



## **FREQUENTLY ASKED QUESTIONS (FAQs) 2008**

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### **ACME**

#### **Q. What is an ACME?**

**A.** An ACME, or Advisory Council on Military Education, is an organization that brings military educators, academic leaders, state legislators, and various organizations who promote education within a state together to work collaboratively on improving education opportunities, policies, or procedures that impact military personnel and their family members within the state or region. The DANTES point of contact at

[dantesoutreach@navy.mil](mailto:dantesoutreach@navy.mil) serves as liaison between the Department of Defense and the ACMEs.

**Q. Where can I find information on the individual state ACMEs?**

A. Click on either the “Outreach/Resources” or “Training/Conferences” blue bar at the top of the DANTES [homepage](#) and select the ACME you are looking for from the drop down menu.

**Q. Does every state have an ACME?**

A. No. The [ACME map](#) shows the status of the 50 states with respect to ACME activity. States in gray have had active ACMEs in the past but are currently inactive. Note that some states join with a neighboring ACME state each year to share in professional networking and development and to consider regional issues that they might have in common. Everyone is invited to participate in activities of the national ACME, the Council of College and Military Educators (CCME).

**Q. Our state doesn’t have an ACME; how can we start one?**

A. The first step is to garner support from as many education leaders as possible in your state. Also, contact the more recently organized ACMEs (e.g., California, Virginia and Colorado) for information and advice or contact the DANTES ACME liaison at [dantesoutreach@navy.mil](mailto:dantesoutreach@navy.mil).

## **CREDENTIALING**

**Q. Why get professionally certified or licensed?**

A. Industry standards require many types of credentialing examinations in order to work in various professions. The civilian workforce utilizes credentials as a means to recognize someone’s proficiency to do work.

**Q. What is the average cost for a certification or license examination? Who pays?**

A. The average cost to take a professional credentialing examination is approximately \$300. However, some certification or license examinations cost as much as \$800. Payment for certification or licensure examinations may come through commands, funded pilots, Reserve components (ARNG, USAR, and USAFR), the Montgomery GI Bill, or out-of-pocket expenses by the candidates.

**Q. Where can military members find information about credentialing examinations that relate to their military occupational specialties?**

A. For Army personnel, go to Credentialing Opportunities On-Line (COOL) [Web site](#). For Navy personnel, go to the Navy COOL [Web site](#).

## **CONTACT INFORMATION**

**Q. How do I contact DANTES?**

A. DANTES is available on the [Web](#) or can be e-mailed at [dantes@navy.mil](mailto:dantes@navy.mil). Phone numbers for DANTES are CML (850) 452-1111 x 3150 or DSN 922-1111 X 3150. The

fax number is CML (850) 452-1159 or DSN 922-1159. Individual program manager's contact information is listed [here](#).

## **COUNSELING**

**Q. I understand that I may need specific training to administer the Myers-Briggs Type Indicator (MBTI) at my education office. If this is true, how do I get the training?**

A. Yes, you may require approved training in order to administer the MBTI. If you currently hold a bachelor's degree and satisfactorily completed a course in the interpretation of psychological assessments and measurements or previously attended a CPP-licensed qualifying workshop you may be eligible to administer the MBTI now. If you do not meet these requirements, you must attend MBTI training. MBTI training is offered free of charge at DANTES Regional/Services Workshops and the 2009 World Wide Education Symposium. For a workshop schedule, visit [here](#). For MBTI approval or additional information concerning other DANTES guidance instruments, refer to the DANTES Guidance Materials Handbook or contact the Counselor Support Program at [counseling@navy.mil](mailto:counseling@navy.mil).

**Q. How do I obtain a copy of the DANTES Guidance Materials Handbook?**

A. The Guidance Materials Handbook is available [online](#).

**Q. I don't have the time necessary to administer paper-based guidance inventories. Which are administered online?**

A. Discover, Kuder Career Planning System, MBTI, Strong Interest Inventory, Career Assessment Inventory, and the Campbell Interest and Skill Survey are all available online and while they save on administration time, still require counselor interpretation. The Holland Self-Directed Search remains paper only and is self administered and interpreted.

## **DANTES INFORMATION BULLETIN (DIB)**

**Q. What is the DIB?**

A. The DANTES Information Bulletin (DIB) is an online monthly newsletter for education center personnel, educational institutions, Service personnel, and those interested in voluntary education. It includes policies, programs, news, photos, and success stories.

