



# Valuing Ohio Veterans

Awarding Credit Toward College & Professional Licenses  
for Military Experience

*Executive Order 2013-05K Recommendations*







**Ohio is proud to be called home by approximately 900,000 veterans – the sixth-largest population of veterans in the U.S.**

The State of Ohio recognizes veterans as a valuable, talented and skilled workforce, and to that end is committed to increasing the number of military servicemembers and veterans living and working in Ohio.

In June of 2013, Governor John R. Kasich signed *Executive Order 2013-05K* to support Ohio’s veterans by ensuring they are receiving the appropriate credit and credentialing for their military training and experience. The Executive Order seeks to streamline the occupational licensing process for veterans and ensure that their relevant military education, skills training and experience are taken into account when determining equivalency for issuing licenses and certificates. The Governor also charged the Chancellor of the Ohio Board of Regents to work with the presidents of the University System of Ohio to conduct a thorough review of current institutional policies and practices, and to make recommendations for simplifying and improving the process for awarding college credit for military training, experience, and coursework.

The recommendations that follow are a comprehensive look at what state departments, boards, commissions and our institutions of higher education can do to support Ohio’s veterans and servicemembers, and to make our state an ideal home for veterans seeking to launch their civilian careers.

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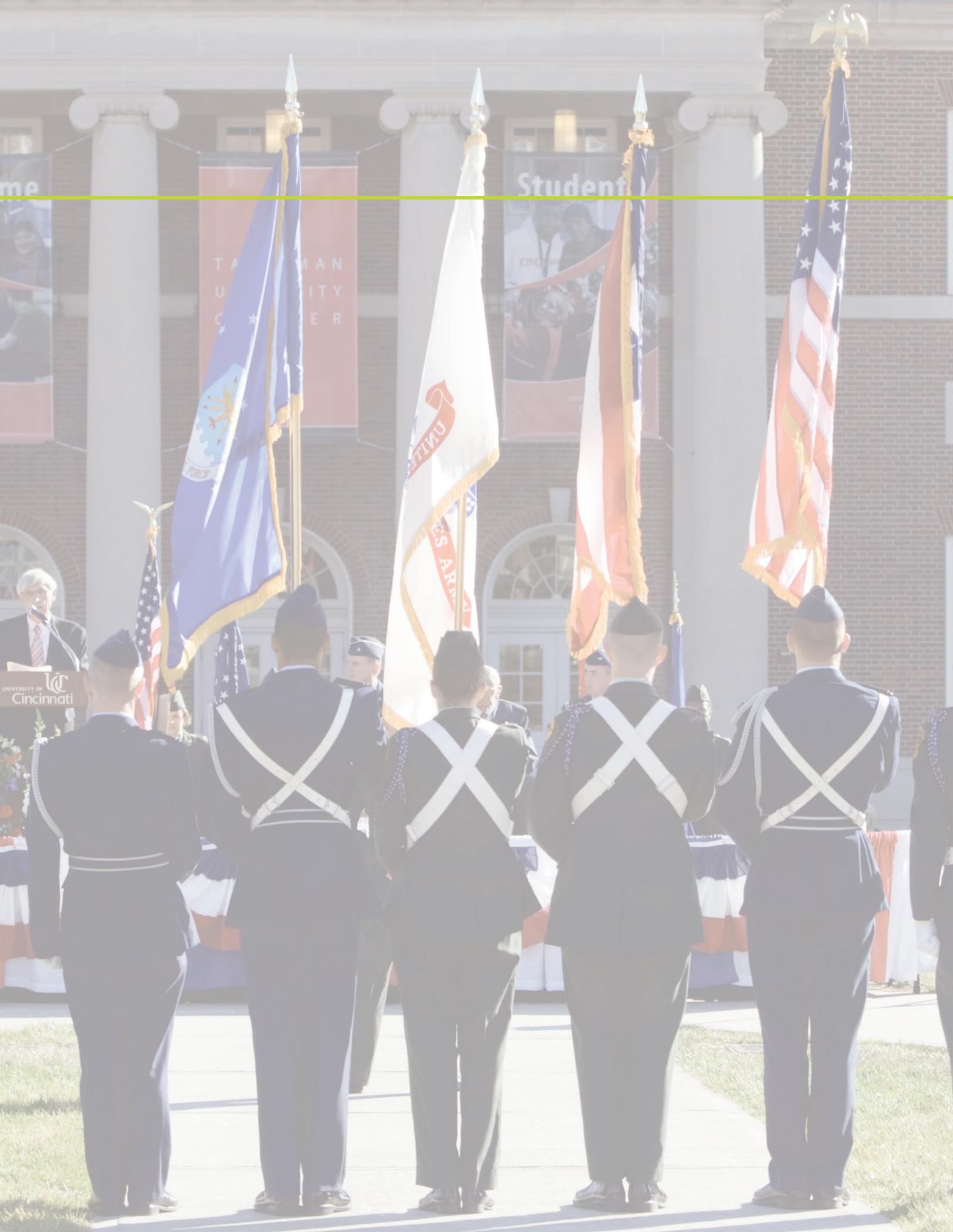
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## **State Departments, Boards and Commissions:** *Recommendations for Occupational Licenses & Certificates*

In response to the executive order, the Governor's Office of Workforce Transformation (OWT) identified 33 state departments, boards and commissions issuing civilian licenses or certifications related to military occupations, education, training and experience. The OWT staff led a collaborative effort that brought staff and leadership from state departments, boards and commissions together with key stakeholders and subject matter experts to identify opportunities to streamline and improve Ohio's licensure and certification processes for veterans, services members and spouses. To better understand the various policies and procedures of each department, board and commission, the OWT office surveyed all 33 entities with a focus on the following:

- Evaluating and awarding civilian licenses or certifications for qualifying military education, training and experience;
- Identifying barriers to the current licensure and certification processes for veterans caused by state or federal law;
- Sharing current best practices and best practices from other states or national associations that streamline and prioritize the licensing process for veterans and their spouses; and,
- Proposing innovative concepts to prioritize, simplify, and expedite the licensure and certification processes for veterans and their spouses.

The complete implementation of these recommendations will require changes at the state department, board and commission level, as well as coordinated communication and outreach from all state partners that interact with the licensure process for veterans and their spouses.

## 1A

### Technical Evaluation: Certification & Licensure for Training & Experience

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The Ohio Revised Code (ORC) gives state departments, boards and commissions authority to adopt policies that benefit veterans and their spouses. All state departments, boards and commissions shall ensure that they have leveraged this authority.

#### RECOMMENDATION

#### 1 Adopt rules to evaluate military education, training and experience

Under House Bill 98 (130th General Assembly), sponsored by Representatives Anne Gonzales and Wes Retherford, each state department, board and commission is required to adopt administrative rules to identify which military programs of training, military primary specialties, and lengths of service are substantially equivalent to or exceed the educational and experience requirements for each occupational license that entity issues.

In support of this requirement, each state department, board and commission shall develop a crosswalk table that clearly maps military occupations, training or experience to occupational licenses or certifications and publish this information on their website.

Documentation, such as a Joint Services Transcript, DD214 (discharge record), training certificates, job evaluation report, and/or a letter from the commanding officer may help determine if the veteran has substantially equivalent experience or exceeds the education and experience requirements.

#### ACTION ITEM

All state departments, boards and commissions shall adopt rules to evaluate military education, training and experience and create a crosswalk table that maps military occupations, training or experience to occupational licenses or certifications, and post the information on their website by June 30, 2014.

## 1B Prioritizing Veterans & Spouses

### RECOMMENDATION

#### 2 Adopt rules that strengthen and support current laws benefiting veterans and spouses

To establish consistency and ensure occupational licensing entities' compliance with current law, all state departments, boards and commissions shall develop rules for the following areas of the Ohio Revised Code (ORC):

- ORC 4743.04 (HB 490, 129th General Assembly) – Allows for the issuance of a temporary license or certification to the spouse of an active duty servicemember to practice a trade or profession.
- ORC 5903.10 (HB 490, 129th General Assembly) – A servicemember or a spouse of a servicemember who is unable to renew a license or certification due to military service shall be granted renewal at the usual cost without penalty or re-examination.
- ORC 5903.12 (HB 372, 127th General Assembly) – If a current license holder is called to active duty for military service, the time period allowed for completion of any continuing education requirements will be extended by the amount of time that the licensee was on active duty.
- ORC 5903.121 (HB 372, 127th General Assembly) – If a current license holder is a member of the armed forces, reserves, the Ohio national guard, the Ohio military reserve, or the Ohio naval militia, a licensing agency shall consider relevant military education, training or service that has been completed by the license holder when determining the fulfillment of any continuing education requirements.

### ACTION ITEM

All state departments, boards and commissions shall adopt rules that strengthen and support current laws benefiting veterans, servicemembers and spouses and post the information on their website by June 30, 2014.

**RECOMMENDATION**

**3 Ensure GI Bill benefits eligibility**

In order to obtain reimbursement through the GI Bill benefit, state departments, boards and commissions must individually register the required tests with the U.S. Department of Veterans Affairs. Currently, only a small number of tests have been registered.

Where applicable, state departments, boards and commissions shall apply for GI Bill eligibility for their license and certificate testing fees through the Veterans Educational Programs at the Department of Veteran Services.

**ACTION ITEM**

All state departments, boards and commissions shall apply for GI Bill eligibility for their license and certificate testing fees through the Veterans Educational Programs at the Department of Veteran Services by June 30, 2014.

**RECOMMENDATION**

**4 Explore waiving or discounting licensure fees**

Some state departments, boards and commissions currently offer licensing fee waivers or discounts for individuals currently serving in the military.

All state departments, boards and commissions should research the feasibility of offering license and certificate fee discounts or waivers for individuals currently serving in the military.

**ACTION ITEM**

All state departments, boards and commissions shall research the feasibility of offering license and certification fee discounts or waivers for individuals currently serving in the military and report findings and progress to the Department of Veterans Services by June 30, 2014.

**RECOMMENDATION**

**5**

**Establish formal processes to expedite and prioritize licensing and certifications for veterans and spouses**

While some state departments, boards and commissions indicated that they had an informal process to prioritize veterans and spouses, many do not have such processes in place.

All state departments, boards and commissions shall establish a process to record, track and monitor veterans and spouses by adding a question on the application that easily identifies them (i.e. "Have you or your spouse served in the military?"). State departments, boards and commissions should require the proper documentation for verification purposes and priority of service.

All state departments, boards and commissions shall have procedures in place to process and approve initial or renewal applications for veterans. Additionally, all state departments, boards and commissions shall establish a process to approve applications for active duty servicemembers prior to deployment.

All state departments, boards and commissions shall develop a process to permit staff, acting in good faith, to approve veteran and spouse applications prior to a board meeting as long as documentation is verified and no pending issues or concerns are discovered.

**ACTION ITEM**

All state departments, boards and commissions shall establish formal processes to expedite and prioritize licensing and certifications for veterans and spouses and report findings and progress to the Department of Veterans Services by June 30, 2014.

## 1C Communication & Outreach Recommendations

### RECOMMENDATION

#### 6 Standardize the definition of a veteran

Many service men and women do not consider themselves a veteran if they have not served on active duty or overseas. Therefore, when attempting to identify servicemembers and veterans, it is important that the question is asked in a consistent manner to ensure that state departments, boards and commissions are inclusive and helping all of our service men and women.

