REGENTS BACHELOR OF ARTS DEGREE PROGRAM

Administrative Guidelines

WV Higher Education Policy Commission

1018 Kanawha Boulevard, East - Suite 700
Charleston, WV 25301
(P) 304.558.0261

Revised
January 2024

REGENTS BACHELOR OF ARTS DEGREE REQUIREMENTS

Total Credit: 120

Upper Division Hours: 30

General Education: 36
(Communications, Humanities, Natural or Physical Sciences, Social Sciences, Mathematical Sciences/Computer Applications and other approved general education courses.)

Communications	6
Humanities	6
Natural or Physical Sciences	3
Social Sciences	6
Mathematical Sciences or Computer Applications	3
Additional Natural or Physical Sciences, Mathematical Sciences, or Computer Applications	3
Other approved General Education courses	9

Grade Point Average: 2.0

Residence: 24 hours in the state system, including community colleges. The institution awarding the degree **may** require up to 12 credit hours be completed at the host institution.

Rules Relating to F's: All F's received four years or more before admission to program are disregarded.

Grades and Grading: Grading will follow the institution's current requirement.

Admission Requirements: Admission and retention requirements will follow the same procedures that govern other degree programs at the institution with the exception that students are not eligible for admission until four years after graduation from high school. In case of those passing a high school equivalency examination, admission must be four years after their high school class graduated. An exception to this rule is available to graduates of the Board of Governors AAS degree program as described in Section I, Paragraph B.

CHAPTER 1

INTRODUCTION

The Regents Bachelor of Arts degree program is a nontraditional program offered by the baccalaureate degree-granting institutions in West Virginia. The program is designed for adults who are interested in obtaining a bachelor's degree.

Cyril O. Houle, in his book <u>The External Degree</u> (1973), states that "The adult degree, in its purest form, was developed in the belief that adults, both psychologically and socially, are so distinctly different from young people that a program of studies designed for men and women should be based at every point on their maturity. Such a degree may depart completely from traditional patterns of admission, instruction, evaluation, or certification, or it may mix new elements with old ones so that some compatibility exists between it and an extension of an internal degree. In either case, however, the guiding principle is that students are men and women, not late adolescents."

The Regents Bachelor of Arts degree program is tailored to fit this description, and to fill the needs of a large number of West Virginians who, for various reasons, have a desire to obtain a baccalaureate degree.

The program is of high academic quality, and the holder of a Regents Bachelor of Arts degree must meet comparable requirements for the more conventional baccalaureate degree. The difference in the two routes toward obtaining a B. A. degree is the key to the program. Credit awarded in the conventional manner may be used in the program, but college equivalent credit awarded for work and life experience also can count toward the degree. Each student entering the program is judged on his or her own merit, and may create a unique program suited for the person's needs. This program is not designed as an escape outlet for students who are excluded from regular programs for reasons of poor scholarship. Poor scholarship in early years, however, should not preclude admission of a candidate who has demonstrated the ability to acquire and use knowledge.

A further discussion and guidelines for implementation of this degree program are discussed at length in the material which follows.

I   <u>Admissions</u>

      A.   A student may be considered for admissions to the Regents Bachelor of Arts degree program by submitting the appropriate undergraduate admission application forms to one of the cooperating institutions.

B.   Admission and retention requirements will follow the same procedures that govern other degree programs at the institution with the exception that students are not eligible for admission until three years after graduation from high school. In the case of those passing a high school equivalency examination, admission must be three years after their high school class graduated. An exception to this rule is noted below.

Series 17, *Transferability of Credits and Grades at the Undergraduate Level*, "The Commission and the Council recognize the Regents Bachelor of Arts degree program as a degree completion program that serves graduates of the Board of Governors Associate of Applied Science degree program." As a result of this understanding, any student with a BOG AAS degree is immediately eligible for admission into the RBA program.

In order to assist institutions in identifying students who utilized the RBA Academic Forgiveness Policy, it is recommended a notation be placed on the student's undergraduate transcript noting said policy has been applied. Additionally, it is recommended an identifier for the courses subject to the forgiveness be defined.

C.   Admission to the degree program does not provide for automatic admission to other programs at West Virginia colleges and universities, but rather provides only for admission to the Regents Bachelor of Arts program at one of the institutions.

D.   Students with regionally accredited baccalaureate degrees are excluded from admission to the Regents Bachelor of Arts program.

E.   A student may not be enrolled simultaneously in the Regents degree program and another baccalaureate degree program. However, a student who is in another baccalaureate program and who is in good standing will be considered for admission into the Regents Program after consultation between the Regents BA Coordinator and appropriate academic officers. Appropriate documentation shall accompany the transfer.

F.   Upon request by a Regents degree student, transfer between institutions for legitimate reasons may be accomplished by a letter between the degree Program Coordinators at the two institutions, subject to submission of appropriate records.

G.   Students may change their major to the Regents Bachelor of Arts at any time during the academic year consistent with institutional administrative processes.

II   Fees

A.   There is no fee required for application for admission into the Regents Bachelor of Arts degree program.

B.   Registration and service fees for enrollment in courses are assessed according to the established fee schedule at each institution.

C.   For determination of college equivalent credit for work and life experience, when requested by a student, an assessment fee of $300 is charged. This fee is charged each time a student requests any assessment of work not included in the initial appraisal. In addition to the assessment fee, a processing fee of $10 per credit hour is assessed for hours awarded through the portfolio assessment. The processing fee will not apply to any standardized credit award. Funds generated by this fee revert to the institution awarding the college equivalent credit.

D.   Institutions offering the Regents Bachelor of Arts degree program may waive the evaluation fee for full-time employees of a state college or university who have been employed by the respective systems for at least one year.

E.   The graduation fees are that of the institution which awards the degree.

III   **Residency**

A.   Students must complete a residency requirement of 24 hours in West Virginia's public higher education system.

B.   The residency requirement may be met by successfully completing 24 hours at one or more of the institutions in West Virginia's public higher education system. The institution granting the degree may require up to twelve credit hours be completed at the host institution.

C.   Residency shall be defined as being registered for officially approved coursework which will satisfy graduation requirements. Residency may not be established through any credit received by a credit-by-exam program, standardized testing program or portfolio evaluation.

IV   **Transfer Credits**

A.   In transferring credits from accredited institutions of higher learning to the Regents Bachelor of Arts degree program, all passing grades are accepted.

B.   Policies of the West Virginia Higher Education Policy Commission regarding transfer of credits between institutions apply to students in the Regents Bachelor of Arts degree program.

C.   PEP, CLEP, college-level GED, USAFI, DDST and results of similar tests are acceptable for credit.

D.   Correspondence credits from an accredited institution are accepted.

E. Transfer credits are assessed for purposes of meeting requirements in upper- and lower-division instruction at the time of entrance to the degree program.

F. The requirement credits in Communications, Humanities, Social Sciences, Natural Sciences and Mathematical Sciences/Computer Applications may be met by college equivalent credit.

G. Students must complete a minimum pf 30 credit hours of upper division course work.

H. Credits earned through an assessment of a student's work and life experience after admission into a Regents BA program shall be transferable to a Regents BA program or Board of Governors AAS program at any institution.

I. Lower division credits earned through an assessment of a student's work and life experience after admission into a Board of Governors AAS degree program shall be accepted for transfer into a Regents BA program.

V   Courses

A. Admission to courses is subject to availability of class space and/or enrollment limitations on the same basis as any other student.

B. Course prerequisites are dealt with in the usual manner.

C. Grading standards for Regents Bachelor of Arts degree program students are the same as for other students.

VI   Regents Bachelor of Arts Degree Program Academic Records

A. Each institution must keep a complete permanent academic record marked to indicate that the student is enrolled in the Regents Bachelor of Arts degree program.

B. College equivalent credits which have been approved for work and life experience appear on the academic record with an explanation thereof and course equivalents will appear, if possible.

C. Transfer credits will be noted in the normal manner.

D. Portfolios should be retained for at least one year from the date that the portfolio credit is awarded.

VII   Regents Bachelor of Arts Degree Program Coordinator

A.	The Program Coordinator is appointed by and reports to the President or his designated official at each cooperating institution.

B.	The Program Coordinator is responsible for meeting with students in order to discuss completion of admission documents, course enrollment matters, assessments for work and life experiences, and the like.

C.	The Program Coordinator is responsible for making all necessary arrangements connected with the awarding of college equivalent credit, participation of a student in proficiency testing programs, and certification of a student for graduation.

D.	The Program Coordinator must work cooperatively with faculty members, particularly in the areas of assessments of work and life experience for college equivalent credit, waivers of course prerequisites, and the like.

E.	The Program Coordinator is expected to work closely with the principal academic officer in administering the program.

F.	The Program Coordinator shall work closely with appropriate academic officers regarding the transfer of students into the RBA program from another baccalaureate program and shall document the transfer with appropriate signatures.

G.	The Program Coordinator is responsible for timely reports concerning the program.

H.	The Program Coordinator is responsible for assessing the vitality of the program and for recommending changes which will improve the program.

VIII	**Awarding of Credits for Work and Life Experience**

A.	The credit awarded for work and life experience is called college equivalent credit.

B.	The Program Coordinator requests the assistance of faculty members of sponsoring or other institutions and other experts as needed in order to assess a student's work and life experience. System wide cooperation in such assessments is essential where faculty competence is not available at the sponsoring institution.

C.	After a thorough review, including conversations with and/or written reports from a person qualified to assess the student's achievements, the faculty member or members recommend to the Program Coordinator the hours and level of credit to be given for the work and life experience.

D.	If either the Program Coordinator or the student challenges the amount of credit awarded, the matter may be referred to a committee of the faculty.

E.	The actual awarding of college equivalent credit is made by the principal academic officer of the institution or his/her designated representative.

F. Standardized awards for certain credentials may be established pursuant to the provisions in Section XI of this chapter. A summary of credit awards for certified credentials is contained in Chapter Four of these *Guidelines.*

G. Credits for work and life experience shall transfer pursuant to the provisions of Section IV, subsection H of these *Guidelines*.

H. ACE recommended college level credit shall be accepted toward the RBA program with appropriate documentation.

I. Year One professional school credits will be awarded equivalent to the number of credits earned.

IX Graduation

A. There is no prescribed timetable for completion of the requirements for the Regents Bachelor of Arts degree program.

B. The Regents Bachelor of Arts diploma is awarded by the sponsoring institution at regular commencement exercises.

X Regents Area of Emphasis

An institution may permit students to complete a Regents Area of Emphasis in institutionally sanctioned program areas under the following conditions:

1. Upon request by the student, the transcript of any RBA graduate may include the following phrase, "with a Regents Area of Emphasis in ____."

2. A student is eligible for the Regents Area of Emphasis designation whenever the student has met the following condition as part of his/her RBA program:

   Completion of a minimum of 15 hours of upper division, graded coursework, with a minimum grade of "C" in each course, in any institutionally sanctioned program area of study.

3. The Regents BA Program Coordinator will be responsible for certifying completion of the appropriate coursework and recommending the regents area of emphasis designation.

4. The final approval of the Regents Area of Emphasis designation will be made by the chief academic officer of the institution or his/her designee.

XI   <u>**Coordinating Committee**</u>

A.   The Coordinating Committee is chaired by the Director of Academic Affairs or his designated official and includes each campus Program Coordinator as a member.

B.   The Coordinating Committee has responsibility for periodically reviewing policies and procedures related to admissions, the assessment fee, transfer credits, transcripts, assessment of work and life experience, promotional activities, and other matters important to the vitality and quality of the program. Following such review the Coordinating Committee may recommend changes. Recommendations are forwarded to the Academic Affairs Advisory Committees for final approval.

C.   The Coordinating Committee may recommend standardized awards for certain credentials. These credentials are used as guides when awarding credit for work or life experience in these areas. Each standardized award shall be reviewed at least every ten years by the Committee.

XII   <u>**Miscellaneous**</u>

Institutional procedures and policies prevail for the Regents Bachelor of Arts degree program with regard to:

1.   Calendar

2.   Eligibility for financial aid

3.   Athletic participation

4.   Student elective offices

5.   Institutional procedures, graduation requirements, etc.

CHAPTER 2

Some questions and answers on the awarding of credit for work and life experience in the Regents Bachelor of Arts Degree Program.

1.   **For what will credit be awarded?**

For knowledge and skills acquired outside of colleges and universities that are reasonably comparable to the learning outcomes of courses normally applied to a baccalaureate degree.

2.   **What will such credits be called?**

College equivalent credits.

3.   **How many college equivalent credits may be awarded to a student?**

No upper limit is specified.

4.   **Who will award these credits?**

The colleges and universities participating in the program, with decisions made by the appropriate faculty personnel.

5.   **Who will be eligible for such credits?**

Those persons admitted to the Regents Bachelor of Arts degree program by a participating college or University.

6.   **What must students do to get college equivalent credits?**

A student may submit a portfolio for evaluation at the home institution for faculty assessment and recommendation.

7.   **Will there be an appeals procedure?**

Yes. See Section VII. D. of the Administrative Guidelines.

8.   **Are college equivalent credits transferable?**

It is intended that such credits will be used only for purposes of earning the Regents Bachelor of Arts degree. Participating colleges and universities could, of course, set up a similar credit awarding system for their other degree programs.

9.   How do college equivalent credits appear on a student's academic record?

Such credits are always labeled college equivalent credits, with an indication of the date awarded. Whenever possible, the work or life experience should be translated into course titles with appropriate credit given for each course. Titles found in the catalog of the institution awarding the credit should preferably be used, but course titles found in other college catalogs are acceptable. When the work and life experience deserving of credit cannot be equated with specific course titles, the student may be awarded a specified number of credits in disciplines or general areas of learning (for example, in economics or in the natural sciences).

10.   Can students shop around for the maximum credit award?

No. The student selects the school that will make the assessments and is entitled to only one assessment for any experience.

Information for Regents Bachelor of Arts Degree Program Coordinators

The following information has been assembled to assist the institutional Program Coordinators in administering the Regents Bachelor of Arts degree program. The "Guidelines for the Regents Bachelor of Arts Degree Program" contains the degree requirements, administrative guidelines and questions and answers on college equivalent credit and constitutes the policies which were worked out cooperatively and which all institutions are bound to follow. This appendix contains suggestions, and examples, but each institution will develop practices that best fit its own circumstances.

The Regents Bachelor of Arts degree differs from other baccalaureate degrees in two ways. First, there is no specified major. Each student may tailor the program to cover his needs. This aspect of the program, however, presents no unusual administrative or judgmental problems for Program Coordinators. The second basic difference for traditional baccalaureate degree programs relates to the recognition of learning outside the classroom. Because this difference is believed to be the one that requires most attention from the Program Coordinators, it is the principal focus of the following pages.

A.   Some General Observations

The following points are not peculiar to the situation in West Virginia and, in fact, this material is borrowed from a booklet prepared by Mr. C. Edward Gilpatrick of Northeastern Illinois University. Nevertheless, the ideas expressed are both applicable and useful in dealing with the Regents Bachelor of Arts degree.

The central principle that underlies the life experience assessment process is that what the student knows is more important than how he learned it. If a student can demonstrate that his knowledge and skills are reasonably comparable to what the college-educated student knows, then equal credit will be awarded. It is unimportant whether the student's learning took place at an accredited college or elsewhere, whether the instructors held advanced degrees or no degrees at all, whether the matter was learned within the near past or the distant past, or how long it took to acquire some knowledge or skill. As long as the student can provide sufficient evidence that he possesses college equivalent knowledge or skills, his achievements will be credited and recognized as applicable towards this degree program.

The term "life experience" is a partial misnomer since credit is not given for simply any kind of adult life experience, but only for those experiences that produce learning and skills comparable to the outcomes of courses or training at postsecondary levels. As a general principle, if colleges and universities generally award credits for the acquisition of

certain kinds of knowledge and skills by standard course work, then comparable competence acquired in other ways will be credited through this experience and assessment process.

One thing that the Regents Bachelor of Arts degree program does not do is to issue a certificate of life competence. Many adults have been quite successful in raising families, in the business world, in community work, and other adult enterprises. These experiences do not translate <u>directly</u> into academic credit. Mere years of experience are not a reliable indicator of learning, and further, many valuable--even noble--human experiences produce outcomes that colleges and universities do not credit. What is being attempted is the translation of certain adult learning experiences into the negotiable coin of the academic world, namely, hours of credit.

The evaluation of student competence is made by teaching faculty. This is one of the strengths of the program since the same professionals who regularly judge student performance and award credit in standard programs are exercising their professional competence and responsibility in assessing the learning and competence of students applying for credit equivalency. Another advantage is being able to evaluate students and make awards of credit from the very start of the program. College faculty are competent to make judgments about the quality and value of the work their students regularly submit. These same faculty members are asked to review the statement and documentation of a student seeking credit equivalency and, when appropriate, to make a recommendation for an award of credit.

The quality of evaluation of students' work should be comparable to that of traditional or standard programs since the same academic personnel make the judgments in this program as in others. The Program Coordinator and the principal academic officer at each institution share the general responsibility for seeing that academic standards are maintained and, at least as important, that adult students receive a fair evaluation and an award of credit that does justice to what they genuinely know that is college creditable.

B.   **Credit Earning Experiences: An Overview**

Much of the credit used in earning the Regents Bachelor of Arts degree is the traditional type. It may have been awarded at the sponsoring institution, but there is likely a higher percent of transfer credit than is normal in other baccalaureate degree programs.

Three other types of credit-earning experiences are important in the program. These are listed in order of the magnitude by which they differ from awarding credit through regular course offerings: credit by examination; training programs, but not at a college or university; and life or work experience.

1.   <u>Credit by Examination</u>

Each institution normally has a policy and procedure for awarding credit by examination. In some cases, exams are prepared and graded by the faculty at each institution. In other cases, the College-Level Examination Program (CLEP) or Proficiency Examination Program (PEP) is used. It may be helpful to keep

handy a copy of the institution's policies on credit by examination, together with a copy of any System policy dealing with CLEP and PEP. The Coordinator's role is to counsel the candidate regarding this option for earning credit.

2. Training Programs

In dealing with training programs, the American Council on Education's Office on Education Credit (formerly, the Commission on the Accreditation of Service Experience, or CASE) provides reliable guidance for assessing programs. For nearly 30 years, CASE (and now OEC) have been evaluating military service school courses and have made college-level credit recommendations where appropriate. Your institution already has experience in this area, but colleges and the armed services are not the only sources of quality educational programs. Excellent instructional programs have been offered by business, government, industry, and labor unions to employees and apprentices, and often these courses have been assigned credit by colleges.

In making judgments regarding credit for work in training programs, the following guidelines may be useful

a. The program must be certified by the sponsoring agency as being an officially sanctioned program of that agency. Strict records of program completion must be available on any candidate wishing to claim college credits for completion.

b. The program must have a history; specifically, it must have been used at least twice by the sponsoring agency and must have been used by at least 50 participants.

c. There must be visible means of evaluating the program, including some of the following: syllabi, course outlines, text materials, student activity material, completed student assignments, mediated materials.

d. The program must be evaluated in detail by a validation committee composed of agency representatives, representatives of the academic unit(s) best able to judge the worth of the program, and a designated administrative officer(s) of the college.

3. Life or Work Experience

Life or work experience in activities such as public service internships, cooperative education programs, and cross-cultural learning experiences--both within and outside the United States--have led to college credit in West Virginia. Normally, credit has been awarded when the institution has judged beforehand that the proposed experience would be worthy of the college credit. Under the Regents Bachelor of Arts degree you will be asked to deal with learning that did not receive prior sanction by the institution. The next section deals with this matter in some detail.

C.   Typical Steps for Awarding College Equivalent Credit

The following is reproduced from CAEL, Working Paper No. 1, "Current Practices in the Assessment of Experiential Learning:"

Steps in assessment.   However a program for crediting prior learning may be set up administratively, there tend to be certain general steps that are commonly followed in most institutions from the time a student first inquires about the possibility of obtaining credit until credit is actually granted. The steps vary among institutions, but they generally include such procedures as:

- In a preliminary contact the student finds out about the program and gives initial information concerning the learning experiences for which credit is sought.   This contact ordinarily engages consideration of whether the student's experience appears to warrant the assessment (which often bears a fee).   This may also be a time for discussing the admissibility of the student if credit for prior learning is granted only in the context of a special program or if credit for prior learning bears upon the student's decision to matriculate.

- If the assessment is to be carried out, the student receives information concerning the process of collecting and documenting prior learning. Forms and instructions may be provided, though this inventory suggests that these are quite sparse in most instances.

- The student then identifies learning, competencies, and skills that may be creditable. There is considerable variation among institutions in the extent to which these need to be articulated to degree objectives. Often a variety of learning experiences generally comparable to college-level work are credited to general education requirements or some similar form of distribution requirements.

- The student solicits and collects documentation or verification of learning experiences plus other evidence as may be necessary to evaluate the learning cited and justify the claim for credit.

- The student assembles a portfolio, folder, etc. that serves as a petition to the institution and as an evidentiary basis for any credit that may be granted. Portfolios vary a great deal. Most seem to contain at least three components in some form or another: (1) a specific request for credit, often spelled out in relation to institutional guidelines and degree plans; (2) a written report in which the student describes competencies and skills achieved in various types of prior experiential learning; and (3) a collection of documenting letters, certificates, evaluations, and other evidence that may be helpful in supporting the claim.

- Collateral to the previous three steps, students seek faculty guidance on how to assemble the necessary materials and how to develop a petition that is part of a larger educational plan. Throughout this inventory, conversations with faculty and students indicate that the extent of such help to the student either in written form or personal contact is quite uneven across institutions and from student to student. In some instances the student appears to be pretty much on his or her own in dealing with the

problem, though it is almost always described by students and faculty as especially important and quite demanding.

- The actual evaluation of the student's portfolio is carried out by an individual or committee, sometimes with the student present and sometimes not. This may be a very brief process or extended to several hours. That seems to depend partly upon how structured the portfolio is and how much work is required of the student in its preparation. Following this formal evaluation, the student often, but evidently not always, receives immediate feed-back with respect to credit granted.

D.   Instructions for Students

Some institutions receive a large number of requests for college-equivalent credit. The Program Coordinators at these institutions should prepare written materials to serve as instructions for students.

E.   Instructions for Faculty

The method used to communicate and work with faculty varies with the individual Program Coordinators and the different campus circumstances. However, many of the points which are covered with faculty are common to all institutions.

CHAPTER 4

SUMMARY OF CREDIT AWARDS
FOR CERTIFIED CREDENTIALS

I. ALLIED HEALTH CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
A. Nursing: Hospital Diploma Programs (With Registry) (Appendix 1)				
1. Registered Nurse (RN)	FSU	30	15	1975 / 2017
2. Licensed Practical Nurse	FSU	15		1975 / 2017

3. Nurse Anesthetist
    18 months
    24 months
	FSU		45
			60
				1975 / 2017

4. Pediatric Nurse Associate	FSU		24	1975 / 2017
5. Nursing Assistant (Appendix 32)	WVU-P	8		2006 / 2021
B. Radiological Technologies				
1. X-Ray (Radiologic) Technology (ARRT) (Appendix 1)	FSU / MU	50.5		1975 / 2012
2. Nuclear Medicine Technology (ARRT) (Appendix 2)	BCTC	5+X-Ray Tech	30	1976 / 2004 / 2015
3. Radiation Therapist	WVU	5	30	1988 / 2004
4. Medical Diagnostic Ultra Sound (Sonography) (Appendix 3) (*)	WVU	5	30	1990 / 2017
5. Mammography (Appendix 4) (*)	WVU	3	17	1992 / 2017
6. CT Imaging (Appendix 4) (*)	WVU	3	17	1992 / 2017
7. MRI Imaging (Appendix 4) (*)	WVU	3	17	1992 / 2017
8. MRI-Primary Pathway Certification (ARRT) (Appendix 43)	WVU	5	30	2017
9. Cardiac Interventional Radiography (Appendix 5) (*)	WVU	3	17	1997 / 2017
10. Vascular Interventional Radiography (Appendix 5) (*)	WVU	3	17	1997 / 2017
11. Quality Management (Appendix 28) (*)	WVU	3	17	2004 / 2017
12. Bone Densitometry (Appendix 28) (*)	WVU	3	17	2004 / 2017
(*) Post-Primary Certification				

I. ALLIED HEALTH CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
C. Respiratory Therapy (Appendix 6)				
1. Certified Respiratory Therapy Technician (CRTT)	BCTC	38		1983 / 2015
2. Registered Respiratory Therapist (RRT)	BCTC	51		1983 / 2015
D. Other Credentials				
1. Medical Laboratory Technologist (Appendix 16)	BCTC	44		1990 / 2017
2. Emergency Medical Technician Training Program (before 1995)	KVCTC	4		1994 / 2005
3. Emergency Medical Technician - Basic Course (Appendix 7)	KVCTC	5-before 1995 7-after 1995 10-after 2012		1985 / 2019
4. Standard First Aid (Red Cross 3207) – see Appendix 7 for list of courses covered	KVCTC	.5		1994 / 2005 /2022
5. Emergency Medical Technician – Mining (Appendix 7)	KVCTC	4		2005
6. ARC First Aid – Responding to Emergencies 3215 (6-8 hour course)	KVCTC	1		1994 / 2005
7. Responding to Emergencies Training Programs (EMS First Responder, Red Cross Emergency Response Training, Wilderness Advanced First Aid Training) 52 hour courses (Appendix 7)	KVCTC	2		1985 / 2005 / 2022
8. Paramedic I (MICP) – completion of DOT modules 1-6, 15 (Appendix 7) discontinued Paramedic II (NREMPT) – completion of all 15 DOT modules (Appendix 7) discontinued	KVCTC	9 20	1	1994 / 2005
9. National Registered Paramedic (NRP) (Appendix 7)	MCTC	44		2019
10. Cytotechnology (Appendix 8)	MU		32	1985 / 2007 / 2021
11. Water Safety Instructor (Appendix 23)	WVUIT	2		1994 / 2017
12. Basic Lifeguarding (Red Cross 3408 & 3416) (Appendix 23)	WVU	2		1994 / 2017
13. Certified Ophthalmic Technician (Appendix 9)	WVU	30		1998 / 2010
14. Certified Ophthalmic Medical Technologist (Appendix 9)	WVU		15	1998 / 2010
15. Pharmacy Technician (Appendix 27)	MCTC	24		1998 / 2003 / 2021

I. ALLIED HEALTH CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
16. Tumor Registry (Appendix 26)	WVU	30		2003
17. Massage Therapy (Appendix 33)	MCTC	45		2006 / 2021
18. Phlebotomy Technician (Appendix 36)	WVNCC	6		2009
19. Point of Care Certificate (Appendix 39)	SWVCTC	8		2013
20. ECG/EKG Technician (Appendix 45)	BCTC	3		2018
21. Medical Assisting (Appendix 46)	BCTC	3		2018
E. Health Information Technology (Appendix 44)				
1. Clinician/Practitioner Consultant (AHIA)	PCTC	6		2017
2. Implementation Manager (AHIA)	PCTC	6		2017
3. Implementation Support Specialist (AHIA)	PCTC	15		2017
4. Practice Workflow & Information Management Redesign Specialist (AHIA)	PCTC	12		2017
5. Technical/Software Support Staff (AHIA)	PCTC	18		2017
6. Trainer (AHIA)	PCTC	9		2017
7. Certified Healthcare Documentation Specialist Certification (AHDI)	PCTC	6		2017
8. Certified Professional Coder (AAPC)	PCTC	6		2017

II. AVIATION SCIENCES CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
A. FAA Training (Appendix 10)	WVUIT	See list of approved courses	See list of approved courses	1975 / 2008/ 2021
1. Journeyman Air Traffic Controller (Appendix 11)	SU	30	30	1985 / 2008

II. AVIATION SCIENCES CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
B. Licenses Pilots, Instructors, Maintenance* (Appendix 12)				
1. Pilot and Instructor Certificates (listed basic to advanced)				
a. Private Pilot	WVUIT	6		2014
b. Commercial Pilot			8	2014
c. Airline Transport Pilot			6	2014
2. Pilot Ratings				
a. Instrument			7	2014
b. Multi-Engine			3	2014
c. Type Rating (for advanced aircraft)	WVUIT			
i. Pilot in Command (PIC) or			6	2014
ii. Second in Command (SIC)			3	2014
d. Additional Rotorcraft or Airplane Rating			6	2014
3. Flight Instructor Certificate Instructor Ratings			6	2014
a. Additional Single or Multi-Engine Flight Instructor Rating	WVUIT		3	2014
b. Instrument Flight Instructor			4	2014
c. Dual Rated Instructor (airplanes & helicopters)			6	2014
4. Flight Engineer	WVUIT		6	2014
5. Aviation Maintenance Technician (Air Frame Rating) *2014review recommended using ACE Guide recommendation (Appendix 40)*	WVUIT	32		1978 / 2014
6. Aviation Maintenance Technician (Powerplant Rating) *2014review recommended using ACE Guide recommendation (Appendix 40)*	WVUIT	29		1978 / 2014
7. Air Frame **AND** Powerplant ratings **(Appendix 40)**	WVUIT	67		2014

III. BUSINESS AREAS CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
1. Chartered Life Underwriter (CLU) diploma (Appendix 13)	WLU	15	15	1975 / 2006 / 2023
2. Certified Administrative Manager (CAM) Professional diploma (Appendix 13)	WLU	15	15	1975 / 2006 / 2023
3. Certified Data Processing (CDP) Professional diploma (Appendix 13)	WLU	15	15	1975 / 2006
4. Certified Management Accounting (CMA) (Appendix 13)	WLU	12	18	1975 / 2006

III. BUSINESS AREAS CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
5. Certified Professional Secretary (CPS) Diploma (Appendix 13) *Note: This award is applicable for diplomas awarded prior 1981. For diplomas received after 1981, please consult ACE Guide.*	WLU	21	9-15	1975 / 2006 / 2023
6. Certified Member, American Society of Traffic and Transportation (CM-ASTT): Certified Professional program (Appendix 14)	WLU	9	12	1975 / 2006
7. National Association of Purchasing Management (NAPM) Certification program (Appendix 14)	WLU	6	6	1975 / 2006 / 2023
8. Society of Actuaries (Appendix 14) a. Associate Membership (19) b. Associateship (34) c. Fellowship (58)	WLU	8 8 8	11 26 50	1975 / 2006 / 2023 1975 / 2006 / 2023 1975 / 2006 / 2023
9. Casualty Actuarial Society (CAS) Certified Professional Program (Appendix 14) a. Associate Membership (19) b. Associateship (49) c. Fellowship (67)	WLU	8 8 8	71 41 59	1975 / 2006 / 2023 1975 / 2006 / 2023 1975 / 2006 / 2023
10. National Institute of Credit (NIC) (Appendix 14) a. Associate Award b. Fellow Award (6 years experience) *Note: This certified professional program is no longer offered.*	WLU	15	6	1975 / 2006 / 2023
11. National Institute on Consumer Credit Management (Marquette) 6-year (Appendix 14) *Note: This certified professional program is no longer offered.*	WLU	6-16	6	1975 / 2006 / 2023
12. National Installment Banking School (NIBS) Colorado 9-year (Appendix 14) *Note: This certified professional program is no longer offered.*	WLU	9+9+3	6	1975 / 2006 / 2023
13. American Society for Quality Control: Quality Technician Certificate (Appendix 14)	WLU	3	3	1975 / 2006
14. Real Estate Salesperson – WV Licensure	WLU	6		1996 / 2006
15. Real Estate Appraiser – WV Licensure	WLU	3		1996 / 2006

III. BUSINESS AREAS CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
16. Computer Information Technology Certifications (Appendix 25)	BRCTC			
a. CompTIA A+		4		2002 / 2015
b. CompTIA Network+		3		2002 / 2015
c. MCP, Microsoft Certified Professional Windows 2000 (MS Exam 70-210)		3		2002 / 2015
d. MCP, Microsoft Certified Professional, Windows 2000 Server (MS Exam 70-215)		3		2002 / 2015
e. MCP, Microsoft Certified Professional, Network Infrastructure (MS Exam 70-216)		3		2002 / 2015
f. MCP, Microsoft Certified Professional, Directory Services Infrastructure (MS Exam 70-217)			3	2002 / 2015
g. MCP, Microsoft Certified Professional, Network Security Design (MS Exam 70-220)			3	2002 / 2015
h. MCP, Microsoft Certified Professional, Directory Services Design (MS Exam 70-219)			3	2002 / 2015
i. MCP, Microsoft Certified Professional, Network Infrastructure Design (MS Exam 70-221)			3	2002 / 2015
j. MCSE, Microsoft Certified Systems Engineer (Total of the above 7 individual Microsoft certification exams.)			9	2002 / 2015
k. CCNA, Cisco Certified Network Associate			16	2002 / 2015
l. Cisco Advanced Routing, First of four exams required to earn the CCNP, Cisco Certified Network Professional			2	2002 / 2015
m. Cisco Remote Access, Second of four exams required to earn the CCNP, Cisco Certified Network Professional			2	2002 / 2015
n. Cisco Multi-layer Switched Networks, Third of four exams required to earn the CCNP, Cisco Certified Network Professional			2	2002 / 2015
o. Cisco Advanced Inter-Network Troubleshooting, Fourth of four exams required to earn the CCNP, Cisco Certified Network Professional			2	2002 / 2015
17. Insurance Licensure (Appendix 37)	KVCTC			
a. Life		3		2009
b. Property & Casualty		3		
c. Accident & Sickness		1		
18. Real Estate Broker's License (Appendix 47)	BCTC	7	-	2019

IV. MISCELLANEOUS CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
A. Criminal Justice Training Programs				
1. State Police Training Course (Appendix 15)	WVSU	32	19	1979 / 2018
2. Basic Police Training Course (Appendix 15)	WVSU	14	7	1979 / 2018
B. Credit from year one of selected Professional Schools (Dentistry, Medicine, Veterinary Medicine, Podiatric Medicine, Optometry, Osteopathic Medicine, Chiropractic Education) for year four of RBA (Appendix 17)	MU		38	1977 / 2008 / 2021
C. Magistrate Training Program (1984-2000 and 2002-present) (Appendix 18)			1.5 per session; 18 max.	1989 / 2003
D. Corrections Training (prior to Oct. 2008) (Appendix 20) *Awarded upon presentation of Academy Diploma, and internship certificate and upon completion of general education core (36 hrs) and additional 15 hrs. (See Appendix)*	WVUIT	30		2001
E. Corrections Academy (after Oct. 2008) (Appendix 34) Basic Specialization 1. Correctional Officer, Corrections Emergency Response Team (CERT) Officer or Marksman-Observer 2. Crisis Negotiator (CNT) or Correctional Officer, Correctional Counselor, Case Manager, Unit Manager 3. Controlled & Dangerous Substance (CDS) K-9 Handler 4. Patrol K-9 Handler *See Appendix for additional hours for multiple specializations*	WVU-P	10 29		2008
F. National Occupational Competency Testing Institute (NOCTI Exam) (Appendix 21) a. Written exam b. Performance exam c. Full exam	WVUIT	7 8 15	8 7 15	1995 / 2019
G. Certified Case Manager (Appendix 22)	WVU		12	1995 / 2009 / 2022

IV. MISCELLANEOUS CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
H. Graduate Record Examinations (GRE) Advanced Subject Tests (Appendix 24) *Note: Transcript should be reviewed by appropriate academic officer to avoid duplication of credit.*	MU	2-12 *See Appendix*	4-24 *See Appendix*	1996 / 2007 / 2021
I. Fire Service Extension College Credit Manual (Appendix 29)	WVU	0-6 *See Appendix for specific course credits*	0-3 *See Appendix for specific course credits*	2004 / 2015
J. Professional Land Surveying (Appendix 30)	GSC	36		2005 / 2021
K. Mining Certifications (Appendix 31) *Surface or Apprentice Surface Miner* *Underground or Apprentice Underground Miner* *Certified Mine Electrician* *Prep-Plant Technician* *Coal Lab Technician* *Mine Foreman* *Foreman / Fireboss Certification* *Truck Driver* *Shot Firer* *Mine Rescue*	SWVCTC	3 5 6 4 3 6 6 1 1 1		2005
L. Child Development - Associate Certificate (Appendix 35)	MCTC	12		2008 / 2021
M. Cosmetology (Appendix 38)	NRCTC/ SWVCTC	27		2012 / 2023
N. Foster/Adoptive Care (Appendix 41) *Level 1 Certificate* *Level 2 Certificate*	CU	3 3		2015
O. Early Childhood (WV E-Learning) (Appendix 42)	CU		9	2014
P. OSHA Safety and Health Courses (Appendix 48)	WVU	32 courses with credit ranges from .25 to 2 (see Appendix)	9 courses with credit ranges from .5 to 2 (see Appendix)	2019

IV. MISCELLANEOUS CREDENTIAL	Recommending Institution	Lower Division	Upper Division	Date Developed/ Last Review
Q. Rafting and Climbing (Appendix 49)				
1. *American Canoe Associations Level 4 Whitewater Rafting Certification*		2	-	2019
2. *American Canoe Association Level 4 Swiftwater Certification*	WVUIT	2	1	2019
3. *WV DNR Commercial Whitewater Guide Trainer Sheet*		4	1	2019
4. *American Mountain Guides Association Certified Single Pitch Instructor Certification*		3	-	2019
5. *American Mountain Guides Association Rock Guide Course*		-	2	2019
R. National Mine Health and Safety Academy (Appendix 50)	WVUIT	23	27	2019
1. *Metal/Nonmetal Entry Level Inspector*				
2. *Coal Entry Level Inspector*				

08/2021

Appendix 1

FAIRMONT
STATE
UNIVERSITY

School of Nursing

12 01 Locust Avenue, ED 245, Fairmont, WV 26554
Phone: (304) 367-4767 • Fax: (304) 367-4268
Sharon.Boni@fairmontstate.edu
www.fairmontstate.edu/schoolofnaha/

Acceptance of Credits for the RBA Degree Program

October 2017

Continue to support the current allocation of awarding nursing credit for the RBA Degree Program as follows:

For the Registered Nurse, Diploma Program Graduate:

      Nursing Education- 30 lower division credits

      Advanced Nursing Education- 15 upper division credits

For the Licensed Practical Nurse Licensure- 15 lower division credits

For the 18 month Nurse Anesthetist Certificate- 45 upper division credits

For the 24 month Nurse Anesthetist Certificate- 60 upper division credits

For the Pediatric Nurse Associate Certificate- 24 upper division credits.

Mary Sharon Boni, PhD, MSN, RN

Dean and Professor, School of Nursing

April 3, 2008

Paul Milhoan, Ed.D.
Chair of Technology Division
Director BOG A.A.S. and RBA
WVU-Parkersburg
300 Campus Drive
Parkersburg, WV 26104

Dear Dr. Milhoan,

After successful completion of Nursing 116, Enrichment Course for LPNs, Licensed Practical Nurses (LPN) entering our Registered Nurse (RN) Associate Degree program are awarded 18 hours of lower-division credit toward the RN program.

Based on our practice and the credit awards listed for the BOG/RBA allied health nursing credentials, it is my recommendation that LPNs be awarded 15 more lower-division hours and 15 upper-division hours with the successful completion of a RN hospital diploma program.

If you have any questions, please contact me at (304) 424-8286.

Sincerely,

Rose Beebe, B.S.N., M.S., RN
Chair of Health Sciences Division

West Virginia University at Parkersburg
300 Campus Drive; Parkersburg, WV 26104-8647; Phone: (304) 424-8000; FAX (304) 424-8315
E-mail: info@mail.wvup.edu
www.wvup.edu
An Equal Opportunity/Affirmative Action Institution

Dr. M. Sharon Boni
Director of Nursing
Fairmont State University

Regents Bachelor of Arts Degree Information for Evaluating Nursing Portfolios

We look exclusively for continuing education validation. We do not award credit for work experience as this experience does not constitute learning by objectives. It has been our experience that candidates who ask for credit for work experience have not produced objective evaluation of cognitive development. They have instead provided job descriptions and non-specific employer evaluations.

If a student submits certificates demonstrating CEU's in topics related to health care, we will review them and award credit if appropriate based on 15 contact hours to 1 credit. We rarely give credit for a specific course unless the student can demonstrate how he/she has met the course objectives and been evaluated in terms of those objectives.

Usually we will award "Special Topics" credit in an appropriate area. If a candidate submits re certifications in a specific area or for a specific skill such as Advanced Cardiac Life Support, they are only eligible for credit for a specific skill. We feel that offering repeat credit for recertification is comparable to allowing a student to take the same course repeatedly and earn college credit. Other students are not allowed to do this.

We do not award credit for teaching classes in a content area. However, if the student produces evidences of continuing education in that area, credit is awarded as described above. The Education Department may be able to evaluate teaching experience, we do not do that.

Marshall Community & Technical College
Your Education Destination

Memo

Date: 3/28/07

To: Program Coordinators: Board of Governors AAS, & Regents Bachelors of Arts

Cc: Steven L. Brown, Marshall Community and Technical College

From: Jean Chappell, Marshall Community and Technical College

RE: Radiologic Technology Therapy Equivalent College Credit Evaluation

---

The Radiologic Technology program of study has been reviewed by Jean Chappell, Associate Dean, Division of Allied Health. The recommendation is for awarding of the following credits for graduates from nationally accredited radiologic technology programs, such as the Joint Review Committee on Education in Radiologic Technology. Graduates must have passed the national board examination for radiologic technologists prior to application for credit.

Fundamentals of Radiographic Science	1
Patient Care	1
Ethics and Law	1
Radiographic Procedures I/ Lab I	4
Clinical Practice I	5
Radiographic Procedures II/ Lab II	5
Radiographic Science Pharmacology	2
Clinical Practice II	7
Diversity for Radiologic Technology	3
Radiation Production and Characteristics	2
Imaging and Processing/Imaging Lab I	4
Radiographic Pathology	2
Clinical Practice III	6
Radiobiology	2
Radiation Protection	2
Imaging Lab II	1
Computers in Radiologic Science	1
Imaging Equipment	2
Clinical Practice IV	4
	55

The exam course titles may vary, but the content of the program (taken in total) must contain the courses listed for full credit to be awarded

4/19/2006

REGENTS B.A. DEGREE PROGRAM
AT
FAIRMONT STATE COLLEGE
OCTOBER, 1975

Standard Equivalencies, College-Equivalent Credit

1. Registered Nurse, Diploma Program Graduation

		Lower	Upper
Nurs. Ed.	Nursing Education	30	
Nurs. Ed.	Advanced Nursing Education		15

Note: Completion of nursing program satisfies the 6-hour science requirement in general education

2. Licensed Practical Nurse

		Lower
Health Sci.	Practical Nursing	15

3. Certified Laboratory Assistant, Registered ASCP

Lower
43 Total Hours

MLT 101	Intro. to Med. Lab. Tech	3
MLT 102	Introduction to MLT	3
MLT 200	Clinical Laboratory Orientation	12
MLT 201	Clinical Microscopy	3
MLT 202	Clinical Serology	2
MLT 203	Clinical Hematology	5
MLT 204	Immunohematology and Blood Bank	4
MLT 205	Clinical Biochemistry	5
MLT 206	Clinical Microbiology	5
MLT 207	Electrocardiography	1

4. Registered Radiologic Technologist (ARRT)

Lower
55 Total Hours

RAT 150	Intro. to Radiologic Technology	1
RAT 151	Darkroom Chemistry and Technique	2
RAT 152	Nursing Procedures Pertinent to Radiology	1
RAT 153	Radiobiology I.	3
RAT 154	Radiologic Physics	4
RAT 155	Radiographic Positioning	4
RAT 156	Principles of Radiographic Exposure	4
RAT 157	Medical Terminology	2
RAT 158	Common Procedures Using Contrast	2
RAT 159	Pediatric Radiography	2
RAT 160	Protection to Patients and Personnel	2
RAT 161	Special Radiographic Procedures	4
RAT 162	Radiobiology II	3
RAT 163	Radiation Therapy	2
RAT 164	Medical Uses of Radioisotopes	1

RAT 165	Survey of Medical & Surgical Diseases	1
RAT 166	Departmental Adm. & Office Procedures	1
RAT 167	Principles of Teaching	1
RAT 168	Equipment Maintenance	1
RAT 169	Registry Review	4
RAT 170	Practicum I	3
RAT 171	Practicum II	3
RAT 172	Practicum III	4

5. Federal Aviation Administration Personnel. **Lower Upper**
   A. Completion of FAA Academy program
      Tech. Aviation Administration   40
      Tech. Advanced Aviation Administration   20
   B. FAA Management Training School, Lawton, OK
      Bus.   Managerial Basic Courses (FAA)   6
      Bus.   Managerial Recurrent Course (FAA)   3
      Bus.   Supervisory Basic Course (FAA)   6
      Bus.   Supervisory Recurrent Course (FAA)   2
   C. FAA courses in navigational aides, radar and communications, data systems, and environmental support will be equated in accord with the credit recommendations established by the University of the State of New York, State Education Department. Lists are available in the coordinator's office.

6. Pediatric Nurse Associate (WVU Med School) **Lower Upper**
   Health Science   Pediatric Nurse Associate Program   24

7. Nurse Anesthetist (Certified or Examined AANA) **Lower Upper**
   Health Science   Nurse Anesthetist Program (18 mos)   45
      (24 mos)   60

MEMORANUDM

TO: Dr. Mark Stotler
             West Virginia Higher Education Policy Commission

FROM: Mimi Blaylock
             Regents BA/Nontraditional Programs

DATE: October 6, 2010

RE: Standard award for LPN (Licensed Practical Nurse)

   As I mentioned at the Regents BA Coordinators' meeting on Friday, I was told by the advisor of the LPN program at Garnet Career Center that the program has not changed. I was also told that students in the LPN program must complete a 13-month or 1350 hour program . This program is approximately one-third of the program required for diploma nurses. Therefore I am recommending that LPNs continue to receive 15 hours of lower level credit for their training and license.

mlb

School of Nursing and Allied Health Administration

1201 Locust Avenue
Fairmont, WV 26554
304-367-4767
304-367-4268
sboni@fairmontstate.edu

FAIRMONT STATE U N I V E R S I T Y

Janice Watts
Advisor
Regents BA Degree
Fairmont State University
Fairmont, WV 26554

Dear Ms. Watts:

This is a follow up to our conversation concerning the Summary of Credit Awards for the Certified Credentials for Nurse Anesthetist and Pediatric Nurse Associate. The Nurse Anesthetist program is either an 18 month or a 24 month certificate program. I am recommending continuation of awarding 45 upper division credits for the 18 month Nurse Anesthetist Certificate program and 60 upper division credits for the 24 month Nurse Anesthetist Certificate program. Additionally, I am recommending continuation of awarding 24 upper division credits for the certified credential of Pediatric Nurse Associate.

Thank you for the opportunity to review these programs.

Sincerely,

M. Sharon Boni, PhD, RN
Dean, School of Nursing and Allied Health Administration
304-367-4767

MEMO

To: Steven L. Brown, Mountwest Community and Technical College,
    Dean Business, Technology & Workforce Development

From: Jean M. Chappell, Mountwest Community and Technical College,
    Dean Allied Health & Life Sciences

Date: October 11, 2012

RE: Equivalent College Credit for Radiologic Technology

Per discussion with professionals in the field of radiologic technology, and based on the WV Council for Community and Technical College Education Policy Series 3 (Conversion of non-credit training activities to college level credit), the current credit conversion for *individuals holding a national certification as a Registered Technologist with the American Registry of Radiologic Technologists (AART) is as follows:*

Certification	Equivalent Credit	Credit Hrs
R.T., AART		50.5

Please let me know if there is additional information you need.

Appendix 2

TO: Dr. Mark Stotler

FROM: Judith A. Whipkey

DATE: September 30, 2015

RE: Standardized Award for Nuclear Medicine Technology, ARRT Certified

As per a review by Ms. Alicia Tucker, Program Coordinator for Nuclear Medicine Technology, it is recommended to retain the standardize award for Nuclear Medicine Technology at 5+ x-ray Tech – lower division and 30 credits upper division. It was indicated by Ms. Tucker that it will be highly unlikely to see a student present a Nuclear Medicine Technology license based on work experience and a Board of Registry examination in present day.   Within the past twenty-five years, most students will have transcripted College credits in an accredited Nuclear Medicine Technology Program, prior to sitting for the registry examination.

WEST VIRGINIA INSTITUTE OF TECHNOLOGY
Montgomery, West Virginia 25136

BOARD OF REGENTS

M E M O R A N D U M

To: Mark Stotler
           Regents B.A. Coordinators

From: Howard Kuhn, Regents Coordinator, WVIT

Date: October 16, 1992

Subject: Credit for Certified Credentials

1. Credit recommendation for Engineering:

   A. Engineer in Training (EIT)   WVIT   30 LD   0 UD   1992

   B. Professional Engineer (PE)   WVIT   0 LD   30 UD   1992

   The above recommendations were originally made in
   1977. They have been reviewed by Dr. Ernest Nestor,
   Dean of the College of Engineering, WVIT, and by
   Professor Stafford Thornton, Civil Engineering, and are
   supported at the original levels.

2. Credit for Radiological Technologies

   A. Nuclear Medicine
       Technology (AART Registry): WVIT   5 LD   30 UD   1992
                                         + X-Ray
                                           Tech

   The above recommendation was originally made by the
   chair of Nursing at WVIT in 1983. The present Chair,
   Dr. Mary Urbanski, concurs with the original
   recommendation.

M E M O R A N D U M

TO: Dr. Howard Kuhn
        Program Coordinator
        Regents B.A.

FROM: L. Fischer

DATE: February 18, 1976

RE: Recommendation for Nuclear Medicine
        Technology B.A. Regents

The Nuclear Medicine Technology NM (ASCP) requirements seem to put
emphasis on work experience over actual college credit. This is noted
in the following requirements for (ASCP) NM.

Baccalaureate degree in biological science, physical science or chemistry
from an accredited institution, plus two years of full time acceptable
clinical laboratory experience in radioisotopes within five years
immediately preceding date of application plus Board of Registry exami-
nation.

High school diploma, plus six years of full time acceptable clinical
laboratory experience in radioisotopes within the eight years immedi-
ately preceding date of application, plus Board of Registry examination.

Therefore, it seems feasible and acceptable to give a year of college
credit for every 18 months of work experience.

A program in Nuclear Medicine Technology being usually one year in
length or 52 weeks of 40 hours a week would result in a program of some
2000 hours.

Therefore, for Nuclear Technology it would not be unrealistic to give
60 hours in lower division credits and 30 hours credit for each 18
months of work experience on upper division level. The upper division
level credit credits could be expanded based on the type of position
held in work experience when evaluated.

cs

Appendix 3

Radiologic Technology Education Programs
Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Date: **March 22, 2017**

To: **Barbara Griffin**
                RBA Program Manager
                West Virginia University

From: **Charles "Brad" Holben MSHA, R.T.(R)(MR)**
                MRI Education Program Director
                WVU Medicine

RE: **Credit Award Equivalents / Considerations for Primary Pathway MRI Programs**

Thank you for giving me opportunity to comment on the certifications in Magnetic Resonance Imaging, with respect to credit equivalence and current / proposed changes in our profession. I offer the following for your consideration in regards to the Primary Pathway in Magnetic Resonance Imaging:

Primary Pathway Certification in Magnetic Resonance Imaging (MRI) - ARRT
With the exponential growth and technological advancements in the field of Magnetic Resonance Imaging over the past several years, the need for formal didactic and clinical education in this discipline has become evident. Within the past 10 years, a few programs (including WVU Medicine's) have been developed and have achieved initial accreditation through the Joint Review Committee on Education in Radiology Technology (JRCERT). In response, the ARRT has implemented a **"primary pathway"** exam in MRI. As with the other primary certifications, eligible candidates must successfully complete a Magnetic Resonance Imaging educational program that is accredited by either a USDE or CHEA recognized accreditation agency. The programs are at least 1-year in length and are based on a formal didactic and clinical curriculum published by the American Society of Radiologic Technologists (ASRT). A recommendation would be to award credit for the "primary pathway" Magnetic Resonance Imaging certification equivalent to that awarded for the primary certifications such as Radiation Therapy & Nuclear Medicine (30 Upper and 5 Lower division credits).

Post-Primary Exam requirements - ARRT
Post Primary certifications are designed to validate a technologist's advanced clinical and cognitive knowledge in a particular specialty above and beyond his or her primary certification. Historically, eligibility was obtained through clinical experience, the completion of a specific number of clinical exams and self-directed study. Beginning January 1, 2016, candidates for post-primary certification are required to complete 16 hours of structured education related to the content specifications for that exam. The education must meet the same standards as CE activities in that it must be either RCEEM-approved or university-awarded. This requirement is applicable to the following ARRT **post-primary** certifications in Mammography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry, Cardiac-Interventional Radiography (CI), Vascular-Interventional Radiography (VI), Sonography, Vascular Sonography, or Breast Sonography. Due to the provision for allowing approved Continuing Education credits in the discipline to meet this new

standard, I believe that the inclusion of the structured education component merely validates the current credit awards for these post-primary certifications and does not necessarily lend support for an increase (or decrease) in credit equivalence.

<u>Supporting Links</u>

American Registry of Radiologic Technologists	ARRT	www.arrt.org
American Society of Radiologic Technologist	ASRT	www.asrt.org
Joint Review Committee on Education in Radiologic Technology	JRCERT	www.jrcert.org

West Virginia University Hospitals

Radiology Department

RECEIVED

Ruby Memorial Hospital

West Virginia University
Children's Hospital

Jon Michael Moore
Trauma Center

June 7, 1990

Dr. Alan W. Jenks, Coordinator
Board of Regents Bachelor of Arts
West Virginia University
Morgantown, WV 26506

Dear Dr. Jenks,

As Medical Director of WVUH School of Diagnostic Medical Sonography, I
am writing to propose awarding credit hours to those students successfully
completing a 12-month program in the field of Medical Diagnostic Ultrasound.

Students enrolling in this program must first complete a 24-month program
in radiologic technology. They then undergo an extensive clinical and
didactic curriculum, and must obtain a grade average of 80%. I suggest
35 upper division credit hours and 5 lower division credit hours as being
appropriate. The schools of Radiation Therapy and Nuclear Medicine are
receiving similar credit hours at West Virginia University.

Should you have any questions concerning the curriculum or program, feel
free to contact me at 598-4254.

Sincerely,

Deborah A. Willard, MD
Interim Chairman
Department of Radiology
West Virginia University Hospitals, Inc.

NOTE: Regents' B.A. Coordinators recommended the awarding
of 30 upper division credit hours and 5 lower division
credit hours.

Appendix 4

Radiologic Technology Education Programs
Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Date:	**March 22, 2017**
To:	**Barbara Griffin** **RBA Program Manager** **West Virginia University**
From:	**Charles "Brad" Holben MSHA, R.T.(R)(MR)** **MRI Education Program Director** **WVU Medicine**
RE:	**Credit Award Equivalents / Considerations for Primary Pathway MRI Programs**

Thank you for giving me opportunity to comment on the certifications in Magnetic Resonance Imaging, with respect to credit equivalence and current / proposed changes in our profession. I offer the following for your consideration in regards to the Primary Pathway in Magnetic Resonance Imaging:

Primary Pathway Certification in Magnetic Resonance Imaging (MRI) - ARRT

With the exponential growth and technological advancements in the field of Magnetic Resonance Imaging over the past several years, the need for formal didactic and clinical education in this discipline has become evident. Within the past 10 years, a few programs (including WVU Medicine's) have been developed and have achieved initial accreditation through the Joint Review Committee on Education in Radiology Technology (JRCERT). In response, the ARRT has implemented a **"primary pathway"** exam in MRI. As with the other primary certifications, eligible candidates must successfully complete a Magnetic Resonance Imaging educational program that is accredited by either a USDE or CHEA recognized accreditation agency. The programs are at least 1-year in length and are based on a formal didactic and clinical curriculum published by the American Society of Radiologic Technologists (ASRT). A recommendation would be to award credit for the "primary pathway" Magnetic Resonance Imaging certification equivalent to that awarded for the primary certifications such as Radiation Therapy & Nuclear Medicine (30 Upper and 5 Lower division credits).

Post-Primary Exam requirements - ARRT

Post Primary certifications are designed to validate a technologist's advanced clinical and cognitive knowledge in a particular specialty above and beyond his or her primary certification. Historically, eligibility was obtained through clinical experience, the completion of a specific number of clinical exams and self-directed study. Beginning January 1, 2016, candidates for post-primary certification are required to complete 16 hours of structured education related to the content specifications for that exam. The education must meet the same standards as CE activities in that it must be either RCEEM-approved or university-awarded. This requirement is applicable to the following ARRT **post-primary** certifications in Mammography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry, Cardiac-Interventional Radiography (CI), Vascular-Interventional Radiography (VI), Sonography, Vascular Sonography, or Breast Sonography. Due to the provision for allowing approved Continuing Education credits in the discipline to meet this new

standard, I believe that the inclusion of the structured education component merely validates the current credit awards for these post-primary certifications and does not necessarily lend support for an increase (or decrease) in credit equivalence.

Supporting Links
American Registry of Radiologic Technologists   ARRT   www.arrt.org
American Society of Radiologic Technologist   ASRT   www.asrt.org
Joint Review Committee on Education in Radiologic Technology   JRCERT   www.jrcert.org

MARSHALL UNIVERSITY

REGENTS B.A. DEGREE PROGRAM
400 Hal Greer Boulevard
Huntington, West Virginia 25755-2050
304/696-6400

MEMORANDUM

TO: Regents B.A. Coordinators

FROM: Barbara R. James

RE: Mammography Certification

DATE: July 21, 1992

Attached is a recommendation from Dr. McKown, Dean of Marshall's School of Medicine, in response to my request for an evaluation of the certification in mammography. He had made the evaluation for us of the sonography (ultrasound) certification (copy also attached) in 1983. As you can see, he suggests that one half of the award for sonography and nuclear medicine would be a fair evaluation, giving the reasons for the difference. He also mentioned CT imaging and MRI imaging, though I do not know if there are certifications in those areas.

Since his recommendation for the ultrasound was 5 additional lower and 35 upper credits and we have an approved nuclear medicine award from WVIT of 5 additional lower and 30 upper credits, I would like to recommend for the mammography and the CT and MRI certifications (if needed) an award of 3 lower credits and 17 upper credits. I know that we submitted the paperwork to have his recommendation for the sonography made a part of our certified credentials, but since it is not on our list, I ask that we also make it official at the next meeting.

Call me if you have questions. . . . .

cc: Mark Stotler

SCHOOL OF MEDICINE
Office of the Vice President for Health Sciences
and Dean of the School of Medicine
Huntington, West Virginia 25755-9000
304/696-7000

MEMORANDUM -

TO: Barbara R. James, Coordinator
           Regents B.A. Degree Program

FROM: Charles H. McKown, Jr., M.D.

DATE: July 9, 1992

SUBJECT: Evaluation of Mammography Certification

Barbara, I'm sorry for taking so long to respond, but I needed to clarify some of the credentialing for certification in mammography.

Firstly, no advanced training such as physics is required, and any registered tech may sit for the certification.

Secondly, apprenticeship type training of this nature does not reflect the same level of excellence and expertise as registration in diagnostic medical sonography. The ultrasound certification is commensurate to registry certification in radiologic technology.

Therefore, I would suggest that one half of the hours granted for certification in ultrasound be used for all subspecialty certification in radiologic technology such as mammography, special procedures, CT imaging, and MRI imaging.

Again, certification in nuclear medicine, ultrasound, and radiologic technology represent a different level of professional acknowledgement, whereas mammography falls into the subspecialty areas of radiologic technology.

Please call if additional discussion is thought to be helpful.

CHM/tkf

Appendix 5

Radiologic Technology Education Programs
Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Date: **March 22, 2017**

To: **Barbara Griffin**
              RBA Program Manager
              West Virginia University

From: **Charles "Brad" Holben MSHA, R.T.(R)(MR)**
              MRI Education Program Director
              WVU Medicine

RE: **Credit Award Equivalents / Considerations for Primary Pathway MRI Programs**

Thank you for giving me opportunity to comment on the certifications in Magnetic Resonance Imaging, with respect to credit equivalence and current / proposed changes in our profession. I offer the following for your consideration in regards to the Primary Pathway in Magnetic Resonance Imaging:

Primary Pathway Certification in Magnetic Resonance Imaging (MRI) - ARRT
With the exponential growth and technological advancements in the field of Magnetic Resonance Imaging over the past several years, the need for formal didactic and clinical education in this discipline has become evident. Within the past 10 years, a few programs (including WVU Medicine's) have been developed and have achieved initial accreditation through the Joint Review Committee on Education in Radiology Technology (JRCERT). In response, the ARRT has implemented a **"primary pathway"** exam in MRI. As with the other primary certifications, eligible candidates must successfully complete a Magnetic Resonance Imaging educational program that is accredited by either a USDE or CHEA recognized accreditation agency. The programs are at least 1-year in length and are based on a formal didactic and clinical curriculum published by the American Society of Radiologic Technologists (ASRT). A recommendation would be to award credit for the "primary pathway" Magnetic Resonance Imaging certification equivalent to that awarded for the primary certifications such as Radiation Therapy & Nuclear Medicine (30 Upper and 5 Lower division credits).

Post-Primary Exam requirements - ARRT
Post Primary certifications are designed to validate a technologist's advanced clinical and cognitive knowledge in a particular specialty above and beyond his or her primary certification. Historically, eligibility was obtained through clinical experience, the completion of a specific number of clinical exams and self-directed study. Beginning January 1, 2016, candidates for post-primary certification are required to complete 16 hours of structured education related to the content specifications for that exam. The education must meet the same standards as CE activities in that it must be either RCEEM-approved or university-awarded. This requirement is applicable to the following ARRT **post-primary** certifications in Mammography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry, Cardiac-Interventional Radiography (CI), Vascular-Interventional Radiography (VI), Sonography, Vascular Sonography, or Breast Sonography. Due to the provision for allowing approved Continuing Education credits in the discipline to meet this new

standard, I believe that the inclusion of the structured education component merely validates the current credit awards for these post-primary certifications and does not necessarily lend support for an increase (or decrease) in credit equivalence.

Supporting Links

American Registry of Radiologic Technologists	ARRT	www.arrt.org
American Society of Radiologic Technologist	ASRT	www.asrt.org
Joint Review Committee on Education in Radiologic Technology	JRCERT	www.jrcert.org

MEMORANDUM

TO: RBA COORDINATORS

FROM: DAN HOLBROOK, MU RBA COORDINATOR

RE: SUGGESTED CREDIT AWARDS FOR CARDIOVASCULAR INTERVENTAL
    TECHNOLOGY TRAINING

DATE: APRIL 10, 1997

Dr. Charles McKown, Dean of the School of Medicine at
Marshall University, who has previously evaluated the
standard credit awards for training beyond Radiological
Technology training, has suggested appropriate hours of
credit for Cardiovascular Intervental Technology. He
suggests 3 hours of lower division credit and 17 hours of
upper division credit. As is the case with training in Ultra
Sound, Mammography, CT Imaging, and MRI Imaging, these hours
should only be granted to individuals who are ARRT (X-Ray
Tech) certified.

Office of the Vice President for Health Sciences
and Dean of the School of Medicine

May 18, 2009

Elaine Baker, Ph.D.
Interim Director
RBA Program
Marshall University

Dear Dr. Baker:

I'm happy to respond to your inquiry and formalize our telephone exchange.

The new terminology now offered, i.e. Cardiac-Interventional Radiography and Vascular-Interventional Radiography are appropriate within inescapable referencing to the specialized physician performing the procedures, which in many cases are similar even though there is some difference in terminology. Predilections for highest volume of studies indeed do differ and consequently care and equipment expertise similarly shows differences but there is tremendous overlap as suggested by the original terminology, i.e. Cardiovascular-Interventional Technology, or Radiography.

Consequently, I think it is entirely appropriate and in the best interests of professional development in these areas that the appropriate hours of credit for both new categories remain the same, i.e. three hours of lower division credit and 17 hours of upper division credit. As previously established, these hours should be granted only to individuals who are AART certified.

Please feel free to call on me if you have additional questions, or require additional commentary.

Sincerely yours,

Charles H. McKown, Jr., M.D.
Vice President and Dean

/wlw

From:	Fletcher, Tami K on behalf of McKown, Charles H
Sent:	Wednesday, June 03, 2009 3:19 PM
To:	Baker, Elaine
Subject:	RE: Cardia-interventional... and vascular-interventional... again

Elaine,

Either or, but not 20 + 20 cumulative

Thanks!

