Lesson 3

OBJECTIVE

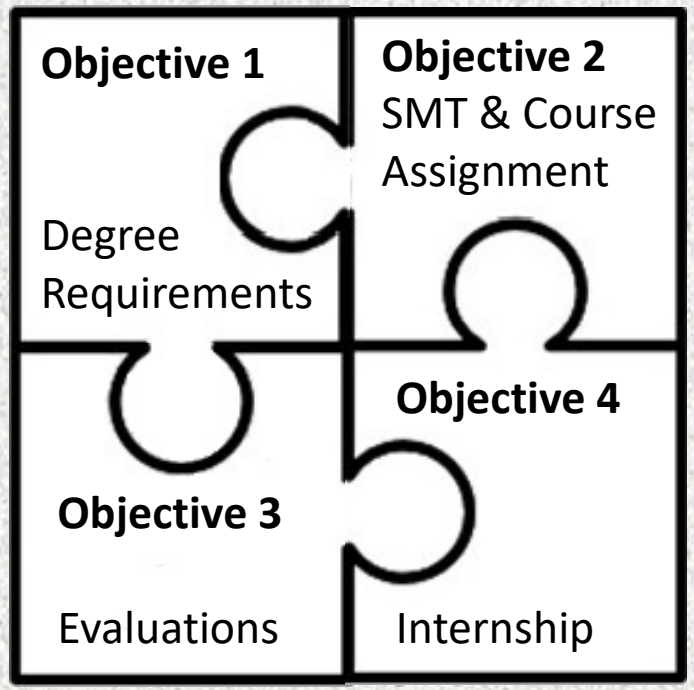
Transition a Student Instructor (SI) to Instructor (I) Status.

Student Instructors have 12 months from DAID to complete all requirements to become qualified instructors

The 4 major requirements are:

1. Associate degree or higher
   (preferably in their teaching discipline)
2. Must be subject matter qualified
3. Must have all proper evaluations completed
4. 180 hr internship must be completed

Lesson 3 is broken down into 4 objectives which will explain each requirement.



Lesson 3

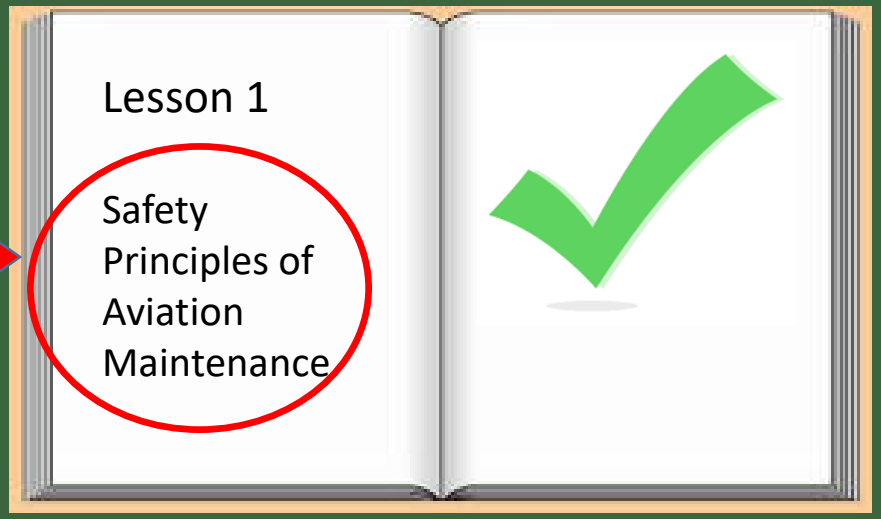
OBJECTIVE 1

Fully understand CCAF instructor degree requirements.

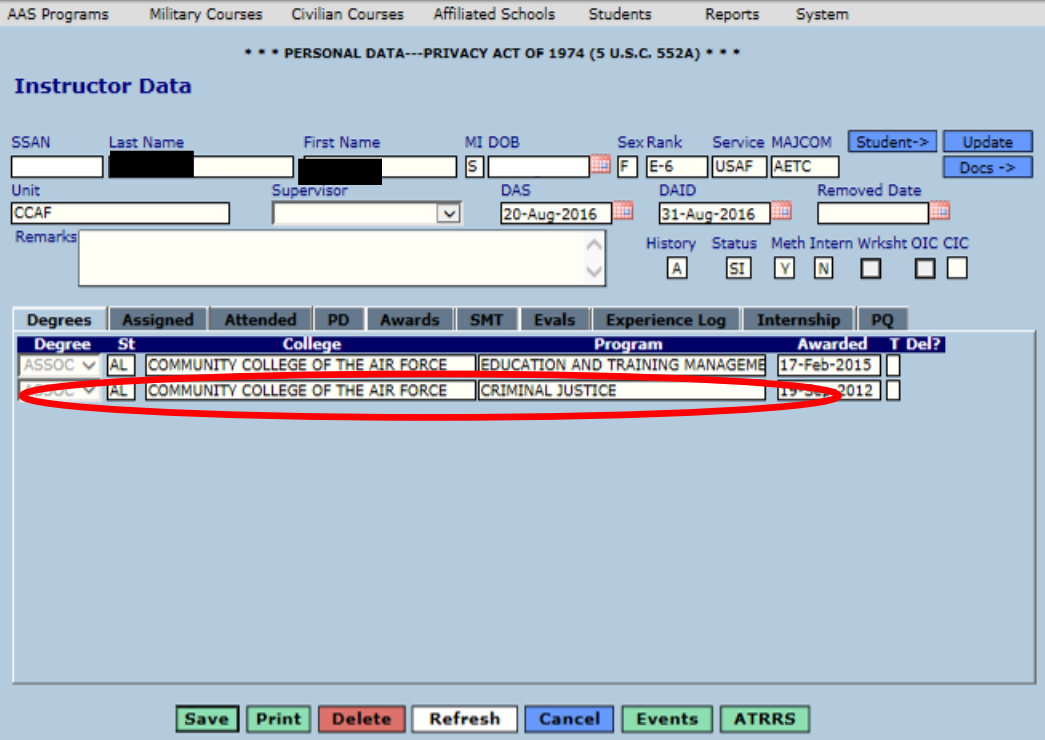
KEY TERMS:
When you see these banners, this will indicate key terms you will need to know.

