

**THE INFORMATION IN EDUCATION AND TRAINING MODULES BY LEVELS
MAY HAVE CHANGES AND UPDATES**

CHECK WITH YOUR EDUCATION AND TRAINING OFFICER

THIS DOCUMENT IS CURRENT AS OF 10/1/24

Volunteer University offers Education and Training modules in two different modalities

Synchronous - Onsite in person, Virtual In-Residence Program (ViR) or other classes using various technologies

Asynchronous - Online through the Learning Management System/Absorb

Members can complete classes (modules) in one modality or a blend of the two

Automated and Moderated modules

Automated modules (A) are available to members in the Learning Management System/Absorb in the Level a member is currently working in. They are completed at a member's own pace and require a quiz to complete.

Moderated Modules (M) require completion with a Volunteer University instructor in an onsite in-person class, through ViR or other virtual class.

Moderated modules are available to complete in Absorb. The work submitted will be reviewed and graded by a Volunteer University Instructor.

All modules are listed in Professional Levels regardless of the modality in which they are completed.

Equivalency Credit

Credit for some modules in each level are granted to those with equivalency based on prior training such as CAP Schools, cadet milestone awards, and Professional Military Education (PME). Proof of PME is sent to CAP NHQ at lmmeforms@capnhq.gov for evaluation and entry.

Refer to CAPR 40-1 CAP Senior Member Education and Training Program for complete details of the program

***SUBJECT TO CHANGE**

LEVEL I

Equivalency	100% Automated	Level I
	quiz/summary conversation	Cadet Protection Basic Course
	quiz	Diversity, Equal Opportunity, and Nondiscrimination
Mitchell+	quiz	Expectations of Volunteers
Mitchell+	quiz	Introduction to Civil Air Patrol's Missions
Mitchell+	quiz	Introduction to Customs and Courtesies
Mitchell+	quiz	Introduction to eServices
	quiz	Introduction to Mentoring in Civil Air Patrol
Mitchell+	quiz	Introduction to the Chain of Command
Mitchell+	quiz	Introduction to the Civil Air Patrol Safety Program
Mitchell+	quiz	Introduction to the Core Values
	plan/acknowledgment	My Learning Path
	quiz	OPSEC and Cybersecurity
Mitchell+	quiz	The Squadron Meeting
Mitchell+	quiz	Uniforms and Where to Get Them

All Level I modules are automated and available in Absorb for any member who wishes to complete them independently. Members can work with Volunteer University Instructors to complete modules.

Additional tasks are required to complete this level including a Summary Conversation with one of the following personnel after completing the *Cadet Protection Basic Course* : Commander, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs, Director of Personnel, Director of Education and Training, Personnel Officer, and Education and Training Officer.

After completing the *My Learning Path* module, members will have a conversation with one of the personnel listed above and choose the correct Level II path in Level I Professional Levels. This designates the correct Level II path for the member. Paths are Former Cadet, Former Military, Professional (as defined in CAPR 35-5), and New Member.

LEVEL II - Former Cadet Path

Equivalency	3/9 Moderated	Mod/Auto	Level II Part 1: Former Cadet Path
	quiz/discussion/assignment	M	Accountability and Responsibility of the Adult Leader
	quiz/discussion/assignment	M	Cadet Protection from the Senior Perspective
	discussion/assignment	M	Choosing Your Duty Assignment and Specialty Track
	quiz	A	The Senior Member Education and Training Program
	quiz	A	Transitioning from Cadet Leadership to Senior Followership
	quiz	A	Transitions Best Practices for Former Cadets
	quiz	A	Uniform Differences
Eaker+	quiz	A	Unit Organization
	quiz	A	Working with Adult Volunteers

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Automated modules (A) are those that require only a quiz to complete.

Equivalency: Credit given for cadet milestone awards.