CHM

From: Baker, Elaine
Sent: Tuesday, June 02, 2009 3:44 PM
To: McKown, Charles H
Subject: Cardia-interventional... and vascular-interventional... again

Hi Charley: when I sent out the basic information you provided for awarding credits for the Cardiac -Interventional Radiography and the Vascular -interventional Radiography certifications, a question was raised by one of the other state coordinators basically asking: if we award 20 hours total for each certification, now, and someone came to us with both certificates, they would get 40 hours of credits when under the older cardiovascular interventional technology the person would only have received 20 hours total. The coordinators want me to ask you if this new division and certification is actually that much more involved and challenging that each (Cardiac and vascular) is worth 20 hours. How likely is it that one person would obtain both certifications? Sorry about having to bug you about this -- elaine

Elaine Baker, Ph.D.
Interim Coordinator of Regents Bachelors Degree program (RBA)
Marshall University
Huntington WV
(304)696-6400
bakere@marshall.edu

Appendix 6

August 17, 2015

Kathy Hoge Leftwich, Associate Professor
Board of Governors A.A.S Program
BridgeValley Community & Technical College
619 Second Avenue
Montgomery, WV 25136

Dear Ms. Leftwich:

Thank you for the opportunity to assist in the determination of credits awarded to therapists who hold a certificate of completion in Respiratory Therapy. I feel it is important to value previous educational experiences that may not have resulted in a degree.

Upon review of previous one-year certificate Respiratory Therapy programs, I would recommend granting applicants with the CRT credential 38 lower division credits and applicants with the RRT credential 51 lower division credits in the absence of any further formal respiratory therapy education.

I appreciate the opportunity to assist you in this process and am available for questions at your convenience.

Sincerely,

Donna M. Peters, MS RRT
Respiratory Therapy Program Director
Carver Career Center / BridgeValley Community & Technical College

Appendix 7

BridgeValley

2000 Union Carbide Drive
South Charleston, WV 25303

October 9, 2019

BOG AAS/RBA Coordinators,

I am requesting a review to revise the earned credits for certified Emergency Medical Technician-Basics (EMT-B). West Virginia Office of Emergency Medical Services (WVOEMS) now requires the EMT-B course to be at least 150 hours in length, please see this link https://www.wvoems.org/ems-programs/personnel-certification/emt for details. EMT-B students spend a minimum of 10 hours per week in the classroom setting, and additional hours in the field during their clinical ride time. Since there has been an increase in classroom hours to 10 plus hours per week, we are requesting that the earned credits for EMT-Basics also be updated and increased from 7 credits to 10 credits. Please let me know if you need any additional information, and I will be happy to help. Thank you for your support and service to our students!

Best Regards,

Brittany

Brittany McClure, MSN, APRN, FNP-C

Brittany McClure , MSN, APRN, FNP-C
Assistant Professor/ Paramedic-RN Liaison

BridgeValley
Community & Technical College
2001 Union Carbide Drive
South Charleston, WV 25303
Brittany.McClure@bridgevalley.edu
Phone: 304.205.6642

Mountwest
Community & Technical College

Paramedic Program Review Recommendation

October 10, 2019

BIOL257	Introduction to Anatomy & Physiology	3
BIOL259	Basic A & P Lab Module	1
PAR 205	EMS Preparatory	3
PAR 210	Airway Management	3
PAR 211	Principles of Trauma Management	3
PAR 212	Pre-Hospital Pharmacology	3
PAR 251	Paramedic Clinical I	3
PAR 220	Cardiovascular Emergencies	6
PAR 230	Special Patient Considerations	3
PAR 231	Medical Emergencies	4
PAR 252	Paramedic Clinical II	3
PAR 225	Rescue Operations	3
PAR 253	Paramedic Clinical III	3
PAR 290	Paramedic Capstone	3
		44

Respectfully evaluated by

Edward L. Bays, BS, NRP
EMS Education Director
One Mountwest Way, Room 431
Huntington, WV 25701
Office 304.710.3528
Fax 304.710.3188
bays@mctc.edu

Division of Allied Health and Human Services
Michael Wiedeman Program Director
Paramedic Technology Program
PO Box 1000 – Cole 103 • Institute, WV 25112-1000
304.766.5108 – VOICE • 304.766.4105 – FAX • .Wiedeman@mail.wvsctc.edu

Date: April 25, 2005

To: Judy Whipkey
       Program Director Board of Governors Associate Degree

From : Michael Wiedeman
       Program Director Paramedic Technology

Subject: Review of courses for credit assignment

Per our conversations, I have review several items and their accompanying exhibits for comment on standardization of credit awards.

1) WVOEMS approved mine safety <u>Emergency Medical Technician–Mining</u> training program (EMT-M)

Coal miners can take a 60-hour course that meets the West Virginia State Office of Emergency Medical Services criteria for medical care provision at mining sites. The textbook used is the same as other EMT courses and I reviewed the objectives used to prepare the students to take the state certification exam. The course is very similar to the National Registry Level course but several modules, that do not apply to mine sites, are not taught. This is a class that has both didactic and psychomotor skills training included in the hours. Using the formula of 750 contact minutes for the didactic portion, I would recommend awarding **4 Lower Division Credit Hours** for the course.

2) WVOEMS / National Registry approved <u>EMS First Responder</u> training program   (EMS First Responder) the (Red Cross Emergency Response Training) the (Wilderness Advanced First Aid Training WAFA)

These courses are designed to provide training in emergency medical care for those who are apt to be the first persons responding to an emergency incident. Fire, police, civil defense personnel, school bus drivers, day-care providers, utility workers, raft guides, and industrial workers are a few examples. Students receive both didactic and psychomotor skills training in CPR, patient assessment, fracture management, airway management, and trauma management. These are 52-hour courses. Using the formula of 750 contact minutes for the didactic portion, I would recommend awarding **3 Lower Division Credit Hours** for the course.

3) WVOEMS / National Registry approved <u>Emergency Medical Technician–Basic</u> training program revised to current standard in 1995 (EMT-B National Registry)

This course is designed to provide training to assess and manage medical/trauma emergencies in the pre-hospital setting. This is the certification course for the basic level of ambulance personnel. Students receive both didactic and psychomotor skills training in this 120-hour course. Using the formula of 750 contact minutes for the didactic portion, I would recommend awarding **5 Lower Division Credit Hours** for the course.

4) WVOEMS / National Registry approved <u>Emergency Medical Technician</u> training program <u>taken before 1995</u> (EMT)

This course was designed to provide training to assess and manage medical/trauma emergencies in the pre-hospital setting. This was the certification course for the basic level of ambulance personnel. Following completion students were eligible to take the National Registry for EMT. Students received both didactic and psychomotor skills training in this 100-hour course. Using the formula of 750 contact minutes for the didactic portion, I would recommend awarding **4 Lower Division Credit Hours** for the course.

5) WVOEMS approved <u>Paramedic I</u> training program (MICP)
   Completed Modules 1-6 and 15 of the DOT Paramedic curriculum.

This course was discontinued when the state OEMS did away with this certification level and went with EMT-P. After reviewing, the standard awards recommended in 1994 I could not find the justification for 4 upper division hours. Students received both didactic and psychomotor skills training in this course. Using the formula of 750 contact minutes for the didactic portion, I would recommend awarding **9 Lower Division Credit Hours** for the course.

6) WVOEMS approved <u>Paramedic II</u> training program (MICP upgrade or completion of all 15 modules of the DOT curriculum)

This course was discontinued when the state OEMS and nation changed the curriculum. After reviewing, the standard awards recommended in 1994 I could not find the justification for 4 upper division hours. This course did introduce the full version of studying pharmacology. Students received both didactic and psychomotor skills training in this course. Using the formula of 750 contact minutes for the didactic portion I would recommend awarding **20 Lower Division Credit Hours and 1 Upper Division Hour** for the course.

7) AHA First Aid and Healthcare CPR course, National Safety Council First Aid and Healthcare CPR course, or Red Cross First Aid and Healthcare CPR course. RESA Public Education and Center for Rural Emergency Medicine also have courses that match these objectives and standards.

These courses with combined cards are equal to over 16 hours of both didactic and psychomotor skills training. Using the formula of 750 contact minutes for the didactic portion, I would recommend awarding **1 Lower Division Credit Hour** for this combined course.

Summery:

WVOEMS <u>Emergency Medical Technician–Mining</u> training program (EMT-M)
Credit Recommendation: In lower division associate /baccalaureate degree category 4 semester hour in Allied Health

WVOEMS / National Registry <u>EMS First Responder</u> (EMS First Responder)
Credit Recommendation: In lower division associate /baccalaureate degree category 3 semester hour in Allied Health

WVOEMS / National Registry <u>Emergency Medical Technician–Basic</u> after 1995 (EMT-B)
Credit Recommendation: In lower division associate /baccalaureate degree category 5 semester hour in Allied Health

WVOEMS / National Registry <u>Emergency Medical Technician</u> before 1995 (EMT)
Credit Recommendation: In lower division associate /baccalaureate degree category 4 semester hour in Allied Health

WVOEMS <u>Paramedic I</u> (MICP)
Completed Modules 1-6 and 15 of the DOT Paramedic curriculum
Credit Recommendation: In lower division associate /baccalaureate degree category 9 semester hour in Allied Health

WVOEMS <u>Paramedic II</u> (MICP upgrade or completion of all 15 modules of the DOT curriculum)
Credit Recommendation: In lower division associate /baccalaureate degree category 20 semester hour in Allied Health and 1 semester hour in upper division _____

First Aid and Healthcare CPR course: National Safety Council, Red Cross, American Heart Association, RESA Public Education and Center for Rural Emergency Medicine First Aid and Healthcare CPR course.
Credit Recommendation: In lower division associate /baccalaureate degree category 1 semester hour in Allied Health

December 17, 1984

MEMO

TO: Dr. David Wilkin
      Dean, Community College

FROM: B. R. Smith

SUBJ: Standardized College Equivalence Credit for EMT training

       At the suggestion of Mark King and in keeping with the Community
College Training program, we are instituting standardized acceptance of
unexpired EMT certification as follows:

West Virginia Department of Health

        Red Cross Advanced First Aid or DOT First Responder Course
        40-50 Contact Hours = 3 Credit Hours

        DOT EMT Course
        80-100 Contact Hours = 5 Credit Hours

        DOT Modules 1-6 and 15 (Mobile Intensive Care Paramedic) = 15 Credit
                                                                     Hours

National Registry of Emergency Medical Technicians

        DOT Emergency Medical Technician Course
        80-100 Contact Hours = 5 Credit Hours

        DOT 15 Module Paramedic Training Course
        500-600 Contact Hours = 25 Credit Hours

bj
 cc: Mark King

FRONT OF CARD ONLY

National Registry
of
EMERGENCY MEDICAL TECHNICIANS
hereby certifies that

MARK E. KING
HAVING FULFILLED THE PRESCRIBED REQUIREMENTS AND
SATISFACTORILY PASSING THE WRITTEN AND PRACTICAL
EXAMINATION IS DULY REGISTERED AS AN
EMERGENCY MEDICAL TECHNICIAN
IN THE CLASSIFICATION LISTED BELOW

REGISTRY NO.	DATE	CLASSIFICATION
P802890	12/31/84	PARAMEDIC

USE THIS NUMBER ON ALL
CORRESPONDENCE TO THE
NATIONAL REGISTRY

EXECUTIVE DIRECTOR

The certification card to the left is evidence of completion of a D.O.T. 15 Module Paramedic Training Course which is roughly 500-600 hours in length and is a nationally standardized training course that we utilize at Marshall University Community College as the basis for the following courses:

1. EME 122 Paramedic I   5 hrs

2. EME 124 Paramedic II 5 hrs

3. EME 231 Paramedic III 5 hrs

4. EME 233 Paramedic IV 5 hrs

*Note- this card is also acceptable for receiving credit for the EMT Course which an individual must have to get into the above courses. The EMT Course that they should get credit for is listed below:

1. EME 109 Emergency Care and Transportation of the Sick and Injured 5 hrs
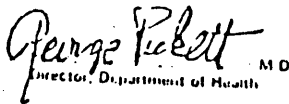
FRONT OF CARD

WEST VIRGINIA
DEPARTMENT OF HEALTH
EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN

Mark E. King

This is to certify that the person named hereon
satisfactorily completed an advanced course in
Emergency Transportation and Immediate Care
for the Sick and Injured.

Governor   _George Piolett_ M.D.

Director, Department of Health

BACK OF CARD

EMT NUMBER

3-001183

Issued 1/13/81	Expires 12/31/82
Height 6'0"	Weight 250
Eyes Blue	Hair Brown
Sex Male	Birthdate 1/2/53

Signature

This is a registered card and is
issued only to identify the holder
as a certified

EMERGENCY MEDICAL
TECHNICIAN

The certification card to the left is
evidence of successful completion of a D.O.T.
Emergency Medical Technician Course which is
80-100 hours in length and is a nationally
standardized course. As such, this card
should suffice for credit for the following
course:

1. EME 109 Emergency Care and Transportation
of the Sick and Injured 5 hrs

FRONT OF CARD

WEST VIRGINIA
DEPARTMENT OF HEALTH
EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL SERVICE ATTENDANT

Mark E. King

has been certified as an EMSA (Emergency
Medical Service Attendant) as required by
Chapter 16, Article 4C 4 of the West Virginia
Code.

Jb. Rockefeller
Governor

George Pickett M D
Director, Department of Health

The certification card shown to the left

is evidence of completion of a Red Cross Advance

First Aid Course or a D.O.T. First Responder

Course both of which are about 45-50 hours in

length. As such this card should suffice for

credit for the following course:

1. EME 105 First Responder 3 hrs

BACK OF CARD

EMSA NUMBER

3-001183

Issued 1/13/81	Expires 12/11/83
Height 6'0"	Weight 250
Eyes Blue	Hair Brown
Sex Male	Birthdate 1/2/53

Signature

This is a registered card and is
issued only to identify the holder
as a certified

EMERGENCY MEDICAL
SERVICE ATTENDANT

FRONT OF CARD

WEST VIRGINIA
DEPARTMENT OF HEALTH
EMERGENCY MEDICAL SERVICES

MOBILE INTENSIVE CARE PARAMEDIC

MARK E. KING

This is to certify that the person named thereon has satisfactorily completed the Course of Instruction Mobile Intensive Care Paramedic

Director,
Emergency Medical Services

Director,
Department of Health

BACK OF CARD

EMSA NUMBER	
3-001183	
Issued 11/1/82	Expires 11/1/84
Height 6' 0"	Weight 250
Eyes Blue	Hair Brown
Sex Male	Birthdate 1/2/53
Signature	

This is a registered card and is
issued only to identify the holder
as a certified

MOBILE INTENSIVE
CARE PARAMEDIC

The certification card shown to the left is evidence of completion of D.O.T. Modules 1 through 6 and 15 which is the national standard training curriculum which we utilize at Marshall University Community College as the organizational units for the following courses:

    1. EME 122 Paramedic I 5 hrs

    2. EME 124 Paramedic II 5 hrs

*Note- to be accepted in the courses above and to have successfully completed the courses to receive the card to the left an individual will have already completed a standard EMT course and should therefore receive credit for the following course also:

    1. EME 109 Emergency Care and Transportation of the Sick and Injured 5 hrs

FRONT OF CARD ONLY

National Registry
of
Emergency Medical Technicians
hereby certifies that

MARK E. KING

HAVING FULFILLED THE PRESCRIBED REQUIREMENTS AND
SATISFACTORILY PASSING THE WRITTEN AND PRACTICAL
EXAMINATION IS DULY REGISTERED AS AN

Emergency Medical Technician
IN THE CLASSIFICATION LISTED BELOW

| | | CLASSIFICATION |
| A16.7292 | 12 2'-81 | AMBULANCE |

EXECUTIVE DIRECTOR

The certification card to the left is
evidence of completion of a D.O.T. Emergency
Medical Technician Course which is 80-100 hours
in length and is a nationally standardized
training course that should suffice for credit
for the following Marshall University Community
College course:

1. EME 109 Emergency Care and Transportation
of the Sick and Injured 5 hrs

MEMO

To: Steven L. Brown, Mountwest Community and Technical College,
               Dean Business, Technology & Workforce Development

From: Jean M. Chappell, Mountwest Community and Technical College,
               Dean Allied Health & Life Sciences

Date: October 11, 2012

RE: Equivalent College Credit for EMT-B

Per discussion with professionals in the field of paramedic science, and based on the WV Council for Community and Technical College Education Policy Series 3 (Conversion of non-credit training activities to college level credit), the current credit conversion for EMT-B *WV certification is as follows:*

Certification	Equivalent Credit	Credit Hrs
EMT-B Registry certification		7

Please let me know if there is additional information you need.

Cabell Hall 304 | 2000 7th Avenue | Huntington, WV 25703 | **phone** 304.696.6270 | **fax** 304.696.2396 | **www.MCTC.edu**

A State Community and Technical College of West Virginia | An Affirmative Action/Equal Opportunity Employer

Appendix 8

From:	Gooding, Andrew <gooding@marshall.edu>
Sent:	Tuesday, April 27, 2021 2:50 PM
To:	Nikki Bryant
Cc:	Gooding, Andrew
Subject:	Credits for hospital based cytotechnology program?
Attachments:	Cytotechnology entry from 2018-2019 MU catalog.pdf

[EXTERNAL SENDER]

Here is the email I got from Juli Swosky, the previous version said 30 upper level hours, I would recommend 32 upper level hours as listed in the MU 2018-19 Catalog. I'm attaching the 2018-19 Catalog entry for confirmation. The degree program was discontinued Spring 2020 by Marshall. Juli said the hospital-based program only applied to those who already had a bachelor's degree, so there may not be an avenue for RBA students to earn credits.

As admission to the program requires a minimum of 60 semester hours of coursework including 28 hours of natural and physical science and 3 of mathematics, students will not need additional general education credits in science, but they may still need additional hours in communications, humanities or social science depending. I don't see anything in the course titles or descriptions that would qualify for those categories.

-- Andrew

From: Juli Swolsky [mailto:Juli.Swolsky@chhi.org]
Sent: Tuesday, April 27, 2021 2:47 PM
To: Gooding, Andrew <gooding@marshall.edu>
Subject: RE: Credits for hospital based cytotechnology program?

You can earn a certificate only if you already hold a bachelor's degree.

Juli Swolsky, BS, CT (ASCP)
Cytology Supervisor
Cabell Huntington Hospital
1340 Hal Greer Boulevard
Huntington, WV 25701
304-526-2217
Fax: 304-399-6877
Juli.Swolsky@chhi.org

From: Gooding, Andrew [mailto:gooding@marshall.edu]
Sent: Tuesday, April 27, 2021 2:46 PM
To: Juli Swolsky
Subject: [EXTERNAL] RE: Credits for hospital based cytotechnology program?

Thank you, yes it may not apply outside of that case.

So there is no separate certificate program?

-- Andrew

1

Nikki Bryant

[EXTERNAL SENDER]

Empire State College is regionally accredited by the Middle States Commission on Higher Education:
https://www.esc.edu/about/

As of 04/22/2021 they accept the GRE subject tests for credit, from 2001 to the present.

Exams include:
Biochemistry, cell and molecular
Biology
Chemistry
Computer Science (Discontinued effective April 2003)
Literature in English
Mathematics (rescaled Oct. 2001)
Physics
Psychology

Here is the concordance in term of credits awarded for different scores on the test, which are the same for all.

Percentile Rank	Scaled Score	Total Credits	Introductory Level Credit
20 - 29	440	6	2
30 - 39	480	9	3
40 - 49	500	15	5
50 - 59	520	18	6
60 - 69	560	24	8
70 - 79	580	27	9
80 - 89	620	30	10
90 - 95	660	33	11
96 and above	700	36	12

https://www.esc.edu/degree-planning-academic-review/degree-program/student-degree-planning-guide/standardized exams/gre-scores-credit/

To eliminate double dipping, Empire State College prohibits the award of credits if the student has previous earned college credits for coursework in the field being tested. I propose that any previous coursework in the field be subtracted from the credit award.

-- Andrew

Andrew Gooding
RBA Director
223H Smith Hall
Marshall University
1 John Marshall Drive
Huntington, WV
25755-2050
304-696-6400
Fax 304-696-6419

k	Scaled Score	Total Credits	Introductory Level Credits	Advanced L
	440	6	2	4
	480	9	3	6
	500	15	5	10
	520	18	6	12
	560	24	8	16
	580	27	9	18
	620	30	10	20
	660	33	11	22
	700	36	12	24

Percentile Rank	Scaled Score	Total Credits	Introductory level credits	Advanced level credits
20-29	500	6	2	4
30-39	540	9	3	6
40-49	580	15	5	10
50-59	600	18	6	12
60-69	640	24	8	16
70-79	660	27	9	18
80-89	700	30	10	20
90-95	740	33	11	22
96 and above	760	36	12	24

2 003

Unit #	Descriptive Title	# of weeks	#. of lecture & scope hours	# of. college credits assigned
I	Introduction to Cytology Introduction of Epithelium and Other Tissues	2	7 x 10= 70 hrs	1
II	Cytopreparatory Techniques	3	7 x 15 = 105 hrs	3
III	Introduction to the Female Genital	2	7 x 10 = 70 hrs	2
IV	Female Genital Tract – Benign	2	7 x 10 = 70 hrs	2
V	Histology and Cytology of Premalignant and Malignant Lesions of the Cervix	2	7 x 10 = 70 hrs	2
VI	Disease of the Uterine Corpus and And Adnexae	2	7 x 10 = 70 hrs	2
VII	Diseases of the Vulva and Vagina	2	7 x 10 = 70 hrs.	2
VIII	Oral Cavity Cytology	1	7 x 5 = 35 hrs.	1
IX	Respiratory Tract Cytology	3	7 x 15 = 105 hrs.	3
X	Breast Cytology	2	7 x 10 = 70 hrs.	2
XI	Gastrointestinal Tract Cytology	3	7 x 15 = 105 hrs.	3
XII	Body Cavity (Effusions) Cytology	3	7 x 15 = 105 hrs.	3
XIII	Cerebrospinal Fluid and Miscellaneous	2	7 x 10 = 70 hrs.	2
XIV	Urinary Tract Cytology	3	7 x 15 = 105 hrs.	3
XV	Aspiration Biopsy Cytology	5	7 x 25 = 175 hrs.	4
XVI	Research	1	7 x 5 = 35	1
Totals		38 wks		36

1985

UT Number	Descriptive Title	No. of weeks	No. of lecture hours per week	No. of scope hours per week	No. of college credits assigned
I	Introduction to Cytology	2	10	15	2
II	Introduction to the Female Genital Tract	2	10	15	2
III	Female Genital Tract - Benign Conditions	2	10	15	2
IV	Histology and Cytology of Premalignant and Malignant Lesions of the Cervix	2	10	15	2
V	Diseases of the Uterus Corpus and Adnexae	2	10	15	2
VI	Diseases of the Vulva and Vagina	2	10	15	2
VII	Cellular Reactions to Therapy	1	10	15	1
VIII	Oral Cavity	2	10	15	2
IX	Respiratory Tract	3	10	15	3
X	Breast	2	10	15	2
XI	Gastrointestinal Tract	3	10	15	3
XII	Urinary Tract	2	10	15	2
XIII	Body Cavity Fluids (Effusions)	3	10	15	3
XIV	Cerebrospinal Fluid and Miscellaneous Fluids	2	10	15	2
	Aspiration Biopsy Cytology	3	10	15	3
XV	Cytopreparatory Techniques	2	10	(15)*	2
XVI	Cytogenetics	1	(20)*	(20)*	1
	Totals	36			36

* Daily screening is continuous even though a particular Unit may not directly involve the interpretation of Cytologic materials (i.e., Cytopreparatory [Techniques]). Cytogenetics is a combination of instruction, self-study, and hands-on [experience] in karyotyping, etc. Twenty hours of scope time is awarded for the practical aspect of this Unit.

455   **Field Experience in Preschool Special Education. 3 hrs.**
Supervised participation and directed teaching activities in a preschool special education program.

CYTOTECHNOLOGY (CYT)

(Prerequisite: Admission is subject to approval by the Admissions Committee of a School of Cytotechnology.)

438   **Cytological Methodology. 3 hrs. S.**
Routine methods in cytology (specimen processing, staining, record keeping). Special methods (filtration, concentrations). Clinical microscopy (routine and special methods: light, phase, dark field).

439   **Elementary Cytology. 3 hrs. S.**
Fundamentals of cell structure, embryology, microbiology, and mycology as related to cytodiagnosis; characteristics of benign and malignant cells.

440   **Genital Cytology. 6 hrs. I.**
Cytology of the female genital tract in health and disease. The study of cells in normal, benign, and malignant stages of development.

441   **Cytology of the Respiratory Tract. 3 hrs. I.**
Cytology of the respiratory epithelium in health and disease. Study of the cell in normal conditions, in benign and malignant pathological conditions.

442   **Cytology of the Body Cavities. 3 hrs. II.**
Cytology of the pericardial, pleural, and abdominal cavities. Study of primary and metastatic tumors.

443   **Cytology of the Urinary Tract. 3 hrs. I.**
Cell changes resulting from benign diseases and malignant tumors of the urinary tract.

444   **Cytology of the Breast. 3 hrs. II.**
Cell changes resulting from benign diseases and malignant tumors of the breast.

445   **Cytology of the Gastro-Intestinal Tract. 3 hrs. II.**
Cytology of the alimentary tract in health and disease..

446   **Research in Cytotechnology. 1 hr. I.**
Directed independent cytodiagnostic research in the hospital setting. Capstone experience.

447   **Advanced Methods in Cytology. 4 hrs. II.**
Methods and procedures of tissue culture, chromosome analysis, and microphotography. Study of chromosome anomalies including Turner's, Down's, and Klinefelter's Syndrome. Study of pure mosiac anomalies.   *32hrs*

DANCE (DAN)

101   **Introduction to Dance. 3 hrs.**
Introduction to dance forms, principles of dance techniques, and role of dance in society.

205   **Dance for the Musical Theatre. 3 hrs.**
Introduction to various dance forms and styles necessary for musical theatre. Training in rhythm and coordination with emphasis on elementary techniques and routines.

210   **Tap Dance. 2 hrs.**
Technique, styles, and rhythmic structures of tap dance for the theatre. Emphasis on steps, movement, and routines. Course may be repeated for total of four hours credit. 2 lec.-2 lab.

230   **Ballet Technique. 2 hrs.**
Classical ballet technique, exercise, routine, and drill for the dancer. Course may be repeated for a total of eight hours credit. 2 lec.-2 lab.

270   **Dance Practicum. 1 hr.**
Opportunity to study and perform concert dance. (PR: Permission of instructor; may be repeated for a total of 4 hours credit)

280-283   **Special Topics in Dance. 1-4; 1-4; 1-4; 1-4 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of department chairman)

301   **Dance for Athletes. 3 hrs.**
A course in Ballet and Modern Dance designed specifically for the student athlete involved in intercollegiate competition.

316   **Modern Jazz Dance. 2 hrs.**
Techniques, styles, and rhythmic structures of modern jazz dance. Emphasis on increasing personal expression and dance movement repertoire. Course may be repeated for total of six hours credit. 2 lec.-2 lab.

320   **Modern Dance Technique. 2 hrs.**
Principles, movement, and performance techniques in modern dance. Course may be repeated for total of four hours credit. 2 lec.-2 lab

WEST VIRGINIA BOARD OF REGENTS

Student and Educational Services

P.O. Box 4007

Charleston, WV 25304

Telephone 304/347-1266

MEMORANDUM

DATE: September 30, 1985

TO: Dr. David R. Powers
            Vice Chancellor for Academic Affairs

FROM: John F. Thralls, Director
            Student and Educational Services

SUBJECT: Recommendation to Approve Additional
            Standard Credit Agreements

Standard Credit Agreements are guidelines which may be used by institutions when awarding credits to students for work and life experience in certain fields under the Regents Bachelor of Arts Program. These agreements, which indicate the number of credits to be awarded, are recommended by various institutions and agreed upon by the Regents BA Coordinators.

At their fall meeting, the Regents B.A. Coordinators voted to request that the following standard credit agreements be presented for approval at the October 21, 1985 meeting of the Academic Affairs Advisory Committee.

(1)   Journeyman Air Traffic Controllers: accept
      a block of 60 semester hours (30 upper
      division hours and 30 lower division hours)
      as implemented since 1976 at Shepherd College
      (attachment #1).

(2)   Cytotechnology: accept a block of 30 upper
      division credits as detailed in "Establishing
      Credit Values for a Cytotechnology Curriculum,"
      Shirley E. Greening, MS, CFIAC, American Society
      of Cytology Programs Faculty Seminar, Atlanta,
      Georgia November 5, 1984 (attachment #2).

JFT:ss

Enclosures

WEST VIRGINIA STATE COLLEGE

Institute, West Virginia
25112

Office of Nontraditional Programs

May 21, 1985

Ms. Shirley E. Greening, MS, CFIAC
Assistant Professor and Acting Chairman
Department of Cytotechnology
College of Allied Health Sciences
Thomas Jefferson University
Philadelphia, PA 19107

Dear Ms. Greening:

Thank you for your letter of May 12, 1985 in which you provided information on one-year and two-year Cytotechnology programs that grant baccalaureate degrees. I will certainly distribute this information to the other Regents BA degree coordinators at the several colleges and universities in the state. I also deeply appreciate your comments and your concurring recommendation on the program at the Charleston Area Medical Center. All of this will be helpful to us in making a decision on a credit hour recommendation for graduates of professional schools of cytotechnology. Thank you again.

Sincerely yours,

Harry V. Scott, Ed. D.
Director

HVS:mlb

cc: Ms. Robin Lusk
     Charleston Area Medical Center

     Mr. John Thralls
     West Virginia Board of Regents

     Dear John,

          I would appreciate it if you would have copies of this two-page letter circulated to the Regents BA coordinators. Thank you.

Sincerely yours,

Harry

THOMAS JEFFERSON UNIVERSITY

COLLEGE OF ALLIED HEALTH SCIENCES
Department of Cytotechnology

Philadelphia, 19107
(215) 928-7844

May 12, 1985

Harry V. Scott, Ph.D.
Box 186
West Virginia State College
Institute, WV 25112

Dear Doctor Scott:

Ms. Robin Lusk from the Charleston Area Medical Center (CAMC) School of Cytotechnology in Charleston, West Virginia, has asked that I contact you regarding that school's petition to your State Board of Regents. Ms. Lusk's program is requesting approval from the Board of Regents to grant 36 semester credits toward a Baccalaureate degree in Cytotechnology.

I have reviewed the materials for the Cytotechnology curriculum at C.A.M.C. (which were sent to me by Ms. Lusk) and feel that 36 total credit hours adequately covers and represents the scope of material within her one year curriculum. Assigning 36 credit hours to this program is certainly reasonable as compared to other Cytotechnology programs throughout this country. In reviewing semester credit hours granted from Cytotechnology Schools with one year programs, the range is from 27-48 hours. The average is 35.5 semester credits. These figures represent only specific Cytotechnology courses within curricula and do not include related required courses included in some of the curricula (for example: Pathology, Cytogenetics, Histology, Management). I've listed the credit hour breakdown below for your information.

I believe Ms. Lusk's request that the State Board of Regents grant 36 hours for her program is valid and realistic. Because of the importance of and need for Bachelor's degree options in Cytotechnology, I hope this information will allow a favorable decision by your fellow Board members.

AN ACADEMIC HEALTH CENTER

Jefferson Medical College

Thomas Jefferson University Hospital
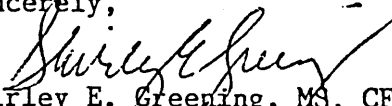
College of Graduate Studies

College of Allied Health Sciences

One-year Cytotechnology Programs granting Baccalaureate degrees	Cytotechnology-specific course credits	Total credits awarded for Cytotechnology curriculum
Program # 1	43	45
# 2	32	32
# 3	41-43	41-43
# 4	30	30
# 5	36	36
# 6	32	32
# 7	28	32
# 8	42	43
# 9	47.5	51.5
#10	36	36
#11	30	30
#12	32	32
#13	28	28
#14	32	32
#15	48	48
#16	34	34
#17	30	30

Two-year Cytotechnology Programs granting B.S. degrees	Cytotechnology-specific courses	Total credits awarded for Cytotechnology curriculum
Program # 1	51	78
# 2	38	69
# 3	39	62-69
# 4	47	70

(There are 30 B.S. degree programs in Cytotechnology in the U.S. Not included in this listing are 3 programs which award quarter hour credits and 6 programs for which semester hour totals were not available.)

Sincerely,

Shirley E. Greening, MS, CFIAC
Assistant Professor and
 Acting Chairman
Department of Cytotechnology

SEG/ases
cc: Robin Lusk
    Cytology Instructor
    C.A.M.C.

CHARLESTON AREA MEDICAL CENTER
School of Cytotechnology

Method of Computing Credits for Program

This method of computing credits for the CAMC School of Cytotechnology was taken from Shirley E. Greening, MS, CFIAC, Deapartment of Cytotechnology, College of Allied Health Sciences, Thomas Jefferson University, from her paper entitled Establishing Credit Values for a Cytotechnology Curriculum, presented at the American Society of Cytology Programs Faculty Seminar, on Nov. 5, 1984, in Atlanta, Georgia. Ms. Greening is a recognized authority on the subject of Cytotechnology training programs and is an official in the American Society of Cytology, which is the national governing body for Cytotechnology programs.

AVERAGE WORK YEAR

5 Days x 52 Weeks = 260 Days
                    -8 Days For Holidays
                    -6 Days For Sick Days
                    -10 Days For Vacation

Total   236 Days Per Year
         x 8 Hours Per Work Day

         = 1888 Work Hours Per Year

$$\frac{1888 \text{ Work Hours Per Year}}{52 \text{ Weeks Per Year}} = 36 \text{ Credit Hours}$$

Ms. Greening's formula shows a total of 1575 Work Hours Per Year; divided by 52 Weeks Per Year equals 30 credit hours (which is how much credit is awarded by her model as illustrated on the eighth page of Ms. Greening's document). The essential difference between her numbers and ours is in the fact that her model allows 4 more sick days and 7 more holidays than our program and students would spend 7 hours per day where ours spend 8 hours per day. Therefore, we should be able to award 6 more credit hours than her model.

These calculations were done by Robin Lusk, BA, CT (ASCP), Cytology Instructor, CAMC School of Cytotechnology.

Appendix 9

July 31, 1997

Dr. Ann L. Paterson, Director
Regents B.A. Program
207 Student Services Center
P.O. Box 6287
.Morgantown, WV 26506-6287

Dear Dr. Paterson:

Thank you for this opportunity to present the following material in support of higher education for ophthalmic medical personnel. Hopefully, this will aid you in granting educational recognition for this group of individuals.

In ophthalmology, physicians use personnel in a different manner than in the rest of medicine. We realize that "physician extenders" allow us to provide care to a larger population of patients than we would deliver without them. Since 1969, we have been involved in establishing standards for these personnel in relation to the level of certification they attain.

As you may know, there are three separate levels of national certification in the field - Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT) and Certified Ophthalmic Medical Technologist (COMT). Each of these levels carries certain requirements for skills and/or knowledge in diagnostic testing procedures - the higher the certification, the more stringent the requirements. Certification is granted through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), the national certifying agency. Guidelines for each level are clearly defined and were arrived at with input from ophthalmologists, orthoptists, and other health care professionals.

JCAHPO is made up of the following participating ophthalmological organizations: American Academy of Ophthalmology, American Association of Certified Orthoptists, American Ophthalmological Society, American Orthoptic Council, American Society of Ophthalmic Registered Nurses, Association of Technical Personnel in Ophthalmology, Association of University Professors in Ophthalmology, Association of Veterans Affairs Ophthalmologists, Canadian Ophthalmological Society, Contact Lens Association of Ophthalmologists, Society of Military Ophthalmologists, Canadian Orthoptic Society and the Ophthalmic Photographers Society.

JCAHPO is certified by the National Organization of Competency Assurance and National Commission for Certifying Agencies. Certification issued by JCAHPO is nationally recognized

as well as having full recognition in Canada. Certificants are eligible for employment in both the US and Canada. At present there are 13,558 certified personnel in the US and Canada broken down in the following categories: COA 8,602; COT 4,331; and COMT 625. The overall passing rate for certification testing is approximately 74.5% - figures for individual passing percentages by level are not publicly available.

Certification at the Assistant level (the entry level) requires sponsorship by a practicing ophthalmologist, successful completion of a home study course developed by the American Academy of Ophthalmology (AAO), one (1) year of full time ophthalmic work experience, endorsement by the sponsoring ophthalmologist that the certificant has fulfilled all criteria and a passing grade on the certifying examination. Personnel at this level are required to have developed basic skills and knowledge in six categories; medical history taking, basic skills and lensometry, basic general medical knowledge, patient services, basic tonometry, and basic ophthalmic instrument maintenance. In mastering these six skills areas, the assistant must have knowledge of medical terminology, basic knowledge of anatomy and physiology including CPR, excellent interpersonal relationship skills, medical ethics knowledge, in addition to the basic ophthalmic skills listed in the JCAHPO position description.

In my assessment, this position would likely be equivalent to 8 - 10 hours of low level college credit hours. This is based on the level of training and knowledge they acquire while gaining their certification, both in terms of didactic lecture, home study and clinical exposure to patients.

Certification at the Technician level is considerably more extensive in terms of knowledge level, clinical expectations and time and effort required of these individuals. In addition to the above criteria (for the certified assistant), these individuals must complete an additional year under the full time guidance of the sponsoring ophthalmologist, complete a minimum of 18 hours of continuing education hours (accredited by JCAHPO) and master skills in seven additional areas. These additional areas are: clinical optics, basic ocular motility, visual fields testing, contact lenses, intermediate tonometry, ocular pharmacology and ocular photography. These skills require knowledge in basic physics (optics, ultrasonography and contact lenses), chemistry (ocular pharmacology), neuro anatomy and physiology, more extensive general anatomy and physiology (pharmacology and visual fields), interpersonal skills with a larger variety of patients and other health care professionals, ocular disease processes (intermediate tonometry and ocular motility), basic childhood developmental abnormalities (ocular motility), and basics of photography, imaging and film developing. Most of these areas of knowledge and skills require extensive home study and clinical exposure. Following endorsement by the sponsoring ophthalmologist, the candidate must successfully complete the written examination and demonstrate clinical skills in a practical examination. Practical examinations are conducted under the supervision of a board-certified ophthalmologist and senior certified ophthalmic medical personnel (COT or COMT) in various, certified locations throughout the country. This group of personnel form the core of clinical workers in most practices - they are the "engine" of the practice and allow physicians to see increased numbers of patients because of their wide variety of skills and knowledge.

Based on this information, I would think that there are an additional 30 hours of higher credit (in

addition to the 10 for the COA certification) awarded for completion of this level of certification. Many of these programs are now sponsored by a community college and associates degrees (AAS) are awarded to those candidates completing the course work. Our own program, in affiliation with Fairmont State College, will award 44 hours of credit toward this type of degree.
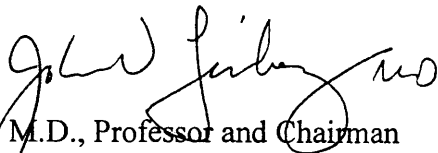
Finally, certification at the Technologist level (COMT) requires much more extensive exposure than that of the other two levels. For individuals who did not attend a formal course of study (either at the B.S. or certificate level) total time in the profession must exceed five years. Again, there must be a sponsoring ophthalmologist and specific skills/knowledge areas must be completed and endorsed. In addition to the above requirements for both the assistant and technician, the technologist must master the following: microbiology, advanced glaucoma and tonometry, advanced visual fields, advanced color vision testing, advanced clinical optics, advanced ocular motility, advanced photography, advanced pharmacology, special instruments and techniques and advanced general medical knowledge. There are also requirements for supervisory principles and management skills, more systemic anatomy, physiology and pathophysiology involved. These individuals are generally clinical leaders, reference people and supervisors for junior technical personnel and any resident physicians in training. Many of the current COMT's are being trained in formal programs now; most of these are at the certificate level, but here is a move toward making these into baccalaureate level programs (LSU and Vanderbilt both have this type program).

I recommend an additional 15 credits hours (high level) be awarded (in addition to the 40 hours for the two lower level certifications) to the COMT.

I am enclosing the Criteria for Certification/Re-certification booklets for each level of certification to you. Also, copies of the certification cards and certificates are enclosed.

I am grateful to you for allowing me input into this very exciting program and hope that this will serve as a guideline for the awards of college credit hours. There are several certified persons in the state who would benefit from this. If I can be of further assistance in this matter or if there are any questions regarding this information, please feel free to contact me.

Sincerely,

John V. Linberg, M.D., Professor and Chairman
Department of Ophthalmology
West Virginia University, School of Medicine

The Joint Commission on Allied Health Personnel

in Ophthalmology

INCORPORATED 1969

Kimberly Ann Thornburg

having fulfilled the requirements of academic and clinical training, subscribed to the Agreement of Certification and Recertification for Ophthalmic Medical Personnel and successfully passed the examinations conducted under the authority of this Commission is a

Certified Ophthalmic Technician

1996
1997
1998

Margaret B. Wheeler M.?
President

Melvin Lui Freeman, M.D.
Vice President

Peter C. Donshik, M.D.
Secretary of Education

P. Evans, M.D.
Executive Vice President

Cynthia A. Mead, COMT
Secretary of Certification

This certificate is the property of JCAHPO* and shall be surrendered upon request.

This certificate is valid only for the years designated.

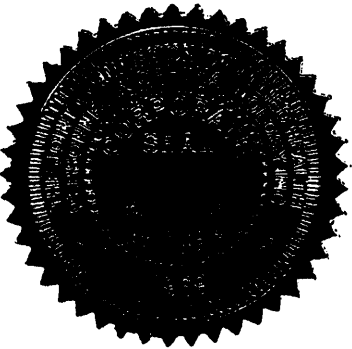Initial JCAHPO certification granted in 1989
ID #24450

The Joint Commission on Allied Health Personnel

in Ophthalmology®

INCORPORATED 1969

Dale W. Williams

having fulfilled the requirements of academic and clinical training,
subscribed to the Agreement of Certification and Recertification for
Ophthalmic Medical Personnel and successfully passed the examinations
conducted under the authority of this Commission is a

Certified Ophthalmic Medical Technologist

1997
1998
1999

This certificate is valid only
for the years designated.

_____
· President

_____
Secretary of Certification

Initial JCAHPO certification
granted in 1992
ID# 23174

**JOINT COMMISSION ON ALLIED HEALTH PERSONNEL
IN OPHTHALMOLOGY**

2025 Woodlane Drive • St. Paul, Minnesota 55125-2995
PHONE (612) 731-2944 • (800) 284-3937 • FAX (612) 731-0410

CERTIFICATION I.D.

NAME   I.D. #

Kimberly Ann Thornburg   24450
CERTIFICATION LEVEL

Certified Ophthalmic Technician

EXPIRATION DATE   December 31, 1998

JOINT COMMISSION ON ALLIED HEALTH PERSONNEL
IN OPHTHALMOLOGY ®

2025 Woodlane Drive • St. Paul, Minnesota 55125-2995
PHONE (612) 731-2944 • (800) 284-3937 • FAX (612) 731-0410

CERTIFICATION I.D.

NAME   I.D. #   23174

  Dale W. Williams

CERTIFICATION LEVEL

  Certified Ophthalmic Medical Technologist

                    December 31, 1999

EXPIRATION DATE
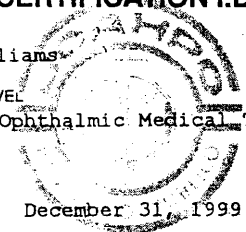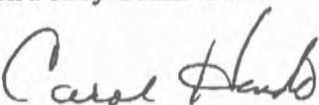
West Virginia University

Eberly College of Arts and Sciences

October 1, 2010

TO: Mark Stotler
           Assistant Director of Academic Affairs
           Higher Education Policy Commission

FROM: Carol Hando
           Coordinator

SUBJ: Standardized Award for Certified Ophthalmic Technician and Certified
           Ophthalmic Medical Technologist

Attached is a memo from Judie Charlton, MD. Chairman, Ophthalmology Department at
West Virginia University Eye Institute, recommending continuation of the above-
mentioned standardized awards.

This memo is the same as 1998 and no changes were recommended.

WestVirginiaUniversity
EYE INSTITUTE

September 20, 2010

Carol Hando, Coordinator
Regents B.A. Program
221 Armstong Hall
P.O. Box 6289
Morgantown, WV 26506-6287

Dear Ms. Hando:

Thank you for this opportunity to present the following material in support of higher education for ophthalmic medical personnel. Hopefully, this will aid you in granting educational recognition for this group of individuals.

In ophthalmology, physicians use personnel in a different manner than in the rest of medicine. We realize that "physician extenders" allow us to provide care to a larger population of patients than we would deliver without them. Since 1969, we have been involved in establishing standards for these personnel in relation to the level of certification they attain.

As you may know, there are three separate levels of national certification in the field - Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT) and Certified Ophthalmic Medical Technologist (COMT). Each of these levels carries certain requirements for skills and/or knowledge in diagnostic testing procedures - the higher the certification, the more stringent the requirements. Certification is granted through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), the national certifying agency. Guidelines for each level are clearly defined and were arrived at with input from ophthalmologists, orthoptists, and other health care professionals.

JCAHPO is made up of the following participating ophthalmological organizations; American Academy of Ophthalmology, American Association of Certified Orthoptists, American Ophthalmological Society, American Orthoptic Council, American Society of Ophthalmic Registered Nurses, Association of Technical Personnel in Ophthalmology, Association of University Professors in Ophthalmology, Association of Veterans Affairs Ophthalmologists, Canadian Ophthalmological Society, Contact Lens Association of Ophthalmologists, Society of Military Ophthalmologists, Canadian Orthoptic Society and the Ophthalmic Photographers Society.

JCAHPO is certified by the National Organization of Competency Assurance and National Commission for Certifying Agencies. Certification issued by JCAHPO is nationally recognized as well as having full recognition in Canada. Certificants are eligible for employment in both the US and Canada. At present there are over 17,000 certified personnel in the US and Canada broken down in the following categories: (approximately) COA 10,000; COT 6,200; and COMT 800. The overall passing rate for certification testing is approximately 74.5%. Figures for individual passing percentages by level are not publicly available.

Certification at the Assistant level (the entry level) requires sponsorship by a practicing ophthalmologist, successful completion of a home study course developed by the American Academy of Ophthalmology (AAO), one (I) year of full time ophthalmic work experience, endorsement by the sponsoring ophthalmologist that the candidate has fulfilled all criteria and a passing grade on the certifying examination. Personnel at this level are required to have developed basic skills and knowledge in six categories; medical history taking, basic skills and lensometry, basic general medical knowledge, patient services, basic tonometry, and basic ophthalmic instrument maintenance. In mastering these six skills areas, the assistant must have knowledge of medical terminology, basic knowledge of anatomy and physiology including CPR, excellent interpersonal relationship skills, and medical ethics knowledge, in addition to the basic ophthalmic skills listed in the JCAHPO position description.

In my assessment, this position would likely be equivalent to 8 - 10 hours of low level college credit hours. This is based on the level of training and knowledge they acquire while gaining their certification, both in terms of didactic lecture, home study and clinical exposure to patients.

Certification at the Technician level is considerably more extensive in terms of knowledge level, clinical expectations and time and effort required of these individuals, in addition to the above criteria (for the certified assistant), these individuals must complete an additional year under the full time guidance of the sponsoring ophthalmologist, complete a minimum of 18 hours of continuing education hours (accredited by JCAHPO) and master skills in seven additional areas. These additional areas are: clinical optics, basic ocular motility, visual fields testing, contact lenses, intermediate tonometry, ocular pharmacology and ocular photography. These skills require knowledge in basic physics (optics, ultrasonography and contact lenses), chemistry (ocular pharmacology), neuro anatomy and physiology, more extensive general anatomy and physiology (pharmacology and visual fields), interpersonal skills with a larger variety of patients and other health care professionals, ocular disease processes (intermediate tonometry arid ocular motility), basic childhood developmental abnormalities (ocular motility), and basics of photography, imaging and film developing. Most of these areas of knowledge and skills require extensive home study and clinical exposure. Following endorsement by the sponsoring ophthalmologist, the candidate must successfully complete the written examination and demonstrate clinical skills in a computer based examination.

Based on this information, I would think that there is an additional 30 hours of higher credit (in addition to the 10 for the COA certification) awarded for completion of this level of certification. Many of these programs are now sponsored by a community college and associates degrees (AAS) are awarded to those candidates completing the course work.

Finally, certification at the Technologist level (COMT) requires much more extensive exposure than that of the other two levels. For individuals who did not attend a formal course of study (either at the B.S. or certificate level) total time in the profession must exceed five years. Again, there must be a sponsoring ophthalmologist and specific skills/knowledge areas must be completed and endorsed. In addition to the above requirements for both the assistant and technician, the technologist must master the following: microbiology, advanced glaucoma and tonometry, advanced visual fields, advanced color vision testing, advanced clinical optics, advanced ocular motility, advanced photography, advanced pharmacology, special instruments and techniques and advanced general medical knowledge. There are also requirements for supervisory principles and management skills, more systemic anatomy, physiology and pathophysiology involved. These individuals are generally clinical leaders, reference people and supervisors for junior technical personnel and any resident physicians in training. Many of the current COMT's are being trained in formal programs now; most of these are at the certificate level, but here is a move toward making these into baccalaureate level programs (LSU and Vanderbilt both have this type program).

I recommend an additional 15 credits hours (high level) be awarded (in addition to the 40 hours for the two lower level certifications) to the COMT.

I am enclosing the Criteria for Certification/Re-certification booklets for each level of certification to you. Also, copies of the certification cards and certificates are enclosed.

I am grateful to you for allowing me input into this very exciting program and hope that this will serve as a guideline for the awards of college credit hours. There are several certified persons in the state who would benefit from this.

If I can be of further assistance in this matter, or if there are any questions regarding this information, please feel free to contact me.

Sincerely,

Judie Charlton, M.D.
Chairman, Ophthalmology

Appendix 10

RBA and BOG credit recommendations for Federal Aviation Administration (FAA) Academy Courses

Overview

The FAA, a component of the U.S. Department of Transportation since 1967, ensures aviation safety, promotes air commerce, and supports national security through management of the National Airspace System. Through its charge of developing and promoting air safety, the FAA issues and enforces minimum standards relating to rating and certification of airmen and airports. The FAA is responsible for licensing all U.S. pilots.

The FAA Academy provides technical and managerial training and development for our workforce and the aviation community. Since courses have different admissions criteria, prospective participants are admitted on a course-by-course basis. Certain courses may not be open to the general public, but many courses are available to other government agencies, industry, and international civil aviation authorities.

Please note that the FAA Academy does not provide pilot or mechanic training, except in very limited cases. For credit recommendations for pilot training see Appendix 12. For aviation maintenance technician training see Appendix 40.

The following FAA web page has links to credit recommendations for FAA courses by the American Council on Education (ACE) for many FAA courses. However, the ACE recommendations are subject to change and may not include courses no longer offered by the FAA. In order to better serve RBA students seeking credit for FAA courses the following list of current or previously ACE evaluated courses and credit recommendations have been included in the RBA Administrative Guidelines Chapter 4 - Summary of Credit Awards for Certified Credentials.

Additional ACE credit recommendations for a variety of FAA courses can be found at https://acenet.edu and at https://www.faa.gov/training_testing/faa_academy/

FAA list by Course Name

Federal Aviation Administration (FAA) Academy Course Name	ACE ID: FAA Course Number	Credit Recommendation Lower Division	Credit Recommendation Upper Division	Note: In cases with redudant course names check the FAA course number for clarification. Credit should be awarded only once per course.
(ARMS) for ILS FA-10166 (CBI)	ACE ID: FAA-0305	1		
(CBI) Capture Effect Glideslope (CED)	ACE ID: FAA-0767		1	
(CBI) Engine Generator Power System	ACE ID: FAA-0765	3		
14 CFR Part 135, Air Carrier Operations	ACE ID: FAA-0663		3	
6000.15E General Maintenance Handbook	ACE ID: FAA-0734	2		
Accident Prevention Techniques and Procedures	ACE ID: FAA-0359	1		
ACEPS Standby/Critical Power & Distribution Systems	ACE ID: FAA-0720		13	
Advanced Ada Programming	ACE ID: FAA-0392		4	
Advanced Ada Programming Software	ACE ID: FAA-0314	3		
Advanced Air Carrier Certification	ACE ID: FAA-0440	1		
Advanced Instrument Approach Procedures Automation	ACE ID: FAA-0336		2	
Advanced SPAS for NPG	ACE ID: FAA-0690	1		
Advanced SPAS for SEP	ACE ID: FAA-0691	1		
Air Cargo Operations	ACE ID: FAA-0836	2		
Air Cargo Operations	ACE ID: FAA-0687	1		
Air Carrier Airworthiness Advanced Indoctrination	ACE ID: FAA-0403	3		
Air Carrier Operations Indoctrination	ACE ID: FAA-0404		4	
Air Carrier Transition	ACE ID: FAA-0630	2		
Air Carrier Transition	ACE ID: FAA-0601	1		
Air Route Surveillance Radar - 3 Three Level Weather Mod	ACE ID: FAA-0360		2	
Air Route Surveillance Radar (ARSR)-3 Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0726		6	
Air Route Surveillance Radar (ARSR)-4, Hardware	ACE ID: FAA-0567	5	3	
Air Route Surveillance Radar (ARSR)-4, System Overview	ACE ID: FAA-0568	1		
Air Route Surveillance Radar (ARSR-3 And RMM) Update	ACE ID: FAA-0361		3	
Air Traffic Basics	ACE ID: FAA-0632	9		
Air Traffic Basics	ACE ID: FAA-0633	10		
Air Traffic Basics	ACE ID: FAA-0634	10		
Air Traffic Control Beacon Interrogator (ATCBI)-5 Trans/Receiver Site	ACE ID: FAA-0703		3	
Air Traffic Control Beacon Interrogator (ATCBI)-5 Trans/Receiver Site Laboratory	ACE ID: FAA-0704		1	
Air Traffic Control Beacon Interrogator (ATCBI)-6 Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0728		4	
Air Traffic Control Screen	ACE ID: FAA-0351	3		
Air Traffic Facility Management	ACE ID: FAA-0352		2	
Air Traffic Familiarization for Executives	ACE ID: FAA-0644	1		
Air Traffic System Administrator for ETMS	ACE ID: FAA-0676		4	
Air Traffic System Administrator for ETMS (LINUX O/S)	ACE ID: FAA-0635		3	
Air Traffic Teamwork Enhancement (ATTE) Facilitator Training	ACE ID: FAA-0626	1		
Air Transportation of Dangerous Goods-Basic	ACE ID: FAA-0481		4	
Air Transportation Oversight System	ACE ID: FAA-0631	2		
Airborne Digital Logic Principles	ACE ID: FAA-0324		4	
Aircraft Certification Indoctrination	ACE ID: FAA-0362	2		
Aircraft Certification Indoctrination Phase I	ACE ID: FAA-0702	1		
Aircraft Certification Service Indoctrination Phase III	ACE ID: FAA-0688		1	
Aircraft Certification Service Seminar	ACE ID: FAA-0665	2		
Aircraft Certification Systems Evaluation Program (ACSEP)	ACE ID: FAA-0654	1		

Course	ACE ID		
Airport And Air Carrier Compliance And Enforcement	ACE ID: FAA-0535		2
Airport Certification Procedures	ACE ID: FAA-0700		5
Airport Compliance Requirements	ACE ID: FAA-0636		2
Airport Movement Area Safety System (AMASS)/TAIU	ACE ID: FAA-0627		2
Airport Noise and 14 CFR Part 150 Studies	ACE ID: FAA-0649	1	
Airport Planning and Design	ACE ID: FAA-0482		2
Airport Planning Criteria (Correspondence Study)	ACE ID: FAA-0483		3
Airport Surface Detection Equipment (ASDE)-3 Hardware Training	ACE ID: FAA-0341		3
Airport Surveillance Radar (ASR)-7E	ACE ID: FAA-0344		6
Airport Surveillance Radar (ASR)-9	ACE ID: FAA-0313		9
Airport Surveillance Radar (ASR)-9 SCIP	ACE ID: FAA-0342		2
Airports Surface Detection Equipment Model 3A (ASDE-3A) with Airport Movement Area Safety System and Terminal Arts Interface Unit (AMASS/TAIU)	ACE ID: FAA-0641		4
Airspace and Procedures	ACE ID: FAA-0423		6
Airspace System Inspection Pilot (Non-Flight) Phase II	ACE ID: FAA-0333		2
Airspace System Inspection Technician (Non-Flight) Phase II	ACE ID: FAA-0334		2
Airspace Systems Inspection Pilot Technician (Recurrent)	ACE ID: FAA-0411		1
Airworthiness Certification	ACE ID: FAA-0325	3	
Airworthiness Indoctrination Technical Core	ACE ID: FAA-0713		3
Airworthiness Inspector's Certification and Surveillance of Foreign and Domestic Repair Stations (22601)	ACE ID: FAA-0436		2
Airworthiness Standards for Digital Flight Data Recorders	ACE ID: FAA-0659	1	
Approach Lighting System with Flashers (ALSF)-II (Airflo)	ACE ID: FAA-0363		5
Approach Lighting System with Flashers (ALSF)-II (Godfrey)	ACE ID: FAA-0429	3	
Area Navigation (RNAV) Approach Construction	ACE ID: FAA-0737	4	
ARSR-1/2 SSR/DMTI Modification	ACE ID: FAA-0357	2	NOTE: No credit for this course if credit has been awarded for an/fps radars with ssr/dmti
ARSR-3 Military Interface Modification (MIM)	ACE ID: FAA-0356		2
Artcc Boilers	ACE ID: FAA-0260	3	
Artcc Environmental Conditioning & Controls	ACE ID: FAA-0259	3	
Artcc Heavy-duty Air Conditioning	ACE ID: FAA-0261	2	
Artcc Standby Power & Distribution System	ACE ID: FAA-0262	4	
Arts IIA For Automation Specilaist	ACE ID: FAA-0484	6	
Arts IIE Update For Technicians	ACE ID: FAA-0569	4	
Arts III/A For Automation Specialist	ACE ID: FAA-0358		7
ARTS IIIA for Support Specialists	ACE ID: FAA-0625		2
Arts III-A Systems	ACE ID: FAA-0395	4	
Assistant Controller Training (Flight Data)	ACE ID: FAA-0537	3	
ATCBI-6/6M EHOT/DoP	ACE ID: FAA-0756	4	
Automated Flight Service Station (AFSS) Model 1 Full Capacity (M1FC) Hardware	ACE ID: FAA-0485	4	
Automated Inventory Tracking System (AITS)	ACE ID: FAA-0657	1	
Automated Radar Terminal System (ARTS) IIA For Technicians	ACE ID: FAA-0339	18	
Automated Radar Terminal System (ARTS) III-A Data Acquisition Subsystem	ACE ID: FAA-0396	4	
Automated Radar Terminal System (ARTS) IIIA Data Entry and Display Subsystem (DEDS)	ACE ID: FAA-0397	2	
Automated Radar Terminal System (ARTS) III-A Software For Technical Personnel	ACE ID: FAA-0398	4	
Automated Radar Terminal System (ARTS) IIIE Power PC Hardware with Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0723	7	
Automated Radar Tracking System (ARTS) IIA Software For Technical Personnel	ACE ID: FAA-0340		4

Course	ACE ID		
Automated Surface Observing System (ASOS) Maintenance	ACE ID: FAA-0538	3	
Automated Weather Observing System (AWOS) Maintenance 133	ACE ID: FAA-0648	2	
Automatic Fault Log Processor (ALFP)	ACE ID: FAA-0441	1	
Automation Concepts	ACE ID: FAA-0841		4
Aviation Safety Engineer/ Propulsion 14CFR Training	ACE ID: FAA-0686	3	
Aviation Safety Engineer/Airframe Job Functions	ACE ID: FAA-0711		3
Aviation Safety Inspector Job Function Training	ACE ID: FAA-0486	3	
Aviation Safety Technician Indoctrination	ACE ID: FAA-0539	2	
Avionics Certification	ACE ID: FAA-0602		2
AWOS Data Acquisition System (ADAS) Hardware Maintenance	ACE ID: FAA-0487	2	
AWOS Equipment Maintenance	ACE ID: FAA-0488	2	
B-737-800 Initial Pilot Training	ACE ID: FAA-0660		10
B737-800 Pilot Recurrent/Differences Training	ACE ID: FAA-0839		6
Back-Up Emergency Communications (BUEC) System (ARTCCs)	ACE ID: FAA-0427	1	
Back-Up Emergency Communications (BUEC) System for Remote Sites (CBI)	ACE ID: FAA-0399	2	
Basic Air Traffic System Specialist (ATSS) National Airspace System (NAS) Overview	ACE ID: FAA-0724	1	
Basic Air Traffic System Specialist (ATSS) National Airspace System (NAS) Principles	ACE ID: FAA-0740		2
Basic Instructor Training	ACE ID: FAA-0289		3
Basic Mutli-channel Recorder Theory	ACE ID: FAA-0290	2	
Be 300 Flight Control Systems	ACE ID: FAA-0437		5
Beacon Only Site RMMS (BOS RMMS) (CBI)	ACE ID: FAA-0540	1	
BERMS Hardware (CBI)	ACE ID: FAA-0541	2	
Bright Radar Indicator Tower Equipment	ACE ID: FAA-0291	2	
Cadre Training For Traffic Management Unit	ACE ID: FAA-0425		1
Capture Effect Glideslope (CEG)	ACE ID: FAA-0705		2
Capture Effect Glideslope (CEG) Laboratory	ACE ID: FAA-0706		2
CBI/MM Artcc Critical Essential Power Systems (ACEPS)	ACE ID: FAA-0478	10	
CCMS Maintenance	ACE ID: FAA-0489	3	
Central Control Monitoring System (CCMS)	ACE ID: FAA-0365	2	4
Centralized Maintenance System For CSTI RCE	ACE ID: FAA-0603	1	
Certification Engineering Indoctrination	ACE ID: FAA-0327	3	
Civil Aviation Security Compliance and Enforcement	ACE ID: FAA-0417	2	
Civil Aviation Security Investigation	ACE ID: FAA-0543	3	
Civil Aviation Security On-the-Job Instructor Training	ACE ID: FAA-0544		1
C-Language Programming	ACE ID: FAA-0364	3	
COBOL-Tandem Applications	ACE ID: FAA-0315	2	
CODEX/Motorla 9800 Network Management System	ACE ID: FAA-0570	2	
Color Display Complete (ACD, RGW, and Song DDM)	ACE ID: FAA-0646	2	
Comm Radios (TOHTC2) EHOT/DoP	ACE ID: FAA-0747	9	
Common Arts for Support Specialists	ACE ID: FAA-0624		2
Common Digitizer (CD) For FAA/DOD JSS	ACE ID: FAA-0367		3
Common Digitizer (CD) Model 2A/B/D	ACE ID: FAA-0368		4
Common Digitizer (CD) Model 2C	ACE ID: FAA-0369		1
Common Digitizer (CD), Model 2A/B/C/D	ACE ID: FAA-0760		6
Common Digitizer (CD), Model 2A/B/C/D	ACE ID: FAA-0545	4	
Common Equipment for Radio Communications Link (CE-RCL) System	ACE ID: FAA-0546		3
Common Principles for ATSSs	ACE ID: FAA-0849		6
Common Principles for Radar Technicians	ACE ID: FAA-0302	4	
Common Principles for VOR/TACAN Technicians	ACE ID: FAA-0312	3	