**Q. How do I receive the DIB?**

A. The DIB is posted each month on the front of the DANTES [Web site](#). If you'd like the DIB e-mailed to you, send a request to [pubs@navy.mil](mailto:pubs@navy.mil).

**Q. Can I send information to be included in the DIB?**

A. Yes, individual contributions (news, awards, success stories, etc.) from the field are welcomed. Your story should be no more than 250 words. Pictures in a high-resolution jpg are also welcomed. Send your submission to [pubs@navy.mil](mailto:pubs@navy.mil) or call CML (850) 452-1111 x3120 or DSN 922-1111 x3120.

## **DISTANCE LEARNING/TUITION ASSISTANCE**

### **Q. Does DANTES offer distance learning courses?**

A. DANTES does not offer courses, but does provide three comprehensive catalog references that list distance learning courses available from various institutions. These catalogs can be found at the DANTES [homepage](#) under “Distance Learning” and “DANTES Catalogs.” The institutions listed in the catalogs are “military friendly” and are interested in working with individuals from the various Services.

### **Q. Does DANTES pay for courses listed in the DANTES Distance Learning Catalogs?**

A. DANTES does not fund courses. Service members need to check with their education offices to see if they are eligible to receive their Service’s tuition assistance funding. DANTES does have agreements with some Services to process reimbursements for approved tuition assistance.

### **Q. May civilians enroll in courses listed in the DANTES Distance Learning Catalogs?**

A. Yes, civilians may enroll in any of the courses just as Service members enroll. Civilians need to obtain their own funding. Use the point-of-contact information provided to contact the school for further information on the enrollment process.

### **Q. Is there a “search” feature in the DANTES Catalogs?**

A. Yes, all three of the DANTES Catalogs now have a search feature to assist in locating institutions, degrees, and courses.

### **Q. Are college courses available on handheld devices like PDAs and iPods?**

A. Yes. While there are not many courses offered on PDAs or iPods, the DANTES Independent Study Catalog (DISC) lists the specific delivery mode that is used to deliver the course. The DISC provides specific information concerning distance learning courses offered by regionally accredited institutions. The credit courses apply to both the undergraduate and graduate level.

## **DISTRIBUTION CENTER/ORDERING MATERIALS**

### **Q. How long does it take to receive the material that I order?**

A. When the Distribution Center receives your order by e-mail or fax, we have a one-day turnaround time on most orders. We ship your material out to you via media mail to hold down the cost. You should receive it is about three weeks in the U.S. and about four weeks for APOs and FPOs.

### **Q. Why can’t I obtain my old favorite publication in printed copy any more?**

A. Many American publishers and other companies are transitioning from printed media to online sources. Some of the benefits are immediate, such as continuous updating of the material, reduced printing costs, and 24/7 online availability. This transition varies by

product. Some publishers have simply stopped printing the book and made it available online only. Other products have moved from print to CD-ROMs. The DEPH is either online or CD-ROM. Also, this transition is taking place with many national examinations changing from paper-based to computer-based testing or Internet-based testing.

**Q. Do I have to pay for DANTES material?**

A. DANTES materials are provided to military activities free of charge.

**Q. How do I order material from DANTES?**

A. Ordering Methods:

1. Order by E-Mail [dist@voled.doded.mil](mailto:dist@voled.doded.mil)
2. Order by telephone using DSN 922-1082 or Commercial (850) 452-1082.
3. Order by Fax using DSN 922-1140 or Commercial (850) 452-1140.
4. Order by Material Request (DANTES stock # 4301).

**EUROPEAN ADVISOR**

**Q. How do I contact the DANTES European Office?**

A. Click [here](#) for the telephone number and e-mail contact for the DANTES European Office.

**Q. Where is the DANTES European Office located?**

A. The DANTES European Office is located on Tompkins Barracks in Schwetzingen, Germany, in Building 4236, Room 4.

**Q. What does the DANTES European Office do?**

A. The DANTES European Office provides assistance to Test Control Officers and testing staff, Base Education Services personnel and Navy College Offices located in the European or Mideast areas with questions or concerns about any of the DANTES programs and services. The office many times will have the answer to your questions in real time. You do not need to worry about the time difference from your location to a stateside office.

