

Guide to Establishing Military Pathways: Public Safety, Security, & Emergency Management

Goal

Our goal is to complete a statewide process that utilizes a learning assessment model (crosswalk) based on Military Occupational Specialty (MOS), skill level and experience to assist Military personnel in earning certificates and degrees which are transferable and offers a pathway to earning a higher-level degree at four-year institutions in Criminal Justice, Homeland Security-Emergency Management, Fire Command and Occupational Health and Safety.

Background

There is increased demand in all sectors of the community for professionals, who understand the complex nature of Public Safety, Security and Emergency Management. Combined with an aging workforce at or near retirement, the demand has dramatically increased the need to prepare students to enter these fields. For example, a recent review in November 2014 of employment sites for Washington State identified companies and organizations seeking over 110 employees in the security industry, law enforcement, emergency communications, health care and public health professionals with emergency and disaster management experience, security investigators, infrastructure safety and security specialists, IT technologists with experience in emergency management, cyber security and logistics, managing hazardous materials, compliance analyst managers, Manager for Cummins Inc. responsible for all aspects of emergency/disaster preparedness and response, biosecurity specialists for food security and agriculture businesses, Operations Planner with Capstone Corporation, city, state and regional transportation emergency planners and managers, facilities and property managers in the government, energy and water utilities and private sectors with skills and experience in emergency and disaster assessment, management and response, hospitality, Port, transportation and supply change security and emergency management, organizational and risk management and business planning professionals, biopharmaceutical products companies such as AppLabs needing staff with a focus on scientific and engineering disciplines, homeland security and emergency management and employees with education and training in fire and life safety. The military population is a key source of talent to meet these demands. However, the current approach to transitioning military to these professions fails to fully leverage their experience and education and lacks consistency. This creates an unnecessarily lengthy and, sometimes, confusing process.

Funding to address this issue was provided by the State Board of Community and Technical Colleges to the Center of Excellence for Homeland Security and Emergency Management (HSEM) and the efforts of

our SBCTC colleges' faculty and staff serve as subject matter experts and make the decisions regarding awarding credit.

Non-Traditional Learning Categories

Classifying and awarding credit The Community and Technical College (CTC) system recognizes four (4) categories for Non-Traditional Learning: (*this information is from the PLA-Military Transitions Work Group)

1. Credit by testing – commonly accepted higher education equivalency exams that are documented via a transcript or other official record. This category will not be noted on transcripts as awarded for Prior Learning Credit (PLA) and includes:
 - a. Advanced Placement (AP) Coding
 - b. International Baccalaureate (IB). College Level Examination Program (CLEP). DANTES subject standardized tests (DSST). Cambridge “A” level exam.
2. Prior Experiential Learning (“experiential” term included for PLA) – knowledge and skills acquired through experience alone, evaluated (subjectively) by faculty via evaluation of a compilation of work. All PLA HS21+ credits are awarded through a prior learning portfolio review (portfolio review examples are available).
 - a. This category will be noted on transcripts as awarded for prior learning in accordance with accreditation standards. Each college can make their own decision on how much credit they give for PLA and what they charge for the review and the credit.
3. Extra-institutional learning – knowledge and skills acquired outside the institution and objectivity verified through third-party certifications, industry-recognized testing/training, and cross walks.
 - a. Individual industry certifications (e.g. Certified Emergency Management (CEM) issued by International Association of Emergency Managers IAEM).
 - b. Occupational crosswalks (Police, Fire, AmeriCorps, Military etc.)
 - c. American Council on Education (ACE).
4. Course challenges – challenges examination are sufficiently comprehensive to determine if the student has the same knowledge and skills as those students who enroll in, and successfully complete, the course. A student should have previous training, private study, work experience or other bona fide qualifications indicating the student has knowledge and/or abilities equivalent to course completers. Coding is CBE and an exam could be written, demonstration/performance completed or combinations thereof. Some course challenges occur prior to enrollment in the course and others are assessed after registration.