All state departments, boards and commissions should adopt the following: *A veteran is defined as anyone who is serving or has served under honorable conditions in any component of the Armed Forces, including the National Guard and Reserve.*

#### ACTION ITEM

All state departments, boards and commissions shall adopt the recommended definition of a veteran by June 30, 2014.

### RECOMMENDATION

#### 7 Develop marketing and outreach information specifically targeted to veterans and spouses

Effective communication is critical to ensuring that policy changes have a direct impact on veterans and their spouses. To that end, state departments, boards and commissions shall:

- Develop relevant licensure and certification information targeted to veterans and their spouses. These materials could include flyers, handouts and other forms of communications and could be posted on the state department, board or commission's website.
- Provide information about the organization's policies related to criminal records, background checks and fingerprinting policies, if required for a license or certification, and provide a link to the Ohio Attorney General's website.

#### ACTION ITEM

All state departments, boards and commissions shall develop marketing and outreach information specifically targeted to veterans and spouses and distribute or post the information on their website by June 30, 2014.

## 1D Support & Assistance

### RECOMMENDATION

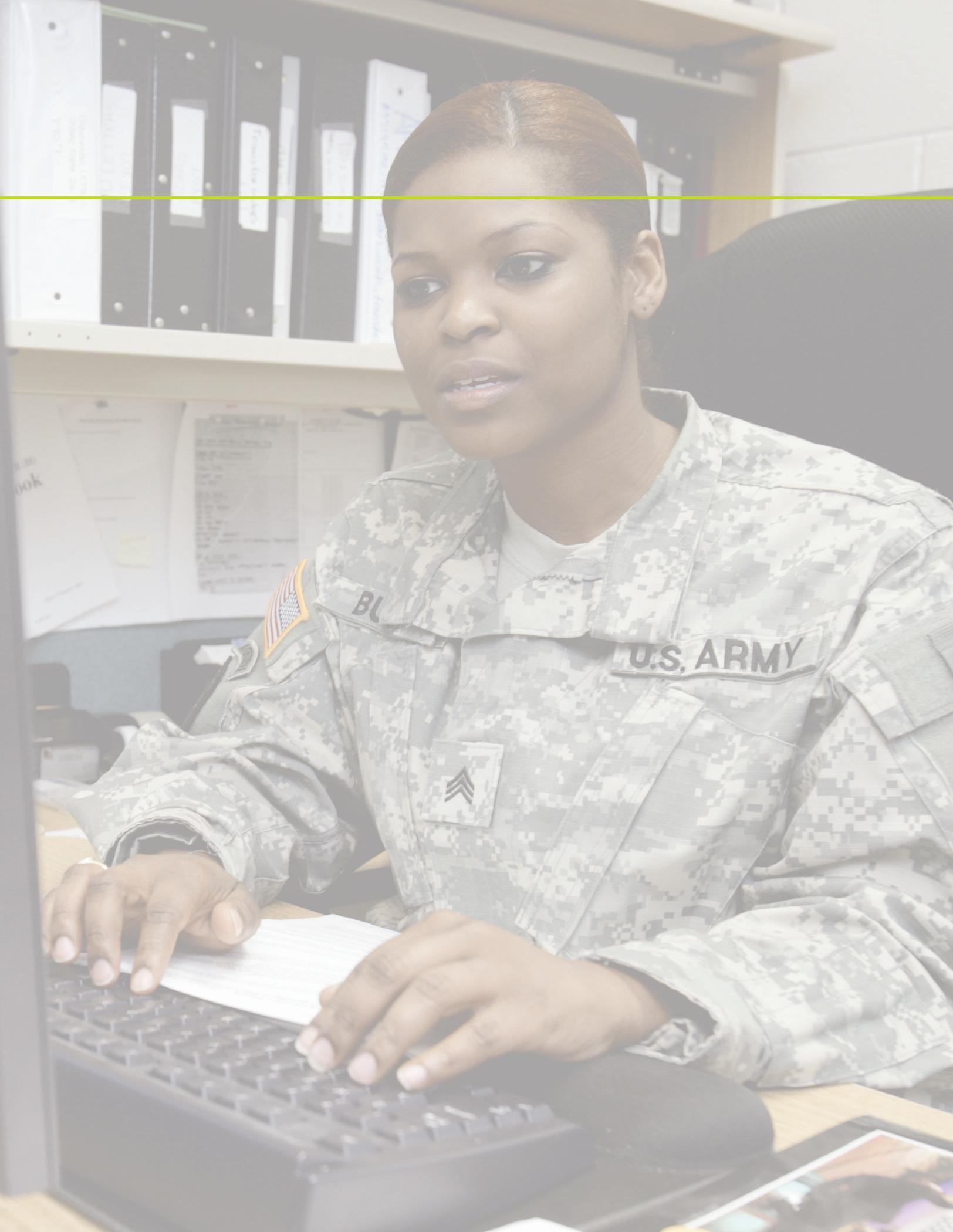
#### 8 Support from the Department of Veterans Services

The Department of Veterans Services (DVS) plays a critical role in supporting and assisting veterans and their spouses. DVS should increase its leadership on the promotion of licensure and certifications. With the assistance from the Adjutant General's Department, Ohio Board of Regents, University System of Ohio, the Department of Job and Family Services and the Governor's Office of Workforce Transformation, DVS shall:

- Coordinate the creation of a centralized website that provides state occupational licensing information and data relevant to veterans and their spouses.
- Coordinate interagency outreach to veterans and their spouses to ensure that they are aware of available employment, licensure, certification and educational benefits.
- Produce and distribute information to all state departments, boards and commissions on updated rules or laws relating to veterans and their spouses.
- Assist and provide guidance to state departments, boards and commissions regarding:
  - » Required military documentation needed to evaluate programs of training, military primary specialties, and lengths of service that are substantially equivalent to or exceed the educational and experience requirements for each occupational license and certification;
  - » Required military documentation needed to verify veteran and spousal status; and,
  - » The creation of standardized documents and forms to be used by the agencies, boards and commissions.

### ACTION ITEM

With the assistance from the Adjutant General's Department, Ohio Board of Regents, University System of Ohio, the Department of Job and Family Services and the Office of Workforce Transformation, the Department of Veterans Services shall have a plan in place and report the necessary steps and potential timelines for implementation to support and assist veterans and spouses for all of these recommendations by June 30, 2014.



# 2

## SECTION 2

### **The Ohio Board of Regents:** *Recommendations for College Credit & Campus Services*

In response to the Governor's executive order, a collaborative process of research, discussion, and analysis was launched among Board of Regents staff, key stakeholders, and experts across the University System of Ohio (USO) in order to compile the necessary best practices and recommendations.

The Board of Regents surveyed all 36 USO institutions in July and August (with 100 percent participation) to better understand the various institutional processes and policies regarding the evaluating, awarding, and posting of college credit for military training, experience, and coursework. A working group was convened to review the results, discuss best practices and prioritize recommendations for reform.

Complete implementation of these recommendations will require additional policy and rule changes at the institutional and state levels, as well as consideration of proposed reforms at the federal level.

## 2A

### Technical Evaluation:

#### College Credit for Training, Experience & Coursework

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Ohio aspires to have a simple, uniform and effective process in place to award college credit for military training, experience and coursework. That goal, however, is hampered by the fragmented, often bottom-up approach currently in place in the state. More unified and engaged state-level leadership is needed to bring structure, consistency, and the necessary resources to bear on this issue.

#### RECOMMENDATION

### 1 Develop a baseline set of standards and procedures for military credit

A baseline set of standards and procedures for the application of military credit must be developed. Having one set of standards and procedures will bring uniformity and consistency to the process, make it easier to communicate with and reach a wider audience, and highlight the priority the higher education community places on assisting veterans and active duty servicemembers with their educational and career goals.

To begin the implementation of this process, the Board of Regents will:

- Create a Military Transfer Assurance Guide (MTAG) to systemize the awarding of credit for military training, experience and coursework using the current course equivalency guarantee initiatives as a model.
- Create a single website focused on military credit and related issues. This repository of resources and documentation would allow for uniformity and ease of reference for questions about college credits and serve as a marketing hub promoting Ohio's commitment to veterans (*see section 2C on page 21*).
- Create a statewide searchable database of applicable courses, so institutions and prospective student servicemembers and veterans could learn about how certain military training, experience, and coursework would translate to equivalent courses at various USO institutions.
- Create a statewide training for University System of Ohio (USO) administrators and faculty to conduct the evaluation of military training, experience, and coursework using American Council on Education (ACE) and The Council for Adult and Experiential Learning (CAEL) tools, in addition to other best practices.
  - » ACE should also be encouraged to provide more comprehensive information on their credit recommendations for military training, experience, and coursework on

its ACE Guide Online, as well as additional training on various relevant topics via a variety of means.

- Mandate the acceptance of credit that meets these state-developed standards and procedures.

The Ohio Board of Regents will play a leadership role in this process and is committed to working with other state agencies and departments, as well as institutions of higher education, to ensure the necessary standards and procedures are developed.

**ACTION ITEM**

The Ohio Board of Regents will develop a detailed plan for the implementation of these recommendations with the goal of 80% completion by the end of 2014, and the remainder in 2015.

**RECOMMENDATION**

## 2 Translating experience for college credit appropriately

Addressing concerns about academic rigor in the granting of college credit for training, experience and coursework is critical at the institutional level. Having knowledgeable, well-trained faculty and staff on campus who understand the review process used by ACE will ensure academic integrity for all awarded credit.

- All public institutions of higher education in Ohio should make ACE training for faculty and staff a priority and review what additional training or education might be necessary to provide this level of service.

**ACTION ITEM**

The Ohio Board of Regents will develop a plan to assist the institutions with the implementation of this recommendation by August 1, 2014.

**RECOMMENDATION**

## 3 No charge to veterans for the awarding of credit

The Ohio Board of Regents recommends that all USO institutions not charge for the evaluation, transcription, and application of college credits for military training, experience, and coursework.

**ACTION ITEM**

The Ohio Board of Regents will develop a plan to assist the institutions with the implementation of this recommendation by August 1, 2014.

## 2B Prioritizing Veterans & Spouses

### RECOMMENDATION

#### 4 Create a single point of contact for veterans on campus

Veterans and active duty servicemembers need a centralized pre- and post-admission advising resource to help them understand what is involved in earning college credit for their military training, experience, and coursework; learn about their options; collect the necessary documentation; and make decisions about the various education and training pathways available in Ohio. In addition, clearly thought-out, standardized and documented policies and procedures are critical to avoiding confusion or miscommunication.

With this in mind, the Ohio Board of Regents recommends:

- All USO institutions have a dedicated veterans service office or a single, clear point of contact on campus in order to meet this need.
- All USO institutions have a clear plan for how this office and the point of contact will lead the process of identifying students, reviewing the available information, and completing the necessary documentation.

### ACTION ITEM

The Ohio Board of Regents will develop a plan to assist the institutions with the implementation of this recommendation by August 1, 2014.

### RECOMMENDATION

#### 5 Develop tools to better identify student veterans and servicemembers

Identifying veterans or active duty servicemembers is critical to ensuring that they receive the appropriate services. Currently, there is no consistent way to identify veterans or active duty servicemembers that apply to a USO institution.