Equivalency	2/15 Moderated	Mod/Auto	Level II Part 2: Former Cadet Path
Spaatz	quiz	A	Aerospace Education Orientation
	quiz	A	Cadet Programs Orientation
Earhart+	quiz	A	Civil Air Patrol's Missions
Eaker+	quiz/discussion/assignment	M	Communication Fundamentals
Mitchell+	quiz	A	The Core Values and Ethical Decision Making
	quiz	A	Emergency Services Orientation
	quiz	A	The History of the Civil Air Patrol Non-Commissioned Officer
	quiz	A	The Inspector General System
Eaker+	quiz	A	Introduction to Recruiting and Retention
	quiz	A	Leveraging Diversity and Inclusion
Eaker+	moderated quiz	M	Mentoring
Mitchell+	quiz	A	Navigating eServices
	quiz	A	The Non-Commissioned Officer Structure and Command Partnership
	quiz	A	Safety and Risk Management for Members
	quiz	A	Unit Activities

Level II - New Member Path

Equivalency	2/8 Moderated	Mod/Auto	Level II Part 1: New Member Path
	quiz/discussion/assignment	M	Accountability and Responsibility of the Adult Leader
	quiz/discussion/assignment	M	Choosing Your Duty Assignment and Specialty Track
	quiz	A	Customs and Courtesies
	quiz	A	Professionalism
	quiz	A	The Senior Member Education and Training Program
	quiz	A	Serving with Volunteers
	quiz	A	Uniform Wear in Civil Air Patrol
	quiz	A	Unit Organization

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Automated modules (A) are those that require only a quiz to complete.

Equivalency	4/18 Moderated	Mod/Auto	Level II Part 2: New Member Path
	quiz	A	Aerospace Education Orientation
	quiz/discussion/assignment	M	Basic Drill
	quiz	A	Cadet Programs Orientation
	quiz	A	Civil Air Patrol's Missions
	quiz/discussion/assignment	M	Communication Fundamentals
	quiz	A	The Core Values and Ethical Decision Making
	quiz	A	Emergency Services Orientation
	quiz	A	Followership
	quiz	A	The History of the Civil Air Patrol Non-Commissioned Officer
	quiz	A	The Inspector General System
	quiz	A	Introduction to Recruiting and Retention
	discussion/assignment	M	Leadership Fundamentals
	quiz	A	Leveraging Diversity and Inclusion
	moderated quiz	M	Mentoring
	quiz	A	Navigating eServices
	quiz	A	The Non-Commissioned Officer Structure and Command Partnership
	quiz	A	Safety and Risk Management for Members
	quiz	A	Unit Activities

Level II - Former Military Path

Equivalency	3/9 Moderated	Mod/Auto	Level II Part 1: Former Military Path
PME 2-5	quiz/discussion/assignment	M	Accountability and Responsibility of the Adult Leader
	quiz	A	Advanced Grade and Expectations
	quiz/discussion/assignment	M	Bringing Your Service to Civil Air Patrol
	quiz/discussion/assignment	M	Choosing Your Duty Assignment and Specialty Track
	quiz	A	Civil Air Patrol Customs and Courtesies
	quiz	A	Civil Air Patrol Uniform Differences
	quiz	A	The Senior Member Education and Training Program
	quiz	A	Serving with Volunteers
	quiz	A	Unit Organization

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Automated modules (A) are those that require only a quiz to complete.

Equivalency: Credit given based on the Tier level a former military member has been granted. Proof of Professional Military Education (PME) is sent to CAP NHQ at Immeforms@capnhq.gov for evaluation and entry. Refer to CAPR 40-1 Section 11 for further information.

Equivalency	3/17 Moderated	Mod/Auto	Level II Part 2: Former Military Path
	quiz	A	Aerospace Education Orientation
	quiz	A	Cadet Programs Orientation
	quiz/discussion/assignment	M	Civil Air Patrol Communication Fundamentals
	quiz	A	Civil Air Patrol's Missions
PME 2-5	quiz	A	The Core Values and Ethical Decision Making
	quiz	A	Drill Differences in Civil Air Patrol
	quiz	A	Emergency Services Orientation
	quiz	A	The History of the Civil Air Patrol Non-Commissioned Officer
	quiz	A	The Inspector General System
	quiz	A	Introduction to Recruiting and Retention
	quiz/discussion/assignment	M	Leading Volunteers
	quiz	A	Leveraging Diversity and Inclusion
PME 2-5	moderated quiz	M	Mentoring
	quiz	A	Navigating eServices
	quiz	A	The Non-Commissioned Officer Structure and Command Partnership
	quiz	A	Safety and Risk Management for Members
	quiz	A	Unit Activities

