

THE INFORMATION IN EDUCATION AND TRAINING MODULES BY LEVELS

MAY HAVE CHANGES AND UPDATES

CHECK WITH YOUR EDUCATION AND TRAINING OFFICER

THIS DOCUMENT IS CURRENT AS OF 11/30/20

\*SUBJECT TO CHANGE

## LEVEL I

Equivalency	100% automated	Level 1
	quiz	Cadet Protection Basic Course
	quiz	Diversity, Equal Opportunity, and Nondiscrimination
Mitchell+	quiz	Expectations of Volunteers
Mitchell+	quiz	Introduction to Civil Air Patrol's Missions
Mitchell+	quiz	Introduction to Customs and Courtesies
Mitchell+	quiz	Introduction to eServices
	quiz	Introduction to Mentoring in Civil Air Patrol
Mitchell+	quiz	Introduction to the Chain of Command
Mitchell+	quiz	Introduction to the Civil Air Patrol Safety Program
Mitchell+	quiz	Introduction to the Core Values
	plan, acknowledgment	My Learning Path
	quiz	OPSEC and Cybersecurity
Mitchell+	quiz	The Squadron Meeting
Mitchell+	quiz	Uniforms and Where to Get Them

All Level 1 modules are automated and available in AXIS for any member who wishes to complete them independently. A cohort is not required.

Credit for some modules in each level are granted to those with equivalency based on prior training such as CAP schools, cadet milestone awards, and Professional Military Education (PME).

Additional tasks are required to complete this level including a Summary Conversation with one of the following personnel after taking the Cadet Protection Basic Course: Commander, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs, Director of Personnel, Director of Professional Development, Personnel Officer, Professional Development Officer & Vice Commander.

After completing the My Learning Path module, members will have a conversation with one of the personnel listed above and choose a path in Accomplishments.

## LEVEL II - Former Cadet Path

Equivalency	3/9 moderated	Level II Part 1: Former Cadet Path
	discussion/assignment	Accountability and Responsibility of the Adult Leader
	discussion, assignment	Cadet Protection from the Senior Perspective
	discussion/assignment	Choosing Your Duty Assignment and Specialty Track
	quiz	The Senior Member Education and Training Program
	quiz	Transitioning from Cadet Leadership to Senior Followership
	quiz	Transitions Best Practices for Former Cadets
	quiz	Uniform Differences
Eaker+	quiz	Unit Organization
	quiz	Working with Adult Volunteers

Credit for some modules in each level are granted to those with equivalency based on prior training such as CAP schools, cadet milestone awards, and Professional Military Education (PME).

Moderated modules cannot be completed independently. They must be completed with a F2F instructor or as part of a cohort online. These modules only appear online after a member is assigned to a cohort.

Automated modules are those that require only a quiz to complete in the list above. This list is a member aid and is subject to change. The list is AXIS of moderated and automated modules is always the most up to date. Members are encouraged to work on automated modules while waiting for a cohort or a face-to-face class.

Automated modules appear in AXIS as soon as a member progresses to the appropriate level.

Members do not need to request a Level 2 Part 2 Cohort. All modules become available when a member requests Level 2 Part 1.

Equivalency	2/15 moderated	Level II Part 2: Former Cadet Path
Spaatz	quiz	Aerospace Education Orientation
	quiz	Cadet Programs Orientation
Earhart+	quiz	Civil Air Patrol's Missions
Eaker+	discussion, assignment	Communication Fundamentals
Mitchell+	quiz	The Core Values and Ethical Decision Making
	quiz	Emergency Services Orientation
	quiz	The History of the Civil Air Patrol Non-Commissioned Officer
	quiz	The Inspector General System
Eaker+	quiz	Introduction to Recruiting and Retention
	quiz	Leveraging Diversity and Inclusion
Eaker+	moderated quiz	Mentoring
Mitchell+	quiz	Navigating eServices
	quiz	The Non-Commissioned Officer Structure and Command Partnership
	quiz	Safety and Risk Management for Members
	quiz	Unit Activities

## LEVEL II - New Member Path

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

**Part 1 - two moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified as "discussion/assignment". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.**

**\*\*NOTE - member does not enroll in Level II Part 2 cohort. Enrolling in Level II Part 1 opens up all modules in the Level.**

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

**Part 2 - four moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified as "discussion/assignment" and "moderated quiz". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.**