Establishing Teams of Subject Matter Experts

Best Practices were researched during the first Military Pathways project for Healthcare Professionals. That project used an approach developed by Minnesota State Colleges and Universities. In this program, they evaluate a Military Occupation Specialty (MOS) and grant the student a “floor” or minimum credit for that MOS, based on military education and training (examples are below). They have 11,000 articulations recorded following this approach. Similarly, Lansing (Michigan) Community College created a Medic to Paramedic pathway that includes awarding 9 credits to medics for their military education and experience and 15 credits for EMT-Basic (medics are certified EMTs). Olympic College is currently heading up the project for Emergency Medical Technicians to develop the EMT/EMS pathway for Washington.

We will start first with establishing teams of Criminal/Administrative Justice, Homeland Security-Emergency Management, Occupational Health and Safety and Fire Command subject matter experts. The process developed for the Healthcare Military was documented, tested, and refined with Pierce, Olympic, and Green River Colleges and will be used as a model by the public safety/security and emergency management teams. This systematic process establishes a “floor” or minimum credit for an MOS **and** reviewing individual student training and experience for additional credit above the “floor”.

Critical Resources

Below are Initial resources that were identified to help us understand military education and training and how it applies to public safety, security and EM project. We will need to identify and analyze similar documents that are not currently on this list:

- [Military Occupation Specialty](#)
- American Council on Education ([ACE](#)) – Their online Military Guide provides credit recommendations for formal courses and occupations offered by all branches of the military.
- [Fayetteville Community College Credit-for Learning](#) site developed a learning assessment model based on Military Occupational Specialty, skill level and experience to assist Military personnel in earning an Associate in General Education(AGE) or other degrees. The FTCC degree is transferable and offers a pathway to earning a higher-level degree at four-year institutions. FTCC developed a learning assessment model based on Military Occupational Specialty, skill level and experience to assist you in earning an Associate in General Education (AGE) or other degree. The AGE is transferable and a pathway to earning a higher-level degree at a four-year institution.

All of the following programs apply to Active Duty, National Guard, Reserve Component and Veterans. Additional Career Management Fields/Military Occupational Specialties will continue to be added as evaluated.

Fayetteville Technical Community College (FTCC) is a leader in education for Active Duty, Reserves, National Guard, veterans, their families, and Department of Defense civilians. In partnership with the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL), FTCC has created a series of degree plans and educational pathways that maximize your military experience and learning, while shortening the time and resources required to earn your associates degree, diploma or certificate. If earning your associates is just your first step in your educational journey, FTCC can help you move to the next level through the many articulations and agreements we have created with colleges and universities across the nation. We are committed to your success no matter your ultimate degree sought. Now – get started by clicking on the icon below, choose your branch of service, select your MOS, Rating or Specialty and pay grade and see what credit your military service has earned you at Fayetteville Technical Community College. If you are interested in moving forward with claiming your college credit, click on the icons below.



Army

Search for academic program and credit transfer information based on your Army or Army National Guard military occupational specialty (MOS).



Marines

Search for academic program and credit transfer information based on your Marine occupational specialty and rank.



Navy

Search for academic program and credit transfer information based on your Navy rating or designation.



Air Force

To start the process, ask the Community College of the Air Force to [send an official transcript](#) to the college or university you plan to attend. Search for academic program and credit transfer information based on your Air Force group and rank.



Coast Guard

Search for academic program and credit transfer information based on your Coast Guard group and rank.

Establishing a “Floor”

A “floor” is the minimum credit the college will award for a specific MOS. Anyone admitted to the school with that MOS is automatically eligible for a specific number of credits.

For example, an Army Special Operations Specialist that demonstrates adequate Terrorism & Emergency Management training and experience could be awarded 3 to 5 credits for HSEM 100 level courses in Emergency Management and Understanding Terrorism.

The following steps will assist you in determining your “floor”. This is written with the Health Care Specialist or Practical Nurse in mind, but many of the steps can be replicated for other MOS’s.

1. Gather the following documents:

- Your program’s requirements – gather curriculum and syllabus w/learning outcomes
- Military MOS Course Syllabus or Map (see FICC information)
- Identify additional analysis for identified field.
- [ACE Military Guide](#)

2. Compare your program’s requirements to MOS Course Syllabus and ACE or other national assessments that may be identified.

3. Compare your program’s requirements to the course syllabus or map. Are there any subjects that satisfy your requirements? Are there any that come close? If that Analysis rates a “2” for that subject, consider awarding the credit. If there is still uncertainty, consider developing a Challenge for that course.