Course	ACE ID		
Common Principles, AC/DC & Transients	ACE ID: FAA-0442	3	
Common Principles, Antennas & Transmission Lines	ACE ID: FAA-0443	4	
Common Principles, Digital Logic	ACE ID: FAA-0444	3	
Common Principles, Solid State Devices	ACE ID: FAA-0445	4	
Communication Security (COMSEC) Account Management/STU III	ACE ID: FAA-0638	2	
Communication Security (COMSEC) Account Management/STU III	ACE ID: FAA-0639	2	
Communications Equipment (CBI)	ACE ID: FAA-0571	3	
Communications Operations for MCC (CBI)	ACE ID: FAA-0446	1	
Communications Security Account Management/Secure Terminal Equipment	ACE ID: FAA-0674	3	
Compliance and Enforcement	ACE ID: FAA-0366		3
Computer Display Channel (CDC) Operations	ACE ID: FAA-0422	2	
Computer Display Channel Software	ACE ID: FAA-0264		4
Core Job Functions-Skills for Success	ACE ID: FAA-0709	2	
Critical Power Distribution System (CPDS) Type Systems	ACE ID: FAA-0824		9
Curriculum Development	ACE ID: FAA-0491		3
DAS/RSD Operation and Maintenance	ACE ID: FAA-0492	1	
Data Acquisition Subsystem/Real-Time Status Display (DAS/RSD) Operations	ACE ID: FAA-0493	1	
Data Communications Modem Update (Paradyne)	ACE ID: FAA-0309	1	
Data Communications Modems (Paradyne)	ACE ID: FAA-0310	1	
DBRIT Television Microwave Link (TML) Hardware	ACE ID: FAA-0343		2
DBRITE	ACE ID: FAA-0338	2	
DBRITE Display (Remote Tower Equipment)	ACE ID: FAA-0494	1	
Denro Rapid Deployment Voice Switch (RDVS)	ACE ID: FAA-0495	2	
Designing Programmed Instruction	ACE ID: FAA-0294		3
Diesel Engine Generators	ACE ID: FAA-0276	2	
Digital Techniques	ACE ID: FAA-0308	2	
Digital Voice Recorder, Type II	ACE ID: FAA-0645	2	
Direct Access Radar Channel (DARC) For Engineers (CBI)	ACE ID: FAA-0412		1
Direct Access Radar Channel (DARC) For Technicians	ACE ID: FAA-0322	4	
Direct Access Radar Channel (DARC) Operations	ACE ID: FAA-0421	1	
Direct Current (DC) Bus Hardware Maintenance	ACE ID: FAA-0825	2	
Display Channel Complex For Enginners	ACE ID: FAA-0255		4
Display Channel Complex Rehost Hardware	ACE ID: FAA-0448	3	
Distance Measuring Equipment (DME) Model 415SE/Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0729		3
Distance Measuring Equirment (DME)Model 415SE	ACE ID: FAA-0670	2	
DME MALSR/RMS	ACE ID: FAA-0548	1	
Doppler VHF Omnidirectional Range (DVOR) System	ACE ID: FAA-0301		6
Dual Redundant Power Distribution System/Critical Redundant Power Distribution System (DRPDS/CRDPS) Part I	ACE ID: FAA-0717		9
Dual Redundant Power Distribution System/Critical Redundant Power Distribution System (DRPDS/CRDPS) Part II	ACE ID: FAA-0718		9
Electrical Principles	ACE ID: FAA-0572	4	
Electronic Test Equipment	ACE ID: FAA-0304	3	
Electronics For FAA Technical Personnel (CBI)	ACE ID: FAA-0303	9	
En Route and Terps Planning And Development (TERPS)	ACE ID: FAA-0335	4	
En Route Automated Radar Tracking System (EARTS)	ACE ID: FAA-0370	4	
En Route Automated Radar Tracking System (EARTS) Data Acquisition Subsystem (DAS)	ACE ID: FAA-0371		4

Course	ACE ID		
En Route Automation Concepts	ACE ID: FAA-0722	3	
En Route Automation System (EAS) Administration	ACE ID: FAA-0840	5	
En Route Display Channel Complex Rehost System Software For System Specialists	ACE ID: FAA-0519	2	
En route Inspection Airworthiness	ACE ID: FAA-0326	2	
End Fire Glide Slope Atenna System	ACE ID: FAA-0573	2	
Engine Generator Power Systems (CBI)	ACE ID: FAA-0574	6	
Enhanced Direct Access Radar Channel (EDARC) Software	ACE ID: FAA-0323		4
Enhanced Terminal Voice Switch (ETVS) EHOT/DoP	ACE ID: FAA-0715		4
Enhanced Terminal Voice Switch Hardware Maintenance	ACE ID: FAA-0575	3	
Enhanced Traffic Management Coordinator Training	ACE ID: FAA-0564		4
Environmental Support System Concepts	ACE ID: FAA-0286	4	
ERAM Scenario Generation Training (SGET)	ACE ID: FAA-0844	3	
Excess Personal Property Disposition (Correspondence Study)	ACE ID: FAA-0615		1
Excess Personal Property Disposition (Web/CMI)	ACE ID: FAA-0650		1
Exide Power Conditioning System (PCS) Maintenance	ACE ID: FAA-0497	3	
Exide Power Conditioning System (PCS) Maintenance	ACE ID: FAA-0430	3	
Extended Operations (ETOPs) Maintenance Programs	ACE ID: FAA-0835	1	
FAA Facility Security Management Program	ACE ID: FAA-0576	3	NOTE: Student cannot receive credit for both this course and Facilities Security Inspection Course.
FAA Hazardous Materials Investigation Course	ACE ID: FAA-0846		4
FAA Personnel Security	ACE ID: FAA-0658	3	
FAA Private Pilot Certification	ACE ID: FAAC-0002	5	
FAA Sales Contracting Officer (SCO) Training	ACE ID: FAA-0655	1	
FAA Sales Contracting Officer (SCO) Training	ACE ID: FAA-0656	1	
FAA Written Examination	ACE ID: FAAC-0001	3	
Facilities Security Inspection Course	ACE ID: FAA-0414	3	
Facility Training Administration	ACE ID: FAA-0349	2	
Federal Acquisition System Toolset (FAST)	ACE ID: FAA-0498	1	
Fiber-Optic Concepts	ACE ID: FAA-0604	2	
Field Logistics Management	ACE ID: FAA-0402	2	
Field Logistics Management (Correspondence Study)	ACE ID: FAA-0449	1	
Field Logistics Management (WEB/CMI)	ACE ID: FAA-0651	1	
Flasher System FA-9989	ACE ID: FAA-0353	2	
Flight Data Entry And Printout	ACE ID: FAA-0279	3	
Flight Data Input/Output (FDIO) Subsystem, ARTCC	ACE ID: FAA-0374		2
Flight Data Input/output (FDIO) Subsystem, ATCT	ACE ID: FAA-0375		2
Flight Data Input/Output (FIDO) System, Artcc	ACE ID: FAA-0550		2
Flight Safety Officer Initial Training	ACE ID: FAA-0708	2	
Flight Standards Automation Tools	ACE ID: FAA-0714		2
FPS Series Radar	ACE ID: FAA-0355	5	
FPS-20 Series SSR/DMTI Modification	ACE ID: FAA-0372		2
FSAS M1FC System Analysis	ACE ID: FAA-0499	8	
Full Digital ARTS Display (FDAD)	ACE ID: FAA-0452	2	
Full Standard Terminal Automated Replacement System (STARS) Maintenance Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0727		4
Full STARS Maintenance	ACE ID: FAA-0653		7
Fundamentals Of Air Traffic Control	ACE ID: FAA-0393	2	
Fundamentals of Aircraft Structures For Inspectors	ACE ID: FAA-0328		3
Fundamentals of ATC On-the Job Instruction (OJTI) Cadre Training	ACE ID: FAA-0640	1	

Course	ACE ID	Credits 1	Credits 2
Fundamentals of Internetworking For NAS Systems	ACE ID: FAA-0577	3	
Fundamentals Of MCC/MPS Network Management	ACE ID: FAA-0578	4	
Fundamentals of Microprocessors	ACE ID: FAA-0337	3	
General Aviation Advanced Indoctrination	ACE ID: FAA-0406	2	
Glide Slope (Short)-Mark 1D/E/F (CBI) (Formerly Glide Slope-Mark 1D/E/F [CBI])	ACE ID: FAA-0401	2	
GPS Concepts	ACE ID: FAA-0551	2	
HCS NAS Operational Software for NAS/NOM	ACE ID: FAA-0500	3	
HID/NAS/LAN For System Administrators	ACE ID: FAA-0501	5	
High Capacity Voice Recorder (HCVR) Maintenance (60 Channel) (43010)	ACE ID: FAA-0502	2	
High Intensity Approach Lighting System (ALS)	ACE ID: FAA-0552	1	
High Intensity Approach Lighting System (ALS)	ACE ID: FAA-0354	3	
Host Computer System (HCS) Enhanced Operator Training	ACE ID: FAA-0376		6
Host Computer System (HCS) For Computer Operators	ACE ID: FAA-0377		8
Host Computer System (HCS) For SE/ASE	ACE ID: FAA-0378		10
Host Operations	ACE ID: FAA-0409	6	
Hot Water Boilers	ACE ID: FAA-0719	3	
IBM 2314-A1 Direct Access Storage Facility	ACE ID: FAA-0258	3	
IBM 9020 A/D Pam & System Control	ACE ID: FAA-0269	4	
IBM 9020 CCC For Engineers	ACE ID: FAA-0271	6	
IBM 9020 D/E Processing	ACE ID: FAA-0270		15
IBM 9020 Input/Output Equipment	ACE ID: FAA-0266	5	
IBM 9020 Peripheral Devices	ACE ID: FAA-0267	3	
IBM 9020 System Familiarization Bal Program	ACE ID: FAA-0268		7
ILS Capture Effect Glide Slope (CEGS) (CBI)	ACE ID: FAA-0435	1	
ILS Operations For MCC Specialists (CBI)	ACE ID: FAA-0453	1	
Indicators And Receivers (Group I And Group II)	ACE ID: FAA-0503	2	
Indoctrination for General and Air Carrier Aviation Safety Inspectors	ACE ID: FAA-0405	6	
Initial Departure Procedures	ACE ID: FAA-0742	2	
Initial En Route Qualification Training	ACE ID: FAA-0843		6
Initial En Route Training	ACE ID: FAA-0698		12
Initial En Route Training	ACE ID: FAA-0579	12	
Initial Flight Service Training	ACE ID: FAA-0580	12	
Initial Qualification (En Route)	ACE ID: FAA-0424	12	
Initial RNP-SAAAR Training Course (Required Navigation Performance/ Special Aircraft and Aircrew Authorization Required)	ACE ID: FAA-0743	2	
Initial Tower Cab Training	ACE ID: FAA-0620		9
Instructor Effectiveness Training	ACE ID: FAA-0504	2	
Instructor Effectiveness Training	ACE ID: FAA-0379		3
Instructor Effectiveness Training (Blended)	ACE ID: FAA-0850		3
Instrument Approach Procedures Automated (IAPA)	ACE ID: FAA-0407	2	
Instrument Approach Procedures Automation	ACE ID: FAA-0738	4	
Instrument Landing System (ILS) Problem Analysis	ACE ID: FAA-0285		3
Integrated Communications Switching System (ICSS) Rapid Development Voice Switch (RDVS)	ACE ID: FAA-0505	1	
Integrated Communications Switching System (ICSS) Spec. Oper.	ACE ID: FAA-0454	1	
Integrated Communications Switching System (ICSS) Supervisor Operation Denro-Spec.	ACE ID: FAA-0605	1	
Integrated Communications Switching System (ICSS) Supervisor Operation Denro-Supv.	ACE ID: FAA-0455	2	

Course	ACE ID			
Integrated Communications Switching System (ICSS) Supv. Oper. (Litton)	ACE ID: FAA-0456	1		
Integrated Communications Switching System (ICSS) Type I, Maintenance	ACE ID: FAA-0295		3	
Integrated Communications Switching System (ICSS) Type II	ACE ID: FAA-0296	2		
Integrated Communications Switching System (ICSS) Type III Maintenance	ACE ID: FAA-0606	2		
Integrated Communications Switching System, Icss Type 2	ACE ID: FAA-0506	2		
Integrated Terminal Weather System (ITWS) Hardware Maintenance with Terminal Convective Weather Forecast (TCWF) and Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP	ACE ID: FAA-0725	2		
Interactive Video Teletraining (IVT) Skills	ACE ID: FAA-0438		1	NOTE: Credit should only be granted for one of the versions.
Interim Voice Switch Replacement System, Enhanced Hands on Testing with Display of Proficiency	ACE ID: FAA-0823	3		
Introduction To Ada Programming Language	ACE ID: FAA-0317	4		
Introduction to Aeronautical Charts	ACE ID: FAA-0818	2		
Introduction to Airport Development	ACE ID: FAA-0668	2		
Introduction To Airport Development	ACE ID: FAA-0380	2		
Introduction To Airport Lighting, Marking, And Nav Aids (06402)	ACE ID: FAA-0581		1	
Introduction to Airport Lighting, Marking, and NAVAIDS	ACE ID: FAA-0607		1	
Introduction to Flight Procedures (En Route)	ACE ID: FAA-0815	4		
Introduction to Flight Procedures (TERPs)	ACE ID: FAA-0736	5		
Introduction To IBM 9020 Central Computer Complex	ACE ID: FAA-0278	2		
Introduction to Integrated Logistics Support	ACE ID: FAA-0766	1		
Introduction to Radar Techniques	ACE ID: FAA-0507		2	
Introduction to Telecommunication (CBI)	ACE ID: FAA-0582	2		
Introduction to Terminal Radar Course	ACE ID: FAA-0735	4		
Introduction To Windows NT	ACE ID: FAA-0583	1		
ITWS Secondary Reliever Airport (SRA)	ACE ID: FAA-0828	1		
Jovial Programming	ACE ID: FAA-0272		2	
Lessons Learned from Accidents	ACE ID: FAA-0701	1		
Lessons Learned from Accidents-27905	ACE ID: FAA-0694	1		
Limited Aviation Weather Reporting Station (LAWRS)-METAR	ACE ID: FAA-0457	1		
Litton Rapid Deployment Voice Switch (RDVS) IIA	ACE ID: FAA-0584	3		
LLWAS RS, Type FA-14100	ACE ID: FAA-0832	1		
Localizer-Mark 1D/E/F (CBI)	ACE ID: FAA-0288	3		
Logistic Inventory System (LIS)	ACE ID: FAA-0834	1		
Low Level Windshear Alert System (LLWAS) NE++FA-10387	ACE ID: FAA-0833		1	
Low-density Radio Communiations Link (LDRCL) 23-ghz Digital System	ACE ID: FAA-0509	1		
Low-density Radio Communications Link (LDRCL) 1.8-ghz Digital System	ACE ID: FAA-0508	1		
Low-density RCL (LDRCL) UHF Analog System	ACE ID: FAA-0585	1		
M1FC Flight Service Data Processing System For AUS	ACE ID: FAA-0458	2	3	
Maintenance Automation System Software (MASS)	ACE ID: FAA-0586	1		
Maintenance Outsourcing Oversight System	ACE ID: FAA-0712		2	
Maintenance Steering Group (MSG-3)	ACE ID: FAA-0332		1	
MALS/RAIL/REIL	ACE ID: FAA-0554	4		
Manager/Supervisor EOSH Awareness	ACE ID: FAA-0769		1	
Manufacturing Inspection Indoctrination	ACE ID: FAA-0329	3		
Mark 1 F Equipment Instrument Landing Systems	ACE ID: FAA-0587	2	4	
Mark 20 Instrument Landing System (ILS)	ACE ID: FAA-0432		2	
MARK 20 Instrument Landing System (ILS) (CBI)	ACE ID: FAA-0459	3		

Course	ACE ID			Notes
Mark 20/20A Instrument Landing System (ILS)	ACE ID: FAA-0707		2	
Mark 20/20A Instrument Landing System (ILS)	ACE ID: FAA-0671	4		
Mark 20/20A Instrument Landing System (ILS) Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0731		9	
Mark 20/20A Instrument Landing System (ILS) Laboratory, 47717RES	ACE ID: FAA-0685		3	
Math for FAA Technical Personnel CBI	ACE ID: FAA-0311	10		
MDR-6000 8 GHz Series Microwave Digital Radio LDRCL System	ACE ID: FAA-0588		2	
Medium Intensity Approach Lighting System with Rail and REIL/RMS	ACE ID: FAA-0510	2		
Medium Intensity Approach Lighting System with Runway Alignment Indicator (MALSR) Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0730		6	
Micro-EARTS Hardware Maintenance	ACE ID: FAA-0460	2		
Micro-EARTS Software Maintenance	ACE ID: FAA-0461	2		
Microprocessors	ACE ID: FAA-0413	4		
Microwave Communications Link Principles	ACE ID: FAA-0511		3	
Mitsubishi 2033A and 9700 Series Uninterruptible Power Supplies and Enhanced Hands on Training	ACE ID: FAA-0826		6	
Mode S Sensor Maintenance Course	ACE ID: FAA-0381		6	
Model 1 AFSS Specialist Training	ACE ID: FAA-0462	2		
Model 1 AFSS Supervisor Training	ACE ID: FAA-0463	1		
Model 1 Full Capacity Specialist Training	ACE ID: FAA-0464	2		
Model 1 Full Capacity Supervisor Training	ACE ID: FAA-0465	1		
Model 29/35 Teletype Equipment	ACE ID: FAA-0287	3		
Modern RADAR Concepts	ACE ID: FAA-0589	5		
Modulation Systems in Communications Equipment	ACE ID: FAA-0512	3		
Motor Vechicle Fleet Management	ACE ID: FAA-0667	2		
Moving Target Indicators and Detectors	ACE ID: FAA-0513	3	2	
MPS Tandem Himalaya K2008 Hardware and Utilities	ACE ID: FAA-0514		4	
MPS Tandem Himalaya K2008 Software and Administration	ACE ID: FAA-0515	4		
Multi-Channel Recorders	ACE ID: FAA-0275	2		
Multi-Channel Recorders	ACE ID: FAA-0274	2		
Nadin I Concentrator, ARTCC	ACE ID: FAA-0516		4	
NADIN Network Control Center (NCC) Operations	ACE ID: FAA-0517	2		
NADIN PSN Hardware Maintenance	ACE ID: FAA-0518	2		
NAS F&E Project Materiel Management	ACE ID: FAA-0608	2		
NAS F&E Project Materiel Management	ACE ID: FAA-0590	2		
NAS Management for MCC Specialists	ACE ID: FAA-0520	2		
National AFSS Initial Qualification Training Program	ACE ID: FAA-0428	9		NOTE: Students should not receive credit for both FAA-0348 and FAA-0428.
National AFSS Initial Qualification Training Program	ACE ID: FAA-0348	12		NOTE: Students who receive credit for this course should not receive credit for National Terminal to Flight Service Inital Training Program (FAA-0467 or FAA-0468).
National Airspace Data Interchange Network/Network Control Center (NADIN/NCC) Hardware Maintenance	ACE ID: FAA-0521	4		
National Airspace System (NAS) (CBI)	ACE ID: FAA-0431	1		
National Airspace System (NAS) Facilities and Equipment (F&E) Project Materiel Management	ACE ID: FAA-0419	1		
National Airspce Data Interchange Network (NADIN) Packet Switch Network (PSN) Overview	ACE ID: FAA-0522	1		

Course	ACE ID		
National Terminal To Flight Service Initial Training Program	ACE ID: FAA-0467	9	

NOTE: Students who receive credit for this course should not receive credit for National AFSS Initial Qualification Training Program (FAA-0348 and FAA-0428).

Course	ACE ID		
National Terminal To Flight Service Initial Training Program	ACE ID: FAA-0466	9	
Navigation Systems Concepts	ACE ID: FAA-0827	3	7
Navigation Systems Concepts	ACE ID: FAA-0591	4	
NBP ALSF-2/SSALR	ACE ID: FAA-0592		3
New Bedford Panoramic (NBP) Dual Mode Approach Lighting System with Flashers-2/Enhanced Hands on Training/Demonstration of Proficiency (ALSF-2/EHOT/DoP)	ACE ID: FAA-0716	6	
Nexcom Multimode Digital Radio (Analog)	ACE ID: FAA-0761	2	
Nondestructive Inspection/Evaluation	ACE ID: FAA-0693		2
Nonradar and Radar-Associate Controller Training	ACE ID: FAA-0556	3	
On-the-Job Training Techniques	ACE ID: FAA-0439		2
Operational Supervisor's Workshop-Cadre Facilitator Training	ACE ID: FAA-0622		1
Operations Safety System (OpSpecs)	ACE ID: FAA-0661	1	
Optical Disk Subsystem (ODS)	ACE ID: FAA-0557	3	
Orientation and Safety On The Job Training (OJT)	ACE ID: FAA-0609	1	
PAMRI System Maintenance Support	ACE ID: FAA-0558	3	
Part 142 Training Centers: FAA Roles and Responsibilities	ACE ID: FAA-0771		1
Part 21: Origin, Concepts, Philosophy	ACE ID: FAA-0523	2	
Pascal Language Programming	ACE ID: FAA-0382		3
Peripheral Adapter Module (PAM) For The ARTS III A System	ACE ID: FAA-0383		3
Personal Property Management (Correspondence Study)	ACE ID: FAA-0468	1	

Note: Credit cannot be awarded for both Personal Property Management (Correspondence Study) (FAA-0468) and Personal Property Management (Resident) (FAA-0420).

Course	ACE ID		
Personal Property Management (Resident)	ACE ID: FAA-0420	1	

Note: Credit cannot be awarded for both Personal Property Management (Correspondence Study) (FAA-0468) and Personal Property Management (Resident) (FAA-0420).

Course	ACE ID		
Pilot Operations for Engineers	ACE ID: FAA-0408	3	
Pilot School Certification	ACE ID: FAA-0692	3	
Pilot Weather Briefing	ACE ID: FAA-0470	1	
Power Distribution Systems (CBI)	ACE ID: FAA-0593	6	
Powerware BPIII/PM Uninterruptible Power System (UPS) EHOT/DoP	ACE ID: FAA-0750		2
Precision Approach Path Indicator (CBI/MM)	ACE ID: FAA-0559	1	
Precision Approach Path Indicator (PAPI)- AVW, Sonicraft, DME, and NBP	ACE ID: FAA-0830		1
Professionalism	ACE ID: FAA-0330	3	
Pulse Modulators and Radar Oscillators	ACE ID: FAA-0524	3	
Quality Assurance Program Administration	ACE ID: FAA-0350		2
Racal-PremNet Fiber Optic Multiplexer	ACE ID: FAA-0610		2
Radar Antennas	ACE ID: FAA-0525	2	
Radar Controller Training	ACE ID: FAA-0560		3
Radar Data Acquisition Subsystem (RDAS)	ACE ID: FAA-0595	3	
Radar Operations for MCC Specialists (CBI)	ACE ID: FAA-0471	3	
Radar Remote Weather Display Systems (RRWDS) - Radar	ACE ID: FAA-0384		1
Radar Remote Weather Display Systems (RRWDS) - Remote	ACE ID: FAA-0385		2
Radar System Analysis for Digitized Radars	ACE ID: FAA-0386	3	
Radar Operations for MCC Specialists (CBI)	ACE ID: FAA-0471		3

Course	ACE ID			
Radar Remote Weather Display Systems (RRWDS) - Radar	ACE ID: FAA-0384		1	
Radar Remote Weather Display Systems (RRWDS) - Remote	ACE ID: FAA-0385		2	
Radar System Analysis for Digitized Radars	ACE ID: FAA-0386	3		
Radiation Hazard Measurement Procedures	ACE ID: FAA-0561		1	
Radiation Hazard Theory and Measurement Procedures	ACE ID: FAA-0562		1	
Radio Communications Link (RCL) Common Equipment	ACE ID: FAA-0387		3	
Radio Communications Link (RCL) Terminal Equipment	ACE ID: FAA-0563		3	
Recurrent FAR 135 Air Carrier Certification and Surveillance	ACE ID: FAA-0664		1	
Remote ARTS Color Display (RACD) Maintenance	ACE ID: FAA-0647		2	
Remote ARTS Color Display-3 (RACD3) (AP Chassis) EHOT/DoP	ACE ID: FAA-0752	1		
Remote Maintenance Monitor (RMM)-Beacon Only	ACE ID: FAA-0345	2		
Remote Radio Control System (RRCS) Maintenance	ACE ID: FAA-0388	2		
Replacement Lamp Monitoring System (RLMS)	ACE ID: FAA-0758	3		
Rho-Theta Navigation Equipment, GRN-9	ACE ID: FAA-0284	2		
RRWDS Digitizer (CBI)	ACE ID: FAA-0472	2		
RRWDS Processor/Display (CBI)	ACE ID: FAA-0526	3		
Runway End Identifier Lights (REIL) Manufactured by DME Corporation	ACE ID: FAA-0763	1		
Runway Visual Range (RVR)	ACE ID: FAA-0527	2		
Safety Performance Analysis System (SPAS)	ACE ID: FAA-0689	1		
Second Generation VORTAC Hardware	ACE ID: FAA-0300	4		
Second Generation VORTAC System Overview (CBI)	ACE ID: FAA-0433	1		
Secondary Radar Principles	ACE ID: FAA-0529	2		
Security Officer Testing	ACE ID: FAA-0821	1		
Semiconductor Devices	ACE ID: FAA-0293	1		
Sensor Receiver And Processor (SRAP)	ACE ID: FAA-0240	4		
Sharing Instructor Techniques	ACE ID: FAA-0619			1
Shipboard Air Traffic Control Communications (SATCC)	ACE ID: FAA-0672	3		
Single Sideband Communications	ACE ID: FAA-0530	1		
Small Tower Voice Switch (STVS) Hardware Maintenance	ACE ID: FAA-0531	1		
Software Fundamentals	ACE ID: FAA-0772	2		
Software Job Functions	ACE ID: FAA-0773			4
Solaris For NAS	ACE ID: FAA-0710			5
Solid State Doppler Direction Finder Theory, Type FA 9964 (Resident)	ACE ID: FAA-0787	2		
Solid State Doppler Direction Finder, Type FA-9964 (Correspondence)	ACE ID: FAA-0746	1		
Solid State Video Mappers	ACE ID: FAA-0074	1		
Solid-State Radar Beacon Decoder (SSRBD) (CBI)	ACE ID: FAA-0346	1		
Stand Alone Weather Sensors (SAWS)	ACE ID: FAA-0733	1		
STARS Software Administration and Security	ACE ID: FAA-0757	6		
Statement Analysis	ACE ID: FAA-0820	2		
Structural Inspection Programs Evaluation (21051)	ACE ID: FAA-0675	2		
System Safety	ACE ID: FAA-0662	1		
Systems Engineering Job Functions	ACE ID: FAA-0666			3
TAL (Transaction Application Language) Syntax For AUS (Automation Specialists)	ACE ID: FAA-0473	1		
Tandem Enform	ACE ID: FAA-0319	2		
Tandem Pathway	ACE ID: FAA-0320	3		
Tandem Software	ACE ID: FAA-0321	4		
TDX 2000 Digitizer	ACE ID: FAA-0629	2		
Technical Aviation Training for Attorneys	ACE ID: FAA-0389	3		
Terminal Basic Radar Training	ACE ID: FAA-0390	5		

Course	ACE ID		
Terminal Doppler Weather Radar (TDWR) System	ACE ID: FAA-0434		4
Terminal Phase Iv, Non-radar Air Traffic Control	ACE ID: FAA-0022	3	
Terminal Stage II, Flight Data	ACE ID: FAA-0032	2	
Terminal Stage III, Clearance Delivery	ACE ID: FAA-0141	1	
Terminal Stage IV, Ground Control	ACE ID: FAA-0030	2	
Terminal Stage V, Local Control	ACE ID: FAA-0029	2	
Terminal Stage VI Facility Qualification, Non Radar Control	ACE ID: FAA-0037	2	
Terminal Stage VII Radar Control	ACE ID: FAA-0021	2	
Theory of Instrument Landing Systems	ACE ID: FAA-0597		4
Timing Circuits, Power Supplies, And Special Circuits	ACE ID: FAA-0532	4	
TMA System Administrator	ACE ID: FAA-0754		3
Tower Cab Training	ACE ID: FAA-0347	6	
Tower Data Link Services II (TDLS 2) Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP) (40464)	ACE ID: FAA-0721		3
TRACON Skill Enhancement Workshop (TSEW)	ACE ID: FAA-0819		3
Traffic Management System (TMS) System Fault Analysis	ACE ID: FAA-0479	1	
Transaction Application Language (TAL) Programming For Air Traffic	ACE ID: FAA-0391		3
Transmission Lines and Waveguides	ACE ID: FAA-0533	2	
Troubleshooting Techniques (CBI)	ACE ID: FAA-0611	1	
TSM-2500 Monitoring and Control LDRCL RMMS System	ACE ID: FAA-0598	2	
Type FA-10239 Wind Measuring Equipment (WME)	ACE ID: FAA-0838		1
Type FA-10240 Wind Measuring Equipment (WME)	ACE ID: FAA-0831		1
Type/Production Certification	ACE ID: FAA-0331	3	
UNIX	ACE ID: FAA-0450	4	
USAF Automated Terminal Instrument Procedures (GPD) Course	ACE ID: FAA-0848	3	9
USAF Automated Terminal Instrument Procedures (GPD) Course	ACE ID: FAA-0744	3	9
USAF Global Procedure Developer	ACE ID: FAA-0845		4
VHF Direction Finder (VDF) Maintenance	ACE ID: FAA-0306		3
Virtual Instructor Training	ACE ID: FAA-0851		2
Visual Approach Slope Indicator (VASI)	ACE ID: FAA-0741	5	
Voice Switching and Control System (VSCS) Overview	ACE ID: FAA-0534	3	
VSCS Hardware Maintenance	ACE ID: FAA-0565	12	
VSCS Site Software Support	ACE ID: FAA-0566	12	
VTABS Site Maintenance	ACE ID: FAA-0613	3	
Weather Satellite Data Interpretation	ACE ID: FAA-0477	2	
WebOPSS	ACE ID: FAA-0837	1	

FAA List by Course Number

Federal Aviation Administration (FAA) Academy Course Name	ACE ID: FAA Course Number	Credit Recommendation Lower Division	Credit Recommendation Upper Division	Note: In cases with redudant course names check the FAA course number for clarification. Credit should be awarded only once per course.
Terminal Stage VII Radar Control	ACE ID: FAA-0021	2		
Terminal Phase Iv, Non-radar Air Traffic Control	ACE ID: FAA-0022	3		
Terminal Stage V, Local Control	ACE ID: FAA-0029	2		
Terminal Stage IV, Ground Control	ACE ID: FAA-0030	2		
Terminal Stage II, Flight Data	ACE ID: FAA-0032	2		
Terminal Stage VI Facility Qualification, Non Radar Control	ACE ID: FAA-0037	2		
Solid State Video Mappers	ACE ID: FAA-0074	1		
Terminal Stage III, Clearance Delivery	ACE ID: FAA-0141	1		
Sensor Receiver And Processor (SRAP)	ACE ID: FAA-0240	4		
Display Channel Complex For Enginners	ACE ID: FAA-0255		4	
IBM 2314-A1 Direct Access Storage Facility	ACE ID: FAA-0258	3		
Artcc Environmental Conditioning & Controls	ACE ID: FAA-0259	3		
Artcc Boilers	ACE ID: FAA-0260	3		
Artcc Heavy-duty Air Conditioning	ACE ID: FAA-0261	2		
Artcc Standby Power & Distribution System	ACE ID: FAA-0262	4		
Computer Display Channel Software	ACE ID: FAA-0264		4	
IBM 9020 Input/Output Equipment	ACE ID: FAA-0266	5		
IBM 9020 Peripheral Devices	ACE ID: FAA-0267	3		
IBM 9020 System Familiarization Bal Program	ACE ID: FAA-0268		7	
IBM 9020 A/D Pam & System Control	ACE ID: FAA-0269	4		
IBM 9020 D/E Processing	ACE ID: FAA-0270		15	
IBM 9020 CCC For Engineers	ACE ID: FAA-0271	6		
Jovial Programming	ACE ID: FAA-0272		2	
Multi-Channel Recorders	ACE ID: FAA-0274	2		
Multi-Channel Recorders	ACE ID: FAA-0275	2		
Diesel Engine Generators	ACE ID: FAA-0276	2		
Introduction To IBM 9020 Central Computer Complex	ACE ID: FAA-0278	2		
Flight Data Entry And Printout	ACE ID: FAA-0279	3		
Rho-Theta Navigation Equipment, GRN-9	ACE ID: FAA-0284	2		
Instrument Landing System (ILS) Problem Analysis	ACE ID: FAA-0285		3	
Environmental Support System Concepts	ACE ID: FAA-0286	4		
Model 29/35 Teletype Equipment	ACE ID: FAA-0287	3		
Localizer-Mark 1D/E/F (CBI)	ACE ID: FAA-0288	3		
Basic Instructor Training	ACE ID: FAA-0289		3	
Basic Mutli-channel Recorder Theory	ACE ID: FAA-0290	2		
Bright Radar Indicator Tower Equipment	ACE ID: FAA-0291	2		
Semiconductor Devices	ACE ID: FAA-0293	1		
Designing Programmed Instruction	ACE ID: FAA-0294		3	
Integrated Communications Switching System (ICSS) Type I, Maintenance	ACE ID: FAA-0295		3	
Integrated Communications Switching System (ICSS) Type II	ACE ID: FAA-0296	2		
Second Generation VORTAC Hardware	ACE ID: FAA-0300	4		
Doppler VHF Omnidirectional Range (DVOR) System	ACE ID: FAA-0301		6	
Common Principles for Radar Technicians	ACE ID: FAA-0302	4		
Electronics For FAA Technical Personnel (CBI)	ACE ID: FAA-0303	9		
Electronic Test Equipment	ACE ID: FAA-0304	3		
(ARMS) for ILS FA-10166 (CBI)	ACE ID: FAA-0305	1		

Course	ACE ID		
VHF Direction Finder (VDF) Maintenance	ACE ID: FAA-0306		3
Digital Techniques	ACE ID: FAA-0308	2	
Data Communications Modem Update (Paradyne)	ACE ID: FAA-0309	1	
Data Communications Modems (Paradyne)	ACE ID: FAA-0310	1	
Math for FAA Technical Personnel CBI	ACE ID: FAA-0311	10	
Common Principles for VOR/TACAN Technicians	ACE ID: FAA-0312	3	
Airport Surveillance Radar (ASR)-9	ACE ID: FAA-0313		9
Advanced Ada Programming Software	ACE ID: FAA-0314	3	
COBOL-Tandem Applications	ACE ID: FAA-0315	2	
Introduction To Ada Programming Language	ACE ID: FAA-0317	4	
Tandem Enform	ACE ID: FAA-0319	2	
Tandem Pathway	ACE ID: FAA-0320	3	
Tandem Software	ACE ID: FAA-0321	4	
Direct Access Radar Channel (DARC) For Technicians	ACE ID: FAA-0322	4	
Enhanced Direct Access Radar Channel (EDARC) Software	ACE ID: FAA-0323		4
Airborne Digital Logic Principles	ACE ID: FAA-0324		4
Airworthiness Certification	ACE ID: FAA-0325	3	
En route Inspection Airworthiness	ACE ID: FAA-0326	2	
Certification Engineering Indoctrination	ACE ID: FAA-0327	3	
Fundamentals of Aircraft Structures For Inspectors	ACE ID: FAA-0328		3
Manufacturing Inspection Indoctrination	ACE ID: FAA-0329	3	
Professionalism	ACE ID: FAA-0330	3	
Type/Production Certification	ACE ID: FAA-0331	3	
Maintenance Steering Group (MSG-3)	ACE ID: FAA-0332		1
Airspace System Inspection Pilot (Non-Flight) Phase II	ACE ID: FAA-0333		2
Airspace System Inspection Technician (Non-Flight) Phase II	ACE ID: FAA-0334		2
En Route and Terps Planning And Development (TERPS)	ACE ID: FAA-0335	4	
Advanced Instrument Approach Procedures Automation	ACE ID: FAA-0336		2
Fundamentals of Microprocessors	ACE ID: FAA-0337	3	
DBRITE	ACE ID: FAA-0338	2	
Automated Radar Terminal System (ARTS) IIA For Technicians	ACE ID: FAA-0339	18	
Automated Radar Tracking System (ARTS) IIA Software For Technical Personnel	ACE ID: FAA-0340		4
Airport Surface Detection Equipment (ASDE)-3 Hardware Training	ACE ID: FAA-0341		3
Airport Surveillance Radar (ASR)-9 SCIP	ACE ID: FAA-0342		2
DBRIT Television Microwave Link (TML) Hardware	ACE ID: FAA-0343		2
Airport Surveillance Radar (ASR)-7E	ACE ID: FAA-0344		6
Remote Maintenance Monitor (RMM)-Beacon Only	ACE ID: FAA-0345	2	
Solid-State Radar Beacon Decoder (SSRBD) (CBI)	ACE ID: FAA-0346	1	
Tower Cab Training	ACE ID: FAA-0347	6	
National AFSS Initial Qualification Training Program	ACE ID: FAA-0348	12	NOTE: Students who receive credit for this course should not
Facility Training Administration	ACE ID: FAA-0349	2	
Quality Assurance Program Administration	ACE ID: FAA-0350		2
Air Traffic Control Screen	ACE ID: FAA-0351	3	
Air Traffic Facility Management	ACE ID: FAA-0352		2
Flasher System FA-9989	ACE ID: FAA-0353	2	
High Intensity Approach Lighting System (ALS)	ACE ID: FAA-0354	3	
FPS Series Radar	ACE ID: FAA-0355	5	
ARSR-3 Military Interface Modification (MIM)	ACE ID: FAA-0356		2

Course	ACE ID	Credit	Credit	Note
ARSR-1/2 SSR/DMTI Modification	ACE ID: FAA-0357	2		NOTE: No credit for this course if credit has been awarded for an/fps radars with ssr/dmti
Arts III/A For Automation Specialist	ACE ID: FAA-0358		7	
Accident Prevention Techniques and Procedures	ACE ID: FAA-0359	1		
Air Route Surveillance Radar - 3 Three Level Weather Mod	ACE ID: FAA-0360		2	
Air Route Surveillance Radar (ARSR-3 And RMM) Update	ACE ID: FAA-0361		3	
Aircraft Certification Indoctrination	ACE ID: FAA-0362	2		
Approach Lighting System with Flashers (ALSF)-II (Airflo)	ACE ID: FAA-0363		5	
C-Language Programming	ACE ID: FAA-0364	3		
Central Control Monitoring System (CCMS)	ACE ID: FAA-0365	2	4	
Compliance and Enforcement	ACE ID: FAA-0366		3	
Common Digitizer (CD) For FAA/DOD JSS	ACE ID: FAA-0367		3	
Common Digitizer (CD) Model 2A/B/D	ACE ID: FAA-0368		4	
Common Digitizer (CD) Model 2C	ACE ID: FAA-0369		1	
En Route Automated Radar Tracking System (EARTS)	ACE ID: FAA-0370	4		
En Route Automated Radar Tracking System (EARTS) Data Acquisition Subsystem (DAS)	ACE ID: FAA-0371		4	
FPS-20 Series SSR/DMTI Modification	ACE ID: FAA-0372		2	
Flight Data Input/Output (FDIO) Subsystem, ARTCC	ACE ID: FAA-0374		2	
Flight Data Input/output (FDIO) Subsystem, ATCT	ACE ID: FAA-0375		2	
Host Computer System (HCS) Enhanced Operator Training	ACE ID: FAA-0376		6	
Host Computer System (HCS) For Computer Operators	ACE ID: FAA-0377		8	
Host Computer System (HCS) For SE/ASE	ACE ID: FAA-0378		10	
Instructor Effectiveness Training	ACE ID: FAA-0379		3	
Introduction To Airport Development	ACE ID: FAA-0380	2		
Mode S Sensor Maintenance Course	ACE ID: FAA-0381		6	
Pascal Language Programming	ACE ID: FAA-0382		3	
Peripheral Adapter Module (PAM) For The ARTS III A System	ACE ID: FAA-0383		3	
Radar Remote Weather Display Systems (RRWDS) - Radar	ACE ID: FAA-0384		1	
Radar Remote Weather Display Systems (RRWDS) - Radar	ACE ID: FAA-0384		1	
Radar Remote Weather Display Systems (RRWDS) - Remote	ACE ID: FAA-0385		2	
Radar Remote Weather Display Systems (RRWDS) - Remote	ACE ID: FAA-0385		2	
Radar System Analysis for Digitized Radars	ACE ID: FAA-0386	3		
Radar System Analysis for Digitized Radars	ACE ID: FAA-0386	3		
Radio Communications Link (RCL) Common Equipment	ACE ID: FAA-0387		3	
Remote Radio Control System (RRCS) Maintenance	ACE ID: FAA-0388	2		
Technical Aviation Training for Attorneys	ACE ID: FAA-0389	3		
Terminal Basic Radar Training	ACE ID: FAA-0390	5		
Transaction Application Language (TAL) Programming For Air Traffic	ACE ID: FAA-0391		3	
Advanced Ada Programming	ACE ID: FAA-0392		4	
Fundamentals Of Air Traffic Control	ACE ID: FAA-0393	2		
Arts III-A Systems	ACE ID: FAA-0395	4		
Automated Radar Terminal System (ARTS) III-A Data Acquisition Subsystem	ACE ID: FAA-0396	4		
Automated Radar Terminal System (ARTS) IIIA Data Entry and Display Subsystem (DEDS)	ACE ID: FAA-0397	2		
Automated Radar Terminal System (ARTS) III-A Software For Technical Personnel	ACE ID: FAA-0398	4		
Back-Up Emergency Communications (BUEC) System for Remote Sites (CBI)	ACE ID: FAA-0399	2		
Glide Slope (Short)-Mark 1D/E/F (CBI) (Formerly Glide Slope-Mark 1D/E/F [CBI])	ACE ID: FAA-0401	2		
Field Logistics Management	ACE ID: FAA-0402	2		
Air Carrier Airworthiness Advanced Indoctrination	ACE ID: FAA-0403	3		

Course	ACE ID	Lower-Level Credit	Upper-Level Credit	Notes
Air Carrier Operations Indoctrination	ACE ID: FAA-0404		4	
Indoctrination for General and Air Carrier Aviation Safety Inspectors	ACE ID: FAA-0405	6		
General Aviation Advanced Indoctrination	ACE ID: FAA-0406	2		
Instrument Approach Procedures Automated (IAPA)	ACE ID: FAA-0407	2		
Pilot Operations for Engineers	ACE ID: FAA-0408	3		
Host Operations	ACE ID: FAA-0409	6		
Airspace Systems Inspection Pilot Technician (Recurrent)	ACE ID: FAA-0411		1	
Direct Access Radar Channel (DARC) For Engineers (CBI)	ACE ID: FAA-0412		1	
Microprocessors	ACE ID: FAA-0413	4		
Facilities Security Inspection Course	ACE ID: FAA-0414	3		
Civil Aviation Security Compliance and Enforcement	ACE ID: FAA-0417	2		
National Airspace System (NAS) Facilities and Equipment (F&E) Project Materiel Management	ACE ID: FAA-0419	1		
Personal Property Management (Resident)	ACE ID: FAA-0420	1		Note: Credit cannot be awarded for both Personal Property Management (Correspondence Study) (FAA-0468) and Personal Property Management (Resident) (FAA-0420).
Direct Access Radar Channel (DARC) Operations	ACE ID: FAA-0421	1		
Computer Display Channel (CDC) Operations	ACE ID: FAA-0422	2		
Airspace and Procedures	ACE ID: FAA-0423		6	
Initial Qualification (En Route)	ACE ID: FAA-0424	12		
Cadre Training For Traffic Management Unit	ACE ID: FAA-0425		1	
Back-Up Emergency Communications (BUEC) System (ARTCCs)	ACE ID: FAA-0427	1		
National AFSS Initial Qualification Training Program	ACE ID: FAA-0428	9		NOTE: Students should not receive credit for both FAA-0348 and FAA-0428.
Approach Lighting System with Flashers (ALSF)-II (Godfrey)	ACE ID: FAA-0429	3		
Exide Power Conditioning System (PCS) Maintenance	ACE ID: FAA-0430	3		
National Airspace System (NAS) (CBI)	ACE ID: FAA-0431	1		
Mark 20 Instrument Landing System (ILS)	ACE ID: FAA-0432		2	
Second Generation VORTAC System Overview (CBI)	ACE ID: FAA-0433	1		
Terminal Doppler Weather Radar (TDWR) System	ACE ID: FAA-0434		4	
ILS Capture Effect Glide Slope (CEGS) (CBI)	ACE ID: FAA-0435	1		
Airworthiness Inspector's Certification and Surveillance of Foreign and Domestic Repair Stations (22601)	ACE ID: FAA-0436		2	
Be 300 Flight Control Systems	ACE ID: FAA-0437		5	
Interactive Video Teletraining (IVT) Skills	ACE ID: FAA-0438	1		NOTE: Credit should only be granted for one of the versions.
On-the-Job Training Techniques	ACE ID: FAA-0439		2	
Advanced Air Carrier Certification	ACE ID: FAA-0440	1		
Automatic Fault Log Processor (ALFP)	ACE ID: FAA-0441	1		
Common Principles, AC/DC & Transients	ACE ID: FAA-0442	3		
Common Principles, Antennas & Transmission Lines	ACE ID: FAA-0443	4		
Common Principles, Digital Logic	ACE ID: FAA-0444	3		
Common Principles, Solid State Devices	ACE ID: FAA-0445	4		
Communications Operations for MCC (CBI)	ACE ID: FAA-0446	1		
Display Channel Complex Rehost Hardware	ACE ID: FAA-0448	3		
Field Logistics Management (Correspondence Study)	ACE ID: FAA-0449	1		
UNIX	ACE ID: FAA-0450	4		
Full Digital ARTS Display (FDAD)	ACE ID: FAA-0452	2		
ILS Operations For MCC Specialists (CBI)	ACE ID: FAA-0453	1		

Course	ACE ID	Credit 1	Credit 2
Integrated Communications Switching System (ICSS) Spec. Oper.	ACE ID: FAA-0454	1	
Integrated Communications Switching System (ICSS) Supervisor Operation Denro-Supv.	ACE ID: FAA-0455	2	
Integrated Communications Switching System (ICSS) Supv. Oper. (Litton)	ACE ID: FAA-0456	1	
Limited Aviation Weather Reporting Station (LAWRS)-METAR	ACE ID: FAA-0457	1	
M1FC Flight Service Data Processing System For AUS	ACE ID: FAA-0458	2	3
MARK 20 Instrument Landing System (ILS) (CBI)	ACE ID: FAA-0459	3	
Micro-EARTS Hardware Maintenance	ACE ID: FAA-0460	2	
Micro-EARTS Software Maintenance	ACE ID: FAA-0461	2	
Model 1 AFSS Specialist Training	ACE ID: FAA-0462	2	
Model 1 AFSS Supervisor Training	ACE ID: FAA-0463	1	
Model 1 Full Capacity Specialist Training	ACE ID: FAA-0464	2	
Model 1 Full Capacity Supervisor Training	ACE ID: FAA-0465	1	
National Terminal To Flight Service Initial Training Program	ACE ID: FAA-0466	9	
National Terminal To Flight Service Initial Training Program	ACE ID: FAA-0467	9	
Personal Property Management (Correspondence Study)	ACE ID: FAA-0468	1	
Pilot Weather Briefing	ACE ID: FAA-0470	1	
Radar Operations for MCC Specialists (CBI)	ACE ID: FAA-0471	3	
Radar Operations for MCC Specialists (CBI)	ACE ID: FAA-0471		3
RRWDS Digitizer (CBI)	ACE ID: FAA-0472	2	
TAL (Transaction Application Language) Syntax For AUS (Automation Specialists)	ACE ID: FAA-0473	1	
Weather Satellite Data Interpretation	ACE ID: FAA-0477	2	
CBI/MM Artcc Critical Essential Power Systems (ACEPS)	ACE ID: FAA-0478	10	
Traffic Management System (TMS) System Fault Analysis	ACE ID: FAA-0479	1	
Air Transportation of Dangerous Goods-Basic	ACE ID: FAA-0481		4
Airport Planning and Design	ACE ID: FAA-0482		2
Airport Planning Criteria (Correspondence Study)	ACE ID: FAA-0483		3
Arts IIA For Automation Specilaist	ACE ID: FAA-0484	6	
Automated Flight Service Station (AFSS) Model 1 Full Capacity (M1FC) Hardware	ACE ID: FAA-0485	4	
Aviation Safety Inspector Job Function Training	ACE ID: FAA-0486	3	
AWOS Data Acquisition System (ADAS) Hardware Maintenance	ACE ID: FAA-0487	2	
AWOS Equipment Maintenance	ACE ID: FAA-0488	2	
CCMS Maintenance	ACE ID: FAA-0489	3	
Curriculum Development	ACE ID: FAA-0491		3
DAS/RSD Operation and Maintenance	ACE ID: FAA-0492	1	
Data Acquisition Subsystem/Real-Time Status Display (DAS/RSD) Operations	ACE ID: FAA-0493	1	
DBRITE Display (Remote Tower Equipment)	ACE ID: FAA-0494	1	
Denro Rapid Deployment Voice Switch (RDVS)	ACE ID: FAA-0495	2	
Exide Power Conditioning System (PCS) Maintenance	ACE ID: FAA-0497	3	
Federal Acquisition System Toolset (FAST)	ACE ID: FAA-0498	1	
FSAS M1FC System Analysis	ACE ID: FAA-0499	8	
HCS NAS Operational Software for NAS/NOM	ACE ID: FAA-0500	3	
HID/NAS/LAN For System Administrators	ACE ID: FAA-0501	5	
High Capacity Voice Recorder (HCVR) Maintenance (60 Channel) (43010)	ACE ID: FAA-0502	2	

NOTE: Students who receive credit for this course should not receive credit for National AFSS Initial Qualification Training Program (FAA-0348 and FAA-0428).

Note: Credit cannot be awarded for both Personal Property Management (Correspondence Study) (FAA-0468) and Personal Property Management (Resident) (FAA-0420).

Course	ACE ID		
Indicators And Receivers (Group I And Group II)	ACE ID: FAA-0503	2	
Instructor Effectiveness Training	ACE ID: FAA-0504	2	
Integrated Communications Switching System (ICSS) Rapid Development Voice Switch (RDVS)	ACE ID: FAA-0505	1	
Integrated Communications Switching System, Icss Type 2	ACE ID: FAA-0506	2	
Introduction to Radar Techniques	ACE ID: FAA-0507		2
Low-density Radio Communications Link (LDRCL) 1.8-ghz Digital System	ACE ID: FAA-0508	1	
Low-density Radio Communiations Link (LDRCL) 23-ghz Digital System	ACE ID: FAA-0509	1	
Medium Intensity Approach Lighting System with Rail and REIL/RMS	ACE ID: FAA-0510	2	
Microwave Communications Link Principles	ACE ID: FAA-0511		3
Modulation Systems in Communications Equipment	ACE ID: FAA-0512	3	
Moving Target Indicators and Detectors	ACE ID: FAA-0513	3	2
MPS Tandem Himalaya K2008 Hardware and Utilities	ACE ID: FAA-0514		4
MPS Tandem Himalaya K2008 Software and Administration	ACE ID: FAA-0515	4	
Nadin I Concentrator, ARTCC	ACE ID: FAA-0516		4
NADIN Network Control Center (NCC) Operations	ACE ID: FAA-0517	2	
NADIN PSN Hardware Maintenance	ACE ID: FAA-0518	2	
En Route Display Channel Complex Rehost System Software For System Specialists	ACE ID: FAA-0519	2	
NAS Management for MCC Specialists	ACE ID: FAA-0520	2	
National Airspace Data Interchange Network/Network Control Center (NADIN/NCC) Hardware Maintenance	ACE ID: FAA-0521	4	
National Airspce Data Interchange Network (NADIN) Packet Switch Network (PSN) Overview	ACE ID: FAA-0522	1	
Part 21: Origin, Concepts, Philosophy	ACE ID: FAA-0523	2	
Pulse Modulators and Radar Oscillators	ACE ID: FAA-0524	3	
Radar Antennas	ACE ID: FAA-0525	2	
RRWDS Processor/Display (CBI)	ACE ID: FAA-0526	3	
Runway Visual Range (RVR)	ACE ID: FAA-0527	2	
Secondary Radar Principles	ACE ID: FAA-0529	2	
Single Sideband Communications	ACE ID: FAA-0530	1	
Small Tower Voice Switch (STVS) Hardware Maintenance	ACE ID: FAA-0531	1	
Timing Circuits, Power Supplies, And Special Circuits	ACE ID: FAA-0532	4	
Transmission Lines and Waveguides	ACE ID: FAA-0533	2	
Voice Switching and Control System (VSCS) Overview	ACE ID: FAA-0534	3	
Airport And Air Carrier Compliance And Enforcement	ACE ID: FAA-0535		2
Assistant Controller Training (Flight Data)	ACE ID: FAA-0537	3	
Automated Surface Observing System (ASOS) Maintenance	ACE ID: FAA-0538	3	
Aviation Safety Technician Indoctrination	ACE ID: FAA-0539	2	
Beacon Only Site RMMS (BOS RMMS) (CBI)	ACE ID: FAA-0540	1	
BERMS Hardware (CBI)	ACE ID: FAA-0541	2	
Civil Aviation Security Investigation	ACE ID: FAA-0543	3	
Civil Aviation Security On-the-Job Instructor Training	ACE ID: FAA-0544		1
Common Digitizer (CD), Model 2A/B/C/D	ACE ID: FAA-0545	4	
Common Equipment for Radio Communications Link (CE-RCL) System	ACE ID: FAA-0546		3
DME MALSR/RMS	ACE ID: FAA-0548	1	
Flight Data Input/Output (FIDO) System, Artcc	ACE ID: FAA-0550		2
GPS Concepts	ACE ID: FAA-0551	2	
High Intensity Approach Lighting System (ALS)	ACE ID: FAA-0552	1	
MALS/RAIL/REIL	ACE ID: FAA-0554	4	
Nonradar and Radar-Associate Controller Training	ACE ID: FAA-0556	3	

Course	ACE ID		
Optical Disk Subsystem (ODS)	ACE ID: FAA-0557	3	
PAMRI System Maintenance Support	ACE ID: FAA-0558	3	
Precision Approach Path Indicator (CBI/MM)	ACE ID: FAA-0559	1	
Radar Controller Training	ACE ID: FAA-0560		3
Radiation Hazard Measurement Procedures	ACE ID: FAA-0561		1
Radiation Hazard Theory and Measurement Procedures	ACE ID: FAA-0562		1
Radio Communications Link (RCL) Terminal Equipment	ACE ID: FAA-0563		3
Enhanced Traffic Management Coordinator Training	ACE ID: FAA-0564		4
VSCS Hardware Maintenance	ACE ID: FAA-0565	12	
VSCS Site Software Support	ACE ID: FAA-0566	12	
Air Route Surveillance Radar (ARSR)-4, Hardware	ACE ID: FAA-0567	5	3
Air Route Surveillance Radar (ARSR)-4, System Overview	ACE ID: FAA-0568	1	
Arts IIE Update For Technicians	ACE ID: FAA-0569	4	
CODEX/Motorla 9800 Network Management System	ACE ID: FAA-0570	2	
Communications Equipment (CBI)	ACE ID: FAA-0571	3	
Electrical Principles	ACE ID: FAA-0572	4	
End Fire Glide Slope Atenna System	ACE ID: FAA-0573	2	
Engine Generator Power Systems (CBI)	ACE ID: FAA-0574	6	
Enhanced Terminal Voice Switch Hardware Maintenance	ACE ID: FAA-0575	3	
FAA Facility Security Management Program	ACE ID: FAA-0576	3	NOTE: Student cannot receive credit for both this course and Facilities Security Inspection Course.
Fundamentals of Internetworking For NAS Systems	ACE ID: FAA-0577	3	
Fundamentals Of MCC/MPS Network Management	ACE ID: FAA-0578	4	
Initial En Route Training	ACE ID: FAA-0579	12	
Initial Flight Service Training	ACE ID: FAA-0580	12	
Introduction To Airport Lighting, Marking, And Nav Aids (06402)	ACE ID: FAA-0581		1
Introduction to Telecommunication (CBI)	ACE ID: FAA-0582	2	
Introduction To Windows NT	ACE ID: FAA-0583	1	
Litton Rapid Deployment Voice Switch (RDVS) IIA	ACE ID: FAA-0584	3	
Low-density RCL (LDRCL) UHF Analog System	ACE ID: FAA-0585	1	
Maintenance Automation System Software (MASS)	ACE ID: FAA-0586	1	
Mark 1 F Equipment Instrument Landing Systems	ACE ID: FAA-0587	2	4
MDR-6000 8 GHz Series Microwave Digital Radio LDRCL System	ACE ID: FAA-0588		2
Modern RADAR Concepts	ACE ID: FAA-0589	5	
NAS F&E Project Materiel Management	ACE ID: FAA-0590	2	
Navigation Systems Concepts	ACE ID: FAA-0591	4	
NBP ALSF-2/SSALR	ACE ID: FAA-0592		3
Power Distribution Systems (CBI)	ACE ID: FAA-0593	6	
Radar Data Acquisition Subsystem (RDAS)	ACE ID: FAA-0595	3	
Theory of Instrument Landing Systems	ACE ID: FAA-0597		4
TSM-2500 Monitoring and Control LDRCL RMMS System	ACE ID: FAA-0598	2	
Air Carrier Transition	ACE ID: FAA-0601	1	
Avionics Certification	ACE ID: FAA-0602		2
Centralized Maintenance System For CSTI RCE	ACE ID: FAA-0603	1	
Fiber-Optic Concepts	ACE ID: FAA-0604	2	
Integrated Communications Switching System (ICSS) Supervisor Operation Denro-Spec.	ACE ID: FAA-0605	1	
Integrated Communications Switching System (ICSS) Type III Maintenance	ACE ID: FAA-0606	2	
Introduction to Airport Lighting, Marking, and NAVAIDS	ACE ID: FAA-0607		1
NAS F&E Project Materiel Management	ACE ID: FAA-0608	2	

Course	ACE ID		
Orientation and Safety On The Job Training (OJT)	ACE ID: FAA-0609	1	
Racal-PremNet Fiber Optic Multiplexer	ACE ID: FAA-0610		2
Troubleshooting Techniques (CBI)	ACE ID: FAA-0611	1	
VTABS Site Maintenance	ACE ID: FAA-0613	3	
Excess Personal Property Disposition (Correspondence Study)	ACE ID: FAA-0615		1
Sharing Instructor Techniques	ACE ID: FAA-0619		1
Initial Tower Cab Training	ACE ID: FAA-0620		9
Operational Supervisor's Workshop-Cadre Facilitator Training	ACE ID: FAA-0622		1
Common Arts for Support Specialists	ACE ID: FAA-0624		2
ARTS IIIA for Support Specialists	ACE ID: FAA-0625		2
Air Traffic Teamwork Enhancement (ATTE) Facilitator Training	ACE ID: FAA-0626	1	
Airport Movement Area Safety System (AMASS)/TAIU	ACE ID: FAA-0627		2
TDX 2000 Digitizer	ACE ID: FAA-0629	2	
Air Carrier Transition	ACE ID: FAA-0630	2	
Air Transportation Oversight System	ACE ID: FAA-0631	2	
Air Traffic Basics	ACE ID: FAA-0632	9	
Air Traffic Basics	ACE ID: FAA-0633	10	
Air Traffic Basics	ACE ID: FAA-0634	10	
Air Traffic System Administrator for ETMS (LINUX O/S)	ACE ID: FAA-0635		3
Airport Compliance Requirements	ACE ID: FAA-0636		2
Communication Security (COMSEC) Account Management/STU III	ACE ID: FAA-0638	2	
Communication Security (COMSEC) Account Management/STU III	ACE ID: FAA-0639	2	
Fundamentals of ATC On-the Job Instruction (OJTI) Cadre Training	ACE ID: FAA-0640	1	
Airports Surface Detection Equipment Model 3A (ASDE-3A) with Airport Movement Area Safety System and Terminal Arts Interface Unit (AMASS/TAIU)	ACE ID: FAA-0641		4
Air Traffic Familiarization for Executives	ACE ID: FAA-0644	1	
Digital Voice Recorder, Type II	ACE ID: FAA-0645	2	
Color Display Complete (ACD, RGW, and Song DDM)	ACE ID: FAA-0646	2	
Remote ARTS Color Display (RACD) Maintenance	ACE ID: FAA-0647		2
Automated Weather Observing System (AWOS) Maintenance 133	ACE ID: FAA-0648	2	
Airport Noise and 14 CFR Part 150 Studies	ACE ID: FAA-0649	1	
Excess Personal Property Disposition (Web/CMI)	ACE ID: FAA-0650		1
Field Logistics Management (WEB/CMI)	ACE ID: FAA-0651	1	
Full STARS Maintenance	ACE ID: FAA-0653		7
Aircraft Certification Systems Evaluation Program (ACSEP)	ACE ID: FAA-0654	1	
FAA Sales Contracting Officer (SCO) Training	ACE ID: FAA-0655	1	
FAA Sales Contracting Officer (SCO) Training	ACE ID: FAA-0656	1	
Automated Inventory Tracking System (AITS)	ACE ID: FAA-0657	1	
FAA Personnel Security	ACE ID: FAA-0658	3	
Airworthiness Standards for Digital Flight Data Recorders	ACE ID: FAA-0659	1	
B-737-800 Initial Pilot Training	ACE ID: FAA-0660		10
Operations Safety System (OpSpecs)	ACE ID: FAA-0661	1	
System Safety	ACE ID: FAA-0662	1	
14 CFR Part 135, Air Carrier Operations	ACE ID: FAA-0663		3
Recurrent FAR 135 Air Carrier Certification and Surveillance	ACE ID: FAA-0664		1
Aircraft Certification Service Seminar	ACE ID: FAA-0665	2	
Systems Engineering Job Functions	ACE ID: FAA-0666		3

Course	ACE ID		
Motor Vechicle Fleet Management	ACE ID: FAA-0667	2	
Introduction to Airport Development	ACE ID: FAA-0668	2	
Distance Measuring Equirment (DME)Model 415SE	ACE ID: FAA-0670	2	
Mark 20/20A Instrument Landing System (ILS)	ACE ID: FAA-0671	4	
Shipboard Air Traffic Control Communications (SATCC)	ACE ID: FAA-0672	3	
Communications Security Account Management/Secure Terminal Equipment	ACE ID: FAA-0674	3	
Structural Inspection Programs Evaluation (21051)	ACE ID: FAA-0675	2	
Air Traffic System Administrator for ETMS	ACE ID: FAA-0676		4
Mark 20/20A Instrument Landing System (ILS) Laboratory, 47717RES	ACE ID: FAA-0685		3
Aviation Safety Engineer/ Propulsion 14CFR Training	ACE ID: FAA-0686	3	
Air Cargo Operations	ACE ID: FAA-0687	1	
Aircraft Certification Service Indoctrination Phase III	ACE ID: FAA-0688		1
Safety Performance Analysis System (SPAS)	ACE ID: FAA-0689	1	
Advanced SPAS for NPG	ACE ID: FAA-0690	1	
Advanced SPAS for SEP	ACE ID: FAA-0691	1	
Pilot School Certification	ACE ID: FAA-0692	3	
Nondestructive Inspection/Evaluation	ACE ID: FAA-0693		2
Lessons Learned from Accidents-27905	ACE ID: FAA-0694	1	
Initial En Route Training	ACE ID: FAA-0698		12
Airport Certification Procedures	ACE ID: FAA-0700		5
Lessons Learned from Accidents	ACE ID: FAA-0701	1	
Aircraft Certification Indoctrination Phase I	ACE ID: FAA-0702	1	
Air Traffic Control Beacon Interrogator (ATCBI)-5 Trans/Receiver Site	ACE ID: FAA-0703		3
Air Traffic Control Beacon Interrogator (ATCBI)-5 Trans/Receiver Site Laboratory	ACE ID: FAA-0704		1
Capture Effect Glideslope (CEG)	ACE ID: FAA-0705		2
Capture Effect Glideslope (CEG) Laboratory	ACE ID: FAA-0706		2
Mark 20/20A Instrument Landing System (ILS)	ACE ID: FAA-0707		2
Flight Safety Officer Initial Training	ACE ID: FAA-0708	2	
Core Job Functions-Skills for Success	ACE ID: FAA-0709	2	
Solaris For NAS	ACE ID: FAA-0710		5
Aviation Safety Engineer/Airframe Job Functions	ACE ID: FAA-0711		3
Maintenance Outsourcing Oversight System	ACE ID: FAA-0712		2
Airworthiness Indoctrination Technical Core	ACE ID: FAA-0713		3
Flight Standards Automation Tools	ACE ID: FAA-0714		2
Enhanced Terminal Voice Switch (ETVS) EHOT/DoP	ACE ID: FAA-0715		4
New Bedford Panoramic (NBP) Dual Mode Approach Lighting System with Flashers-2/Enhanced Hands on Training/Demonstration of Proficiency (ALSF-2/EHOT/DoP)	ACE ID: FAA-0716	6	
Dual Redundant Power Distribution System/Critical Redundant Power Distribution System (DRPDS/CRDPS) Part I	ACE ID: FAA-0717		9
Dual Redundant Power Distribution System/Critical Redundant Power Distribution System (DRPDS/CRDPS) Part II	ACE ID: FAA-0718		9
Hot Water Boilers	ACE ID: FAA-0719	3	
ACEPS Standby/Critical Power & Distribution Systems	ACE ID: FAA-0720		13
Tower Data Link Services II (TDLS 2) Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP) (40464)	ACE ID: FAA-0721		3
En Route Automation Concepts	ACE ID: FAA-0722	3	
Automated Radar Terminal System (ARTS) IIIE Power PC Hardware with Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0723	7	
Basic Air Traffic System Specialist (ATSS) National Airspace System (NAS) Overview	ACE ID: FAA-0724	1	

Course	ACE ID		
Integrated Terminal Weather System (ITWS) Hardware Maintenance with Terminal Convective Weather Forecast (TCWF) and Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP	ACE ID: FAA-0725	2	
Air Route Surveillance Radar (ARSR)-3 Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0726		6
Full Standard Terminal Automated Replacement System (STARS) Maintenance Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0727		4
Air Traffic Control Beacon Interrogator (ATCBI)-6 Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0728		4
Distance Measuring Equipment (DME) Model 415SE/Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0729		3
Medium Intensity Approach Lighting System with Runway Alignment Indicator (MALSR) Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0730		6
Mark 20/20A Instrument Landing System (ILS) Enhanced Hands on Training/Demonstration of Proficiency (EHOT/DoP)	ACE ID: FAA-0731		9
Stand Alone Weather Sensors (SAWS)	ACE ID: FAA-0733	1	
6000.15E General Maintenance Handbook	ACE ID: FAA-0734	2	
Introduction to Terminal Radar Course	ACE ID: FAA-0735	4	
Introduction to Flight Procedures (TERPs)	ACE ID: FAA-0736	5	
Area Navigation (RNAV) Approach Construction	ACE ID: FAA-0737	4	
Instrument Approach Procedures Automation	ACE ID: FAA-0738	4	
Basic Air Traffic System Specialist (ATSS) National Airspace System (NAS) Principles	ACE ID: FAA-0740		2
Visual Approach Slope Indicator (VASI)	ACE ID: FAA-0741	5	
Initial Departure Procedures	ACE ID: FAA-0742	2	
Initial RNP-SAAAR Training Course (Required Navigation Performance/ Special Aircraft and Aircrew Authorization Required)	ACE ID: FAA-0743	2	
USAF Automated Terminal Instrument Procedures (GPD) Course	ACE ID: FAA-0744	3	9
Solid State Doppler Direction Finder, Type FA-9964 (Correspondence)	ACE ID: FAA-0746	1	
Comm Radios (TOHTC2) EHOT/DoP	ACE ID: FAA-0747	9	
Powerware BPIII/PM Uninterruptible Power System (UPS) EHOT/DoP	ACE ID: FAA-0750		2
Remote ARTS Color Display-3 (RACD3) (AP Chassis) EHOT/DoP	ACE ID: FAA-0752	1	
TMA System Administrator	ACE ID: FAA-0754		3
ATCBI-6/6M EHOT/DoP	ACE ID: FAA-0756	4	
STARS Software Administration and Security	ACE ID: FAA-0757	6	
Replacement Lamp Monitoring System (RLMS)	ACE ID: FAA-0758	3	
Common Digitizer (CD), Model 2A/B/C/D	ACE ID: FAA-0760		6
Nexcom Multimode Digital Radio (Analog)	ACE ID: FAA-0761	2	
Runway End Identifier Lights (REIL) Manufactured by DME Corporation	ACE ID: FAA-0763	1	
(CBI) Engine Generator Power System	ACE ID: FAA-0765	3	
Introduction to Integrated Logistics Support	ACE ID: FAA-0766	1	
(CBI) Capture Effect Glideslope (CED)	ACE ID: FAA-0767		1
Manager/Supervisor EOSH Awareness	ACE ID: FAA-0769		1
Part 142 Training Centers: FAA Roles and Responsibilities	ACE ID: FAA-0771		1
Software Fundamentals	ACE ID: FAA-0772	2	
Software Job Functions	ACE ID: FAA-0773		4
Solid State Doppler Direction Finder Theory, Type FA 9964 (Resident)	ACE ID: FAA-0787	2	
Introduction to Flight Procedures (En Route)	ACE ID: FAA-0815	4	
Introduction to Aeronautical Charts	ACE ID: FAA-0818	2	
TRACON Skill Enhancement Workshop (TSEW)	ACE ID: FAA-0819		3
Statement Analysis	ACE ID: FAA-0820	2	

Course	ACE ID	Col1	Col2
Security Officer Testing	ACE ID: FAA-0821	1	
Interim Voice Switch Replacement System, Enhanced Hands on Testing with Display of Proficiency	ACE ID: FAA-0823	3	
Critical Power Distribution System (CPDS) Type Systems	ACE ID: FAA-0824		9
Direct Current (DC) Bus Hardware Maintenance	ACE ID: FAA-0825	2	
Mitsubishi 2033A and 9700 Series Uninterruptible Power Supplies and Enhanced Hands on Training	ACE ID: FAA-0826		6
Navigation Systems Concepts	ACE ID: FAA-0827	3	7
ITWS Secondary Reliever Airport (SRA)	ACE ID: FAA-0828	1	
Precision Approach Path Indicator (PAPI)- AVW, Sonicraft, DME, and NBP	ACE ID: FAA-0830		1
Type FA-10240 Wind Measuring Equipment (WME)	ACE ID: FAA-0831		1
LLWAS RS, Type FA-14100	ACE ID: FAA-0832	1	
Low Level Windshear Alert System (LLWAS) NE++FA-10387	ACE ID: FAA-0833		1
Logistic Inventory System (LIS)	ACE ID: FAA-0834	1	
Extended Operations (ETOPs) Maintenance Programs	ACE ID: FAA-0835	1	
Air Cargo Operations	ACE ID: FAA-0836	2	
WebOPSS	ACE ID: FAA-0837	1	
Type FA-10239 Wind Measuring Equipment (WME)	ACE ID: FAA-0838		1
B737-800 Pilot Recurrent/Differences Training	ACE ID: FAA-0839		6
En Route Automation System (EAS) Administration	ACE ID: FAA-0840	5	
Automation Concepts	ACE ID: FAA-0841		4
Initial En Route Qualification Training	ACE ID: FAA-0843		6
ERAM Scenario Generation Training (SGET)	ACE ID: FAA-0844	3	
USAF Global Procedure Developer	ACE ID: FAA-0845		4
FAA Hazardous Materials Investigation Course	ACE ID: FAA-0846		4
USAF Automated Terminal Instrument Procedures (GPD) Course	ACE ID: FAA-0848	3	9
Common Principles for ATSSs	ACE ID: FAA-0849		6
Instructor Effectiveness Training (Blended)	ACE ID: FAA-0850		3
Virtual Instructor Training	ACE ID: FAA-0851		2
FAA Written Examination	ACE ID: FAAC-0001	3	
FAA Private Pilot Certification	ACE ID: FAAC-0002	5	

REGENTS BACHELOR OF ARTS DEGREE PROGRAM
at
FAIRMONT STATE COLLEGE

COLLEGE-EQUIVALENT CREDIT FOR FAA PERSONNEL

Employees of the Federal Avaiation Administration enrolled in the Regents Bachelor of Arts Degree Program at Fairmont State College may receive college-equivalent credit for FAA training in the three categories listed below. This does not preclude the possibility of an assessment for additional college-equivalent credit for other prior learning activities of applicants. It does standardize the credit to be awarded for the learning activities listed.

