 2010.**

See ALCGPSD 059/09 for details on eligibility criteria and application procedures.

## Studying for a CLEP Test or DSST?

If you're interested in taking a CLEP test or DSST, keep in mind that these are not gimme tests; you'll likely need to study quite a bit for them to pass. Remember: these are the equivalent to final exams for one or two semesters of college courses.

Among the resources you can use to prepare for these tests are a number listed on my and the Coast Guard Institute's web sites (<http://www.uscg.mil/hq/capemay/Education/studymaterials.asp> and [http://www.uscg.mil/hq/cgi/downloads/DANTES\\_exam\\_matrix.pdf](http://www.uscg.mil/hq/cgi/downloads/DANTES_exam_matrix.pdf)). And don't ignore Peterson's Online Academic Skills Course (OASC), available free to both Coast Guard personnel (military and civilian) and dependents of servicemembers. Check it out at <http://www.petersons.com/dantes/>.

## Occupational Certification & Apprenticeship Programs

A number of occupational certification programs are available through your ESO. The United Services Military Apprenticeship Program (USMAP - <https://usmap.cnet.navy.mil/usmapss/static/usmap.jsp>) is a program that allows active duty servicemembers to earn apprenticeship certification in 125 skills learned through work experience and related technical instruction. All you have to do is document the experience you gain while performing your regular military duties; no after-hours work is required.

You can also get certified in dozens of different occupational fields ([http://www.dantes.doded.mil/dantes\\_web/certification/deph/pt3/index.htm](http://www.dantes.doded.mil/dantes_web/certification/deph/pt3/index.htm)) through a large number of nationally-recognized certification organizations. You can get certified as a broadcast engineer, crane operator, automotive service professional, dental assistant, contract manager, medical technologist, administrative professional, personal trainer, industrial security professional, safety professional, or any of many other specialties. And if you're eligible for GI Bill benefits, you can likely get reimbursed up to \$2,000 for the cost of each certification exam.

You can also renew or get your initial EMT certification through the National Registry of Emergency Medical Technicians ([http://www.nremt.org/about/nremt\\_news.asp](http://www.nremt.org/about/nremt_news.asp)).

## Military Times Edge

The current issue of *Edge*, from the publisher of *Navy Times* is available in the Education Center and the Work-Life Offices for anyone who wants a copy. The articles in the current issue are:

- Recipe for Success: retired soldier transforms hobby into fruitful business
- Hook some Help: supplement Uncle Sam with these military-only scholarships
- The Job Searchers: Hiring help on your hunt for a new career
- One Year to a New Career: 12 things you can do in 2010 to find a job you love
- Unfit for Command: How to deal with a bad military boss
- Five Golden Skills: Every employer wants them – here's how to get them
- A Head for Business
- And more ...

## TraCen Cape May Testing Calendar

Tests at TraCen Cape May are administered by appointment according to the following schedule:

Mondays (0800): Defense Language Proficiency Tests

Tuesdays (0800\*): EOCTs and AQEs

Thursdays (0745): colleges tests, CLEP tests, DSSTs, SATs, ACTs\*\*

\* If you need longer than two hours to take an untimed test, it will be provided.

\*\* If operations or your work schedule make it impossible for you to take an EOCT or AQE on a Tuesday morning, you can take it on a Thursday morning.

This schedule leaves most of the day on Tuesdays, as well as all day on Wednesdays, Fridays available for counseling, AFCT tests, and other face-to-face interactions with you. When no one is taking a language test, Mondays are also open for things.

(Thursday afternoons I give a presentation to Reserve recruits on tuition assistance and the four GI Bill programs.)

If you call and I don't answer the phone, I'm usually administering a test (and, because of the noise, can't talk on the phone) or otherwise busy with someone in the office. E-mail is the best way to get in touch with me.

## Thinking of Teaching?

Are you interested in teaching after you leave the Coast Guard? Troops to Teachers also provides counseling and referral services to military personnel interested in beginning a second career in public education as a teacher. And the DANTES Troops to Teachers office will help you identify teacher certification requirements, programs leading to certification, and employment opportunities. The main web site ([http://www.dantes.doded.mil/dantes\\_web/troopstoteachers/index.asp](http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.asp)) has all kinds of information about the program. Including a new on-line way to determine if you're eligible to participate in Troops to Teachers: [http://www.dantes.doded.mil/dantes\\_web/troopstoteachers/eligibility.asp](http://www.dantes.doded.mil/dantes_web/troopstoteachers/eligibility.asp).

## Leaving the Coast Guard?

If you're leaving the Coast Guard within the next twelve months (whether through retirement, resignation, or expiration of your enlistment), you should be making plans for what you'll be doing after you take off your uniform for the last time. Check out the information on my web site related to career transition (<http://www.uscg.mil/hq/capemay/Education/careertrans.asp>).

You should also request an education assessment from the Coast Guard Institute (<http://www.uscg.mil/hq/capemay/Education/collegefaq.asp>) to get a transcript of college credit you've acquired through your service in the Coast Guard. If you don't request an assessment before you leave active duty, you can't get one later. If you're not planning to go to school right away, you'll probably need to find work. Here are two excellent resources for finding a job – or even a second career. Also, Military.com has a very good series of web pages devoted to veterans (<http://www.military.com/Careers/Home/0,13373,,00.htm>).

And don't discount the idea of working in the public sector. Not only are there thousands of jobs in the federal government, identical to private-sector jobs in which you can put your skills, knowledge, and experience to use while maintaining job security unavailable in the private sector (<http://www.fedjobs.gov/>), governmental entities at all levels – state, county, municipality, school district, port district, etc. – provide similar benefits.

## ACCC's Library Open for Studying

One more thing: the new campus's classrooms, labs, and library are all state-of-the-art. Even if you're not ready to register for classes right away, you should take the opportunity to visit the campus and look around. The Director of Academic and Student Services has extended a personal invitation to anyone who'd like to use the library to study, for research, or for pleasure reading. It's very quiet, well-lit, and has very comfortable furniture.

## Quick Reference Study Guides

The TraCen Education Center also has a binder full of SparkCharts Quick Reference Guides on almost 40 subjects. You're welcome to use these in the Education Center or make copies to take with you. You can check out the subjects available at <http://www.uscg.mil/hq/capemay/Education/books.asp#spark>.

## Education Library

In addition to SparkCharts, the Education Center also has a library of books on leadership, management, Coast Guard history, and other topics. Also in the library are the latest Professional Qualification Guides (PQGs) for each rating.

The Education Center also has dozens of brochures and books on college, financial aid, the officer program application process, and other things. If there are multiple copies, you're welcome to take one.

## Get It in Writing!

A recent article on [military.com](http://military-education.military.com/2009/06/new-gi-bill-advice-get-it-in-writing.html) by retired Coast Guard Chief Terry Howell (<http://military-education.military.com/2009/06/new-gi-bill-advice-get-it-in-writing.html>) provides extremely good advice about how to avoid making costly mistakes when dealing with the VA about your education benefits.

The advice is equally applicable to dealing with *any* government or corporate bureaucracy, for that matter.