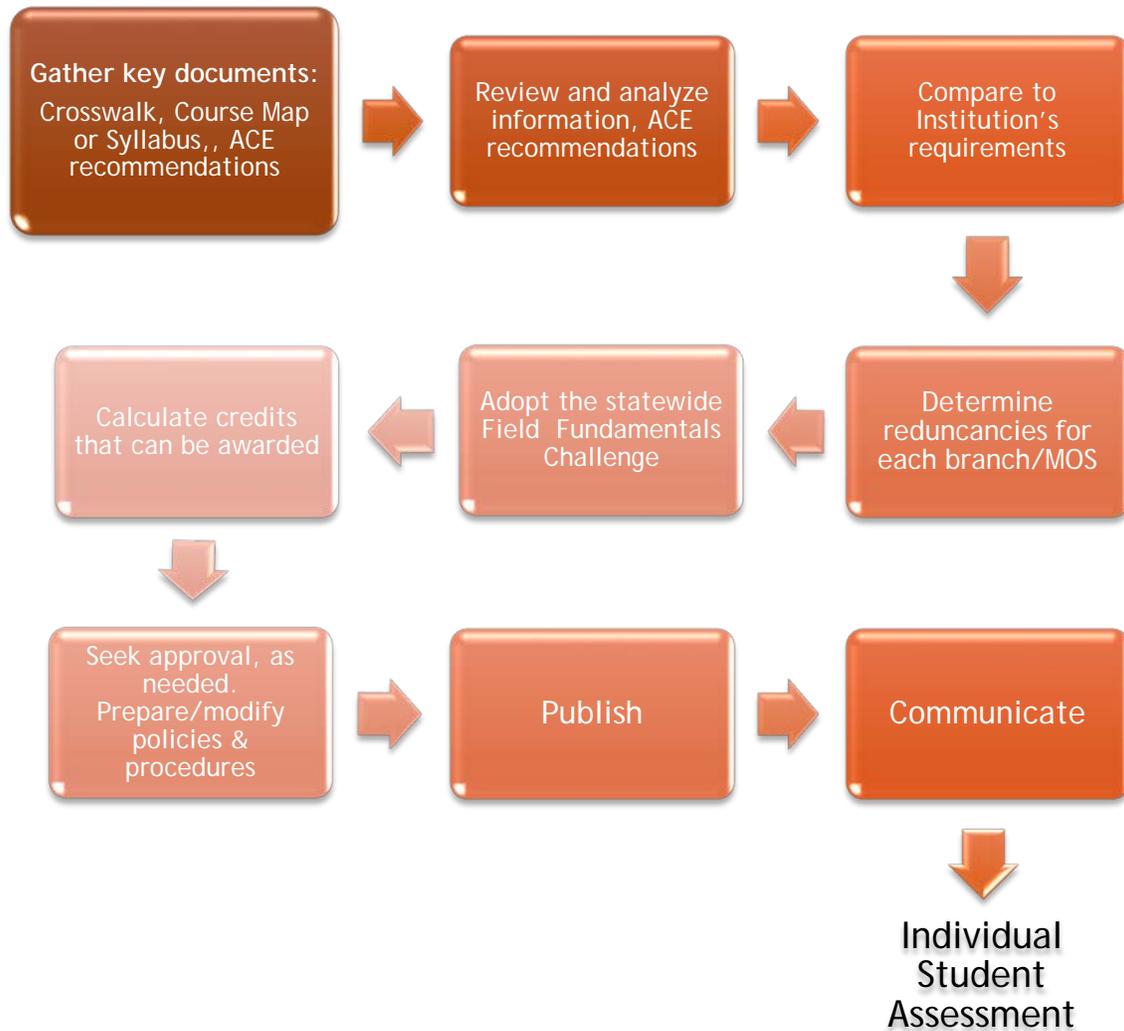
4. Compare your program’s requirements to other similar program requirements in the SBCTC or national programs. Are there any areas that satisfy your requirements? If some are close or questionable, consider offering a challenge.

5. Compare your program’s requirements to the ACE Military Guide for that MOS. Are there any areas that satisfy requirements, including pre-requisites? Again, consider awarding credit or creating a challenge.

6. Adopt, as part of your “floor”, a statewide Fundamentals Challenge for Criminal Justice programs. That CJ Fundamentals will be under development as part of the Military Pathways Project by a CJ project team. More details will be discussed at the first CJ project team meeting.