**Q. As a Test Control Officer and Education Service Officer in the European area, I need some guidance to assist me in advertising and ordering DANTES-specific exams. Do you have a tool that can help me plan for these date-specific exams?**

A. Yes, the DANTES European Office has a planning calendar available to assist in advertising, ordering and administering date-specific exams. The calendar also advises you on when certain exams must be retired and reminders about doing your quarterly inventories. Click [here](#) for the European planning calendar.

**FAR EAST ADVISOR**

**Q. What areas and responsibilities does the DANTES Far East Advisor have?**

A. The Far East covers Guam to Singapore and everything in between, in addition to Hawaii and Alaska. Service is provided to area homeported ships, squadrons, submarines, all Reserve units, Coast Guard, Air and Army National Guard, Family Service Centers, libraries, and all Education Centers.

**Q. How can the Far East Office assist us?**

A. The office can provide DANTES updates, briefings, Discover training, TCO/CTE training and support during yearly visits, answer questions via phone or e-mail, and in Hawaii, attend base ESO Workshops and Education Fairs.

**Q. What is the contact information for the Far East Advisor?**

A. The Advisor is based at Hickam AFB in Hawaii at HQ PACAF/A1KE, 25 E. Street, Suite D208, Hickam AFB, HI 96953. The phone number is DSN 315-449-8862, Commercial 808-449-8862, and fax at 8884. E-mail address is: [alan.matsushima@hickam.af.mil](mailto:alan.matsushima@hickam.af.mil).

**Q. What presentation topics can be covered by the advisor?**

A. Troops to Teachers, Spouses to Teachers, Career Advancement Account, DANTES Distance Learning, SOC, publications and material available and ordering procedures, test security, Discover program and other assessments, certification programs, computer-based testing for CLEP/DSST and other exams, and SMART, AARTS, CCAF.

**HIGHER EDUCATION PROGRAMS (ACE MILITARY EVALUATIONS, SOC)**

**Q. What exactly is the Military Evaluations Program?**

A. The Military Evaluations Program provides for the evaluation of Service School courses; selected, enlisted, warrant officer and limited duty officer occupations; Navy enlisted classifications; Department of Defense courses; National Guard and Reserve courses; plus Coast Guard courses. Thousands of Service members can earn college credit for their military training and occupation through evaluations conducted by the American Council on Education (ACE). These credits can be applied toward a college degree or a vocational certificate that can lead to career and educational advancement.

**Q. I have heard there is a reference manual that relates military schools and training to recommended college credit. Can you tell me how I can get a copy of this manual?**

A. This manual is called the ACE Guide. DANTES no longer provides the manual in printed format, but instead provides access to the latest credit information online. The ACE Guide can be viewed [here](#).

**Q. If I should have questions about credits for a particular military course or occupation, who can I contact?**

A. Contact the American Council on Education (ACE) Advisory Service at (202) 939-9470, or e-mail [mileval@ace.nche.edu](mailto:mileval@ace.nche.edu). For questions about the overall Military Evaluations Program, contact the DANTES Higher Education Program Manager by

e-mail at [ace-soc@navy.mil](mailto:ace-soc@navy.mil) or call DSN 922-1111 ext. 3164.

**Q. What is Servicemembers Opportunity Colleges (SOC)?**

A. SOC was created in 1972 to provide educational opportunities to Servicemembers, who, because they frequently moved from place to place, had trouble completing college degrees. Today SOC is a consortium of [1,750 colleges and universities](#) that provide educational opportunities for Service members and their families. SOC is cosponsored by the American Association of State Colleges and Universities ([AASCU](#)) and the American Association of Community Colleges ([AACCC](#)), in cooperation with 13 other educational associations, the Military Services, the National Guard, and the Coast Guard. SOC is funded by the Department of Defense (DoD) through a contract with AASCU. The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support ([DANTES](#)).

**Q. How can I find out if a school I want to attend is a SOC school? Is there a listing online?**

A. The listing of SOC Consortium members for 2007-2009 may be viewed at [http://www.soc.aascu.org/socgen/Coll\\_ UnivList.html](http://www.soc.aascu.org/socgen/Coll_ UnivList.html)

**Q. I understand there is a *SOC Consortium Guide* publication. What information does it provide and is this available online?**

A. The *SOC Consortium Guide* provides specific information on each institutional member of the Servicemembers Opportunity Colleges (SOC) Consortium. The Institutional Information page contains the name, phone number, and e-mail address of a SOC Representative and Counselor; a list of military installations served; policies on awarding credit for national testing programs, military experience, and other non-traditional learning; and identifies the Army, Navy, Marine Corps, Coast Guard installations where institutions in the SOCAD, SOCNAV, SOCMAR, and SOCCoast degree networks provide associate and bachelor's degrees. The *Guide* also contains the SOC Principles and Criteria; a listing of SOC staff, sponsoring and cooperating organizations represented on the SOC Advisory Board; and a section on non-traditional learning. The *Guide* is printed biennially. SOC Consortium Guide CDs are available directly from SOC.