## LEVEL II - Former Military Path

Equivalency	3/9 moderated	Level 2 Part 1: Former Military Path
PME 2-5	discussion/assignment	Accountability and Responsibility of the Adult Leader
	quiz	Advanced Grade and Expectations
	discussion, assignment	Bringing Your Service to Civil Air Patrol
	discussion/assignment	Choosing Your Duty Assignment and Specialty Track
	quiz	Civil Air Patrol Customs and Courtesies
	quiz	Civil Air Patrol Uniform Differences
	quiz	The Senior Member Education and Training Program
	quiz	Serving with Volunteers
	quiz	Unit Organization

Equivalency Modules are based on the Tier level a former military member has been granted

Part 1 - three moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified as "discussion/assignment". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.

**\*\*NOTE - member does not enroll in Level II Part 2 cohort. Enrolling in Level II Part 1 opens up all modules in the Level.**

Equivalency	3/17 moderated	Level 2: Former Military Path
	quiz	Aerospace Education Orientation
	quiz	Cadet Programs Orientation
	discussion, assignment	Civil Air Patrol Communication Fundamentals
	quiz	Civil Air Patrol's Missions
PME 2-5	quiz	The Core Values and Ethical Decision Making
	quiz	Drill Differences in Civil Air Patrol
	quiz	Emergency Services Orientation
	quiz	The History of the Civil Air Patrol Non-Commissioned Officer
	quiz	The Inspector General System
	quiz	Introduction to Recruiting and Retention
	discussion, assignment	Leading Volunteers
	quiz	Leveraging Diversity and Inclusion
PME 2-5	moderated quiz	Mentoring
	quiz	Navigating eServices
	quiz	The Non-Commissioned Officer Structure and Command Partnership
	quiz	Safety and Risk Management for Members
	quiz	Unit Activities

Part 2 - three moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified as "discussion/assignment" and "moderated quiz". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.

## LEVEL II - Professional Receiving an Advanced Grade Path

Equivalency	2/9 moderated	Level II Part 1 - Advanced Grade Path
	discussion/assignment	Accountability and Responsibility of the Adult Leader
	quiz	Advanced Grade and Expectations
	discussion/assignment	Choosing Your Duty Assignment and Specialty Track
	quiz	Customs and Courtesies
	quiz	Professionalism in Uniform
	quiz	The Senior Member Education and Training Program
	quiz	Serving with Volunteers
	quiz	Uniform Wear in Civil Air Patrol
	quiz	Unit Organization

### Equivalency Modules are based on CAP Colleges

**Part 1 - two moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified as "discussion/assignment". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.**

**\*\*NOTE - member does not enroll in Level II Part 2 cohort. Enrolling in Level II Part 1 opens up all modules in the Level.**

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

**Part 2 - four moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified as "discussion/assignment" and "moderated quiz". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.**

## LEVEL III and Squadron Commander Course

Equivalency	Suggested Order	17/27 moderated	Level III	Squadron Commander Course (Electives) *see note down below about these modules
	1	quiz	Civil Air Patrol Publications	
IGC	2	discussion/activity	Compliance Requirements	
NLOC, IGC	3	discussion/assignment	Legal and Complaint Processes	The Complaint Process and Your Responsibility
	4	quiz/discussion/assignment	Finance and Physical Assets	Command Responsibility in Finance
NSOC	5	quiz/discussion/assignment	Safety and Risk Management for Squadron Level Leaders	Stewardship and Risk Management
	6	quiz	eServices for Leaders	How Commanders Use eServices
	7	quiz/discussion/assignment	Advanced Civil Air Patrol Communications	Communication Skills for Command
CCRSC, PME 3-5	8	2 case studies/quiz	Core Values for Leaders	
	9	discussion	The Care and Feeding of a Member	
PME 4-5	10	quiz	Developing Full Range Leadership	Commander's Intent
PME 3-5	11	quiz/discussion/assignment	Developing Our Members	
PME 4-5	12	quiz/discussion/assignment	Motivating and Mentoring	
	13	quiz/discussion/assignment	Effective Volunteer Teams	
PME 4-5	14	quiz	Delegating	
PME 3-5	15	quiz/discussion/assignment	Leading People and Managing Stuff	Customs, Courtesies, and Ceremonies; Taking Command
	16	quiz	The Role of Boards and Committees	
	17	quiz	The Roles of the Squadron Commander and Staff	Appointing and Utilizing a Staff; & The Role and Respon...
	18	acknowledgement	Squadron Level Leadership	
	19	quiz/discussion/assignment	Squadrons and the Missions	
	20	quiz	Working with the Cadet Advisory Council	The Partnership between the Cadet Advisory Council...
PME 3-5	21	quiz	Problem Solving	
PME 3-5	22	quiz	Planning and Decision Making	
PME 4-5	23	quiz/discussion/assignment	Meetings and Meeting Planning	
	24	quiz/discussion/assignment	Data-Driven Decision Making	
	25	quiz	Generational Management and Engagement	
	26	quiz/discussion/assignment	Public Affairs and Branding	
	27	quiz/discussion/assignment	Reaching Outside the Squadron	