CCAF requires all qualified instructors to possess a minimum of an associate degree from an accredited university.

The degree should relate to the instructors teaching discipline.



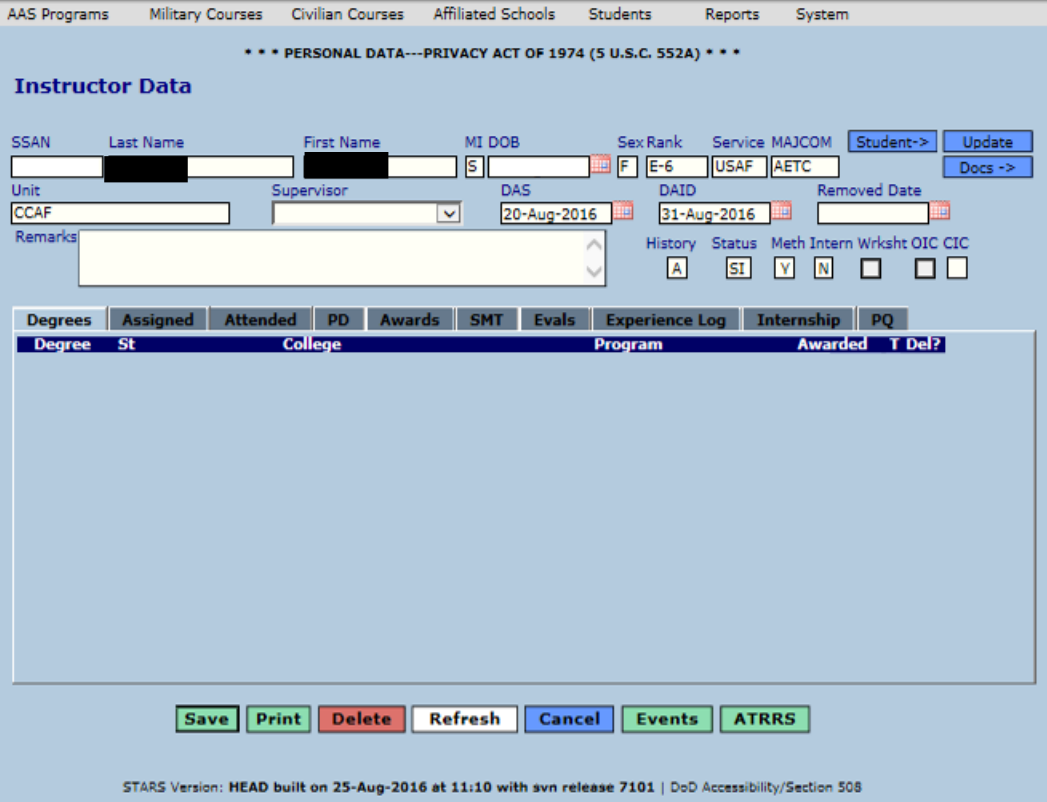
Later in this lesson, we will find out what to do if the degree does not relate to the teaching discipline.



Scenario 1

Our student instructor will be teaching a law enforcement course and **has** an **associate degree** in **criminal justice** from CCAF.

Our instructor has met the degree requirement and no further action is necessary!



Scenario 2

Our student instructor will be teaching a law enforcement course and **does not** have an associate degree or higher loaded to her record.

HOLD ON!!!

Your new instructor informs you that she **DOES** hold an associate degree in criminal justice from an **ACCREDITED** civilian institution.

Scenario 2 (continued)

Have the instructor order **OFFICIAL** transcripts from the institution.

IMPORTANT

Have the transcripts sent directly to CCAF/DECA (**ATTN: Instructor Records**)
100 S. Turner Blvd.
Maxwell AFB-Gunter Annex, AL 36114