An electronic version of the *SOC Consortium Guide* may be downloaded using the links below. The files are in Adobe Acrobat PDF format, and require Acrobat Reader 4.0 or later. You can download a free copy of Acrobat Reader for any of several computer operating systems from the [Adobe Acrobat Reader Web page](#).

Download a copy of the *SOC Consortium Guide* volumes of interest to you:

[SOC Consortium Guide 2005-2007 Volume One - Alabama-Montana](#) (4.1 MB)

[SOC Consortium Guide 2005-2007 Volume Two - Nebraska-Wyoming](#) (3.1 MB)

**MISSION**

**Q. What is the DANTES mission?**

**A.** DANTES mission is to support the off-duty, voluntary education programs of the Department of Defense and to conduct special projects and developmental activities in support of education-related functions of the Department. The DANTES Mission brochure may be downloaded [here](#).

**MILITARY INSTALLATION VOLUNTARY EDUCATION REVIEW (MIVER)**

**Q. What exactly is MIVER?**

**A.** Military Installation Voluntary Education Review (MIVER) provides an independent third-party assessment of the quality of postsecondary education programs provided to off-duty Service members at military installations around the world. Background information can be found [here](#).

**Q. How many installations are reviewed each year and who selects the sites to be reviewed?**

**A.** Approximately two to three sites, per Service, are selected each year. The Education Service Chiefs coordinate within their organizations to determine what sites are to be reviewed. Check [here](#) for the schedule of MIVER visits.

**REFERENCE PUBLICATIONS**

**Q. What kinds of material does DANTES stock and send out to Education Centers?**

**A.** DANTES reference materials include: catalogs, CDs, online subscriptions, brochures, pamphlets, publications, books, and pocket guides. These materials cover information about financial aid, veteran's benefits, student loans, college majors, graduate schools, vocational schools, education success tips, Reserve/Guard benefits, college costs, grants/scholarships, distance learning, GI Bill, and more. For more information about DANTES Reference Publications, send an e-mail to [refpubs@navy.mil](mailto:refpubs@navy.mil).

**Q. How do I know what reference materials I should stock in my Education Center?**

**A.** On the DANTES Reference Publications [web page](#), there is a list of all the DANTES publications, with a picture of the publication, stock number, intended audience, and the order limits. Some publications also have an online link where you can download your own copy for convenience. Feel free to order any of the books that best fit the Service members at your Education Center.

**Q. What are some of the more popular publications ordered by Education Centers?**

**A.** Some of the more popular materials ordered by Education Centers are: America's Best Graduate Schools (DANTES Stock # 2466); Federal Aid First (#2422); Need a Lift? (#2402); Montgomery GI Bill Active Duty Quick Series (#2406); and Montgomery GI Bill Reserve Quick Series (#2418).

**Q. Is there a cost to order any of these reference publications from DANTES?**

**A.** There is no cost to order these materials from DANTES.

## **RESERVE COMPONENT ADVISOR**

### **Q. What are the seven Selected Reserve Components?**

**A.** The Reserve Components consist of the Inactive Ready Reserve (IRR), the Retired Ready Reserve (RRR) and the seven Selected Reserves (SR):

- Army Reserve
- Army National Guard
- Air Force Reserve
- Air National Guard
- Navy Reserve
- Marine Corp Reserve
- Coast Guard Reserve

Each Service member that joins the military does so with an eight-year Military Service Obligation (MSO). They may serve a portion of that period on Active Duty and then leave the service. At that point, they may choose to either join a Selected Reserve (SR) Component or be placed in the IRR. Recruits may also enlist straight into the Selected Reserves. There are, of course, advantages to joining the SR rather than going into the IRR. There are enlistment bonuses available (up to \$20,000) along with the educational benefits. Former Active Duty members also have their AD time added to their SR retirement should they choose to stay that long.

