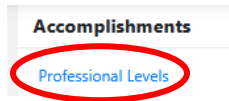
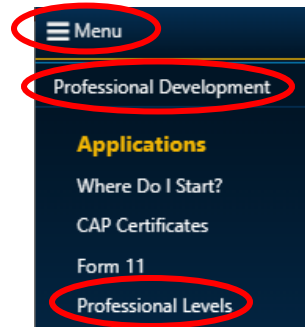


Professional Levels Screens

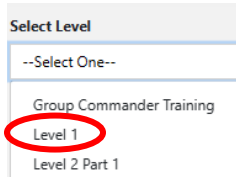
Accessing Professional Levels

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



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

Level I Example:



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
<input type="checkbox"/> 01 OPSEC and Cybersecurity	APPROVED	10/12/2021	Choose file <input type="button" value="Browse"/>	Group equivalency credit

Level 1 Group 4				Completed / Required Tasks - [0 / 2]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 My Learning Path		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> 01 Introduction to Mentoring in Civil Air Patrol		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	

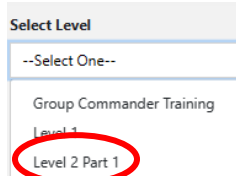
Level 1 Group 5				Completed / Required Tasks - [1 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Diversity, Equal Opportunity, and Nondiscrimination	APPROVED	12/14/2021	Choose file <input type="button" value="Browse"/>	

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

Level II Example:



Step 3 – On the next screen under Select Level click on the down arrow and select the Level you wish to review (Level 2 Part 1 is selected in this example)

This will open up the screen that lists all the requirements for that Level. Note that Level II has two parts - 1 and 2. Why two parts? Members bring with them a varied amount of education and experience to Civil Air Patrol that the organization recognizes. Former military, professionals, and former

cadets that achieved the Mitchell Award or higher that are eligible for an advanced grade have nine modules in Level II Part 1 that must be completed prior to receiving an advanced grade.

The screen below is from a member's Level II Part 1 Professional Levels

Level 2 Part 1 Accountability				Completed / Required Tasks - [0 / 1]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Accountability and Responsibility of the Adult Leader		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>		
Level 2 Part 1 Customs and Courtesies				Completed / Required Tasks - [1 / 1]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Civil Air Patrol Customs and Courtesies		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>		
<input type="checkbox"/> Customs and Courtesies	APPROVED	02/19/2022	Choose file <input type="button" value="Browse"/>		

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

The "Completed / Required Task" item might be slightly confusing in Level II module requirements. In the above example, the Level 2 Part 1 "Customs and Courtesies" section shows Completed / Required Tasks - [1/1] however there are two modules listed in this section.





The reason for multiple modules is the four different "paths" based upon the categories of former military, former cadet, professional, and new member. Our former military members are very familiar with customs and courtesies so they will take the Civil Air Patrol Customs and Courtesies module while those in the professional or new member path take the Customs and Courtesies module. Former cadets do not take a module for Customs and Courtesies as they are very familiar with CAP's customs and courtesies.

Uploading Documentation

Documentation is required for items in Levels III, IV, and V. For Level III one requirement is attendance at two conferences. If you are not working in Level III yet (only working in Level I or II) save the document to your computer to upload to Level III Professional Levels when you have access.

Example for Level III: Documentation for attending a conference

Click on the item being entered making sure there is a checkmark showing before submitting

Conference Attendance				Completed / Required Tasks - [0 / 2]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input checked="" type="checkbox"/>  Attend Wing, Region, or National Conference 1		02/09/2019	 2019 NCWG Conf Attend <input type="button" value="Browse"/>	NC Wing 2019 Conference - Greensboro <small>max. 36/500 characters</small>	
<input checked="" type="checkbox"/>  Attend Wing, Region, or National Conference 2		02/08/2020	 NC Wing 2020 Conf Atter <input type="button" value="Browse"/>	NC Wing 2020 Conference - Greensboro <small>max. 36/500 characters</small>	

The box next to the Gold Circle MUST be checked. The Gold Circle with the letter "1" indicates that documentation must be uploaded.