I. The FAA Academy, Oklahoma City. Graduates of the FAA Academy will be awarded 60 hours of unspecified technology credit. Forty hours will be at the lower level and twenty hours at the upper level. Applicants must request that a transcript be sent by the registrar unit of the FAA Academy to the Coordinator, Regents B.A. Degree Program, at Fairmont State College.

II. Credit for FAA Navigational Aides courses will be awarded as listed below. Standard credit equivalency for radar and communications courses are being developed in New York and will be added when they become available. Official verification of records should be obtained from the Sector Manager of the Eastern Region facility in which the student is employed.

    A. Advanced ILS/VOR Principles (40204), 4 hours, lower level
    B. AN/GRN – 27 (Category II ILS) (40232), 3 hours, lower level
    C. Digital Logic Principles (40402), 2 hours, lower level
    D. Doppler VOR System (40207), 2 hours, lower level
    E. Electronic Fundamentals and Engineering Mathematics (44504), 8 hours, lower level
    F. Foundation Mathematics (44502), 3 hours, lower level
    G. ILS (AIL Mark Ib) (40233), 3 hours, lower level
    H. ILS Capture Effect Glide Slope (40240) and ILS Problem Analysis (40246), 3 hours, upper level
    I. ILS Concepts (40233), 2 hours, lower level
    J. ILS (Tube Type) (40234), 3 hours, lower level
    K. ILS (Wilcox Mark Ia) (40235), 3 hours, lower level

L. Rho-Theta Monitor Equipment, RTC-2 (40238), 3 hours, upper level
M. Rho-Theta Monitor Equipment, RTC-3 (40221), 4 hours, upper level
N. Rho-Theta Navigation Equipment, GRN-9 (40239), 2 hours, upper level
   or Rho-Theta Navigation Equipment, GRN-9 (44207)   2 hours
      Rho-Theta Navigation Equipment, GRN-9 (43700)   upper level
O. Rho-Theta Navigation Equipment, RTB-3 (40237), 2 hours, upper level
P. Rho-Theta (TACAN) Principles (40200), 7 hours, upper level
Q. Runway Visual Range Equipment, Type FA-7861 (40213), 3 hours, lower le
R. Solid State Devices (44712) and Solid State Devices (44509), 3 hours,
   lower level
S. VHF Omnirange Equipment (VOR) (40205), 4 hours, lower level

III. The FAA Management Training School, Lawton, Oklahoma. Credit
will be awarded for the courses listed below. Certification must be
obtained from the school.

A. Managerial Basic Course, 6 hours, upper level
B. Managerial Recurrent Course, 3 hours, upper level
C. Supervisory Basic Course, 6 hours, upper level
D. Supervisory Recurrent Course, 2 hours, upper level

College-equivalent credit may be available for other learning depending on
the background of the applicant. For further information regarding the Regents
Bachelor of Arts Degree program at Fairmont State College, contact:

      Dr. William P. Turner
      Regents Degree Program
      Fairmont State College
      Fairmont, West Virginia   26554
      Telehone: 367-4247

FAA Radar and Communications courses. Credit hour equivalencies received July 11, 1975. Equivalencies for Data Systems and Environmental support courses will be available at a later date.

A. ASR-4/5/6 System (40304), 3 hours, lower level
B. ATCBI-3 Transmitter/Receiver/Indicator Sites (40318), 3 hours, upper level
C. Automatic Program Unit Low Speed (40004), 2 hours, lower level
D. Back-Up Emergency Communications System ARTCC (40009), 3 hours, lower level
E. Coded Time Source (43001), 1 hour, lower level
F. Common Digitizer AN/FYQ-49 (43402), 12 hours, upper level
G. Common Digitizer Height AN-FYQ-47 (43404), 13 hours, upper level
H. Communications Equipment (40007), 8 hours, lower level
I. Electrical Principles (40100), 5 hours, lower level
J. En Route Radar System ARSR-1/2 (4Q307), 3 hours, lower level
K. Flight Data Entry and Printout (44407) and Flight Data Entry and Printout Equipment (43409), 3 hours, lower level
L. Model 29/35 Teletype Equipment (40012), 3 hours, lower level
M. Radar Bright Display Equipment, RBDE-6 (40324), 4 hours, lower level
N. Radar Microwave Link System RML-1/2/3/4 (RML-T/R) (40322), 3 hours, lower level
O. Radar Principles A (40329), 7 hours, lower level
P. Radar Principles B (40330), 6 semester hours, lower level
R. Runway Visual Range Equipment, IRA System (40229), 3 hours, lower level

Shepherd
[signature]

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

DATE: JUL 2 8 1975

IN REPLY
REFER TO: AAFS-824.2

SUBJECT: College Credit Recommendations

TO: All Personnel, AAFS-824

Enclosed is the University of the State of New York's
College Credit Recommendations for the FAA Academy
Resident and Directed Study Courses which were recently
evaluated.

The credit recommendations established for high quality
programs and courses found to be comparable to college
level instruction will assist many currently participating
personnel in gaining academic recognition for the learning
they have acquired.

Credit Recommendation.

The category of credit, the number of semester hours re-
commended, and the appropriate subject area.

1. Categories of Credit - There are five categories of
   possible credit in the GUIDE:

   (a) Vocational Certificate: Vocational education
       course work may be identified in terms of total
       contact hours or semester credit hours. The
       primary objective of vocational education is to
       prepare the individual for employment on a pre-
       scribed job.

   (b) Associate Degree (including lower division bac-
       calaureate): This category includes collegiate
       course work designed for educational programs
       leading to the Associate in Arts, the Associate
       in Science, or the Associate in Applied Science
       degrees, as well as collegiate course-work
       normally found in the first 2 years of a bac-
       calaureate program.

(c) Upper Division Baccalaureate Degree: This category includes collegiate courses usually found in the last 2 years of a baccalaureate program, and the courses generally involve specialization of a theoretical or analytic nature beyond the introductory level.

(d) Undergraduate Degree: This category includes collegiate courses which might be applied to any level of a baccalaureate degree program.

2. Semester Hours - All credit recommendations are made in semester hours. Credit recommendations in the GUIDE are not derived by a simple arithmetic conversion such as dividing the total number of course hours by 15. Instead, the consultants based their credit recommendations on the range and level of complexity of the subject matter covered, as well as the length of contact hours.

3. Subject Area - The recommended subject area(s) in which credit should be awarded.

The following training area's were evaluated:

Appendix I   Radar and Communications
Appendix II   Data Systems
Appendix III Environmental Support
Appendix IV   Navigational Aids

R. H. JENKINS
Sector Manager, AAFS-824

encl.

1. ASR - 4/5/6 System (40314)

   Category: Lower division Baccalaureate/Associate Degree

   Credits: 3 (1 lecture, 2 laboratory)

   Subject Area: Pulse Electronics

2. ATCBI-3 Transmitter/Receiver/Indicator Sites (40318)

   Category: Upper division Baccalaureate

   Credits: 3 (1 lecture, 2 lab.)

   Subject Area: Engineering Technology (Communications Electronics)

3. Automatic Program Unit Low Speed - APULS (40004)

   Category: Lower division Baccalaureate/Associate Degree

   Credits: 2 (1 lecture, 1 lab.)

   Subject Area: Data Transmission

4. Back-up Emergency Comm. System ARTCC-BUEC (40009)

   Category: Lower division Baccalaureate/Associate Degree

   Credits: 3 (1 lecture, 2 lab.)

   Subject Area: Communications Electronics

5. Coded Time Source (45001)

   Category: Lower division Baccalaureate/Associate Degree

   Credits: 1

   Subject Area: Electronics Technology Laboratory

6. Common Digitizer AN/FYQ-47 (45402)

   Category: Upper Division Baccalaureate

   Credits: 12 (9 lecture, 3 lab.)

   Subject Area: Engineering Technology (Pulse and Digital Electronics)

7. Common Digitizer AN/FYQ-47 (45404)

   Category: Upper division Baccalaureate

   Credits: 13 (9 lecture, 4 lab.)

   Subject Area: Engineering Technology (Pulse and Digital Electronics)

8. Communications Equipment (40007)

   Category: Lower division Baccalaureate/Associate Degree

   Credits: 3 (6 lecture, 2 lab.)

   Subject Area: Communications Electronics

9. Electrical Principles (40100)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 5 (3 lecture, 2 lab.)

    Subject Area: Basic Electricity

10. En-Route Radar System ARSR - 1/2 (40307)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Pulse Electronics

11. Flight Data Entry & Printout (44407) & Flight Data Entry & Printout Equipment (43409)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Electromechanical Technology

12. Model 28/35 Teletype Equipment (40012)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Electromechanical Technology

13. Radar Bright Display Equipment. RBDE-6 (40324)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 4 (2 lecture, 2 lab.)

    Subject Area: Video Electronics

14. Radar Microwave Link System RML - 1/2/3/4 (RML T/R) (40322)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Communications Electronics

15. Radar Principles A (40320)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 4 (3 lecture, 1 lab.)   and   3 (2 lecture, 1 lab.)

    Subject Area: Communications Electronics   Radar Principles

16. Radar Principles B (40330)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 6 (4 lecture, 2 lab.)

    Subject Area: Radar Principles

1. Principles of Digital Logic and Data Processing 43411

   Category: Lower division

   Credits: 1 credit

   Subject Area: Digital Logic Principles

2. Data Receiving Group (DRG) Interfacility Data Set (IFDS) 43417

   Category: Lower division

   Credits: 3 (1 lecture, 2 lab.)

   Subject Area: Computer Technology

3. IBM 9020 Peripheral Devices 43457

   Category: Lower division

   Credits: 3 (1 lecture, 2 lab.)

   Subject Area: Electromechanical Technology

4. IBM 9020 System Familiarization and BAL Programming 43458

   Category: Upper division

   Credits: 7 (4 lecture, 3 lab.)

   Subject Area: Computer Technology and/or Data Processing

5. IBM 9020 Input/Output Equipment 43459

   Category: Lower division

   Credits: 5 (2 lecture, 3 lab.)

   Subject Area: Electromechanical Technology

6. IBM 9020 A/D PAM and System Control 43460

   Category: Lower division

   Credits: 4 (2 lecture, 2 lab.)

   Subject Area: Computer Technology

7. IBM 9020 D/E Processing 43462

   Category: Upper division

   Credits: 15 (6 lecture, 9 lab.)

   Subject Area: Computer Technology

8. IBM 9020 E Option Specialty 43430

   Category: Upper division

   Credits: 4 (1 lecture, 3 lab.)

   Subject Area: Computer Technology

9. ILS Components (40234)

Category: Lower division Baccalaureate/Associate Degree

Credits: 2

Subject Area: Communications Electronics

10. ILS (Tube Type) 40234

Category: Lower division Baccalaureate/Associate Degree

Credits: 3 (1 lecture, 2 lab.)

Subject Area: Engineering Technology

11. ILS Wilcox Mark Ia (40235)

Category: Lower division Baccalaureate/Associate Degree

Credits: 3 (1 lecture, 2 lab.)

Subject Area: Engineering Technology

12. Rho-theta Monitor Equipment, RTC-2 (40238)

Category: Undergraduate Degree

Credits: 3 (1 lecture, 2 lab.)

Subject Area: Engineering Technology

13. Rho-theta Monitor Equipment, RTC-3 (40221)

Category: Undergraduate Degree

Credits: 4 (2 lecture, 2 lab.)

Subject Area: Engineering Technology

14. Rho-theta Navigation Equipment, GRN-9 (40239-44207-43700)

Category: Undergraduate Degree

Credits: 2 (1 lecture, 1 lab.)

Subject Area: Engineering Technology

15. Rho-theta Navigation Equipment, RT3-2 (40237)

Category: Undergraduate Degree

Credits: 2 (1 lecture, 1 lab.)

Subject Area: Engineering Technology

16. Rho-theta Radar Principles (40200)

Category: Undergraduate Degree

Credits: 7 (5 lecture, 2 lab.)

Subject Area: Pulse & Microwave Electronics

APPENDIX IV

17. Runway Visual Range Equipment, Type FA-7861 (40213)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Engineering Technology

18. Solid State Devices (44712 - 44809)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3

    Subject Area: Solid State Devices

19. VHF Omnirange Equipment (VOR) (40205)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 4 (2 lecture, 2 lab.)

    Subject Area: Communications Electronics

20. Runway Visual Range Equipment, IRA System (40229)

    Category: Lower division Baccalaureate/Associate Degree

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Engineering Technology

Category:

Credits:

Subject Area:

Category:

Credits:

Subject Area:

Category:

Credits:

Subject Area:

Category:

Credits:

Subject Area:

25. CRI Display Tec Technicians (43426)

    Category: Lower Division
    Credits: 10 (4 lecture, 6 lab.)
    Subject Area: Computer Technology

26. Computer Update Equipment (43416)

    Category: Lower division
    Credits: 5 (2 lecture, 3 lab.)
    Subject Area: Computer Technology

27. Test Equipment Console Test Cart (43419)

    Category: Lower division
    Credits: 6 (3 lecture, 3 lab.)
    Subject Area: Computer Technology

28. System Maintenance Monitor Console (43452)

    Category: Lower division
    Credits: 3 (1 lecture, 2 lab.)
    Subject Area: Computer Technology

Category:
Credits:
Subject Area:

Category:
Credits:
Subject Area:

Category:
Credits:
Subject Area:

Category:
Credits:
Subject Area:

SOLID STATE FUNDAMENTALS FOR ELECTRO-MECHANICS 40115 and 44107

1. Category: Lower Division

   Credits: 2 (1 lecture & 1 lab)

   Subject Area: Introduction to Electronics

2. ENVIRONMENTAL SUPPORT SYSTEMS CONCEPTS 40117

   Category: Lower Division

   Credits: 2 (1 lecture & 1 lab)

   Subject Area: Introduction to Electronics

3. AIR CONDITIONING 44106 and 40114

   Category: Lower Division

   Credits: 3 (1 lecture, 2 lab)

   Subject Area: Air Conditioning and Heating

4. ARTCC ENVIRONMENTAL CONDITIONING & CONTROLS 43438

   Category: Lower Division

   Credits: 3 (1 lecture, 2 lab)

   Subject Area: Air Conditioning and Heating

5. ARTCC HEAVY DUTY AIR CONDITIONING 43440

   Category: Lower Division

   Credits: 2 (1 lecture 1 lab)

   Subject Area: Air Conditioning and Heating

5. ARTCC BOILERS 43439

   Category: Lower Division

   Credits: 3 (1 lecture, 2 lab)

   Subject Area: Air Conditioning and Heating

7. GASOLINE AND DIESEL ENGINE GENERATORS 40118

   Category: Lower Division

   Credits: 4 (2 lecture, 2 lab)

   Subject Area: Engineering Technology (Standby Power Systems)

8. __550 KW DIESEL ENGINE GENERATORS 40116 and 44102__

Category: Lower Division

Credits: 2 (1 lecture, 1 lab)

Subject Area: Engineering Technology (Standby Power Systems)

9. __APTCG STANDBY POWER AND DISTRIBUTION SYSTEM 43449__

Category: Lower Division

Credits: 4 (2 lecture, 2 lab)

Subject Area: Engineering Technology (Standby Power Systems)

10. __POWER CONDITIONING SYSTEM 43433__

Category: Lower Division

Credits: 5 (2 lecture, 3 lab)

Subject Area: Electrical Technology

Category:

Credits:

Subject Area:

Category:

Credits:

Subject Area:

Category:

Credits:

Subject Area:

Category:

Credits:

Subject Area:

1. Advanced ILS/VOR Principles (40205)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 4 (3 lecture, 1 lab.)
   Subject Area: Communications Electronics

2. AN/GRN-27 Category II ILS (40232)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 3 (1 lecture, 2 lab.)
   Subject Area: Engineering Technology

3. Digital Logic Principles (40402)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 2
   Subject Area: Digital Logic Principles

4. Doppler VOR System (40207)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 2
   Subject Area: Communications Electronics

5. Electronic Fundamentals and Engineering Mathematics (44504)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 5   and   3 Mathematics
   Subject Area: DC/AC Circuit Theory

6. Foundation Mathematics (44502)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 3
   Subject Area: Natural Science

7. ILS AIL Mark Ib (40236)

   Category: Lower division Baccalaureate/Associate Degree
   Credits: 3 (1 lecture, 2 lab.)
   Subject Area: Engineering Technology

8. ILS Capture Effect Glide Slope (40240)

   Category: Upper division Baccalaureate

   Credits: 3 (2 lecture, 1 lab.)
   Subject Area: Engineering Technology

9. IBM 2314-A1 Direct Access Storage Specialty 43437

Category: Lower division

Credits: 3 (1 lecture, 2 lab.)

Subject Area: Electromechanical Technology

10. Introduction to the IBM 9020 Central Computer Complex 44404

Category: Upper division

Credits: 2 credit

Subject Area: Computer Technology and/or Data Processing

11. Radar Data Acquisition System 43400

Category: Upper division

Credits: 3 (2 lecture, 1 lab.)

Subject Area: Electronics Technology

12. NAS En Route Automation I/O Equipment for Engineers 43412

Category: Upper division

Credits: 2 (1 lecture, 1 lab.)

Subject Area: Computer Technology

13. IBM 9020 CCC for Engineers 43463

Category: Upper division

Credits: 6 (2 lecture, 4 lab.)

Subject Area: Computer Technology

14. JOVIAL Programming 43464

Category: Upper division

Credits: 2 (no breakdown of lecture/lab.)

Subject Area: Computer Programming

15. NAS En Route Operational Program for Engineers 43420

Category: Upper division

Credits: 3 (1 lecture, 2 lab.)

Subject Area: Computer Technology

16. SDMC for Engineers 43421

Category: Upper division

Credits: 1 credit

Subject Area: Computer Technology

17. Display Channel Complex for Engineers 43471

    Category: Upper division

    Credits: 4 (1 lecture, 3 lab.)

    Subject Area: Computer Technology

18. RDP Operational Programming 43450

    Category: upper division

    Credits: 2 (1 lecture, 1 lab.)

    Subject Area: Computer Technology

19. Computer Display Channel for Engineers 43418

    Category: Upper division

    Credits: 7 (3 lecture, 4 lab.)

    Subject Area: Computer technology and/or Data Processing

20. Computer Display Channel Software 43451

    Category: Upper division

    Credits: 6 (2 lecture, 4 lab.)

    Subject Area: Computer Technology

21. DCC Software 43452

    Category: Upper division

    Credits: 4 (1 lecture, 3 lab.)

    Subject Area: Computer Technology

22. Bright Radar Indicator Tower Equip., BRITE-1 40311

    Category: Lower division

    Credits: 3 (1 lecture, 2 lab.)

    Subject Area: Video Electronics

23. Intro. to CDC Display 44410

    Category:

    Credits: No credit

    Subject Area:

24. Multi-Channel Recorders 43400, 43401, 44402

    Category: Lower division

    Credits: 2 (1 lecture, 1 lab.)

    Subject Area: Electromechanical Technology

Appendix 11

MEMORANDUM

DATE: September 30, 1985

TO: Dr. David R. Powers
           Vice Chancellor for Academic Affairs

FROM: John F. Thralls, Director
           Student and Educational Services

SUBJECT: Recommendation to Approve Additional
           Standard Credit Agreements

Standard Credit Agreements are guidelines which may be used by institutions when awarding credits to students for work and life experience in certain fields under the Regents Bachelor of Arts Program. These agreements, which indicate the number of credits to be awarded, are recommended by various institutions and agreed upon by the Regents BA Coordinators.

At their fall meeting, the Regents B.A. Coordinators voted to request that the following standard credit agreements be presented for approval at the October 21, 1985 meeting of the Academic Affairs Advisory Committee.

(1) Journeyman Air Traffic Controllers: accept
     a block of 60 semester hours (30 upper
     division hours and 30 lower division hours)
     as implemented since 1976 at Shepherd College
     (attachment #1).

(2) Cytotechnology: accept a block of 30 upper
     division credits as detailed in "Establishing
     Credit Values for a Cytotechnology Curriculum,"
     Shirley E. Greening, MS, CFIAC, American Society
     of Cytology Programs Faculty Seminar, Atlanta,
     Georgia November 5, 1984 (attachment #2).

JFT:ss

Enclosures

Office Of The Academic Dean

Shepherd College

Shepherdstown, W. Va. 25443 (304) 876-2511

May 30, 1975

Herbert Schlossberg
Academic Dean

Dr. William S. Westbrook
Marshall University
Huntington, W. Va. 25701

Dear Bill:

I regret this delay in getting back to you after our telephone conversation on awarding CEC for F.A.A. employees. With all that it took to wrap up the academic year, including several rush projects for the Board of Regents, Howard and I have been able to devote little time to more important things.

Our decisions have been mostly in line with the thinking I shared with you on the phone. We were unable, however, to apportion the airway facilities background according to specialization within the electronics field as we had hoped to do and therefore have decided to record the credits in general terms, as in the case of the controllers. The airway facilities sector was further complicated by the fact that some AFS journeymen ⸻e more than one specialization, and we debated giving more than the standard number ⸺ credits for additional specializations--for example, radar, computers, communications, etc. We settled this problem, upon the advice of one of the AFS supervisors, deciding to award 60 hours for journeyman status regardless of how many electronics fields the AFS journeyman had qualified in. This is also the practice of George Washington University, which has an extensive program with FAA people.

Our conclusion was that we would award 60 hours in Air Traffic Control Technology to journeyman controllers and 60 in Electronics Technology to AFS journeymen. In both cases, there would be 30 hours each of upper and lower division credit. We have made no decision on Flight Service Station specialists, because we have had no applicants from this source. The FAA assigns them a lower grade, apparently because the sophistication of their training is considerably less. I presume that radar approach controllers would be treated the same as the Center radar controllers with whom we have been dealing, but that tower controllers and approach controllers in a non-radar environment should be awarded less credit. Have you formed any opinion on those positions with respect to college equivalent credit?

There is another issue regarding the AFS journeyman that we have not resolved. Although we are considering all their work in electronic technology as being worth 60 hours in CEC, regardless of how many specialties they have learned, some of them have developed considerable capabilities in computer programming. Should this be considered separately, since it is an established field in most of our institutions and is not clearly a part of the electronic technology which is needed purely for the maintenance function of air traffic equipment? Or should it simply be lumped together with the blanket 60 hours in electronic technology? What is your thinking about that?

Sincerely yours,

Herbert Schlossberg

HS:lam
⸻

Appendix 12

Awarding Credit for Federal Aviation Administration Pilot and Mechanic Certificates

By Frank D. Robbins, West Virginia University Institute of Technology, May 1, 2014

The following is an overview on the credit awarded for Federal Aviation Administration FAA Pilot, Instructor, Flight Engineer, and Mechanic certificates and ratings.   The certification method used by the FAA is difficult to summarize, especially in regard to the learning associated with a specific level of certification.   A few rules on how the FAA awards certificates may help.

First, a pilot can only hold one type of pilot certificate; private, commercial, airline transport, etc. Technically a commercial pilot is no longer a private pilot, even though he or she was required to obtain a private pilot certificate prior to earning a commercial pilot certificate.

However, in some cases a pilot may hold a higher level certificate, for example an airline transport pilot, but not be authorized to exercise ATP privileges in all types of aircraft. This is reflected on the certificate as a limit or limitation. For example, an airline transport pilot with a multi-engine rating may have a limitation for commercial privileges when operating a single engine airplane. This is a common limitation, since there are effectively no single engine airliners, so there is little reason for a pilot to obtain a single engine rating on his airline transport pilot certificate. Limitations typically have no effect on the credit awarded for pilot certificates, with the exception of a second in command (SIC) limitation on a type rating.

When a RBA student requests credit for his or her "pilot's license" the pilot typically presents a plastic card(s). These cards do not actually say "Pilot License" or "Pilot Certificate". They do show the individual's name and the pilot or flight instructor qualifications that individual holds. Please make a copy of all cards. However check this information against the FAA Registry at: https:amsrvs.registry.faa.gov/airmeninquiry. You will first be required to enter your personal information and then be given access to the Airmen Inquiry page. Enter the information for the student in question. You should then see the FAA information on the individuals with that name. Please use care to check the address and other information of your student against the information in the report. Duplicate names are not uncommon. This report is in a different format than the pilot certificate, but contains the same information.

A list of the credit awarded for FAA certificates is as follows:

Pilot & Flight Instructor Certificates:
Private Pilot	6 credit hours, lower division
Commercial Pilot	8 credit hours, upper division
Flight Instructor	6 credit hours , upper division
Airline Transport Pilot	6 credit hours, upper division
Flight Engineer	6 credit hours, upper division

Pilot & Flight Instructor Ratings:
Instrument Rating	7 credit hours, upper division
Multi-Engine Rating	3 credit hours, upper division
Additional Airplane or Helicopter Rating	6 credit hours, upper division
Instrument Flight Instructor Rating	4 credit hours, upper division
Multi-Engine Flight Instructor Rating	3 credit hours, upper division

Mechanic with A&P Ratings	67 credit hours, mixed division

On the following pages you will find some sample pilot and flight instructor certificates as well as reports from the FAA web site, with notes explaining the reports.

Examples of FAA Pilot and Flight Instructor certificates, front and rear:

The next examples are reports for Frank D Robbins and Frank David Robbins. Frank D Robbins holds a private pilot certificate while Frank David Robbins holds an airline transport pilot certificate and a flight instructor certificate.

Following is the report for Molly Arrington. Molly is a helicopter pilot. Notice a few differences. She does not hold a multi-engine rating nor does she hold an airplane rating.

You will also see a report for a pilot that holds both a PIC and a SIC type rating and as well as a mechanic report.

**Federal Aviation
Administration**

**U.S. Department of Transportation
Federal Aviation Administration
Airman Details Report**

Personal Information:
FRANK D ROBBINS

Address is not available

Medical Information:
No Medical Available.

Certificate Information:
Certificate: PRIVATE PILOT
Date of Issue: 11/24/1948

Ratings:
PRIVATE PILOT
  AIRPLANE SINGLE ENGINE LAND

This is the pilot's certificate level, in this case private pilot. Private pilot is an award of 6 credit hours.

These are the Ratings. Airplane single engine land is a basic level of certification, indicating this pilot is authorized to fly airplanes with only one engine, and not authorized to fly seaplanes. He is also only authorized to fly in good weather conditions, since he does not have an instrument rating. There are no additional credit awards for these basic ratings.

Federal Aviation Administration

U.S. Department of Transportation
Federal Aviation Administration
Airman Details Report

Personal Information:
FRANK DAVID ROBBINS

613 OVERLOOK DR
BECKLEY WV 25801-9251
County: RALEIGH
Country: USA

Medical Information:
Medical Class: First, **Medical Date**: 1/2014
MUST WEAR CORRECTIVE LENSES.

Certificate Information:
Certificate: AIRLINE TRANSPORT PILOT
Date of Issue: 2/27/2008

Ratings:
AIRLINE TRANSPORT PILOT
  AIRPLANE MULTIENGINE LAND
COMMERCIAL PRIVILEGES
  AIRPLANE SINGLE ENGINE LAND
PRIVATE PRIVILEGES
  AIRPLANE SINGLE ENGINE SEA

Type Ratings:
 A/BA-3100   A/CA-212   A/CE-500

Limits:
ENGLISH PROFICIENT.

This is the certificate, an airline transport pilot certificate or (ATP). ATP is awarded 27 credit hours.

This is the multi-engine rating, an award of 3 hours.

These are type ratings, in this case three different type ratings. The award for a PIC type rating is 6 hours.

Notice there are no SIC limitations on the type ratings. This is the only way to know if the type ratings are PIC or SIC.

Federal Aviation Administration

U.S. Department of Transportation
Federal Aviation Administration
Airman Details Report

Personal Information:
MOLLY ELIZABETH ARRINGTON

1144 MELPOMENE ST
NEW ORLEANS LA 70130-4226
County: ORLEANS
Country: USA

Medical Information:
Medical Class: First, **Medical Date**: 11/2013
HOLDER SHALL POSSESS GLASSES FOR NEAR & INTERMEDIATE VISION.

Certificate Information:
Certificate: AIRLINE TRANSPORT PILOT
Date of Issue: 5/7/2012

Ratings:
AIRLINE TRANSPORT PILOT
  ROTORCRAFT-HELICOPTER

Type Ratings:
  A/SK-92

Limits:
ENGLISH PROFICIENT.

This is the certificate level, Airline Transport Pilot. This indicates this individual previously earned both private and commercial certificates and an instrument rating. The credit award for ATP is 27 hours.

This is a type rating, in this case a large helicopter. Please notice there is no SIC limitation. Therefore this is a PIC type rating, with a credit award of 6 hours.

The ratings section on this report indicates this is a helicopter pilot. Since this pilot is not rated in both airplanes and helicopters there is no additional credit for the helicopter rating.

Federal Aviation Administration

U.S. Department of Transportation
Federal Aviation Administration
Airman Details Report

Personal Information:
FRANK DAVID ROBBINS

613 OVERLOOK DR
BECKLEY WV 25801-9251
County: RALEIGH
Country: USA

Medical Information:
Medical Class: First, **Medical Date**: 1/2014
MUST WEAR CORRECTIVE LENSES.

Certificate Information:
Certificate: FLIGHT INSTRUCTOR
Date of Issue: 4/23/2013

Ratings:
FLIGHT INSTRUCTOR
  AIRPLANE SINGLE AND MULTIENGINE
  INSTRUMENT AIRPLANE

Limits:
VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. . EXPIRES: 31
JUL 2015.

This is the certificate, Flight Instructor. The credit award for flight instructor is 6 credit hours.

These are the flight instructor ratings. The credit award for single engine is normally part if the flight instructor award. The credit award for multi-engine is 3 credit hours and the award for instrument airplane (instrument instructor) is 4 credit hours.

Federal Aviation Administration

U.S. Department of Transportation
Federal Aviation Administration
Airman Details Report

Personal Information:
MARK JEFFREY CONGCO-ANTOINE

4063 MOSSY SPRING LN
SPRING TX 77388-3653
County: HARRIS
Country: USA

Medical Information:
Medical Class: First, **Medical Date**: 6/2013

Certificate Information:
Certificate: AIRLINE TRANSPORT PILOT
Date of Issue: 8/26/2013

Ratings:
AIRLINE TRANSPORT PILOT
  AIRPLANE MULTIENGINE LAND
COMMERCIAL PRIVILEGES
  AIRPLANE SINGLE ENGINE LAND

Type Ratings:
 A/CE-500   A/DHC-8

Limits:
ENGLISH PROFICIENT.
CE-500 SECOND IN COMMAND REQUIRED.
DHC-8 SIC PRIVILEGES ONLY.

This is a report of an airline transport pilot with both PIC & SIC type ratings. The PIC type rating is for the A/CE-500. The SIC type rating is for the A/DHC-8. The CE-500 Second in Command Required limit is not a SIC limitation, but only indicates he is required to have a SIC (a co-pilot) when flying this aircraft.

The credit award is 6 credit hours.

This is a report for a mechanic. Note the format is similar to the pilot reports.

U.S. Department of Transportation
Federal Aviation Administration
Airman Details Report

██████████████
████████████████

PO BOX 772
SKELTON WV 25919-0772
County: RALEIGH
Country: USA

Medical Information:
No Medical Available.

Certificate Information:
Certificate: MECHANIC
Date of Issue: 8/24/2006

Ratings:
MECHANIC
  AIRFRAME
  POWERPLANT
INSPECTION AUTHORIZATION
  DISTRICT OFFICE: EA09 03/2013

This is the certificate, Mechanic.

These are the ratings, Airframe and Powerplant. According to ACE recommendations a Mechanic with Airframe and Powerplant ratings is awarded 67 credit hours.

The Inspection Authorization has no credit award.

Below is a list of pilot certificates, from advanced to basic, and the credit awarded for each certificate. When evaluating pilot certificates, award credit for the certificate level held by the pilot, for example airline transport pilot is 27 credit hours. Do not award 27 hours for airline transport pilot and then award another 14 hours for commercial pilot and yet another 6 hours for private pilot.

The table below also includes references to ratings. Ratings are authorizations for specific types of operations. Some examples are an instrument rating, which authorizes the pilot to fly in poor weather (instrument) conditions; a multi-engine rating which authorizes the pilot to fly aircraft with more than one engine, and a type rating which authorizes the pilot to fly a specific type (make and model) of advanced aircraft. Type ratings are difficult to interpret because they are only listed with the FAA aircraft identification code of the aircraft. A type rating in a Boeing 747 would be listed only as "A/B747". Type ratings may be Pilot in Command (PIC) or Second in Command (SIC). A second in command type rating is actually a type rating with a limitation, and the SIC limitation will be listed in the limits section as "A/B747 SIC only". If in doubt please consult with Frank D. Robbins at WVU Tech or with the FAA Charleston Flight Standards District Office at 304-347 5199.

Pilot Certificates
Airline Transport Pilot Certificate: 27 credit hours (6 lower division hours, 15 upper division hours)

> Includes credit for Private Pilot (6 hrs), Commercial Pilot (8 hrs), Instrument Rating (7 hrs) Common ratings are Multi-Engine (3 ud hours), Type Rating (6 ud hours for PIC, 3 ud hours for SIC)

Commercial Pilot Certificate: 14 credit hours, (6 ld hours, 8 ud hours)

> Includes credit for Private Pilot (6 ld hours)
> Common ratings are Multi-Engine (3 ud hours), Instrument (7 ud hours)

Private Pilot Certificate: 6 credit hours (lower division hours)

> Common ratings are Multi-Engine (3 ud hours), Instrument (7 upper division hours)

Recreational Pilot: No credit

Flight Engineer: 6 credit hours (upper division)

Instructor Certificates

Flight Instructor Certificate: 6 credit hours (upper division)

> Common ratings are Multi-Engine Instructor (3 ud hours), Instrument Instructor (4 ud hours). Less common is the "dual rated" instructor, authorized in both airplanes and helicopters. The dual rating is worth an additional 6 upper division credit hours.

Flight Engineer: 6 credit hours (upper division)

Pilot with a rotorcraft and airplane rating: 6 additional credit hours (lower division)

Mechanic Certificates:

The American Council on Education in the National Guide for Workforce Training, acenet.edu/nationalguide, recommends credit for successfully completing the FAA Mechanic examinations ACE Number PAMA-0001, PAMA 0002 and PAMA-0003. A summary of the awards is as follows:

PAMA-0001 General Examination: 14 semester hours

PAMA -0002 Powerplant Examination: 25 semester hours

PAMA-0003 Airframe Examination: 28 semester hours

When searching acenet.edu/nationalguide remember to check the Exams button, not the Courses button. Below is a "cut and paste" from the acenet.edu/nationalguide web site:

PAMA-0001:

Exam

ACE Course Number: 0001

Organization: Professional Aviation Maintenance Association/Federal Aviation Administration

Location: various

Dates Offered: 8/1/1989 - 9/30/2011

Description: The Professional Aviation Maintenance Association is the sponsoring organization in conjunction with the Federal Aviation Administration who manages and administers the examinations. The Federal Aviation Administration issues mechanic certificates in accordance with Title 14, Code of Federal Regulations, Part 65, Subpart D, Mechanics. The mechanic certificate is divided into two ratings, airframe and powerplant. Each rating grants the holder specific responsibilities and privileges identified in the rule. The mechanic can choose only to be airframe or powerplant rated, or hold both the airframe and powerplant rating. However, the majority of individuals test for both the Airframe and Powerplant ratings because more employment opportunities are open to them. To become a certificated mechanic an individual must be eligible and successfully pass a series of written, oral, and practical tests. Airframe rating qualifies the certificate holder to work on all parts of an aircraft except the powerplants and propellers. A holder of a Powerplant certificate is restricted to work on only powerplants and propellers. To be eligible to sit for the examinations an individual must be a graduate of an FAA Approved Part 147 Aviation Maintenance Technician School (AMT), or demonstrate to the satisfaction of the FAA that he or she has 18 months practical experience working on airframes or powerplants, or 30 months working concurrently on airframes and Powerplants. Part 147 of title 14, CFR require the AMT School teach an approved curriculum for a minimum of 1900 hours. To sit for the A&P examination based on practical experience the applicant must show 4800 hours of aviation maintenance experience working on airframes and powerplants. This practical experience can be earned either in the military or in industry. The FAA's Airframe and Powerplant Examination is composed of three major parts: Written, Oral, and Practical and covers 43 subject areas from wood working to turbine engines to electrical. The written examination is further divided into Airframe, Powerplant, and General. For example if an individual wanted to sit for the A&P examination he or she would have to take three (3) computer-based, multiple-choice, question parts. After successfully completing the written examination, the individual would take both the oral and practical parts from a FAA Designated Mechanic Examiner, or FAA Aviation Safety Inspector (Airworthiness).

Skills Measured: Basic electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes, ground operation and servicing, cleaning and corrosion control, maintenance forms and records, basic physics, maintenance publications, and mechanic privileges and limitations.

Credit Recommendation: In the lower division baccalaureate/associate degree level, **14 semester hours** in Aviation Science as follows: In the lower division baccalaureate/associate degree category, 2 semester hours in Basic Electricity; in the lower division baccalaureate/ associate degree category, 1 semester hour in Aircraft Drawings; in the lower division baccalaureate/associate degree category, 1 semester hour in Weight and Balance; in the lower division baccalaureate/ associate degree category, 1 semester hour in Fluid and Fittings; in the lower division baccalaureate/ associate degree category, 2 semester hours in Materials and Processes; in the lower division baccalaureate/ associate degree category, 1 semester hour in Ground Operations; in the lower division baccalaureate/associate degree category,

1 semester hour in Cleaning and Corrosion; in the lower division baccalaureate/associate degree category, 2 semester hours in Mathematics; in the lower division baccalaureate/ associate degree category, 1 semester hour in Maintenance Forms and Records; in the lower division baccalaureate/associate degree category, 1 semester hour in Basic Physics; in the lower division baccalaureate/ associate degree category, 1 semester hour in Mechanic Privileges and Limitations (8/99). NOTE: The General, Powerplant, and Airframe examinations must all be successfully completed for credit recommendation.

PAMA-0002

Exam

ACE Course Number: 0002

Organization: Professional Aviation Maintenance Association/Federal Aviation Administration

Location: Various

Dates Offered: 8/1/1989 - 9/30/2011

Description: The Professional Aviation Maintenance Association is the sponsoring organization in conjunction with the Federal Aviation Administration who manages and administers the examinations. The Federal Aviation Administration issues mechanic certificates in accordance with Title 14, Code of Federal Regulations, Part 65, Subpart D, Mechanics. The mechanic certificate is divided into two ratings, airframe and powerplant. Each rating grants the holder specific responsibilities and privileges identified in the rule. The mechanic can choose only to be airframe or powerplant rated, or hold both the airframe and powerplant rating. However, the majority of individuals test for both the Airframe and Powerplant ratings because more employment opportunities are open to them. To become a certificated mechanic an individual must be eligible and successfully pass a series of written, oral, and practical tests. Airframe rating qualifies the certificate holder to work on all parts of an aircraft except the powerplants and propellers. A holder of a Powerplant certificate is restricted to work on only powerplants and propellers. To be eligible to sit for the examinations an individual must be a graduate of an FAA Approved Part 147 Aviation Maintenance Technician School (AMT), or demonstrate to the satisfaction of the FAA that he or she has 18 months practical experience working on airframes or powerplants, or 30 months working concurrently on airframes and Powerplants. Part 147 of title 14, CFR require the AMT School teach an approved curriculum for a minimum of 1900 hours. To sit for the A&P examination based on practical experience the applicant must show 4800 hours of aviation maintenance experience working on airframes and powerplants. This practical experience can be earned either in the military or in industry. The FAA's Airframe and Powerplant Examination is composed of three major parts: Written, Oral, and Practical and covers 43 subject areas from wood working to turbine engines to electrical. The written examination is further divided into Airframe, Powerplant, and General. For example if an individual wanted to sit for the A&P examination he or she would have to take three (3) computer-based, multiple-choice, question parts. After successfully completing the written examination, the individual would take both the oral and practical parts from a FAA Designated Mechanic Examiner, or FAA Aviation Safety Inspector (Airworthiness).

Skills Measured: Reciprocating engines, turbine engines, engine inspection, engine instrument systems, engine fire protection systems, engine electrical systems, lubrication systems, ignition systems, fuel metering systems, engine fuel systems, induction systems, engine cooling systems, engine exhaust systems, and propellers.

Credit Recommendation: In the lower division baccalaureate/associate degree level, **25 semester hours** in Aviation Science as follows: In the lower division baccalaureate/ associate degree category, 3 semester hours in Reciprocating Engines; in the lower division baccalaureate/associate degree category, 3 semester hours in Turbine Engines; in the lower division baccalaureate/associate degree category, 1 semester hour in Engine Inspection; in the lower division baccalaureate/associate degree category, 1 semester hour in Engine Instrumentation Systems; in the lower division baccalaureate/associate degree category, 1 semester hour in Engine Fire Protection Systems; in the lower division ,

baccalaureate/associate degree category, 2 semester hours in Engine Electrical Systems; in the lower division baccalaureate/associate degree category, 1 semester hour in Lubrication Systems; in the lower division baccalaureate/ associate degree category, 2 semester hours in Ignition and Starting Systems; in the lower division baccalaureate/ associate degree category, 1 semester hour in Fuel Metering Systems; in the lower division baccalaureate/associate degree category, 1 semester hour in Engine Fuel Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Induction and Engine Airflow Systems; in the lower division baccalaureate/associate degree category, 1 semester hour in Engine Cooling Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Engine Exhaust and Reverser Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Propellers; in the lower division baccalaureate/associate degree category, 1 semester hour in Unducted Fans; in the lower division baccalaureate/ associate degree category, 1 semester hour in Auxiliary Power Units (8/99). NOTE: The General, Powerplant, and Airframe examinations must all be successfully completed for credit recommendation.

PAMA-0003

Exam

ACE Course Number: 0003

Organization: Professional Aviation Maintenance Association/Federal Aviation Administration

Location: Various

Dates Offered: 8/1/1989 - 9/30/2011

Description: The Professional Aviation Maintenance Association is the sponsoring organization in conjunction with the Federal Aviation Administration who manages and administers the examinations. The Federal Aviation Administration issues mechanic certificates in accordance with Title 14, Code of Federal Regulations, Part 65, Subpart D, Mechanics. The mechanic certificate is divided into two ratings, airframe and powerplant. Each rating grants the holder specific responsibilities and privileges identified in the rule. The mechanic can choose only to be airframe or powerplant rated, or hold both the airframe and powerplant rating. However, the majority of individuals test for both the Airframe and Powerplant ratings because more employment opportunities are open to them. To become a certificated mechanic an individual must be eligible and successfully pass a series of written, oral, and practical tests. Airframe rating qualifies the certificate holder to work on all parts of an aircraft except the powerplants and propellers. A holder of a Powerplant certificate is restricted to work on only powerplants and propellers. To be eligible to sit for the examinations an individual must be a graduate of an FAA Approved Part 147 Aviation Maintenance Technician School (AMT), or demonstrate to the satisfaction of the FAA that he or she has 18 months practical experience working on airframes or powerplants, or 30 months working concurrently on airframes and Powerplants. Part 147 of title 14, CFR require the AMT School teach an approved curriculum for a minimum of 1900 hours. To sit for the A&P examination based on practical experience the applicant must show 4800 hours of aviation maintenance experience working on airframes and powerplants. This practical experience can be earned either in the military or in industry. The FAA's Airframe and Powerplant Examination is composed of three major parts: Written, Oral, and Practical and covers 43 subject areas from wood working to turbine engines to electrical. The written examination is further divided into Airframe, Powerplant, and General. For example if an individual wanted to sit for the A&P examination he or she would have to take three (3) computer-based, multiple-choice, question parts. After successfully completing the written examination, the individual would take both the oral and practical parts from a FAA Designated Mechanic Examiner, or FAA Aviation Safety Inspector (Airworthiness).

Skills Measured: Wood structures, aircraft covering, aircraft finishes, sheet metal structures, welding, assembly and rigging, airframe inspection, aircraft landing gear systems, hydraulic and pneumatic power system, cabin atmosphere control systems, aircraft instrument systems, communications and navigation systems, and aircraft fuel systems.

Credit Recommendation: In the lower division baccalaureate/associate degree level, **28 semester hours** in Aviation Science as follows: In the lower division baccalaureate/ associate degree category, 1 semester hour in Wood Structures ; in the lower division baccalaureate/associate degree category, 1 semester hour in Aircraft Covering; in the lower division baccalaureate/ associate degree category, 1 semester hour in Aircraft Finishes; in the lower division baccalaureate/associate degree category, 3 semester hours in Sheet Metal and Non-Metallic Structures; in the lower division baccalaureate/associate degree category, 3 semester hours in Welding; in the lower division baccalaureate/ associate degree category, 2 semester hours in Assembly and Rigging; in the lower division baccalaureate/associate degree category, 3 semester hours in Aircraft Inspection; in the lower division baccalaureate/associate degree category, 2 semester hours in Aircraft Landing Gear Systems; in the lower division baccalaureate/ associate degree category, 1 semester hour in Hydraulic and Pneumatic Power Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Cabin Atmosphere Control Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Aircraft Instrument Systems; in the lower division baccalaureate/ associate degree category, 1 semester hour in Communication and Navigation Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Aircraft Fuel Systems; in the lower division baccalaureate/associate degree category, 2 semester hours in Position and Warning Systems; in the lower division baccalaureate/associate degree category, 1 semester hour in Ice and Rain Control Systems; in the lower division baccalaureate/associate degree category, 1 semester hour in Fire Protection (8/99). NOTE: The General, Powerplant, and Airframe examinations must all be successfully completed for credit recommendation.

FAIRMONT STATE

Memorandum

To:	Whom it May Concern
CC:	Ms. Janice Watts
From:	Pieter H. Blood
Date:	3/1/2007
Re:	Fairmont State Summary of Credit Awards for Certified Credentials

---

Please be advised that I have reviewed the Summery of Credit Awards for Certified Credentials In support of the Regents Bachelor of Arts Degree Program at Fairmont State University as they pertain to aviation related specialty certifications. With the exception of the Aviation Maintenance Technician (Air Frame Rating) and the Aviation Maintenance Technician (Powerplant Rating), all credit awards are justified. However, in accordance with current and past program credit awards, I am recommending that the Aviation Maintenance Technician Airframe Certificate credit be increased from 9ud to 33ud and the Powerplant Certification credit award be increased from 9ud to 29ud. Please feel free to contact me at 304.842.8300 if additional information / clarification is required.

Best Regards,

Pieter H. Blood
Director & Professor
Fairmont State University
Robert C. Byrd National Aerospace Education Center

Watts, Janice

From: Blood, Pieter
Sent: Tuesday, April 03, 2007 2:40 PM
To: Watts, Janice
Subject: RE: Janice Watts

Good Afternoon: I only base that increase on Fairmont's past history of allowing those credit increases provided the student came into the Aviation Maintenance Management bachelor degree program with an earned FAA Airframe and Powerplant certificates. This credit award was based on the actual total number of technical core course credits that the student would earn upon completion of each certificate in question. That total would be slightly less if the total credits were considered for both airframe & powerplant certificates combined into one certificate as opposed to one FAA airframe certificate, or one FAA powerplant certificate. I believe that was the way the question was posed during our meeting. I am away from the center until Thursday, but feel free to contact me on my cell phone at 304.677.8643.

THXpieter

From: Watts, Janice
Sent: Tue 4/3/2007 10:04 AM
To: Blood, Pieter
Subject: Janice Watts

Pieter,

I took your recommendation to the Coordinators meeting on Friday for the College Equivalent Credit for the FFA Training, Licenses, Pilots, and The Aviation Maintenance Technician (Air Frame Rating) and the Aviation Maintenance Technician (Powerplant Rating). The Coordinators thought the increase in Aviation Maintenance from 9 upper division to 33 upper division and the Powerplant Certification from 9 upper division to 29 upper division might be excessive. They stated that if you could justify it, they would accept it. Can you do that? Thanks.

Janice Watts, Program Assistant II
School of Education
Advisor, Regents B. A. Degree Program
Advisor, Board of Governors A.A.S. Degree Program
Secretary, Leadership Marion
jwatts@fairmontstate.edu
RBA 304-367-4193
FAX 304-367-4599

Mark Stotler

From: Watts, Janice [Janice.Watts@fairmontstate.edu]
Sent: Tuesday, October 07, 2008 1:59 PM
To: Mark Stotler
Subject: Janice

Hello Mark,

I noticed that you have on the Agenda the Aviation Sciences. I thought that I had sent you an e-mail about this. After talking more extensively with Pieter Blood here is his statement that you might present at the meeting.

I only base the increase in hours (first mentioned) on allowing those credit increased provided the student came into the Aviation Maintenance Management bachelor degree program with an earned FAA Airframe and Powerplant certificate.

So, I guess that the hours will be the same as in the Summary of Credits.

I don't know if J. J. is coming to the meeting or not. I know that I will not be there. I really have no reason to come since he was given the title of the Coordinator.

Janice Watts, Program Assistant II
School of Education
Advisor, Regents B.A. Degree Program
Advisor, Board of Governors A.A.S. Degree Program
Secretary, Leadership Marion
Janice.Watts@fairmontstate.edu
RBA 304-367-4193
FAX 304-367-4599

Mark Stotler

From: Watts, Janice [Janice.Watts@fairmontstate.edu]
Sent: Thursday, August 28, 2008 11:07 AM
To: Mark Stotler
Subject: Janice

Mark,

No. 1. I will not be at the October meeting of the Coordinators. I don't know if J. J. will be there or not. He knows nothing about the program and the title was passed to him recently. Please send me the information and minutes because I am still doing all of the work for the RBA and the BOG students.

N0. 2 . The information on the Aviation that I was researching is over. Pieter Blood tells me that the hours he proposed – Aviation Maintenance Technician from 9 to 33 and the Aviation Maintenance Technician from 9 to 29 would be if one comes into their Aviation Program. Pieter Blood who was in charge of the Robert C. Byrd National Aerospace Education Center has now stepped down. He has been extremely ill. So – this is my report.

I have a student that has a diploma from the Pittsburgh Institute of Mortuary Science, however, this has been removed from the Summary of Credit Awards. I don't even remember what the award was. I only had one student who was the son of a Funeral Director here in Fairmont that got the reward. Is there any way that a student could still get the award even though it has been removed from the listing?

Thank you.

Janice Watts, Program Assistant II
School of Education
Advisor, Regents B.A. Degree Program
Advisor, Board of Governors A.A.S. Degree Program
Secretary, Leadership Marion
Janice.Watts@fairmontstate.edu
RBA 304-367-4193
FAX 304-367-4599

Appendix 13

Allan B. Rosenberg
   Coordinator
Regents B. A. Degree

TO: John C. Wright, Vice-Chancellor and Director
        of Academic Affairs

FROM: The School of Business and Economics and
        Allan B. Rosenberg, Coordinator, Regents
        BA Degree Program

RE: Certified Professional Programs and the Regents BA Program

        A number of meetings were held during the months of April and May
with the faculty of the School of Business and Economics on the credit value
to be assigned to certified professional programs. Each of the programs
examined are of national scope and certification is held by individuals in
the State and the surrounding area.

        It is the recommendation of the School of Business and Economics that
the following credit be granted toward the Regents BA Degree program for the
following certified professional programs:

   1.   Chartered Life Underwriters Diploma Program (C.L.U.)

                Lower Level Credit   15

                   Economics (micro & macro)   6
                   Accounting Principles I & II   6
                   Finance Principles and/or
                      Business Law I   3

                Upper Level Credit   15

                   Insurance Principles   3
                   Electives in Insurance
                      (i.e.: Life, Health, Group,
                       Pension and Estate, etc.)   12

                Total   30

2. Certified Administrative Manager Professional Diploma (C.A.M.)

      Lower Level Credit   15

         Economics (micro)   3
         Accounting Principles I & II   6
         Data Processing (Intro.)   3
         Electives in Business and
           Finance (i.e.: Math of
           Finance, Intro. to Business,
           Intro. to Research Methods,
           Office Machines, Records
           Management, etc.)   3

      Upper Level Credit   15

         Electives in Management
           (i.e.: Production Management,
           Personnel Management, Office
           Management, Business Policies,
           etc.)   6

         Electives in Data Processing
           (i.e.: Intro. to COBOL, Advance
           COBOL, Systems and Procedures
           Development, Management
           Information Systems, etc.)   6

         Electives in Business and Finance
           (i.e.: Financial Analysis, Manager-
           ial Cost Analysis, Managerial
           Accounting, etc.)   3

      Total   30

3. Certified Data Processing Professional Diploma (C.D.P.)

    Lower Level Credit   15

Intro. to Data Processing	3
Math of Finance	3
Calculus and Statistics	6
Accounting Principles I	3

    Upper Level Credit   ·   ·   15

Electives in Management (i.e.: Office Management, Business Policies, Personnel Management, Production Management, etc.)	3
Systems Analysis and Design	6
Computer Programming	6

    Total   30

4. Certified Management Accounting Diploma Program (C.M.A.)

    Lower Level Credit   12

Economics (macrc)	3
Finance Principles	3
Accounting Principles I & II	6

    Upper Level Credit   18

Tax Accounting	6
Auditing	3
Corporation Finance	3
Decision Analysis	3
Information Systems	3

    Total   30

5. Certified Professional Secretaries Diploma (C.P.S.)

   Lower Level Credit   21

    Accounting Principles I   3
    Economics (macro.)   3
    Typewriting I, II, & III   6
    Shorthand I & II   6
    Electives in Business
     (i.e.: Math of Finance, Business
     Law I, Records Management,
     etc.)   3

   Upper Level Credit   9 15 12

    Executive Secretarial Procedures 3
    Human Relations for Secretaries 3
    Electives in Management
     (i.e.: Office Management,
     Personnel Management, Business
     Policies, etc.)   3

  Plus
   Before 1970

    Dictation and Transcription I & II   6

   After 1970

    Business Communications   — — 3

  Total   30 36 33

cc: All Coordinators and Dr. Bernard J. Landwehr, Director of the School
  of Business and Economics

Appendix 14

Allan B. Rosenberg
Coordinator
Regents B. A. Degree
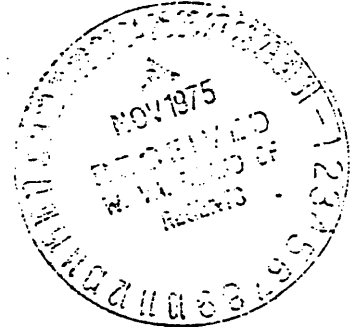
TO: John C. Wright, Vice-Chancellor and Director
        of Academic Affairs

FROM: The School of Business and Economics and
        Allan B. Rosenberg, Coordinator, Regents
        B.A. Degree Program

RE: Certified Professional Programs and the Regents B.A. Program

        A number of meetings were held during the months of September and October
with the faculty of the School of Business and Economics on the credit value to
be assigned to certified professional programs. Each of the programs examined
are of national scope and certification is held by individuals in the State and
the surrounding area.