### **Q. How do the Reserve Components differ from Active Duty regarding educational benefits?**

**A.** In most cases, the Federal benefits are the same. For instance, the maximum annual amounts for Tuition Assistance are \$250 per credit hour and \$4,500 per year per Service member. Each service has the latitude to determine whether or not to offer the maximum amounts. Some services also put restrictions on which members are eligible or which degree levels are eligible.

The one benefit that has major differences in the available amounts is the MGIB. The three primary GI Bill benefits are: Chapter 30 (Active Duty), Chapter 1606 (Selected Reserve) & Chapter 1607 (Reserve Education Assistance Program –REAP). Each chapter has its own set of eligibility criteria and rates. The new Post 9/11 GI Bill was recently signed into law and will come into effect August 1, 2009. More information can be found at the VA [Web site](#). The best way for Service members to find their status is to contact the VA or the VA Certifying Official at their school.

### **Q. Can any of the education benefits be combined?**

**A.** Yes, in fact, a Selected Reservist may be able to receive their regular MGIB payments each month along with an MGIB “Kicker” of up to \$350 per month. Again, this money is tax-free and goes directly to the Service member. Federal Tuition Assistance and any State Tuition Assistance can also be used simultaneously. Some states have State Tuition Assistance Programs that are separate from the federal programs and are available to Army and Air National Guard members.

### **Q. Do military spouses have any education benefits?**

**A.** Yes, in fact there are a number of colleges and universities that offer either reduced or free tuition to military spouses. Some require that the Service member also take classes, but not all adhere to that policy. Also, spouses of Army National Guard members are eligible for CLEPs and DSSTs free of charge when administered by the ARNG ESO. They can also test at National Test Centers, but must pay an administration fee.

## **SPECIAL ENLISTED ADVISOR**

### **Q. What is the “Special Enlisted Advisor”?**

**A.** The DANTES Special Enlisted Advisor (SEA) is an E-9 position that rotates among the different Armed Services and was established in 1979. Currently, the eighth SEA is the first to come from the U.S. Coast Guard. The SEA advises the Director of DANTES on voluntary education issues, needs, and requirements affecting uniformed Service members of all services. He/she also develops and presents DANTES briefings, manages special projects, and conducts courtesy visits to military installations- DoD-wide, providing outreach to our Service members and voluntary education communities on DANTES programs and services.

### **Q. How do I arrange for a briefing at my installation?**

**A.** Contact the DANTES SEA at [EA@navy.mil](mailto:EA@navy.mil) to arrange for a DANTES program brief.

### **Q. Is tuition assistance available for my spouse or dependents?**

**A.** Currently the military does not provide tuition funds for spouses and dependents. Many universities and colleges have special rates for spouses and dependents. Visit your local Education Office to see what programs may be available in your area.

### **Q. Can I use my MGIB benefits while serving on active duty?**

**A.** Yes for specific programs. You can use your MGIB education benefits through the Tuition Assistance Top-up Program. Top-Up allows the service member to seek reimbursement out of their GI benefit to pay for tuition costs that exceed the amount granted for tuition assistance. The Service member must enroll into the program through the VA and then apply for reimbursement. Visit your Education Center for assistance.

### **Q. How do I select a program to enroll in?**

**A.** Visit your local Education Center to identify a program that will best fit your needs. Many Web sites may have the appearance of providing you assistance, but they tend to lead you more toward advertisers. Your education center knows what programs best suit the needs of the Service member, they can steer you in the correct direction. They also have screening tools that can assist you in finding a particular major to reach your ultimate goals.

## **SPECIAL PROGRAMS/VEMIS**

### **Q. What is VEMIS?**

**A.** The Voluntary Education Management Information System (VEMIS) is a consolidation of Service member participation in the Voluntary Education programs and

is broken out by Service specific enrollments, personnel, and related costs associated with providing education opportunities on our installations and bases throughout the world.

**Q. What is the importance of VEMIS?**

**A.** VEMIS consolidates and records the history of Voluntary Education by Service in a metric format. All of the reports dating back to 1985 are on the DoD Voluntary Education [Web page](#).

