2024 NC Wing Conference Education and Training
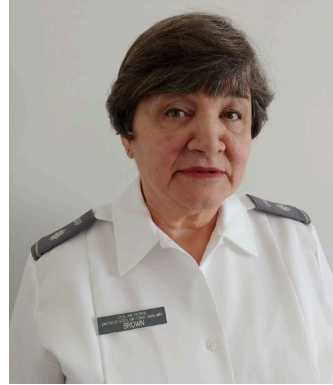
Lt Col Kathy Nicholas
NC Wing Director of Education and Training

NC Wing Education and Training Staff

Lt Col Kathy Nicholas

Lt Col Valerie Brown

Maj Chad Hooper

Lt Col Daniel Guadalupe

Lt Col Kimberly Morton

Education and Training Program

Why - Education and Training

From Civil Air Patrol's 2023-2027 Strategic Plan:

Education and skills training are the means with which all successes are achieved. Without skills training, the newest of equipment become useless assets.

Without education, CAP's leadership at any level faces unwelcomed credibility critique and countless risks.

When a skilled expert possesses professionally developed leadership talent, amazing things are made possible.

Education and Training Program

Who - Roles and Responsibilities

➢The National Education and Training Team is the office of primary responsibility for the Education and Training Program and the overall focal point for program implementation, curriculum development, and policy management.

➢The Chief of Education and Training manages the Education and Training Program.

➢The Director of Mentoring, the Specialty Tracks Coordinator, and the Volunteer University Provost work with the Chief to implement the program.

Education and Training Program

Who - Roles and Responsibilities

➢Region Deputy Chief of Staff Education and Training

➢Wing Director of Education and Training

➢Group and Squadron Education and Training Officers

CAPP 30-1 CAP Sample Position Descriptions detail the responsibilities of the various duty positions.

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Education and Training Program

Who - Roles and Responsibilities

We all have a responsibility to further our own education!

Education and Training Program

What – The Program

➢ CAPR 40-1 Senior Member Education and Training Program

➢ Five Levels: Onboarding, Learning, Leadership, Senior, and Executive

➢ Components: Volunteer University Modules

Specialty Track Ratings   Attend Conferences   Yeager Award

Mentor a Member Through Level I   Serve in Staff Position

CAP or AE Presentation   Serve on Staff at Approved Activity

Mentor a Member Through Technician Rating

Senior Member Education and Training and Promotion Eligibility Chart

Fillable form (shown here) is available to download from the NC Wing Education and Training Resources webpage

Grade, Name: 2d Lt John Smith **CAPID #:** 123456 **Unit:** NC-555

Achievement	Level	Pre-Reqs	Command or Staff Assignment	Education & Training	Specialty Track	Leadership	Activities	Awards	Eligibilty for Promotion
Onboarding ✔	I			Modules				Membership Ribbon	
The Learning Phase ✔	II Part 1	Level I		Part 1 Modules				N/A	
The Learning Phase ✔	II Part 2	Level I		Part 2 Modules	Specialty Track # and Name 205 - Administration; Duty Position Admin Officer; Technician Rating 23-Oct-23		Earn the Yeager Award; 12-Apr-23 Award Date	General Benjamin O Davis Award (no ribbon)	
The Leadership Phase ☐	III	Level II	1 Year Start: 6-Mar-23 End:	Modules	Senior Rating	Attend two national, region or wing conferences; Location 11-Mar-23 Greensb	Mentor a member through Level I; 987654 CAPID SM Mentored	Grover Loening Award	
The Senior Leadership Phase ☐	IV	Level III	2 Years Start: 6-Mar-23 End:	Modules	Master Rating	Serve on staff in ET or national, region, or wing conf. (see 40-1 Para 9); Location	Presentation (see Paragraph 9 for details)	Paul E Garber Award	
The Executive Leadership Phase ☐	V	Level IV	3 Years; 1 Year at the Group or Higher Start: 6-Mar-23 End:	Modules		Serve on staff in ET or on staff at an activity (see 40-1 Para 10); Location	Mentor a member through a Technician Rating in a Specialty Track; CAPID SM Mentored	Gill Robb Wilson Award	

Promotion To	Level	Time-In-Grade	Date Joined CAP: 22-Feb-23
2d Lt	Level I and Level II Part 1	6 months as a member	22-Aug-23
1st Lt	Level II	18 months as 2d Lt or TFO (or combination)	
Captain	Level III	30 months as 1st Lt or SFO (or combination)	
Major	Level IV	4 years as Captain	
Lt Col	Level V	5 years as Major	

Red Service Ribbon

Review

CAPR 39-3, CAPR 40-1 CAPR 35-5 and Specialty Track Guides for details and current information.