For example, the question used on The Common Application (“Are you a veteran?”), which is used by many colleges and universities, has been found to be ineffective, as many servicemembers and veterans do not self-identify in this way. The Board of Regents conducted a review of all current USO applications and found that there is inconsistency in how campuses ask about military service and veteran status.

In addition, it is important to build campus awareness and develop tools to identify veterans and active duty servicemembers without depending on self-identification during the application process. Increased awareness by the academic community of the challenges veterans face and increased knowledge of the institution's programs and services designed to assist veterans will result in more students taking advantage of the process.

- All USO institutions shall adopt policies and procedures aimed at educating faculty and staff and raising community awareness about veterans issues and the services and programs offered by the institution.

**ACTION ITEM**

The Ohio Board of Regents will work with USO institutions to ensure consistency in identifying veterans and active duty servicemembers. A plan for the implementation will be in place by August 1, 2014.

**RECOMMENDATION**

**6 Provide priority registration for veterans and servicemembers**

All USO institutions should be committed to giving veterans and active duty servicemembers priority registration for any necessary courses. The Ohio Board of Regents recommends that:

- All USO institutions should provide veterans and active duty servicemembers with priority registration.

**ACTION ITEM**

The Ohio Board of Regents will develop a plan to assist the institutions with the implementation of this recommendation by August 1, 2014.

RECOMMENDATION

**7 Create a veterans-specific appeals process**

All USO institutions shall establish an appeals process specifically for veterans and servicemembers to address special circumstances and unique exceptions related to military training, experience, and coursework (such as the financial impact of receiving college credits, certification, etc.).

**ACTION ITEM**

The Ohio Board of Regents will develop a plan to assist the institutions with the implementation of this recommendation by August 1, 2014.

RECOMMENDATION

**8 Develop a new student orientation specifically for military students**

Military-student specific orientation is an effective way to make sure that student veterans and servicemembers are connected to available resources and are aware of relevant policies and procedures. It can also help build campus awareness and faculty and staff engagement.

- All USO institutions shall develop an orientation session geared toward new student veteran and servicemember enrollees.

**ACTION ITEM**

The Ohio Board of Regents will develop a plan to assist the institutions with the implementation of this recommendation by August 1, 2014.

## 2C

## Communication & Outreach Recommendations

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### RECOMMENDATION

#### 9 Develop a coordinated outreach effort

Good policies and procedures are effective only if they are widely known and understood. There is consensus that a more robust, focused and coordinated outreach effort would not only reach the veteran community with critical information about military credit, but also boost the economic power and reputation of the state.

Ohio provides a number of opportunities for veterans and their families, but these opportunities are not always well known or understood. Military credit is just one aspect of this larger picture, but it is an example of an area where coordinated marketing efforts hold great value.

Such an effort will incorporate a range of communication tools and materials, from online outreach and marketing (website, social media, online advertising, search, etc.) to traditional media (the press, public service announcements, etc.) and resources (literature, town hall meetings, advertising in niche media, etc.).

#### ACTION ITEM

The Ohio Board of Regents, in conjunction with DVS, will lead the development and coordination of a communications and outreach plan following the priorities outlined in this report by August 1, 2014 and will engage USO institutions throughout the process.

## 2D Support & Assistance

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### RECOMMENDATION

#### 10 Facilitate training based on state standards and procedures

Having developed the above noted standards and procedures, the Ohio Board of Regents is positioned to facilitate and coordinate training for USO institutions across the state. A “train the trainer” model will be used to help with access to training and professional development opportunities.

#### ACTION ITEM

The Ohio Board of Regents will coordinate the training of USO institutions on implementing a consistent credit evaluation and awarding process across the system with an anticipated completion date of December 31, 2014.

### RECOMMENDATION

#### 11 Establish a state liaison for Ohio GI Promise

Having a point person at the state level would ensure that institutions and stakeholders have a central point of contact to address student veteran issues and promote educational opportunities for the military community. The liaison would also be responsible for coordinating and facilitating the leadership needed at the state level.

#### ACTION ITEM

Using existing resources, the Ohio Board of Regents will develop a plan and take the lead in its implementation for the establishment of a state liaison for the Ohio GI Promise by August 1, 2014.

**RECOMMENDATION**

**12 Clarify the application of OCOG and GI Bill funds for veterans and servicemembers**

There is currently an unintended penalty for veterans, servicemembers and their families who receive the Ohio College Opportunity Grant (OCOG) and U.S. Department of Veterans Affairs (VA) education benefits. Current practice is for OCOG to be applied first and GI Bill funds to be applied to the remainder. This order ends up costing the student veterans, servicemembers, and their families more.

When the Post 9/11 GI Bill first took effect, the VA was the first payer of tuition and fees when students had multiple sources of financial aid (VA money was applied to the student's bill first and all other aid was applied afterwards.) This frequently resulted in students receiving more aid than they were charged for tuition and fees. The law was changed under the Post 9/11 Veterans Educational Assistance Improvement Act of 2010 that went into effect on August 1, 2011 so that the VA was the last payer.

OCOG pays a set dollar amount while the GI Bill funds cover a percentage of the student's tuition and fees. What remains is then owed by the student. As a result, the OCOG funds are applied first and the GI Bill percentage is applied to a smaller dollar amount, thus reducing the amount awarded and increasing any remaining costs.

A process that allows the GI Bill funds to pay first, applying the percentage to the full cost of tuition and fees, and then subsequently applying OCOG funds to the remaining tuition and fees, would reduce any out-of-pocket balance that the student might be responsible for after all financial aid benefits are applied.

**ACTION ITEM**

The Ohio Board of Regents will outline any legislative or administrative changes needed to address this challenge and develop a plan for implementation by April 1, 2014.

## 2E Recommended Changes to Federal Law & Policies

### RECOMMENDATION

13

#### **Provide relief for veterans penalized under Satisfactory Academic Progress (SAP) rules**

Federal regulations require students to make Satisfactory Academic Progress (SAP) in order to continue to receive financial aid. The maximum number of credit hours cannot exceed 150% of the credit hours required for a program. Veterans whose coursework, training or experience is not directly tied to their academic or career program can often be denied financial aid under this policy if they choose to have these credits added to their record.

The SAP rule was clearly intended to prevent “career students” from taking advantage of aid without making progress toward a degree or certificate (and, consequently, employment). Veterans, however, are not seeking to take advantage but simply receive the credits they have earned.

Federal regulations should provide:

- An exemption from the SAP rule for college credit awarded for military training, experience, and coursework.
- Additional considerations could include counting only what applies toward the student’s degree or to allow a one-time waiver for military credit from SAP.

### ACTION ITEM

The Ohio Board of Regents will work with USO institutions, appropriate agencies and departments, Ohio’s congressional delegation, and representatives from the Multi-State Collaborative on Military Credit (MCMC) to outline possible steps to make this change at the federal level by April 1, 2014.

**RECOMMENDATION**

**14**

**Explore the development of a single regionally accredited Department of Defense (DoD) Community College**

One of the overarching structural and process challenges of awarding military credit is that the military training, experience, and coursework are not affiliated with a regionally accredited military institution such as the Community College of the Air Force.

Having a regionally accredited DoD community college would significantly facilitate and expedite the transfer of credits. It would bring uniformity to the process and structure and reduce the confusion that comes from working on an ad hoc basis depending on the institution, military branch and state. If an armed forces community college existed, institutions of higher education would accept the military credit just like accepting credit from other regionally accredited colleges and universities.

Without the regional accreditation status, institutional faculties often raise concerns about the rigor and validity of credit. As a result, college and university transfer evaluation coordinators, certifying officials, and advisors often have to help map the connection and acquire the information needed for faculty to agree on awarding college credit for military training, experience, and coursework.

**ACTION ITEM**

The Ohio Board of Regents, with support from the Governor's Office of Workforce Transformation and Department of Veterans Services, shall explore the development of a single Department of Defense Community College that is regionally accredited with federal stakeholders.



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# CONCLUSION

Ohio's state departments, boards and commissions must be committed to streamlining and improving the licensure and certification process for military servicemembers, veterans and their spouses. As this report makes clear, the Ohio Revised Code gives state departments, boards and commissions the authority to adopt rules that strengthen and support current licensure laws that benefit servicemembers, veterans and their spouses, but it is important that they are taking advantage of this authority.

Additionally, a clear process and structure are needed to effectively implement any necessary changes and to inform servicemembers, veterans and their spouses of the opportunities and requirements involved. The Department of Veterans Services will play a leadership role in this increased effort of communication and outreach. Doing so will guarantee that servicemembers, veterans and their families receive the service and credit they deserve and are not hampered in the occupational licensure and certification process.

With this same commitment in mind, all USO institutions are working to facilitate and expedite the process of awarding college credit for military personnel. The Ohio Board of Regents and the higher education institutions will bring increased uniformity, consistency and standardization to the process of awarding military credit systemwide.

The Ohio Board of Regents, working collaboratively with the USO institutions and DVS, will provide the needed foundation for a state-led marketing and communications plan promoting Ohio as a national leader in veterans issues. It will also allow the higher education and veteran communities, along with state leadership, to lobby the federal government and other national organizations to enact necessary reforms. The recommendations listed in this report reflect the lessons learned from the hard work and success of these colleges and universities.

Ohio owes its veterans and servicemembers the highest level of service and assistance as they pursue their educational and career goals. Ohio, under the leadership of Governor John R. Kasich, is committed to achieving these goals. Continuing to streamline and expedite the licensure and certification process and improving the process to award college credit for military training, experience and coursework are crucial steps in honoring this commitment.