Equivalency Modules are based on the Tier level a former military member has been granted, and or CAP colleges

Level III - Seventeen moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified with having "discussion, activity, or assignment". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.

### \*\*\*Special Note

Students are encouraged to complete the command electives with the level. This helps with building the bench for leadership as well as cohort management. The lessons also fit together with the content. It was written to go together. In some cases, it will be less work if completed simultaneously.

Students are automatically enrolled for the command electives

<b>Equivalency</b>	<b>Suggested Order</b>	<b>10/11 Moderated</b>	<b>Squadron Commander Course (Electives)</b>
NLOC, IGC	3a	quiz/discussion/assignment	The Complaint Process and Your Responsibility
	4a	quiz/discussion/assignment	Command Responsibility in Finance
NSOC	5a	quiz/discussion	Stewardship and Risk Management
	6a	quiz	How Commanders Use eServices
PME 4-5	7a	quiz/discussion/assignment	Communication Skills for Command
PME 4-5	10a	assignment	Commander's Intent
PME 4-5	15a	quiz/discussion/assignment	Customs, Courtesies, and Ceremonies
PME 4-5	15a	quiz/discussion/assignment	Taking Command
PME 4-5	17a	quiz/discussion/assignment	Appointing and Utilizing Staff
	17b	quiz/discussion/assignment	The Role and Responsibilities of the Squadron/Flight Commander
	20a	quiz/discussion/assignment	The Partnership between the Cadet Advisory Council and the Commander

**Squadron Commander's Course - Ten moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified with having "discussion or assignment". One module listed as "quiz" is automated meaning it is available in AXIS for members to take any time.**

## LEVEL IV and Group Commander Course

Equivalency	Suggested Order	15/25 Moderated	Level IV	Group Commander Course (Electives) *see note down below about these modules
PME 4-5	1	quiz	Choosing the Right People for The Right Job	
CCRSC, NLOC, IGC, PME 5	2	quiz	Conflict Management	
CCRSC, PME 3-5	3	quiz	The Core Values in Action	
PME 5	4	quiz/discussion/assignment	Developing Personal Leadership Philosophy	The Role and Responsibilities of the Group Commander
PME 3-5	5	quiz	Diversity and Equal Justice	
PME 4-5	6	quiz/discussion/assignment	Maintaining High Performing Teams	Engaging and Working with the Cadet Advisory Council
PME 4-5	7	quiz/discussion/assignment	Management Principles	
PME 5	8	quiz/discussion/assignment	Mentoring Skills and Program Development	
PME 5	9	quiz/discussion/assignment	Shaping Cultures of Trust and Innovation	
	10	quiz/discussion/assignment	Using New Media to Communicate	
CCRSC	11	quiz	Valuing Volunteers	eServices for Group Commanders
	12	quiz/discussion/assignment	Boards and Board Leadership	
	13	quiz	The Civil Air Patrol and United States Air Force Relationship	
NSOC	14	discussion/assignment	The Civil Air Patrol Safety Program for Group or Wing Level Leader	
	15	quiz	Governance and Corporate Process Structure	
	16	quiz/discussion	Operations at Group and Wing Levels	
	17	quiz/discussion/assignment	Planning and Leading A Major Activity	
PME 3-5	18	quiz/discussion/assignment	Prioritization and Time Management	
	19	discussion/assignment	Recruiting and Retention	
PME 5	20	quiz/discussion/assignment	Staff Processes	Group Staffing
	21	quiz	NHQ Operations and Staffing	The Role of the Group
PME 4-5	22	quiz	Emotional Intelligence	
PME 3-5	23	quiz	Critical Thinking	
	24	quiz/discussion/assignment	Effective Communication with External Partners	
	25	quiz/discussion/assignment	Leadership Challenges Today	Membership Issues

Equivalency Modules are based on the Tier level a former military member has been granted, and or CAP colleges

Fifteen moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified with having "discussion or assignment". All other modules listed as "quiz" are automated meaning they are available in AXIS for members to take any time.