Level II - Professional Receiving an Advanced Grade Path

Equivalency	2/9 Moderated	Mod/Auto	Level II Part 1 - Advanced Grade Path
	quiz/discussion/assignment	M	Accountability and Responsibility of the Adult Leader
	quiz	A	Advanced Grade and Expectations
	quiz/discussion/assignment	M	Choosing Your Duty Assignment and Specialty Track
	quiz	A	Customs and Courtesies
	quiz	A	Professionalism in Uniform
	quiz	A	The Senior Member Education and Training Program
	quiz	A	Serving with Volunteers
	quiz	A	Uniform Wear in Civil Air Patrol
	quiz	A	Unit Organization

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Automated modules (A) are those that require only a quiz to complete.

Equivalency: Credit given based on CAP Colleges.

Equivalency	4/18 moderated	Mod/Auto	Level II Part 2 - Advanced Grade Path
	quiz	A	Aerospace Education Orientation
	quiz/discussion/assignment	M	Basic Drill
	quiz	A	Cadet Programs Orientation
	quiz/discussion/assignment	M	Civil Air Patrol Communication Fundamentals
	quiz	A	Civil Air Patrol's Missions
CCRSC	quiz	A	The Core Values and Ethical Decision Making
	quiz	A	Emergency Services Orientation
	quiz	A	Followership
	quiz	A	The History of the Civil Air Patrol Non-Commissioned Officer
IGC	quiz	A	The Inspector General System
	quiz	A	Introduction to Recruiting and Retention
	discussion/assignment	M	Leadership Fundamentals
	quiz	A	Leveraging Diversity and Inclusion
	moderated quiz	M	Mentoring
	quiz	A	Navigating eServices
	quiz	A	The Non-Commissioned Officer Structure and Command Partnership
NSOC	quiz	A	Safety and Risk Management for Members
	quiz	A	Unit Activities

Level III and Squadron Commander Course

Equivalency	Suggested Order	14/27 Moderated	Mod/Auto	Level III	Squadron Commander Course (Electives) *see note below about these modules
IGC	1	quiz	A	Civil Air Patrol Publications	
NLOC, IGC	2	discussion/activity	M	Compliance Requirements	
NSOC	3	quiz	A	Legal and Complaint Processes	The Complaint Process and Your Responsibility
	4	quiz/discussion/assignment	M	Finance and Physical Assets	Command Responsibility in Finance
CCRSC, PME 3-5	5	quiz/discussion/assignment	M	Safety and Risk Management for Squadron Level Leaders	Stewardship and Risk Management
	6	quiz	A	eServices for Leaders	How Commanders Use eServices
	7	quiz/discussion/assignment	M	Advanced Civil Air Patrol Communications	Communication Skills for Command
PME 4-5	8	quiz	A	Core Values for Leaders	
	9	discussion/assignment	M	The Care and Feeding of a Member	
PME 3-5	10	quiz	A	Developing Full Range Leadership	Commander's Intent
PME 4-5	11	quiz/discussion/assignment	M	Developing Our Members	
PME 4-5	12	quiz/discussion/assignment	M	Motivating and Mentoring	
	13	quiz/discussion/assignment	M	Effective Volunteer Teams	
PME 4-5	14	quiz	A	Delegating	
PME 3-5	15	quiz/discussion/assignment	M	Leading People and Managing Stuff	Customs, Courtesies, and Ceremonies; Taking Command
	16	quiz	A	The Role of Boards and Committees	
	17	quiz	A	The Roles of the Squadron Commander and Staff	Appointing and Utilizing Staff; & The Role and Respon...
	18	acknowledgement	A	Squadron Level Leadership	
	19	quiz/discussion/assignment	M	Squadrons and the Missions	
	20	quiz	A	Working with the Cadet Advisory Council	The Partnership between the Cadet Advisory Council...
PME 3-5	21	quiz	A	Problem Solving	
PME 3-5	22	quiz	A	Planning and Decision Making	
PME 4-5	23	quiz/discussion/assignment	M	Meetings and Meeting Planning	
	24	quiz/discussion/assignment	M	Data-Driven Decision Making	
	25	quiz	A	Generational Management and Engagement	
	26	quiz/discussion/assignment	M	Public Affairs and Branding	
	27	quiz/discussion/assignment	M	Reaching Outside the Squadron	

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Automated modules (A) are those that require only a quiz to complete.

