

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 7/13/23

Volunteer University offers Education and Training modules in two different modalities

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

Asynchronous - Online through the Learning Management System/AXIS

Members can complete classes (modules) in one modality or a blend of the two

Automated and Moderated modules

Automated modules (A) are available to members in the Learning Management System/AXIS in the Level a member is currently working in. They are completed at a member's own pace and require a quiz to complete. Members are encouraged to work on automated modules while waiting for an onsite, ViR or other virtual class, or assigned a cohort to complete moderated modules.

Moderated Modules (M) require completion with a Volunteer University instructor in an onsite in-person class, through ViR or other virtual class, or through a cohort. Moderated modules only appear in AXIS after a member is assigned to a cohort. They will not appear in AXIS if completing onsite, through ViR or other virtual instruction with a Volunteer University instructor.

All modules are listed in Professional Levels regardless of the modality in which they are completed.

Equivalency Credit

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). Proof of PME is sent to CAP NHQ at Immeforms@capnhq.gov for evaluation and entry.

Refer to CAPR 40-1 CAP Senior Member Education and Training Program for complete details of the program

***SUBJECT TO CHANGE**

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

Moderated modules (M) cannot be completed independently. They must be completed with a Volunteer University instructor onsite, 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.

Equivalency: Credit given based on the Tier level a former military member has been granted and/or CAP Colleges.

NOTE: Students are encouraged to complete the command electives with this Level. This helps with building the bench for leadership. The commander modules in the right column correspond with the modules in the Level. It was written to go together. Staff can better help their commanders when they have this perspective/training.

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

PME / CAP College
Equivalency Verification

Training
Certificates

DD214

Credentials Verification
Date (by ETO)