        It is the recommendation of the School of Business and Economics that
the following credit be granted toward the Regents B.A. Degree program for the
following certified professional programs:

1. Certified Member, American Society of Traffic and Transportation (CM-ASTT)

     Lower Level Credit   9

        Economics   (Transportation)   3

        Electives in Management
         (i.e.: Traffic, Transportation, Physical
         Distribution, Mang. Tools and Concepts,
         etc.)   6

     Upper Level Credit   12

        Electives in Management
         (i.e.: Management Tools and Concepts,
         Physical Distribution, etc.)   3

        Electives in Transportation Law and
         Regulation (i.e.: I.C.C. Laws)   6

        Electives in Business or Management
         (i.e.: Individual research paper or
         project.)   3

        Total   21

2. National Association of Purchasing Management Certification Program
   (N.A.P.M.)

   Lower Level Credit   6

      Electives in Economics or Business
      (i.e.: Principles of Business, Principles
      of Finance, Principles of Economics
      (micro), etc.)   3

      Electives in Management
      (i.e.: Principles of Management,
      Principles of Production, Principles
      of Finance, etc.)   3

   Upper Level Credit   6

      Electives in Management
      (i.e.: Principles of Purchasing, Policies
      and Procedures, Budgets, etc.)   3

      Electives in Quantitative Areas
      (i.e.: Statistics, Quality control,
      Cost Acct., etc.)   3

   Total $\overline{12}$

3. Society of Actuaries

   Part 1 (General Math)

   Lower Level Credit
   (i.e.: Algebra, Analytic Geometry
    and Calculus, etc.)   8

   Upper Level Credit
   (i.e.: Calculus)   8

   Part 2 (Probability and Statistics)

   Upper Level Credit
   (i.e.: Statistics) $\underline{3}$

   Total for Associate Membership (Parts 1 & 2)   19

   Part 3

   Upper Level Credit
   (i.e.: Numerical Analysis and Elective
    in Quantitative Analysis "Theory of
    Interest")   6

Part 4

Upper Level Credit

  Electives in Insurance
    (i.e.: Life Contingencies)   3

Part 5

Upper Level Credit

  Electives in Insurance
    (i.e.: Demography, Construction of
    mortality and disability tables, and
    Risk Theory.)   6

Total for Parts 3, 4, and 5   15

Total for Associateship
 Parts 1, 2, 3, 4, and 5   34

Part 6

Upper Level Credit

  Electives in Insurance
    (i.e.: Life, Health, and Pension
    Coverages, Marketing of Insurance
    Products, Selection of Risks)   6

Part 7

Upper Level Credit

  Electives in Insurance
    (i.e.: Investment of Life Insurance
    and Pension Funds and Valuation of
    Assets, and Valuation of Liabilities)   6

Part 8

Upper Level Credit

  Electives in Insurance
    (i.e.: Gross premiums and pension
    contributions, Analysis and distribution
    of surplus, Experience analysis, and
    Contract values and changes)   6

Part 9

Upper Level Credit

Electives in Insurance
  (i.e.: Social insurance, Life and Health
  insurance accounting, Life insurance
  law, and Life insurance taxation.)   6

Total for Parts 6, 7, 8, and 9   24

Total for Fellowship
    Parts 1 through 9   58

4. Casualty Actuarial Society (C.A.S.)

Part 1 (General Math)

Lower Level Credit
  (i.e.: Algebra, Analytic Geometry
  and Calculus, etc.)   8

Upper Level Credit
  (i.e.: Calculus)   8

Part 2 (Probability and Statistics)

Upper Level Credit   3

Total for Associate
  (Parts 1 and 2)   19

Part 3

Upper Level Credit
  (i.e.: Numerical Analysis and
  Electives in Quantitative Analysis
  "Theory of Interest")   6

Part 4

Upper Level Credit

Electives in Insurance
  (i.e.: Life Contingencies, Operations
  Research; Decision Theory; Data Processing) 6

Part 5

Upper Level Credit

Electives in Insurance
  (i.e.: Principles of Economics; Theory of
  Risk and Insurance, Insurance coverages
  and policy forms)   6

Part 6

Upper Level Credit

Electives in Insurance
  (i.e.: Principles of Ratemaking, and
   Insurance Statistics)   6

Part 7

Upper Level Credit

Electives in Insurance
  (i.e.: Insurance accounting; Expense
  analysis; and Premium, Loss and expense
  reserves)   6

Totals for Parts 3, 4, 5, 6, and 7   30

Total for Associateship
  Parts 1 through 7   49

Part 8

Upper Level Credit

Electives in Insurance
  (i.e.: Insurance Law, Supervision, and
  Regulation and Statutory insurance)   6

Part 9

Upper Level Credit

Electives in Insurance
  (i.e.: Advance Ratemaking, and
  Individual risk rating)   6

Part 10

Upper Level Credit

Electives in Insurance
  (i.e.: Operations of insurance companies,
  Reinsurance, Topics of Current Interest)   6

Totals for Parts 8, 9, and 10   18

Totals for Fellowship
  Parts 1 through 10   67

5. National Institute of Credit (N.I.C.)
   Associate Award and Fellow Award

   Associate Award

   Lower Level Credit   15

   Electives in General or Business Economics
   (i.e.: Principles of Economics I & II,
    Intro. to Business, etc.)   6

   Electives in Accounting
   (i.e.: Principles of Acct. I & II)   6

   Electives in Business or Finance.
   (i.e.: Principles of Credit,
    Principles of Collections, etc.)   .   3

   Upper Level Credit   6

   Electives in Business or Finance
   (i.e.: Credit Analysis, Advance Credit
    Analysis, etc.)   3

   Electives in Business
   (i.e.: Report Writing, Business
    Correspondence, etc.)   3

   Total (Associate Award)   21

   . Fellow Award

   All of the Associate Award Plus
   six years business experience in
   credit, finance or related fields
   which will be evaluated separately.

6. National Institute on Consumer Credit Management - Marquette University

   Lower Level Credit   12

   First Year

   Fundamentals of Management
   (i.e.: Prin. of Economics (macro),
    Intro. to Business, Uniform Commercial
    Code, Consumer Finance Law, Communications,
    Loans & Insurance, Operations, etc.)   6

Second Year

   Intermediate Management
   (i.e.: Rates, Monetary System,
   Promotion and Advertising, Sales
   Finance, Leasing, Office Problems,
   Public Relations, Communications, etc.)   6

Upper Level Credit   6

Third Year

   Advanced Supervisory Management
   (i.e.: Personnel Supervision, Operating
   Performance, Operational Supervision,
   Financing Arrangements, Policy, Competition
   and Diversification, etc.)   6

Total   18

7. National Installment Banking School (N.I.B.S.) - University of Colorado

Lower Level Credit   21

First Year

   Electives in Business
   (i.e.: Consumer Credit, Business
   Condition, Business Law, Motivation
   and Management, Mang. of Earning
   Assets, Statement Analysis, Mang. of
   Operations, etc.)   9

Second Year

   Electives in Business
   (i.e.: Current Legal Problems,
   Acquisition of Capital Resources,
   Marketing Financial Services, Mang.
   of Income, Quantitative Analysis,
   Installment Lending, Leasing, Oral
   Communication, etc.)   9

Third Year

   Electives in Business
   (i.e.: Economic Outlook, Manager-
   Employee Relations, Written
   Communication, Policy Acquisition
   of Capital Resources, etc.)   3

Upper Level Credit   6

Third Year

  Electives in Business
  (i.e.: Money and Capital Markets,
  Mergers and Acquisitions, Thrift
  Acquisition and Development,
  Executive Health; Physical, Exec.
  Health; Mental, etc.)   6

  Total   27

8.   American Society for Quality Control
       Quality Technician Certificate   ·

     Lower Level Credit   3

       Principles of Statistics   3

     Upper Level Credit   3

       Statistical Quality Control   3

     Total   6

Appendix 15

Mark Stotler

From:	Carol Susman <csusman@wvstateu.edu>
Sent:	Tuesday, April 24, 2018 9:35 AM
To:	Mark Stotler
Subject:	RBA WV Police Standardized Credit Award
Attachments:	RBA Standarized Credit - WV Police - 4-24-18.docx

Hello Dr. Stotler,

After our spring 2018 RBA/BOG Coordinators meeting, I sought clarification from Dr. Walter Stroupe on the questions that came up about the Basic & State Police Standardized Credit Award recommendation. As you will recall, two of the courses that are taught in both the Basic and State (Cadet) curriculum were listed with different credit awards. Specifically, the Intro to Criminalists course listed 2 credits for Basic Police, but 4 credits for the State Police. Also, the Traffic Administration and Enforcement course listed 2 credits for Basic Police and 3 credits for State Police. Dr. Stroupe explained that the credit awards given in the list of course descriptions (and later listed in the SCA recommendation) were correct and based on the fact that the State Police courses in these two cases were longer in hours than their Basic Police counterparts. Therefore, his recommendation remains the same as previously submitted. The only change I made to the earlier document was to correctly list Intro to Criminalists as upper level for Basic Police Training, as recommended by Dr. Stroupe. I am attaching the corrected memo for your review. If you have any questions or concerns about the recommendation, please let me know.

Thank you,

Carol

--
Carol Susman
RBA Coordinator
West Virginia State University
Cole Complex 120
(304)766-3017
csusman@wvstateu.edu

1

MEMORANDUM

To: Provost Kumara Jayasuriya

CC: Dr. Walter Stroupe, Chair, Criminal Justice Department

From: Carol Susman, RBA Program Director

Re: Re-Evaluation of Credit Award for West Virginia State Academy and Basic Curriculum

Date: April 24, 2018

Based upon the written recommendations of Dr. Walter Stroupe, Chair of the Criminal Justice Department, I am proposing the following credit awards for graduates of the West Virginia State Police and Basic Police Training Courses. These credit recommendations serve to update the current recommendations outlined in the Higher Education Policy Commission's RBA Handbook and would become effective as of this date. The recommendations are as follows:

Basic Police Training Course	Lower Level	Upper Level
Law Enforcement Orientation.	3 Credits	
Police Defense Tactics.	2 Credits	
Police Arsenal and Weapons.	3 Credits	
Fundamentals of Criminal Law.	3 Credits	
Fundamentals of Criminal Investigation.	3 Credits	
Criminal Procedure.		3 Credits
Introduction to Criminalistics.		2 Credits
Traffic Administration and Enforcement.	_____	2 Credits

21 Total Credit Hours

State Police Training Course	Lower Level	Upper Level
Law Enforcement Orientation.	3 Credit	
Police Defense Tactics.	2 Credits	
Patrol Operations and Procedures.	3 Credits	
Police Arsenal and Weapons.	3 Credits	
Fundamentals of Criminal Law.	3 Credits	
Fundamentals of Criminal Investigation.	3 Credits	
Police Organization and Administration.		3 Credits
Crime and Delinquency.	3 Credits	
Criminal Procedure.		3 Credits
Community Relations in Criminal Justice.		3 Credits
Introduction to Criminalistics.		4 Credits
Criminal Justice Reports.		3 Credits
Traffic Administration and Enforcement.		3 Credits
Police Science Internship I.	5 Credits	
Police Science Internship II.	4 Credits	
First on Scene.	3 Credits	_____

51 Total Credit Hours

I am attaching Dr. Stroupe's descriptions of the individual training courses for your review. These courses are currently accepted as community college courses by the Registrar for WVSU's Criminal Justice Department.

If you agree with the above standardized credit award recommendation, please convey your approval so that I may notify the Registrar. Thank you for your consideration of this recommendation.

Criminal Justice Studies Course Descriptions (Basic Classes)

Law Enforcement Orientation. 3 Credits (LL)

Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.

Police Defense Tactics. 2 Credits (LL)

Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.

Police Arsenal and Weapons. 3 Credits (LL)

Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting.

Fundamentals of Criminal Law. 3 Credits (LL)

Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws.

Fundamentals of Criminal Investigation. 3 Credits (LL)

Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

Criminal Procedure. 3 Credits (UL)

Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel.

Introduction to Criminalistics. 2 Credits (UL)

Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence.

Traffic Administration and Enforcement. 2 Credits (UL)

History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment.

21 total credit hours

Criminal Justice Studies Course Descriptions (Cadet Classes)

Law Enforcement Orientation. 3 Credits (LL)

Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.

Police Defense Tactics. 2 Credits (LL)

Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.

Patrol Operations and Procedures. 3 Credits (LL)

Covers the duties, extent of authority, and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented.

Police Arsenal and Weapons. 3 Credits (LL)

Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting.

Fundamentals of Criminal Law. 3 Credits (LL)

Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws.

Fundamentals of Criminal Investigation. 3 Credits (LL)

Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

Police Organization and Administration. 3 Credits (UL)

Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment budget, records, communications, and management.

Crime and Delinquency. 3 Credits (LL)

Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationships to crime as well as recognizing and handling emotionally and mentally disturbed persons. (PR: CJS 101)

Criminal Procedure. 3 Credits (UL)

Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel.

Community Relations in Criminal Justice. 3 Credits (UL)

General orientation to the concepts of criminal justice professionals and community relations and the need to establish good working relations between them and the public. Offers an understanding of the complex factors involved in human relations: the nature of prejudice and discrimination, its effects, the interactions of changing society, the requirements of individual rights, the maintenance of peace and order and the changing police role.

Introduction to Criminalistics. 4 Credits (UL)

Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding

scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence.

Criminal Justice Reports. 3 Credits (UL)

Comprehensive familiarization with types and functions of criminal justice records, the role of research in the planning process and establishment and administration of a record bureau in criminal justice agencies. Includes form records, analysis and report writing; role and use of uniform crime reporting system forms and essential data required. Review of electronic data processing and the computer as related to criminal justice planning and operation.

Traffic Administration and Enforcement. 3 Credits (UL)

History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment.

Police Science Internship I. 5 Credits (LL)

This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

Police Science Internship II. 4 Credits (LL)

This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

First on Scene. 3 Credits (LL)

This course is designed to teach the student to manage a medical/trauma emergency until other EMS personnel arrive. An emphasis is placed on victim/patient stabilization using supplies available to the layperson.

51 total credit hours

———————— 1891 ————————

WEST VIRGINIA STATE
UNIVERSITY

Office of Nontraditional Programs/
Regents BA
Phone: 304-766-3017
Fax: 304-766-5732

MEMORANDUM

To: Provost Kumara Jayasuriya *Kumara Jayasuriya* 9/25/17

CC: Dr. Walter Stroupe, Chair, Criminal Justice Department

From: Carol Susman, RBA Program Director

Re: Re-Evaluation of Credit Award for West Virginia State Academy and Basic Curriculum

Date: September 25, 2017

Approved!

Based upon the written recommendations of Dr. Walter Stroupe, Chair of the Criminal Justice Department, I am proposing the following credit awards for graduates of the West Virginia State Policy Academy Basic Curriculum. These credit recommendations serve to update the current recommendations outlined in the Higher Education Policy Commission's RBA Handbook and would become effective as of this date. The recommendations are as follows:

Basic Police Training Course

CJS 111 – Law Enforcement Orientation.	3 Credits
CJS 113 – Police Defense Tactics.	2 Credits
CJS 122 – Police Arsenal and Weapons.	3 Credits
CJS 231 – Fundamentals of Criminal Law.	3 Credits
CJS 233 – Fundamentals of Criminal Investigation.	3 Credits
CJS 239 – Criminal Procedure.	3 Credits
CJS 244 – Introduction to Criminalistics.	2 Credits
CJS 248 – Traffic Administration and Enforcement.	2 Credits

**21 Total
Credit Hours**

State Police Training Course

Course	Credits
CJS 111 – Law Enforcement Orientation.	3 Credit
CJS 113 – Police Defense Tactics.	2 Credits
CJS 120 – Patrol Operations and Procedures.	3 Credits
CJS 122 – Police Arsenal and Weapons.	3 Credits
CJS 231 – Fundamentals of Criminal Law.	3 Credits
CJS 233 – Fundamentals of Criminal Investigation.	3 Credits
CJS 235 – Police Organization and Administration.	3 Credits
CJS 237 – Crime and Delinquency.	3 Credits
CJS 239 – Criminal Procedure.	3 Credits
CJS 242 – Community Relations in Criminal Justice.	3 Credits
CJS 244 – Introduction to Criminalistics.	4 Credits
CJS 246 – Criminal Justice Reports.	3 Credits
CJS 248 – Traffic Administration and Enforcement.	3 Credits
CJS 291 – Police Science Internship I.	5 Credits
CJS 292 – Police Science Internship II.	4 Credits
EME 105 – First on Scene.	3 Credits

**51 Total
Credit Hours**

I am attaching Dr. Stroupe's descriptions of the individual training courses for your review. These courses are currently accepted as community college courses by the Registrar for WVSU's Criminal Justice Department.

If you agree with the above standardized credit award recommendation, please convey your approval so that I may notify the Registrar. Thank you for your consideration of this recommendation.

Criminal Justice Studies Course Descriptions (Basic Classes)

CJS 111 – Law Enforcement Orientation. 3 Credits.

Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.

CJS 113 – Police Defense Tactics. 2 Credits.

Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.

CJS 122 – Police Arsenal and Weapons. 3 Credits.

Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting.

CJS 231 – Fundamentals of Criminal Law. 3 Credits.

Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws.

CJS 233 – Fundamentals of Criminal Investigation. 3 Credits.

Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

CJS 239 – Criminal Procedure. 3 Credits.

Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel.

CJS 244 – Introduction to Criminalistics. 2 Credits.

Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence.

CJS 248 – Traffic Administration and Enforcement. 2 Credits.

History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment.

21 total credit hours

Criminal Justice Studies Course Descriptions (Cadet Classes)

CJS 111 – Law Enforcement Orientation. 3 Credits.

Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.

CJS 113 – Police Defense Tactics. 2 Credits.

Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.

CJS 120 – Patrol Operations and Procedures. 3 Credits.

Covers the duties, extent of authority, and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented.

CJS 122 – Police Arsenal and Weapons. 3 Credits.

Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting.

CJS 231 – Fundamentals of Criminal Law. 3 Credits.

Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws.

CJS 233 – Fundamentals of Criminal Investigation. 3 Credits.

Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

CJS 235 – Police Organization and Administration. 3 Credits.

Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment budget, records, communications, and management.

CJS 237 – Crime and Delinquency. 3 Credits.

Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationships to crime as well as recognizing and handling emotionally and mentally disturbed persons. (PR: CJS 101)

CJS 239 – Criminal Procedure. 3 Credits.

Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel.

CJS 242 – Community Relations in Criminal Justice. 3 Credits.

General orientation to the concepts of criminal justice professionals and community relations and the need to establish good working relations between them and the public. Offers an understanding of the complex factors involved in human relations: the nature of prejudice and discrimination, its effects, the interactions of changing society, the requirements of individual rights, the maintenance of peace and order and the changing police role.

CJS 244 – Introduction to Criminalistics. 4 Credits.

Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding

scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence.

CJS 246 – Criminal Justice Reports. 3 Credits.

Comprehensive familiarization with types and functions of criminal justice records, the role of research in the planning process and establishment and administration of a record bureau in criminal justice agencies. Includes form records, analysis and report writing; role and use of uniform crime reporting system forms and essential data required. Review of electronic data processing and the computer as related to criminal justice planning and operation.

CJS 248 – Traffic Administration and Enforcement. 3 Credits.

History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment.

CJS 291 – Police Science Internship I. 5 Credits.

This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

CJS 292 – Police Science Internship II. 4 Credits.

This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

EME 105 – First on Scene. 3 Credits.

This course is designed to teach the student to manage a medical/trauma emergency until other EMS personnel arrive. An emphasis is placed on victim/patient stabilization using supplies available to the layperson.

51 total credit hours

WEST VIRGINIA STATE COLLEGE

Institute, West Virginia
25112

Office of Nontraditional Programs

M E M O R A N D U M

approved
Floydell Anderson
10-25-79

TO: Provost Floydelh Anderson

COPIES TO: Profs C. Burris, P. Crawford, V. Edwards,
J. Moore and Registrar J. Fuller

FROM: Dr. Harry V. Scott   *HVS*

RE: Re-Evaluation of credit award for State Police Cadet Training
Program (SPCTP)

DATE: October 24, 1979

Based upon written recommendations from the four department
chairpersons named above, I am recommending that the credit award for
graduates of the Cadet Program (SPCTP) be as follows (from this date):

A.   Criminal Justice
- CJ 106   Firearms — 1 credit
- CJ 201   Police Operations — 3 credits
- CJ 205   Laws of Arrest, Search & Seizure — 3 credits
- CJ 213   Accident Investigations — 3 credits
- CJ 301   Criminalistics — 4 credits
- CJ 303   Court Procedures — 4 credits
- CJ 366   Traffic Administration & Enforcement — 3 credits

21 Total

B.   English
English 112 Technical Writing — 3 credits

C.   HPERS
HPERS 470   Emergency Medical Tech. Training — 4 credits

D.   Psychology
Psychology 321   Special Topics — 3 credits

In the event you agree with this change of credit award, please
notify Registrar Fuller of your approval. It would be helpful if a
copy of your action were sent to each chairperson and to me. Thank you.

M E M O R A N D U M

TO: Professor James F. Moore, Chairman, Department of Criminal Justice

COPIES TO: Professor Arthur Burris, Chairman, Department of HPERS;
          Dr. Virginia Edwards, Chairperson, Department of English;
          Dr. Paul Crawford, Chairman, Department of Psychology;
          Provost Floydelh Anderson

FROM: Dr. Harry V. Scott, Coordinator Nontraditional Programs H 7/£

RE: Credit Award for the State Police Academy's Cadet Training Program

DATE: September 19, 1979

        As agreed, I have completed an analysis of the curriculum of
the Cadet Training Program offered at the Department of Public
Safety for all prospective State Police officers. In our earlier
discussion we had agreed that the current credit award for this
substantial training program was embarrassingly small, particularly
in view of the fact that Marshall University has accredited the
same program for 51 credit hours. You will note that I am sending
copies of this memorandum to several department heads whose
cooperation I am hereby seeking in the re-accreditation of the
Cadet Program.

        As you will recall, the Cadet Program entails nearly 1100
class hours. While the bulk of these are in topics related to
police science and the criminal justice system, there are some
courses which fall into other academic disciplines. I am
therefore recommending that we consider the following proposal:

    1. The award of four (4) credit hours in Physical Education
        for the Emergency Medical Training Program, a component
        part of Cadet Training Program. Mr. Burris is completely
        familiar with this program, so it is not necessary for
        me to share printed material with him. I am hereby seeking
        his agreement to award those credits (as a credential
        award) to graduates of the State Police Academy.

    2. The award of three (3) credits in Psychology, based on
        a whole series of topics that fall within the allied areas
        of the Psychology field. Dr. Crawford is most familiar
        with that training program, so it is not necessary to
        share printed materials with him. I am hereby asking
        his agreement for an award of three (3) credits of his
        choosing in Psychology.

2. The formula stated above and the specific course awards shown below replace the earlier award of (16) credit hours. The new formula shall apply to all officers whose credentials are accredited following the date of this memorandum.

3. Any officer seeking an evaluation of his/her training program for credits should bring to the interview a copy of the curriculum of the training program and a proof of graduation. Every attempt will be made to award the maximum number of credits to which any officer is entitled.

4. Receiving a credit award for an SPCTC diploma does not prevent any officer from seeking an additional credit award in the Regents BA degree program based on a portfolio of learning and experience following graduation from SPCTC.

5. The credit award shown below is subject to the following limitations:

a. total number of training hours in the actual SPCTC program attended;
b. relationship of the actual training program to the English and HPERS courses listed and;
c. college courses for which the officer already has credit.

Specific Courses & Credits Awarded (Maximum)

Based upon recommendations from the four departments listed below and upon agreement from the Provost of Academic Affairs, WVSC will award the following course credits to graduates of the SPCTC, subject to all limitations stated elsewhere in this memorandum:

A. Criminal Justice
CJ 106 Firearms	1 credit
CJ 201 Police Operations	3 credits
CJ 205 Laws of Arrest, Search & Seizure	3 credits
CJ 213 Accident Investigations	3 credits
CJ 301 Criminalistics	4 credits
CJ 303 Court Procedures	4 credits
CJ 366 Traffic Administration & Enforcement	3 credits
	21 Total

B. English 112 Technical Writing   3 credits

C. HPERS 470 Emergency Medical Tech. Training   4 credits

D. Psychology 321 Special Topics   3 credits

WEST VIRGINIA STATE COLLEGE

Institute, West Virginia
25112

Office of Nontraditional Programs
766-3585

M E M O R A N D U M

TO: Graduates of the State Police Cadet Training Course (SPCTC)

FROM: Harry V. Scott, Ed. D., Coordinator of Regents BA Degree Program

DATE: October 29, 1979

RE: Re-evaluation of college credit award for (SPCTC)

Resolution to Change Credit Award for SPCTC

1. Whereas it has been determined that the SPCTC is of good academic quality and that college credits should be awarded to its graduates;

2. Whereas an earlier evaluation of the SPCTC for sixteen(16) college credits has been considered too small an award for the program;

3. Whereas graduates of the most recent sessions of the SPCTC have received fifty-one college hours from Marshall University for their training program;

4. And, whereas training programs of earlier years did not differ greatly in the number of training hours required of students;

5. Be it therefore resolved that the award of credits to those earlier graduates of the SPCTC be increased in line with the formula and the limits described below.

Formula and Standards for Crediting SPCTC

1. Graduates of the SPCTC may receive a maximum of thirty-one(31) semester hours for their training program. This is based on an analysis of the program now in effect, a program which requires approximately 1,100 training hours. Since earlier programs required fewer training hours, it is probable that an individual who completed the SPCTC prior to 1978 will receive a slightly smaller award than thirty-one semester hours. In general the equivalency formula will be (30-35) hours of training time for each semester hour awarded.

MU
MARSHALL
UNIVERSITY

REGENTS B.A. DEGREE PROGRAM
400 Hal Greer Boulevard
Huntington, West Virginia 25755-2050
304/696-6400

CREDIT RECOMMENDATIONS FOR STATE POLICE ACADEMY TRAINING

The following recommendations have been made by faculty from the Marshall Community College for the training received by the state troopers from 1953 through 1977:

Class Dates	No. Credits (lower div.)	Class Dates	No. Credits (lower div.)
06-01-53 - 08-15-53	24	09-11-66 - 06-03-67	41
06-14-54 - 09-03-54	23	07-09-67 - 11-22-67	38
06-06-55 - 08-26-55	27	05-05-68 - 09-27-68	42
03-26-56 - 06-15-56	29	02-16-69 - 07-18-69	42
04-15-57 - 03-05-57	27	09-01-69 - 02-06-70	42
01-06-58 - 04-03-58	28	07-19-70 - 01-07-71	46
08-02-59 - 10-28-59	25	05-02-71 - 10-15-71	48
09-11-60 - 12-14-60	30	12-112-71 - 05-12-72	51
04-01-62 - 07-20-62	34	07-16-72 - 12-15-72	44
01-05-64 - 05-08-64	39	02-12-73 - 07-12-73	39
05-02-65 - 09-17-65	41	08-12-73 - 01-10-74	41
12-05-65 - 04-22-66	42	09-08-74 - 02-14-75	43
		09-28-75 - 03-12-76	41

Hours earned at the Academy after these dates are on a Marshall transcript and can be used as transfer credits.

Barbara James

AApril 1, 1996

Appendix 16

BridgeValley

DATE: November 14, 2017

TO: Program Coordinators: Regents Bachelors of Arts and Board of Governors A.A.S.
Degree

FROM: Ruth Jacobs, MT (ASCP), BVCTC MLT Program Director, Allied Health Chair

RE: Medical Laboratory Technology Program A.A.S. Degree

The Medical Laboratory Technology program of study at BridgeValley Community
and Technical College has been reviewed by Ruth Jacobs, MLT Program Director and Allied
Health Chair, and the awarding of the following credits are recommended :

MLAB 100	Introduction to Clinical Laboratory Science	2
MLAB 200	Clinical Hematology	4
MLAB 201	Clinical Biochemistry	4
MLAB 202	Clinical Immunohematology	4
MLAB 203	Clinical Microbiology	4
MLAB 205	MLT Seminar (capstone)	1
MLAB 206	MLT Clinical Practicum	12
MLAB 207	Coagulation, Serology and Urinalysis	3
MLAB 208	Mycology and Parasitology	1
	TOTAL	**35**

I have attached a copy of the WV state licensure that a person obtaining this degree
and passing a national certification exam (administered by the American Society of Clinical
Pathologists Board of Certification) would be deemed qualified for.

If you have any further questions please do not hesitate to call or email me. (Ruth
Jacobs 304-205-6654 / Email: ruth.jacobs@bridgevalley.edu)

WEST VIRGINIA
Department of

Health & Human
Resources

BUREAU FOR PUBLIC HEALTH

OFFICE OF LABORATORY SERVICES

CINDY CHAPPEL

QUALIFIES AS A

Clinical Laboratory Practitioner

IN THE FOLLOWING CATEGORY:

LABORATORY TECHNICIAN

AS DEFINED IN WEST VIRGINIA HEALTH LEGISLATIVE RULE 64-CSR-57 (1998).

COMMISSIONER, BUREAU FOR PUBLIC HEALTH

9/1/2017   LICENSE #:   11126

DATE ISSUED, RENEWED ANNUALLY

FAIRMONT ⊪ STATE
™▬ UNIVERSITY

Date: February 27, 2007

To: Program Coordinators: Regents Bachelors of Arts and Board of Governors
        A.A.S. Degree

From: Dr. Rosemarie Romesburg *RR*

RE: Medical Laboratory Technologist

The Medical Laboratory Technologist program of study has been reviewed by Dr. Rosemarie Romesburg, Chair of Health Careers and Coordinator of Medical Laboratory Technology and Laboratory Assistant at Fairmont State. She recommends the awarding of the following credits:

HLCA 1105 Phlebotomy Theory..1
MLAB 1103 Clinical Serology...2
MLAB 1104 Urinalysis & Body Fluids..2
MLAB 1105 Lab Math & Instrumentation...3
MLAB 1160 Clinical Microbiology 1 4
MLAB 1180 Immunohematology..4
MLAB 2218 Clinical Hematology...4
MLAB 2219 Clinical Microbiology 11 4
MLAB 2220 Clinical Biochemistry...4
MLAB 2221 Clinical Practicum I..4
MLAB 2222 Clinical Practicum II 4
MLAB 2223 Clinical Practicum III...4
MLAB 2224 Clinical Practicum IV...4

Total 44

Appendix 17

Nikki Bryant

From:	Gooding, Andrew <gooding@marshall.edu>
Sent:	Monday, May 3, 2021 2:42 PM
To:	Nikki Bryant
Cc:	Gooding, Andrew
Subject:	1st year of Professional school credit award recommendation

[EXTERNAL SENDER]

After looking over the Marshall University MD program, the Marshall University Pharm.D. program and the Doctor of Osteopathy degree at the School of Osteopathy in Lewisburg, WV I found varying numbers of credits for the first year of each program.

Marshall's MD requires 40 hours between July 1, 2020 and April 25th, 2021.

Marshall's Pharm.D. requires 37 hours for the Fall and Spring of their first year.

Lewisburg's School of Osteopathic Medicine requires 34.25 hours for the first year.

I was not able to determine the required number of hours for WVU School of Medicine or Dentistry.

Marshall Doctor of Physical Therapy requires a bachelor's degree to enter that program.

There are no Chiropractic schools in the state to my knowledge.
After July 1 2005, students must have a Bachelors degree to enter Chiropractic school.

I recommend awarding the same number of credit hours as upper level as their first year is worth for the RBA.

While these will contain an number of science hours, the prerequisites for admission also include those.

Students may have to take additional courses in order to meet the RBA general education requirements, especially humanities.

If the professional school is a public one in West Virginia then those hours can serve as residency if needed.

I recommend dropping the verbiage about the student needing 90 hours of undergraduate education as our total number of hours has been lowered from 128 to 120 and the old award of 38 hours fit neatly into the requirement, 20 = 38.

Let me know if you need any additional information.

-- Andrew

Andrew Gooding
RBA Director
223H Smith Hall
Marshall University
1 John Marshall Drive
Huntington, WV
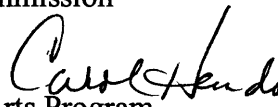
West Virginia University

Eberly College of Arts and Sciences

October 8, 2008

TO: Mark Stotler
              Higher Education Policy Commission

FROM: Carol Hando, Coordinator
              WVU Regents Bachelor of Arts Program

SUBJ: Standardized Awards for Professional Schools

As part of the re-evaluation of standardized awards offered to Regents Bachelor of Arts students, I was asked to contact the professional schools at WVU to determine whether the following awards where still viable:

The criteria reads:

> "...that doctors, dentists, or lawyers be permitted to count their first year credits of professional school towards completion of their Regents B.A. Degree if they meet the following.
>
> 1) During their college years before entering either medical, dental or law school they had completed at least 90 credit hours.
>
> 2) If they do not have 90 credit hours, they will attain this number via College Equivalent Credit or course work.
>
> 3) They meet all other Regents B.A. Degree requirements.

I contacted the following administrators in these schools and received the following information:

WVU School of Law
Marjorie Anne McDiarmid
Associate Dean, Academic Affairs

Professor McDiarmid stated that students are not accepted in the School of Law without first obtaining the undergraduate degree and this situation would not apply to their students. Also, she was not comfortable making a determination for other schools should they accept students without an undergraduate degree.

WVU School of Dentistry
Dr. Christina DeBiase,
Associate Dean for Academic Affairs

Dr. DeBiase met with the dean of the school of dentistry and they agreed continue this award of credit for dentistry students. She stated the dean was aware of this program and felt it was beneficial to their students.

WVU School of Medicine
Norman D. Ferrari III, M.D.
Senior Associate Dean for Medical Education

Dr. Ferrari has agreed to continue this award also. He stated this is helpful to students who may be unable to complete their medical degree for some reason. The RBA program would allow them to at least complete their undergraduate program.

It is therefore recommended the standardized awards for medical and dental student be continued while law students would need to petition on an individual basis.

MEMORANDUM   OCTOBER 24, 1977

TO: REGENTS B. A. DEGREE PROGRAM COORDINATORS

FROM: JOHN C. WRIGHT, VICE CHANCELLOR AND
            DIRECTOR OF ACADEMIC AFFAIRS

SUBJECT: CREDIT TOWARD THE REGENTS B. A. DEGREE FOR
            WORK IN PROFESSIONAL SCHOOLS

Please add the following to your Coordinators' Handbook of Policies and Procedures.

At its regular meeting on October 20, 1977, the Academic Affairs Advisory Committee discussed the proposal made by Ms. Martha Howard and Ms. Betsy Hobbs, Coordinator and Assistant Coordinator of the Regents B. A. Degree program at West Virginia University, "that doctors, dentists, or lawyers be permitted to count their first year credits of professional school towards completion of their Regents B. A. Degree if they meet the following.

> 1. During their college years before entering either medical, dental or law school they had completed at least 90 credits.
>
> 2. If they do not have 90 credits, they will attain this number via College Equivalent Credit or course work.
>
> 3. They meet all other Regents B. A. Degree requirements."

The Committee endorsed the proposal, with the following change: that the list of professional schools be extended and clarified to include Schools of Veterinary Medicine, Schools of Podiatric Medicine, Schools of Optometry and Colleges of Osteopathic Medicine.

JCW:lh
cc: Academic Affairs Advisory Committee

The credits being transferred must be for course work that is equivalent in credit hours, content and quality to that of the admitting program or institution.

Only credits with a grade of "C" (2.0 on a 4.0 scale) or better are considered for transfer.

Transfer credits must be earned within five years of the date of admission to the admitting program or institution. The program or institution may elect to waive this requirement for persons holding a first professional degree in the health care sciences (e.g., M.D., D.O., D.D.S., D.P.M.) or an academic degree (M.A., M.S., Ph.D.) in a related discipline (e.g. Biology, Zoology, Physiology) from an accredited institution.

Credits used to satisfy the minimum prerequisites for admission must not be used for advanced placement credit.

Non-clinic-related academic courses may be awarded advanced standing or transfer credit in the doctoral program only if they were taken at the master's degree level or higher.

To be eligible for transfer of credits, applicants from foreign chiropractic, medical, osteopathic or dental institutions located in countries that do not have an accreditation system equivalent to that of the United States must submit evidence of proficiency in all work submitted for advance standing credit.

Where can I get more information?

For college catalogs or further information on admissions requirements, pre-professional curricula, grants and other financial aid, please correspond directly with the admissions office of the CCE-accredited program or institution in which you are interested. Contact the National Board of Chiropractic Examiners regarding required examinations at http://www.sni.net/nbce. Chiropractic licensing boards in all states and the District of Columbia recognize graduates from CCE-accredited programs and institutions as having partially fulfilled the requirements for state licensure. Most state licensing boards require graduation from a CCE-accredited program or institution. Specific questions concerning licensure should be directed to the Federation of Chiropractic Licensing Boards http://www.fclb.org

CCE-Accredited Programs and Institutions

Cleveland Chiropractic College of Kansas City
6401 Rockhill Road
Kansas City, MO 64131

(816) 510-0100 (800) 466-2252
Website: www.clevelandchiropractic.edu

Cleveland Chiropractic College of Los Angeles
590 North Vermont Avenue
Los Angeles, CA 90004
(323) 660-6166 (800) 466-2252
Website: www.clevelandchiropractic.edu

Life University School of Chiropractic
1269 Barclay Circle
Marietta, GA 30060
(770) 426-2601 (800) 543-3202
E-mail: EXEC@life.edu
Website: www.life.edu

Life Chiropractic College West
P.O. Box 367, 2005 Via Barrett
San Lorenzo, CA 94580
(510) 276-9013 (800) 788-4476
E-mail: info@lifewest.edu
Website: www.lifewest.edu

Logan College of Chiropractic
P.O. Box 1065, 1851 Schoettler Road
Chesterfield, MO 63006-1065
(636) 227-2100 (800) 533-9210
E-mail: loganadm@logan.edu
Website: www.logan.edu

Los Angeles College of Chiropractic
P.O. Box 1166, 16200 E. Amber Valley Drive
Whittier, CA 90609-1166
(562) 947-8755 (800) 221-5222
E-mail: lacc@lacc.edu
Website: www.LACC.edu

The National College of Chiropractic
200 E. Roosevelt Road

Lombard, IL 60148-4583
(630) 629-2000 (800) 826-6285
Website: www.national.chiropractic.edu

New York Chiropractic College
P.O. Box 800, 2360 State Route 89
Seneca Falls, NY 13148-0800
(315) 568-3000 (800) 234-6922
E-mail: enrolnow@NYCC.edu
Website: www.NYCC.edu

Northwestern College of Chiropractic
2501 West 84th Street
Bloomington, MN 55431
(612) 888-4777 (800) 888-4777
E-mail: admit@nwchiro.edu
Website: www.nwchiro.edu

Palmer College of Chiropractic
1000 Brady Street
Davenport, IA 52803
(319) 884-5000 (800) 722-2586
E-mail: pcadmit@palmer.edu
Website: www.palmer.edu

Palmer College of Chiropractic West
90 East Tasman Drive
San Jose, CA 95134
(408) 944-6000 (800) 442-4476
E-Mail: martin_p@palmer.edu
Website: www.palmer.edu

Parker College of Chiropractic
2500 Walnut Hill Lane
Dallas, TX 75229-5668
(972) 438-6932 (800) 438-6932
Website and E-Mail: www.parkercc.edu

Sherman College of Straight Chiropractic

P.O. Box 1452
Spartanburg, SC 29304
2020 Springfield Road
Spartanburg, SC 29316
(864) 578-8770 (800) 849-8771
E-mail: admissions@sherman.edu
Website: www.sherman.edu

Texas Chiropractic College
5912 Spencer Highway
Pasadena, TX 77505-1699
(281) 487-1170 (800) 468-6839
Website: www.txchiro.edu

University of Bridgeport College of Chiropractic
75 Linden Avenue
Bridgeport, CT 06601
(203) 576-4348 (888) 822-4476
Website: www.Bridgeport.edu/chiro

Western States Chiropractic College
2900 N.E. 132nd Avenue
Portland, OR 97230
(503) 256-3180 (800) 641-5641
E-mail: admissions@wschiro.edu
Website: www.wschiro.edu

Appendix 18

WestVirginiaUniversity

Eberly College of Arts and Sciences

November 18, 2002

Mark—

As I mentioned earlier, the Supreme Court of Appeals has changed its policy to again allow Magistrates to take the Magistrate exams and have them individually evaluated (on a pass/fail basis). (Those who do not make this request, will not get individual evaluation.) The scores are kept confidential but can be certified to by the Magistrate Court in the event any of the Magistrates want to earn RBA standardized credit for their participation in the training sessions. It was only by accident I found out about this change, and subsequently asked that we be officially informed about the revised policy. The accompanying letter from Kathleen Gross is our official notice. This means that credit (1.5 credits per session) can continue to apply to Magistrates who request exam grading *except for the year 2001* when no individual scores were reported. Any student seeking standardized credit will have to ask the Court to certify that the exams were passed in the years (other than 2001) under consideration.

I would recommend that you send out word of this policy change by the Magistrate Court in case it affects any current students. Since this is reinstatement of an old approved policy I doubt it will be controversial. We can officially approve the change at our April meeting. (If, however, you are in the process of updating the list of awards, you might just ask for a yes/no vote by e-mail so you can get this change in.)

Ann Paterson
WVU-RBA

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

BARBARA H. ALLEN
ADMINISTRATIVE DIRECTOR

ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

13 November 2002

Ann Paterson, Ph.D.
Regents BA Coordinator
West Virginia University
210J Armstrong Hall
P.O. Box 6289
Morgantown, WV 26506-6289

Re: Testing for Magistrates

Dear Dr. Paterson:

In your 15 March 2002 letter, you correctly outlined the history of testing at the conclusion of the Magistrate Conferences. Based on these competency assessments, the Regents program awarded standardized credit of 1.5 credits per session for the 1984-2000 period. In 2001, the Court's testing procedure changed to focus on course evaluation and individual scoring was ended. Based on your letter, the Court changed policy to allow individual scoring for those who wished or might wish Regents credit for the conferences.

I am pleased to report that several magistrates requested individual test scoring at this year's conference. The results remain confidential. If a magistrate seeks Regents credit, with the magistrate's permission, the test results (pass/fail) will be provided.

It is the Court's policy to encourage all members of the judicial branch to become as informed and prepared as possible. If you need additional information about the policy or the testing procedures, please feel free to contract me directly. Please contact me for test information. I enjoyed speaking with you last week and hope this letter addresses your concerns.

Sincerely,

Kathleen S. Gross
Deputy Director of Judicial Education

KSG/mg

cc: David Bissett

From:	Ann Paterson [apaterso@wvu.edu]
Sent:	Friday, September 21, 2001 12:26 PM
To:	Mark Stotler
Cc:	holbrook@marshall.edu
Subject:	Magistrate Training Credit

Mark--

Suggested agenda item for the Oct 19 meeting (which I won't attend).

When I attended the Magistrate Training session on September 12, it turned out the "big news" was the decision announced by Chief Justice McGraw to no longer require testing of the Magistrates for the training sessions they are required to take every year. (This had been lobbied for by the magistrates themselves and was clearly a popular decision.) In effect this means that the magistrate training is like a Continuing Education program for which the RBA program does not ever give credit. I was also told that the Chief Justices split on this recommendation--some suggesting that it would "diminish the public trust in magistrates." I should also note that the testing program will continue--i.e. magistrates will be required to take the test, but no one will be "graded" as the tests will be anonymous--test results will be used diagnostically to identify materials not well presented etc.

I was told that the magistrate training sessions have been tested for 16 years, which at 1.5 units per training session would in theory mean a possible 24 cec hours for long-time attenders. (These are not duplicate sessions as every magistrate must go every year to get updated on new administrative and legal matters.) I hadn't really thought about the need to put a limit on the total credit award, because I did not understand that this was an every year event with new content.

Anyway, my recommendation would be that we amend our credit award to make it valid for years 1984-2000 (when testing was done), and that we set a max of 18 hours of credit. The max might be something the whole group will want to debate. I picked that number as it's a semester max at WVU for "professional field experience." This means a total of 12 sessions attended during the period when testing was done. It also seemed to be enough credit to be a significant motivator. The Court is clearly trying to encourage the magistrates to get further education and is willing to pay for tuition for this--but not the "registration fees."
(This may refer to all those special fees specific universities require such as our new rec fee.) I didn't determine if the portfolio fee would be paid by the Court.

At some point we would need to inform the Court of our decision--I will be glad to write such a letter as I had the original correspondence with them. As the Chief Justice position rotates every year, it is also possible that under a different Chief Justice a decision will be made to reinstate the testing depending on public reaction--and perhaps ou withdrawal of credit.

I'm copying this to Dan who may have further comments based on his attendance at the other magistrate training session.

Ann

November 10, 1999

To: Mark Stotler, Central Office

From: Ann Paterson, RBA Coordinator, WVU

Re: Updating the Magistrate Training Credit Award

Enclosed is the original copy of the letter from Richard Rosswurm, Chief Deputy of the Supreme Court of Appeals. Dr. Rosswurm has provided the most recent training schedule for the magistrates which is essentially the same as the one we received in 1990. A copy of the training program for Fall 1999 is enclosed.

The Magistrate Training Program is essentially a 15 hour program for which credit of 1.5 hours is currently being awarded. It is unclear from his letter what Dr. Rasswurm is recommending, either 1 credit total or 1 credit for "each program " --there are 6 instructors involved in the training program but 6 credits appears unreasonable.

Given the difficulty of using fractions in most computers, I recommend that we award either 1 or 2 credits for the Magistrate Training Program. Given the historical award of 1.5 credits, it may be politically difficult to "round down"; personally I have no problem with the higher award. In any case, the training program is viable and this standardized award should be continued.

JAMES M. ALBERT
ADMINISTRATIVE DIRECTOR

19 October 1999

Dr. Ann Patterson
Director, RBA Program
West Virginia University
P.O. Box 6289
Morgantown, WV 26506-6289

Dear Dr. Patterson:

Enclosed is a copy of our most recent training program schedule, as you requested. This schedule is typical of our programs for all magistrates. We do not require any pre-training readings or make any post-training assignments.

I have no recommendation regarding the amount of credit that should be awarded, except that the quality of each program should merit at least one credit.

If I might be of further assistance, please let me know.

Sincerely,

Richard Rosswurm, Ph.D., J.D.
Chief Deputy
and Administrative Counsel

RR/mg

Enclosure

> **Registration:** 11:30 a.m. - 1:00 p.m., September 15
> **Magistrate Association Meeting:** 5:30 p.m., September 15

	Group A	Group B	Group C	Group D
Wednesday, September 15	1:30 - 3:10 FAMILY VIOLENCE: THE LAW 3:20 - 5:00 FAMILY VIOLENCE: THE PEOPLE	1:30 - 5:00 EVIDENCE	1:30 - 3:10 LEGISLATION; JUVENILE 3:20 - 5:00 ETHICS	1:30 - 5:00 ENFORCEMENT OF JUDGMENTS; BAIL FORMS
Thursday, September 16 [Morning]	8:45 - 12:15 ENFORCEMENT OF JUDGMENTS; BAIL FORMS	8:45 - 10:25 FAMILY VIOLENCE: THE LAW 10:35 - 12:15 FAMILY VIOLENCE: THE PEOPLE	8:45 - 12:15 EVIDENCE	8:45 - 10:25 LEGISLATION; JUVENILES 10:35 - 12:15 ETHICS
[Afternoon]	1:30 - 5:00 EVIDENCE	1:30 - 5:00 ENFORCEMENT OF JUDGMENTS; BAIL FORMS	1:30 - 3:10 FAMILY VIOLENCE: THE PEOPLE 3:20 - 5:00 FAMILY VIOLENCE: THE LAW	1:30 - 3:10 FAMILY VIOLENCE: THE LAW 3:20 - 5:00 FAMILY VIOLENCE: THE PEOPLE
Friday, September 17	8:45 - 10:25 LEGISLATION; JUVENILES 10:35 - 12:15 ETHICS	8:45 - 10:25 ETHICS 10:35 - 12:15 LEGISLATION; JUVENILES	8:45 - 12:15 ENFORCEMENT OF JUDGMENTS; BAIL FORMS	8:45 - 12:15 EVIDENCE
FRIDAY TEST: 12:30 to 1:30; participants divided by preference of smoking or non-smoking room.				

Scheduled Breaks: Morning, 10:25 to 10:35; Afternoon, 3:10 to 3:20

1999 Magistrate Conference: Courses & Instructors

Ethics . . . . Skip Garten
Judicial Investigation Commission

Evidence . . . . Judge O.C. Spaulding
Chief Circuit Judge, 29th Judicial Circuit

Legislative Changes; Juvenile Law . . . . Richard Rosswurm
Supreme Court Administrative Office

Dealing with the People in Domestic Violence Cases . . . . Sue Julian or Diane Reese
WV Coalition Against Domestic Violence

Domestic Violence Law . . . . Peggy Rash
Supreme Court Administrative Office

Enforcement of Judgments; Bail Forms . . . . Leslie Anderson
Supreme Court Administrative Office

University of West Virginia College of Graduate Studies

MEMORANDUM

TO: Ms. Barbara James, Chair, RBA Degree Subcommittee,
         Marshall University

FROM: Dr. Robert R. Smith, Director, West Virginia Institute *RRS*
         of Justice Studies, UWVCOGS.

RE: College Credit for West Virginia Magistrate Training in
         July 1990.

DATE: January 18, 1991

For those West Virginia magistrates who successfully participated
in training sessions, 17-20 July or 23-26 July 1990, at Oak Hill,
West Virginia, and who wish to apply that training to portfolio
preparation for their RBA degrees, I recommend that they receive
1.5 semester hours of upper level credit. The magistrates had
slightly more than 22.5 contact hours of instruction (inclusive
of working lunches). A copy of the 17-19 July session is
enclosed for reference; the 23-26 July session, attended by a
different group of magistrates, was identical.

RRS/ma

Encl.

cc: Dr. Richard H. Rosswurm, Deputy for Judicial Education,
     WV Supreme Court of Appeals

In order to enroll in self-study courses, the user must complete
an Information Services Training Request Form and submit it to
the Information Center.

We currently have four instructors in the Information Center.
They all have four-year degrees from accredited institutions. I
am the Training Coordinator for the I/C and have a B.S. degree in
Business Education.

If you need additional information, I may be reached at 357-3400.

I look forward to hearing from you soon.

Sincerely,

Wanda C. Vaden

ACRONYM DEFINITIONS

CMS	- Conversational Monitoring System
DBEDIT	- Database Edit
IS	- Information Services
PROFS	- Professional Office System
QMF	- Query Management Facility
REXX	- Restructured Extended Executor Language
SAS	- Statistical Analysis System
XMENU	- Executable Menu

TED PHILYAW
ADMINISTRATIVE DIRECTOR

ADMINISTRATIVE OFFICE
E-400 STATE CAPITOL
CHARLESTON 25305
304/348-0145

10 January 1991

Dr. Robert R. Smith
WVU College of Graduate Studies
Institute, West Virginia   25112

Dear Bob,

    It has come to my attention that I overlooked providing you
the July 1990 magistrate education program for assessment and
approval of credit in R.B.A. curricula. Enclosed is the program
for the first session; the topics for the second session, 23-26
July 1990, were identical. The only duplication would be the
half-day workshop (all on DUI) which were topics for the
magistrates completing the Fall 1984 program. The instructors
for the quarter-day workshops were staff attorneys from the
Supreme Court Administrative Office. The instructors for the
half-day workshops were attorneys or judges on the faculty of
the American Academy of Judicial Education.

    Since one of our magistrates (who did not attend the fall
1984 program) is now preparing her portfolio and requesting
credit for the July 1990 program, it would be helpful if you
could submit your recommendation for credit as soon as possible,
with a copy to me. Thanks in advance.

                              Cordially,

                              Richard Rosswurm
                              Deputy for Judicial Education

RR/mg

Enclosure

cc: Magistrate Emily Bradley

MAGISTRATE EDUCATION CONFERENCE - FIRST SESSION
HOLIDAY INN, OAK HILL
17-20 July 1990

PROGRAM

TUESDAY

11:00 - 1:30	Registration	
1:30 - 4:45	<u>WORKSHOPS</u>	
(Coffee break: 3:00 - 3:15)	Group 1,2:	Recent Developments in the Law and Legislative Update (Stoneking)
	Group 3,4:	Special Topics (Rosswurm)

Media Access to the Courts
The Nature of Limited Jurisdic.
New Legislation
Rules Amendments

WEDNESDAY

9:00 - 12:15	<u>WORKSHOPS</u>	
	Group 1,2:	Special Topics (Rosswurm)
(Coffee break: 10:30 - 10:45)	Group 3,4:	Recent Developments in the Law and Legislative Update (Stoneking)
12:15 - 1:30	LUNCH	
1:30 - 4:45	<u>WORKSHOPS</u>	
	Group 1:	Pretrial Issues in DUI Cases
(Coffee break: 3:00 - 3:15)	Group 2:	How to Try a DUI Case
	Group 3:	Evidence Basics for DUI
	Group 4:	Pleas and Sentences

THURSDAY

9:00 - 12:15	<u>WORKSHOPS</u>	
	Group 1:	Pleas and Sentences
(Coffee break: 10:30 - 10:45)	Group 2:	Pretrial Issues in DUI Cases
	Group 3:	How to Try a DUI Case
	Group 4:	Evidence Basics for DUI

12:15 - 1:30	LUNCH	
1:30 - 4:45	**WORKSHOPS**	
	Group 1:	Evidence Basics for DUI
(Coffee break: 3:00 - 3:15)	Group 2:	Pleas and Sentences
	Group 3:	Pretrial Issues in DUI Cases
	Group 4:	How to Try a DUI Case
6:30	BANQUET	

FRIDAY

9:00 - 12:15	**WORKSHOPS**	
	Group 1:	How to Try a DUI Case
(Coffee break: 10:30 - 10:45)	Group 2:	Evidence Basics for DUI
	Group 3:	Pleas and Sentences
	Group 4:	Pretrial Issues in DUI Cases
12:15 - 1:15	LUNCH	
1:15 - 2:15	**Test**	

January 7, 1991

Richard H. Rosswurm
Director of Judicial Education
Administrative Office
E-402 State Capitol
Charleston, WV 25305

Dear Richard:

Enclosed please find my application for tuition reimbursement for the spring term class at WVUP. Also enclosed is a copy of my final grades for classes completed December 10, 1990, at WVUP.

I will be forwarding expense account sheet and proof of payment of tuition later on this week if this is approved.

Could you please send me information as to the amount of credit hours we receive for the July, 1990, classes so that I can forward it on to Mr. Meads.

Thank you for all your help.

Sincerely,

Emily J. Bradley

eb

Enclosures

WEST VIRGINIA BOARD OF REGENTS

950 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25301

TELEPHONE 304 348-2101

Louis J. Costanzo III, President
Wheeling

William K. Simmons
Chancellor

MEMORANDUM

DATE: March 21, 1989

TO: Board of Regents BA Degree Program Coordinators

FROM: Barbara Ritchie, Director of Planning

RE: Standard Credit Agreement for Magistrate Training

The Academic Affairs Advisory Committee met on March 16, 1989 and voted to approve Standard Credit Agreement for the Magistrate Training Program as recommended by the Regents Bachelor of Arts Coordinators.

Please add the attached courses and information to the Summary of Credit Awards. Note the approval of 13 semester hours of upper division legal studies credit for Sessions I-VII and 11 hours of upper division legal studies credit for Sessions II-VII.

This program should be carefully monitored for a few years since it is new and not as established as others the Coordinators have recommended. Thank you for completing the process to finalize this request.

Attachment

BR/nd

MAGISTRATE TRAINING

Session I	Topic	Contact Hour~
	Orientation	2
	Separation of Powers-What is Law-Sources	1
	The Responsibilities of Being a Magistrate	1
	Magistrate Preparation for a Trial	1
	Legal Research	1
	Search Warrant	3
	Arrest Warrant	3
	The Initial Appearance of One Arrested	3
	The Preliminary Hearing	3
	Handling a Jury Trial	2
	The Trial of a Drinking Driver Case	8
	Deciding the Sentence in Drinking Driver Cases	4
	The Civil Trial	4
	Help with Legal Matters	1
	Administrative Matters	1
	Ethics	1
		39
	Trial Testing	

Session II		
	Domestic Violence and Child Abuse	3
	Landlord-Tenant Disputes	5
	Research and Preparation for Trial	5
	The Arrest Warrant	4
	Search and Seizure	4
	Initial Appearance	4
	The Trial-Contol, Demeanor, Evidence	12
	Sentencing	2
		39

Session III		
	Guilty Pleas	6
	Comparative Negligence	6
	Community Relations	6
	The Magistrate and the Fourth Amendment	6
	Jury Instructions	6
	New Legislation and Recent Cases	4
	Abuse Cases	4
	Domestic Violence Cases	2
	Judicial Immunity/Discipline	2
		42
	Trial Testing	

Session IV		
	Control, Demeanor, and Contempt	3.25
	Debt Collection	3.25
	Evidence	3.25
	Factfinding	3.25
	Juvenile Matters	3.25
	Preliminry Hearing	3.25
	CDR Forms/Miscellany	1.75
		21.25
	Certification Testing	

Session V	Topic	Contact Hours
	Trying a Civil Negligence Case	3.25
	Roles of Magistrate Personnel: Complaints, Summonses, Warrants, Enforcement of Judgements	3.25
	Due Process Fundamentals: Federal and State	3.25
	Evidence: Cross-Examination	3.25
	Suppression Proceedings	3.25
	Contract Formation and Execution Under the UCC	3.25
	Worthless Checks: Recovery of Personal Property	3.25
	Miscellany	1
		23.75
	Certification Testing	

Session VI		
	Evidence: Authentication	3
	Trying a Shoplifting Case	3
	Sentencing (except DUI)	3
	Moving Traffic Violations (except DUI)	3
	Standards of Proof and Defenses: Civil and Criminal	3
	UCC Sales: Warranties	1.5
	Involuntary Mental Health Commitments	1.5
	Procedural Problems and the New Legislation	1.5
	New Legislation and Miscellany	1.5
	Drafting Court Orders	1.5
		22.50
	Certification Testing	

Session VII		
	Bail and Bonds (Criminal)	3
	Self-Incrimination	3
	Evidence: General Review	3
	New Rules, Special Problems, New Legislation	3
		12
	Certification Testing	

Grand Totals 199.5 Sessions I-
160.5 Sessions II

Appendix 19

1992-93

NATIONAL JOINT
STEAMFITTER-PIPEFITTER
APPRENTICESHIP
COMMITTEE

COURSE OUTLINE

FOR:
☐ LOCAL JOINT APPRENTICESHIP
   AND JOURNEYMEN
   TRAINING COMMITTEES
☐ APPRENTICE AND
   JOURNEYMEN INSTRUCTORS
☐ ADMINISTRATORS
   AND COORDINATORS
☐ ORDER FORMS IN
   BACK OF CATALOG

National Joint Steamfitter-Pipefitter Apprenticeship Committee

Composed of
representatives of the
**MECHANICAL
CONTRACTORS
ASSOCIATION OF
AMERICA, INC.**
of the
**UNITED ASSOCIATION OF
JOURNEYMEN AND
APPRENTICES
OF THE
PLUMBING AND
PIPE FITTING INDUSTRY
OF THE
UNITED STATES
AND CANADA**

901 Massachusetts Avenue, NW
Washington, D.C. 20001

Smitty Belcher Chairman Lawrence, KS	**H. Allyn Parmenter** Secretary-Treasurer Washington, D.C.
Jerry E. Boyle Vice Chairman Windsor, Ont., Canada	**D.S. O'Brien** Assistant Treasurer Whittier, CA
<u>MCAA MEMBERS</u>	<u>UA MEMBERS</u>
Smitty C. Belcher Lawrence, KS	**Jerry E. Boyle** Windsor, Ont., Canada
Donald V. Brown Buffalo, NY	**John F. Greenwood** Scranton, PA
Robert F. Geegan Elk Grove Village, IL	**Eddie B. Long** Harlingen, TX
Robert N. Keyser Alexandria, VA	**James E. O'Mara** St. Louis, MO
D.S. O'Brien Whittier, CA	**James F. Walsh** Valley View, OH
Robert F. Waddy Indianapolis, IN	**J.C. Wingfield** Fairbanks, AK

Related Training Outline

The National Joint Steamfitter-Pipefitter Apprenticeship Committee and The National Joint Plumbing Apprentice and Journeyman Training Committee through their combined subcommittees and the United Association Training Department have developed the following course outline.

This outline combines the curriculum for plumber and steamfitter-pipefitter apprentices in the first two years. The subjects offered have equal application for all apprentices, plus the course outline presents materials from both training committees.

This course outline was developed for combination training programs as well as straight-line steamfitter-pipefitter programs. The course outline has been refined to provide the necessary theory and skill training to make a complete apprentice training program in five years.

Each year of instruction considers the apprentice's previous knowledge based on (1) entrance as a first year apprentice or (2) the preceding years instruction for apprentices already in the training program. When this outline is followed section by section, as it should be to be successful, each year of instruction will provide the knowledge in theory and skills necessary to ensure the apprentice's progress in related training and on the job.

Every effort must be made to establish continuing journeymen training. As an aid to accomplish this activity suggested courses for journeymen have been included with this apprentice course outline.

A complete list of manuals and their descriptions will be found at the end of this booklet, along with order blanks.

First Year of Instruction

The objectives of the first year courses will provide each apprentice with:

,1) an awareness of the history and heritage of the United Association. The National Committee recommends that presentations and discussions on heritage and the future of the pipe trades continue throughout the period of apprenticeship.

(2) instruction in the identification and use of tools.

(3) instruction in the proper care of tools.

(4) the training and skills necessary to install all types of pipe, tube, fittings and valves.

(5) an understanding of job safety and health.

(6) training in soldering and brazing.

(7) training in oxy-acetylene cutting.

(8) the fundamentals for solving math problems and the necessary math for taking pipe measurements.

(9) a knowledge of rigging and signaling.

(10) the ability to understand technical and isometric drawings.

SECTION ONE OF FIRST YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Heritage Program	Your Heritage and Future in the Pipe Trades	12	Presentations and Discussions Your Heritage and Future in the Pipe Trades
Use and Care of Tools	Use and Care of Tools Manual	24	Answer Book for Use and Care of Tools
Pipe Materials Fittings, Valves, Hangers, Supports and Fasterners	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 1 through 8	18	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices
Job Safety and Health	Section A-Text & Assignments*	18	Instructor Guide A*
Soldering and Brazing	Soldering and Brazing Manual	18	Answer Book for Soldering and Brazing
Oxy-Acetylene Cutting	Welding Workbook for Oxy-Acetylene Cutting and Shielded Metal Arc Welding Exercises 1 through 6	18	Welding Workbook for Oxy-Acetylene Cutting and Shielded Metal Arc Welding

SECTION TWO OF FIRST YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Mathematics Math Review Formulas Pipe Measurements	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 9 through 19 and/or Section B—Text & Assignments*	54	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Instructor Guide B*
Rigging and Signaling	Rigging Manual	24	Answer Book for Rigging Manual
Drawing Interpretation Tech. Drawing Isometric Drawing	Section C- C-1 Text and Assignments* C-2 Text and Assignments*	30	Instructor Guide C* ¼" Drawings Section C* Visual Aids C*

*This material must be ordered from the Joint Plumbing Apprentice & Journeyman Training, Inc. Make checks for material designated with an asterisk (*) payable to the Joint Plumbing Apprentice & Journeyman Training, Inc.

Second Year of Instruction

The objectives of the second year courses will provide each apprentice with:

(1) an introduction to matter, liquids, hydraulics and the science required to understand the work of the pipe trades.

(2) the ability to understand building plans and drawings.

(3) instruction in basic electricity and its practical application on the job.

(4) training in shielded metal arc welding.

SECTION ONE OF SECOND YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Science	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices. Information Sheets 20 through 31 and/or Section E-Text and Assignments*	54	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices. Instructor Guide E*
Drawing Interpretation Building Plans	Section C- C-3 Text & Assignments*	24	Instructor Guide C* ¼" Drawings Section C* Visual Aids C*
Basic Electricity	Basic Electricity Manual	30	Answer Book for Basic Electricity Manual

SECTION TWO OF SECOND YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Shielded Metal Arc Welding	Welding Workbook for Oxy-Acetylene Cutting and Shielded Metal Arc Welding Exercises 7 through 40	108	Welding Workbook for Oxy-Acetylene Cutting and Shielded Metal Arc Welding

*This material must be ordered from the Joint Plumbing Apprentice & Journeyman Training, Inc. Make checks for material designated with an asterisk (*) payable to the Joint Plumbing Apprentice & Journeyman Training, Inc.

Third Year of Instruction

The objectives of the third year courses will provide each apprentice with:

(1) advance instruction in electricity.

(2) introduction in the theory and installation of pumps and steam systems.

(3) an introduction to the components and devices of the refrigeration system.

(4) the necessary instruction in refrigeration to prepare for installation and service work.

(5) instruction concerning boilers and hydronic heating systems.

SECTION ONE OF THIRD YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Electricity	Basic Electricity Manual Electric Controls Manual and Diagrams	27	Answer Book for Basic Electricity Manual Answer Book for Electric Controls Manual
Pumps and Steam Systems	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 32 through 40	27	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices
Refrigeration I	Refrigeration Manual Information Sheets 1 through 15 Assignment Sheets for Refrigeration Manual and Refrigerant Controls Manual	54	Answer Book for Refrigeration Manual and Refrigerant Controls Manual 65 Refrigeration Transparencies—9 with polar motion

SECTION TWO OF THIRD YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Refrigeration II	Refrigeration Manual Information Sheets 16 through 36 Refrigerant Controls Manual	54	Answer Book for Refrigeration Manual and Refrigerant Controls Manual 65 Refrigeration Transparencies—9 with polar motion
Steam Systems II	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 41 through 46	27	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices
Hydronic Systems I	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 47 through 57	27	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices

Fourth Year of Instruction

The objectives of the fourth year courses will provide each apprentice with:

(1) training in pipe drafting and blueprint reading.

(2) instruction concerning hydronic heating and cooling systems.

(3) instruction in air conditioning, including an understanding of heat humidity, air requirements, and fans.

(4) training in the use and operation of pneumatic controls.

SECTION ONE OF FOURTH YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Pipe Drafting and Blueprint Reading	Pipe Drafting and Blueprint Reading Manual	54	Answer Book for Pipe Drafting and Blueprint Reading Manual
Hydronics Systems II	Hydronic Heating and Cooling Manual	27	Answer Book for Hydronic Heating and Cooling Manual
Air Conditioning I	Air Conditioning Manual Information Sheets 1 through 15	27	Answer Book for Air Conditioning Manual

SECTION TWO OF FOURTH YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Air Conditioning II	Air Conditioning Manual Information Sheets 16 through 28	72	Answer Book for Air Conditioning Manual
Pneumatic Controls	Pneumatic Controls Manual	36	Answer Book for Pneumatic Controls Manual

Fifth Year of Instruction

The objectives of the fifth year courses will provide each apprentice with:

1) a knowledge of the operation and application of electric controls.