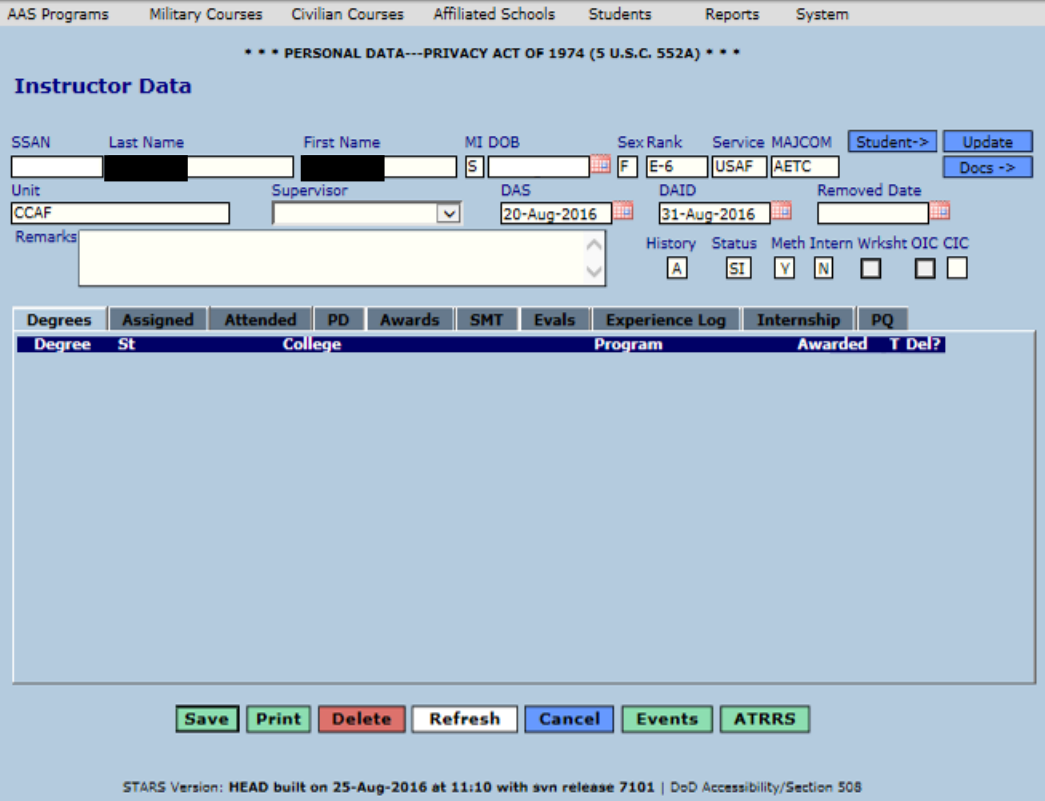
(PPG par 27.1.1.)

PRO TIP

Once the transcript has been ordered, GET A RECIEPT!!!!

The Regional Manager will update the degree in STARS-FD once the **OFFICIAL** transcript is received.

Our instructor has met the degree requirement and no further action is necessary!



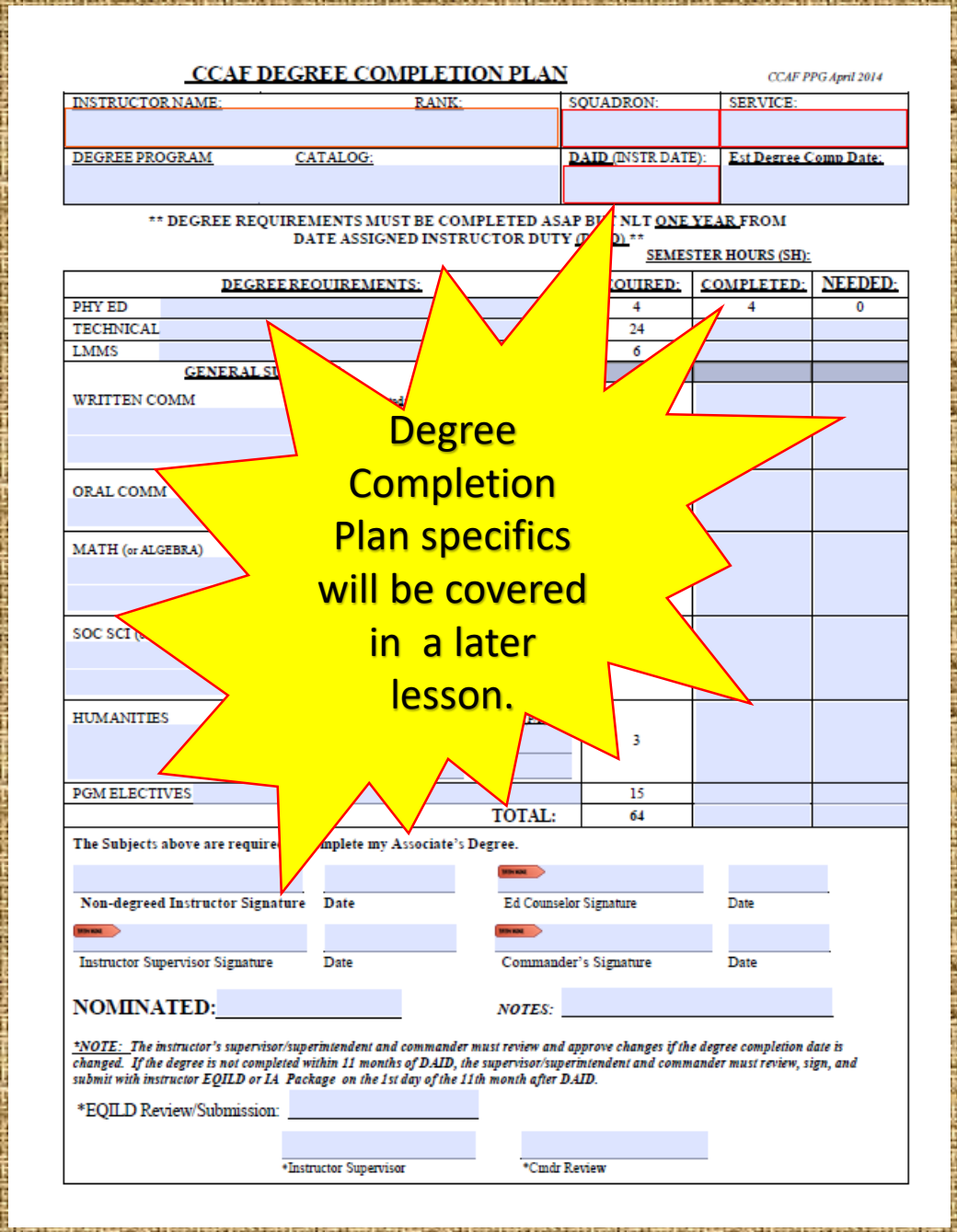
Scenario 3

Our student instructor will be teaching a law enforcement course and **does not** have an associate degree or higher loaded to her record.