Equivalency: Credit given based on the Tier level a former military member has been granted and/or CAP Colleges.

NOTE: Students are encouraged to complete the command electives with this Level. This helps with building the bench for leadership. The commander modules in the right column correspond with the modules in the Level. It was written to go together. Staff can better help their commanders when they have this perspective/training.

The next page contains the Squadron Commander Course modules.

Equivalency	Suggested Order	10/11 Moderated	Mod/Auto	Squadron Commander Course (Electives)
NLOC, IGC	3a	quiz/discussion/assignment	M	The Complaint Process and Your Responsibility
	4a	quiz/discussion/assignment	M	Command Responsibility in Finance
NSOC	5a	quiz/discussion	M	Stewardship and Risk Management
	6a	quiz	A	How Commanders Use eServices
PME 4-5	7a	quiz/discussion/assignment	M	Communication Skills for Command
PME 4-5	10a	assignment	M	Commander's Intent
PME 4-5	15a	quiz/discussion/assignment	M	Customs, Courtesies, and Ceremonies
PME 4-5	15a	quiz/discussion/assignment	M	Taking Command
PME 4-5	17a	quiz/discussion/assignment	M	Appointing and Utilizing Staff
	17b	quiz/discussion/assignment	M	The Role and Responsibilities of the Squadron/Flight Commander
	20a	quiz, discussion, assignment	M	The Partnership between the Cadet Advisory Council and the Commander

Level IV and Group Commander Course

Equivalency	Suggested Order	14/25 Moderated	Mod/Auto	Level IV	Group Commander Course (Electives) *see note below about these modules
PME 4-5	1	quiz	A	Choosing the Right People for The Right Job	
CCRSC, NLOC, IGC, PME 5	2	quiz	A	Conflict Management	
CCRSC, PME 3-5	3	quiz	A	The Core Values in Action	
PME 5	4	quiz/discussion/assignment	M	Developing Personal Leadership Philosophy	The Role and Responsibilities of the Group Commander
PME 3-5	5	quiz	A	Diversity and Equal Justice	
PME 4-5	6	quiz/discussion/assignment	M	Maintaining High Performing Teams	Engaging and Working with the Cadet Advisory Council
PME 4-5	7	quiz/discussion/assignment	M	Management Principles	
PME 5	8	quiz/discussion/assignment	M	Mentoring Skills and Program Development	
PME 5	9	quiz/discussion/assignment	M	Shaping Cultures of Trust and Innovation	
	10	quiz/discussion/assignment	M	Using New Media to Communicate	
CCRSC	11	quiz	A	Valuing Volunteers	eServices for Group Commanders
	12	quiz/discussion/assignment	M	Boards and Board Leadership	
	13	quiz	A	The Civil Air Patrol and United States Air Force Relationship	
NSOC	14	discussion/assignment	M	The Civil Air Patrol Safety Program for Group or Wing Level Leader	
	15	quiz	A	Governance and Corporate Process Structure	
	16	quiz	A	Operations at Group and Wing Levels	
	17	quiz/discussion/assignment	M	Planning and Leading A Major Activity	
PME 3-5	18	quiz/discussion/assignment	M	Prioritization and Time Management	
	19	discussion/assignment	M	Recruiting and Retention	
PME 5	20	quiz/discussion/assignment	M	Staff Processes	Group Staffing
	21	quiz	A	NHQ Operations and Staffing	The Role of the Group
PME 4-5	22	quiz	A	Emotional Intelligence	
PME 3-5	23	quiz	A	Critical Thinking	
	24	quiz/discussion/assignment	M	Effective Communication with External Partners	
	25	quiz/discussion/assignment	M	Leadership Challenges Today	Membership Issues

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Automated modules (A) are those that require only a quiz to complete.

