

Coast Guard education quick reference guide

Links to all services may be found on the Institute's home page

Program	Eligibility	Description (Revised 6/23/03)
College Level Exam Program (CLEP)	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none">■ CLEP General exams is a series of 5 exams, each has a 90-minute time limit. Penalty for guessing.■ CLEP Subject exams each have a 90-minute time limit. Penalty for guessing. Available in about 25 subjects. Administered to military members through DANTES test sites free of charge.■ USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.
DANTES Subject Standardized Tests	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none">■ DSST's are course achievement exams. There are about 37 tests available. They are untimed and there is no penalty for guessing.■ Administered to military members through DANTES test sites free of charge.■ USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge.
Excelsior College Examinations	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none">■ Are used to meet specific college degree requirements. There are about 40 tests available. Each has a three-hour time limit and there is no penalty for guessing.■ Administered to military members through DANTES test sites free of charge.
College audio/video courses	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none">■ Hollywood style video/audio courses that are loaned to the member free for 120 days (except for the COMEX CLEP General which is limited to 60 days).■ Should be used along with textbooks and study guides to prepare for most CLEP/DSST/Excelsior tests.■ Submit CGI form 1560/36R

Tuition assistance

Active duty, reservists
and civilian employees

- The Coast Guard Tuition Assistance Program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or technical background.
- Officers must agree to remain on active duty for 12 months after completing a course. Civilian employees must have at least 90 days or prior continuous government service and agree to retain employment with the federal government once month for each semester hour of credit taken.
- Cap is \$4,500 per fiscal year. Paid up front except for courses longer than 18 weeks.
- Paid at 100 percent of the cost of an institution's tuition for each course up to fiscal year caps. Maximum payable for college courses per semester hour is \$250, or \$166.67 per quarter hour. For VoTech courses that are measured in clock hours, the maximum payable per clock hour is \$16.67.
- Colleges must be accredited and courses must result in college credit.
- Payment is made to the institution, not to the individual.
- Applications ([CG-4147](#)) should be submitted prior to class convening date if the class is less than 18 weeks.
- Must pay tuition assistance back to the Coast Guard within 60 days if you fail or do not complete the course.

Top-Up

Members eligible to
receive the Chapter 30
(active duty)
Montgomery GI Bill

- Authorizes the VA to pay the member's costs not paid through tuition assistance. Payable for 36 months of courses. The amount of entitlement charged is determined by dividing the amount of the payment by the claimant's full-time institutional monthly rate.
- Payment is made to the individual, not the institution and is made in one lump-sum payment. File the TA approval form along with the VA Form 22-1990.

Coast Guard Foundation Grants

Active duty enlisted
members

- Must be in pay grades E-3 to E-9 with two or more years of Coast Guard experience and receive a positive endorsement from their commanding officer, attesting to the applicant's capabilities and motivation to excel (professionally and academically).
- Administered by the Coast Guard Institute. Maximum of \$250 per calendar year.
- Can be used to cover tuition costs not covered by tuition assistance, assessment fees, application and other administrative fees and miscellaneous expenses (books, etc). Send questions to CGFDN@cginstitute.uscg.mil.
- Submit CGI Form [1560/10](#), Claim for Reimbursement for Expenditures on Official Business, SF-1164, (one copy) and receipts not later than Dec. 1.

Supplemental Education Grant

Active-duty, spouses, selected reserve, retired members, civilian employees, Coast Guard Exchange System employees, Auxiliary members, their spouses and dependent children.

- Effective 1 January 2003, this program is open to all members of the Coast Guard family.
- Reimbursement by CG Mutual Assistance representative.
- Maximum of \$100 per calendar year for qualifying members, their spouses and dependent children.
- Must be enrolled in their first undergraduate (Associate and/or Bachelor) degree or earning a VoTech certificate or seeking a GED.
- Provides reimbursement for normal fees, books, study guides, supplies, equipment and other documented education costs directly related to the course of study.
- Members submit Supplemental Education Grant Application form (CGMA-10) with proof of enrollment (such as a letter from the registrar's office) and original receipts.

SAT I: Reasoning Test and ACT Assessment (ACT) Program

Active duty and reservists

- One of these exams may be administered to military members through DANTES test sites free of charge.
- Second test free if current test score is required for Coast Guard advancement program.

GRE Record Examinations and Graduate Management Admission Tests

Active duty and reservists

- One of these exams may be administered to military members at civilian test centers on a reimbursement basis.
- Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement.
- Member must also agree to apply for reimbursement within 90 days of the scheduled test date.
- Will be reimbursed only for the cost of the exam, not for any cancellation fees, late fee, no show fees, etc.
- Member submits a DANTES GRE General/GMAT Reimbursement Form (DANTES 1560/42) along with a copy of their test scores and receipt to a DANTES test control officer for processing.