Your new instructor informs you that she does **NOT** hold an associate degree from any **ACCREDITED** institution.

If the instructor does not hold an associate degree or higher, a Degree Completion Plan (DCP) must be accomplished

Degree Completion Plan (DCP):
A form which documents degree completion progress for non-degreed instructors.



CCAF DEGREE COMPLETION PLAN

CCAF PPG April 2014

INSTRUCTOR NAME:	RANK:	SQUADRON:	SERVICE:
DEGREE PROGRAM	CATALOG:	DAID (INSTR DATE):	Est Degree Comp Date:

** DEGREE REQUIREMENTS MUST BE COMPLETED ASAP BU NLT ONE YEAR FROM DATE ASSIGNED INSTRUCTOR DUTY (D) **

SEMESTER HOURS (SH):

DEGREE REQUIREMENTS:	QUIRED:	COMPLETED:	NEEDED:
PHY ED	4	4	0
TECHNICAL	24		
LMMS	6		
GENERAL SU			
WRITTEN COMM			
ORAL COMM			
MATH (or ALGEBRA)			
SOC SCI (			
HUMANITIES	3		
PGM ELECTIVES	15		
TOTAL:	64		

Degree Completion Plan specifics will be covered in a later lesson.

The Subjects above are require- mplete my Associate's Degree.

Non-degreed Instructor Signature | Date | Ed Counselor Signature | Date

Instructor Supervisor Signature | Date | Commander's Signature | Date

NOMINATED: _____ NOTES: _____

*NOTE: The instructor's supervisor/superintendent and commander must review and approve changes if the degree completion date is changed. If the degree is not completed within 11 months of DAID, the supervisor/superintendent and commander must review, sign, and submit with instructor EQILD or IA Package on the 1st day of the 11th month after DAID.

*EQILD Review/Submission: _____

*Instructor Supervisor | *Cmdr Review

AAS Programs | Military Courses | Civilian Courses | Affiliated Schools | Students | Reports | System

- Schools
- Instructors
- User Admin
- Reports
- Toolbox
- Grad Reporting

Welcome to STARS

Welcome **Jason Fowler**, your last successful login was :36.

S T A R S

DoD User Agreement | Privacy & Accessibility Notice

STARS Version: **7.1.5.19-N** | DoD Accessibility/Section 508

Under “Affiliated Schools”, Click on “*Toolbox*”

Where do I find the Degree Completion Plan (DCP)?

AAS Programs | Military Courses | Civilian Courses | Affiliated Schools | Students | Reports | System