# APPENDIX A



Governor's Office of  
Workforce Transformation

John R. Kasich, Governor  
Tracy Intihar, Director

## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Accountancy Board</b>	Certified Public Accountant	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military accounting experience to meet experience requirements of licensure.</li> <li>• Extends the 18 month period of time to complete the Certified Public Accountant exam must complete the exam if military servicemembers are called to duty allowing the candidate more time to complete the exam without losing any passing test scores that he/she has already received.</li> <li>• Waives license renewal requirements such as fees if licensee verifies military duty in compliance with ORC 5903.10.</li> <li>• Waives continuing education requirements if licensee verifies active duty in compliance with ORC 5903.12.</li> </ul>
<b>Department of Agriculture</b>	Pesticide Applicator License	<ul style="list-style-type: none"> <li>• Ohio Department of Agriculture's Division of Plant Health has Memorandum of Understanding with the Department of Defense that recognizes reciprocity agreement between the two entities for individuals that meet the military equivalent for the Ohio Department of Agricultural's Commercial Applicator License.</li> </ul>
<b>Barber Board</b>	Barber	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military experience for a barber license - military barbers that have only practical training will require the academic education of barbering.</li> <li>• Waives any penalty for late renewal fees because of military duty in compliance with ORC 5903.10.</li> </ul>
<b>Board of Building Standards (Dept. of Commerce)</b>	Building Inspector, Building Official, Electrical Safety Inspector, Fire Protection, Industrialized Inspector, Mechanical Inspector, Medical Gas Inspector, Plumbing Inspector	<ul style="list-style-type: none"> <li>• OAC 4101:7-3-01(E)(1)(c) and (d), provides that the board can evaluate relevant experience gained performing work outside the usual code-regulated construction industry and grant experience credit toward certification including qualifying experience (on-base construction, electrical, and mechanical, naval on-board plumbing, electrical, and mechanical work experience) in a military-related occupation.</li> </ul>
<b>Bureau of Motor Vehicles (Dept. of Public Safety)</b>	Commercial Driver License	<ul style="list-style-type: none"> <li>• ORC 4506.09 (E) (3) (c) waives the skills test within two years of separation from the military service or employment if the applicant regularly operated a vehicle representative of the commercial motor vehicle type that the applicant operates or expects to operate. The written portion of the exam is still required. Ohio has waived the skills test for 32 military persons since 01/31/12.</li> </ul>

# APPENDIX A



Governor's Office of  
Workforce Transformation

John R. Kasich, Governor  
Tracy Intihar, Director

## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Chemical Dependency Board</b>	Prevention Specialist, Drug and Alcohol Counselor, Alcohol and Drug Counselor	<ul style="list-style-type: none"> <li>• Issues licenses/certifications via reciprocity for individuals with qualified active credentials in the Army, Navy and Air Force.</li> <li>• Allows veterans to submit training and experience on non-board approved forms if the documentation provided contains the same relevant information as the board prescribed forms. This saves veterans time and effort as they complete their applications.</li> <li>• ORC 4758.51 allows the board to waive continuing education requirements for individuals who are unable to fulfill their hours because of military service. If a credentialed individual is deployed for the full duration of the renewal period, the board waives 100% of the continuing education hours. For individuals who are deployed for a percentage of their renewal period, the board waives an equal percentage of continuing education hours.</li> </ul>
<b>Construction Industry of Licensing (Dept. of Commerce)</b>	Commercial Contractor Occupations (HVAC, Electrical, Plumbing, Hydronics, Refrigeration)	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military experience to satisfy the five year commercial experience requirement to take the examination.</li> <li>• Allows for a license to be put in escrow to avoid expiration because of military duty in compliance with ORC 5903.10.</li> <li>• Waives continuing education requirements for active duty servicemembers in compliance with ORC 5903.12.</li> <li>• Does not require proof of bonding requirements (\$500,000 in contractor liability insurance) for active duty military personnel.</li> </ul>
<b>Counselor, Social Worker, and Marriage and Family Therapist Board</b>	Marriage and Family Therapist, Counselor, Social Workers	<ul style="list-style-type: none"> <li>• Waives continuing education requirements for active duty servicemembers in compliance with ORC 5903.12. They have waived the requirements for six licensees in FY 2013.</li> <li>• Added a question to the license application to identify veterans, active duty and spouses.</li> <li>• Informal policy of the board and its staff is to provide priority attention for licensing and registration to veterans and their spouses.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Dental Board</b>	Dental Assistant Radiographer, Dentist, Dental Hygienist	<ul style="list-style-type: none"> <li>• Waives examination requirement for a dental license if an applicant has a license in another state and has five years of practice immediately preceding application in the state where licensed OR in the Armed Forces of the United States, the United States Public Health Service, of the US Department of Administrative Affairs.</li> <li>• The board authorized the Executive Director to approve all license applications that meet the requirements to ensure efficient turn-around times for certifications and licenses. The board reserves the right to ask questions about any individual applicant and ratifies all decisions at its regularly scheduled meetings.</li> <li>• Informal policy of the board and its staff is to provide priority attention to requests for certification and licensing by military personnel.</li> <li>• The board identified an opportunity to change current law and permit military experience to count toward the seven hour experience requirement for dental assistant radiographers.</li> </ul>
<b>Ohio Board of Dietetics</b>	Registered Dietitian	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military dietetic internship experience, which is required prior to licensure, and prepares the intern to take the national registration exam.</li> <li>• Exempts individuals from licensure if they are practicing related to the armed forces.</li> <li>• The US Military offers dietetic internships, which prepare the intern to take the national Registration exam an individual must pass to apply for the Ohio Dietitian license.</li> <li>• Processes all complete applications for licensure within five days of receipt which benefits veterans and spouses.</li> </ul>
<b>Board of Embalmers and Funeral Directors</b>	Mortician, Embalmers and Funeral Directors	<ul style="list-style-type: none"> <li>• Individuals who have received the mortuary science education and civilian employees of the Air Force, or are Morticians in the Navy can apply for a reciprocal license to practice in Ohio if they are already licensed in another state.</li> <li>• Individuals who leave military service with a bachelor's degree may apply for a license as a Funeral Director and required to serve an apprenticeship to gain licensure.</li> </ul>

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Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Emergency Medical, Fire and Transportation Services Board (Dept. of Public Safety)</b>	Emergency Medical Technician [Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT (AEMT) and Paramedic]	<ul style="list-style-type: none"> <li>• OAC 4765-6-02 allows Ohio accredited AEMT and Paramedic programs to give credit for previous training and experience, above and beyond the individual's level of NREMT certification.</li> <li>• ORC 4765.31 allows the EMFTS board to exempt all or part of the continuing education requirements due to active military service, unusual circumstance, emergency, special hardship, or any other cause considered reasonable by the board.</li> <li>• OAC 4765-19-01 recognizes training related to patient care provided by the military as acceptable continuing education for renewal of certificates in Ohio.</li> <li>• Spouses of military servicemembers who received training in another state and have a current NREMT certification are also eligible to apply for an Ohio EMS certificate to practice through the reciprocity.</li> </ul>
<b>Emergency Medical, Fire and Transportation Services Board (Dept. of Public Safety)</b>	Firefighter	<ul style="list-style-type: none"> <li>• OAC 4765-20-11 accepts military training that is equal to or exceeds Ohio training standards and curriculum. If deficiencies are found training through an Ohio chartered fire service program is required. To be eligible an applicant shall (1) Submit an application within eighteen months of discharge, or (2) Submit documentation indicating completion of fire training within the last eighteen months, or (3) Submit documentation of active duty with a fire department within the last eighteen months. Applicants must pass knowledge and practical examinations to receive an Ohio firefighter certification.</li> <li>• OAC 4765-20-17 allows the executive director to exempts all or part of the continuing education requirements due to active military service, medical hardships or unusual circumstances.</li> <li>• Ohio recognizes both IFSAC and Pro Board training – both nationally recognized standards for fire instructor equivalency (reciprocity).</li> <li>• There are no fees for firefighter certification.</li> </ul>
<b>Examiners of Architects Board, Landscape Architect Board</b>	Architects and Landscape Architects	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military architect and landscape architect internship experience, which is required prior to licensure.</li> <li>• Waives continuing education requirements for active duty servicemembers in compliance with ORC 5903.12.</li> <li>• The board has an expedited process in place for the general public that is beneficial to veterans and spouses as the board issues licenses on the same day as the application is complete.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
Dept. of Health	Certification in Food Protection	<ul style="list-style-type: none"> <li>• Rules and policies are currently in place allowing the evaluation of military food protection courses.</li> <li>• Individuals who have completed a course similar to an approved level two food safety certification course may apply to ODH for Certification in Food Protection through reciprocity.</li> </ul>
Dept. of Health	State Tested Nurse Aides	<ul style="list-style-type: none"> <li>• OAC 3701-18-23(A) (2) allows the acceptance of documented experience to qualify for the state administered exam without completing a nurse aide training course.</li> <li>• Veterans and spouses may apply for reciprocity as a nurse aide if they have a current nurse aide certification in another state.</li> </ul>
Historical Boilers Licensing Board (Dept. of Commerce)	Historical Boilers	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military experience and they have identified specific military occupational specialty equivalencies.</li> <li>• Waives required operational hours if applicable military DD-214 is included with license application.</li> <li>• Waives any penalty for late renewal fees because of military duty or a spouse's military duty in compliance with ORC 5903.10.</li> </ul>
Division of Industrial Compliance (Dept. of Commerce)	Plumbing Inspector	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military provided an individual demonstrates seven years of practical experience in the installation of plumbing.</li> <li>• Waives any penalty for late renewal fees because of military duty or a spouse's military duty in compliance with ORC5903.10.</li> <li>• Extends the reporting period for meeting the continuing education requirements equal to the total number of months that the licensee spent on active duty during the renewal period in compliance with ORC 5903.12.</li> </ul>
Division of Industrial Compliance (Dept. of Commerce)	Backflow Technician	<ul style="list-style-type: none"> <li>• Accepts documented and relevant military experience to satisfy the five year experience requirement focusing on providing safe drinking water to take the examination.</li> <li>• Waives any penalty for late renewal fees because of military duty or a spouse's military duty in compliance with ORC 5903.10.</li> <li>• Extends the reporting period for meeting the continuing education requirements equal to the total number of months that the licensee spent on active duty during the renewal period in compliance with ORC 5903.12.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Medical Board of Ohio</b>	Physicians (MD,DO,DPM), Physician Assistant, Anesthesiologist Assistant, Radiologist Assistant	<ul style="list-style-type: none"> <li>• ORC 4730.11 Allows individuals with a degree from an accredited program and the NCCPA certification with at least three years of active-duty experience as a physician assistant in the military to qualify for a Physician Assistant certificate.</li> <li>• Amended OAC to make it easier for out-of-state applicants including veterans and spouses to meet criminal background check requirements by amending board rules to recognize additional authorized vendors.</li> <li>• Waives any penalty for late renewal fees because of military duty in compliance with ORC 5903.10.</li> <li>• Extends the reporting period for meeting the continuing education requirements equal to the total number of months spent on active duty during the renewal period in compliance with ORC 5903.12.</li> </ul>
<b>Nursing Board</b>	Advanced Practice Registered Nurse, Registered Nurse and Licensed Practical Nurse, Ohio Certified Dialysis Technician, Certified Medication Aide, Certified Community Health Worker	<ul style="list-style-type: none"> <li>• ORC 4723.09(B) allows military nurses licensed by another jurisdiction to be licensed by reciprocity.</li> <li>• Instead of requiring veterans to submit transcripts and apply for licensure within Ohio, the board will issue an Ohio license to the nurse upon verification of licensure by another state.</li> <li>• Grants temporary licensure permits (180 days) for veteran/military nurses licensed in other states. During the 180 day period, the Ohio Board of Nursing will review remaining information required for licensure in Ohio.</li> <li>• Worked with the Cleveland Clinic to expedite licensure for their military recruitment program of out of state nurses.</li> <li>• Added a question to the license application to identify veterans and spouses. If the applicant is a veteran or spouse, the application will be prioritized for immediate processing.</li> <li>• As of February 1, 2009, the Ohio Board of Nursing has waived any licensure reinstatement fees for military servicemembers whose licenses lapsed due to military service.</li> <li>• Created a dedicated web page with resource information for military personnel, veterans and spouses.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Nursing Board</b>	Ohio Certified Dialysis Technician, Certified Medication Aide, Certified Community Health Worker	<ul style="list-style-type: none"> <li>• Several pre-licensure nursing education programs in Ohio that have admitted military servicemembers and awarded credit for military education and skills.</li> <li>• The board identified an opportunity to require all pre-licensure programs to review military education and training and award full or partial credit for substantially similar military education or skills training toward obtaining a license.</li> <li>• Added a question to the license application to identify veterans and spouses. If the applicant is a veteran or spouse, the application will be prioritized for immediate processing.</li> </ul>
<b>Occupational Therapy, Physical Therapy, and Athletic Trainers Board</b>	Physical Therapists, Occupational Therapists, Occupational Therapy Assistants	<ul style="list-style-type: none"> <li>• Allows renewal of license for military servicemembers called to active duty prior to license expiration if the license is scheduled to expire while the individual is on active duty.</li> <li>• Contacts other states directly to request verification of license and status if the individual needs to get to work immediately.</li> <li>• Dedicated web page with resource information for military personnel, veterans and spouses.</li> </ul>
<b>Optical Dispensers Board</b>	Optical Dispenser	<ul style="list-style-type: none"> <li>• The board identified an opportunity to accept military experience as an equivalency for licensure if a servicemember completes of the Naval School of Opticianry at Yorktown, Virginia and successfully passes the national exam.</li> <li>• Extends the reporting period for meeting the continuing education requirements equal to the total number of months that the licensee spent on active duty during the renewal period in compliance with ORC 5903.12.</li> </ul>
<b>Optometry Board</b>	Optometrist	<ul style="list-style-type: none"> <li>• Waives any penalty for late renewal fees because of military duty in compliance with ORC 5903.10.</li> <li>• Waives the annually required 25 hours of continuing education for necessary for active duty optometrists in compliance with ORC 5903.12.</li> </ul>
<b>Orthotics, Prosthetics, and Pedorthics</b>	Orthotist, Prosthetist, Pedorthist	<ul style="list-style-type: none"> <li>• Waives any penalty for late renewal fees because of military duty in compliance with ORC 5903.10.</li> <li>• Extends the reporting period for meeting the continuing education requirements equal to the total number of months that the licensee spent on active duty during the renewal period in compliance with ORC 5903.12.</li> </ul>
<b>Ohio Peace Officer Training Commission (Attorney General's Office)</b>	Peace Officer	<ul style="list-style-type: none"> <li>• OAC 109:2-1-12(B) (1) allows credit to be requested for military service, training and experience. In 2013, they have awarded 26 veterans the certification under OAC rules.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
Pharmacy Board	Pharmacist	<ul style="list-style-type: none"> <li>• The board identified an opportunity to accept documented and relevant military experience for non-traditional pharmacist internship hours completed during military service.</li> <li>• Accepts non-traditional internship hours completed during military deployment.</li> <li>• The Board voted to pursue the following in rule and statute as soon as possible:               <ul style="list-style-type: none"> <li>○ Waiver of all licensure fees for pharmacists, and pharmacy interns, for verified active duty servicemembers.</li> <li>○ Waiver of all licensure fees for pharmacists that have honorably separated from the military with verification of a DD-214 form. Waiver is effective for five years from the date of the DD-214 form.</li> <li>○ Tolling of licensure requirement concerning continuing education for pharmacists upon proof of active-duty deployed status. Tolling of deadlines for completion of course curriculum for pharmacy interns upon proof of active duty status with a military body. Veterans and spouses may apply for reciprocity based on military status if they have a current license or certification in another state.</li> </ul> </li> </ul>
Private Investigators and Security Guard Section (Dept. of Public Safety)	Private Investigator	<ul style="list-style-type: none"> <li>• OAC 4501:5-1-06 allows individuals applying as the qualifying agent for a security provider company to count time as a military police officer, or other pertinent military experience, towards the 4000 hour experience requirement for a company license. Individual Security Guards and Private Investigators have no training or experience requirement to be registered to work in Ohio.</li> </ul>
Psychology Board	Psychologist, School Psychologist	<ul style="list-style-type: none"> <li>• Accepts qualifying psychological intern experiences under supervision of a licensed psychologist in the military as comparable to non-military supervised experiences.</li> <li>• Waives the biennial registration fee for active duty servicemembers in compliance with ORC 5903.10.</li> <li>• Waives the biennial continuing education requirements for active duty servicemembers in compliance with ORC 5903.12.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Registration for Professional Engineers and Surveyors</b>	Professional Engineer, Professional Surveyor, Dual (Professional Engineer/Professional Surveyor)	<ul style="list-style-type: none"> <li>• ORC 4733 allows for acceptance of qualified military education, training and experience.</li> <li>• ORC 4733 permits the waiver of continuing education for active duty servicemembers upon request.</li> <li>• Allows active duty servicemembers to take the licensing exams where they are stationed and have the exams endorsed for the individual's Ohio licensure.</li> <li>• Accepts experience gained in the military that are equivalent to similar civilian sector experience for continuing education.</li> <li>• Expedites the licensing process for individuals who are already licensed in other states including veterans and their spouses. If the individual meets the licensing requirements, their license or a temporary permit can be issued within seven days.</li> </ul>
<b>Respiratory Care Board</b>	Respiratory Care Practitioner, Limited Permit (Student/Graduate), Limited Permit (Employment Based)	<ul style="list-style-type: none"> <li>• The U.S. Army, U.S Air force, and the U.S. Navy have accredited respiratory care educational programs that meet the requirements for civilian national credentialing, which are accepted in the state of Ohio.</li> <li>• Waives the biennial continuing education requirements for active duty servicemembers in compliance with ORC 5903.12 if on active duty for more than half of the renewal cycle.</li> <li>• Licenses are issued on an expedited schedule as the board reviews completed applications weekly and OAC 4761-2-02 permits the Executive Director to approve licenses on behalf of the board. The board reserves the right to ask questions about any individual applicant and ratifies all decisions at its regularly scheduled meetings.</li> </ul>
<b>Sanitarian Registration</b>	Sanitarian, Sanitarian in Training	<ul style="list-style-type: none"> <li>• The board identified an opportunity to review documented and relevant military training and transcripts when evaluating education qualifications for licensure.</li> <li>• Works with military servicemembers called to active duty to ensure that they are able to maintain their registration while serving.</li> <li>• The board is flexible with continuing educations options and renewal procedures for active duty servicemembers in compliance with ORC 5903.12 and 5903.10.</li> </ul>

