# Completing the Education & Training Plan: Associate’s Degree

Below you will find a few tips regarding the most common “problem areas” or “snags” school’s face in filling out the ETP. These issues might cause the plan to be deferred, meaning the student’s SECO career coach would need additional information or corrections to be made on the document from the school which could slow down the ETP approval process.

**NOTE**: The Education, Training and Licensing Team does not do the final ETP assessment or make the final approval determination.

1. Program Type: Associate’s Degree
2. Student Information: Name, sometimes the student will try to use a different last name, such as a maiden name, but the name on the ETP MUST match the name in the DoD’s DEERs system.
3. Tuition Cost: This should be listed as the following: cost per credit hour x required credits = total tuition cost.
4. Student Cost: This section should reflect any and all costs/fees that are not associated with the student paying the per credit tuition cost, i.e. application fee, technology fee, processing fee, book fees, etc.

NOTE: *We understand that schools update their costs year to year, but the best estimation is acceptable here. The student cost will be any fees or amounts paid to the school that is not considered in the per credit hour cost, and these two amounts (Tuition Cost + Student Cost) should be totaled and entered as the total cost.*

1. Program/Degree Overview: This section should describe the program. The school may already have this information listed on their website or in the course catalog.
2. Degree/Certification/Licensure Earned Upon Completion: This should list the specific associate’s degree that the student will received upon completion of the program.
3. Course Breakdown: If the program type is an associate’s degree then the degree plan created by the school can be attached to the ETP, as long as the form is saved as one PDF document. This section can be listed as “see attached.” The listed courses must match the courses listed in the school’s AI Portal account.
4. Signature Block: The signature can be wet, digital or typed using a cursive font. Be sure to include phone number, email address and title of signing official.

# Completing the Education & Training Plan: Certification or Licensure Programs

Below you will find a few tips regarding the most common “problem areas” or “snags” school’s face in filling out the ETP. These issues might cause the plan to be deferred, meaning the student’s SECO career coach would need additional information or corrections to be made on the document from the school which could slow down the ETP approval process.

**NOTE**: The Education, Training and Licensing Team does not do the final ETP assessment or make the final approval determination.

1. Program Type: Certification (Certificate programs are not eligible for MyCAA funding) or Licensure
2. Student Information: Name, sometimes the student will use a different last name, such as a maiden name, but the name on the ETP MUST match the name in the DoD’s DEERs system.
3. Tuition Cost: If the program has a set cost, that amount can be entered. If the program is paid per credit hour, include the following formula: cost per credit hour x number of required credits = total tuition cost.
4. Student Cost: This section should reflect any and all costs/fees that are not associated with the student paying the set program cost or per credit tuition cost, i.e. application fee, technology fee, processing fee, book fees, etc.
5. Degree/Certification/Licensure Earned Upon Completion: This should list the specific certification or license that the that the student will receive upon completion of the program or the certification/license exam they will be eligible to sit for after program completion. This section should also indicate the national accreditation of the certification or the approval body of the licensure.
6. Program/Degree Overview: This section should describe the program. The school may already have this information listed on their website or in the course catalog.
7. Course Breakdown: If the program is paid per credit hour, be sure to list the credit hours required for each course. If the program has a fixed cost, do not list credit hours, as this will present as a discrepancy with tuition cost. If the program is listed as one course in the AI Portal, only list that course on the ETP. The listed courses must match the courses listed in the school’s AI Portal account.
8. Signature Block: The signature can be wet, digital or typed using a cursive font. Be sure to include phone number, email address and title of signing official.