Toolbox

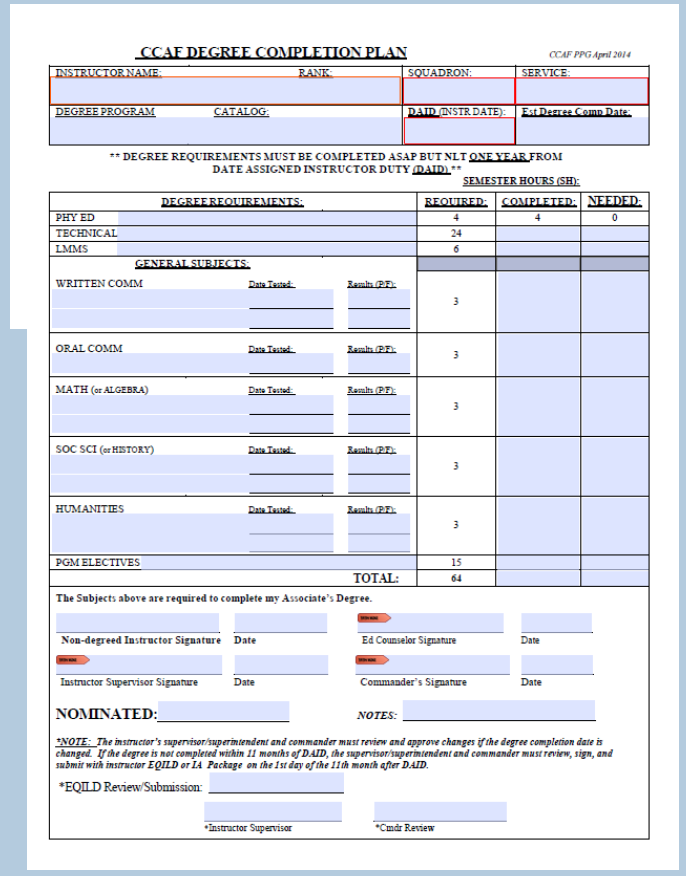
Add New Document | Cancel

Title	Posted	Del?
STARS Instructor Record Review Sheet.pdf	08-Sep-2016 15:58	
CRV Checklist.docx	29-Dec-2015 09:07	
CCAF 2015 PPG (Change 1).pdf	09-Sep-2015 15:26	
STARS Change Request.pdf	26-Jun-2015 14:29	
STARS User Guide 2015.pdf	06-May-2015 09:11	
AU-PPG.pdf	14-Apr-2015 09:41	
CCAF Affliated School Annual Report.docx	02-Dec-2014 08:45	
EQILD Worksheet Attachment 7.docx	02-Sep-2014 11:46	
Affiliate Newsletter_14 Mar 13.pdf	13-Aug-2014 12:26	
Affiliate Newsletter.pdf	13-Aug-2014 12:26	
DCP 2014 Fillable and Digital Signature Version.pdf	28-Apr-2014 13:56	
AETC Updated Letterhead - Feb 2013.docx	06-May-2013 08:18	
Instructor Qualification Worksheet_April 2013.doc	18-Apr-2013 10:44	
ISD Internship & Certification Worksheet (MS2010 version).xlsx	26-Sep-2012 09:54	
ASL 797 Training Record pg 3.xfdl	21-May-2012 09:08	
ASL 797 Training Record pg 1-2.xfdl	21-May-2012 09:07	
ASL STARSFD - How to Sheet.doc	10-May-2011 12:46	

Delete

STARS Version: **7.1.5.19-N** | DoD Access

The DCP may also be found in the PPG (Attachment 9)



CCAF DEGREE COMPLETION PLAN

CCAF PPG April 2014

INSTRUCTOR NAME:	RANK:	SQUADRON:	SERVICE:
DEGREE PROGRAM	CATALOG:	DAID (INSTR DATE):	Est Degree Comp Date:

** DEGREE REQUIREMENTS MUST BE COMPLETED ASAP BUT NLT ONE YEAR FROM DATE ASSIGNED INSTRUCTOR DUTY (DAID) **

SEMESTER HOURS (SH):

DEGREE REQUIREMENTS:	REQUIRED:	COMPLETED:	NEEDED:
PHY ED	4	4	0
TECHNICAL	24		
LMMS	6		
GENERAL SUBJECTS:			
WRITTEN COMM — Date Tested: — Results (P/F):	3		
ORAL COMM — Date Tested: — Results (P/F):	3		
MATH (or ALGEBRA) — Date Tested: — Results (P/F):	3		
SOC SCI (or HISTORY) — Date Tested: — Results (P/F):	3		
HUMANITIES — Date Tested: — Results (P/F):	3		
PGM ELECTIVES	15		
TOTAL:	64		

The Subjects above are required to complete my Associate's Degree.

Non-degreed Instructor Signature — Date — Ed Counselor Signature — Date

Instructor Supervisor Signature — Date — Commander's Signature — Date

NOMINATED: _____ NOTES: _____

*NOTE: The instructor's supervisor/superintendent and commander must review and approve changes if the degree completion date is changed. If the degree is not completed within 11 months of DAID, the supervisor/superintendent and commander must review, sign, and submit with instructor EQILD or IA Package on the 1st day of the 11th month after DAID.

*EQILD Review/Submission: _____

*Instructor Supervisor — *Cmdr Review

The Toolbox is full of useful forms, guidance and documents ASLs will need.

AAS Programs | Military Courses | Civilian Courses | Affiliated Schools | Students | Reports | System

* * * PERSONAL DATA---PRIVACY ACT OF 1974 (5 U.S.C. 552A) * * *

Instructor Data

SSAN | Last Name | First Name | MI | DOB | Sex | Rank | Service | MAJCOM | Student-> | Update | Docs ->

F | E-6 | USAF | AETC

Unit: CCAF | Supervisor | DAS: 20-Aug-2016 | DAID: 31-Aug-2016 | Removed Date

Remarks

History | Status | Meth | Intern | Wrksht | OIC | CIC

A | SI | Y | N

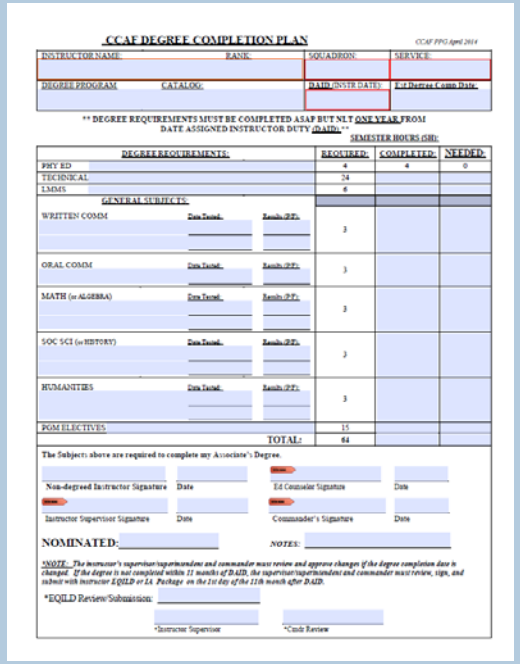
Degrees | Assigned | Attended | PD | Awards | SMT | Evals | Experience Log | Internship | PQ

Degree	St	College	Program	Awarded	T Del?

Save | Print | Delete | Refresh | Cancel | Events | ATRRS

STARS Version: **HEAD built on 25-Aug-2016 at 11:10 with svn release 7101** | DoD Accessibility/Section 508

Completed Degree Completion Plans will be loaded into the “Docs” section of the instructor’s record.