### \*\*\*Special Note

Students are encouraged to complete the command electives with the level. This helps with building the bench for leadership as well as cohort management. The lessons also fit together with the content. It was written to go together. In some cases, it will be less work if completed simultaneously.

Students are automatically enrolled for the command electives

<b>Wavied</b>	<b>Suggested Order</b>	<b>5/6 Moderated</b>	<b>Group Commander Course (Electives)</b>
	4a	quiz/discussion/assignment	The Role and Responsibilities of the Group Commander
	6a	quiz/assignment	Engaging and Working with the Cadet Advisory Council
	11a	quiz	eServices for Group Commanders
PME 5	20a	discussion/assignment	Group Staffing
	21a	discussion/assignment	The Role of the Group
NLOC, CCRSC, IGC	25a	discussion/assignment	Membership Issues

Five moderated modules that can only be taken in online cohort or face-to-face "onsite". They are identified with having "discussion or assignment". One module listed as "quiz" is automated meaning it is available in AXIS for members to take any time.

## LEVEL V and Region Commander Course

Equivalency	Suggested Order	100% Moderated	Level V	Region Commander Course (Electives) *see note down below about these modules
	1	quiz/discussion/assignment	Local to the Global: A Broadened View of Civil Air Patrol	
PME 4-5	2	quiz/discussion/assignment	Emerging Leadership Trends	
PME 4-5	3	quiz/discussion/assignment	Committees and Teams	
	4	discussion/assignment	Boards at the Region and National Level	Strategic Engagement with the Cadet Advisory Council
CCRSC, PME 4-5	5	discussion/assignment	Ethical Leadership	
CCRSC, PME 4-5	6	discussion/assignment	Mentoring Programs	
PME 4-5	7	quiz/discussion/assignment	Developing Staff and Succession Planning	
	8	discussion/assignment	Preparing to Serve on Region or National Staff	Region Commander Roles and Responsibilities
	9	discussion/assignment	Civil Air Patrol Governance	Selecting Members of the Board of Governors
	10	discussion/assignment	The Chief Operating Officer and CAP-USAF Commander Perspectives	
	11	quiz/discussion/assignment	The National Commander's Perspective	
	12	discussion/assignment	Operations at a Strategic Level	
NSOC	13	discussion/assignment	Safety and Risk Management for Region and National Leaders	
	14	discussion/assignment	Marketing and Strategic Communications	
	15	discussion/assignment	Logistics and Property Management	Fleet Management; & Logistics at the Region Level
PME 5	16	quiz/discussion/assignment	Leading Change	
	17	discussion/assignment	Government Relations	
	18	discussion/assignment	Financial Management	Finances at the Region Level
	19	quiz/discussion/assignment	The Civil Air Patrol Strategic Plan	Linking the Region to the Strategic Plan
PME 5	20	quiz/discussion/assignment	Strategic Leadership	Challenging Situations and Region Command
	21	discussion/assignment	Civil Air Patrol Culture and Its Unique Challenges	
	22	presentation/written assignment	Capstone Project	

Equivalency Modules are based on the Tier level a former military member has been granted, and or CAP colleges

All modules in Level V are moderated and can only be taken in online cohort or face-to-face "onsite"

### \*\*\*Special Note

Students are encouraged to complete the command electives with the level. This helps with building the bench for leadership as well as cohort management. The lessons also fit together with the content. It was written to go together. In some cases, it will be less work if completed simultaneously.

Students are automatically enrolled for the command electives

Equivalency	Suggested Order	100% Moderated	Region Commander Training (Electives)
	4a	discussion/assignment	Strategic Engagement with the Cadet Advisory Council
	8a	quiz/discussion/assignment	Region Commander Roles and Responsibilities
	9a	quiz/discussion/assignment	Selecting Members of the Board of Governors
	15a	quiz/discussion/assignment	Fleet Management
	15b	quiz/discussion/assignment	Logistics at the Region Level
	18a	quiz/discussion/assignment	Finances at the Region Level
	19a	quiz/discussion/assignment	Linking the Region to the Strategic Plan
	20a	quiz/discussion	Challenging Situations and Region Command

All modules in Region Commander Training are moderated and can only be taken in online cohort or face-to-face "onsite"