Enter the completion date in "Date Completed" and in the Comments box enter information to help the validator.

Click on the Submit button at the bottom of the page. Go back to the page to make sure the entry and documentation is there. It will be pending until approved.

Note: this is an example of how to enter ANY item in ANY Level that requires documentation

Explanation of the “Blue Down Arrow”

NOTE: Reading the information in the “blue down arrow” applies to all Levels

Example for Level III:

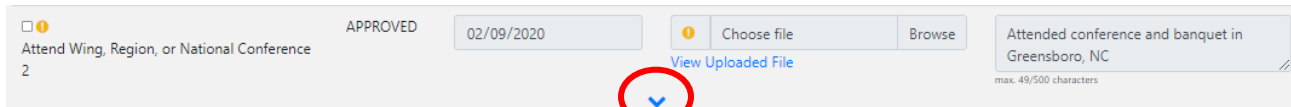
Step 1 – Access Professional Levels. In eServices click on Menu → Professional Development → Professional Levels

Step 2 – Under Accomplishments click on Professional Levels

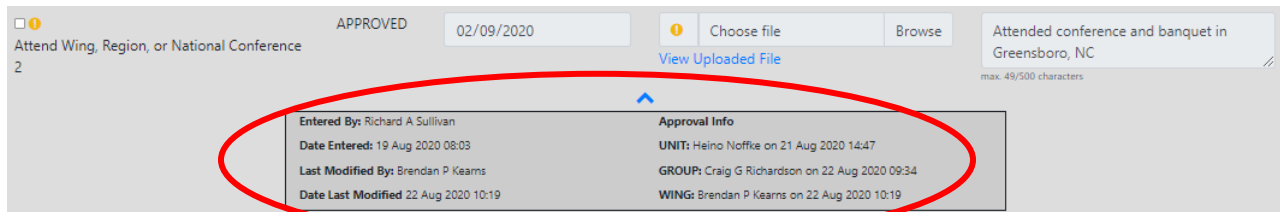
Step 3 – Under Select Level click on the Level you want to view (this example is for Level III)

Step 4 – Scroll down to Conference Attendance

Step 5 – Click the blue down arrow

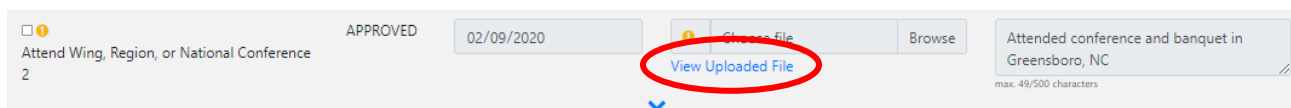


This opens a box that includes the name of the member and the date the information was entered. Identification of commanders that approved the item with approval dates are listed.



View an Uploaded File

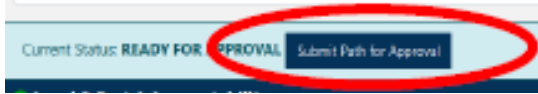
To view a document that has been uploaded to Professional Levels, click “View Uploaded File”. This will open the document on your computer.



Submitting a Level for Approval and Explanation of the Pending and Approval Boxes

In Professional Levels select a Level to view if a member has completed a Level a blue or green box will appear.

Blue Box – Current Status: READY FOR APPROVAL - Submit Path for Approval



When all requirements are completed for a Level, the blue box contains a button that permits the member who completed the Level to submit their own Level for approval.

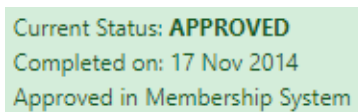
The Approval Authorities are: Levels I & II - Unit Commander, Levels III & IV - Wing Commander, Level V - Region Commander

Blue Box – Current Status: PENDING



After the Level is submitted the blue box shows it is pending approval.

Green Box – Current Status: APPROVED



This indicates the member has completed this Level. The example shows completed in 2014 in the Professional Development Program. When the Education and Training Program became active in Aug 2020, all members that have completed Levels prior to this date will show this type of box.

If the member has completed the Level in the E&T program (After Aug 2020) the green box will have more information. The example below shows the approval for Level V which requires approval at each level all the way up through Region.