CCAF DEGREE COMPLETION PLAN

CCAF PPG April 2014

INSTRUCTOR NAME: | RANK | SQUADRON | SERVICE

DEGREE PROGRAM | CATALOG | DAID/INSTR DATE | Est Degree Comp Date

** DEGREE REQUIREMENTS MUST BE COMPLETED ASAP BUT NLT ONE YEAR FROM DATE ASSIGNED INSTRUCTOR DUTY (DAID). **

SEMESTER HOURS (SH):

DEGREE REQUIREMENTS:	REQUIRED:	COMPLETED:	NEEDED:
PHY ED	4	4	0
TECHNICAL	24		
LMMS	6		
GENERAL SUBJECTS:			
WRITTEN COMM (Date Tested: / Result (P/F):)	3		
ORAL COMM (Date Tested: / Result (P/F):)	3		
MATH (or ALGEBRA) (Date Tested: / Result (P/F):)	3		
SOC SCI (or HISTORY) (Date Tested: / Result (P/F):)	3		
HUMANITIES (Date Tested: / Result (P/F):)	3		
PGM ELECTIVES	15		
TOTAL:	64		

The Subjects above are required to complete my Associate's Degree.

Non-degreed Instructor Signature | Date | Ed Counselor Signature | Date

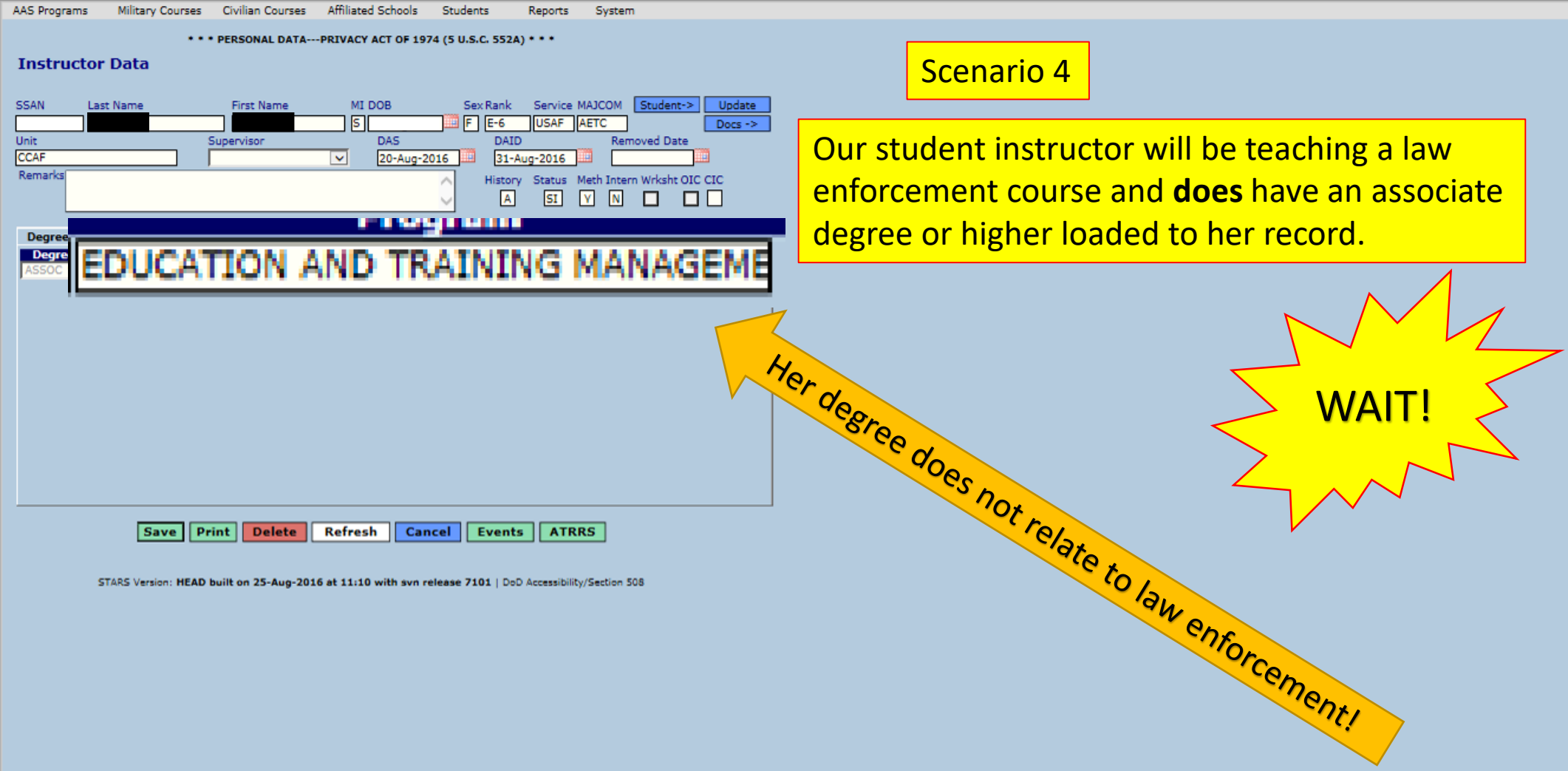
Instructor Supervisor Signature | Date | Commander's Signature | Date

NOMINATED: | NOTES:

*NOTE: The instructor's supervisor/superintendent and commander must review and approve changes if the degree completion date is changed. If the degree is not completed within 11 months of DAID, the supervisor/superintendent and commander must review, sign, and submit with instructor EQUILD or IA Package on the 1st day of the 11th month after DAID.