(2) introduction to industrial pipefitting and power piping.

(3) instruction in the field of start, test, and balance.

(4) a knowledge of the mechanical instrument family.

(5) an opportunity to become familiar with the use of the Builders Level-Transit.

SECTION ONE OF FIFTH YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Electric Controls	Electric Controls Manual and Diagrams	54	Answer Book for Electric Controls Manual
Introduction to Industrial Pipefitting and Power Piping	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 73 through 76	18	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices
Introduction to Start, Test and Balance	Start, Test, and Balance Manual	36	Answer Book for Start, Test, and Balance Manual

SECTION TWO OF FIFTH YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Start, Test and Balance	Start, Test, and Balance Manual	30	Answer Book for Start, Test, and Balance Manual
Instrumentation and Process Controls	Instrumentation and Process Control Manual	54	Answer Book for Instrumentation and Process Control Manual
Builders Level Transit	Section B-Text and Assignments*	24	Instructors Guide B* Visual Aids B*

*This material must be ordered from the Joint Plumbing Apprentice & Journeyman Training, Inc. Make checks for material designated with an asterisk (*) payable to the Joint Plumbing Apprentice & Journeyman Training, Inc.

OUTLINE CATALOG

JPA

JPA & JT
TRAINING COURSE
OUTLINE

FOR

LOCAL JOINT APPRENTICESHIP
AND JOURNEYMAN
TRAINING COMMITTEES

APPRENTICE AND
JOURNEYMEN INSTRUCTORS

ADMINISTRATORS
AND COORDINATORS

ORDER FORMS IN BACK
OF CATALOG

PART I—RELATED TRAINING OUTLINE

The National Joint Plumbing Apprentice and Journeyman Training Committee and the National Joint Steamfitter-Pipefitter Apprenticeship Committee through their combined subcommittees and the United Association Training Department have developed the following course outline.

This outline combines the curriculum for plumber and steamfitter-pipefitter apprentices in the first two years. The subjects offered have equal application for all apprentices plus the course outline presents the best materials from both training committees.

At the beginning related course outlines were developed primarily for plumbing or steamfitting-pipefitting. This course outline was developed for combination training programs as well as straight line plumber programs. The course outline has been refined to provide basic theory and skill training to apprentices in five years. The last year of training (Senior Apprentice) is devoted to further sharpening of theory and work skills.

Each year of instruction considers the apprentice's previous knowledge based on (1) entrance standards for the first year or (2) the preceding years instruction for apprentices already in the training program. When this outline is followed section by section, as it should be to be successful, each year of instruction will provide the knowledge in theory and skills necessary to ensure the apprentice's progress in related training and on the job.

Every effort should be made to establish continuing journeymen training. As an aid to accomplish this activity suggested courses for journeymen have been included with this apprentice course outline.

FIRST YEAR OF INSTRUCTION

The objectives of the first year courses will provide each apprentice with:

(1) an awareness of the history and heritage of the United Association. The National Committee recommends that presentations and discussions on heritage and the future of the pipe trades continue throughout the period of apprenticeship.

(2) instruction in the identification and use of tools.

(3) instruction in the proper care of tools.

(4) the training and skills necessary to install all types of pipe, tube, fittings and valves.

(5) an understanding of job safety and health.

(6) training in soldering and brazing.

(7) training in oxy-acetylene cutting.

(8) the fundamentals for solving math problems and the necessary math for taking pipe measurements.

(9) a knowledge of rigging and signaling.

(10) the ability to understand technical and isometric drawings.

SECTION ONE OF FIRST YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Heritage Program	Your Heritage and Future in the Pipe Trades*	12	Presentations and Discussions Your Heritage and Future in the Pipe Trades*
Use and Care of Tools	Use and Care of Tools Manual*	24	Answer Book for Use and Care of Tools*
Pipe Materials Fittings, Valves Hangers, Supports and Fasterners	Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices Information Sheets 1 through 8*	18	Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices*
Job Safety and Health	Section A-Text & Assignments	18	Instructor Guide Answer Book for Section A
Soldering and Brazing	Soldering and Brazing Manual*	18	Answer Book for Soldering and Brazing*
Oxy-Acetylene Cutting	Welding Workbook for Oxy-Acetylene Cutting and Shielded Metal Arc Welding Exercises 1 through 6*	18	Welding Workbook for Oxy-Acetylene Cutting and Shielded Metal Arc Welding*

SECTION TWO OF FIRST YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Mathematics Math Review Formulas Pipe Measurements	Section B—Text & Assignments— B1, B2, B3 and/or Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices* Information Sheets 9 through 19	54	Instructor Guide Answer Book for Section B Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices*
Rigging and Signaling	Rigging Manual*	24	Answer Book for Rigging Manual*
Drawing Interpretation Tech. Drawing Isometric Drawing	Section C— C-1 Text and Assignments C-2 Text and Assignments	30	Instructor Guide Answer Book for Section C ¼″ Scale Drawing—C Visual Aids—C

* This material must be ordered from the National Joint Steamfitter-Pipefitter Apprenticeship Committee. Make checks for material designated with an asterisk (*) payable to the National Joint SF/PF Apprenticeship Committee.

SECOND YEAR OF INSTRUCTION

The objectives of the second year courses will provide each apprentice with:

(1) an introduction to matter, liquids, hydraulics and the science required to understand the work of the pipe trades.

(2) the ability to understanding building plans and drawings.

(3) instruction in basic electricity and its practical application on the job.

(4) training in shielded metal arc welding.

SECTION ONE OF SECOND YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Science	Section E—Text and Assignments—and/or Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices.* Information Sheets 20 through 31	54	Instructor Guide Answer Book for Section E Answer Book for Instruction Manual for Steamfitter-Pipefitter Journeymen and Apprentices.*
Drawing Interpretation Building Plans	Section C— C-3 Text & Assignments	24	Instructor Guide Answer Book for Section C ¼" Scale Drawing for Section C Visual Aids for Section C
Basic Electricity	Basic Electricity Manual*	30	Answer Book for Basic Electricity Manual*

SECTION TWO OF SECOND YEAR

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Shielded Metal Arc Welding	Welding Workbook for Oxy-acetylene Cutting and Shielded Metal Arc Welding* Exercises 7 through 40	108	Welding Workbook for Oxy-acetylene Cutting and Shielded Metal Arc Welding*

*This material must be ordered from the National Joint Steamfitter-Pipefitter Apprenticeship Committee. Make checks for materials designated with an asterisk (*) payable to the National Joint SF-PF Apprenticeship Committee.

The objectives listed in the outline for each third year apprentice are to provide:

(1) scientific principles in accordance with local code and practical experience for the safe supply of potable water for residential, commercial and institutional consumption,

(2) knowledge of the principles of valves, pump design, selection, and installation,

(3) an understanding of the principles, code requirements, and practical knowledge necessary for the safe removal of sewage, waste, and storm water from residential, commercial and institutional buildings,

(4) training in offset measurements,

(5) practice in servicing various components of plumbing systems.

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Mathematics 　Pipe Measurements Two	B-4 Text & Assignments	15	Instructor Guide Answer Book 　for Section B
Water Supply 　Water Treatment 　Water Mains & Services 　Bldg. Water Supply Systems 　Cross Connections 　Hot Water Supply 　Valves 　Pumps	G-1 Text & Assignments G-2 Text & Assignments G-3 Text & Assignments G-4 Text & Assignments G-5 Text & Assignments G-6 Text & Assignments G-7 Text & Assignments	84	Instructor Guide Answer Book 　for Section G
Drainage 　Sewage Disposal 　Sewers & Drains 　Building Drainage Systems 　The Plumbing Trap 　Vent. the Drainage Systems	H-1 Text & Assignments H-2 Text & Assignments H-3 Text & Assignments H-4 Text & Assignments H-5 Text & Assignments	63	Instructor Guide Answer Book 　for Section H
Repairing & Service Lab	Trade Literature	54	Trade Literature

FOURTH YEAR OF INSTRUCTION

The objectives of the courses listed in the outline for each fourth year apprentice are to provide:

(1) training in the roughing-in requirements for various plumbing fixtures,

(2) training in techniques used in setting plumbing fixtures,

(3) understanding of the many types of fixtures and appliances used in the plumbing industry,

(4) a background in the installation requirements of plumbing accessories and techniques used for installing same,

(5) Training in the principles, code requirements, and practical knowledge necessary for the design and installation of a gas supply system,

(6) a thorough knowledge of local plumbing code,

(7) experience in applying the local code to job situations,

(8) training in advanced plan reading,

(9) an understanding of various special purpose installations,

(10) background in basic principles of human relations and salesmanship and basic for further study,

(11) knowledge of principles of general organization of work and the approach to problem solving with emphasis on service work,

(12) an analysis of requirements and principles for keeping plumbing systems in operation,

(13) an understanding of the principles of solar heating and potable water as it differs from traditional methods.

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Advanced Plan Reading & Plumbing Design Adv. Plan Reading & Sketching	D-1 Text & Assignments	36	Visual Aids for Section D Instructor Guide Answer Book for Section D ¼″ Scale Drawings for Section D

Plumbing Fixtures & Appliances
   Plumbing Fixtures
   Installation Practice
   Inst. Fixtures & Equipment
   Fixture Controls
   Appliances & Accessories
	I-1 Text & Assignments
	I-2 Text & Assignments
	I-3 Text & Assignments
	
	I-4 Text & Assignments
	I-5 Text & Assignments
		54	Instructor Guide Answer Book for Section I

Gas Installations
   Natural Gas Installations
   L.P. Gas Systems
   Sizing & Venting Gas Systems
   Gas Appliances & Controls
   Medical Gas Systems
	J-1 Text & Assignments
	J-2 Text & Assignments
	J-3 Text & Assignments
	J-4 Text & Assignments
	J-5 Text & Assignments
		42	Instructor Guide Answer Book for Section J

Plumbing Code
   Code Construction
   General Use of Code
   Code Application
	F-1 Text & Assignments
	F-2 Text & Assignments
	F-3 Text & Assignments
	Local Code Book
		54	Instructor Guide Answer Book for Section F
			
			Local Code Book

Special Purpose Installations
   Swimming Pools
   Fountains & Planters
   Lawn Sprinkling & Vacuum Syst.
   Solar Heating of Potable Water & Space
	K-1 Text & Assignments
	K-2 Text & Assignments
	K-3 Text & Assignments
	K-4 Text & Assignments
		15	Instructor Guide Answer Book for Section K

A Guide to Service Work
   Human Rel. & Salesmanship
   Planning Service Work
   Troubleshooting Plumbing Systems
	L-1 Text & Assignments
	L-2 Text & Assignments
	L-3 Text & Assignments
		15	Instructor Guide Answer Book for Section L

The objectives of the courses listed in the outline for each fifth year apprentice are to provide:

(1) a futher understanding of how to use building plans and specifications.

(2) practice in developing the skills required to make job sketches.

(3) instruction in making sleeve drawings.

(4) the information and practice required to make coordinated drawings.

(5) training in the practical use of the builders level-transit.

(6) the special training required for the understanding of medical gas systems.

(7) the confidence each apprentice needs to combine all of the information and skills acquired and complete the training module satisfactorily.

COURSE	APPRENTICE REQUIREMENTS		INSTRUCTOR'S REQUIREMENTS
	Basic Text	Hours	Basic Materials
Advanced Plan Reading & Plumbing Design Sleeve Dwg. & Deck Layout Drawing Coordination	D-2 Text & Assignments D-3 Text & Assignments	30 32	Visual Aids for Section D Instructor Guide Answer Book for Section D ¼" Scale Drawings for Section D
Mathematics Builders Level Transit	B-5 Text & Assignments	24	Instructor Guide Answer Book for Section B
Gas Installations Medical Gas Systems	J-5 Text & Assignments	12	Instructor Guide Answer Book for Section J
Plumbing Training Test Module	Test Module Booklets	30	Scoring Sheets
LEADERSHIP COURSES	**	**	**
Remaining hours of training at the discretion of the local JATC and/or the apprentice.			

**OPTIONAL

Every local training program should have a full schedule of offerings for journeymen. If classes in any individual subject cannot be scheduled, journeymen should be encouraged to order texts through the local committees or from the UA Journal ads for home study so that they can keep their skills current with today's—and tomorrow's—needs. It is well to remember that the locals of the craftman's trade are not all found in the toolbox or equipment truck. Some are found on the bookshelf.

Appendix 20
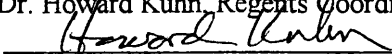
Institute of Technology
West Virginia University

Regents B.A. Program

To: Mark Stotler, Central Office, Higher Education Policy Commission
Regents B.A. Coordinators, State System of Higher Education

From: Dr. Howard Kuhn, Regents Coordinator, WVUIT

Date: October 10, 2001

Subject: Review of Regents standard award for WVDOC corrections academy training and
supervised WVDOC internship

Lengthy discussions have taken place involving Dr. Beverly Jo Harris, Provost, C&T College, WVUIT; Dr. Gordon Short, ex-Dean, College of Business, Humanities, and Sciences, WVUIT; Anne Neese, Director of Nontraditional Student Services, WVUIT; and Dr. Howard Kuhn, Regents Coordinator, WVUIT. All agree with the following:

They agree that the present training in the WVDOC corrections academy is often vocational at best. The academy offers mainly military-based training, and it is provided mainly by ex-military personnel. Frequently the training seems to have no clear application to the operation of correctional facilities.

They concur that corrections training in its present form, even with the addition of the on-site internship in a state corrections facility, cannot be expected to give, by itself, the learning or perspective necessary to understand corrections in any systematic or theoretical sense.

They agree that no college credit should be given for the WVDOC corrections diploma and internship certificate if there is no additional college course work. Furthermore, they concur that if any credit be given for completing the academy and the internship, it should be only lower division. An appropriate amount would be 30 hours of credit in corrections. (This award of 30 hours corresponds exactly with the amount an A.A.S. graduate in corrections receives upon completion of all degree requirements in this already existing two-year program.)

There is also a consensus among Dr. Harris, Dr. Short, Ms. Neese and Dr. Kuhn that in the Regents program, the 30 hours of lower division credit in corrections should be awarded **only if both of the following items have also been completed:**
- all 36 hours of general education in the Regents B.A. program;
- an additional 15 hours of graded course work directly related to corrections, from such disciplines as sociology, psychology, management, or criminal justice. Qualifying courses are to be earned in an accredited college; courses that qualify are to be determined on a case by case basis by the candidate's Regents coordinator and the coordinator's academic Dean or supervisor.

Appendix 21

West Virginia University
INSTITUTE OF TECHNOLOGY

March 15, 2019

Dr. Mark Stotler, Ed.D.
Director of Academic Programming
West Virginia Higher Education Policy Commission/
  Council for Community and Technical College Education
1018 Kanawha Blvd., E. Suite 700
Charleston, WV 25301

Dr. Stotler:

This letter is to update the NOCTI credit awards for the Regents Bachelor of Arts and Board of Governors degree programs.

It should be noted that there are two types of NOCTI examinations, NOCTI exam and NOCTI Business Solutions examinations. This letter will address only NOCTI examinations. The following paragraph from the NOCTI web site (https://nocti.org/ATC.cfm?m=2) provides a good description of the original NOCTI objectives:

> NOCTI's original mission over 50 years ago focused on assessment tools for teacher candidates. Today, NOCTI offers teacher assessments in over 50 technical areas. The Teacher Assessments are administered through NOCTI's nationwide Area Test Center network. Individual states and/or higher education institutions determine how the assessments and results will be used.

It must be emphasized that the NOCTI examinations referenced in this document are for Teacher Assessments, not simply skill assessments. These examinations are only available to career and technical education teachers, and are not available to the public. The tests are administered at NOCTI Area Test Centers, a list of which is available at the NOCTI web site (https://nocti.org/?f=Area_Test_Center_Directory.pdf). A description of the testing center, obtained from the NOCTI web site (https://nocti.org/WhatIsATC.cfm) is included below:

> Area Test Centers (ATCs) are established by State Departments of Education _for the purpose of testing career and technical education teachers and teacher candidates_. NOCTI's Teacher Assessments are designed to measure an individual's knowledge of higher-level concepts, theories, and applications in the related technical area. These tests are intended for evaluating individuals with a combination of education, training, and work experience. NOCTI works with the ATC Coordinator to help create a testing program and provides training materials for coordinators, proctors, and evaluators.

Dr. Brenda Tuckwiller, Chair of the WVU Institute of Technology Career and Technical Education program has recommended that the existing credit recommendation of 7 lower division hours and 8 upper division hours for the successful completion of the NOCTI Written Exam and 8 lower division hours and 7 upper division hours for the Performance Exam remains valid. Credit is not awarded for Multiple NOCTI examinations.

West Virginia University
INSTITUTE OF TECHNOLOGY

General information concerning the NOCTI Teacher Testing is located at NOCTI.org, under Assessments, Teacher Testing (Area Test Centers).

As of March 2019, NOCTI Teacher Tests are available in the following areas:

Accounting
Administrative Assisting
Advertising and Design
Agriculture Mechanics
Architectural Drafting
Audio-Visual Communications Technology
Automotive Technician
Biotechnology
Building Construction Occupations
Building Trades Maintenance
Cabinetmaking
Carpentry
Collision Repair/Refinishing
Commercial Foods
Computer Networking Fundamentals
Computer Programming
Computer Repair Technology
Computer Technology
Criminal Justice
Dental Assisting
Diesel Technology
Early Childhood Education and Care
Electric Power and Distribution
Electrical Construction Technology
Electronics Technology

Graphic Production Technology
Health Assisting
Heavy Equipment
Heavy Equipment Maintenance and Repair
Hospitality Management-Lodging
HVAC Maintenance Technology
Industrial Maintenance Mechanics
Logistics
Mason/Masonry
Mechanical Drafting & Design
Nursing Assisting
Painting and Decorating
Plumbing
Precision Machining
Pre-Engineering/Engineering Technology
Production Agriculture
Protective Services
Retail Commercial Baking
Retail Merchandising
Small Engine Technology
Technical Drafting
Television Production
Web Design
Welding

Sincerely,

Frank D. Robbins

RBA Program Coordinator
West Virginia University Institute of Technology

Institute of Technology
West Virginia University

February 1, 2008

Dr. Mark W. Stotler
Assistant Director of Academic Affairs
Higher Education Policy Commission
1018 Kanawha Blvd., E. Suite 700
Charleston, WV 25301-2827

Dear Mark:

Last Spring, the NOCTI standard award was reviewed and re-approved as 30 hours (15 of those being upper division). Following our Fall RBA Coordinators meeting, where it was asked what to do for students who had passed one part of the two part exam, I contacted Robert Summerfield. He is the Chair of WVU Tech's Department of Career and Technical Education and the NOCTI Coordinator for the State of West Virginia.

Mr. Summerfield felt the standard award could be broken into two separate entities allowing someone to earn 15 credit hours for the Written test and 15 credit hours for the Performance test. He further broke the hours down into upper and lower division:

Written exam – 7 hours lower division + 8 hours upper division
Performance exam – 8 hours lower division + 7 hours upper division

The NOCTI (National Occupational Testing Institute's Teacher Occupational Competency Test (TOCT) exam will continue to earn a Regents Bachelor of Arts and Governors Associate in Applied Science student 30 credit hours with 15 of those hours considered upper division. This letter allows a student who has passed one component of the exam to earn a standard award of 15 credit hours.

Enclosed is Mr. Robert Summerfield's letter.

Sincerely,

Kathryn H. Leftwich
Program Coordinator
Regents B.A.
Governors A.A.S.

Institute of Technology
West Virginia University
Department of Career & Technical Education

TO: Kathy Leftwich

FROM: Robert C. Summerfield, Chair

DATE: November 6, 2007

RE: Partial Credit for Passage of the NOCTI Exam

In order to maintain a standard award process, I recommend the following:

Written test passed - 7 hrs. lower division and 8 hrs. upper division
Performance test passed - 8 hrs. lower division and 7 hrs. upper division

This should keep the award process clean and free of misapplication.

Institute *of* Technology
West Virginia University

Regents B.A. Program

March 19, 2007

Dr. Mark W. Stotler
Assistant Director of Academic Affairs
Higher Education Policy Commission
1018 Kanawha Blvd., E. Suite 700
Charleston, WV 25301-2827
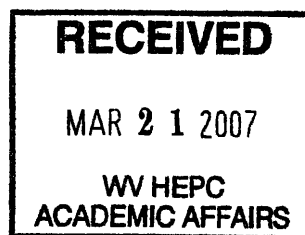
Dear Mark:

The NOCTI (National Occupational Testing Institute's Teacher Occupational Competency Test (TOCT) exam earns a Regents Bachelor of Arts and Governors Associate in Applied Science student 30 credit hours with 15 of those hours considered upper division.

Enclosed is Mr. Robert Summerfield's letter. Bob is the Chair of WVU Tech's Department of Career and Technical Education and the NOCTI Coordinator for the State of West Virginia.

This is to continue the current evaluation for the NOCTI exam of 30 credit hours (15 being upper division).

Sincerely,

Kathryn H. Leftwich
Program Coordinator
Regents B.A.
Governors A.A.S.

Institute *of* Technology
West Virginia University

Department of Career & Technical Education

TO: Kathy Leftwich, Regents Coordinator

FROM: Robert C. Summerfield, Chair and WV State NOCTI Coordinator

DATE: February 22, 2007

RE: Credit for the NOCTI Exam

We are awarding 15 hours lower division and 15 hours upper division credit to B.S. candidates in our Career and Technical Education program for successful completion of the NOCTI examination. This examination includes a written and performance component and is available in a variety of areas including welding, electronics, electricity, warehousing, quantity food preparation, construction trades, and automotive technology.

It would be reasonable to do the same with candidates for the Regents program. This NOCTI examination is a nationally distributed examination and is recognized by many academics and industrial agencies.

West Virginia Institute of Technology

Montgomery, West Virginia 25136

College of Arts and Sciences
Regents B.A. Program

Phone: (304) 442-3301

October 2, 1995

Mark Stotler
Central Office
State College and University Systems
Charleston, WV 25301-2827

Dear Mark:

I wish to propose that the following standardized awards be added
to the list in the Coordinators' Handbook:

1. NOCTI examination (from the National Occupational Competency
Testing Institute); 15 hours lower division, 15 hours upper
division, pending completion of both the written and performance
components of the exam. The examination is available in a
variety of areas including welding, electronics, food handling,
warehousing, and automotive technology.

The nationally distributed exam is administered within the state
by the Vocational-Technical Department at WVIT (to Vocational-
Technical majors only) upon request by the candidate. However,
some Vo-Tech majors after their initial course work opt for the
Regents B.A. over the B.S. in VTED because of the Regents'
flexibility. Accepting the NOCTI field exam is consistent with
our policy of accepting credit as determined by competent
academic agencies.

2. GRE Advanced Test, as recently adopted by Regents College,
Albany, New York, with scaled score equivalents for specific
percentile ranks. Scaled scores are provided for the following
areas: Biochemistry, Biology, Chemistry, Computer Science,
Economics, Education, Engineering, Geology, History, Literature
in English, Mathematics, Music, Physics, Political Science,
Psychology, and Sociology. Awards range from 3 lower division
credits to a maximum of 30 hours total, with 18 upper division
hours. See the enclosed document.

Sincerely,

Howard Kuhn
Regents B.A. Coordinator

enc: New York Regents GRE guidelines

copy

NOCTI

EXPERT WORKER/TOCT
ORDER FORM

ORDER DATE	
TEST DATE	
NOTE: PLEASE ALLOW TWO WEEKS FOR DELIVERY	
P.O. NUMBER	
TEST CENTER	
CODE #	

SHIP TO ADDRESS:

Name:

Attn:

Address:

City:

State: Zip:

Telephone: ( )

BILL TO ADDRESS:

Name:

Attn:

Address:

City:

State:

Telephone: ( )

TEST CODE NUMBER	ASSESSMENT TITLE	NUMBER OF WRITTEN TESTS	NUMBER OF PERFORMANCE TESTS	NUMBER OF EVALUATOR'S GUIDES
006	Air Conditioning, Heating & Refrigeration			
001	Airframe & Power Plant Mechanics			
027	Appliance Repair			
012	Architectural Drafting			
049	Audio-Visual Communications Technology			
002	Auto Body Repair			
083	Auto Body Repair			
003	Automotive Technician			
059	Baking			
051	Brick Masonry			
067	Building & Home Maintenance Services			
042	Building Construction Occupations			
025	Building Trades Maintenance			
024	Cabinet Making and Millwork			
007	Carpentry			
081	Child Care and Guidance			
018	CMI Technology			
029	Commercial Art			
070	Commercial Photography			
080	Computer Sci./Secondary Teachers			
026	Computer Technology			
022	Cosmetology			
004	Diesel Engine Repair			
052	Diesel Mechanics			
060	Drafting Occupations			
061	Electrical Construction Maintenance			
008	Electrical Installation			
047	Electromechanical Technology			
015	Electronics Communications			
TOTAL	PAGE 1			

FOR FURTHER INFORMATION ON EACH TEST TITLE, PLEASE REFER TO TEST SCOPE.   CONTINUED.......

NOCTI
NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE

EXPERT WORKER/TOCT
ORDER FORM
PAGE 2

409 BISHOP HALL .   (616) 796-4695

1349 CRAMER CIRCLE   (800) 334-6283

BIG RAPIDS, MI 49307   FAX 616-592-3833

TEST CODE NUMBER	ASSESSMENT TITLE	NUMBER OF WRITTEN TESTS	NUMBER OF PERFORMANCE TESTS	NUMBER OF EVALUATOR'S GUIDES
053	Electronics Technology			
044	Heating			
069	Heavy Equipment Mechanics			
014	Industrial Electrician			
016	Industrial Electronics			
078	Industrial Technology			
013	Machine Drafting			
020	Machine Trades			
009	Masonry			
054	Masonry Occupations			
033	Materials Handling			
023	Mechanical Technology			
046	Metal Fabrication			
062	Metalworking Occupations			
085	Microcomputer Repair			
035	Painting and Decorating			
010	Plumbing			
036	Power Sewing			
019	Printing-Offset			
073	Printing-Letterpress			
017	Quantity Food Preparation			
055	Quantity Foods			
048	Radio/Television Repair			
043	Refrigeration			
084	Scientific Data Processing			
011	Sheet Metal			
005	Small Engine Repair			
056	Small Engine Repair			
038	Textile Production/Fabrication			
040	Tool and Die Making			
021	Welding			
041	Welding			
TOTAL	PAGE 2			
TOTAL	FROM PAGE 1			
GRAND TOTAL	ADD PAGES 1 & 2			

FOR FURTHER INFORMATION ON EACH TEST TITLE, PLEASE REFER TO TEST SCOPE.

COORDINATOR'S SIGNATURE

Appendix 22

W

West Virginia University

Office of the Director   ~~October 2, 1995~~

Mark Stotler
Central Office, State College and
        University Systems
1018 Kanawha Blvd. E. Suite 700
Charleston, WV 25301-2827

Dear Mark:

In preparation for the next coordinators meeting you might want to circulate the attached page which is, in effect, a recommendation for an automatic credit award for successfully passing the **"Certified Case Managers"** national exam. The Social Work Department at WVU recommended credit awards at different levels depending on the number of months of acceptable case management experience and whether the applicant was a registered nurse or not.

Social Work 221 at WVU is entitled "Field Placement in Social Work." Given the nature of automatic credit awards, I see no need to cite the WVU course number. I would suggest we simply give an automatic credit award for being a "Certified Case Manager" with the amount of credit matching the Social Work Department's recommendations--i.e. between 12 and 18 upper division credits. The credit would be given based on evidence that the national exam had been completed satisfactorily.

When in doubt, certification could be checked with the certification agency:

        Certification of Insurance Rehabilitation Specialist
                Commission
        1835 Rohlwing Road, Suite D
        Rolling Meadows, Illinois 60008
        Phone 708-818-0292

The process for awarding automatic credit for passing the **"Certified Rehabilitation Registered Nurse"** national exam has not been completed but is in process. To date we have been successful in getting "some" credits locally (have people contact me if they need such credit), but the full review of the exam is not expected until the end of this semester when I believe we will have an automatic credit award recommendation.

See you at the Coordinator's Meeting.

                                Sincerely

                                Ann Paterson, WVU

WEST VIRGINIA UNIVERSITY
SCHOOL OF SOCIAL WORK

Fixed BORBA Credits for Certified Case Managers   (1/95)

Levels of Eligibility	Eligibility Requirements	# of credits	Course #
Category A1	RN, current licensure in state; minimum of 24 months full-time acceptable case management exployment experience	18	SW 221
Category A2	RN, current licensure in state; minimum of 36 months full-time acceptable employment experience, of which 12 months must be acceptable case management experience and 24 months must be clinical experience.	15	SW 221
Category A3	RN, current licensure in state; minimum of 54 months full-time acceptable employment experience, of which 6 months must be acceptable case management experience and 48 months must be clinical experience.	12	SW 221
Category B1	For non-nursing professionals: current professional license or national certification in health and human services professions; minimum of 24 months full-time acceptable case management exployment experience	18	SW 221
Category B2	For non-nursing professionals: current professional license or national certification in health and human services professions; minimum of 36 months of employment experience, of which 12 months of the 36 must be acceptable case management experience and 24 months must be clinical experience	15	SW 221
Category B3	For non-nursing professionals: current professional license or national certification in health and human services professions; minimum of 54 months of employment experience, of which 6 months must be acceptable case management experience and 48 months must be supervised clinical experience	12	SW 221

WEST VIRGINIA UNIVERSITY
SCHOOL OF SOCIAL WORK

M E M O R A N D U M

TO: Ann Paterson, Director, BORBA Program

FR: Patty Gibbs, BSW Program Director

RE: Fixed credit award for Certified Case Managers

The BSW Program Committee met on January 30, 1994 and reviewed your request for awarding fixed BORBA credits to Certified Case Mangers, based on the information you supplied. Attached is a table that shows the number of credit hours we approved for each license level. There is one "hitch," however. Currently SW 221 carries a maximum credit hour designation of 3 hours. Given the difficulty I've had in the past with awarding BORBA credits (needing to scrape together hours under a variety of courses, which don't always seem to fit the life experience), I will be trying to get the credit hour maximum in SW 221 changed to variable credits of 1 to 18 hours. Thus, the credits that back this decision will not be available immediately.

If you have any questions, please feel free to call me (3-3501, X3330). I will keep you posted on our progress with getting the credits changed for SW 221.

called 2-16-95
to acknowledge

Dear Linda,

As mentioned in our telephone conversation, part of the Administrative Guidelines include these Standardized Awards. This section has not been updated since 1977 and we appreciate your assistance in this process. I have attached the updated table with the following changes.

Course SW 221 has been replaced with SW 321 reflecting the new course numbering system at WVU implemented in Fall 2001. However, this course is only a 12 credit hour course, and we are adding, as you suggested, SW 493 - Special Topics to give students the additional credits approved for each Category. (The special topics course was chosen at your recommendation because case management is often taught under this course number).

Therefore, the changes in this section reflect course numbers only and do not affect the total number of hours awarded for each Category.

Again, thank you so much for your recommendations and assistance. An approving e-mail will be taken to the Coordinators Meeting for inclusion in the Guidelines.

Carol Hando
Coordinator - Regents BA Program
WVU - Eberly College of Arts & Sciences
PO Box 6289 - 221 Armstrong Hall
Voice:304/293-5441   Fax: 304/293-7490
carol.hando@mail.wvu.edu
regents_ba@mail.wvu.edu
http://rba.as.wvu.edu

West Virginia University Eberly College of Arts and Sciences School of Applied Social Sciences Division of Social Work Standard Award of Credits for Certified Case Managers			
Levels of Eligibility	Eligibility Requirements	No. of Credits	Course Number
Category A1	RN, current licensure in state; Minimum of 24 months full-time acceptable case management employment experience	12 6	SW 321 SW 493
Category A2	RN, current licensure in state; Minimum of 36 months full-time acceptable employment experience, of which 12 months must be acceptable case management experience and 24 months must be clinical experience.	12 3	SW 321 SW 493
Category A3	RN, current licensure in state; Minimum of 54 months full-time acceptable employment experience, of which 6 months must be acceptable case management experience and 48 months must be clinical experience.	12	SW 321
Category B1	For non-nursing professionals: current professional license or national certification in health and human services professions; Minimum of 24 months full-time acceptable case management employment experience	12 6	SW 321 SW 493
Category B2	For non-nursing professionals: current professional license or national certification in health and human services professions; Minimum of 36 months full-time acceptable employment experience, of which 12 months must be acceptable case management experience and 24 months must be clinical experience.	12 3	SW 321 SW 493
Category B3	For non-nursing professionals: current professional license or national certification in health and human services professions; Minimum of 54 months full-time acceptable employment experience, of which 6 months must be acceptable case management experience and 48 months must be clinical experience.	12	SW 321

Jelayne Crosier

Follow Up Flag: Follow up
Flag Status: Flagged

More BB changes. Sorry.
Lucy

From: Teresa Frey <teresafrey@concord.edu>
Sent: Thursday, January 11, 2024 2:28 PM
To: Lucy Kefauver <Lucy.Kefauver@wvrocks.wvnet.edu>
Subject: Certified Case Manger credit review G Appendix 22

Lucy,

This was approved and never added by Nikki.   See Scott Ingram's email below

Thanks,

Teresa

From: Teresa Frey
Sent: Thursday, May 18, 2023 2:53 PM
To: Lucy Kefauver <Lucy.Kefauver@wvrocks.wvnet.edu>
Subject: Certified Case Manger credit review G Appendix 22

Hi Lucy,

This was approved at the same meeting as the foster care. See Dr. Inghram's email below.
His recommendation is max 12 hours upper level.

Thanks,

Teresa

From: Teresa Frey <teresafrey@concord.edu>
Sent: Wednesday, October 26, 2022 5:06 PM
To: Nikki Bryant <nikki.bryant@wvhepc.edu>
Subject: Re: [EXT] RE: Case Manger credit review

Yes and thanks!

Get Outlook for Android

Hi Teresa,
I know we talked about this but I didn't have anything in my meeting notes regarding the actual assessment of the award. I will gladly add it to tomorrow's meeting agenda. Will you send me and bring with you the assessment documents?

Sincerely,
Nikki

Sheree 'Nikki' Bryant
Director of Academic Programming

nikki.bryant@wvhepc.edu
304-558-0261

1018 Kanawha Blvd East, Suite 700
Charleston, WV 25301

From: Teresa Frey <teresafrey@concord.edu>
Sent: Wednesday, October 26, 2022 8:38 AM
To: Nikki Bryant <nikki.bryant@wvhepc.edu>
Subject: Case Manger credit review

[CAUTION - This message is from a sender outside the agency. Please don't click links, open attachments or respond unless you know it is safe.]

Hello Nikki,

I thought this was presented and approved at the spring meeting. I don't see it on the list in the meeting notes. If not, can we add it to the agenda?

Thanks,

From: Teresa Frey
Sent: Monday, July 11, 2022 1:10 PM

To: Nikki Bryant (nikki.bryant@wvhepc.edu) <nikki.bryant@wvhepc.edu>
Subject: FW: Case Manger credit review

Hello Nikki,

In the spring meeting I committed to having the case manager re-evaluated. Scott Ingram's reply is below. Please let me know if you have any questions.

Thanks,

Teresa Frey '98
RBA Program Coordinator
Concord University |
Phone: **3**04-384-5226
Cell: 540-632-1102
Fax **304-384-5990**
Text: **304-716-4607**

From: Scott Inghram <inghramcs@concord.edu>
Sent: Wednesday, May 25, 2022 3:06 PM
To: Teresa Frey <teresafrey@concord.edu>
Subject: RE: Case Manger credit review

Teresa,

Individuals meeting the criteria outlined in the WVU chart (re. licensure, certification, and experience) would be eligible for 12 hours of upper-level credit following the 2007 model provided by WVU; essentially, the equivalent of our Field Education courses (4601 and 4602 – six-hours each). Unlike WVU, Concord University does not offer a three–hour special topics course on case management; thus, 12 hours would be the maximum allotted for the "certified case manager" under our catalog.

Let me know if I can be of more help.

Kind regards,
Scott

Dr. Scott Inghram
Associate Professor/MSW Director/Chair
Concord University | Social Work & Sociology
Phone: 304-384-5215
Email: inghramcs@concord.edu

From: Teresa Frey
Sent: Tuesday, April 5, 2022 9:29 AM
To: Scott Inghram <inghramcs@concord.edu>
Subject: Case Manger credit review

Hello Scott,

The RBA/BOG group review credential awards to stay current with awarding credit. As with the foster/adoptive care reviewed last fall we have another certification I humbly request your expertise.   The certification is for "certified case manager" I have attached the information I have on record.   It was first added to our list 1995 and last reviewed 2009 by WVU.

You may review and find it is the worthy of same or lessor credit or find it is obsolete. You may want to recommend another individual to review. Your advise is appreciated.

Please let me know if you have any questions.

Respectfully,

Teresa Frey '98

RBA Program Coordinator
Concord University |
Marsh Hall 229
Phone: 304-384-5226

Cyril O. Houle, in his book The External Degree (1973), states that "The adult degree, in its purest form, was developed in the belief that adults, both psychologically and socially, are so distinctly different from young people that a program of studies designed for men and women should be based at every point on their maturity. Such a degree may depart completely from traditional patterns of admission, instruction, evaluation, or certification, or it may mix new elements with old ones so that some compatibility exists between it and an extension of an internal degree. In either case

Appendix 23

Dr. Mark Stotler
Director of Academic Programming
West Virginia Higher Education Policy Commission/
Council for Community and Technical College Education
1018 Kanawha Blvd., E. Suite 700
Charleston, WV 25301

Dr. Stotler:

In reverence to the Regents Bachelor of Arts and Board of Governors Credit Awards for Certified Credentials I have reviewed the American Red Cross Water Safety Instructor and Basic Life Guarding courses from the American Red Cross and determined each course should be awarded two lower division credit hours.

Verification of successful course completion can be found at redcross.org/confirm.

Sincerely,

Mark Jones

Chairperson
West Virginia University Institute of Technology
Physical Education Programs
410 Neville Street
Beckley, WV 25801

American Red Cross
Central West Virginia Chapter

When you help the American Red Cross, you help America.

Water Safety Instructor with Fundmentals of Instructor Training

Course Name:	**Water Safety Instructor with Fundmentals of Instructor Training**
Length:	3 weekends, call for complete schedule (304)340-3650.
Pre-requisites:	Must be at least 17 years of age by the last scheduled session of the course. Pass the precourse written examin with at least an 80% and demonstrate competency in the swimming skills evaluation. For complete info on what the pre-course skills session entail, please call Health & Safety at (304)340-3650.
Description:	The purpose of the Water Safety Instructor Course is to train candidates to teach American Red Cross Swimming and Water Safety courses, including Learn-to-Swim, Community Water Safety and more.
Refund Policy:	Refunds are allowed if you contact the local Red Cross office where you are registered or by calling 1-888-574-2459 at least 24 hours before the start time of the course. All refunds are subject to a $10 processing fee. "No shows" are not eligible for refund.
Certification:	Candidates must successfully complete the pre-course session*, attend all course sessions, successfully complete in-class practice teaching assignments, and pass the final instructor written exam with a score of 80 percent or better.
Cost:	110.00

WATER SAFETY INSTRUCTOR

If you are at least 16 years old and a proficient swimmer, you can become an American Red Cross Water Safety approximately 30-hour course will help you:

- Teach skills that may save a life.
- Gain terrific work experience as an aquatics professional.
- Earn money or join a volunteer team while you help people learn valuable skills.
- Learn organizational and presentation skills that will help you in any career.
- Make a difference in peoples lives.

Whether you want to splash around with kids and teach them to swim, help children and adults refine their stroke safety techniques, you can do it as an American Red Cross Water Safety Instructor.

PREREQUISITES:

- Minimum age of 16.
- Fundamentals of Instructor Training Course (FIT).
- Demonstrate swimming skills consistent with the Stroke Performance Charts, Level 4, by swimming the fol Front Crawl - 25 yards; Back Crawl - 25 yards; Breaststroke - 25 yards; Elementary backstroke - 25 yards; yards; Butterfly - 15 yards.
- Maintain position on back for 1 minute in deep water (floating or sculling).
- Tread water for 1 minute.

Please call 858-309-1200 [option 3] for futher information.

Dates	Times	Location	Price	

American Red Cross
Central West Virginia Chapter

Lifeguard Training and First Aid

Course Name:	**Lifeguard Training and First Aid**
Length:	29 hours
Pre-requisites:	Lifeguard Training is suitable for students at least 15 years of age. Students must also swim 500 yards continuously, using these strokes in the following order: 200 yards front crawl using rhythmic breathing and a stabilizing propellant kick, 100 yards breaststroke, 200 yards front crawl using rhythmic breathing and/or breaststroke. Students must also swim 20 yards using front crawl or breaststroke, surface dive to a depth of 7-10 feet, retrieve a 10-pound diving brick, return to the surface and swim 20 yards back to the starting point with the object.
Description:	This 29 hour course teaches individuals how to prevent and respond to aquatic emergencies. The course content and activities prepare students to prevent drowning and injury, perform water rescues, care for sudden illnesses and injuries, breathing and cardiac emergencies for adults, infants and children. $100 fee includes Lifeguard Training Participant's Book and pocket mask.
Refund Policy:	Refunds are allowed if you contact the local Red Cross office where you are registered or by calling 1-888-574-2459 at least 24 hours before the start time of the course. All refunds are subject to a $10 processing fee. "No shows" are not eligible for refund.
Certification:	Upon successful completion, students will receive a Lifeguard Training and First Aid certification valid for three (3) years, and a CPR for the Professional Rescuer certificate valid for one (1) year.
Cost:	100.00

Mile High Chapter of the American Red Cross: *Denver*

Health & Safety Services

Lifeguard Training (Show/Hide Description)

Purpose

If you're 15 years or older and looking for a great summer job or a challenging career, American Red Cross Lifeguarding is the best place to start. This course helps you develop skills and experience valued by colleges and future employers. You'll develop new skills and learn how to deal effectively with people, fostering a "take charge" attitude. You'll also get a participant's manual and tips for securing a lifeguarding job.

Prerequisites

None

Learning Objectives

- Surveillance skills to help you recognize and prevent injuries
- Rescue skills in the water and on land
- First aid training and professional rescuer CPR to help you prepare for any emergency
- Professional lifeguard responsibilities, like interacting with the public and addressing uncooperative patrons

Length

28.25 hours

Cost: $175

Appendix 24

DATE: March 14, 2007

TO: Mark Stotler
            Assistant Director of Academic Affairs

FROM: Carol Hando, Coordinator
            RBA Program, WVU

SUBJ: Standardized Award for GRE Subject Examinations

According to Admission Office from Excelsior University of New York (formerly Regents College) they still award credits for the GRE Subject tests. They would not give me a document or website where I could download this information; however, they calculate the credits as follows:

Starting at 35% and up to the next 5% 3 credits of lower division.
3 credits added for each next 5% up to 50% -- all lower division.
Once the student reaches 50% they are awarded the 12 credits of lower division, but are awarded and additional 3 credits of upper division credit for each additional 5% above the 50th percentile.

This is the same as the chart we have been using. I realize it is actually 4% between awards, but essentially the same standard applies. There are currently 8 subjects being offered:

1. Biochemistry, Cell and Molecular Biology
2. Biology
3. Chemistry
4. Computer Science
5. Literature in English
6. Mathematics
7. Physics
8. Psychology

WEST VIRGINIA INSTITUTE OF TECHNOLOGY
Montgomery, West Virginia 25136

March 28, 1996

Mark Stotler
Central Office
State College and University Systems
Charleston, WV 25301-2827

Dear Ms. Stotler:

I am enclosing the new Credit Award sliding scale for the GRE subject area exams which have been adopted by the New York Regents College and become effective September 1996.

I have talked with the office of Dr. Meredith Leahy, Dean of Liberal Arts at Regents College, regarding the problem of double dipping when students have earlier completed traditional classroom work in a subject area. Her office is aware of the problem and will be using their academic specialists in appropriate areas to assist in determining when completed course work on a transcript overlaps with credit generated by a GRE exam. All GRE credit awards will be reviewed on a case-by-case basis.

The basic concept of using GRE subject exams for credit is much more logical than the earlier 30 hours all-or-nothing award for a certain minimum score. In the new system, the GRE subject area exams will have scaled score equivalents for specific percentile ranks.

Awards as of September 1 will range from 3 lower division credits and no upper for a 35th percentile ranking, all the way to an award of 30 hours (18 upper division and 12 lower) for an 85th percentile ranking.

Scaled scores have been developed by Regents College for the following areas: Biochemistry, Biology, Chemistry, Computer Science, Economics, Education, Engineering, Geology, History, Literature in English, Mathematics, Music, Physics, Political Science, Psychology, and Sociology.

Sincerely,

Howard Kuhn
Regents Coordinator

enc: New York Regents GRE guidelines

Regents College
Credit Awards for Scores on the
Graduate Record Examinations (GRE) Advanced Tests

Regents College students may earn credit for scores
on the GRE Advanced Tests. Credit is awarded according to
the percentile corresponding to the students' scaled score.
For scaled scores below the 35th percentile, no credit is awarded.
Beginning with 3 credits at the 35th percentile, 3 additional credits
are awarded for each additional 5 percentiles, to a maximum of 30.

Scaled Score Equivalents for Percentile Ranks

Test	Percentile Ranks									
	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84
Biochemistry	470	480	500	510	520	540	550	570	580	600
Biology	570	580	600	610	630	640	660	680	700	720
Chemistry	600	620	630	650	670	690	710	730	760	790
Computer Science	610	620	630	650	660	670	690	700	720	730
Economics	590	610	630	640	660	670	690	710	730	750
Revised Education	460	470	490	500	520	530	540	560	570	590
Engineering*	560	580	600	610	620	640	660	680	690	710
Geology	540	550	560	570	580	590	610	620	630	650
History	480	490	500	510	520	530	540	550	560	580
Literature in English	490	500	520	530	540	550	570	580	600	610
Mathematics	660	690	710	740	760	790	820	840	880	910
Revised Music	470	480	500	510	520	530	550	560	580	590
Physics	590	610	630	660	680	700	730	750	780	820
Political Science	430	440	450	460	470	480	490	500	520	530
Psychology	500	520	530	540	550	570	580	600	610	630
Sociology	390	400	410	420	430	450	460	480	490	510
Total Credit Award	3	6	9	12	15	18	21	24	27	30
Lower Level Credit	3	6	9	12	12	12	12	12	12	12
Upper Level Credit	0	0	0	0	3	6	9	12	15	18

Effective 9/1/95 for students enrolling at Regents College on or after that date.

Effective 9/1/96 for students enrolled at Regents College prior to 9/1/95.

*For the Engineering test, only lower level credit is awarded.

For discontinued GRE Tests not listed, check with your academic advisor.

Source: Table 2A: Subject Tests Total Score Interpretive Data Used on Score Reports
1994-95 Guide to the Use of the Graduate Records Examination Program.

Discontinued GRE Advanced Subject Test

Test	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84
French	480	490	510	520	530	540	550	570	580	600
Geography	410	420	440	450	460	470	480	500	510	540
German	490	500	510	530	540	560	570	590	600	610
Philosophy	590	600	620	640	650	660	680	700	720	740
Spanish	490	500	510	530	550	560	580	600	610	640

Appendix 25

October 1, 2015

Mark W. Stotler, Ed.D.
Director of Academic Programming
West Virginia Higher Education Policy Commission/
 Council for Community and Technical College Education
1018 Kanawha Blvd., E. Suite 700
Charleston, WV   25301

Dr. Stotler,

Please accept the attached recommendation for standardized credit awards to be awarded in the
Board of Governors and Regents Bachelors of Arts degree students from Blue Ridge Community
and Technical College Information Technology Department.

The recommendations are to help guide both Board of Governors and Reagents Bachelors
Coordinators in awarding credit for certifications.

The department faculty has determined that several of the credits awarded that are posted
currently in the guide should be adjusted to better reflect time commitment and certification.
Please see the attachment for recommendations. The faculty also recommend that the American
Council for Education (ACE) be used for additional certification information.

If you have any questions or require more information please feel free to contact me

Sincerely,

Anthony Hanners
Information Technology, Program Coordinator
Blue Ridge Community and Technical College

Apryl McDonough
Chair, Information Technology
Program Coordinator
Project Lead, TAACCT Round 4
Blue Ridge Community and Technical College

Computer Information Technology	Recommending Institution	Lower Division	Upper Division	Date Developed/ Reviewed	Footnotes:
CompTia A+	BRCTC		4	May 2015	Student must show original certification. No
CompTia Network+	BRCTC		3	May 2015	Student must show original certification. No expiration.
MCP, Microsoft Certified Professional, Windows 2000 Professional (MS Exam 70-210)	BRCTC		3	May 2015	Student must show original certification.
MCP, Microsoft Certified Professional, Windows 2000 Server (MS Exam 70-215)	BRCTC		3	May 2015	Student must show original certification.
MCP, Microsoft Certified Professional, Network Infrastructure (MS Exam 70-216)	BRCTC		3	May 2015	Student must show original certification.
MCP, Microsoft Certified Professional, Directory Services Infrastructure (MS Exam 70-217)	BRCTC		3	May 2015	Student must show original certification.

MCP, Microsoft Certified Professional, Network Security Design (MS Exam 70-220)	BRCTC		3	May 2015	Student must show original certification.
MCP, Microsoft Certified Professional, Directory Services Design (MS Exam 70-219)	BRCTC		3	May 2015	Student must show original certification.
MCP, Microsoft Certified Professional, Network Infrastructure	BRCTC		3	May 2015	Student must show original certification.
MCSE, Microsoft Certified Systems Engineer (Total of the above 7 individual Microsoft certification exams.)	BRCTC		9	May 2015	The MCSE is earned by successful completion of the 7 individual MS certification exams listed above. The credits in this row are the total credits earned from the 7 exams.
CCNA, CISCO Certified Network Associate	BRCTC		16	May 2015	Student must have show original certification.
Cisco Advanced Routing, First of four exams required to earn the CCNP, Cisco Certified Network Professional	BRCTC		2	May 2015	Must have completed CISCO Certified Network Associate before any credit can be given for CISCO Certified
Cisco Remote Access, Second of four exams required to earn the CCNP, Cisco Certified Network Professional	BRCTC		2	May 2015	Must have completed CISCO Certified Network Associate before any credit can be given for CISCO Certified

Cisco Multi-layer Switched Networks, Third of four exams required to earn the CCNP, Cisco Certified Network Professional	BRCTC		2	May 2015	Must have completed CISCO Certified Network Associate before any credit can be given for CISCO Certified Network Professional areas.
Cisco Advanced Inter-Network Troubleshooting, Fourth of four exams required to earn the CCNP, Cisco Certified Network Professional	BRCTC		2	May 2015	Must have completed CISCO Certified Network Associate before any credit can be given for CISCO Certified Network Professional areas.

Appendix 26

WestVirginiaUniversity
MARY BABB RANDOLPH CANCER CENTER

25 February 2003

Ann Paterson, Ph.D.
Director, Regents B. A. Program
West Virginia University
Eberly College of Arts and Sciences
210J Armstrong Hall
P.O. Box 6289
Morgantown, W V 26506-6289

                              Re: Undergraduate credit for tumor registry programs
Dear Dr. Paterson:

I write this letter to strongly endorse the proposal to award undergraduate credit to
students who have completed a tumor registry program taken in a non university/college
environment. As I understand this proposal, non-traditional students who complete a
tumor registry program AND complete the national level testing for tumor registry
training, will be awarded undergraduate credit, as appropriate. Typically, tumor registry
programs involve about 30 hours of coursework, taken in a non-campus program.

In order to become a tumor registrar, one has to master concepts that are asked of post-
graduate oncology M.D. trainees. For example, a tumor registrar has to understand the
staging of tumors, from multiple sites within the body. Such a person has to be able to
abstract that type of information from the medical record, which requires substantial
expertise in medical terminology. One has to grasp the distinctions between (as
examples): different types of tumors of the head and neck; the staging of Hodgkin's
disease versus non Hodgkin's lymphomas; the different manners of staging diseases of
the hematopoeotic system (CLL vs AML, childhood leukemia versus adult leukemias,
etc.); different tumors involving the thorax.

So, in order to successfully become a tumor registrar, one has to have strong functional
knowledge of: human anatomy, human disease, tumor types, different manners of tumor
staging, medical terminology, etc., etc. As I understand it, the testing association for
tumor registrars has recommended about 30 hours of undergraduate credit for
successfully completing the training course, and the national exam. I agree that this level
of credit (30 undergraduate hours) is appropriate. I strongly endorse this proposal.

As I understand it, another important issue is whether undergraduate credit should be
"lower division" or "higher division". As I understand it, "lower division" credits would
be applicable to courses that are appropriate for the first two years of college. Since this
program will be available to individuals with no prior college experience, I believe that
lower division credit would be appropriate

Office of the Director

Phone. 304-293-0781   1301 Health Sciences South
Fax: 304-293-4667   PO Box 9300
ereee@mcc.wvu.edu   Morgantown, WV 26506-9300   Equal Opportunity/Affirmative Action Institution

Letter to Dr. Patterson
25 February 2003
Page 2

As I indicated above, I strongly endorse this proposal. If there is further information that
I can supply, please feel free to contact me as indicated below.

With best regards,

Eddie Reed, M.D., Director
Mary Babb Randolph Cancer Center
Laurence and Jean DeLynn Chair of Oncology
Robert C. Byrd Health Sciences Center
West Virginia University
1801 Health Sciences South, 1st Floor
Morgantown, WV 26506-9300
Phone 304/293-0781
Fax 304/293-4667
Email ereed@hsc.wvu.edu

As I understand it, another important issue is whether undergraduate credit should be "lower division" or "higher division". As I understand it, "lower division" credits would be applicable to courses that are appropriate for the first two years of college. Since this program will be available to individuals with no prior college experience, I believe that lower division credit would be appropriate.

Office of the Director

Phone: 304-293-0781 | 1801 Health Sciences South
Fax: 304-293-4657 | PO Box 9300
areec@nsc.wvu.edu | Morgantown, WV 26506-9300

Equal Opportunity/Affirmative Action Institution

Appendix 27

MEMO

Date: April 20, 2021

To: Program Coordinators, Board of Governors AAS and Regents Bachelor of Arts

From: Mike McComas, Chief Academic officer

Re: Pharmacy Technician Equivalent College Credit Evaluation

The Pharmacy Technician program of study has been reviewed by Melissa Ballard, Program Coordinator of Pharmacy Tech and Janet Smith, Chair of Allied Health. They recommend the awarding of the following credits for graduates from approved pharmacy technician programs.

Pharmacy Practice I	3
Pharmacy Practice II	3
Sterile Products	2
Pharmacy Calculations	3
Pharmacology for Technicians	3
Intro to Pharm Tech	3
Practice Management	3
Pharm Tech Exp Training	4

Total Credit Recommendation 24* no △.

* To be awarded these credit hours, students must have graduated from an ASHP/ACPE (PTAC) accredited program.

WestVirginiaUniversity
SCHOOL OF PHARMACY

February 25, 2003

Dr. Ann L. Paterson, PhD
Director, Regents BA Program
West Virginia University

Dear Dr. Paterson,

Thank you for the opportunity to present material in support of academic credit for pharmacy technicians for the Regents BA Program. I hope this material will be helpful in granting educational recognition for individuals completing American Society of Health-System Pharmacists (ASHP) accredited technician training programs and have passed a state or national pharmacy technician certification examination.

ASHP is a national organization that supports the practice of pharmacy in hospitals and other health systems and serves as their "collective voice on issues related to medication use and public health." ASHP defines a pharmacy technician as an individual working in a pharmacy under the supervision of a pharmacist and who assists in pharmacy activities. Historically, most pharmacy technicians received on the job training. However, ASHP has developed minimum entry requirements and competency evaluations for pharmacy technicians. The program for accreditation of pharmacy technician training programs is conducted by the Board of Directors of ASHP under the direction of the Commission on Credentialing, and which began accreditation of programs in the 1980s. Currently 247 schools and training institutions offer a range of associate degrees, diplomas, and certificate programs for pharmacy technicians. The objectives of ASHP's accreditation program include: (1) standardization of technician training; (2) recognition of institutions that offer accredited programs; (3) identification of highly-qualified individuals who have completed an accredited program; and (4) assistance in the advancement and professional development of the pharmacy technician.

To receive ASHP-accredited certification, the student must successfully master a variety of skills including (1) knowledge of the role of the pharmacist; (2) knowledge of the responsibilities of a technician; (3) understanding of medical terms, abbreviations, and symbols used in prescribing; (4) knowledge of physical and chemical properties of drugs; (5) arithmetic calculations; (6) drug purchasing and inventory control; (7) drug dosages and routes of administration; (8) manufacturing, packaging, and labeling of drugs; (9) aseptic compounding; (10) drug distribution systems; (11) recording keeping/insurance information. The knowledge is gained with a combination of didactic classes, laboratory exercises to practice skills, and on-site experiential education. Programs range in contact hours from 540 to 2145 hours, with an average of 960 hours.

Department of Clinical Pharmacy

Robert C. Byrd Health Sciences Center
1124 Health Sciences North
PO Box 9520

Phone: 304-293-5104

For academic credit to be given for a pharmacy technician training program, it is recommended that it be from an ASHP-accredited program. ASHP guidelines require a minimum of 600 contact hours over at least 15 weeks.

In addition to the above, it is recommended that individuals also pass either the national Pharmacy Technician Certification Examination in order to be a certified pharmacy technician (CPhT) or an individual state's examination. In West Virginia, technicians are required to complete 2,080 hours of pharmacy experience under a pharmacist-in-charge and pass a state licensure examination in order to be a Registered Pharmacy Technician in the state of West Virginia. Other states have comparable examination procedures. Individuals applying for credit towards the Regents BA program and who will not be completing 2,080 hours of pharmacy experience (and thus would not be eligible to sit for the West Virginia examination) may elect to take the national examination and which does not have a requirement for completion of in-training hours.

Based on the didactic, laboratory, and experiential training that is required for ASHP-accredited certification programs in conjunction with passage of either a state or national examination, I would recommend that individuals be granted a total of 24 lower division credit hours towards the Regents BA program.

The web site for ASHP is www.ashp.org. The site describes the standards and policies for technician training programs if additional information is needed.

Thank you for allowing me to provide input into this very exciting program and I hope it will assist in determining awards of college credit hours for certified pharmacy technicians that have completed ASHP-accredited pharmacy technician training programs. If I can be of further assistance in this matter or if there are any questions, please do not hesitate to call me.

Sincerely,

Mary K. Stamatakis, Pharm.D.
Assistant Dean for Academic Programs
West Virginia University
School of Pharmacy

Appendix 28

Radiologic Technology Education Programs
Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Date: **March 22, 2017**

To: **Barbara Griffin**
                 RBA Program Manager
                 West Virginia University

From: **Charles "Brad" Holben MSHA, R.T.(R)(MR)**
                 MRI Education Program Director
                 WVU Medicine

RE: **Credit Award Equivalents / Considerations for Primary Pathway MRI Programs**

Thank you for giving me opportunity to comment on the certifications in Magnetic Resonance Imaging, with respect to credit equivalence and current / proposed changes in our profession. I offer the following for your consideration in regards to the Primary Pathway in Magnetic Resonance Imaging:

Primary Pathway Certification in Magnetic Resonance Imaging (MRI) - ARRT
With the exponential growth and technological advancements in the field of Magnetic Resonance Imaging over the past several years, the need for formal didactic and clinical education in this discipline has become evident. Within the past 10 years, a few programs (including WVU Medicine's) have been developed and have achieved initial accreditation through the Joint Review Committee on Education in Radiology Technology (JRCERT). In response, the ARRT has implemented a **"primary pathway"** exam in MRI. As with the other primary certifications, eligible candidates must successfully complete a Magnetic Resonance Imaging educational program that is accredited by either a USDE or CHEA recognized accreditation agency. The programs are at least 1-year in length and are based on a formal didactic and clinical curriculum published by the American Society of Radiologic Technologists (ASRT). A recommendation would be to award credit for the "primary pathway" Magnetic Resonance Imaging certification equivalent to that awarded for the primary certifications such as Radiation Therapy & Nuclear Medicine (30 Upper and 5 Lower division credits).

Post-Primary Exam requirements - ARRT
Post Primary certifications are designed to validate a technologist's advanced clinical and cognitive knowledge in a particular specialty above and beyond his or her primary certification. Historically, eligibility was obtained through clinical experience, the completion of a specific number of clinical exams and self-directed study. Beginning January 1, 2016, candidates for post-primary certification are required to complete 16 hours of structured education related to the content specifications for that exam. The education must meet the same standards as CE activities in that it must be either RCEEM-approved or university-awarded. This requirement is applicable to the following ARRT **post-primary** certifications in Mammography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry, Cardiac-Interventional Radiography (CI), Vascular-Interventional Radiography (VI), Sonography, Vascular Sonography, or Breast Sonography. Due to the provision for allowing approved Continuing Education credits in the discipline to meet this new

standard, I believe that the inclusion of the structured education component merely validates the current credit awards for these post-primary certifications and does not necessarily lend support for an increase (or decrease) in credit equivalence.

Supporting Links

American Registry of Radiologic Technologists	ARRT	www.arrt.org
American Society of Radiologic Technologist	ASRT	www.asrt.org
Joint Review Committee on Education in Radiologic Technology	JRCERT	www.jrcert.org

West Virginia University Hospitals
Radiologic Technology Education Programs
Radiography. Radiation Therapy. Nuclear Medicine. & Ultrasound

Date: **April 14, 2004**

To: **Dr. Ann Patterson**
               West Virginia University / RBA program

From: **Jay Morris**
               Education Manager / WVUH Radiologic Technology Education Programs

RE: **Radiologic Technology Credit Awards**

Thanks you for soliciting my input in the evaluation of credit awards for the RBA program. I have included comments on the following:

1. Primary vs. Post Primary certifications
2. Inclusion of Quality management & Bone Density certifications
3. Comments on the proposed Mammography increase

Primary certifications (Radiography, Nuclear Medicine, Radiation Therapy, Ultrasound)

Eligible candidates must complete a formal education program accredited by a mechanism accepted by the ARRT. Recognized accrediting bodies include the six regional accrediting organizations, the Joint Review Committee on Education in Radiologic Technology (JRCERT), and the Joint Review Committee in Nuclear Medicine Technology (JRCNMT). These programs have specific didactic and clinical curricula and consist of at least one year of formal education (most Radiography programs are two-years in length). The primary certifications in Ultrasound are conducted by the ARDMS and have similar formal education requirements.

Post-Primary certifications

Eligible candidates must be registered in a primary supporting discipline and must have completed a specific number of hours and clinical procedures in the subspecialty. These exams are designed to provide certification for those who have achieved expertise through clinical performance and didactic study, in a specialized imaging modality. Most candidates do not complete a formal education program to become eligible.

Quality Management & Bone Densitometry

We request that the Board of Regents consider the following for credit awards:

Quality Management is an advance certification offered by the ARRT for the professional who performs the specific role of Quality Assurance and Quality Control for the imaging community at a specific institution. Eligibility for this exam requires the documented performance of various QA/QC testing

Box 8062 Medical Center Drive   Morgantown. WV 26506   (304) 598-4251

procedures with responsibility for analysis & interpretation of data and implementation of performance improvement initiatives. The content specifications and the clinical experience requirements are attached to this document. With regards to credit equivalence, this certification should correspond to the mammography, computed tomography, and cardiovascular / interventional credit awards (17 UD / 3 LD).

Bone Densitometry is an advance certification offered by the ARRT for the professional who utilizes advanced imaging equipment for the specific detection, measurement and quantification of bone mineral density. Eligible candidates must document completion of numerous Dual X-Ray Absorptiometry procedures (under indirect and direct supervision), initial and follow-up interpretation of data, and several educational activities to include community service, patient counseling, and the development of instructional material relating to osteoporosis and bone density. The content specifications and the clinical experience requirements are attached to this document. With regards to credit equivalence, this certification should also correspond to the mammography, computed tomography, and cardiovascular / interventional credit awards (17 UD / 3 LD).

Mammography Exam

Over the past several years, the ARRT has revised the eligibility requirements for all post-primary certifications. The changes were implemented to assure that all candidates possessed sufficient clinical experience in the discipline prior to becoming eligible to sit for the exam. The prerequisite of minimum documented clinical experience applies to all post primary exams, not just the one in mammography.

