

Coast Guard Institute Services 12-5.01-K

KNOW the services provided by the Coast Guard Institute, as presented in the E-PME Study Guide.

Coast Guard Institute Services

Education and training provide you with the knowledge and skills needed to perform your assigned jobs. The Coast Guard Institute falls under the Human Resources Directorate umbrella and is responsible for administering and promoting voluntary education programs.

The National Home Study Council (NHSC) has approved accreditation of the Institute. The American Council on Education (ACE) has recommended education credit for many of Coast Guard correspondence courses.

College Tuition Assistance

The Tuition Assistance (TA) program is designed to assist eligible personnel in their professional development. The program provides funding for off-duty voluntary education courses to broaden academic or Coast Guard technical background. TA is not authorized for use to meet unit specific operational requirements.

Eligibility and benefits are standardized for Coast Guard active duty, civilian employees, select drilling reserve (SELRES), and Public Health Service officers working with the Coast Guard. To apply for tuition assistance, contact your Educational Services Officer (ESO).

- **Eligible personnel.** Enlisted members do not incur a service duty obligation. However, they must complete the course of instruction prior to release from active duty (RELAD), discharge, retirement, or termination of selective reserve status. Selected reserve (SELRES) members must maintain at least “minimum drill attendance,” maintaining “satisfactory participation.”

College Tuition Assistance (continued)

Course information. May be resident or remote. All courses must be:

- ▶ Taken from a nationally or regionally accredited institution (Students need to ensure that the college or university is properly accredited). **Information on accreditation can be found on this (untestable) website:**
www.ed.gov/offices/OPE/accreditation/natl agencies
 - ▶ Result in college credit or accredited clock or contact hours.
 - ▶ Completed with a grade of “D” or higher for undergraduate courses.
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Coast Guard Foundation Grants

The Coast Guard Foundation Enlisted Education Grant program is for active duty personnel in pay grades E-3 to E-9 with two or more years of Coast Guard service.

The program provides grants up to \$350 per member per year to help pay for:

- Tuition costs not covered by the Tuition Assistance program
- Assessment fees
- Application fees
- Other administrative fees
- Book costs

The grant amount may change from year to year. This reimbursable grant may be used in conjunction with the TA program. Not everyone submitting a request will be approved.

Be sure you comply with all line items in ALCOAST 009/03 to be considered for approval by the review panel.

Additional information about the grant process can be found at the following website. **In addition, a link to the grant application form can be obtained from the (untestable) web site:**

<http://www.uscg.mil/hq/cgi/tuition/foundation.html>

Degree Planning

The Institute’s new automated degree planning program has greatly expanded the number of colleges and degree programs available. Currently, 550 degree plans at both the associate and bachelor levels are available from 23 colleges/universities. This database will continue to grow as additional colleges and degree plans are added through the SOCCOAST network.

U.S. Coast Guard Institute

Degree requirements for the ET rating

Unofficial education assessment for the ET rating

Unofficial education assessment for the FT rating

School	Degree
Coastline Community College	Associate in Arts in Electronic Data Systems
Coastline Community College	Associate in Arts in Electronics Technology
Excelsior College	Bachelor of Science in Technology - Electronic/Instrumentation Tech.
Florida Community College at Jacksonville	Associate in Science in Electronic Engineering Technology
Excelsior College	Bachelor of Science in Technology - Electronic/Instrumentation Tech.
Thomas Edison State College	Associate in Applied Science Degree in Applied Electronic Studies
Thomas Edison State College	AS in Applied Science & Technology (Electronics Engineering Technology)
Thomas Edison State College	AS in Applied Science & Technology (Electrical Technology)
Thomas Edison State College	Thomas Edison State College
University of Phoenix	Associate in Arts (Electronics Technology)

Transcripts and Military Credit Evaluations

You are eligible to receive college credit for some of your military Learning Experiences. For example:

- You have already earned three to four semester hours of college-level credit just by completing basic training.
- You may be able to receive credits for any rating “A” or “C” schools you attended.

Transcripts and Military Credit Evaluations (continued)

You just may have a gold mine of untapped nontraditional college credit. The easiest way to have a college or university accept these credits is through a Coast Guard American Council on Education Registered Transcripts (CARTS) from the Institute. Transcripts are available to all active duty, drilling reserves, civilian employees, and separated or retired personnel.

Before you can request a CART, you need to submit a completed Military Education Assessment Worksheet (CGI 1560/04e). **You may obtain this form from the following (untestable) website link:**

<http://www.uscg.mil/hq/cgi/forms.html>

Information contained in this form is not testable.

***Non-resident
Training Courses
and Tests***

The Coast Guard Institute is the source for all rating course material, such as the BM2, DC1, OS2, etc. You are eligible for enrollment in any course offered by the Institute.

When preparing for advancement to the next higher pay grade, you generally must complete an Institute correspondence course before competing for advancement. One step is to complete the rating course and pass the End of Course Test (EOCT) for the next pay grade.

Your Educational Services Officer (ESO) assists you with enrollment, keeps track of your progress, and administers the exams. Satisfactory course completion is noted in your service record.

The Institute's Correspondence Course Manual contains a list of all available courses. Also included are the rules and procedures for enrollment. **Use the following (untestable) link to access the Coast Guard Institute home page:**

<http://www.uscg.mil/hq/cgi>

Under the ESO tab on the Institute's homepage, select ESO Manual, then select Volume II, List of Correspondence Courses. **The information in the ESO Manual is not testable.**

***College
Audio/Video
Courses***

You can get a head start on your college education by satisfactorily passing College Level Examination Program (CLEP) exams. Another way to get college credit for what you've learned outside of the classroom is with the Defense Activity for Non-Traditional Education Support (DANTES) program.

By working through videotapes and the accompanying books, you can prepare yourself to take the following:

- DANTES Standardized Subject Test (DSST)
- CLEP exam
- Excelsior exam

There are numerous videos available for checkout from the Coast Guard audio/video library. Check out volume 4 of the ESO Procedures Guide (CGI Pub 1550.1) for a complete listing of available audio/videotapes. **The information in the ESO Procedures Guide is not testable.**

Use the following link to access the Coast Guard Institute home page:

<http://www.uscg.mil/hq/cgi>

Under the ESO tab on the Institute's homepage, select ESO Manual, then select Volume IV.

***DANTES
Program***

The DANTES program offers many options:

- High school equivalency credential, i.e., GED
- College admission exams, i.e., ACT and SAT
- Military evaluation programs
- College credit for successfully passing exams
- Independent study

CLEP Exams

Approximately two-thirds of colleges and universities in the United States give credit for successful completion of CLEP exams.

Since each institution has its own policy regarding acceptable test score, contact your ESO for more details.

Excelsior Exams

You can earn college credit by demonstrating your college-level knowledge in a variety of subject areas.

Excelsior College® Examinations offer 40 undergraduate-level examinations and provide a convenient and affordable alternative to earning credit in a traditional college classroom. The exams are computer-delivered at Prometric Testing Centers® (formerly Sylvan Technology Centers®).
