

# Credit by Military Training Form

(Army, Coast Guard, Marine Corps, and Navy Only)

First and Last Name: \_\_\_\_\_ OFTC Student ID Number: \_\_\_\_\_

## Steps and Checklist

- Request an official transcript from Joint Services Transcript. Have the transcript sent to OFTC's Registrar's Office at Registrar@oftc.edu
- Review the *Credit by Military Training Table* to determine if your credit by military training is classified as standard or non-standard. Check the box for standard or non-standard below; follow the steps for the appropriate classification:
  - Standard (found in the *Credit by Military Training Table*)
    - Complete and sign this form.
    - Attach the *Credit by Military Training Form* to the *Application for Prior Learning Assessment* and submit both to the Registrar's Office.
  - Non-Standard (NOT found in the *Credit by Military Training Table*)
    - Complete the following table. Course information can be found in the ACE Military Guide and in the OFTC Catalog on the college's website.

ACE ID Number	Military Course Number/Title	Military Credit Hours	OFTC Course Number	OFTC Course Title	OFTC Credit Hours	Approved/Not Approved (to be completed by OFTC personnel)

- Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- Complete and sign the *Credit by Military Training Form*.
- Attach the *Credit by Military Training Form* and ACE Course Exhibit(s) to the completed *Application for Prior Learning Assessment* and submit all to the PLA Coordinator.
- Make sure that you have signed in the box below. The other signatures will be obtained as the review occurs.

Required Signatures		
	Signature	Date
Student		
Faculty Subject Matter Expert		
Academic Affairs Dean		
Vice President of Academic Affairs		