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## Current Best Practices: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Current Best Practices to Support Veterans and Spouses
<b>Speech-Language Pathology and Audiology</b>	Audiologist, Speech-Language Pathologist, Audiology Aide	<ul style="list-style-type: none"> <li>• The board identified an opportunity to accept military experience for a hearing conservation technician in the military towards an audiology aide license. The military requires health technicians to be certified by the Council for Accreditation in Occupational Hearing Conservation which is consistent with Ohio requirements.</li> <li>• Allows licensure by waiver option for any applicant with an out-of-state license or national certification.</li> <li>• Extends the reporting period for meeting the continuing education requirements equal to the total number of months that the licensee spent on active duty during the renewal period in compliance with ORC 5903.12. The board may reduce the continuing education requirements for an individual under extenuating circumstances.</li> </ul>
<b>Veterinary Board</b>	Veterinarians, Registered Veterinary Technicians	<ul style="list-style-type: none"> <li>• Waives license renewal fees for veterinarians and registered veterinarian technicians on military duty in compliance with ORC 5903.10.</li> <li>• Waives or provide credit toward continuing education for training opportunities completed while on active duty in compliance with ORC 5903.12.</li> </ul>

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## Credit for Military Experience: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Currently Accepted and Identified Opportunities to Accept Military Experience
<b>Accountancy Board</b>	Certified Public Accountant	Currently accepts documented and relevant military accounting experience to meet experience requirements of licensure.
<b>Department of Agriculture</b>	Pesticide Applicator License	Ohio Department of Agriculture's Division of Plant Health has a MOU with the Department of Defense (DoD) that recognizes DoD Pesticide Applicator categories as equivalent to the state pesticide applicator certification and applicants do not have to take an exam to receive a state issued pesticide applicator license.
<b>Barber Board</b>	Barber	Currently accepts documented and relevant military experience for a barber license. Military barbers that have only practical training will require the academic education of barbering.
<b>Board of Building Standards (Dept. of Commerce)</b>	Building Inspector, Building Official, Electrical Safety Inspector, Fire Protection, Industrialized Inspector, Mechanical Inspector, Medical Gas Inspector, Plumbing Inspector	OAC 4101:7-3-01(E)(1)(c) and (d), provides that the Board can evaluate relevant experience gained performing work outside the usual code-regulated construction industry and grant experience credit toward certification including qualifying experience (on-base construction, electrical, and mechanical, naval on-board plumbing, electrical, and mechanical work experience) in a military-related occupation.
<b>Bureau of Motor Vehicles (Dept. of Public Safety)</b>	Commercial Driver License	ORC 4506.09 (E) (3) (c) waives the skills test within two years of separation from the military service or employment if the applicant regularly operated a vehicle representative of the commercial motor vehicle type that the applicant operates or expects to operate. The written portion of the exam is still required.
<b>Construction Industry of Licensing (Dept. of Commerce)</b>	Commercial Contractor Occupations (HVAC, Electrical, Plumbing, Hydronics, Refrigeration)	Currently accepts documented and relevant military experience to satisfy the five year commercial experience requirement to take the examination.
<b>Dental Board</b>	Dental Assistant Radiographer	The board identified an opportunity to change current law and permit documented and relevant military experience to count toward the seven hour experience requirement for dental assistant radiographers.

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Department/Board/Commission	Civilian License/Certification	Currently Accepted and Identified Opportunities to Accept Military Experience
Ohio Board of Dietetics	Registered Dietitian	Currently accepts documented and relevant military dietetic internship experience, which is required prior to licensure, and prepares the intern to take the national registration exam.
Emergency Medical, Fire and Transportation Services Board (Dept. of Public Safety)	Emergency Medical Technician [Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT (AEMT) and Paramedic]	OAC 4765-6-02 allows Ohio accredited AEMT and Paramedic programs to give credit for previous training and experience, above and beyond the individual's level of National Registry of Emergency Medical Technician certification.
Emergency Medical, Fire and Transportation Services Board (Dept. of Public Safety)	Firefighter	OAC 4765-20-11 accepts military experience substantially equivalent – written and practical. If deficiencies are found, training through an Ohio chartered fire service program is required.
Examiners of Architects Board, Landscape Architect Board	Architects and Landscape Architects	Currently accepts documented and relevant military architect and landscape architect internship experience, which is required prior to licensure.
Dept. of Health	Certification in Food Protection	Rules and policies are currently in place allowing the evaluation of military food protection courses.
Dept. of Health	State Tested Nurse Aides	OAC 3701-18-23 (A) (2) allows the acceptance of documented and relevant military experience to qualify for the state administered exam without completing a nurse aide training course.
Historical Boilers Licensing Board (Dept. of Commerce)	Historical Boilers	Currently accepts documented and relevant military experience and they have identified specific military occupational specialty equivalencies.
Division of Industrial Compliance - Plumbing Section (Dept. of Commerce)	Plumbing Inspector	OAC 1301:3-2-03 accepts documented and relevant military provided an individual demonstrates seven years of practical experience in the installation of plumbing.
Division of Industrial Compliance - Plumbing Section (Dept. of Commerce)	Backflow Technician	Currently accepts documented and relevant military experience to satisfy the five year experience requirement focusing on providing safe drinking water to take the examination.
Medical Board of Ohio	Physician Assistants	ORC 4730.11 Allows individuals with a degree from an accredited program and the NCCPA certification with at least three years of active-duty experience as a physician assistant in the military to qualify for a Physician Assistant certificate.