**Q. Who uses metrics produced by the VEMIS Report?**

**A.** The report records the types of postsecondary programs, Service member participation and related costs, and it is the "official" numbers report used by the Department of Defense. When private industry, including the press, inquires of the Department of Defense as to the numbers of enrollment or participation, they are referred to the VEMIS Report. The VEMIS Report is also used by Congress, U.S. Office of Management and Budget, other federal agencies, and the Services (Army, Navy, Air Force, Marine Corps, Guard and Reserves) when conducting program analysis or research.

**SPOUSES TO TEACHERS**

**Q. What is Spouses to Teachers?**

**A.** The Department of Defense tasked and funded DAN TES to manage and assist spouses worldwide with guidance and direction in their pursuance of a career in teaching. Spouses to Teachers provides spouses of active duty, select Reserve, and Guard opportunities to obtain information and assistance to earn teaching credentials and begin careers teaching K - 12. Teaching has been recognized by the Department of Defense and military spouses as a mobile and professional career choice. The key to becoming a teacher is obtaining teaching credentials accepted by DoDDS or the state in which military families are likely to be assigned. Spouses are teaching K – 12 students in public, private, charter, DoDDS, or adult high school at a community college.

**Q. What services are provided by the Spouses to Teachers Program?**

**A.** The primary audience are spouses with baccalaureate degrees or higher and those who have earned a certification from one state and are applying for an additional certification. Spouses with less than a baccalaureate degree will be provided information regarding local degree programs leading to teacher certification. Additional services provided include:

- state certification requirements
- different routes to certification
- conducting college transcript reviews
- scholarships and financial aid available to assist with tuition expenses
- reciprocity agreements for spouses already certified in one or more states
- study references for state certification examinations
- guidance afforded spouses with foreign degrees requiring evaluation of U.S. college/university equivalency

- reimbursement procedures up to \$600 for state certification examinations, GRE (program must lead to teacher's license), ABCTE Program ([www.abcte.org](http://www.abcte.org))
- the process of seeking and applying for teaching positions available

**Q. Is there a Web site that I can go to for more information on the program, to include contacts?**

A. Yes! The Spouses to Teachers Web site can be located at [here](#).

## **TESTING/EXAMS**

**Q. How can I get my transcript of exams taken?**

A. For military examinees, the answer depends on which test you took and when you took the test. Go to ACADEMIC EXAMINATION PROGRAMS on the left side of the DANTES [homepage](#) and click on "Transcript Request." Select either "Exams Taken Before 1 July 1974" or "Exams Taken After 1 July 1974" and follow the directions for submitting the transcript request. All transcript information is maintained by Prometric in Princeton, New Jersey.

**Q. Where do I get my DANTES scores?**

A. For military examinees, contact the base Education Center where you took the test. The base Education Center receives an unofficial paper copy of each test they administer. Civilian examinees receive their scores in the mail from the testing agency.

**Q. Where is the nearest DANTES Test Site?**

A. Go to the ACADEMIC EXAMINATION PROGRAMS on the left side of the DANTES [homepage](#), click on "DANTES Test Site Lookup," then select "On-Base NTC."

**Q. Where is the nearest on-base National Test Center?**

A. Go to the ACADEMIC EXAMINATION PROGRAMS on the left side of the DANTES [homepage](#) and click on "DANTES Test Site Lookup."

**Q. Can I attend the DANTES Test Administration Workshop?**

A. Click on the Training/Conferences tab at the top of the DANTES [homepage](#) and select "TCO Workshops" for more information about who is eligible and how to obtain a seat in the workshop.

## **TRAINING/WORKSHOPS**

**Q. What is a DANTES Regional Workshop?**

A. DANTES periodically conducts workshops in various regions around the United States to provide information and updates about the DANTES programs. The workshops are targeted to Education Service Officers (ESOs), counselors, and others who represent the military voluntary education community, along with representatives from colleges who provide degree programs to our Service members. The focus of the workshop is to

promote a better understanding and utilization of the voluntary education programs managed by DANTES. For more information, visit [here](#).

**Q. What is a DANTES Services Workshop?**

**A:** At DANTES Services Workshops, DANTES program managers provide in-depth training on DANTES programs and services. New education counselors and Education Service Officers find this workshop especially beneficial. For more information, visit [here](#).

**Q. How much does it cost to attend the DANTES, TCO, Regional or Services Workshops?**

**A.** There is no cost to attend, other than the cost of travel, hotel, rental car, etc; we do not charge a registration fee for DANTES workshops.