7. Document your potential “floor”, seek necessary approval, update policies, publish, and communicate.

"Floor" Process

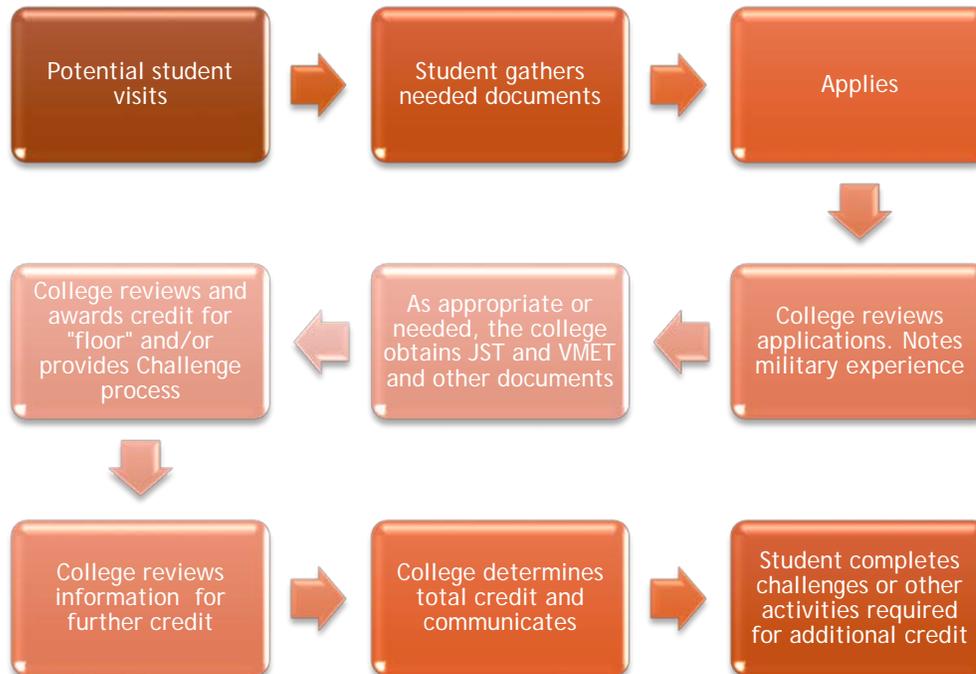


Individual Student Assessment

Now that you know the minimum credit or “floor” for that MOS, it’s time to find additional credit for each individual student. While the student should provide the needed materials, it’s important to understand that this may be their first time experiencing this process and may need reminders. The following describes the recommended process:

1. Potential student visits college program website to learn and understand benefits
2. Student gathers/orders the following documents:
 - [Joint Services Transcript \(JST\)](#) and all other relevant transcripts
 - Community College of the Air Force (CCAF) and all other relevant transcripts
 - Verification of Military Experience and Training ([VMET](#)), except Coast Guard
 - DD 214 Member 4 Copy or NGB-22 (ARNG), Certificate of Release or Discharge from Active Duty
3. Potential student applies
4. College reviews the application. If there is military experience, be sure the student orders his/her JST. Once ordered, you can view the transcript online, if you have an account ([instructions for account set up](#)). If the student was NOT in the Coast Guard, ask for the student’s Verification of Military Experience and Training ([VMET](#))
5. Review information and award credit based on “floor” established for the MOS and/or instruct student in how to complete challenges, certificates, etc. to gain credit
6. Review JST and other information, to determine further credits. For example, Bates will award 5 more credits for an Interpersonal Communication class if an Army Health Care Specialist has taken the Basic Leader Course.
 - **Watch for the opportunity to award credit based on [ACE](#) recommendations, [College Level Examination Program \(CLEP\)](#), [Dantes Standardized Subject Tests \(DSST\)](#), etc.**
7. Determine credits to be awarded and communicate with the student
8. Student completes challenges or other steps required to be awarded credit

Individual Assessment Process



Resources

- **American Council on Education (ACE) [Military Guide](#)**
 - ACE represents the presidents of U.S. accredited, degree-granting institutions, which include two- and four-year colleges, private and public universities, and nonprofit and for-profit entities. One of its services is College Credit Recommendation Service (CREDIT), which helps adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs. This includes the military. 
 - Their online Military Guide provides credit recommendations for formal courses and occupations offered by all branches of the military. For further information on ACE, view the video: [Demystifying Military Evaluations](#). Also be sure to check out [How to use the Military Guide](#).
- [Army Cool](#) – Credentialing Opportunities Online. This site helps Army Soldiers find information on certifications and licenses related to their Military Occupational Specialties (MOSs). COOL explains how Soldiers can meet civilian certification and license requirements and provides links to numerous resources to help get them started.