Promotion To	Level	Time-In-Grade
SSgt	Level I and Level II Part 1	
TSgt	Level II	1 year
MSgt	Level III	2 years
SMSgt	Level IV	3 years
CMSgt	Level V	4 years

Ver 1 Aug 2020 Revised Apr 2023

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Volunteer University Modules

➢Synchronous – onsite in-person, Virtual In-Residence Program (ViR), or other classes using various technologies

Examples:

Level II & III moderated modules pre-conference

Level IV started monthly in January virtually with onsite in July

Level V is offered by MAR in Maryland from 13-17 April

Squadron Commander Course is onsite at NCWG HQ from 20-21 April

➢Asynchronous – online through the Learning Management System (LMS)

Volunteer University Modules

➢Automated Modules – available anytime to complete in the Learning Management System (LMS)

➢Moderated Modules – require completion with a Volunteer University instructor in an onsite in-person class, through ViR, other virtual class, or a cohort

Volunteer University Modules

Virtual In-Residence Program

VIRTUAL IN-RESIDENCE PROGRAM

CIVIL AIR PATROL
VOLUNTEER UNIVERSITY

Virtual In-Residence Program (ViR)

Visit the VIR Calendar ⊙

Agenda View

Education and Training Virtual Programs

Today ◀ ▶ Saturday, March 9 ▼

7:30pm	VIR LEVEL 3- Meetings & Meeting Planning
Saturday, March 9	
2:00pm	VIR LEVEL 2- Choosing Your Duty Assignment & Specialty Track
Sunday, March 10	
9:00am	VIR LEVEL 3- Leading People & Managing Stuff
10:00am	VIR SCC- Communication Skills for Command
12:00pm	VIR LEVEL 4- Management Principles
12:00pm	VIR LEVEL 4- Using New Media to Communicate
3:00pm	VIR SCC- Customs, Courtesies and Ceremonies
4:00pm	VIR LEVEL 4- Effective Communication with External Partners
5:00pm	Volunteer University Instructor Course Virtual Session
5:15pm	VIR LEVEL 3- Reaching Outside the Squadron
6:30pm	VIR LEVEL 2- Cadet Protection from the Senior Perspective
7:00pm	VIR LEVEL 2- Communication Fundamentals
7:00pm	VIR LEVEL 2- Leading Volunteers
8:00pm	VIR LEVEL 2- Accountability & Responsibility of the Adult Leader
9:00pm	VIR LEVEL 2- Mentoring
Monday, March 11	
3:00pm	VIR LEVEL 2- Bringing Your Service to the Civil Air Patrol