*EQILD Review/Submission:

*Instructor Supervisor | *Cmdr Review



Scenario 4

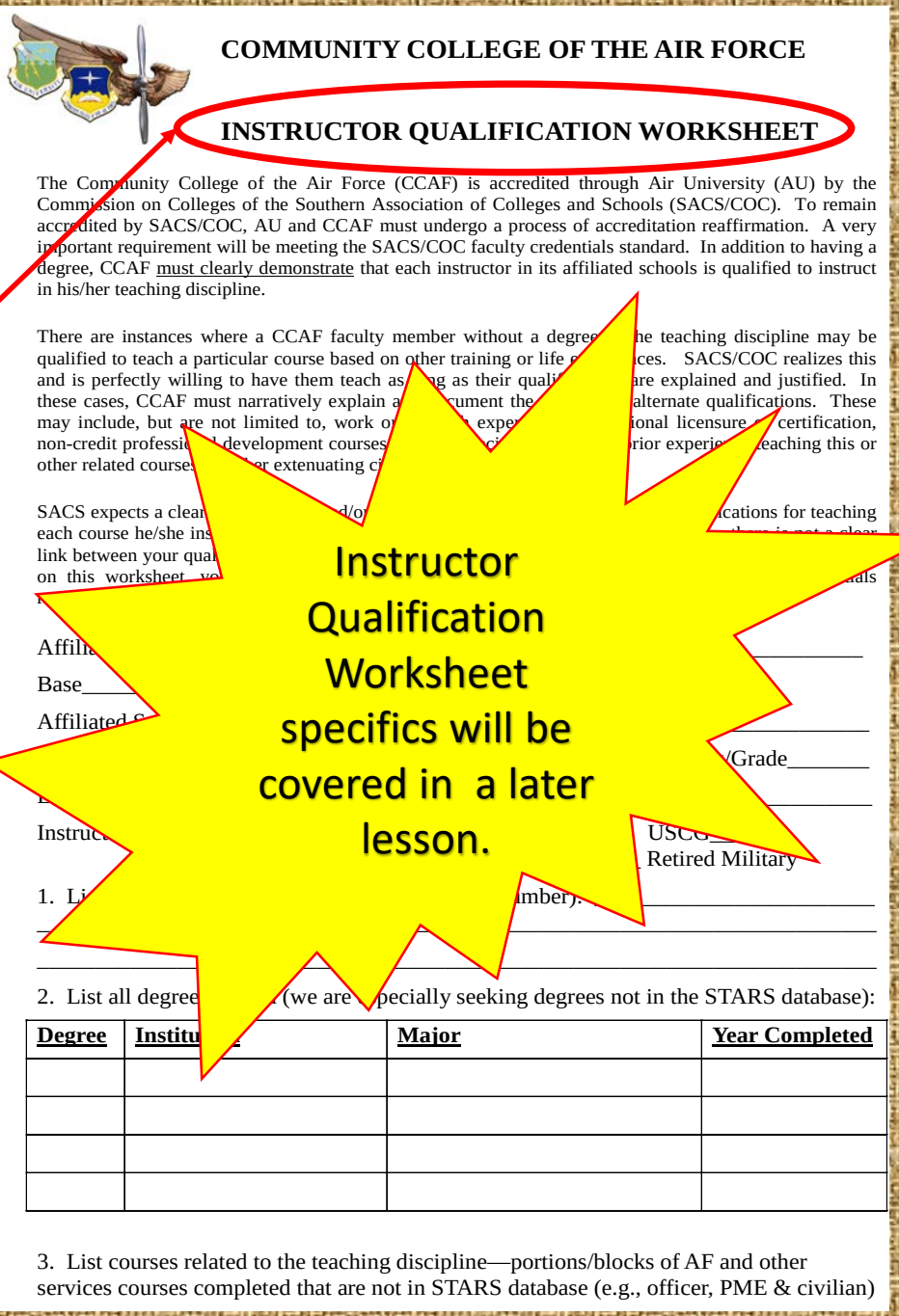
Our student instructor will be teaching a law enforcement course and **does** have an associate degree or higher loaded to her record.

WAIT!

Her degree does not relate to law enforcement!

If the instructor **DOES** hold an associate degree or higher, but it is **NOT** in the teaching discipline...

An ***Instructor Qualification Worksheet*** may be used!



COMMUNITY COLLEGE OF THE AIR FORCE

INSTRUCTOR QUALIFICATION WORKSHEET

The Community College of the Air Force (CCAF) is accredited through Air University (AU) by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC). To remain accredited by SACS/COC, AU and CCAF must undergo a process of accreditation reaffirmation. A very important requirement will be meeting the SACS/COC faculty credentials standard. In addition to having a degree, CCAF must clearly demonstrate that each instructor in its affiliated schools is qualified to instruct in his/her teaching discipline.

There are instances where a CCAF faculty member without a degree ... he teaching discipline may be qualified to teach a particular course based on other training or life ... ces. SACS/COC realizes this and is perfectly willing to have them teach as ... g as their quali... are explained and justified. In these cases, CCAF must narratively explain a... cument the ... alternate qualifications. These may include, but are not limited to, work o... expe... ional licensure ... certification, non-credit professi... development courses ... rior experie... teaching this or other related course... er extenuating ci...

SACS expects a clear ... d/o... ications for teaching each course he/she ins... link between your qua... on this worksheet ... ials

Affili...

Base_____

Affiliated S...