**\*This document identifies the military experience that is currently accepted for credit towards a license/certification and future opportunities to accept military experience\***

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## Credit for Military Experience: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Currently Accepted and Identified Opportunities to Accept Military Experience
<b>Nursing Board</b>	Ohio Certified Dialysis Technician, Certified Medication Aide, Certified Community Health Worker	The board regulates pre-licensure education programs and training programs for Ohio certified dialysis technicians, medication aides and community health workers. The board identified an opportunity to require all pre-licensure programs to review military education and training and award full or partial credit for substantially similar military education or skills training toward obtaining a license.
<b>Optical Dispensers Board</b>	Optical Dispenser	The board identified an opportunity to accept military experience as an equivalency for licensure if a servicemember completes of the Naval School of Opticianry at Yorktown, Virginia and successfully passes the national exam.
<b>Ohio Peace Officer Training Commission (Attorney General's Office)</b>	Peace Officer	OAC 109:2-1-12(B) (1) allows credit to be requested for military service, training and experience. In 2013, they have awarded 26 veterans the certification under OAC rules.
<b>Pharmacy Board</b>	Pharmacist	The board identified an opportunity to accept documented and relevant military experience for non-traditional pharmacist internship hours completed during military service.
<b>Private Investigators and Security Guard Section (Dept. of Public Safety)</b>	Private Investigator	OAC 4501:5-1-06 allows individuals applying as the qualifying agent for a security provider company to count time as a military police officer, or other pertinent military experience, towards the 4000 hour experience requirement for a company license. Individual Security Guards and Private Investigators have no training or experience requirement to be registered to work in Ohio.
<b>Psychology Board</b>		Accepts qualifying psychological intern experiences under supervision of a licensed psychologist in the military as comparable to non-military supervised experiences.
<b>Registration for Professional Engineers and Surveyors</b>	Professional Engineer, Professional Surveyor, Dual (Professional Engineer/Professional Surveyor)	ORC 4733 allows for acceptance of qualified military education, training and experience.

**\*This document identifies the military experience that is currently accepted for credit towards a license/certification and future opportunities to accept military experience\***

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Department/Board/Commission	Civilian License/Certification	Currently Accepted and Identified Opportunities to Accept Military Experience
<b>Respiratory Care Board</b>	Respiratory Care Practitioner, Limited Permit (Student/Graduate), Limited Permit (Employment Based)	The U.S. Army, U.S Air force, and the U.S. Navy have accredited respiratory care educational programs that meet the requirements for civilian national credentialing, which are accepted in the state of Ohio. Civilian licensure requires passage of recognized examinations by the National Board for Respiratory Care. The U.S. Navy and U.S. Marines require civilian sector certification prior to meeting pay grade requirements.
<b>Sanitarian Registration</b>	Sanitarian, Sanitarian in Training	The board identified an opportunity to review documented and relevant military training and transcripts when evaluating education qualifications for licensure.
<b>Speech-Language Pathology and Audiology</b>	Audiology Aide	The board identified an opportunity to accept military experience for a hearing conservation technician in the military towards an audiology aide license. The military requires health technicians to be certified by the Council for Accreditation in Occupational Hearing Conservation which is consistent with Ohio requirements.

**\*This document identifies the military experience that is currently accepted for credit towards a license/certification and future opportunities to accept military experience\***

# APPENDIX C



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## Additional Education Required Beyond Military Training: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Additional Education Required Beyond Military Training
<b>Accountancy Board</b>	Certified Public Accountant	Completion of a program from an accredited institution (150 semester hours) and passage of the Uniform Certified Public Accountant exam.
<b>Department of Agriculture</b>	Food Safety Inspector	Registered sanitarian or sanitarian-in-training with the Ohio Sanitarian Board and also certified by the Federal Drug Administration.
<b>Chemical Dependency Board</b>	Prevention Specialist, Drug and Alcohol Counselor, Alcohol and Drug Counselor	Completion of a program from the International Certification & Reciprocity Consortium.
<b>Construction Industry of Licensing (Dept. of Commerce)</b>	Commercial Contractor Occupations (HVAC, Electrical, Plumbing, Hydronics, Refrigeration)	One year in a state approved education program will equal one year of experience to meet the five years of experience requirement.
<b>Counselor, Social Worker, and Marriage and Family Therapist Board</b>	Social Worker	Completion of a program from an accredited institution.
<b>Dental Board</b>	Dentist, Dental Hygienist	Completion of a program from an American Dental Association accredited institution and passage of the national exam.
<b>Ohio Board of Dietetics</b>	Registered Dietitian	Completion of an Academy of Nutrition and Dietetics approved training program, completion of approved experience requirement, and passage of a board approved exam.
<b>Board of Embalmers and Funeral Directors</b>	Mortician, Funeral Director	Completion of a program from an accredited institution and fulfill the experience requirements.
<b>Emergency Medical, Fire, and Transportation Services Board (Dept. of Public Safety)</b>	Emergency Medical Technician [Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT (AEMT) and Paramedic], EMS Instructor	Completion of a National Registered Emergency Medical Technician certification. Completion of training in any areas of deficiency through an Ohio accredited program.
<b>Emergency Medical, Fire, and Transportation Services Board (Dept. of Public Safety)</b>	Firefighter and Firefighter Instructor	Completion of Ohio Firefighter examination at the appropriate level. Completion of training in any area of deficiency through Ohio chartered program and passage of instructor knowledge and instructional methods examinations.

# APPENDIX C



Governor's Office of  
Workforce Transformation

John R. Kasich, Governor  
Tracy Intihar, Director

## Additional Education Required Beyond Military Training: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Additional Education Required Beyond Military Training
<b>Examiners of Architects Board, Landscape Architect Board</b>	Architects and Landscape Architects	Architects: Completion of a program from a National Architectural Accrediting Board or the Canadian Architecture Certification Board professional degree in architecture accredited institution and passage of the Architect Registration Examination. Landscape Architects: Completion of a program from the Landscape Architecture Accrediting Board or the Canadian Architecture Certification Board professional degree in architecture accredited institution and passage of the Landscape Architecture Registration Examination.
<b>Medical Board of Ohio</b>	Physicians (MD,DO,DPM), Physician Assistant, Anesthesiologist Assistant, Radiologist Assistant	Physicians (MD, DO, DPM): Completion of medical school, residency training, and passage of national exam. Physician Assistant, Anesthesiologist Assistant, Radiologist Assistant: Completion of a program from an accredited institution, hold certification, and passage of the national exam.
<b>Nursing Board</b>	Advanced Practice Registered Nurse, Registered Nurse and Licensed Practical Nurse, Ohio Certified Dialysis Technician, Certified Medication Aide, Certified Community Health Worker	Advanced Practice Registered Nurse: Licensure as RN and completion of accredited master's degree program and certification in area of specialty by national certifying organization. Registered Nurse and Licensed Practical Nurse: Completion of a program from an accredited institution and passage of the national exam. Ohio Certified Dialysis Technician: Completion of an approved training program and passage of a national exam. Certified Medication Aide: Completion of an approved training program and passage of an Ohio-approved exam. Certified Community Health Worker: Completion of an approved training program.
<b>Occupational Therapy, Physical Therapy, and Athletic Trainers Board</b>	Physical Therapists, Occupational Therapists, Occupational Therapy Assistants	Completion of a program from an accredited institution and passage of the national exam
<b>Optometry Board</b>	Optometrist	Completion of an accredited and board approved program and passage of a board approved exam
<b>Orthotics, Prosthetics, and Pedorthics</b>	Orthotics, Prosthetics, Pedorthics	Completion of a board approved program, completion of required supervised experience and the passage of a board approved exam where required

**\*This document identifies the additional education and examinations required for a state license or certification beyond what the military training or education\***

# APPENDIX C



Governor's Office of  
Workforce Transformation

John R. Kasich, Governor  
Tracy Intihar, Director

## Additional Education Required Beyond Military Training: Executive Order 2013-05K

Department/Board/Commission	Civilian License/Certification	Additional Education Required Beyond Military Training
<b>Ohio Peace Officer Training Commission (Attorney General's Office)</b>	Peace Officer	Completion of the state certification exam in addition to any basic training program hours in which credit awarded pursuant to OAC 109:2-1-12(B)(1) was not awarded
<b>Pharmacy Board</b>	Pharmacist	Completion of a program from a Surgeon General accredited institution and passage of the national exam
<b>Psychology Board</b>	Psychologist, School Psychologist	Completion of a program from an accredited institution, required training and passage of the national exam
<b>Registration for Professional Engineers and Surveyors</b>	Professional Engineer, Professional Surveyor, Dual (Professional Engineer/Professional Surveyor)	Completion of an Accreditation Board for Engineering and Technology engineering degree and passage of the national exams
<b>Respiratory Care Board</b>	Respiratory Care Practitioner, Limited Permit (Student/Graduate), Limited Permit (Employment Based)	Completion of a Commission on Accreditation for Respiratory Care accredited program and passage of a National Board for Respiratory Care approved exam. The U.S. Army, U.S Air force, and the U.S. Navy have accredited respiratory care educational programs that meet the requirements for civilian national credentialing, which are accepted in the state of Ohio.
<b>Sanitarian Registration</b>	Sanitarian, Sanitarian in Training	Completion of at least a bachelor's degree from an accredited university (30 Semester Hours or 45 Quarter Hours of Biology, Chemistry, Geology, Physics, Math and/or Statistics), passage of the NEHA REHS/RS Examination, and completion of minimum supervised work experience
<b>Speech-Language Pathology and Audiology</b>	Audiologist, Speech-Language Pathologist	Completion of a graduate level program accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology and passage of a national Praxis exam administered by the Educational Testing Service
<b>Veterinary Board</b>	Veterinarian, Veterinarian Technician	Completion of a program from an accredited American Veterinary Medical Association institution and passage of the National Board of Veterinary Examination

**\*This document identifies the additional education and examinations required for a state license or certification beyond what the military training or education\***

# University System of Ohio Military Credit Survey Data Summary



# APPENDIX D



University System of Ohio  
Board of Regents

## SURVEY BACKGROUND

Governor John Kasich signed Executive Order 2013-05K on June 11, 2013 in order to increase the number of servicemembers (active, reserve, and veterans) earning degrees, certificates, and licenses and to ultimately improve their employment outcomes. The executive order requires the Chancellor of the Ohio Board of Regents (OBOR) to conduct a thorough review of current institutional policies and practices to simplify the process of awarding credit for military training, experience, and coursework.

To that end, OBOR surveyed all 36 institutions comprising the University System of Ohio (USO), with 100% participation, to better understand the various institutional processes and policies regarding the awarding of college credit for military training, experience, and coursework. Primary survey respondents predominately included staff from: Admissions, Registrar, Student Services, Academic Affairs, Enrollment Management, and a Veterans-focused offices on campus (those noted were: Student Services, Records and Registration, Admissions, Transfer Credit, Financial Aid, and some academic units) collaborating on the survey with whichever office was noted as the main point of contact. The survey covered procedural elements from the first point of contact with a servicemember through enrollment, including behind-the-scenes business processes such as evaluation and posting of credit.

