

# Credit for Non-Collegiate Workforce Training and Instructional Programs

Charter Oak State College awards credit for successful completion of certain college-level non-collegiate workforce training conducted by organizations that are not accredited institutions of higher education. These include U.S. Armed Services training, business and industry, professional groups, governmental and nonprofit agencies, and some professional credentials. All grades or scores reflecting the outcome of non-collegiate workforce training must be official documents sent directly from the issuing agency or provider to Charter Oak State College.

Charter Oak State College will accept up to 90 degree-applicable credits for a bachelor's degree and 45 degree-applicable credits for an associate degree, in total from military, corporate or workforce training programs/certificates or apprenticeships recommended for credit by the American Council on Education College Credit Recommendation Service (ACE), or National College Credit Recommendation Service (NCCRS).

The student is responsible for initiating a request that the official report or transcript be issued. Successful completion for workforce training and credentials is defined as "C" (2.0) level or higher for undergraduate credit and "B" (3.0) level or higher for graduate credit.

## American Council on Education College Credit Recommendation Service and National College Credit Recommendation Service

When a credit review by its own faculty has not been made, the College may consider the credit recommendations issued by the [American Council on Education's College Credit Recommendation Service](#) (ACE CREDIT) or the [National College Credit Recommendation Service](#) (NCCRS). Students who have successfully completed a workforce training program reviewed for credit by ACE CREDIT or NCCRS should have their official transcript sent to the Registrar's Office from the issuing agency or training sponsor.

## Connecticut Credit Assessment Program

The [Connecticut Credit Assessment Program](#) (CCAP) conducts credit reviews of non-collegiate workforce training and instructional programs to make credit recommendations when equivalent college-level learning at the "C" (2.0) level or higher for undergraduate credit and "B" (3.0) level or higher for graduate credit can be verified. Students who have successfully completed a program that has undergone a CCAP review should have their official transcript sent to the Registrar's Office.

## Military Service School Courses

Charter Oak State College is a [Servicemembers Opportunity College](#). Courses evaluated by the [American Council on Education \(ACE\)](#) may be considered for credit towards a Charter Oak State College degree, provided they fall within the time frame evaluated by ACE. Official reports of college-level courses completed in the U.S. Armed Services are issued from a variety of sources.

Students requesting credit for their military training should have their military transcript sent to the Registrar's Office. Official military transcripts can be obtained for each branch of service including active duty, guard, reserve and veterans as follows:

[Joint Services Transcript](#) – Army, Navy, Marine Corps, Coast Guard

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

Contact the [Admissions Office](#) for transcripts from other US Military sources.

## Other External Credit Reviews of Non-Collegiate Training and Instructional Programs

Charter Oak State College may, at its discretion, upon review by faculty and approval of the Provost award credit for non-collegiate instruction, including professional credentials, based upon a credit recommendation made by another regionally accredited institution of higher learning.