/Grade_____

Instruc... USCG_____ Retired Military

1. Li... mber): _____

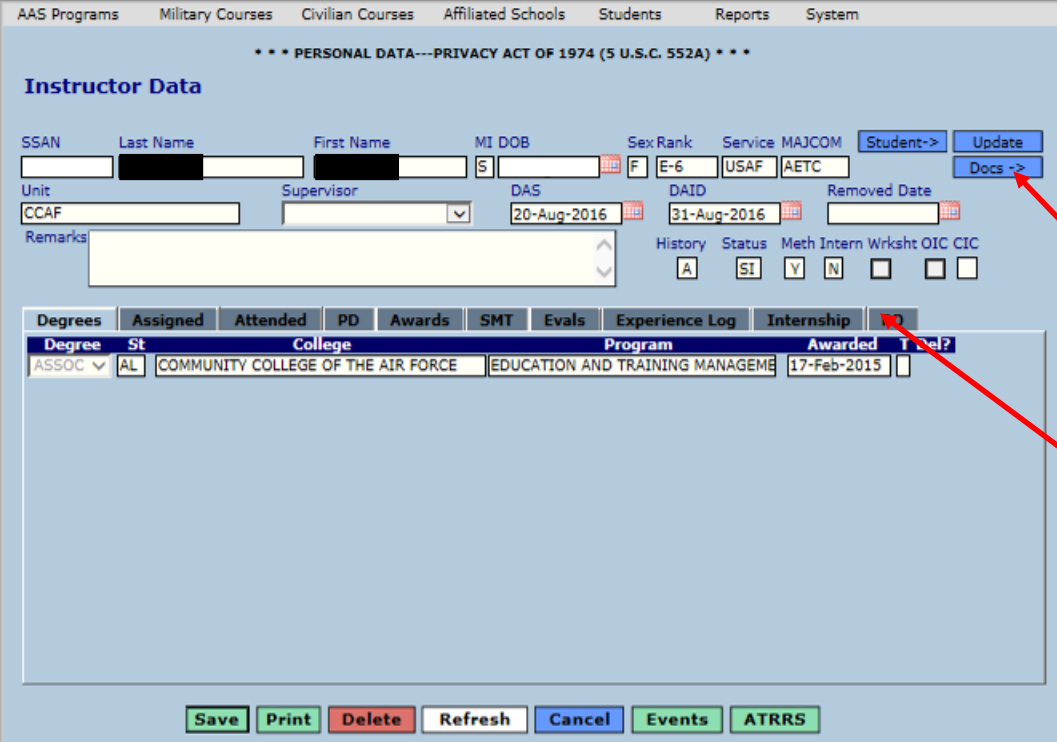
2. List all degree... (we are ... pecially seeking degrees not in the STARS database):

Degree	Institu...	Major	Year Completed

3. List courses related to the teaching discipline—portions/blocks of AF and other services courses completed that are not in STARS database (e.g., officer, PME & civilian)

Instructor Qualification Worksheet specifics will be covered in a later lesson.

Instructor Qualification Worksheet (IQW): Used to match an instructor's work experience and professional qualifications to the teaching discipline.



The ASL will complete the Instructor Qualification Worksheet (IQW) and submit it to the Regional Manager.

Once approved, the Regional Manager will load the IQW into the "Docs" section and transcribe all PQ's into the PQ tab.

COMMUNITY COLLEGE OF THE AIR FORCE

INSTRUCTOR QUALIFICATION WORKSHEET

The Community College of the Air Force (CCAF) is accredited through Air University (AU) by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC). To remain accredited by SACS/COC, AU and CCAF must undergo a process of accreditation reaffirmation. A very important requirement will be meeting the SACS/COC faculty credentials standard. In addition to having a degree, CCAF must clearly demonstrate that each instructor in its affiliated schools is qualified to instruct in his/her teaching discipline.

There are instances where a CCAF faculty member without a degree in the teaching discipline may be qualified to teach a particular course based on other training or life experiences. SACS/COC realizes this and is perfectly willing to have them teach as long as their qualifications are explained and justified. In these cases, CCAF must narratively explain and document the instructor's alternate qualifications. These may include, but are not limited to, work or research experience, professional licensure or certification, non-credit professional development courses or other specialized training, prior experience teaching this or other related courses, or other extenuating circumstances.

SACS expects a clear identification and/or explanation of each faculty member's qualifications for teaching each course he/she instructs. You have been asked to complete this worksheet because there is not a clear link between your qualifications and the course(s) you are assigned to teach. By providing the information on this worksheet, you will help CCAF establish the link and meet SACS/COC faculty credentials requirements.

Affiliated School_____

Base_____

Affiliated School Liaison_____ DSN: _____

Name of Instructor_____ Rank/Grade_____

Last 4 Numbers of SSAN_____ Date of Birth_____

Instructor Status: USAF___ Army___ Navy___ USMC___ USCG___
Civil Service___ Contractor___ Foreign___ Retired Military

1. List CCAF Course(s) Taught (course title and number): _____

2. List all degrees earned (we are especially seeking degrees not in the STARS database):

Degree	Institution	Major	Year Completed

3. List courses related to the teaching discipline—portions/blocks of AF and other services courses completed that are not in STARS database (e.g., officer, PME & civilian)

Professional Qualifications Tab (PQ Tab):

CCAF updates this tab to show additional qualifications not otherwise listed.

OBJECTIVES

You should now have a full understanding of CCAF instructor degree requirements.

KEY TERMS

Degree Completion Plan (DCP)
Instructor Qualification Worksheet (IQW)
Professional Qualifications Tab (PQ Tab)

??? QUESTIONS ???