

## Affiliate School Liaison Course

**Course Description:** This course aims to provide an understanding of your role as an Affiliated School Liaison (ASL) and your scope of responsibility. This course also provides the basic knowledge of the STARS-FD system.

### Course Objectives:

- a. Understand your roles as an ASL
- b. Ensure you meet all deadlines as outlined in the Procedures Policies and Guidelines (PPG)
- c. Understand the STARS-FD system
- d. Be able to pull specific reports
- e. Know what is expected when CCAF comes for a Compliance Requirement Visit (CRV)

**Duration:** This course should take approximately 8 hours to finish.

**Additional Instructional Materials:** CCAF Procedures Policies and Guidelines

**Assessment:** All ASLs are required to pass with a 100% score

### Content:

1. Overview
2. ASL Roles and Responsibilities
3. STARS Overview
4. Adding an Instructor
5. Degree Completion Plans
6. Changing an Instructor Candidate to a Student Instructor
7. Changing a Student Instructor to an Instructor
8. Pulling Reports
9. Instructor Qualification Worksheet
10. Exceptional Qualifications in Lieu of Degree
11. Compliance Requirement Visit Process
12. Instructor of Technology and Military Science degree
13. Institutional Effectiveness
14. Accreditation -END