- [CAEL](#) - Council for Adult and Experiential Learning offers a variety of programs to make it easier for people to get the education and training they need. They find practical ways to link people's education to their jobs or future careers and support ways to link learning from their work and life experiences to their educational goals.
- [Careeronestop.org](#) – A US Department of Labor site that provides one-stop shop service that gives employment information and other career management tools. It includes a special section for Veteran's Re-employment, including a tool to match military skills to a civilian career.
- [CLEP](#) – College Level Examination Program. CLEP offers 33 exams in five subject areas, covering material taught in courses generally taken in the first two years of college. Passing a CLEP exam may mean earning college credit. 
- [College Credit for Heroes](#) - partnership between the Texas Workforce Commission and the Texas Higher Education Coordinating Board to ensure our active duty, former and retired military personnel receive the credit they earned for their service to our country.
- [DSST](#) - DANTES Standardized Subject Tests (owned and administered by Prometrics). DSST offers a suite of more than 30 exams in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences and Humanities. Passing a DSST exam may mean earning college credit. 
- **DOH Crosswalk** - A document that compares 27 Allied Health positions to MOS's and describes the gaps between the MOS and the DOH requirements. Many MOS's are only missing minor requirements (e.g. 7 hours of HIV/Aids training). To obtain a copy, contact tommy.simpson@doh.wa.gov. You may also call Customer Service at 360.236.4700.
- [DVA or VA](#) – Department of Veteran's Affairs offers a wide variety of programs and services for the nation's veterans and is the key source of information on military student benefits
- [Fayetteville Community College Credit-for Learning](#) site developed a learning assessment model based on Military Occupational Specialty, skill level and experience to assist Military personnel in earning an Associate in General Education(AGE) or other degrees
- **JST – Joint Services Transcript** is the official transcript tool for Army, Marine Corps, Navy and Coast Guard personnel. It is an academically accepted document approved by the [American Council on Education \(ACE\)](#) to validate a service 

member's military occupational experience and training along with the corresponding ACE college credit recommendations

- See a [sample here](#)
- Once the student orders a transcript (remember to ensure the student orders the transcript), you can gain online access through your account. To set up an account use the following process:
 1. Contact Heather Robertson at heather.roberston@navy.mil or 850-473-6358
 2. Provide the following:
 - School name and mailing address
 - Name, email address, and phone number for each person who needs access to a JST
 3. Heather will set up an account and notify you when it's ready
- [Navy Cool](#) - Credentialing Opportunities Online is a site for both active and reserve (less IRR) Navy service members that defines civilian credentials which best map to Navy ratings, jobs, designators, and collateral duties/assignments. It outlines the path, work, training and experience required to achieve them.
- [United States Coast Guard Academy](#) - provides a four-year Bachelor of Science degree program with a full scholarship for each individual.
- [SOC/SOC DNS](#) - The Service members Opportunity Colleges Degree Network System or SOC DNS consists of degree programs for Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). The Services select specific degrees for participation and the participating colleges are required to issue SOC DNS Student Agreements for the selected degrees. The SOC DNS Student Agreement indicates that the student has selected a participating college as his/her "home college", the college from which the student plans to graduate. The SOC DNS Student Agreement is the official evaluation of all prior learning (both traditional and non-traditional), indicates guaranteed-transferability where SOC DNS Course Category Codes appear and serves as the student's long-range degree plan through military moves across the nation and world. It prevents the college from changing the degree plan under the catalog policies indicated.


- [VMET](#) – Verification of Military Experience and Training lists military experience and training, which may apply to employment in the private sector. It is **not an official transcript** for purposes of granting college credit, but it can be used to **support** the fact that that the student has met training and/or course requirements to qualify for civilian occupations, certificates, licenses, or programs of study.