Education and Training Virtual Programs

Today ◀ ▶ March 2024 ▼   🖨Print | Week | Month | Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 1pm VIR LEVEL 3- Data-Driv 2:30pm VIR LEVEL 3- Finance 7pm VIR LEVEL 2- Accountal 10pm VIR LEVEL 2- Commun 11:15pm VIR LEVEL 2- Leade	26	27	28	29 7:30pm VIR LEVEL 3- Safety	Mar 1 Spring Command Elective	2 12pm VIR LEVEL 4- Leadersh 1:30pm VIR LEVEL 4- Shapin 4pm VIR LEVEL 3- Care and
3 2pm VIR LEVEL 3- Safety & F 3:30pm VIR LEVEL 3- Advanc	4 3pm VIR LEVEL 2- Accountal	5 11am VIR LEVEL 2- CAP Com 12:30pm VIR LEVEL 3- Devel 2pm VIR LEVEL 3- Public Affa 3:30pm VIR LEVEL 4- Plannin 4:30pm VIR SCC- Taking Com 6pm VIR LEVEL 4- Developin	6 4pm VIR LEVEL 2- Bringing Y 7pm VIR LEVEL 4- The Civil A	7 7:30pm VIR LEVEL 3- Meeting	8	9 2pm VIR LEVEL 2- Choosing
10 9am VIR LEVEL 3- Leading P 10am VIR SCC- Communicati 12pm VIR LEVEL 4- Managen 12pm VIR LEVEL 4- Using Ne 3pm VIR SCC- Customs, Cou +8 more	11 3pm VIR LEVEL 2- Bringing Y 8pm VIR SCC- Partnership Be 9pm VIR LEVEL 2- Basic Drill	12	13	14 7:30pm VIR LEVEL 3- Motivat	15 Spring Command Electives	16 2pm VIR LEVEL 3- Care and 4pm VIR LEVEL 2- Choosing
17 6pm VIR SCC- How Comman	18 3pm VIR LEVEL 2- Communi 8pm VIR LEVEL 3- Compliano 9pm VIR LEVEL 3- Effective \	19	20	21 7pm VIR LEVEL 4- Recruiting 7:30pm VIR LEVEL 3- Finance	22	23
24 7pm VIR LEVEL 3- Squadron 10pm VIR LEVEL 2- Mentorin 11:15pm VIR LEVEL 2- Leader	25	26	27 7:30pm VIR LEVEL 4- Mentori	28 5pm Volunteer University Ins 7:30pm VIR LEVEL 3- Data-D	29	30

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Volunteer University Modules

Where - Student Guides

The module's guides are downloaded from each Level's webpage on the NHQ website www.gocivilairpatrol.com
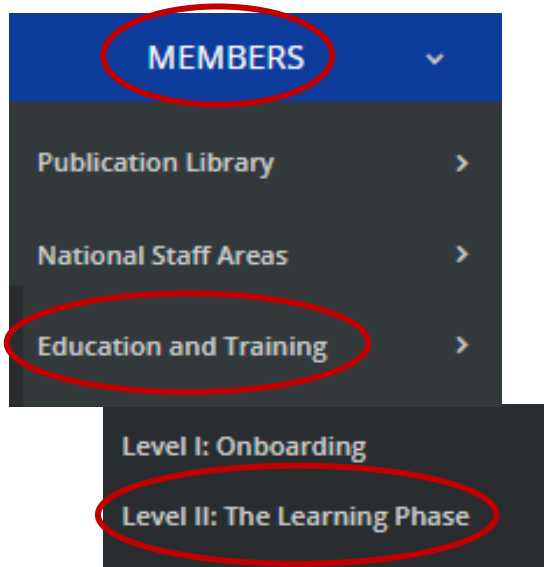
HOME / MEMBERS / EDUCATION AND TRAINING / LEVEL II: THE LEARNING PHASE

LEVEL II: THE LEARNING PHASE

Link to Level 2 Module Summary Sheet- Revised 7/2023

Link to Level 2 Module Content Files

Volunteer University Modules

Where - Module Summary Sheets

The module's guides are downloaded from each Level's webpage

on the NHQ website www.gocivilairpatrol.com

HOME / MEMBERS / EDUCATION AND TRAINING / LEVEL II: THE LEARNING PHASE

LEVEL II: THE LEARNING PHASE

→ Link to Level 2 Module Summary Sheet- Revised 7/2023

Link to Level 2 Module Content Files

Example of Level II
Module Summary
Sheet for the
New Member Path

Fillable forms (shown
here) are available to
download from the
NC Wing Education
and Training
Resources webpage

Level II - New Member Path

			Jane Doe	SM	987654	10-Jan-24
			Name	Grade	CAPID	Start Date

Equivalency	2/8 Moderated		Mod/Auto	Level II Part 1: New Member Path ☐
	quiz/discussion/assignment	☐	M	Accountability and Responsibility of the Adult Leader
	quiz/discussion/assignment	☐	M	Choosing Your Duty Assignment and Specialty Track
	quiz	☑	A	Customs and Courtesies
	quiz	☑	A	Professionalism
	quiz	☑	A	The Senior Member Education and Training Program
	quiz	☑	A	Serving with Volunteers
	quiz	☑	A	Uniform Wear in Civil Air Patrol
	quiz	☑	A	Unit Organization

Moderated modules (M) cannot be completed independently. They must be completed with a Volunteer University instructor onsite in person, through the Virtual In-Residence Program or other virtual instruction, or as part of an online cohort.

