

## ANNEX C to School Plan

### EDUCATION CREDENTIALS

1. **BACKGROUND.** The Army uses Department of Defense education enlistment criteria to select applicants with the greatest likelihood of successfully completing a full term of service. First-term attrition cannot be eliminated. However, managing enlistment eligibility categories by accurately identifying applicants who are non-graduates or alternate credential holders allows the Army to decrease overall attrition and maintain its required end strength.

#### 2. REQUIRED DOCUMENTATION:

a. High School Graduate: **Certified Transcripts** from the school that issued the diploma. Transcript must indicate the person graduated and met all requirements.

NOTE: Telephonic verification (memorandum) only by a commissioned officer, operations noncommissioned officer, first sergeant, guidance counselor, or ESS if transcripts are not available.

b. High school diploma graduate via college credit (HSDC): Must have completed 15 semester hours or 22 quarter hours or 675 clock hours of postsecondary education from an institution listed in the current *Accredited Institutions of Postsecondary Education* book. Transcript **must state** the number of semester, quarter or clock hours completed.

c. DEP and DTP Applicants: An official or certified letter from the school indicating date of enrollment, class attendance dates and date the applicant is expected to complete the program. A follow-up tier evaluation may be required upon graduation.

d. Job Corps Applicants: Must have either a GED or a Job Corps Certificate of Completion **in addition to the 675 clock hours** of vocational technical training to qualify as Tier 1. Clock hours must be received from a postsecondary institution must be listed in the *Accredited Institution of Postsecondary Education* book.

e. Home School Diplomas: Reference USAREC Message 01-049 (ANNEX F)

#### 3. FOREIGN CREDENTIALS

a. Applicants who have completed high school or who have college credits from foreign colleges or universities must have their documents evaluated and accredited by one of the agencies listed in AR 601-210. These include:

(1) A state department of education.

(2) An accredited degree-producing institution listed in the current *Accredited Institutions of Postsecondary Education* book, or

C-1

## ANNEX C to School Plan

(3) A commercial evaluation service that is a member of the National Association of Credential Evaluation Services.

b. Letters received from state departments of education or colleges must be written on the institution's letterhead. They must state that the evaluator has determined the credential to be equal to a diploma issued by a public high school in the United States or a specific type of degree conferred by a public college in the United States.

c. There are schools located in countries, territories and nations listed in AR-601-210 to include Department of Defense Dependent Schools and Department of State overseas schools that are exempt from evaluation requirements.

4. **ON-SITE VISITS.** Must be conducted on all **Public and Private Adult** education schools and **Non Regionally Accredited Private Schools.** The Battalion ESS, XO, Company Commander, or Operations Officer must conduct the site visit using USAREC Form 1015 to document findings. The purpose of the visit is:

a. Determine the method(s) of instruction.

b. Determine if more than one type of program is offered, i.e., GED, GED preparation, home study, correspondence, adult education).

c. Ensure that the program is not a "diploma mill."

d. Determine the school and/or adult education program tier classification.

5. **TIER STATUS:** USAREC Reg 601-101 establishes policy, guidance, and procedures to be followed when processing applicants for enlistment in the Regular Army and the Army Reserves. It provides procedures for determining the proper educational tier status of applicants and applying education enlistment policy consistently.

a. Tier 1 Programs (Individual Tier Evaluation **is not required**): Public traditional high schools, public continuation high schools, public alternative high schools, private accredited high schools and those non accredited private schools and adult education programs that have been approved by the Recruiting Battalion Commander based on information obtained during an on-site visit.

b. Tier 1 Programs (Individual Tier Evaluation **is required**): Public charter schools and public adult/private adult/private non regionally accredited high schools when determined that tier evaluation is required based on information obtained during an on-site visit.

c. Tier 2 Programs: Alternate high school credentials which include test based equivalency diploma (GED), certificate of attendance, correspondence school diploma, distance learning programs, and Occupational program certificate of attendance.

## ANNEX C to School Plan

d. Tier 3: Less than a high school diploma. Individuals who have not graduated from high school and have not received an alternate high school credential

**NOTE:** When an individual tier evaluation is required, only those credits received at the last school attended that awarded the diploma will be considered. The number of credits **must be at least 50% classroom instruction** to be rated as Tier 1. Self paced study is considered classroom instruction. GED, GED class prep credits, other testing credits, and life experience credits **do not count** as classroom study.

### **EXAMPLE:**

- Applicant received 145 of 220 credits required from a public high school. Enrolled in an adult education school, took the GED and received 55 credits, and participated in classroom study for the 20 additional credits required to graduate. Applicant is a **TIER 2**. (50% of the credits received from the last school attended **were not** classroom study)

- Applicant received 145 of 220 credits required from a public high school. Enrolled in an adult education school and received 30 credits for taking the GED and 45 credits of classroom study. Applicant is a **TIER 1** (50% of the credits received were classroom study).