## PROCESSES IN PLACE FOR PROSPECTIVE SERVICEMEMBERS STUDENTS (ACTIVE, RESERVE AND VETERAN)

**WHEN A SERVICEMEMBER OR VETERAN CONTACTS YOUR INSTITUTION TO LEARN ABOUT HOW TO EARN COLLEGE CREDIT FOR HIS/HER PRIOR LEARNING THROUGH THE MILITARY, WHO WOULD BE THE FIRST POINT OF CONTACT ON YOUR CAMPUS TO WHOM THE STUDENT WOULD BE REFERRED? PLEASE PROVIDE THE POSITION/TITLE OF THAT PERSON(S).**

Although the chart below shows which offices veterans are typically referred to as a first point of contact, themes which emerged for the first staff point of contact are: an individual with “veterans” in their student-services type of position (13) and someone with a “transfer” staff designee (6). Two institutions also refer servicemember students to a person dedicated to Prior Learning Assessment (PLA).

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## WHERE (WHAT OFFICE) IS THE FIRST POINT OF CONTACT HOUSED?

Admissions	33.3%	12
Registrar	25.0%	9
Veterans Affairs	22.2%	8
Financial Aid	5.6%	2
Academic Advisors	13.9%	5
One-Stop Shop	5.6%	2
Other (Please Specify)	25.0%	9

*Other includes: 5/9 respondents indicated an office of nontraditional or transfer student services.*

## WHAT HAPPENS DURING THE FIRST CONTACT? ( E.G., THE TYPE OF ADVISING THAT TAKES PLACE DURING THE INITIAL CONTACT, OUTLINE/EXPLANATION OF THE PROCESS FOR AWARDING OF COLLEGE CREDIT TO THE STUDENT)

In most cases, servicemembers are given basic information about enrollment processes (application, admissions, and transcript retrieval). Counseling on how to obtain and where to send military transcripts was most often mentioned. Six institutions begin the process of major/degree planning, although the majority indicates this is a later step in the process of enrolling servicemember students. Other information of note:

- Two institutions mention discussing alternative credit options {i.e. Prior Learning Assessment (PLA)} with servicemember students.
- One institution utilizes student employees with military experience to serve as mentors to new servicemember students.
- Lorain County Community College uses a Veterans Student Checklist to make it easier for the student; Tri-C uses a Student Veterans Initial Enrollment Packet.
- Some institutions mention that most servicemember students are applying as transfer students.
- Some policy notes:
  - One institution indicated that students can earn a maximum of 30 credit hours via portfolio review
  - Lakeland Community College has credit granted by program chairs and approved by Deans with all other credits transferring as electives which are either aligned to disciplines taught there or assigned as general elective credits (max 12)
  - Marion Technical College reviews and recommends credit awards to Deans
  - Only two institutions mentioned using the American Council on Education (ACE) recommendations for credit awards
  - Some institutions mention that credit awards are easier with Community College of the Air Force transcripts since they are regionally accredited

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## DOES YOUR INSTITUTION HAVE A SPECIFIC OFFICE DEDICATED TO SERVING MILITARY SERVICEMEMBERS AND VETERANS IN GENERAL?

Yes	66.7%	24
No	33.3%	12

## IF YES, WHAT ARE THE NAME AND THE FUNCTIONS OF THAT OFFICE?

Office names:

- Veteran Services (5 institutions)
- Office of Veterans Affairs (2 institutions)
- Military Service Center (2 institutions)
- Veteran Programs and Services
- Veteran Student Affairs Office
- Veterans Center
- Center for Adult & Veteran Services
- Veterans Services and Programs – includes Veterans Upward Bound Program
- Military Education
- Veteran’s Assistance Program (VEP)
- Advising & Veteran’s Services
- Veterans Student Success Program (VSSP)
- Nontraditional & Transfer (includes veterans)
- Veterans and Military Center (new at WSU this fall)
- Military and Veterans Services
- Staff positions (rather than offices):
  - Veterans Program Coordinator – Community Liaison
  - Veterans Coordinator (within Registrar’s Office)
  - Registration Specialist/Veterans Certifying Official (Registrar’s Office)

Main functions: The predominant function noted for these offices is the coordination and certification of Veterans Affairs (VA) benefits for servicemember students. Other functions listed include:

- Referrals to other student services offices
- Processing veteran paperwork (DD214, transcripts, etc.)
- Serve as a liaison to Department of Defense and Department of Veterans Affairs
- Program and course certification
- Info sessions, orientation programs, and advising for servicemembers
- Credit evaluation
- Class registration (including veteran/military only classes)
- Financial aid counseling

# APPENDIX D

- Student affairs programming (support groups, student advisory groups, etc.)
- Tutoring
- Advocacy
- Fast-track certification (Cuyahoga Community College)
- Veterans lounge/study area
- Career planning and advisement
- Other “transitional” living services: health care benefits advising, time management, mental health, study skills, financial planning

Other items of note:

- Since 2010, Youngstown State University has been designated a military friendly school by G.I. Jobs, a veterans transition magazine
- One institution offers servicemember students: free parking, waived application fee, and priority scheduling

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## PROCESS FOR CREDIT EVALUATION

### WHEN DOES THE EVALUATION OF CREDIT OCCUR?

Prior to acceptance into the institution	8.3%	3
After acceptance into the institution	50.0%	18
It varies by student (please explain)	41.7%	15

“Varies by student” explanations include:

- In general, these respondents indicated that the evaluation occurs after application:
  - Once the transcript arrives and student is “built” in Student Information System (SIS)
  - The student must have a major on file to evaluate credit since only credit applying to the specific curriculum is transferred
- Two institutions indicated it could be at the point of admission or after enrollment since the credit does not have to be evaluated for the student to be admitted
- The timing of the evaluation may depends on when a student needs the information to make a decision

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## PROCESS FOR CREDIT EVALUATION-DOCUMENTS

### WHAT DOCUMENTS ARE NEEDED AND/OR REQUESTED IN ORDER TO ASSESS COLLEGE CREDIT FOR PRIOR LEARNING THROUGH THE MILITARY?

- All previous institutional transcripts
- Official military transcripts – nearly every respondent mentioned this, although the language used varied from “official military transcripts” to Joint Service Transcript, to Army/ACE Registry Transcript System, Sailor/Marine ACE Registry Transcript, etc.
- Admissions application on file
- College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) scores (3 respondents)
- DD214 (5 respondents)
- ACE transcript/recommendations (8 respondents)
- If additional credit will be requested, additional documentation (i.e. syllabi, certification of training, etc.) may be needed
- One institution indicated it was “whatever the servicemember could access/provide”

### WHAT HAPPENS TO THOSE DOCUMENTS ONCE YOUR INSTITUTION RECEIVES THEM?

- By and large, documents are received in Admissions and usually then sent to the Registrar/Records Office, although three respondents indicated Admissions houses the documents
- Information is entered into the Student Information System (SIS)
- Documents are stored in an imaging system (6 respondents)
- Documents are forwarded to evaluators; either transfer credit staff, faculty or program chairs  
*Owens Community College uses a Master Military Spreadsheet to house military credit recommendations from departments so they can begin to auto-award those recommendations rather than constantly requiring the department to reevaluate*

### HOW MANY STAFF MEMBERS PROCESS THE DOCUMENTS RECEIVED FOR SERVICEMEMBERS?

5	2.5%	1
4	5.5%	2
3	28%	10
2	30%	11
1	17%	6
Unknown*	17%	6

*\*Either left the question blank or indicated the process was still being developed*

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**WHO TRAINS THEM STAFF ON HOW TO PROCESS THE DOCUMENTS? PLEASE PROVIDE THE TITLE/POSITION OF THE TRAINER(S).**

- Registrar
- Transfer Office staff
- ACE
- Admissions Office
- General, on-the-job, day-to-day training

**HOW ISTHEY STAFF TRAINED TO PROCESS THE DOCUMENTS?**

- Training class
- 1-on-1 session with staff
- No formal training; on-the-job; hands-on training
- Use of forms and procedural documents
- BOR training/workshops
- Online training
- ACE webinars
- Other: SOC seminar, OTC resources

**IN YOUR OPINION, DOES YOUR INSTITUTION HAVE THE CAPACITY TO PROCESS MILITARY DOCUMENTS?**

Yes	97.2%	35
No	2.8%	1

**DOES YOUR INSTITUTION REQUEST A DD214 FROM ALL SERVICEMEMBERS WHO HAVE RETIRED, SEPARATED, OR BEEN DISCHARGED FROM ACTIVE-DUTY MILITARY FOR THE PURPOSE OF EVALUATING COLLEGE CREDIT FOR MILITARY TRAINING, EXPERIENCE, AND COURSEWORK?**

Yes	25.0%	9
No	75.0%	27

**WHAT INFORMATION ON THE DD214 DOES YOUR INSTITUTION USE IN RELATION TO EVALUATION/ARTICULATION OF COLLEGE CREDIT?**

- When the DD214 is used for credit, it is usually in the following instances:
  - Notation of time spent abroad; two respondents either award credit or waive international requirements for time spent abroad in the military

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- Award physical education and military science credit (2 respondents)
- Most indicated no information on the DD214 is used for credit. Other uses for the information:
  - Demographic information about student
  - Verification of financial aid and other benefits
  - Notation of Military Occupational Specialty (MOS)
  - Validation of service periods
  - Verification of honorable discharge

## ARE THERE ANY FUTURE PLANS TO UTILIZE THE INFORMATION IN THE DD214 IN THE PROCESS FOR EVALUATION/ARTICULATION OF COLLEGE CREDIT?

Yes	22.2%	8
No	77.8%	28

### IF YES, PLEASE DESCRIBE THAT FUTURE PLAN.

- Institutional PLA task force recommendations are forthcoming for military credit; could include DD214
- Some technical training is noted on DD214 but not JST; could be helpful in assessing those credits
- Use time abroad for international education requirements (2 respondents)
- Use MOS to determine applicable course equivalencies

## PROCESS FOR CREDIT EVALUATION-DETERMINING COURSE EQUIVALENCIES

### DOES YOUR INSTITUTION EVALUATE MILITARY TRAINING, EXPERIENCE, AND COURSEWORK FOR COURSE EQUIVALENCIES?

Yes	91.7%	33
No	8.3%	3

### IF NO, DOES YOUR INSTITUTION SIMPLY AWARD COLLEGE CREDIT TOWARD GENERAL ELECTIVES?

Yes	66.7%	2
No	33.3%	1

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## WHO DETERMINES COURSE EQUIVALENCIES?

Staff Only	5.6%	2
Faculty Only	13.9%	5
Both Staff and Faculty	80.6%	29

## WHO DECIDES WHEN FACULTY NEEDS TO BE INVOLVED IN THE COURSE EQUIVALENCY EVALUATION? PLEASE PROVIDE THE TITLE/POSITION OF THE INDIVIDUAL(S).