Equivalency: Credit given based on the Tier level a former military member has been granted and/or CAP Colleges.

NOTE: Students are encouraged to complete the command electives with this Level. This helps with building the bench for leadership. The commander modules in the right column correspond with the modules in the Level. It was written to go together. Staff can better help their commanders when they have this perspective/training.

Equivalency	Suggested Order	5/6 Moderated	Mod/Auto	Group Commander Course (Electives)
	4a	quiz/discussion/assignment	M	The Role and Responsibilities of the Group Commander
	6a	quiz/discussion/assignment	M	Engaging and Working with the Cadet Advisory Council
	11a	quiz	A	eServices for Group Commanders
PME 5	20a	discussion/assignment	M	Group Staffing
	21a	discussion/assignment	M	The Role of the Group
NLOC, CCRSC, IGC	25a	discussion/assignment	M	Membership Issues

Level V and Region Commander Course

Equivalency	Suggested Order	100% Moderated	Level V	Region Commander Course (Electives) *see note below about these modules
PME 4-5	1	quiz/discussion/assignment	Local to the Global: A Broadened View of Civil Air Patrol	
PME 4-5	2	quiz/discussion/assignment	Emerging Leadership Trends	
PME 4-5	3	quiz/discussion/assignment	Committees and Teams	
CCRSC, PME 4-5	4	discussion/assignment	Boards at the Region and National Level	Strategic Engagement with the Cadet Advisory Council
CCRSC, PME 4-5	5	discussion/assignment	Ethical Leadership	
CCRSC, PME 4-5	6	discussion/assignment	Mentoring Programs	
PME 4-5	7	quiz/discussion/assignment	Developing Staff and Succession Planning	
	8	discussion/assignment	Preparing to Serve on Region or National Staff	Region Commander Roles and Responsibilities
	9	quiz/discussion/assignment	Civil Air Patrol Governance	Selecting Members of the Board of Governors
	10	discussion/assignment	The Chief Operating Officer and CAP-USAF Commander Perspectives	
	11	quiz/discussion/assignment	The National Commander's Perspective	
	12	discussion/assignment	Operations at a Strategic Level	
NSOC	13	discussion/assignment	Safety and Risk Management for Region and National Leaders	
	14	discussion/assignment	Marketing and Strategic Communications	
	15	discussion/assignment	Logistics and Property Management	Fleet Management; & Logistics at the Region Level
PME 5	16	quiz/discussion/assignment	Leading Change	
	17	discussion/assignment	Government Relations	
	18	discussion/assignment	Financial Management	Finances at the Region Level
	19	quiz/discussion/assignment	The Civil Air Patrol Strategic Plan	Linking the Region to the Strategic Plan
PME 5	20	quiz/discussion/assignment	Strategic Leadership	Challenging Situations and Region Command
	21	discussion/assignment	Civil Air Patrol Culture and Its Unique Challenges	
	22	presentation/written assignment	Capstone Project	

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Equivalency: Credit given based on the Tier level a former military member has been granted and/or CAP Colleges.

NOTE: Students are encouraged to complete the command electives with this Level. This helps with building the bench for leadership. The commander modules in the right column correspond with the modules in the Level. It was written to go together. Staff can better help their commanders when they have this perspective/training.

Equivalency	Suggested Order	100% Moderated	Region Commander Training (Electives)
	4a	discussion/assignment	Strategic Engagement with the Cadet Advisory Council
	8a	quiz/discussion/assignment	Region Commander Roles and Responsibilities
	9a	quiz/discussion/assignment	Selecting Members of the Board of Governors
	15a	quiz/discussion/assignment	Fleet Management
	15b	discussion/assignment	Logistics at the Region Level
	18a	quiz/discussion/assignment	Finances at the Region Level
	19a	quiz/discussion/assignment	Linking the Region to the Strategic Plan
	20a	quiz/discussion	Challenging Situations and Region Command