



# Credit by Military Training Form

(Army, Coast Guard, Marine Corps, and Navy Only)

First and Last Name: \_\_\_\_\_ GNTC Student ID Number: \_\_\_\_\_

## Steps and Checklist:

- Request an official transcript from [Joint Services Transcript](#). Have the transcript emailed to GNTC's [Registrar's Office](#).
- Complete the following table with the guidance of a GNTC Faculty Subject Matter Expert.
  - When completing the following table, search for courses using the [ACE Military Guide](#).

Military Transcript			Requested GNTC Course Credit			For Official Use Only	
ACE ID Number	Military Course Number / Title	Credit	Course Number	Course Title	Credit	Approved	Not Approved
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

- Attach the ACE Course Exhibit, including recommendations, for all courses for which credit is being requested. Missing descriptions may result in credit not being granted.
- Complete and sign the Credit by Military Training Form.
- Obtain signature of Faculty Subject Matter Expert.
- Attach the Credit by Military Training Form and ACE Course Exhibit(s) to the completed Application for Prior Learning Assessment and submit all to the PLA Coordinator.

Required Signatures		
	Signature	Date
Student		
Faculty Subject Matter Expert		
Program Dean		
Vice President for Academic Affairs		