GRE Subject Tests

Active duty and reservists

- Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel.
- Administered to military members through DANTES test sites free of charge.
- Given on specific dates, three times per year.

Licensing and Certification Tests

Members eligible to receive the Montgomery GI Bill or VEAP

- Reimbursement by the VA for licensing and certification tests.
- Tests must be specifically approved for the G.I Bill.
- VA can pay up to \$2,000 per test but no more than the actual cost of the test. There is no limit to the number of tests a member can take.
- VA will not pay any other fees connected with obtaining a license or certification.

Certification Programs

Military members; a few programs allow testing of civilians.

- DANTES has agreements with approximately 60 nationally recognized certification associations.
- Two are currently available at no charge – the automotive Service Excellence examinations and the LCC-Surgical Technologist. (Not funded for the Coast Guard). There is a fee for all of the other examinations.

United Services Military Apprenticeship Program (USMAP)

Active duty enlisted members

- Provides recognition of skills learned; recognition nationally as a journeyman in a trade; credit hours at some colleges toward completion of an Associate of Applied Science degree and documented proof of work experience hours earned while on active duty.
- Must have a high school diploma or GED, and meet the requirements for the journeyman rating.
- Must be registered in the program. Once registered, must maintain a logbook.

ASVAB

Active duty and reservists

- Six months waiting period since last test.
- May take only those portions of the tests needed.
- The new score regardless if it's higher or lower than previous score becomes the member's new score.
- Some commands were issued copies of the ASVAB by the USCG Recruiting Center.
- Commands not having their own copies should submit a request in writing to their Integrated Support Command (pf), containing the of name of member who requests the retest, the number of times the member has been retested and the date of the last retest. The ISC will loan the command a copy of the test to administer to the individual within 30 days after receipt.

Educational Assessments/ Transcripts

Active duty, reservists, civilian employees and spouses

- Documents a member's military learning experiences - [American Council on Education](#) reviews and recommends college credit for Coast Guard courses. Can combine with transcripts of prior college courses.
- Member submits CGI Form [1560/04e](#) with documentation to his ESO.
- Updates can be requested when member has completed at least 15 additional semester hours of college, is close to completing degree requirements (within 15 semester hours) or is ready to enroll with a college. Submit [CGI 1560/08a](#) to request an update.
- Needs to be done before a member retires.
- An official transcript of members learning experience may be forwarded to a school. Member submits [CGI 1560/09](#) to the Coast Guard Institute.

Degree Plans for Military Recognition Colleges	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> ■ The Coast Guard Institute has an MOU with the University of Phoenix, Excelsior College (formerly Regents), Charter Oak State College and Thomas Edison State College through which military personnel can receive a substantial discount upon enrollment. ■ When an assessment is requested from the Coast Guard Institute, a degree plan based on the information the member provided would be prepared for one of these four colleges. Degree plans are available for several SOCCOAST institutions. For a complete list see the Institute home page.
DANTES Independent Study Program	Active duty and reservists	<ul style="list-style-type: none"> ■ Contains credit courses offered for all academic levels. Members may select from approximately 6,000 courses from 40 colleges and universities. ■ Submit DANTES form 1562/31 to their ESO. ■ TA is paid upon successful completion. Submit CG Form 4147 with grade report, receipt of showing tuition paid, and address when check is to be mailed within 90 days of course completion.
DANTES External Degree Program	Active duty and reservists	<ul style="list-style-type: none"> ■ Contains credit-bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student. ■ Programs have minimal or no residency requirements. ■ Submit DANTES form 1526/31 to their ESO. ■ TA is paid upon successful completion. Submit CG Form 4147 with grade report, receipt of showing tuition paid, and address when check is to be mailed within 90 days of course completion.
Skillsoft	Active duty, reservists, civilian employees and auxiliary members	<ul style="list-style-type: none"> ■ Provides over 700 different information technology courses over the internet. ■ No cost to the member. ■ Must register via CGSW.
Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)	Active duty, reservists, civilian employees and their dependents	<ul style="list-style-type: none"> ■ Provides for a network of SOC affiliated institutions to provide specific degree programs geared toward Coast Guard specific rates. ■ SOC institutions all agree to maximize the number of credits accepted in transfer from other regionally accredited institutions, limit residency requirements to no more than 25% of the undergraduate degree program, award credit as recommended by the American Council on Education (ACE) for learning acquired in military service, and award credit for nationally recognized college level testing programs such as CLEP and DSST. ■ A one-time evaluation of prior learning experiences. ■ College credit for Coast Guard schools, and rates and ratings. ■ A complete degree plan. ■ Guaranteed course transfer. ■ A home college to award an associate or bachelor's degree