- **CCAF** – Community College of the Air Force is a federally-chartered degree-granting institution that serves the United States Air Force’s enlisted total force. They partner with over 106 affiliated Air Force schools, 82 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve more than 305,000 active, guard, and reserve enlisted personnel, making CCAF the world’s largest community college system



Example of MOS Crosswalks from FICC

From the FICC Military Pathways Website:

FTCC Associates in General Education- Critical Operator (0372)

| Course ID | Course Title | Hours Required | Hours Earned | Comments |
|--|--|----------------|--------------|--|
| General Education (9 Hours Required) | | 9 | | |
| COM231 or COM120 | Public Speaking or Intro Interpersonal Communication | 3 | | Can be satisfied with transfer credit |
| ENG111 | Writing and Inquiry | 3 | | |
| ENG112 | Writing/Research in the Disc | 3 | | |
| Natural Sciences (3 Hours Required) | | 3 | | |
| CIS110 | Introduction to Computers | 3 | | |
| Mathematics (3 Hours Required MAT143 or Higher) | | 3 | | 1 additional credit Elective (ACA 122) is needed if math course is not 4 or more credits |
| ACA122 | College Transfer Success | 1 | | |
| Humanities/Fine Arts (3 Hours Required) | | 3 | | Can be satisfied with transfer credit |
| HUM230 | Leadership Development | 3 | 3 | ACE Credit MC-1606-0026 |
| Social/Behavioral Science (3 Hours Required) | | 3 | | Can be satisfied with transfer credit |
| PSY118 | Interpersonal Psychology | 3 | 3 | ACE Credit MC-2204-0103 *(SC) |
| Open Elective Requirements | | 42 | | Can be satisfied with transfer credit |
| BUS135 | Principles of Supervision | | 3 | ACE Credit MC-2204-0127 **(SNCOA-CAREER) |
| BUS234 | Human Resource Management | | 3 | ACE Credit MC-2204-0127**(SNCOA-CAREER) |
| BUS253 | Leadership and Mgmt. Skills | | 3 | ACE Credit MC-2204-0122 *** (SNCO-ADVANCED) |
| CJC 193 | Selected Topics in CJ | | 3 | ACE Credit MC-1606-0026 |
| CJC160 | Terrorism: Underlying Issues | | 3 | ACE Credit MC-2204-0051 |
| CJC161 | Intro to Homeland Security | | 3 | ACE Credit MCE-1606-0026 |
| CJC162 | Intel Analysis and Sec Mgmt. | | 3 | |
| CJC163 | Trans and Border Security | | 3 | |
| CJC260 | Threat Assessment | | 3 | |
| GEO110 | Introduction to Geography | | 3 | |
| HEA112 | First Aid & CPR | | 2 | ACE Credit MC-2204-0088 (RT) |
| OMT110 | Introduction to Operations Mgmt. | | 3 | ACE Credit MCE-1606-0026 |
| PED110 | Fit and Well for Life | | 2 | ACE Credit MC-2204-0088 (RT) |
| PED172 | Outdoor Living | | 2 | ACE Credit MC-2204-0088 (RT) |
| Total Required for Degree/Earned | | 64 | 45 | |
| Total Credits Remaining for Degree | | | 19 | |

* Completed Sergeants Course ** Staff Noncommissioned Officer Academy Career
*** Staff Noncommissioned Officer Advanced

64 Total Hours Required. 48 Hours can be satisfied with ACE Credit and Prior Learning Assessment (PLA) credit provided by FTCC internal evaluation and qualified college transfer credit. 16 Hours or 25% of the degree must be taken at FTCC.

Glossary

- [ACE/Ace.net](#) - American Council on Education
- [ACES](#) - Alamo Colleges Educational Services
- [DVA](#)- Department of Veteran’s Affairs
- [JST](#) - Joint Services Transcript
- [CCAF](#) -Community College of the Air Force
- [CLEP](#) - College Level Examination Program
- [DANTES](#) - The Defense Activity for Non-Traditional Education Support
- DSST - DANTE Standardized Subject Tests
- [O*NET](#) - detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
- MOS- Military Occupation Specialty
- MOS - Military Occupation Specialty
- [PLA](#) – Prior Learning Assessment
- [SOC](#) - Service members Opportunity Colleges

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