Automated modules (A) are those that require only a quiz to complete.

NOTE: Members who have enrolled in a cohort do not request a Level II Part 2 cohort. Part 2 modules became available when enrolled in a Level II Part 1 cohort.

Equivalency	4/18 Moderated		Mod/Auto	Level II Part 2: New Member Path ☐
	quiz	☑	A	Aerospace Education Orientation
	quiz/discussion/assignment	☐	M	Basic Drill
	quiz	☐	A	Cadet Programs Orientation
	quiz	☐	A	Civil Air Patrol's Missions
	quiz/discussion/assignment	☐	M	Communication Fundamentals
	quiz	☑	A	The Core Values and Ethical Decision Making
	quiz	☐	A	Emergency Services Orientation
	quiz	☐	A	Followership
	quiz	☐	A	The History of the Civil Air Patrol Non-Commissioned Officer
	quiz	☐	A	The Inspector General System
	quiz	☐	A	Introduction to Recruiting and Retention
	discussion/assignment	☐	M	Leadership Fundamentals
	quiz	☐	A	Leveraging Diversity and Inclusion
	moderated quiz	☐	M	Mentoring
	quiz	☑	A	Navigating eServices
	quiz	☐	A	The Non-Commissioned Officer Structure and Command Partnership
	quiz	☐	A	Safety and Risk Management for Members
	quiz	☐	A	Unit Activities

Revised 7/13/23

Level II – Four Paths

New Member

Former Cadet – transitioning to senior membership

Former Military – bringing service to CAP

Professional – health professional, attorney, CPA, chaplain, educator

If the member could fit in multiple paths, choose the best one based on the review of the Level II modules.

Any former military should have their DD-214 sent to CAP NHQ lmmeforms@capnhq.gov for Professional Military Education credit evaluation

Accessing and viewing Professional Levels in eServices

Step 1 – In eServices click on Menu → Professional Development → Professional Levels

Menu

Professional Development

Applications
Where Do I Start?
CAP Certificates
Form 11
Professional Levels
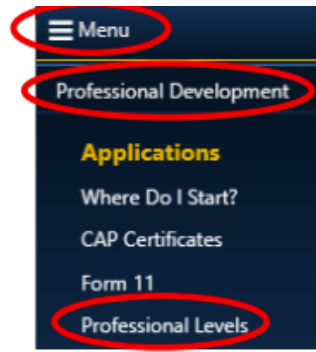
Accomplishments
Professional Levels

Step 2 – On the next screen under Accomplishments click on Professional Levels

Level I Example:

Select Level

--Select One--

Level 1

Step 3 – On the next screen under Select Level click on the down arrow and select the Level you wish to review
(Level I is selected in this example)

Level 1 Group 3				Completed / Required Tasks - [1 / 1]
Task Name	**Status**	**Date Completed**	**Upload Document**	**Comments**
☐ 01 OPSEC and Cybersecurity	APPROVED	10/12/2021	Choose file	Browse	Group equivalency credit

Level 1 Group 4				Completed / Required Tasks - [0 / 2]
Task Name	**Status**	**Date Completed**	**Upload Document**	**Comments**
☐ 01 My Learning Path		mm/dd/yyyy	Choose file	Browse	
☐ 01 Introduction to Mentoring in Civil Air Patrol		mm/dd/yyyy	Choose file	Browse	

⊘ Level 1 Group 5				Completed / Required Tasks - [1 / 1]
Task Name	**Status**	**Date Completed**	**Upload Document**	**Comments**
☐ 01 Diversity, Equal Opportunity, and Nondiscrimination	APPROVED	12/14/2021	Choose file	Browse	

Identifies progress on that section/group of tasks to be completed (completed 1 of 1)

Level I modules that do not show Approved under Status column, need to be completed

There will be a green checkmark if the group/section is totally completed

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Specialty Tracks

Specialty tracks were developed to provide senior members with the training and tools necessary to develop proficiency in areas of personal interest or in areas needed to support unit operations.