- By and large, it is the person initially evaluating the credit – either in Admissions, the Registrar’s Office, or Transfer Credit Center who engages with specific contacts in academic departments when initial documents or ACE recommendations do not provide enough detail to determine appropriate credit awards
- In other cases, it is the academic advisor (usually at the request of the student)
- Sometimes, institutions are simply awarding general elective credit up front and then, once the student enters their major/program, the department (usually program or department chair) evaluates the general credit to more specifically match to program/degree requirements
- Several respondents indicated that it is not the faculty but the program or department chairs or deans who do the evaluation

## ARE YOUR ANSWERS TO THE ABOVE QUESTIONS BASED ON THE INSTITUTIONAL POLICY?

Yes	72.2%	26
No	27.8%	10

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## DETERMINING COURSE EQUIVALENCIES-STAFF

### IN WHAT OFFICE IS THE STAFF INVOLVED IN COURSE EQUIVALENCY EVALUATIONS HOUSED?

- Most referred to the Registrar or Records Office
- Various program chairs or departments/colleges throughout Academic Affairs
- Admissions
- Enrollment Services
- Transfer Center

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- Veterans Services
- Student Affairs

## HOW MANY STAFF MEMBERS EVALUATE MILITARY TRAINING, EXPERIENCE, AND COURSEWORK FOR COURSE EQUIVALENCIES?

6	6.25%	2
5	0%	0
4	15.625%	5
3	9.375%	3
2	9.375%	3
1	34.375%	11
Variable – includes academic divisions	25%	8

*\*32 total respondents*

## WHAT TYPE OF TRAINING DO THEY RECEIVE?

- Several respondents indicated no formal training
- Most say on-the-job, hands-on, real-time training
- Other training avenues noted:
  - Ohio Board of Regents
  - American Council on Education
  - Servicemembers Opportunity Colleges (SOC) workshop
  - Ohio Transfer Council
  - “Historical knowledge”

## ON AVERAGE, HOW LONG DOES THE EVALUATION PROCESS BY STAFF TAKE?

- Less than 1 hour (8 respondents)
- 1-2 hours (3 respondents)
- 1-2 days (6 respondents)
- 1-2 weeks (8 respondents)
- 2 weeks (6 respondents)
- Other:
  - Sometime during the first semester of enrollment

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- Depends on years of service
- Depends on number of documents received

## IF NEEDED, DOES THE STAFF DO ANY PREPARATION FOR FACULTY REVIEW?

Yes	71.4%	25
No	28.6%	10

## IF YES, WHAT TYPE OF MATERIAL IS PREPARED TO HELP FACULTY/STAFF DETERMINE COURSE EQUIVALENCIES?

- Military transcript
- ACE guide, course descriptions, and/or transcript
- Course descriptions, when available
- Information about training – modules, MOS, etc.
- Internal documents noted:
  - Institutional credit review form with attached documents and notes
  - Transcript evaluation worksheet
  - Internal worksheet
  - Credit for Prior Learning and Work Experience form

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## DETERMINING COURSE EQUIVALENCIES-FACULTY

### HOW MANY FACULTY MEMBERS ARE INVOLVED IN COURSE EQUIVALENCY EVALUATIONS?

- Majority indicate it varies by student and which programs/departments are involved
- Most indicated there is one (1) contact per department (could be chair, dean/assistant dean, faculty member, or other)

### HOW ARE FACULTY EVALUATORS INFORMED AND TRAINED TO PREPARE FOR THE REVIEW OF MILITARY TRAINING, EXPERIENCE, AND COURSEWORK? (E.G., CAMPUS-WIDE OR INDIVIDUAL TRAINING SESSIONS OFFERED, THE NUMBER OF TRAINING SESSIONS THAT TAKE PLACE, USE OF A TRAINING MANUAL)

- Several indicated there is no formal training or it is done on an ad-hoc, as-needed basis as “on-the-job” training
  - One mentioned there is no formal training on the military credit process but rather a general overview on transfer processes in general
- Others indicated the following as methods for training:

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- ACE guide
- Adhere to department guidelines in assessing equivalencies; department/division does the training
- State of Ohio, SOC, ACE, and other military-focused workshops
- Staff on campus involved in training: veterans offices, transfer specialists, registrar

## ON AVERAGE, HOW LONG DOES IT TAKE TO COMPLETE A REVIEW BY THE FACULTY?

- Less than 1 hour (6)
- 1-5 hours (2)
- 1-2 days (7)
- 1-2 weeks (10)
- 2 weeks (3)
- Other:
  - Is easily completed with ACE documents
  - Varies by students
  - No data to answer this question

## WHO TRAINS FACULTY EVALUATORS? PLEASE PROVIDE THE TITLE/POSITION OF THE TRAINER(S).

- Most commonly, it is someone in the Registrar's Office
  - Many indicated there is no formal training
  - Many indicated it is done on an ad-hoc, as-needed individual basis
  - Several mentioned that it is the college/department's responsibility to train on this topic
  - Others mentioned:
    - Executive Dean of Academic Affairs
    - Veterans/military focused staff
    - Transfer staff
    - Dean of Student Services
- 

## PROCESS FOR CREDIT EVALUATION-ACE GUIDE ONLINE AND ACE RECOMMENDATIONS

### WHAT TYPE OF INFORMATION ON THE GUIDE HAS BEEN HELPFUL IN DETERMINING COURSE EQUIVALENCIES?

- Recommended hours (14 respondents)
- Course descriptions (7 respondents)
- Level of course (6 respondents)
- Do not use the guide (5 respondents)

# APPENDIX D

- Search capability (4 respondents)
- Learning outcomes and related competencies/methods of instruction (4 respondents)
- Other mentions:
  - Departmental designation
  - FAQs

## WHAT HAVE BEEN THE CHALLENGES IN USING THE GUIDE IN DETERMINING COURSE EQUIVALENCIES?

- Difficulty matching course descriptions with direct course catalog equivalencies (9 respondents)
  - Not enough information given in descriptions to match
  - Not helpful in assessing technical credits
  - Multiple courses in 1 description
  - No syllabi offered – there is faculty reluctance to award credit without this information
- Too little credit awarded (2 respondents)
- Too much general credit; concern for GI Bill and financial aid
- Searching by ACE Identification Number is not helpful

## HOW DOES YOUR INSTITUTION USE THE ACE RECOMMENDATIONS IN THE CREDIT EVALUATION?

- Most institutions use the recommendations as a guide in awarding credit in the following ways:
  - Recommendations are reviewed as part of process to grant credit
  - Give ACE credit is awarded when matches course catalog
  - The guide is used as a cover sheet to suggest equivalencies to faculty reviewers
  - The recommendations provide more information to internal reviewers
  - The recommendations are used “as a guide, not a rule”
- Some institutions award credit directly as suggested (or when it matches the course catalog)
- Some institutions indicated they do not use the ACE guide
  - One institution indicated they transcribe ACE evaluation from JST

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## PROCESS FOR CREDIT EVALUATION-COST

### IS THERE A COST TO STUDENTS TO HAVE THEIR PRIOR LEARNING EVALUATED FOR CREDIT (WHETHER BASED ON MILITARY TRAINING, EXPERIENCE, COURSEWORK, EXAMINATIONS, OR PORTFOLIO)?

Yes	36.1%	13
No	63.9%	23

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## IF YES, TO WHICH SCENARIO DOES THE COST APPLY?

- No charge for evaluation
- Charge to process academic credit
  - Credit for Life Experience/Prior Learning (3 respondents)
  - Credit by Exam (3 respondents)
  - Department/division proficiency exam (5 respondents)
  - Portfolio review (6 respondents)
- The Ohio State University now offers free credit by exam for all veterans
- One institution is still developing a process to charge for the evaluation of credit and expects a fee structure that will allow a charge to be covered by a student's GI Bill benefits.

## WHAT IS THE COST FOR EVALUATION UNDER EACH OF THE FOLLOIWNNG SCENARIOS?

- Life experience cost:
    - \$30/credit hour
    - \$90/course
    - \$45 for evaluation
  - Credit by Exam cost:
    - \$10/credit hour
    - \$80/course
    - \$70/exam and includes 1<sup>st</sup> credit hour plus \$35 for each additional credit hour
    - \$25/credit hour
    - \$178 maximum fee
    - \$30 testing fee, \$60 documentation fee
  - Portfolio review cost:
    - \$70/course
    - \$30 review, \$35 per credit hour awarded
    - \$75 portfolio evaluation
    - \$250 max
    - Assessment fee is \$60 for enrolled students and \$75 for non-enrolled students
    - \$30/credit hour assessment fee and prior learning transcription fee is ½ credit hour for each credit earned (ex: 3 credits, pay \$90 assessment and \$491 transcription fee)
  - Other:
    - \$45/course for academic credit (does not specify which type)
    - 1 in-state tuition credit hour is charged
    - For non-military credit, \$15/credit hour
-

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## PROCESS BETWEEN EVALUATING AND POSTING OF CREDIT

**IF A COURSE EQUIVALENT WAS IDENTIFIED, IS THE EQUIVALENCY ENTERED INTO YOUR TRANSFER ARTICULATION DATABASE SO THAT THE EQUIVALENCY COULD BE APPLIED TO OTHER STUDENTS WITH THE SAME TRAINING, EXPERIENCE, OR COURSEWORK?**

Yes	52.8%	19
No	47.2%	17

---

## PROCESS FOR CREDIT POSTING

**WHEN DOES THE POSTING OF CREDIT OCCUR?**

Prior to acceptance into the institution	2.8%	1
After acceptance into the institution	75.0%	27
It varies by student (please explain)	22.2%	8

“Varies by student” explanations include:

- Evaluate immediately but do not post until enrollment
- Whenever students record is created usually, but not always after acceptance
- As soon as the student registers with the Military Service Center
- At application stage
- Evaluation and posting is done within 48 hours, regardless of status

**WHO POSTS THE AWARDED CREDIT? PLEASE PROVIDE THE TITLE/POSITION OF THE PROCESSOR(S) AND THE NAME OF THE OFFICE.**

- Most indicate staff in the Registrar’s Office
- Others include:
  - Enrollment Analyst
  - Office of Transfer
  - Transfer Credit Coordinator
  - Lead Transfer Clerk

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- Student Services Staff
- It is an automated process

## HOW ARE THE AWARDED CREDITS POSTED?

- On the students transcript (9 respondents)
- As transfer credit (9 respondents)
  - “P” for passing
  - “ML” for military credit
  - “CA” for credit awarded by advance standing or experience
  - “TRC” for transfer credit
  - “N” for non-traditional credit
  - “K” for transfer credit
  - As military credit or with total hours of military credit accepted listed
- In the Student Information System (SIS) (7 respondents)
- In Degree Audit Reporting System (DARS) (2 respondents)
- In Management Information System (MIS) data system

## IS THERE A COST TO STUDENTS FOR AWARDED CREDIT ( BASED ON MILITARY TRAINING, EXPERIENCE, COURSEWORK, EXAMINATIONS, OR PORTFOLIO)?

Yes	33.3%	12
No	66.7%	24

## IF YES, TO WHICH SCENARIO DOES THE COST APPLY?

Information shared was similar to that which was presented on page 12 under a similar question. Though the question asks about a different part of the process, most institutions answered in the same fashion and noted that students are only charged for:

- Proficiency exams
- Credit by Exam
- Credit for portfolio review
- Life experience/non-traditional credit

## WHAT IS THE COST FOR EACH SCENARIO?

Information shared was the exact same as that given on page 12 under a similar question. Though the question asks about a different part of the process, most institutions answered it in the same fashion and nothing new was noted in the results.

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**Ohio**

**Board of Regents**  
University System of Ohio

**John R. Kasich**, Governor  
**John Carey**, Chancellor

**Ohio**

**Governor's Office of  
Workforce Transformation**

**John R. Kasich**, Governor  
**Tracy Intihar**, Director