The successful completion of these post-primary exams requires a significant amount of time committed to studying the didactic curriculum and performing the clinical requirements. The Board of Regents has traditional recognized these certifications as credit eligible and rightfully so. However, increasing the Mammography exam from 17 UD credits to 30 UD credits proves problematic when considered against the credit awards allocated for the primary certifications in Radiation Therapy, Nuclear Medicine, Radiation Therapy, and Ultrasound. These primary disciplines have historically been awarded 30 UD / 5 LD credit hours for the completion of a formal accredited program of a least one-year of full-time didactic and clinical study. Increasing the Mammography certification award to 30 UD credit hours would indicate equivalency with these programs, which, in my opinion, does not equate from an educational standpoint.

Post-Primary Certification	Supporting Discipline Required
Cardiovascular-Interventional Technology	Radiography
Mammography	Radiography
Computed Tomography	Radiography or Radiation Therapy
Magnetic Resonance Imaging	Radiography, Nuclear Medicine Technology (by ARRT or NMTCB) or Radiation Therapy
Quality Management	Radiography, Nuclear Medicine Technology (by ARRT or NMTCB) or Radiation Therapy
Sonography	Radiography, Nuclear Medicine Technology or Radiation Therapy
Bone Densitometry	Radiography, Nuclear Medicine Technology or Radiation Therapy
Vascular Sonography	Radiography, Nuclear Medicine Technology or Radiation Therapy
Cardiac-Interventional Technology	Radiography
Vascular-Interventional Technology	Radiography
Breast Sonography	Mammography

Appendix 29

West Virginia University
Fire Service Extension
College Credit Manual

Fire Service Extension
West Virginia University.

INTRODUCTION

WVU FIRE SERVICE EXTENSION COURSE MANUAL

In 1931, West Virginia University's Fire Service Extension was created and it developed the first West Virginia State Fire School. From 1933 to 1937, classes taught by the State Fire School were supplemented by regional fire school classes sponsored by the West Virginia University's Fire Service Extension. As late as the early 70's WVU's Fire Service Extension itself offered only a handful of fire service classes; today Fire Service Extension offers more than 170 different training courses at 50 regional schools around the state.

WVU's Fire Service Extension has a memorandum of understanding with the National Fire Academy (NFA), West Virginia State Fire Commission, and the Regional Education Services Agencies (RESA) to further the professional goals and training standards of West Virginia's firefighters. With the cooperation of these agencies, WVU's Fire Service Extension provides a quality fire service curriculum with certification of all students completing such courses through appropriate examinations. Records of all courses completed are retained by the Fire Service Extension Office and students completing the courses listed in this Guide all receive WVU Fire Service Extension certificates. Examples of the different types of certificates are provided at the end of this Manual. If certificates have been lost, confirmation of their completion can be obtained by phoning 304-293-2106.

The purpose of this *Manual* is to allow Regents BA coordinators to award credit for the various Fire Service Extension courses listed in the manual at the local institutional level as <u>standardized awards</u>. The content of each course has been summarized in a format parallel to that of the ACE Guide's National Fire Academy courses. Note that some courses are not recommended for any college credit and that some courses duplicate other courses offered by Fire Service Extension (sometimes under different names) and additional credit is not appropriate. Some National Fire Academy courses are listed in this Manual because WVU's Fire Service Extension has been authorized to teach them to National Fire Academy standards. (NFA courses are identified in the *Manual*.)

Traditional written portfolios may still be submitted to cover credit requests for experiences beyond those covered in the certificates. Portfolios should be sent to the Morgantown RBA Office for processing, NOT directly to Fire Service Extension. "Stray" certificates from non-WV fire schools will no longer be accepted without a written discussion of what was taught and learned from the courses taken.

Given clear interest on the part of many Fire Service personnel through the state in pursuing the Regents BA degree, it is hoped that these new procedures combined with the *Manual* will increase the efficiency of awarding Fire Service Extension course credit. The *Manual* will undoubtedly need to be updated periodically as new courses are developed by Fire Service Extension. Such upgrades will be provided to the RBA coordinators for their approval.

FIREFIGHTING COURSES

Basic Structural Firefighting

Objective: To provide students with the basic knowledge and skills to safely and effectively perform interior firefighting operations.

Learning Outcome: Upon successful completion of this course, the student will be able to understand the principles of effectively perform interior firefighting operations.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Completion of firefighter 1

Equip. Req: Full turnout gear and SCBA

Hours: 12

Standard/ Reg: NFPA 1403

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

* This course is equivalent to Live Burn-Acquired Structure.

Building Construction: Combustible

Objective: To enable the student to recognize construction types, design, alteration consequences, materials used, and their influence on the building's reaction to fire. In a tactical situation construction features and resultant potential hazards to firefighters are studied.

Learning Outcome: Upon successful completion of this course, the student will be able to understand construction types, alternative design, and materials influence a building's reaction to fire. As well as the ability to assess building stability, resistance to fire, and determine likely paths of fire extension.

Instruction: Methods of instruction include lecture, discussion, and classroom exercises.

Prerequisites:

Equip. Req:

Hours: 16

Standard/ Reg:

Age Req: 16 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F100)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Delmar Fire Fighter Handbook

Objective: To provide students with the knowledge and skills to safely and effectively perform basic firefighting operations as part of firefighting team.

Learning Outcome: Upon successful completion of this course, the student will be able to understand and apply the principles of fire department organization, protective clothing, fire behavior, self contained breathing apparatus, rescue, forcible entry, ropes, fire department apparatus, ladders, fire streams, hoses, salvage, overhaul, fire alarm communications, safety and portable fire extinguishers. This course meets NFPA 1001 standard for Level 1 & 2 firefighter training.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites:

Equip. Req: Full turnout gear and SCBA
Hours: 90
Standard/ Reg: NFPA 1001
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 6 semester hours in Fire Science.
* This course is equivalent to Firefighter Level 1 & 2.

Engine Company Operations

Objective: This course will teach the student the roles and responsibilities of the engine company. Tasks to be covered will be pump operation and maintenance, engine placement at fires and rescue scenes, placement of hose streams and deluge sets, and use of deck guns and heavy streams.
Learning Outcome: Upon successful completion of this course, the student will be able to explain the roles and responsibilities of the engine company. The student will be able to operate a pump and perform pump maintenance, engine placement at fires and rescue scenes, placement of hose streams and deluge sets, and use of deck guns and heavy streams.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Firefighter 1
Equip. Req: Full turnout gear and SCBA
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Firefighter 1

Objective: To provide students with the knowledge and skills to safely and effectively perform basic firefighting operations as part of firefighting team.
Learning Outcome: Upon successful completion of this course, the student will be able to understand and apply the principles of fire department organization, protective clothing, fire behavior, self contained breathing apparatus, rescue, forcible entry, ropes, fire department apparatus, ladders, fire streams, hoses, salvage, overhaul, fire alarm communications, safety and portable fire extinguishers. This course meets NFPA 1001 standard for firefighter training.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req: Full turnout gear and SCBA
Hours: 36
Standard/ Reg: NFPA 1001
Age Req: 16 years old with release of liability form
Credit Recommendation: In the lower division baccalaureate/associate degree category, 3 semester hours in Fire Science.
* This course is equivalent to Delmar Firefighter Handbook.

Firefighter 2

Objective: This Course is the second level of the WVU firefighter-training program. It is a course designed for the Firefighter Level I who is prepared to assume more of a leadership role in a department. Course consists primarily of classes designed to give the student more knowledge of fireground situations so that he or she can make basic evaluations of safety problems and assume leadership roles in carrying out interior attack and search operations.

Learning Outcome: Upon successful completion of this course, the student will be able to understand and apply the principles of arson detection, breathing apparatus, fire ground operations, flammable and combustible liquid fires, hydraulics, water movement, ventilation, pre-planning and rescue. This course meets Level II NFPA 1001 standard for firefighter training.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Completion of firefighter 1

Equip. Req: Full turnout gear and SCBA

Hours: 33

Standard/ Reg: NFPA 1001

Age Req: 18 years or older

Note: This class Pro-Board certifiable

Credit Recommendation: In the lower division baccalaureate/associate degree category, 3 semester hours in Fire Science.

*** This course is equivalent to Delmar Firefighter Handbook.**

Live Burn-Acquired Structure

Objective: This course is an advance hands-on operations class that is required in structural firefighting; culminating in structural fire attack (multi-level) in an acquired structure.

Learning Outcome: Upon successful completion of this course, the student will be able to understand the principles of effectively perform interior firefighting operations in an acquired structure.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Completion of Firefighter 1

Equip. Req: Full turnout gear and SCBA

Hours: 12

Standard/ Reg: NFPA 1403

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

*** This course is equivalent to Basic Structural Firefighter.**

Principles of Building Construction: Noncombustible

Objective: To enable the student to cite key features of non-combustible or fire-resistive buildings that affect emergency operations. Fire and life safety concerns that exist in non-combustible and fire resistive structures are studied.

Learning Outcome: Upon successful completion of this course, the student will be able to understand construction types, alternative design, and materials influence a building's reaction to fire. As well as the ability to assess building stability, resistance to fire, and determine likely paths of fire extension.

Instruction: Methods of instruction include lecture, discussion, and classroom exercises.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 16 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F150)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Truck Company Operations

Objective: This class is designed for firefighters who work on truck companies. This class consists of proper positioning of aerials on the fire ground, proper use of ladder pipes, different types of aerials and their advantage and disadvantages, and fire ground operations for a truck company.
Learning Outcome: Upon successful completion of this course, the student will be able to work on truck companies and have the knowledge for proper positioning of aerials on the fire ground, proper use of ladder pipes, different types of aerials and their advantage and disadvantages, and fire ground operations for a truck company.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, and examinations.
Prerequisites: Firefighter 1
Equip. Req: Full turnout gear and SCBA
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

RESCUE COURSES

Auto Extrication Awareness
Objective: This is a hands-on course that will cover the fundamentals of vehicle extrication, use of basic and advanced tools, and extrication techniques, stabilization and accessing the patient.
Learning Outcome: Upon successful completion of this course, the student will be able to safely perform the fundamentals of vehicle extrication, use of basic and advanced tools, and extrication techniques, stabilization and accessing the patient.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites:
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 12
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Auto Extrication Operations
Objective: This is a hands-on course that will cover the advance techniques of vehicle extrication, use of basic and advanced tools, and extrication techniques, stabilization and accessing the patient.
Learning Outcome: Upon successful completion of this course, the student will be able to safely perform the advance techniques of vehicle extrication, use of basic and advanced tools, and extrication techniques, stabilization and accessing the patient.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Auto Extrication Awareness
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 12
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Confined Space Rescue Awareness and Operations
Objective: This course teaches the student about OSHA requirements, hauling, rigging, supplied air respiratory protection and many rescue scenarios involving vertical and horizontal confined spaces.
Learning Outcome: Upon successful completion of this course, the student will be able to have the knowledge about OSHA requirements, hauling, rigging, supplied air respiratory protection and many rescue scenarios involving vertical and horizontal confined spaces.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill checkout sheets, examinations.
Prerequisites:

Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 24
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science.

Farm Extrication

Objective: This course will provide the firefighter and emergency medical personnel with knowledge of farm accidents, farm hazards, and general rescue/extrication procedures when responding and operating at an agricultural emergency.
Learning Outcome: Upon successful completion of this course, the student will have the knowledge of farm accidents, farm hazards, and general rescue/extrication procedures when responding and operating at an agricultural emergency.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Auto Extrication Awareness
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 12
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Farmedic

Objective: This course will provide the firefighter and emergency medical personnel with knowledge of farm accidents, farm hazards, and general rescue/extrication procedures when responding and operating at an agricultural emergency.
Learning Outcome: Upon successful completion of this course, the student will have the knowledge of farm accidents, farm hazards, and general rescue/extrication procedures when responding and operating at an agricultural emergency.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skills, examinations.
Prerequisites: Auto Extrication Awareness
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 20
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Foam Applications

Objective: This class is designed to teach firefighters how foams suppress or interact with various chemicals and fire. The student will be exposed to the foams of the past, present, and to the futuristic foams that are being developed on the market. The student will learn the various techniques and the do's and don't of foam application along with being exposed to the hazards requiring fixed foam protection.
Learning Outcome: Upon successful completion of this course, the student will be able to use foam in the proper technique.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series skill sheets, examinations.
Prerequisites: Firefighter 1
Equip. Req: Full Turnout gear and SCBA
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Heavy Vehicle Rescue
Objective: This course is designed for the rescuer to become familiar with vehicle extrication with bigger vehicles. This class covers incidents dealing with large truck and school bus extrication.
Learning Outcome: Upon successful completion of this course, the student will be able to safely perform vehicle extrication with bigger vehicles. This includes incidents dealing with large truck and school bus extrication.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Auto Extrication Awareness
Equip. Req: Helmet, steel toed boots, leather gloves
Hours: 12
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

High Rise Firefighting Operations
Objective: This training program is designed to help firefighters operate in the high rise building.
Learning Outcome: Upon successful completion of this course, the student will be able to operate in the high rise building.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Firefighter 1
Equip. Req: Full Turnout gear and SCBA
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Introduction to Aircraft Rescue and Firefighting
Objective: This class is geared towards acquainting the student to the uniqueness of operating in and around aircraft incidents.
Learning Outcome: Upon successful completion of this course, the student will be able to operate in and around aircraft incidents. The simulator is capable of allowing students to enter an area with temperatures over 400+ degrees, while fighting fire and doing

obscured vision rescues. Some of the many scenarios include: pit fires, cabin fires, wheel fires, engine fires and emergency exits.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Firefighter 1
Equip. Req: Full Turnout gear and SCBA
Hours: 6
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 0 semester hours in Fire Science.

Principles of Extrication
Objective: This course is designed for the rescuer to become familiar with vehicle extrication dealing with all types of vehicles and a many types of rescue tools.
Learning Outcome: Upon successful completion of this course, the student will be able to identify and safely use vehicle extrication tools on many different types of vehicles.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites:
Equip. Req: Helmet, steel toed boots, leather gloves
Hours: 36
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science.

Propane Emergencies
Objective: This class is designed to help firefighters respond to emergencies involving propane.
Learning Outcome: Upon successful completion of this course, the student will be able to respond to emergencies involving propane.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Firefighter 1
Equip. Req: Full Turnout gear and SCBA
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Rapid Intervention
Objective: This course meets NFPA 1500's requirements for Rapid Intervention Teams. Multiple scenarios involving rescue of downed firefighters will be offered, teaching firefighters performing this valuable function how to breach walls, lift collapsed structural elements, perform hot SCBA changes, and to learn valuable self rescue procedures

Learning Outcome: Upon successful completion of this course, the student will be able to breach walls, lift collapsed structural elements, perform hot SCBA changes, and to learn valuable self rescue procedures

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.

Prerequisites: Firefighter 1

Equip. Req: Full Turnout gear and SCBA

Hours: 12

Standard/ Reg: NFPA 1500

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Response to Amusement Ride Accidents

Objective: This course will provide the firefighter and emergency medical personnel with knowledge of amusement ride accidents, amusement ride hazards, and general rescue/extrication procedures when responding and operating at an amusement ride emergency.

Learning Outcome: Upon successful completion of this course, the student will have the knowledge of amusement ride accidents, amusement ride hazards, and general rescue/extrication procedures when responding and operating at an amusement ride emergency.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, practical skill, examinations.

Prerequisites:

Equip. Req: Helmet, steel-toed boots, leather gloves

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Rope Rescue Awareness

Objective: This class teaches the student the about basic knots, hitches, rope care and maintenance, low angle lowering, low angle raising, basic patient access and packaging.

Learning Outcome: Upon successful completion of this course, the student will be able to have the knowledge about basic knots, hitches, rope care and maintenance, low angle lowering, low angle raising, basic patient access and packaging.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites:

Equip. Req: Helmet, steel toed boots, leather gloves

Hours: 12

Standard/ Reg: NFPA 1670

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Rope Rescue Operations

Objective: Second level of rope rescue training. Course topics include site control and scene management, edge protection, knot recognition, anchor selection, belay devices, rescue operations communications and safety, rope-based mechanical advantage systems, and patient transport.

Learning Outcome: Upon successful completion of this course, the student will be able to perform site control and scene management, edge protection, knot recognition, anchor selection, belay devices, rescue operations communications and safety, rope-based mechanical advantage systems, and patient transport.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.

Prerequisites: Rope rescue awareness

Equip. Req: Helmet, steel toed boots, leather gloves

Hours: 16

Standard/ Reg: NFPA 1670

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Rope Rescue Technician

Objective: This course is designed to provide the rescuer the capability to recognize hazards, the proper equipment selection and the techniques to safely and effectively perform a technical rope rescue.

Learning Outcome: Upon successful completion of this course, the student will be able to recognize hazards, the proper equipment selection and the techniques to safely and effectively perform a technical rope rescue.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.

Prerequisites: Rope rescue operations

Equip. Req: Helmet, steel toed boots, leather gloves

Hours: 16

Standard/ Reg: NFPA 1670

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Swift Water Rescue Awareness

Objective: First level of swiftwater rescue training. Course topics will include organizational role and objective, the drowning problem, water types, river reading, rescue failure, logistics, hand signals, risk benefit, environmental concerns, flood characteristics, response strategies, and types of water rescue.

Learning Outcome: Upon successful completion of this course, the student will be able to have the knowledge of organizational role and objective, the drowning problem, water types, river reading, rescue failure, logistics, hand signals, risk benefit, environmental concerns, flood characteristics, response strategies, and types of water rescue.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites:

Equip. Req: Helmet and personal flotation device

Hours: 8
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 0 semester hours in Fire Science.

Swift Water Rescue Operations
Objective: Second level of swiftwater rescue training. Course topics will include organizational role and objective, the drowning problem, water types, river reading, rescue failure, logistics, hand signals, risk benefit, environmental concerns, flood characteristics, response strategies, and types of water rescue.
Learning Outcome: Upon successful completion of this course, the student will be able to have the knowledge of organizational role and objective, the drowning problem, water types, river reading, rescue failure, logistics, hand signals, risk benefit, environmental concerns, flood characteristics, response strategies, and types of water rescue.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Swift water awareness
Equip. Req: Helmet and personal flotation device
Hours: 16
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Trench Rescue Awareness
Objective: This course is teaches the student about trenching, shoring and removing trapped victims from those most unstable of spaces.
Learning Outcome: Upon successful completion of this course, the student will be able to safely perform trenching, shoring and removing trapped victims from those most unstable of spaces.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 6
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 0 semester hours in Fire Science.

Trench Rescue Operations
Objective: This course is teaches the different techniques required for safely rescuing victims of trench emergencies, and the latest in power tools and pneumatic trench shores.
Learning Outcome: Upon successful completion of this course, the student will be able to safely perform different techniques required for rescuing victims of trench emergencies, and the latest in power tools and pneumatic trench shores.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Trench rescue awareness
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 16
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Trench Rescue Technician
Objective: This course is teaches the advance techniques required for safely rescuing victims of trench emergencies, and the latest in power tools and pneumatic trench shores.
Learning Outcome: Upon successful completion of this course, the student will be able to safely perform advance techniques required for rescuing victims of trench emergencies, and the latest in power tools and pneumatic trench shores.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Trench rescue operations
Equip. Req: Helmet, steel-toed boots, leather gloves
Hours: 16
Standard/ Reg: NFPA 1670
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

HAZARDOUS MATERIALS/TERRORISM

Basic Life Support: Hazardous Materials Response

Objective: To provide an overview of critical concerns for emergency medical responders at hazardous material incidents, including toxicological aspects associated with hazardous material incident response.

Learning Outcome: Upon successful completion of this course, the student will be able to successfully identify potential problems and safety concerns (responders and victims) from videotaped incidents; define hazardous materials and indications of their presence including respiratory, dermal, and systemic toxicology and ingestion injuries; describe decontamination processes and equipment; describe level of protection clothing and protective equipment and its use; define standard of care; and understand federal laws relating to hazardous material response and identify processes and techniques for assessing a responders' condition.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and final examinations.

Prerequisites:

Equip. Req:

Hours: 16

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class (R246)

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Bomb Technician Assistant

Objective: To provide an overview of the necessary knowledge and skills to assist the WV State Fire Marshall Special Operations Group with an explosive incident.

Learning Outcome: Upon successful completion of this course, the student will be able to assist the WV State Fire Marshal Special Operations Group when they get called to the scene of an actual or suspected explosives incident

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Students must pass a criminal background check.

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Decontamination Procedure

Objective: This class provides the students with the proper procedures for decontaminating hazardous materials responders.

Learning Outcome: Upon successful completion of this course, the student will be able to have the knowledge for decontaminating hazardous materials responders.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites:
Equip. Req:
Hours: 8
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 0 semester hours in Fire Science.

Emergency response to Terrorism: Basic Concepts

Objective: To provide training for first responders responding to acts of terrorism. This is an introductory course providing awareness of the growing problem and safety considerations for first responder at terrorism responses.

Learning Outcome: Upon successful completion of this course, the student will be able to recognize the potential danger of the first responder to acts of terrorism; demonstrate basic understanding of circumstances that indicate a terrorism act; define scene control principles; recommend basic tactics and response to terrorism acts; and recognize the elements on command and control to terrorist acts.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and final examinations.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(H531)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Emergency Response to Terrorism: Company Officer

Objective: This course is designed to prepare first responder personnel to take the appropriate course of action at the scene of a potential terrorist incident.

Learning Outcome: Upon successful completion of this course, the student will be able to understand and recognition of terrorism, defensive considerations (biological, nuclear, incendiary, chemical, and explosive), as well as command and control issues associated with criminal incidents. The students will be trained in security considerations, identifying signs of terrorism, anticipating unusual response circumstances, assessing information, and initiating self-protection actions.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and final examinations.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F531)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Emergency Response to Terrorism: EMS

Objective: This course is designed for the first on the scene responding EMS personnel with the responsibility to render patient care to victims of terrorist incidents.

Learning Outcome: Upon successful completion of this course, the student will be trained in security considerations, identifying signs of terrorism, anticipating unusual response circumstances, assessing information, and initiating self-protecting actions. The students will have the knowledge about responding to a terrorist event, providing patient care, identifying and preserving evidence, managing site safety, documenting the event, and debriefing personnel.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites: EMT-Basic

Equip. Req:

Hours: 16

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F554)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Emergency Response to Terrorism: Hazardous -Materials

Objective: This course is designed for the fires on scene responding hazardous materials technician or persons who have the responsibility of developing initial hazardous materials tactical considerations.

Learning Outcome: Upon successful completion of this course, the student will be trained in security considerations, identifying signs of terrorism, anticipating unusual response circumstances, assessing information, and initiating self protection actions.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites: Hazmat Technician

Equip. Req:

Hours: 16

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F553)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Emergency Response to Terrorism: Strategic Considerations for Command Officers

Objective: This course is designed for the senior-level officer(s) who may be responsible for command of incidents involving terrorism. This course should give the Command Officer the ability to focus on the global strategic considerations and unique aspects introduced into emergency operations by the nature of terrorist events

Learning Outcome: Upon successful completion of this course, the student will be able to prepare an effective response plan to a terrorists incident.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites:

Equip. Req:

Hours: 16

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F555)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Explosive Recognition for Public Safety Officers

Objective: This is a course that is an introduction to the hazards of explosive terrorist devices; recognition of different types of explosive devices, common terminology and hazards to personnel.

Learning Outcome: Upon successful completion of this course, the student will be able to recognize different types of explosive devices, know common terminology and hazards to personnel.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites:

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Hazardous Materials Operations

Objective: To provide the student with the knowledge and skills to perform hazardous materials first response.

Learning Outcome: Upon successful completion of this course, the student will be able to analyze a hazardous materials incident, plan an initial response, implement the response, and evaluate the progress of the actions taken.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites:

Equip. Req:

Hours: 16

Standard/ Reg: NFPA 472

Age Req: 18 years or older

Note: This class is Pro-Board Certifiable

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science.

Hazardous Materials Technician

Objective: To provide the students with the knowledge and skills to mitigate a hazardous materials leak.

Learning Outcome: Upon successful completion of this course, the student will be able to analyze a hazardous materials incident; plan a response; implement the response; evaluate the progress of the planned response; and terminate the incident.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Hazmat Ops

Equip. Req:

Hours: 40

Standard/ Reg: NFPA 472
Age Req: 18 years or older
Note: This class is Pro-Board Certifiable
Credit Recommendation: In the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science.
This class is equivalent to Hazardous Material Technician (IAFF).

Hazardous Materials Technician (IAFF)
Objective: To provide the students with the knowledge and skills to mitigate a hazardous materials leak.
Learning Outcome: Upon successful completion of this course, the student will be able to analyze a hazardous materials incident; plan a response; implement the response; evaluate the progress of the planned response; and terminate the incident.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Hazmat Ops
Equip. Req:
Hours: 40
Standard/ Reg: NFPA 472
Age Req: 18 years or older
Credit Recommendation: In the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science.
This class is equivalent to Hazardous Material Technician.

Hazardous Materials Technician Refresher
Objective: This class provides review for those persons certified as a Hazardous Materials Technicians.
Learning Outcome: Upon successful completion of this course, the student will be able to hazardous material skills at a technician level.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skill, examinations.
Prerequisites: Hazmat Technincian
Equip. Req:
Hours: 8
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 0 semester hours in Fire Science.

Hospital Decontamination
Objective: This class provides decontamination procedures for hospital personnel.
Learning Outcome: Upon successful completion of this course, the student will be able to perform decontamination procedures for hospitals.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req:
Hours: 12

Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.
This class is equivalent to Hazmat Operations and Decontamination Procedure.

Initial Response to Hazardous Materials Incidents: Basic Concepts

Objective: To provide the first responder at a hazardous material incident basic concepts and techniques for appropriate behavior before, during, and after the incident. The course defines hazardous materials and describes roles, responsibilities, and risks associated with the incident.

Learning Outcome: Upon successful completion of this course, the student will be able to define hazardous materials and describe associated risks to personal safety; explain roles, responsibilities, and limitations of first responders in hazardous materials incidents; implement appropriate behaviors before, during, and after a hazardous materials incident; identify the presence and potential dangers of hazardous materials in different emergency situations, identify local, state, and federal resources appropriate to emergency and non-emergency situation; and describe basic concepts and techniques of site management and scene setup; to include the proper use of personal protective equipment and decontamination.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, role-playing, and problem solving (facilitated by instructor and performed by student).

Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 16 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F809)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Initial Response to Hazardous Materials Incidents: Concept Implementation

Objective: To give the first responder an understanding of the basic steps of a systematic process for a safe and appropriate response to hazardous materials incidents, it will identify the types, uses, and sources of information needed to recognize and identify the hazard; identify basic options, requirements, and limitations of the methods used to control, contain, or confine a hazardous materials incident.

Learning Outcome: Upon successful completion of this course, the student will be able to respond to hazardous materials incidents as a first responder; and mitigate damage and dangers involving hazardous materials spills.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual materials, and exams.

Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F808)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

19

Recognizing and Identifying Hazardous Materials

Objective: This course provides emergency response personnel, primarily firefighters, police officers, and emergency medical services personnel, with the information and skills needed to recognize, evaluate, and control an incident involving the release of potential release of hazardous materials.

Learning Outcome: Upon successful completion of this course, the student will be able to recognize and evaluate a hazardous materials incident, organizing the response team, protecting response personnel, identifying and using response resources, implementing basic control measures, refining decision-making skills, and protecting the public.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical skills, examinations.Topics that are discussed include chemical and physical properties of hazardous materials, toxicology, recognition and identification of hazardous materials, direct-reading instruments, standard operating procedures, personnel protection and safety, and sources of information.

Prerequisites:

Equip. Req:

Hours: 6

Standard/ Reg:

Age Req: 16 years or older

Note: This class is a NATIONAL FIRE ACADEMY

Credit Recommendation: In the lower division baccalaureate/associate degree category, 0 semester hours in Fire Science.

Driver Operator-Pumper

Advanced Hydraulics
Objective: To provide students with the advance knowledge and skills needed to operate fire department pumping apparatus.
Learning Outcome: Upon successful completion of this course, the student will be able to determine how much water is flowing; give the nozzles in service the available pressure and available hoselines; and calculate pressures needed for a supply pumper, relay pumper, and attack pumper.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Basic Pumps and Hydraulics
Equip. Req: Helmet, steel toed boots, leather gloves
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.
This class is equivalent to Driver Operator - Pumper.

Basic Pumps and Hydraulics
Objective: To provide students with the basic knowledge and skills needed to operate fire department pumping apparatus.
Learning Outcome: Upon successful completion of this course, the student will be able to determine how much water is flowing; give the nozzles in service the available pressure and available hoselines; and calculate pressures needed for a supply pumper, relay pumper, and attack pumper.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req: Helmet, steel toed boots, leather gloves
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.
This class is equivalent to Driver Operator - Pumper.

Driver Operator-Pumper
Objective: To provide students with the basic knowledge and skills needed to operate fire department pumping apparatus.
Learning Outcome: Upon successful completion of this course, the student will be able to determine how much water is flowing; give the nozzles in service the available pressure and available hoselines; and calculate pressures needed for a supply pumper, relay pumper, and attack pumper.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Must have proof of valid WV Operators License or other State Drivers License
Equip. Req: Helmet, steel toed boots, leather gloves
Hours: 40
Age Req: 18 years or older
Note: This class is Pro-Board Certifiable
Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science.
This class is equivalent to Basic Pumps and Hydraulics and Advance Hydraulics.

Emergency Vehicle Driving

Objective: To provide students with information on sensible and safe emergency vehicle driving procedures and collision avoidance and to develop basic skills in the operation of fire and rescue service apparatus. Meets WV State Fire Commission and State EMS initial driver training requirements/recommendations The course is designed to meet DOT and NFPA standards may bring their own apparatus if they wish to take driving part in their own equipment.
Learning Outcome: Upon successful completion of this course, the student will be able to describe the major concepts of emergency vehicle driving including safety, legal issues, communications, vehicle inspection, and preparation, physical forces affecting driving and the operation of an emergency vehicle; and demonstrate basic competency as a driver of an emergency vehicle.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Must have proof of valid WV Operators License or other State Drivers License
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.
This class is equivalent to VFIS Emergency Driving.

Pump Doctor

Objective: This class provides firefighters with knowledge of the operations of a fire pump.
Learning Outcome: Upon successful completion of this course, the student will have the knowledge of the different types of fire pumps, the operation of the different pumps and the basic skill to work on fire pumps.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 16 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

This class is equivalent to Driver Operator – Pumper, Basic Pumps and Hydraulics and Advance Hydraulics.

Rural Water Movement

Objective: In this hands-on class, the student will be able to analyze the problems faced with rural fire protection.

Learning Outcome: Upon successful completion of this course, the student will be able to make solutions, to operating with limited water supplies, using nurse taker operations, shuttle tanker operations, and engine company procedures.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and examinations.

Prerequisites:

Equip. Req: Helmet, steel-toed boots, leather gloves

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

VFIS Emergency Vehicle Driving

Objective: This is a course on emergency vehicle operations. This course meets WV State Fire Commission and State EMS initial driver training requirements/recommendations. The course is designed to meet DOT and NFPA standards.

Learning Outcome: Upon successful completion of this course, the student will be able to have the basic knowledge of emergency vehicle operations. Safety, legal aspects, inspection and driver responsibilities are covered.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.

Prerequisites: Must have proof of valid WV Operators License or other State Drivers License

Equip. Req:

Hours: 16

Age Req: 18 years or older

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

This class is equivalent to Emergency Vehicle Driving.

FIRE OFFICERCOURSES

Arson Detection for the First Responder

Objective: To provide a clear definition of the role of the initial responder organizations; to provide essential knowledge to enable them to recognize the potential of an intentionally-set fire; to preserve evidence; and to properly report the information to appropriate officials.

Learning Outcome: Upon successful completion of this course, the student will be able to recognize the indicators of an intentionally-set fire; preserve evidence; and report the information to an appropriate official.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites:

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F201)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Arson 2: Scene Examination

Objective: To provide the knowledge and skills required to detect arson patterns and motives in a variety of settings. This course will show the student how to investigate an actual fire scene, reconstruct the scene, take trace samples, documentation, diagram and photographing the scene, and determine and prove what started the fire.

Learning Outcome: Upon successful completion of this course, the student will be able to understand intelligence systems, crime laboratory, interview and communications techniques, fatal fires, photography, and arson for profit.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites: Arson 1

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Credit Recommendation: In the lower/upper division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Arson 3: Arson and the Criminal Justice System

Objective: This course will show the student how to investigate an actual fire scene, reconstruct the scene, take trace samples, documentation, diagram and photographing the scene, and determine and prove what started the fire.

Learning Outcome: Upon successful completion of this course, the student will be able to investigate an actual fire scene, reconstruct the scene, take trace samples, documentation, diagram and photographing the scene, and determine and prove what started the fire.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites: Arson 2 and the student must have a background check.

Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower/upper division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Courtroom Preparation and Testimony for First Responder
Objective: This course provides the necessary tools for all emergency responders who may be called upon for depositions and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder.
Learning Outcome: Upon successful completion of this course, the student will be able to give a depositions and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.
Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F209)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Executive Skills Series
Objective: This course the students will be introduced to a four-step model for managing change effectively.
Learning Outcome: Upon successful completion of this course, the student will be able to use a four-step model for managing change effectively.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations. These activities include analysis, planning, implementation, and evaluation.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F517)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Fire Instructor 1
Objective: To provide an understanding of the methods of learning.
Learning Outcome: Upon successful completion of this course, the student will be able to understand techniques related to teaching.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, role playing, audio/visual material, computer-assisted instruction, series of practical exams, quizzes, and final examinations.
Prerequisites: FF 1 and 2, First Aide/CPR
Equip. Req:

Hours: 40
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 3 semester hours in Fire Science.

Fire Instructor 2

Objective: To instruct fire service personnel in developing performance objectives, lesson plans, instructional aids, evaluation systems, references and records, and reports.
Learning Outcome: Upon successful completion of this course, the student will be able to develop performance objectives, lesson plans, instructional aids, evaluation systems, references and records, and reports.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, role playing, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Instructor 1
Equip. Req:
Hours: 40
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science.

WVU Fire Officer I

Objective: The Fire Officer I curriculum identifies the performance requirements necessary to perform the duties of a first line supervisor. This course supplements the rest of the requirements for the National Standard for Fire Officer I. It is designed to help the participant meet the NFPA 1021 Standard for Fire Officer I.
Learning Outcome: Upon successful completion of this course, the student will be able to understand the requirements for the National Standard for Fire Officer I. It is designed to help the participant meet the NFPA 1021 Standard for Fire Officer I.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites: Firefighter 1 and 2
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Fire Officer I

Objective: To provide entry-level training in company operations and administration at the first line supervisory level.
Learning Outcome: Upon successful completion of this course, the student will be able to find ways to effectively manage human resources; community/public relations; fire department organization and administration, including budgets, reports, and planning; fire inspection, investigation, and public education; emergency service delivery; and safety.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, learner presentations/reports, series of skill, quizzes, and final examinations.
Prerequisites: Firefighter 1 and 2
Equip. Req:
Hours: 60
Standard/ Reg: NFPA 1021
Age Req: 18 years or older
Note: This class is Pro-Board Certifiable
Credit Recommendation: In the lower division baccalaureate/associate degree category, 3 semester hours in Fire Science.

Fire Officer II
Objective: To provide the student with training in company operations and administration that enhances the entry level company officer training course.
Learning Outcome: Upon successful completion of this course, the student will be able to find ways to effectively manage human resources; community/public relations; fire department organization and administration, including budgets, reports, and planning; fire inspection, investigation, and public education; emergency service delivery; and safety.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, learner presentations/reports, series of skill, quizzes, and final examinations.
Prerequisites: Fire Officer 1 and Instructor 1
Equip. Req:
Hours: 60
Standard/ Reg: NFPA 1021
Age Req: 18 years or older
Note: This class is Pro-Board Certifiable
Credit Recommendation: In the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science.

Fire Officer III
Objective: To provide the chief officer for the administrative and operational challenges of the fire service in the 21st century.
Learning Outcome: Upon successful completion of this course, the student will be able to function as a participant in the day to day administrative/operationally focused process of fire service organizational activities, including human resource management, ethics, community outreach programming, central record/data repository systems, budgeting processes, inspections/pre-incident planning, safety program development, in-basket assessment, and incident planning with multi-agency involvement.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, learner presentations/reports, research and group projects, problem solving, student projects, series of skill, quizzes, and final examinations.
Prerequisites: Fire Officer Level I , Level II, Instructor Level I and Level II
Equip. Req:
Hours: 40
Standard/ Reg: NFPA 1021
Age Req: 18 years or older
Note: This class is Pro-Board Certifiable

Credit Recommendation: In the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science.

Fire Officer IV

Objective: To provide the chief officer for the administrative and operational challenges of the fire service in the 21st century.

Learning Outcome: Upon successful completion of this course, the student will be able to function as a participant in the day to day administrative/operationally focused process of fire service organizational activities, including human resource management, ethics, community outreach programming, central record/data repository systems, budgeting processes, inspections/pre-incident planning, safety program development, in-basket assessment, and incident planning with multi-agency involvement.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, learner presentations/reports, research and group projects, problem solving, student projects, series of skill, quizzes, and final examinations.

Prerequisites: Fire Officer Level I , Level II, Level III, Instructor Level I and Level II

Equip. Req:

Hours: 40

Standard/ Reg: NFPA 1021

Age Req: 18 years or older

Note: This class is Pro-Board Certifiable

Credit Recommendation: In the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science.

Health and Safety Officer

Objective: This course examines the Health and Safety Officer's role in identifying, evaluating, and implementing policy and procedures that affect health and safety aspects for emergency responders.

Learning Outcome: Upon successful completion of this course, the student will be able to understand the role of the health and safety officer in both emergency and non-emergency situations.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites:

Equip. Req:

Hours: 16

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(W720)**

Credit Recommendation: In the lower/upper division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Incident Command System

Objective: This course allows the students to be introduced to the concepts of incident command.

Learning Outcome: Upon successful completion of this course, the student will be able to have the basic concepts of the incident command through lecture and guided discussion.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F200)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Incident Command System for High Rise Operations

Objective: This course is designed to assist emergency response officers who have responsibility for managing high-rise incidents. This includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident.
Learning Outcome: Upon successful completion of this course, the student will be able to have the skills to understand about managing high-rise incidents which includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F321)**
Credit Recommendation: In the lower/upper division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Incident Command System for Structural Collapse

Objective: This course is designed to provide fire officers with an understanding of command operations at structural collapse incidents.
Learning Outcome: Upon successful completion of this course, the student will be able to describe the aspects of a structural collapse, explain basic command procedures and ICS organizational structure, identify various resource levels, types, and capabilities used for structural collapse incidents, identify critical factors and issues that affect scene management, describe all unique operational considerations used at a structural collapse incident, describe all response operations phases associated with a structural collapse incident, and describe the technical rescue expertise and equipment required for safe operations and effective incident management.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.
Description: Students completing this course will be able to
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F322)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Incident Command System for EMS
Objective: To enable emergency medical service (EMS) personnel to effectively understand and participate in the incident command system (ICS) at all stages of an emergency incident.
Learning Outcome: Upon successful completion of this course, the student will be able to identify and use and organized approach to the management of EMS incidents; understand and use proper communications, transfer of command, and emergency incident organization and command techniques; and understand the interpersonal skills and proper safety strategies necessary for Incident Command Systems.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.
Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F160)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Interview and Interrogation
Objective: This course will provide responder preparation for the courtroom experience.
Learning Outcome: Upon successful completion of this course, the student will be able to be prepared for courtroom experience.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.
Prerequisites:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Incident Safety Officer
Objective: To provide an understanding of safety officer's role at emergency response situations, with specific emphasis on the role of the safety officer in the Incident Command System.
Learning Outcome: Upon successful completion of this course, the student will be able to provide the Company Officer with the skills to function effectively as a Safety Officer at emergency incidents.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(W719)**
Credit Recommendation: In the lower/upper division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Leadership I

Objective: To provide students with the leadership skills of mid-level managers, especially fire company officers.
Learning Outcome: Upon successful completion of this course, the student will be able to apply appropriate decision-making styles to given situation; outline critical steps in problem-solving methods; identify services provided by a "typical" fire company and the resources needed to provide these services; understand the relationship between resources and services provided by a fire company; and describe the requirements involved in running effective meetings
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and final examinations.
Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F803)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Leadership II

Objective: To provide students with an understanding of leadership skills and tasks associated with management of multiple roles of managers, ethics, abuse of power, and personal creativity.
Learning Outcome: Upon successful completion of this course, the student will be able to identify typical roles and responsibilities of a commanding officer; identify, define, and analyze the role of creativity and innovation in fire service organizations; identify the sources and limits of different types of power; and make appropriate decisions involving ethical issues.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and examinations.
Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Note: This class is a NATIONAL FIRE ACADEMY Class **(F804)**
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Leadership III

Objective: To provide the student with an understanding of basic leadership skills related to supervision of personnel.
Learning Outcome: Upon successful completion of this course, the student will be able to describe the relationship between development level and leadership style; identify benefits derived from effective delegation and barriers that prevent it; recognize

similarities that characterize effective coaches and effective leaders; and use discipline to correct improper employee behavior.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites: Instructor 1

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F805)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

MCTO Decision Making

Objective: To provide a framework for effective structural firefighting decision making and tactical organization.

Learning Outcome: Upon successful completion of this course, the student will be able to apply a systematic approach for implementing tactical plans; and implement a basic incident command system for structural firefighting.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and examinations.

Prerequisites:

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F450 or W450)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

MCTO Preparations

Objective: To provide the new or prospective fire officer with the basic knowledge and skills necessary to manage one or more fire companies in structural fire fighting operations.

Learning Outcome: Upon successful completion of this course, the student will be able to understand the company officer's principal roles and responsibilities in preparing the company engage in tactical fire fighting operations.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations. Key content includes roles and responsibilities, readiness, communication, building construction and fire behavior factors and pre-incident preparation.

Prerequisites: MCTO-DM

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(F375 or W375)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

MCTO Tactics

Objective: To provide the company officers and prospective fire officer with the knowledge and skills needed to effectively accomplish assigned tactics at a structural fire emergency.

Learning Outcome: Upon successful completion of this course, the student will be able to explain the purpose and use of the Communication Model and the Quick Access Prefire Plan in tactical operations at fire incidents; define the relationship betweeen incident priorities, strategy, tactics, and implementation in the command sequence; select the appropriate strategic mode, based on consideration of risk, benefit, and available resources; describe the six step required to implement the Tactical Action Model; and list the factors on which apparatus placement is based.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations. This course examines fire and rescue practices dealing with confinement, extinguishment, water supply, salvage, and offensive and defensive firefighting operations.

Prerequisites: MCTO-P

Equip. Req:

Hours: 12

Standard/ Reg:

Age Req: 18 years or older

Note: This class is a NATIONAL FIRE ACADEMY Class **(R870, F452 or W452)**

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

FIRST AID/ CPR

American Heart Association
Objective: This is a course that teaches a variety of skills including one- and two-rescuer CPR, use of AEDs, resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations such as drowning.
Learning Outcome: Upon successful completion of this course, the student will be able to perform one- and two-rescuer CPR, use of resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations. Participants receive a 2-year certification card.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req:
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

American Red Cross
Objective: This is a course that teaches a variety of skills including one- and two-rescuer CPR, use of AEDs, resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations such as drowning.
Learning Outcome: Upon successful completion of this course, the student will be able to perform one- and two-rescuer CPR, use of resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations.
Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req:
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Center for rural Emergency Medicine
Objective: This is a course that teaches a variety of skills including one- and two-rescuer CPR, use of AEDs, resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations such as drowning.
Learning Outcome: Upon successful completion of this course, the student will be able to perform one- and two-rescuer CPR, use of resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations.
Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations. Participants receive a 2-year certification card.

Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req:
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

National Safety Council

Objective: This is a course that teaches a variety of skills including one- and two-rescuer CPR, use of AEDs, resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations such as drowning.

Learning Outcome: Upon successful completion of this course, the student will be able to perform one- and two-rescuer CPR, use of resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations. Participants receive a 2-year certification card.

Prerequisites:
Equip. Req:
Hours: 16
Standard/ Reg:
Age Req:
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Public Education

Objective: This is a course provided instruction for firefighters and others on how to adapt fire safety lessons and topics to target audiences (such as seniors, preschoolers, teenagers, etc.).

Learning Outcome: Upon successful completion of this course, the student will be able to adapt fire safety lessons and topics for different target audiences.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, examinations.

Prerequisites:
Equip. Req:
Hours: 12
Standard/ Reg:
Age Req: 18 years or older
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

RESA

Objective: This is a course that teaches a variety of skills including one- and two-rescuer CPR, use of AEDs, resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations such as drowning.

Learning Outcome: Upon successful completion of this course, the student will be able to perform one- and two-rescuer CPR, use of resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, series of practical exams, skill checkout sheets, quizzes, and final examinations. Participants receive a 2-year certification card.

Prerequisites:

Hours: 16

Standard/ Reg:

Age Req:

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science.

Appendix 30

GLENVILLE
STATE COLLEGE

March 13, 2020

WV Higher Education Policy Commission
1018 Kanawha Boulevard, East – Suite 700
Charleston, WV 25301

Dear WV Higher Education Policy Commission & WV RBA Coordinators,

This letter is based on the re-evaluation of the standardized award for Professional Land Surveying Licensure presented in the *Regents Bachelor of Arts Degree Program – Administrative Guidelines*. The following revision is recommended:

Recommend that 36 hours of lower division credits be awarded to RBA students that had obtained their Professional Land Surveying License by NCEES and state examinations.

The revision changes the lower level division credits from 44 to 36 following a review by the Glenville State College Department of Land Resources on changes that have occurred related to credit hours.

Sincerely,

Kandas Queen

Kandas Queen
Glenville State College
Regents Bachelor of Arts, Director

MEMO

To: Statewide Regents BA Degree Cordinators
Cc: Daniel Reed

From: Charles R. Sypolt

Date: October 29, 2004

Re: Standard Award for Professional Land Surveying Licensure

I would recommend that 44 hours of lower division credit for standard award be given to those individuals that have obtained their professional land surveying license by NCEES and state examinations.

Mark Stotler

CODE 30-13A.pdf
   (98 KB)

Mark and Regents or Governors Coordinators:

I sought some clarification from my student concerning the surveying test and license.   I
hope that his information lends clarity to the standard award.   At the same time, I've
attached documents on WV law with respect to licensing for surveyors.   Happy reading!

Anne K. Repaire

I seem to recall that the state exam required you to have xxx years of professional
experience before you could take the exam.   Is that correct?   If so, how many years were
required?

In 1991 the rules were changed to "8 years of experience under the supervision of a person
authorized to practice land surveying in this state, shall be required for those
applicants who are not graduates of a surveying or equivalent curriculum."

¯ also thought that the exam would not continue indefinitely; that is, I thought it was a
.emporary measure to bridge the gap between those who had accrued years of experience
without a degree, and those who had earned a college degree.   Am I correct?   Is the exam
still being offered, and will it continue to be offered in the foreseeable future?

The rules for testing changed Jan. 1, 2005. You must have applied to take the examination
by then, in order to qualify under the old standards. Anyone applying now must have a
survey degree; Glenville is the only school in WV offering that degree.

Also, is NCEES required to sit for the exam?   I'm wondering why the evaluator grouped
NCEES and the state exam together.   Another way to state the question is to ask what is
the connection between the two?

NCEES is the testing organization. They created the national test that all surveyors in
the US must pass, they also grade and coordinate the State specific tests that vary from
state to state.

 Notice that the evaluator said state examinations, not examination.
There is only one test, isn't there?   If there is only one, do other states, to your
knowledge, offer a similar exam?

The testing is broken down into three areas
        Day 1 - 8 hours - Fundamentals - National test
        Day 2 - 4 hours - Principals & Practices - National test
                      2 hours - State Exam

Passing of the National portions of the test earns you a certification as a SIT (Surveyor
in Training), upon passing the State Exam you receive a License to practice as a
Professional Surveyor. Every State has its own testing and requirements, Virginia's are
˙uch tougher than ours and I've been told that the Kentucky Exam has a large section on he
.istory of surveying and the history of Kentucky. Every state is different.

1

chapter 30 article 13A

A BILL to amend and reenact article 13A, chapter thirty of the code of West Virginia, one thousand nine hundred thirty-one, as amended, relating to the practice of land surveying.

Be it enacted by the Legislature of West Virginia:

That article 13A, chapter thirty of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended and reenacted, to read as follows:

CHAPTER 30. PROFESSIONS AND OCCUPATIONS.
ARTICLE 13A. LAND SURVEYORS.

§30-13A-1. License required.

In order to provide for the regulation of land surveying in this state, no person shall engage in, offer to engage in, or hold himself out to the public as being engaged in, the practice of land surveying in this state (except for the persons exempted under the provisions of section seven of this article), unless and until he shall first obtain a license to engage in the practice of land surveying in accordance with the provisions of this article, which license remains unexpired, unsuspended and unrevoked.

Any firm, association, partnership or corporation offering surveying services or advertising as offering land surveying services must maintain a licensee on their company staff by means of majority ownership interest or full-time employee of the company.

§30-13A-2. Definitions.

Unless the context in which used clearly requires a different meaning, as used in this article:

(a) "Applicant" means any person making application for an original or renewal license under the provisions of this article;

(b) "Licensee" means any person holding a license issued under the provisions of this article;

(c) "Board" means the West Virginia state board of examiners of land surveyors created under the provisions of this article;

(d) "Practice of land surveying" means the rendering or offering to render for a fee, salary or other compensation, monetary or otherwise any of the following services:

(1) The location, relocation, establishment, reestablishment or retracement of any property line or boundary of any parcel of land or of any road or utility right-of-way, easement or alignment;

(2) The performance of any survey for the division, subdivision or resubdivision of any tract of land;

(3) The determination of the position of any monument or reference point which marks a property line boundary or corner, or setting, resetting or replacing any such monument or reference point, by the use of the principles of land surveying;

(4) The determination of the configuration or contour of the earth's surface or the position of fixed objects thereon or related thereto, by means of measuring lines and angles, whether directly, indirectly, by conventional methods or GPS, and applying the principles of mathematics;

(5) The performance of cadastral surveying, underground surveying, surface mine surveying or hydrographic surveying;

(6) The preparation of subdivision maps; and

(7) The preparation of maps or drawings showing any of the above;

(e) "Professional surveyor" means any person who engages in the practice of land surveying;

(f) "Direct supervision" means the responsible licensee shall be in direct control of all field and office operations, including research, evaluation of all data and decisions relative to the final output data/material, i.e., plats, plans, descriptions, etc., that could affect the general public;

(g) "Global positioning system (GPS)" means any measurement of elevations or positions either absolute or relative which utilizes the observation of artificial satellites;

(h) "Mortgage/loan inspection survey" means a boundary retracement survey where structures and improvements are platted with respect to deed property lines for the purpose of title insurance.

(i) "Retracement survey" means a land survey where the boundary lines and corners of a parcel of land are established from an existing legal description.

(j) "Partition survey" means a land survey where a newly created boundary line is established and the associated corners are monumented, creating a new parcel of land.

§30-13A-3. Board of examiners of land surveyors created; appointment, terms, removal, etc., of members; officers; meetings; quorum; compensation and expenses.

(a) There is hereby created the state board of examiners of land surveyors which shall be composed of three members appointed by the governor by and with the advice and consent of the Senate. Each member shall have been actively engaged in the practice of land surveying for at least ten years and shall be the holder of a license under the provisions of this article.

(b) The members of the board shall be appointed for overlapping terms of three years each ending on the thirtieth day of June, and until their respective successors have been appointed and qualified. Members may be reappointed for any number of terms. Before entering upon the performance of his duties, each member shall

take and subscribe to the oath required by section five, article IV of the constitution of this state. Vacancies shall be filled by appointment by the governor for the unexpired term of the member whose office shall be vacant and such appointment shall be made within sixty days of the occurrence of such vacancy. Any member may be removed by the governor in case of incompetency, neglect of duty, gross immorality or malfeasance in office.

(c) The board shall elect from its membership a chairman and secretary-treasurer. A majority of the members of the board shall constitute a quorum and meetings shall be held at the call of the chairman or upon the written request of two members at such time and place as designated in such call or request, and, in any event, the board shall meet at least once annually to conduct the examination hereinafter provided for and to transact such other business as may come before it.

(d) Members shall be paid such reasonable compensation as the board may from time to time determine, and in addition may be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their duties, which compensation and expenses shall be paid in accordance with the provisions of subsection (b), section four of this article.

(e) After having conducted a performance audit through its joint committee on government operations, pursuant to section nine, article ten, chapter four of this code, the Legislature hereby finds and declares that the board of examiners of land surveyors should be continued and reestablished. Accordingly, notwithstanding the provisions of section four of said article, the board of examiners of land surveyors shall continue to exist until the first day of July, two thousand four.

§30-13A-4. Powers and duties of board; funds.

(a) The board shall have the power and duty to:

(1) Examine applicants and determine their eligibility for a license to engage in the practice of land surveying;

(2) Prepare, conduct and grade an apt and proper written, oral or written and oral examination of applicants for a license and determine the satisfactory passing score thereon;

(3) Promulgate reasonable rules implementing the provisions of this article and the powers and duties conferred upon the board hereby, all of which reasonable rules shall be promulgated in accordance with the provisions of article three, chapter twenty-nine-a of this code;

(4) Issue, renew, deny, suspend or revoke licenses to engage in the practice of land surveying in accordance with the provisions of this article;

(5) Investigate alleged violations of the provisions of this article, reasonable rules promulgated hereunder and orders and final

decisions of the board and take appropriate disciplinary action against any licensee for the violation thereof or institute appropriate legal action for the enforcement of the provisions of this article, reasonable rules promulgated hereunder and orders and final decisions of the board or take such disciplinary action and institute such legal action;

(6) Keep accurate and complete records of its proceedings, certify the same as may be appropriate and prepare, from time to time, a list showing the names and addresses of all licensees;

(7) Take such other action as may be reasonably necessary or appropriate to effectuate the provisions of this article; and

(8) Establish standards to evaluate surveying curricula as it relates to the practice of land surveying under the provisions of this article and to determine the amount of experience required under section five of this article which may be substituted for a particular curriculum.

(9) Fine and/or otherwise issue cease and desist orders against those individuals found in violation of the regulatory requirements as set forth by the provisions of this article or as prescribed by any rules adopted by the board.

(b) All moneys paid to the board shall be accepted by a person designated by the board and deposited by him with the treasurer of the state and credited to an account to be known as the "board of examiners of land surveyors fund". All of the reasonable compensation of the members of the board, the reimbursement of all reasonable and necessary expenses actually incurred by such members and all other costs and expenses incurred by the board in the administration of this article shall be paid from such fund, and no part of the state's general revenue fund shall be expended for this purpose.

§30-13A-5. Qualifications of applicants for licenses; surveyor-in-training applications; fees; examinations.

(a) To be eligible for a license to engage in the practice of land surveying, the applicant must:

(1) Be at least eighteen years of age;

(2) Be of good moral character;

(3) Have been a resident of the United States for one year immediately preceding the date of application;

(4) Not have been convicted of a crime involving moral turpitude;

(5) Have completed at least one of the following:

i) A two year degree in land surveying or related field approved by the Board, provided such degree shall either include or be accompanied by the completion of at least 30 credit hours of surveying or surveying related courses as approved by the Board, and obtained four

years or more experience approved by the Board, under the supervision of a person authorized to practice land surveying in this State, or a person authorized in another state or country to engage in the practice of land surveying; or,

ii) A four year non-surveying degree approved by the board, provided such degree shall either include or be accompanied by the completion of at least 30 credit hours of surveying or surveying related courses as approved by the Board, and obtained four years or more experience as approved by the Board, under the supervision of a person authorized to practice land surveying in this State, or a person authorized in another state or country to engage in the practice of land surveying; or,

iii) A four year degree in land surveying approved by the Board, provided such degree shall either include or be accompanied by the completion of at least 30 credit hours of board approved surveying or surveying related courses, and obtained two years or more experience approved by the Board, under the supervision of a person authorized to practice land surveying in this State, or a person authorized in another state or country to engage in the practice of land surveying; or,

iv) Obtained eight years of experience approved by the Board, under the supervision of a person authorized to practice land surveying in this State, or a person authorized in another state or country to engage in the practice of land surveying. Any individual desiring to pursue licensure based on the eight years experience requirement must apprize the Board on or before the first day of January 2004.

(6) Have passed the examination prescribed by the board, which examination shall cover the West Virginia Laws, regulations and boundary laws of land surveying and land surveying skills and techniques.

(b) Any applicant for any such license shall submit an application therefore on forms provided by the board. Such application shall be verified and shall contain a statement of the applicant's education and experience, the names of five persons for reference (at least three of whom shall be licensees or persons authorized in another state or country to engage in the practice of land surveying, who have knowledge of his work) and such other information as the board may from time to time by reasonable rule prescribe.

(c) An applicant shall pay to the board with his application an examination fee for the purpose of covering the cost of the examination as determined by the board by rule.

(d) Examinations shall be held at least once each year at such time and place as the board shall determine. The scope of the examination and methods of procedure shall be determined by the board. An applicant who fails to pass all or any part of an examination may reapply at any time and shall furnish additional information as requested by the board. The cost of reexamination shall be based on the cost of the examination as determined by the board by rule.

(e) The board shall offer a Fundamentals of Land Surveying examination to any Board approved applicant who has acquired an Associate Degree in Land Surveying and 1 year's experience, as approved by the Board, or has acquired a Baccalaureate Degree in a non-surveying field and 1 year's experience, as approved by the Board, or has acquired a Baccalaureate Degree in Land Surveying. A Surveyor-in-Training (SIT) certificate shall be issued by the Board to any such applicant who passes the Fundamentals of Land Surveying examination. Applicants must pass the Fundamentals of Land Surveying examination and complete the work experience and other requirements of the Board before they are allowed to take the second portion of the examination that consists of the principles and practices of land surveying and the West Virginia examinations.

§30-13A-5a. Underground surveying; additional requirements.

After the first day of July, one thousand nine hundred seventy, no person required to be licensed under the provisions of this article shall engage in underground surveying until he shall have first obtained a license under the provisions of this article and in addition shall have received from the board, after application therefore and payment of a fee to be determined by the board, a certificate to engage in underground surveying, which certificate shall remain valid so long and only so long as the license issued to such person under the provisions of this article remains unexpired, unsuspended and unrevoked. In order to be eligible for such certificate such person shall, in addition to the requirements for a license, have three years or more experience in the practice of underground surveying and pass an examination on relevant material as may be prescribed by the board. In the event an application for any such certificate is denied, all of the provisions of sections nine and ten of this article shall be as fully applicable as if the application denied were an application for a license under the provisions of this article.

§30-13A-6. Issuance of license; notice of expiration; renewal; renewal fee; display.

Whenever the board finds that an applicant meets all of the requirements of this article for a license to engage in the practice of land surveying, it shall forthwith issue to such person such license; and otherwise the board shall deny the same. All licenses, whether

original or renewal, shall expire on the thirtieth day of June following the date of issuance or renewal. The secretary-treasurer of the board shall mail to every licensee, at least thirty days prior to the expiration of such license, notice of the expiration date and the amount of the renewal fee. A license may be renewed without examination upon application for a renewal on a form prescribed by the board and payment to the board of an annual renewal fee to be determined by the board by rule. If a license is not renewed when due, the fee shall increase one dollar per month for each month or fraction thereof that such renewal fee is not paid, up to a maximum of thirty-six months. No license shall be renewed after expiration of said period of thirty-six months, and the fact that a license cannot be renewed because of the expiration of said period of thirty-six months shall not prevent such person from making application for a new license. The board may deny any application for renewal for any reason which would justify the denial of an original application for a license. The board shall prescribe the form of licenses and certificates, and each such certificate shall be conspicuously displayed by the licensee at his or her principal place of practice. A duplicate license may be issued upon payment of a fee to be determined by the Board.

§30-13A-7. Exemption from licensing.

The following persons are exempt from licensing under the provisions of this article and may engage in the practice of land surveying without a license issued under the provisions of this article:

(a) Any employee of a proprietorship, partnership, association, corporation or other business entity which is engaged in the practice of land surveying in this state: Provided, That the work of any such employee is done under the direct supervision of and certified by a licensed professional surveyor who is an employee or a majority owner of the proprietorship, partnership, association, corporation or other business entity;

(b) Any employee of a person, firm, association or corporation, when such employee is engaged in the practice of land surveying exclusively for the person, firm, association or corporation by which employed, or, if a corporation, its parents, affiliates or subsidiaries, and such person, firm, association or corporation does not hold himself or itself out to the public as being engaged in the business of land surveying;

(c) Any employee or officer of the United States, this state or any political subdivision thereof, when such employee is engaged in the practice of land surveying exclusively for such governmental unit; except that after January 1, 2005 any person elected as a county surveyor for any county of this State shall not be installed into the office of county surveyor unless and until he or she shall first obtain a license to engage in the practice of land surveying in accordance with the provisions of this article, and which license remains unexpired, unsuspended and unrevoked.

All boundary retracement work performed by exempted individuals must comply with minimum standards and the Rules and Regulations as prescribed by the board.

§30-13A-8. Suspension or revocation of license.

(a) The board may at any time upon its own motion and shall upon the verified written complaint of any person conduct an investigation to determine whether there are any grounds for disciplinary action against the holder of a license or the suspension or revocation of a license issued under the provisions of this article.

(b) The board shall suspend or revoke the license of any licensee, put the holder of any such license on probation; and/or impose a fine not to exceed one thousand dollars on the holder of any such license when it finds the holder thereof has:

(1) Been convicted of a crime involving moral turpitude;

(2) Obtained a license by means of fraud or deceit;

(3) Been incompetent, grossly negligent, or guilty of fraud, deceit or other misconduct in the practice of land surveying as defined by the board by reasonable rules; or

(4) Failed or refused to comply with the provisions of this article or any order or final decision of the board.

(c) Any suspension of a license shall continue for the period specified in the order of suspension.

Revocation of a license shall not preclude application for a new license, which application shall be processed in the same manner and the application approved or denied and the license issued or refused on the same grounds as any other application for a license is processed, considered and determined, except that any previous suspension and the revocation may be considered in deciding whether to approve or deny such application and issue or refuse to issue such license.

§30-13A-9. Procedures for hearings.

(a) Whenever the board shall deny an application for any original or renewal license or shall suspend or revoke any license, it shall make and enter an order to that effect and serve a copy thereof on the applicant or licensee, as the case may be, by certified mail, return receipt requested. Such order shall state the grounds for the action taken and shall require that any license suspended or revoked thereby shall be returned to the board by the holder within twenty days after receipt of said order.

(b) Any person adversely affected by any such order shall be entitled to a hearing thereon (as to all issues not excluded from the definition of a "contested case" as set forth in article one, chapter

twenty-nine-a of this code) if, within twenty days after receipt of a copy thereof, he or she files with the board a written demand for such hearing. A demand for hearing shall operate automatically to stay or suspend the execution of any order suspending or revoking a license or denying an application for a renewal license. The board may require the person demanding such hearing to give reasonable security for the costs thereof and if such person does not substantially prevail at such hearing such costs shall be assessed against him or her and may be collected by an action at law or other proper remedy.

(c) Upon receipt of a written demand for such hearing, the board shall set a time and place therefore not less than ten and not more than thirty days thereafter. Any scheduled hearing may be continued by the board upon its own motion or for good cause shown by the person demanding the hearing.

(d) All of the pertinent provisions of article five, chapter twenty-nine-a of this code shall apply to and govern the hearing and the administrative procedures in connection with and following such hearing, with like effect as if the provisions of said article five were set forth in this subsection.

(e) Any such hearing shall be conducted by a quorum of the board. For the purpose of conducting any such hearing any member of the board shall have the power and authority to issue subpoenas and subpoenas duces tecum which shall be issued and served within the time, for the fees and shall be enforced, as specified in section one, article five of said chapter twenty-nine-a, and all of the said section one provisions dealing with subpoenas and subpoenas duces tecum shall apply to subpoenas and subpoenas duces tecum issued for the purpose of a hearing hereunder.

(f) At any such hearing the person who demanded the same may represent themselves or be represented by an attorney at law admitted to practice before any circuit court of this state. Upon request by the board, it shall be represented at any such hearing by the attorney general or his assistants without additional compensation.

(g) After any such hearing and consideration of all of the testimony, evidence and record in the case, the board shall render its decision in writing. The written decision of the board shall be accompanied by findings of fact and conclusions of law as specified in section three, article five, chapter twenty-nine-a of this code, and a copy of such decision and accompanying findings and conclusions shall be served by certified mail, return receipt requested, upon the person demanding such hearing, and their attorney of record, if any.