**Q. Who do I contact to attend any of the DANTES Workshops?**

**A.** If attending a TCO workshop, call the DANTES Academic Exams Program at 850-452-1111 Ext. 3128. For attendance to a DANTES Regional or Services Workshop, contact the DANTES Training Manager at 850-452-1111 Ext. 3131. DSN is 922-1111 Ext. 3131. E-mail address is [dantestraining@navy.mil](mailto:dantestraining@navy.mil).

**TRANSCRIPTS:**

**Military Training**

**Q. How can I obtain a transcript of my military training?**

**A.** Each Service member has access to his/her military training information at the following Services' Web sites. The links are:

[Army](#) – AARTS transcript (Army/American Council on Education Registry Transcript System) available to Soldiers, Reservists, veterans, ARNG members

[Navy and Marine Corps](#) – SMART transcript

[Air Force](#) – Community College of the Air Force transcript

[Coast Guard](#) – Coast Guard Institute CG Form 1564; Official USCG Transcript

**Exams**

**Q. How do I obtain a transcript of exams I have taken?**

**A.** For military examinees, the answer depends on which test you took and when you took the test. Go to the DANTES [homepage](#) and on the left side click on ACADEMIC EXAMINATIONS PROGRAMS; then click on “Transcript Request.” Select either “Exams Taken Before 1 July 1974” or “Exams Taken After 1 July 1974” and follow the directions for submitting the transcript request. Questions? Send an e-mail to [exams@navy.mil](mailto:exams@navy.mil).

**TROOPS TO TEACHERS**

**Q. When was Troops to Teachers created and who administers the program?**

**A.** Troops to Teachers (TTT) was established in 1994 as a Department of Defense program. The National Defense Authorization Act of FY 2000 transferred responsibility for program oversight and funding to the U.S. Department of Education but continued

operation by the Department of Defense. The No Child Left Behind Act of 2001 provides for continuation of TTT. The program is managed by the Defense Activity for Non-Traditional Education Support (DANTES), in Pensacola, Florida.

**Q. What is the purpose of the Troops to Teachers Program?**

A. Reflecting the focus of the No Child Left Behind Act of 2001, TTT's primary objective is to recruit quality teachers for public schools that serve low-income families throughout America. TTT helps with teacher shortages in subjects such as math, science, and special education, and assists military personnel in making successful transition to a second career in teaching.

**Q. Why should you register in the Troops to Teachers program if you want to become a teacher?**

A. TTT provides assistance in several ways:

- Pending availability of funds, financial assistance may be provided to eligible individuals as stipends up to \$5K to help pay for teacher certification costs or as bonuses of \$10K. Stipend and bonus recipients must agree to teach for three years in school locations that meet certain Department of Education criteria. The maximum amount of assistance is \$10K per person. There are a number of TTT State Offices and TTT State Consortia Placement Assistance offices in which we have representation at the state level, specifically to assist our participants. They advise participants about teaching requirements in most of the fifty states.
- Our database, which is a nationwide referral system, is made available to school districts for the purpose of recruiting new teachers.
- School districts may post their vacancies directly on TTT's Home Page.
- Participants may research school districts' contacts and search for available academic or vocational teaching positions.
- There is a service referred to as the MENTOR Connection, which allows direct e-mail communication with TTT mentors, i.e., past TTT participants who now teach.

**Q. Are there time restrictions for registering in the program?**

A. Yes. Different limits apply to those seeking counseling and referral services and those seeking financial assistance. Specifically:  
Counsel and referral services are available to retired military personnel, active duty personnel who separate with six or more years of service on or after 1 Oct 1990, or current members of the Selected Reserve with six or more years of creditable service towards retirement. Individuals registering for counsel and referral services must meet the education and service requirements.

Eligibility for financial assistance has the following time requirements:

- Active duty and Selected Reserve personnel separated on or after 8 Jan 2002 for physical disability must register within four years after separation.
- Selected Reserve personnel who transition from active duty on or after 8 Jan 2002 must have served a minimum of six years on active duty immediately before separation and commit to three additional years with the Selected Reserve. The various eligibility criteria are cited in depth [here](#).

**Q. Where can I obtain a TTT registration form?**

**A.** You may download the form from TTT's Home Page or call TTT at DSN 922-1241, toll-free 1-800-231-6242, or e-mail the TTT home office ([ttt@navy.mil](mailto:ttt@navy.mil)). TTT's core office hours are 0700 – 1600, CST, Monday - Friday.

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