Each rating contains the following requirements – STAK

Service – Requires the length of time to serve in each rating period

Training – Objectives that require the member to learn systems and process

Activities – Objectives describing what the member is expected to complete

Knowledge – Objectives describing what the member is expected to know - quiz

Specialty Tracks

Specialty Track Guides – located in Pamphlets on gocivilairpatrol.com

Ratings:

Technician – learning, performing duties, becoming proficient at the squadron level – Leadership Ribbon

Senior – advancing in specialty, organizing and coordinating activities, group and wing involvement – Bronze Star

Master – serving at group or higher, mentoring others in specialty, advancing knowledge and experience – Silver Star
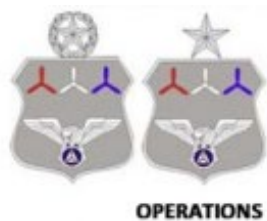
OPERATIONS

PERSONNEL

PROFESSIONAL DEVELOPMENT

MASTER GOLD STAR

SENIOR BRONZE STAR AEROSPACE EDUCATION

BASIC SILVER STAR

MASTER SILVER STAR

SENIOR BRONZE STAR CADET PROGRAMS

BASIC BLUE STAR

Tools and Resources

➢NC Wing website - https://ncwg.cap.gov

NC Wing Education and Training webpage

- Education and Training Resources
- Education and Training Newsletters
- Specialty Track Subject Matter Experts

➢CAP eServices - https://www.capnhq.gov

➢CAP Website - https://www.gocivilairpatrol.com
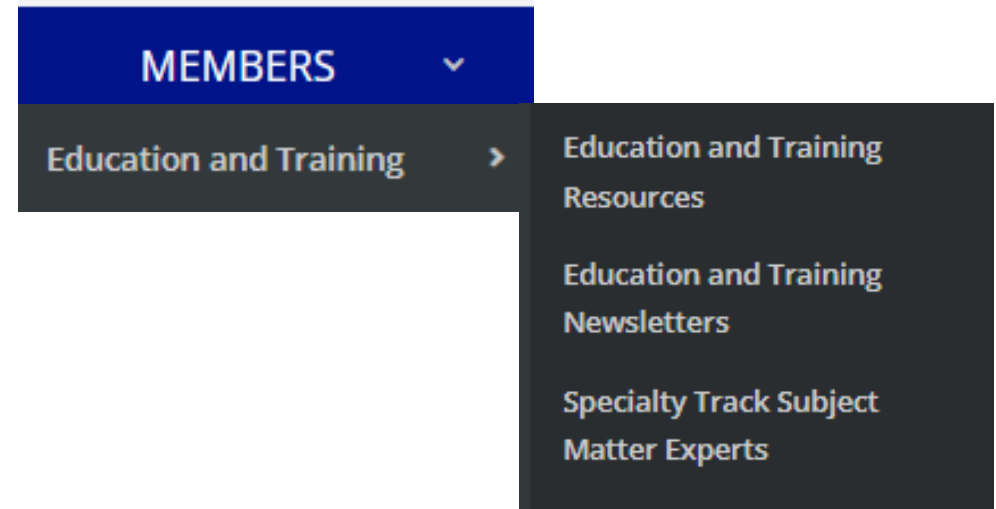
➢CAP Education and Training Officers, Other Personnel

New Learning Management System

The main screen after logging in Absorb

New LMS - Absorb

Catalog
See a complete list of available courses

An example of courses for this member when *Catalog* was selected

AIRCRAFT GROUND HANDLING

Aircraft Ground Handling
Online Course

Enroll

LEVEL 1
14

Level 1
Curriculum

Resume

4

TLC Basic - Online Modules
Curriculum

Enroll

Member working on Level I modules

OPSEC and Cybersecurity Module

Example of Quiz Question

Virtual In-Residence Enrollment

ViR Enrollment

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Go To eServices

New LMS - Absorb

Thank You!

Lt Col Kathy Nicholas
NC Wing Director of Education and Training
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757-639-7893

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