(h) The decision of the board shall be final unless reversed, vacated or modified upon judicial review thereof in accordance with the provisions of section ten of this article.

§30-13A-10. Judicial review; appeal to supreme court of appeals; legal representation for board.

Any person adversely affected by a decision of the board rendered after a hearing held in accordance with the provisions of section nine of this article shall be entitled to judicial review thereof. All of the pertinent provisions of section four, article five, chapter twenty-nine-a of this code shall apply to and govern such judicial review with like effect as if the provisions of said section four were set forth in this section.

The judgment of the circuit court shall be final unless reversed, vacated or modified on appeal to the supreme court of appeals in accordance with the provisions of section one, article six, chapter twenty-nine-a of this code.

Legal counsel and services for the board in all appeal proceedings in any circuit court and the supreme court of appeals shall be provided by the attorney general or his assistants and in any circuit court by the prosecuting attorney of the county as well, all without additional compensation.

§30-13A-11. Seal or stamp.

Each licensee shall obtain a seal or stamp of the design authorized by the board, bearing his or her name and the legend, "Professional Surveyor." Plans, plats, maps, drawings and reports issued by a licensee shall be stamped with the seal or stamp. It shall be unlawful for anyone to stamp or seal any document with such seal or stamp unless the license of the licensee named thereon remains unsuspended, unrevoked and unexpired.

§30-13A-12. Duty of county clerks and public officials.

(a) No plat, survey document, plan, map, drawing, exhibit, sketch or pictorial representation intended to be used in the transfer of real property shall be filed by any clerk of a county commission or accepted by any public official of this state unless the seal required by section eleven of this article has been affixed thereto by a licensee authorized to engage in land surveying in the State of West Virginia, except that any survey document, plan, map, drawing, exhibit, sketch or pictorial representation, prepared by a person exempted from the regulation and licensing requirements of this article, as provided in section seven of this article, shall not be required to have the seal required by section eleven of this article affixed thereto. If a survey document, plan, plat, map, drawing, exhibit, sketch or pictorial representation has been altered from its original form, it shall not be filed by any clerk of a county or accepted by any public official of this state. Nothing in this section shall prevent a survey document prepared prior to the twenty-fifth day of May, one thousand nine hundred sixty-nine, from being recorded without such seal. If a seal of such exempt person is not affixed

to said survey document, plan, plat, map, drawing, exhibit, sketch or pictorial representation, a certificate shall be placed thereon by the exempt person, stating upon what the exemption is claimed. Said certificate shall be in a form similar to the following:

"I certify that I am engaged in surveying exclusively for

_____ and believe I am exempt from licensing under West Virginia Code 30-13A-7, and that I have complied with all rules and regulations governing surveying in West Virginia as set out and prescribed by the board.

_____
Signature"

(b) No land transfer for new property partitions or subdivision thereof shall be recorded without a plat and description of survey attached therewith.

§30-13A-13. Actions to enjoin violations.

Whenever it appears to the board that any person has been or is violating or is about to violate any provision of this article, any reasonable rule and regulation promulgated hereunder or any order or final decision of the board, the board may apply in the name of the state to the circuit court of the county in which the violation or violations or any part thereof has occurred, is occurring or is about to occur, or the judge thereof in vacation, for an injunction against such person and any other persons who have been, are or are about to be, involved in any practices, acts or omissions, so in violation, enjoining such person or persons from any such violation or violations. Such application may be made and prosecuted to conclusion whether or not any such violation or violations have resulted or shall result in prosecution or conviction under the provisions of section fourteen of this article.

Upon application by the board, the circuit courts of this state may by mandatory or prohibitory injunction compel compliance with the provisions of this article, the reasonable rules and regulations promulgated hereunder and all orders and final decisions of the board. The court may issue a temporary injunction in any case pending a decision on the merits of any application filed.

The judgment of the circuit court upon any application permitted by the provisions of this section shall be final unless reversed, vacated or modified on appeal to the supreme court of appeals. Any such appeal shall be sought in the manner and within the time provided by law for appeals from circuit courts in other civil actions.

The board shall be represented in all such proceedings by the attorney general or his assistants and in such proceedings in the circuit court by the prosecuting attorneys of the several counties as well, all without additional compensation.

§30-13A-14. Offenses, penalties and limitations.

(a) Any person, licensed or unlicensed, who violates any of the provisions of this article, any of the reasonable rules and regulations promulgated hereunder or any order or any final decision of the board shall be guilty of a misdemeanor, and, upon conviction thereof, may be punished by imprisonment for not more than three months or by a fine of not more than one thousand dollars, or by both such fine and imprisonment.

(b) No action to recover damages for any deficiency, defect, omission, error, or miscalculation in a survey or plat shall be brought against licensed professional surveyors or their employees engaged in the practice of land surveying who perform or furnish such survey or plat more than six years from the date of the survey of the survey or plat. The cause of action in such case shall accrue when such services are rendered as shown from the date on the survey or plat. Any such action not instituted within the six-year period provided by this subsection shall be forever barred.

§30-13A-15. Severability.

If any provision of this article or the application thereof to any person or circumstance is held unconstitutional or invalid, such unconstitutionality or invalidity shall not affect other provisions or applications of the article, and to this end the provisions of this article are declared to be severable.

§30-13A-16. Delivery of plat and description; recordation.

(a) When any licensed professional surveyor makes a property boundary retracement survey or partition survey as defined in section two of this article, he shall make a plat and description thereof, and shall furnish a copy thereof to the client or landowner. If the title to the land surveyed is conveyed, the plat and description of survey prepared by a licensed professional surveyor shall be recorded simultaneously with the instrument conveying title, except when such plat has already been recorded and reference given in lieu of a second recording of said plat.

(b) No land transfer for new property partitions or subdivision thereof shall be recorded without a plat and description of survey attached therewith.

§30-13A-17. "West Virginia Coordinate Systems"; definition, plane coordinates, limitations of use.

(a) The systems of plane coordinates which have been established by the National Ocean Survey/National Geodetic Survey (formerly the United States Coast Geodetic Survey) or its successors for defining and stating the geographic position or locations of points on the surface of the earth within the state of West Virginia are hereafter to be known and designated as the

"West Virginia Coordinate System of 1927" and the "West Virginia Coordinate System of 1983."

For the purpose of the use of this system the state is divided into a "North Zone" and a "South Zone."

The area now included in the following counties shall constitute the North Zone: Barbour, Berkeley, Brooke, Doddridge, Grant, Hampshire, Hancock, Hardy, Harrison, Jefferson, Marion, Marshall, Mineral, Monongalia, Morgan, Ohio, Pleasants, Preston, Ritchie, Taylor, Tucker, Tyler, Wetzel, Wirt and Wood.

The area now included in the following counties shall constitute the South Zone: Boone, Braxton, Cabell, Calhoun, Clay, Fayette, Gilmer, Greenbrier, Jackson, Kanawha, Lewis, Lincoln, Logan, McDowell, Mason, Mercer, Mingo, Monroe, Nicholas, Pendleton, Pocahontas, Putnam, Raleigh, Randolph, Roane, Summers, Upshur, Wayne, Webster and Wyoming.

(b) As established for use in the North Zone, the West Virginia Coordinate System of 1927 or the West Virginia Coordinate System of 1983 shall be named; and in any land description in which it is used it shall be designated, the "West Virginia Coordinate System of 1927 North Zone" or "West Virginia Coordinate System of 1983 North Zone."

As established for use in the South Zone, the West Virginia Coordinate System of 1927 or the West Virginia Coordinate System of 1983 shall be named; and in any land description in which it is used it shall be designated, the "West Virginia Coordinate System of 1927 South Zone" or "West Virginia Coordinate System of 1983 South Zone."

(c) The plane coordinate values for a point on the earth's surface, used to express the geographic position or location of such point in the appropriate zone of this system, shall consist of two distances, expressed in U.S. survey feet and decimals of a foot when using the West Virginia Coordinate System of 1927, and expressed in meters and decimals when using the West Virginia Coordinate System of 1983. One of these distances, to be known as the "x- coordinate," shall give the position in an east-and-west direction; the other, to be known as the "y-coordinate," shall give the position in a north-and-south direction.

These coordinates shall be made to depend upon and conform to plane rectangular coordinate values for the monumented points of the North American Horizontal Geodetic Control Network as published by the National Ocean Survey/National Geodetic Survey (formerly the United States Coast and Geodetic Survey), or its successors, and whose plane coordinates have been computed on the system defined by this section. Any such station may be used for establishing a survey connection to either West Virginia coordinate system.

(d) For purposes of describing the location of any survey station or land boundary corner in the state of West Virginia, it shall be considered a complete, legal, and satisfactory description of such location to give the position of said survey station or land boundary corner on the system of plane coordinates defined in this section.

Nothing contained in this section shall require a purchaser or mortgagee of real property to rely wholly on a land description, any part of which depends exclusively upon either West Virginia coordinate system.

(e) When any tract of land to be defined by a single description extends from one into the other of the above coordinate zones, the position of all points on its boundaries may be referred to either of the two zones. The zone which is being used specifically shall be named in the description.

(f) (1) For purposes of more precisely defining the West Virginia Coordinate System of 1927, the following definition by the United States Coast and Geodetic survey (now National Ocean survey/National Geodetic survey) is adopted:

The "West Virginia Coordinate System of 1927 North Zone" is a Lambert conformal conic projection of the Clarke Spheriod of 1866, having standard parallels at north latitudes 39 degrees and 00 minutes and 40 degrees and 15 minutes, along which parallels the scale shall be exact. The origin of coordinates is at the intersection of the meridian 79 degrees 30 minutes west of Greenwich and the parallel 38 degrees 30 minutes north latitude. This origin is given the coordinates: x = 2,000,000 feet and y = 0 feet.

The "West Virginia Coordinate System of 1927 South Zone" is a Lambert conformal conic projection of the Clarke Spheriod of 1866, having standard parallels at north latitudes 37 degrees 29 minutes and 38 degrees 53 minutes, along which parallels the scale shall be exact. The origin of coordinates is at the intersection of the meridian 81 degrees 00 minutes west of Greenwich and the parallel 37 degrees 00 minutes north latitude. This origin is given the coordinates: x = 2,000,000 feet and y = 0 feet.

(2) For purposes of more precisely defining the West Virginia Coordinate System of 1983, the following definition by the National Ocean survey/National Geodetic survey is adopted:

The "West Virginia Coordinate System of 1983 North Zone" is a Lambert conformal conic projection of the North American Datum of 1983, having standard parallels at north latitudes 39 degrees and 00 minutes and 40 degrees and 15 minutes, along which parallels the scale shall be exact. The origin of coordinates is at the intersection of the meridian 79 degrees 30 minutes west of Greenwich and the parallel 38 degrees 30 minutes north latitude. This origin is given the coordinates: x = 600,000 meters and y = 0 meters.

The "West Virginia Coordinate System of 1983 South Zone" is a

Lambert conformal conic projection of the North American Datum of 1983, having standard parallels at north latitudes 37 degrees 29 minutes and 38 degrees 53 minutes, along which parallels the scale shall be exact. The origin of coordinates is at the intersection of the meridian 81 degrees 00 minutes west of Greenwich and the parallel 37 degrees 00 minutes north latitude. This origin is given the coordinates: x = 600,000 meters and y = 0 meters.

(g) No coordinates based on the West Virginia coordinate system, purporting to define the position of a point on a land boundary, shall be presented to be recorded in any public records or deed records unless such point is based on a public or private monumented horizontal control station established in conformity with the standards of accuracy and specifications for first order or better geodetic surveying as prepared and published by the Federal Geodetic Control Committee (FGCC) of the United States department of commerce. The plat and description must bear the basis of control identified by 1) monument name and/or PID (point identifier) that the survey is based on, 2) the order of accuracy of that base monument, and 3) the coordinate values used to compute the corner positions from. Standards and specifications of the FGCC or its successor in force on date of said survey shall apply. The publishing of the existing control stations, or the acceptance with intent to publish the newly established control stations, by the National Ocean survey/National Geodetic survey shall constitute evidence of adherence to the FGCC specifications. The above limitations may be modified by a duly authorized state agency to meet local conditions.

(h) The use of the term "West Virginia Coordinate System of 1927 North or South Zone" or "West Virginia Coordinate System of 1983 North or South Zone" on any map, report of survey or other document shall be limited to coordinates based on the West Virginia coordinate system as defined in this section.

(i) Nothing in this section shall prevent the recordation in any public record of any deed, map, plat, survey, description or of any other document or writing of whatsoever nature which would otherwise constitute a recordable instrument or document even though the same is not based upon or done in conformity with the West Virginia coordinate system established by this section, nor shall such nonconformity with such system invalidate any deed, map, plat, survey, description or other document which is otherwise proper.

§30-13A-18. Minimum standards for boundary surveys.

The purpose of these standards is to establish minimum technical criteria to govern the performance of surveyors when more stringent specifications are not required by other agencies, contract, etc. Further, the purpose is to protect the inhabitants of this state from dishonest or incompetent surveying, and generally to protect the public welfare.

(a) The client discussion prior to the survey should cover the purpose of survey, scope of services, disputes with adjoiners fees and contract.

(b) The record search should include the record description based on current and prior deeds, conveyance from common grantor, or if necessary original survey or grant. It should also include descriptions of adjoining properties, other sources of information or resolution of conflicts in descriptions. All records of information sources used should be retained as a permanent record.

(c) The field survey shall consist of a reasonable attempt at adjoiner notification, a field search for controlling evidence, a discussion of evidence with the owner and/or client, or others having knowledge of the boundaries and the location of evidence by appropriate methods and procedures. The surveyor shall use methods and equipment suitable for the purpose of the survey and the field notes shall be retained as a permanent record.

(d) Distance shall be reported in feet or meters, or fractions thereof, and directions shall be reported in degrees or parts thereof. The observations shall be made to a precision that shall produce the desired level of accuracy. Area of the tract being surveyed shall be reported to a precision consistent with the purpose of the survey. All measuring devices will be checked periodically for accuracy and condition.

(e) Monumentation is required for all new or reestablished corners, or reference monument for inaccessible corners, and is encouraged at intervisible points between corners. Set monuments shall be made of durable material and set firmly in the ground. Pipes shall have a minimum inside diameter of one inch, while rebars shall have a minimum outside diameter of five-eighths inch and both shall have a minimum length of thirty inches. All rebars and pipes shall have caps bearing the surveyor's registration number or company name. Other markers shall have a minimum cross-sectional area of one-half square inch and shall be of durable material, identifiable and unique. Natural objects chosen for corners shall be durable, unique and easily identifiable.

(f) A plat shall be prepared for all boundary surveys, it shall show the results of the field survey and if contractual obligations between the surveyor and the client have been satisfactorily met or completed, certified copies of the plat shall be provided to the client, and the adjoiners, if so requested by the client. Plats shall be to a scale large enough to show significant details.

Information on plats shall include when applicable north arrows and basis of bearings, date of survey, measured length and direction of each boundary line by distance, bearing and quadrant and evidence of possession on or near the property line and the acreage or square footage of the tract being surveyed.

The description of all corners or reference monuments, and whether found (fd) or set, area of the parcel and of significant parts, including streets, alleys and nonlotted area of subdivision, state, county and district or municipality shall be shown on the plat. The subdivision name, lot, block and plat reference shall also be shown on subdivision or lot surveys.

The tax map, tax parcel number, name of current and/or past owners for subject property and adjoiners, current conveyance reference for subject property and adjoiners shall be shown. Name, address, license number, signature, seal of surveyor, overlaps and gaps in record lines, former deed or grant lines as needed, ties to significant objects and general location information shall also be included.

(g) A description shall be prepared for each boundary survey and shall be provided to the client. A description shall include the state, county, district or municipality and watershed or topographic location. Lot and block numbers shall be shown for new platted subdivisions, but retracement surveys for lots and other surveys shall require a metes and bounds description. The description shall also include the point of beginning, the description of monumentation at each corner and objects encountered along the line, the length and direction of each line, and the radius, chord bearing and distance of a curved boundary.

The description shall also show the intent with regard to adjoiner, physical evidence or record monument along the line. The area of the parcel, reference to plat and surveyor preparing description and the reference to conveyance by which the current owner claims title, including grantor, grantee, date and place.

(h) The report of survey shall be used when the plat and description do not adequately address all matters considered by the surveyor in performing the survey and shall be provided to the client with a plat and description, and the adjoiners, if so requested by the client.

The report should include all unusual circumstances surrounding the survey, weight given to conflicting evidence and encroachments, overlaps or gaps, and the names of adjoiners contacted and the information they supplied.

(i) A mortgage/loan inspection survey shall show boundaries of a property which have been surveyed in accordance with the methods set forth by the board in this article, the plat shall also show structures and improvements as requested by the landowner or other person commissioning the survey.

Appendix 31

Southern

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

DATE: October 18, 2005

TO: Calisa Pierce, Director of Adult Experiential Learning

FROM: Carol Howerton, Chair – Division of Technology and Engineering

SUBJECT: Mining Certification Course Equivalencies

Per review of the certifications and existing materials, I recommend the following credit awards:

Surface Miner or Apprentice Surface Miner – 3 hours credit
      (Southern MN 101 – Introduction to Mining)
      Students take the 40 hour mine training course approved by the West Virginia Office of
      Miners' Health, Safety and Training.

      Apprentice training prepared and delivered by WVU Extension Program and certified
      instructors and accepted as part of the Mining Technology program by the mining
      industry advisory committee.

Underground Miner or Apprentice Underground Miner – 5 hours credit
      (Southern MN 101 – Introduction to Mining)
      Students take the 80 hour mine training course approved by the West Virginia Office of
      Miners' Health, Safety and Training.

      Apprentice training prepared and delivered by WVU Extension Program and certified
      instructors and accepted as part of the Mining Technology program by the mining
      industry advisory committee.

Certified Mine Electrician – 6 hours credit
      (Southern: EG 216 – Mining Electricity I and EG 217 – Mining Electricity II)
      Courses designed to prepare students for mineworker electrical certification. Courses
      include introduction to National Electric Code, MSHA requirements for electrical
      systems, basic electrical principles, mining power applications and safety techniques,
      three-phase motors, transformers, motor control and power systems in mining
      applications.

"Southern is an EOE, ADA, AA Institution"

DISTRICT OFFICE	LOGAN CAMPUS	WILLIAMSON CAMPUS	BOONE / LINCOLN CAMPUS	WYOMING / McDOWELL CAMPUS
PO Box 2900	PO Box 2900	Armory Drive	3505 Daniel Boone Parkway	PO Box 638
Mount Gay WV 25637	Mount Gay WV 25637	Williamson WV 25661	Danville WV 25053	Pineville WV 24874
Phone: 304-792-7160	Phone: 304-792-7098	Phone: 304-235-6046	Phone: 304-369-2952	Phone: 304-294-8346
Fax: 304-792-7046	Fax: 304-792-7028	Fax: 304-235-6042	Fax: 304-369-2954	Fax: 304-294-8534

Courses developed specifically for a mining industry partner as their training for their employees to earn the electrical certification.

Prep-Plant Technician – 3 credit hours
(Southern: MN 201 – Preparation of Coal)
Deals with the preparation and steps in analysis of coal.

Course as previously offered in Mining Technology program at Southern. This is experience based, not certification based.

Coal Lab Technician – 2 credit hours
(Southern EV 225 – Soil/Coal Analysis)
A laboratory course which emphasizes the methods of analyzing soil and coal samples for various constituents components. Use of the latest equipment and methods of analysis will be emphasized.

Course currently offered at Southern under the environmental program. Credit award would require documented training certificate or specific work experience in a lab testing facility.

Mine Foreman – 6 credit hours
(Southern: MN 150 – Mine Foreman Certification I)
This course is designed to familiarize students with general mining concepts and methods of operation to the extent necessary to promote an efficient process of mining and a reliable method of decision making. It will also, inherently, partially prepare the student for the West Virginia Foreman Examination.

Course as previously offered in Mining Technology program at Southern.

Foreman/Fireboss Certification – 6 hours credit
Course and hours as outlined by the Southeast Applied Technology College that offers a mining technology program for training as foreman to meet MSHA certification requirements. http://seatc.org/mining/Foreman-Fireboss.htm

Truck Driver – 1 credit hour
Based on training as outlined by the Public Service Commission of West Virginia. CDL license training would be in addition to this one hour credit. We currently give 14 credit hours under technical studies, special topics, for the truck driving academy coursework for CDL license for trucks which is more geared toward big rigs. Will be in the next Southern catalog. http://www.psc.state.wv.us/CoalTransportation/drivertraining.htm

Shot Firer – 1 credit hour
Based on outline for a Shotfirers' training course designed for certification offered by Kelyn Training Services. http://www.kelyn.com.au/

Mine Rescue – 1 credit hour
> Certification requires 31 hours of formal training signed by a state-certified instructor in addition to the certification exam. (The hours are lab equivalent.) Source: State of West Virginia – Office of Miners' Health, Safety and Training Certification Policy Manual – Code: 17.

Not completed according to West Virginia Office of Miners' Health, Safety and Training (MHST)
Shaft/Slope Superintendent
Shaft/Slope Examiner Foreman
Surface Construction Super
Gas Tester
Shaft/Slope Shot Firer
Instructors (Mine Rescue, 40/80 hour, qualified diesel)
Gas Test Inst.; Cnstl., Sh/SL Super.

Others not listed on MHST list.
Blaster – waiting on information from DEP office.
Heavy Equipment Operator – to be developed.

Appendix 32
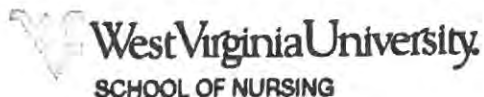
A. Jayne Gilbert, Director of Retention Initiatives
West Virginia University Potomac State College
101 Fort Avenue
Keyser, West Virginia 26726

October 22, 2020

Dear Mrs. Gilbert:

As Chair of the Nursing Department on the West Virginia University Keyser Campus, I propose that students who successfully complete a nurse aide or nursing assistant program and become certified and/or registered as such be awarded eight (8) hours of lower division credit in the Regents degree program. My recommendation is based on the minimum 120-hour requirement for a nurse aide training program as set forth by the West Virginia Office of Health Facility Licensure and Certification (OHFLAC).

Please do not hesitate to contact me with any questions.

Sincerely,

April Shapiro

April L. Shapiro, PhD, RN
Department Chair and Assistant Professor
West Virginia University School of Nursing: Potomac State Department

WVU Keyser Campus: Potomac State Department
J. Edward Kelley Complex
400 Kelley Drive
Keyser, West Virginia 26726
Office (304) 788 – 7176   Fax (304) 788 – 7184
https://admissions.potomacstatecollege.edu/academics/majors/nursing-bsn
Equal Opportunity/Affirmative Action Institution

April 20, 2006

Paul Milhoan, MBA, ABD

Assistant Professor and Chair of Technology

Director BOG A.A.S. and RBA

WVU-Parkersburg

300 Campus Drive

Parkersburg, WV 26104

Dear Mr. Milhoan,

As Chairperson of the Health Sciences Division at West Virginia University at Parkersburg, I propose that students who successfully complete the nursing assistant program and become certified be awarded 5 hours of lower division credit hours in the Regents Associate and Baccalaureate Degree programs.

If you have questions, please contact me at 304.424.8300.

Sincerely,

Alita K. Sellers, PhD, RN

West Virginia University at Parkersburg
300 Campus Drive; Parkersburg, WV 26104-8647; (304) 424-8000; FAX (304) 424-8315
E-mail: info@mail.wvup.edu
www.wvup.edu
An Equal Opportunity/Affirmative Action Institution

1
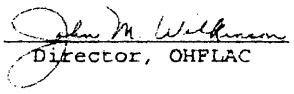
CNA Certification: The required hours for the certified nursing assistant program are 65 classroom and 55 clinical hours. All of these hours represent basic fundamental skills. Typically the hours are taught in four to six weeks - It is an immersion experience.

STATE OF WEST VIRGINIA
NURSE AIDE EDUCATION AND COMPETENCY
EVALUATION PROGRAM
DOCUMENTATION OF REGISTRATION
AS A LONG TERM CARE NURSE AIDE

REGISTRATION NO. **0403-45103**   ISSUED   **5/23/2003**

SIGNATURE   Director, OHFLAC

WRITTEN NOTIFICATION OF CHANGE OF ADDRESS IS REQUIRED WITHIN 30 DAYS.   SEND CHANGE, REGISTRY NUMBER AND SOCIAL SECURITY NUMBER TO:

NURSE AIDE PROGRAM
Bureau for Public Health
Office of Health Facility Licensure & Certification
350 Capitol Street, Room 206
Charleston, WV 25301-3718

1-800-442-2888   (304) 558-0688

2

Office of Health Facility Licensure and Certification

(304) 558-0050
Capitol And Washington Street
1 Davis Square, Suite 101
Charleston, WV 25301-1799

OHFLAC

Registry Lookup
Definitions

Contact
Registry Staff

Facility FAQ's

Contact
Testing Company

Nurse Aid
Home Page

Supporting Agencies

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

DHHR

Bureau for Public Health
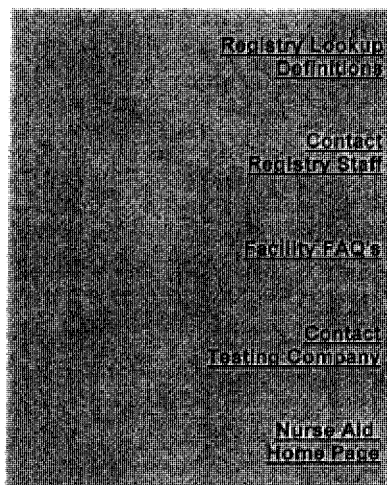
Online Verification of Nurse Aide

The Online Verification of Nurse Aide page is provided to assist employers and the public in expediting the verification of the status of a nurse aide in the state of West Virginia.

We have provided two means of searching the database. You can search by Social Security Number or Registry Card Number. If you have any questions or comments about results that are returned, please contact the Nurse Aide Registry Staff.

Search by:

Social Security Number	EVAL - Code
	0403-45103
Format: xxx-xx-xxxx	Format: xxxx-xxxxx
Search	Search

If you have any questions, comments or suggestions about this site, please feel free to e-mail JanShafer@wvdhhr.org

Office of Health Facility Licensure and Certification

(304) 558-0050
Capitol And Washington Street
1 Davis Square, Suite 101
Charleston, WV 25301-1799

OHFLAC

Registry Lookup
Definitions

Contact
Registry Staff

Facility FAQ's

Contact
Testing Company

Nurse Aid
Home Page

**Supporting
Agencies**

CMS

CENTERS for MEDICARE & MEDICAID SERVICES

DHHR

Bureau for Public Health
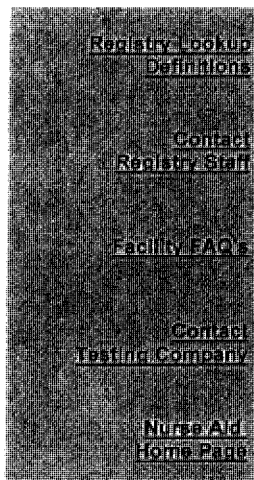
Click here to search again

Nurse Aide Registry Search Results
for
0403-45103

This database was updated 4/20/2006 4:20:00 AM.

Social Security Number: 232-88-4651

Eval - Code: 0403-45103

Status: Active

Current Standing: Good Standing

Entry into Database: 4/26/2003

Due to Re-register: 4/28/2007

Lookup was completed at 4/20/2006 6:22:10 PM

Revised:
February 21,
2006

If you have any questions, comments or suggestions about this site,
please feel free to e-mail JanShafer@wvdhhr.org

4

Appendix 33

Mountwest
Community & Technical College
Allied Health

MEMO

Date: April 20, 2021

To: Program Coordinators, Board of Governors AAS and Regents Bachelor of Arts

From: Mike McComas, Chief Academic officer

Re: Massage Therapy Equivalent College Credit Evaluation

The Massage Therapy program of study has been reviewed by Mary Jo Perdue, Program Coordinator of Massage Therapy and Janet Smith, Chair of Allied Health. They recommend the awarding of the following credits for graduates from approved massage therapy programs. This is based on the curriculum guidelines of the Massage Therapy State Board of West Virginia:

Anatomy and Physiology for Massage Therapy	10 credit hours
Awareness Skills, Orientation, Business, Ethics, Research	5 credit hours
Fundamental Theory/Practice of Massage	14 credit hours
Pathology for Massage Therapy	3 credit hours
Kinesiology for Massage Therapy	4 credit hours
Student Clinical/Integrative	3 credit hours
Additional Massage Skills Courses	6 credit hours*
Total Credit Recommendation	45 credit hours

Additional massage skills may include but not be limited to hydrotherapy, myofascial release, acupressure or shiatsu, spa techniques, sports massage, etc.

Marshall Community & Technical College.
Your Education Destination

Memo

Date: 4/19/2006

To: Program Coordinators: Board of Governors AAS, & Regents Bachelors of Arts

Cc:

From: Steven L. Brown, Marshall Community and Technical College

RE: Massage Therapy Equivalent College Credit Evaluation

The Massage Therapy program of study has been reviewed by Janet Smith (Allied Health Division) and Carol Perry (Associate Dean of General Studies and they recommend the awarding of the following credits for graduates from approved massage therapy programs:

Anatomy & Physiology for Massage Therapy	**11**
Awareness Skills, Orientation, Business & Research	**4**
Body Work I	**6**
Body Work II	**5**
Pathology For Massage Therapy	**5**
Student Clinical/Integrative	**2-4***
Kinesiology for M.T.	**7**
Total Credit Recommendation	**40-42 (all lower level)**

* The credit hours to be awarded will vary based on the length of the program. To earn four credits hours students must at a minimum complete a 733 hour program of study. Students completing a 700 hour program will earn 2 credit hours.

To be awarded these credits students must have completed a program at a school that is accredited by a nationally recognized accrediting body (such as the Commission On Massage Therapy Accreditation) or pass a state licensure exam.

4/19/2006

Appendix 34

```
 R  egents
 B  achelor of
 A  rts
```

Memorandum

To: Mark W. Stotler, Ed.D.
          Assistant Director of Academic Affairs
          Higher Education Policy Commission

CC: RBA/BOG A.A.S. Coordinators

From: Paul L. Milhoan, Ed.D
          Director, Non-Traditional Programs
          WVU-Parkersburg

Date: October 14, 2008

Re: West Virginia Corrections Academy Course Evaluation Process

---

As discussed during the Joint RBA/BOG A.A.S. Coordinators Meeting at Marshall CTC on October 10, 2008, the group of basic corrections academy training courses (WVCA 101 through 138) totals 10 lower-division college-level credit hours, and the group of specialized corrections academy training courses (WVCA 201 through 229) totals 91 lower-division college-level credit hours.

Four WV Correctional Academy plans-of-study regarding the specialized corrections academy training courses were identified as 1) Correctional Officer, Corrections Emergency Response Team (CERT) Officer or Marksman-Observer, 2) Crisis Negotiator (CNT) or Correctional Officer, Correctional Counselor, Case Manager, Unit Manager, 3) Controlled and Dangerous Substance (CDS) K-9 Handler, and 4) Patrol K-9 Handler, and a group of courses was identified for each correctional academy plan-of-study with each plan-of-study totaling 29 lower-division college-level credit hours. Upon successful completion of the WV Corrections Academy basic training courses and a corrections academy plan-of-study, students will have a total of 39 lower-division college-level credit hours.

Students will likely complete the group of basic corrections academy training courses and choose and complete one plan-of-study for a total of 39 lower-division college-level credit hours, however some students may choose to complete multiple plans-of-study. In that case, students will only get credit for the additional courses not taken in their primary plan-of-study, and students will not be awarded college credit for duplicated course hours. The table on the following page lists possible combinations of the plans-of-study and associated credit hour awards:

Table 1: Possible Combinations of Plans-of-Study and Associated Credit Hour Awards

Option 1: Crisis Negotiator (CNT) or Correctional Officer, Correctional Counselor, Case Manager, Unit Manager
Option 2: Correctional Officer, Corrections Emergency Response Team (CERT) Officer or Marksman-Observer
Option 3: Controlled and Dangerous Substance (CDS) K-9 Handler
Option 4: Patrol K-9 Handler
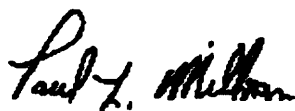
Option Choices	Credit Hours	Option Choices	Credit Hours
1, 2	43	1, 2, 3	64
1, 3	51	1, 2, 4	65
1, 4	51	1, 3, 4	73
2, 3	51	2, 3, 4	73
2, 4	52	1, 2, 3, 4	86
3, 4	51		

The West Virginia Corrections Academy will provide an Individual Training Report (ITR) for each student which identifies the courses and course hours taken. Eventually, the WVCA course prefix and course numbers will appear on the ITR as well as, the group of basic corrections academy courses and one or more of the four plans-of-study regarding specialized corrections academy courses that students may have taken. See an example of a current ITR (basic corrections academy courses listed only) which is attached to this document.

If a student completes the basic academy courses (10 credit hours) and one plan-of-study (29 credit hours), then the student will be awarded 39 credit hours of college credit. If the student completes the basic academy courses (10 credit hours) and multiple plans-of-study, then use the table above to determine the appropriate plans-of-study combination and credit hour award and add the basic academy course credit hours and plans-of-study credit hours together for the total credit hour award. If a student presents his/her ITR having completed the group of basic academy courses and a partial plan-of-study, then use the tables previously distributed and add the correction academy specialized course credit hours (two decimal places) together to determine the total specialized course credit hour award. Then, add the total specialized course credit hours to the basic academy courses credit hours (in this case, two decimal places) and use the integer (whole number) of the sum in reporting the total credit hour award. Please call me at (304) 424-8272 or email me at paul.milhoan@mail.wvu.edu if you have any questions.

Best Regards,

Paul L. Milhoan, Ed.D
Director, Non-Traditional Programs
WVU-Parkersburg
300 Campus Drive
Parkersburg, WV 26104

State of West Virginia
Department of Military Affairs and Public Safety
James W. Spears
Cabinet Secretary

Joe Manchin III
Governor

Division of Corrections
Commissioner Jim Rubenstein

Randy Perdue
Director

West Virginia Corrections Academy
Rt. 2, Box 304B
Ripley, WV 25271
Phone: (304) 372-7889 Fax: (304) 372-7887

Individual Training Record

Name: «Last_Name», «First_Name»   **Class:** 197th Basic Corrections Class
Organization: «Facility»   **Dates:**

Subject	Instructor	Hours
Basic Communication Techniques	Sgt. Jason McGraw	16.00
Classification Systems	Ms. Amy Elliott	2.00
Communicable Diseases	Sgt. Jason McGraw	3.00
Contact/Cover	Sgt. Aharon Davis	3.00
Contraband Search	Lt. R. Plumley	2.50
Controlled Substances	Sgt. Jason McGraw	2.75
Correctional Emergency Situations	Lt. Spencer Hill	4.50
Correctional Integrated Defensive System (CIDS)	Sgt. S. Collins, Sgt. J. McGraw, Sgt. A. Davis	34.00
Cultural & Generational Diversity	Ms. Amy Elliott	1.00
Culture of Corrections	Ms. Amy Elliott	2.00
Drill and Ceremony	Academy Staff	7.50
Ethics	Sgt. Aharon Davis	2.00
Fire Safety and Emergency Procedures	Sgt. Aharon Davis	2.00
Games Inmates Play	Sgt. Davis & Sgt. McGraw	3.00
IMIS – Getting Started & Modules Overview	Ms. Amy Elliott	1.00
Inmate-on-Inmate Sexual Assault and PREA		1.50
Key, Tool, Weapon Control	Sgt. Aharon Davis	1.50
Leadership	Col. Randy Perdue	3.00
Legal Issues	Sgt. Jason McGraw	4.00
Mechanical Restraints	Lt. Spencer Hill	4.00
Offender Counts	Sgt. Aharon Davis	1.25

State of West Virginia
Department of Military Affairs and Public Safety
James W. Spears
Cabinet Secretary

Joe Manchin III
Governor

Division of Corrections
Commissioner Jim Rubenstein

Randy Perdue
Director
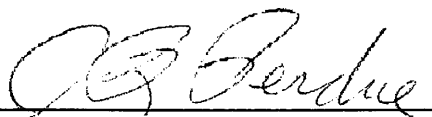
West Virginia Corrections Academy
Rt. 2, Box 304B
Ripley, WV 25271
Phone: (304) 372-7889 Fax: (304) 372-7887

Name: «Last_Name», «First_Name»
Organization: «Facility»

Class: 197th Basic Corrections Class
Dates:

Subject	Instructor	Hours
Offender Mental Health Issues	Mrs. Christy Flores	1.00
Orientation//Exams/Student Details	Academy Staff	16.00
Physical Fitness	Academy Staff	11.75
Reentry		0.75
Report Writing	Ms. Amy Elliott	4.00
Scenario Based Training	Academy Staff	8.50
Sexual Harassment in the Workplace	Mr. Don Raynes	1.00
Staff Sexual Misconduct with Inmates	Mr. John Markley	2.50
Suicidal Inmates	Mrs. Christy Flores	3.00
Supervision and Discipline	Lt. Spencer Hill	4.00
Team Building	Academy Staff	4.00
Transportation of Offenders	Cpl. Brett Rust	2.00
Unit Management	UM Nathan Ball	1.00
Use of Deadly Force	Lt. Spencer Hill	14.25
Weapons Response Tactics (W.R.T.)	Sgt. Jason McGraw	11.50
Working with Female Offenders		
	Total Hours	

Quiz I: «Quiz_I»
Quiz II: «Quiz_II»
Quiz III: «Quiz_III»
BCT Quiz: «BCT»
CIDS Quiz: «CIDS»
WRT Quiz: «WRT»
Phase I: «Phase_I»
Phase II: «Phase_II»
Phase III: «Phase_III»
Final GPA: «GPA»

Colonel Randy Perdue
Director of Training
West Virginia Corrections Academy

Mark W. Stotler, Ed.D.   October 9, 2008
Assistant Director of Academic Affairs
Higher Education Policy Commission
1018 Kanawha Blvd., E. Suite 700
Charleston, WV 25301-2827

Dear Dr. Stotler,

Through discussions with the WV Corrections Academy Deputy Director, Mr. John Markley, and the WV Corrections Academy Training Coordinator, Ms. Amy Elliott, an assessment of the corrections academy basic and specialized courses was completed. The courses were assigned a prefix of WVCA and numbered WVCA 101 through 138 for the basic level courses and WVCA 201 through 229 for the specialized courses. The courses were broken down in lecture hours and laboratory hours, and the TITLE 135 PROCEDURAL RULE - WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION - SERIES 3: "CONVERSION OF NON-CREDIT TRAINING ACTIVITIES TO COLLEGE-LEVEL CREDIT" was used to convert the WV Corrections Academy training hours into college-level credit. Using the 15:1 conversion ratio for lecture hours and the 30:1 conversion ratio for laboratory hours, calculations indicate that the group of basic corrections academy training courses totals 10 lower-division college-level credit hours, and the group of specialized corrections academy training courses totals 91 lower-division college-level credit hours.

Four WV Correctional Academy plans of study were identified as 1) Correctional Officer, Corrections Emergency Response Team (CERT) Officer or Marksman-Observer, 2) Crisis Negotiator (CNT) or Correctional Officer, Correctional Counselor, Case Manager, Unit Manager, 3) Controlled and Dangerous Substance (CDS) K-9 Handler, and 4) Patrol K-9 Handler. A group of courses was identified for each correctional academy plan of study, and each plan of study totals 29 lower-division college-level credit hours. Upon successful completion of the WV Corrections Academy basic training courses and a corrections academy plan of study, students will have a total of 39 lower-division college-level credit hours. The conversion tables for the WV Corrections Academy Basic Training Courses, the WV Corrections Academy Specialized Training Courses, and the WV Corrections Academy Plan of Study Options are attached to this document for your review and comments.

Best Regards,

Paul L. Milhoan, Ed.D
Director, Non-Traditional Programs
WVU-Parkersburg
300 Campus Drive
Parkersburg, WV 26104

West Virginia Corrections Academy Course List and Plan of Study Options

Basic Corrections Academy Training Courses						
Course Prefix	Course No.	Course Name	Course Hours	Lecture Hours	Lab Hours	College Credit
WVCA	101	Basic Communication Techniques	17	17	0	1.13
WVCA	102	Classification Systems	3	3	0	0.20
WVCA	103	Communicable Diseases	3	3	0	0.20
WVCA	104	Contact/Cover	1.25	1.25	0	0.08
WVCA	105	Contraband Search	3.5	3.5	0	0.23
WVCA	106	Controlled Substances	3	3	0	0.20
WVCA	107	Correctional Emergency Situations	4.5	4.5	0	0.30
WVCA	108	Correctional Integrated Defensive System (CIDS)	32.25	4	28.25	1.21
WVCA	109	Cultural and Generational Diversity	4	4	0	0.27
WVCA	110	Culture of Corrections	2	2	0	0.13
WVCA	111	Drill and Ceremony	6	3	3	0.30
WVCA	112	Fire Safety and Emergency Procedures	1.5	1.5	0	0.10
WVCA	113	Games Inmates Play	3.25	3.25	0	0.22
WVCA	114	Key, Tool, Weapon Control	1	1	0	0.07
WVCA	115	Leadership	4	4	0	0.27
WVCA	116	Legal Issues	3.5	3.5	0	0.23
WVCA	117	Mechanical Restraints	4	4	0	0.27
WVCA	118	Offender Counts	1.5	1.5	0	0.10
WVCA	119	Offender Mental Health Issues	1	1	0	0.07
WVCA	120	Officer of the Day Duty	5	0	5	0.17
WVCA	121	Orientation	4.5	4.5	0	0.30
WVCA	122	Physical Fitness	9.75	0	9.75	0.33
WVCA	123	Report Writing	4	4	0	0.27
WVCA	124	Scenario Based Training	8	0	8	0.27
WVCA	125	Sexual Harassment in the Workplace	1	1	0	0.07
WVCA	126	Staff Sexual Misconduct with Inmates	2.5	2.5	0	0.17
WVCA	127	Suicidal Inmates	4	4	0	0.27
WVCA	128	Supervision and Discipline	5	5	0	0.33
WVCA	129	Team Building	4	0	4	0.13
WVCA	130	Transportation of Offenders	2	2	0	0.13
WVCA	131	Unit Management	1	1	0	0.07
WVCA	132	Use of Deadly Force	14	14	0	0.93
WVCA	133	Weapon Response Tactics (W.R.T.)	14	4	10	0.60
WVCA	134	Ethics	3	3	0	0.20
WVCA	135	IMIS (Inmate Management Information System) Getting Started	1	1	0	0.07
WVCA	136	Inmate on Imate Sexual Assault and PREA	1.5	1.5	0	0.10
WVCA	137	Reentry	1	1	0	0.07
WVCA	138	Working with Female Offenders	1	1	0	0.07
Total Hours for Corrections Academy Basic Training			185.50	117.50	68.00	10.10

West Virginia Corrections Academy Course List and Plan of Study Options

Course Prefix	Course No.	Course Name	Course Hours	Lecture Hours	Lab Hours	College Credit
		Specialized Corrections Academy Training Courses				
WVCA	201	Aladrue Facilitator Training	16	16	0	1.07
WVCA	202	Anger Management Facilitator Training	16	16	0	1.07
WVCA	203	Armorer's Workshop	12	12	0	0.80
WVCA	204	Basic Computer Skills Microsoft Office Programs	8	8	0	0.53
WVCA	205	Business Manager's Workshop	15	15	0	1.00
WVCA	206	CDS (Controlled Dangerous Substances) K9 Basic 14 Week Course	520	119	401	21.30
WVCA	207	CERT (Corrections Emergency Response Team) Level 1 Operator Course	80	40	40	4.00
WVCA	208	CERT Level 2 Senior Operator Course	80	40	40	4.00
WVCA	209	Intermediate-Advanced Computer Programs Training (complete)	80	40	40	4.00
WVCA	210	Correctional Integrated Defensive System (CIDS)/Weapons Response Tactics (WRT) Instructor Course	32	16	16	1.60
WVCA	211	Crisis Negotiators Basic Training Program	80	40	40	4.00
WVCA	212	CVA (Crime Victim Awareness) Facilitator Training	16	16	0	1.07
WVCA	213	Dealing with Stress	2	2	0	0.13
WVCA	214	Defensive Driving Course	2	1	1	0.10
WVCA	215	Firearms Instructor Course	80	64	16	4.80
WVCA	216	First Responders Course	8	8	0	0.53
WVCA	217	First Responders Training for Trainers	16	16	0	1.07
WVCA	218	L.E.A.D. (Leadership Enrichment and Development) Program	40	40	0	2.67
WVCA	219	L.E.A.D. Program I	40	40	0	2.67
WVCA	220	L.E.A.D. Program II	8	8	0	0.53
WVCA	221	Leading the Multi-Generational Workforce	8	8	0	0.53
WVCA	222	LSCMI (Level of Service Case Management Inventory)	24	24	0	1.60
WVCA	223	Marksman Observer Training	80	40	40	4.00
WVCA	224	OC Instructor's Course	10	8	2	0.60
WVCA	225	Patrol K9 Basic 14 Week Course	560	102.5	457.5	22.08
WVCA	226	Prescriptive Case Management (LSCMI)	24	24	0	1.60
WVCA	227	Training for Staff Trainers	32	32	0	2.13
WVCA	228	Basic Spanish	16	16	0	1.07
WVCA	229	EVOC (Emergency Vehicle Operators Course) Training for Trainers	14	10.5	3.5	0.82
Total Hours for Corrections Academy Specialized Training			1919.00	822.00	1097.00	91.37

Option: Crisis Negotiator (CNT) or Correctional Officer, Correctional Counselor, Case Manager, Unit Manager
Option: Correctional Officer, Corrections Emergency Response Team (CERT) Officer or Marksman-Observer
Option: Controlled and Dangerous Substance (CDS) K-9 Handler
Option: Patrol K-9 Handler

Correctional Officer, Corrections Emergency Response Team (CERT) Officer or Marksman-Observer						
Course Prefix	Course No.	Course Name	Course Hours	Lecture Hours	Lab Hours	College Credit
WVCA	202	Anger Management Facilitator Training	16	16	0	1.07
WVCA	204	Basic Computer Skills Microsoft Office Programs	8	8	0	0.53
WVCA	207	CERT (Corrections Emergency Response Team) Level 1 Operator	80	40	40	4.00
WVCA	208	CERT Level 2 Senior Operator Course	80	40	40	4.00
WVCA	209	Intermediate-Advanced Computer Programs Training (complete)	80	40	40	4.00
WVCA	212	CVA (Crime Victim Awareness) Facilitator Training	16	16	0	1.07
WVCA	213	Dealing with Stress	2	2	0	0.13
WVCA	214	Defensive Driving Course	2	1	1	0.10
WVCA	215	Firearms Instructor Course	80	64	16	4.80
WVCA	216	First Responders Course	8	8	0	0.53
WVCA	217	First Responders Training for Trainers	16	16	0	1.07
WVCA	219	L.E.A.D. Program I	40	40	0	2.67
WVCA	220	L.E.A.D. Program II	8	8	0	0.53
WVCA	221	Leading the Multi-Generational Workforce	8	8	0	0.53
WVCA	224	OC Instructor's Course	10	8	2	0.60
WVCA	227	Training for Staff Trainers	32	32	0	2.13
WVCA	228	Basic Spanish	16	16	0	1.07
WVCA	229	EVOC (Emergency Vehicle Operators Course) Training for Trainers	14	10.5	3.5	0.82
Total Hours			516.00	373.50	142.50	29.65

West Virginia Corrections Academy - Plan of Study Options

Crisis Negotiator (CNT) or Correctional Officer, Correctional Counselor, Case Manager, Unit Manager						
Course Prefix	Course No.	Course Name	Course Hours	Lecture Hours	Lab Hours	College Credit
WVCA	201	Aladrue Facilitator Training	16	16	0	1.07
WVCA	202	Anger Management Facilitator Training	16	16	0	1.07
WVCA	204	Basic Computer Skills Microsoft Office Programs	8	8	0	0.53
WVCA	205	Business Manager's Workshop	15	15	0	1.00
WVCA	209	Intermediate-Advanced Computer Programs Training (complete)	80	40	40	4.00
WVCA	210	Correctional Integrated Defensive System (CIDS)/Weapons Response Tactics (WRT) Instructor Course	32	16	16	1.60
WVCA	211	Crisis Negotiators Basic Training Program	80	40	40	4.00
WVCA	212	CVA (Crime Victim Awareness) Facilitator Training	16	16	0	1.07
WVCA	213	Dealing with Stress	2	2	0	0.13
WVCA	214	Defensive Driving Course	2	1	1	0.10
WVCA	216	First Responders Course	8	8	0	0.53
WVCA	217	First Responders Training for Trainers	16	16	0	1.07
WVCA	218	L.E.A.D. (Leadership Enrichment and Development) Program	40	40	0	2.67
WVCA	219	L.E.A.D. Program I	40	40	0	2.67
WVCA	221	Leading the Multi-Generational Workforce	8	8	0	0.53
WVCA	222	LSCMI (Level of Service Case Management Inventory)	24	24	0	1.60
WVCA	224	OC Instructor's Course	10	8	2	0.60
WVCA	226	Prescriptive Case Management (LSCMI)	24	24	0	1.60
WVCA	227	Training for Staff Trainers	32	32	0	2.13
WVCA	228	Basic Spanish	16	16	0	1.07
WVCA	229	EVOC (Emergency Vehicle Operators Course) Training for Trainers	14	10.5	3.5	0.82
Total Hours			499.00	396.50	102.50	29.85

West Virginia Corrections Academy - Plan of Study Options

Controlled and Dangerous Substance (CDS) K-9 Handler

Course Prefix	Course No.	Course Name	Course Hours	Lecture Hours	Lab Hours	College Credit
WVCA	204	Basic Computer Skills Microsoft Office Programs	8	8	0	0.53
WVCA	206	CDS K9 Basic 14 Week Course	520	119	401	21.30
WVCA	209	Intermediate-Advanced Computer Programs Training (complete)	80	40	40	4.00
WVCA	212	CVA (Crime Victim Awareness) Facilitator Training	16	16	0	1.07
WVCA	216	First Responders Course	8	8	0	0.53
WVCA	228	Basic Spanish	16	16	0	1.07
WVCA	229	EVOC (Emergency Vehicle Operators Course) Training for Trainers	14	10.5	3.5	0.82
Total Hours			662.00	217.50	444.50	29.32

Patrol K-9 Handler

Course Prefix	Course No.	Course Name	Course Hours	Lecture Hours	Lab Hours	College Credit
WVCA	204	Basic Computer Skills Microsoft Office Programs	8	8	0	0.53
WVCA	209	Intermediate-Advanced Computer Programs Training (complete)	80	40	40	4.00
WVCA	216	First Responders Course	8	8	0	0.53
WVCA	225	Patrol K9 Basic 14 Week Course	560	102.5	457.5	22.08
WVCA	228	Basic Spanish	16	16	0	1.07
WVCA	229	EVOC (Emergency Vehicle Operators Course) Training for Trainers	14	10.5	3.5	0.82
Total Hours			686.00	185.00	501.00	29.03

Appendix 35

MEMO

Date: April 21, 2021

To: Program Coordinators, Board of Governors AAS and Regents Bachelor of Arts

From: Mike McComas, Chief Academic officer

Re: Child Development

The Childhood Development Associate (CDA) educational standards, curriculum, and testing standards has been reviewed by Mountwest Dean of Liberal Arts Sarah Dick and she recommends continuation of awarding 12 credit hours for students earning this certification.

(12) stays the same

MCTC

Marshall Community & Technical College

Memo

Date: 4/19/2006

To: Program Coordinators: Board of Governors, AAS & Regents Bachelors of Arts

Cc:

From: Steven L. Brown, Marshall Community and Technical College

RE: West Virginia State Police Academy Basic Cadet College Credit Evaluation

---

The Child Development Associate (CDA) educational standards, curriculum, and testing standards has been reviewed by MCTC Early Childhood Education faculty member Sarah Dick and she recommends continuation of awarding 12 credit hours for students earning this certification (see attached email).

4/19/2006

From:	Dick, Sarah
Sent:	Monday, February 25, 2008 8:03 PM
To:	Brown, Steven L
Cc:	Perry, Carol A
Subject:	RE: Child Development Associate Assessment

Steve,
I reviewed the current curriculum sheet for the OD degree, and do not plan to make any changes for the CDA or the OD degree anytime soon. Awarding 12 hours for the CDA certificate appears to be fine. Do you need me to fill out a specific assessment form for this? Just let me know.

Sarah

From: Brown, Steven L
Sent: Monday, February 25, 2008 11:41 AM
To: Dick, Sarah
Cc: Brown, Steven L; Perry, Carol A
Subject: Child Development Associate Assessment

Sarah:
I am attending a state wide meeting of RBA and BOG academic advisors and MCTC has been asked to bring an academic evaluation for the awarding of college credit for the Child Development Associate (CDA) certificate. Based on an old assessment we currently award 12 college credit hours that is used towards earning the AAS in OD: Child Development Option.
This meeting is scheduled for 4 April, is it possible to get your assessment no later than the week prior?
Steve

Steven L. Brown
Dean Continuing and Corporate Education
Marshall Community and Technical College
2000 7th Avenue, Cabell Hall Room 110
Huntington, WV 25703
office: (304) 696-3366
fax: (304) 696-3011

Appendix 36

MEMORANDUM

TO: J. Michael Koon, BOG Coordinator
FROM: Ralph Lucki, Allied Health Division Chair
DATE: April 22, 2009
SUBJECT: Award for Phlebotomy Technician Certification, PBT(ASCP)

The American Society of Clinical Pathology (ASCP) has established six possible routes that one can use to be eligible to sit for the Phlebotomy Technician (PBT) certification examination. (See attached information) The second route requires completion of an acceptable, two-part formal structured phlebotomy program consisting of 40 clock hours of classroom training and 100 clock hours of clinical training. Northern established an acceptable course under the Medical Laboratory Technology program and now continues the course under continuing education. The phlebotomy course is a six credit hour course. An individual could also sit for the exam using work experience that meets ASCP standards. It is logical to conclude that ASCP equates the prescribed work experience to the formal course. Therefore, I would recommend a standard award of 6 credit hours toward the BOG, AAS degree program for anyone who has a the PBT(ASCP) certificate. Since the course is offered by the community college, the credit should be lower division credit.

Please contact me if you need further assistance.

Phlebotomy Technician, PBT(ASCP)

Application Fee: $125

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: High school graduation (or equivalent) AND completion of a NAACLS approved phlebotomy program or a phlebotomy program approved by the California Department of Health Services* within the last five years; or

Route 2: High school graduation (or equivalent) AND completion of an acceptable two-part formal structured phlebotomy program in the U.S., Canada or a CAP/The Joint Commission (JCAHO)/AABB accredited laboratory within the last five years. This two-part program, to be arranged by the program director, must consist of: 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling and laboratory operations (e.g. safety, quality control, etc.) AND 100 clock hours of clinical training and orientation in a CLIA regulated, accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures; or

Route 3: High school graduation (or equivalent) AND completion of one year full time acceptable work experience as a phlebotomy technician in a CLIA regulated, accredited laboratory within the last five years. This experience must include venipunctures and skin punctures. (Full time experience is considered thirty-five hours per week); or

Route 4: High school graduation (or equivalent) and successful completion of RN, LPN or other acceptable accredited allied health professional/occupational education which includes phlebotomy training and orientation in a CLIA regulated, accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures. Applicants must submit a notarized copy of their current state/provincial license for RN or LPN or notarized copy of a certificate of completion from the accredited allied health program they completed along with the application form; or

Route 5: MT(ASCP) or MLT(ASCP) certification; or

Route 6: DPT(ASCP) certification AND a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures.

A notarized copy of a Certificate of Completion from the CA approved program you completed must be submitted with your application form

Appendix 37

MEMORANDUM

TO: Program Coordinators: Board of Governors AAS and Regents Bachelors of Arts

FROM: Judith A. Whipkey, Program Director Board of Governors AAS - KVCTC

DATE: October 8, 2009

RE: Proposal for Standardized Award for Insurance Licensure

A proposal for standardized credits for insurance licensure was presented to the Dean and Faculty of the Business Studies Division at KVCTC on October 2, 2009. After review and discussion of the proposal, the Dean, Ms. Megan Lorenz, and faculty recommended the following credits be awarded for a *current* insurance license in the areas of Life, Property & Casualty, and Accident & Sickness:

Life   **3 credits** lower division Business Studies

Property & Casualty   **3 credits** lower division Business Studies

Accident & Sickness   **1 credit** lower division Business Studies

If you have any questions or concerns about the proposed standardized credits, please let me know.

Board of Governors AAS/RBA – Standardized Credit Proposal

Insurance Licensure Standardized Credit Proposal

West Virginia's program requires prospective insurance agents and currently licensed agents adding any new power to their existing license to complete and pass a course of study which has been approved by the Board prior to sitting for the agent licensing examination. For the Licensure exam, the State of West Virginia has retained the services of Pearson VUE to develop and administer the examination program and to provide the necessary fingerprinting.

Requirements for becoming licensed in the State of West Virginia:

1. Complete all pre-licensing education – must complete educational program from an approved provider and obtain a *certificate of pre-licensing course completion.*
2. Reserve and pay for both the examination fee and fingerprinting fee – direct reservation with Pearson VUE for both.
3. Arrive at testing center - bring all required materials
4. Fingerprinting – all candidates must be digitally fingerprinted
5. Apply for license – after passing the exam apply for license through Office of the Insurance Commissioner of WV

Eligibility:

1. Be a resident of the state
2. Be eighteen years of age or older
3. Satisfy the Insurance Commissioner that he/she is trustworthy and competent
4. Take examinations administered by Pearson VUE, completing necessary pre-licensing course prior to testing.

Continuing Education:

Licensed Agents are required to complete 24 hours of approved continuing education in a two year reporting period. A minimum of 3 hours must be courses approved in Ethics.

Approved Pre-Licensing Education Programs:

Required number of course hours is as follows:

Life only	30 hours
Accident and Sickness	30 hours
Life and A & S	40 hours
Property-Casualty	40 hours

In reviewing programs, it appears that most candidates take the Life and Accident and Sickness education programs together. The State currently has 27 approved Pre-Licensing Education Providers.

Recommendation:

RBA or Board of Governors AAS candidates who present a current Insurance Licenses should be given the following credits:

Life	*3 credits lower division Business Studies*
Accident and Sickness	*1 credit lower division Business Studies*
Property-Casualty	*3 credits lower division Business Studies*

Appendix 38

From:	Peggy Epling [pepling@newriver.edu]
Sent:	Monday, April 01, 2013 11:26 AM
To:	Mark Stotler
Subject:	FW: cosmetology licensure
Attachments:	salon mgmt.pdf

Dr Stotler,

I have searched and searched for the email I thought I sent you. I apologize because I had every intention of sending that information when I first received it from Pamela Alderman.

Below is the information Dr. Alderman sent me. It appears that under Southern' s Salon Management Degree, this credit can be 27 credit hours. I have attached their degree requirements from their current catalog.

Again I apologize for the oversight. Let me know if you need further information on this.

Thanks,

Peggy Epling

From: Alderman, Pamela [mailto:Pamela.Alderman@southernwv.edu]
Sent: Monday, November 12, 2012 1:30 PM
To: Peggy Epling
Subject: RE: cosmetology licensure

Hi Peggy,

We give credit for all of the cosmetology courses in the program. Since they have a current license they show they have mastered the material taught in the curriculum. With the Board of Governor's degree I do not know how this would be handled. It is easier for the student to get credit for the cosmetology courses then take the required support courses in order to obtain the Salon Management/Cosmetology Degree.

Hope this helps. It has been a long time since we have seen one another.

Take care,

Pam

Salon Management/Cosmetology

Associate in Applied Science
60 Credit Hours

Purpose

The Salon Management/Cosmetology Program provides the student with the knowledge and skills necessary for an entry-level career in the cosmetology field. This program exceeds the 2,000 clock hours required by the West Virginia Board of Examiners for Barbers and Cosmetologists (Board). Upon completion the student will be eligible to sit for the examination administered by the Board provided all eligibility requirements are met.

The full Salon Management/Cosmetology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No. Support Courses	Title	Credit Hours
BS 115	Human Biology	4
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
BU 205	Communications in Business	3
EN 101	English Composition I	3
FN 210	Finance for the Non-Financial Manager	3
MG 262	Small Business Management	3
MG 264	Supervision	3
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
	Choose any 2 hour Computer Science course	2

Major Courses		
CM 100	Introduction to Salon Management/Cosmetology	5
CM 106	Concepts of Salon Management/Cosmetology	5
CM 115	Salon Management Applications	5
CM 200	Principles of Salon Management/Cosmetology	5
CM 206	Advanced Salon Management/Cosmetology	5
CM 208	Cosmetology Seminar	2

A trimester-by-trimester program course sequence is available at http://www.southernwv.edu/programs/salon-management-cosmetology

Department Chair: 304.236.7619
Administrative Secretary: 304.236.7609

B.

Expires 12/31/2011

State of West Virginia
Board of Barbers and Cosmetologists

ANNUAL RENEWAL CERTIFICATE

2011

This certifies that the individual listed below is issued this certificate to practice the profession specified hereon, in the State of West Virginia during the calendar year of 2011. This certificate may be revoked as provided for in Chapter 30, Article 27, Code of West Virginia. **This license must be framed and placed at your chair/work station at which you are working.**

MANAGING COSMETOLOGIST

LICENSE #:

<u>Board Members</u>
Michael Belcher
Justina Gabbert
Sarah Hamrick
Susan Poveromo
Jim Ryan
Rick Stache

1201 PLEASANT VIEW RD

Adam L. Higginbotham
Director

2011

Adam L. Higginbotham, Director

VOID

Appendix 39

From:	Mark Stotler
Sent:	Friday, October 10, 2014 3:54 PM
To:	Jelayne Crosier
Subject:	FW: POC email
Attachments:	POC supporting docs.pdf

From: Peggy Epling [mailto:pepling@newriver.edu]
Sent: Tuesday, October 08, 2013 12:59 PM
To: Mark Stotler
Subject: POC email

Below is the email I discussed concerning the PoC certificate award of credit from Vernon Elkins, SWVCTC. I have also attached the supporting documents.

Thanks,

Peggy Epling
New River CTC

From: Elkins, Vernon [mailto:Vernon.Elkins@southernwv.edu]
Sent: Thursday, May 30, 2013 10:30 AM
To: Peggy Epling
Subject: RE: one last favor

Hi Peggy,

Anything that I put my name on will be done correctly and therefore, I have reviewed the documents thoroughly and would assign the following LEAP or Board of Governors credit based on the information you sent me. Also, I have not tried to assign credit in relation to Medical Laboratory Technology courses because very little or minute partial credit could be awarded. I have assigned credit for phlebotomy and medical/clinical laboratory assistant in relation to the courses we offer at Southern.

Based on my review, this would be the maximum credit that I would feel comfortable awarding.

Phlebotomy Principles – 3 credit hours
Point of Care and Basic Medical Laboratory Procedures – 3 credit hours
Phlebotomy Clinical Training – 2 credit hours

Please note, that if Kristin Honaker has extensive experience in the field of Medical Laboratory Technology, then to receive relative credit for her knowledge and clinical experience, she would have to provide extensive documentation as I discussed with you on the phone and this would probably need to be evaluated by WVU or Rosemarie Romesburg at Peirpont CC.

Vernon Elkins
MLT Program Coordinator

Honaker, Kristin Anne

License Number   07359

License Issue Date   December 01, 2010

License Expiration Date   December 01, 2013

Category   Point Of Care Technician

Information Updated   September 27, 2013

PRIMARY SOURCE VERIFICATION: The Clinical Laboratory Practitioner Licensure website is considered primary source verification and is actually the preferred method of licensure validation instead of viewing the license card. The licensure information on the website is updated each business day at 3:00 pm. If a licensee presents a paper license card that shows different information than you find on this website verification system, immediately phone the Clinical Laboratory Licensure office at 304-558-3530 to verify the information.
Page Generated: 9/30/2013 at 11:07:46 AM

Search Again

WV Department of Health & Human Resources
OFFICE OF LABORATORY SERVICES

KRISTIN HONAKER

Qualifies as a **CLINICAL LABORATORY PRACTITIONER**
in the following category:

POINT OF CARE TECHNICIAN

As defined in West Virginia Health Legislative Rule 64-CSR-57 (1998).
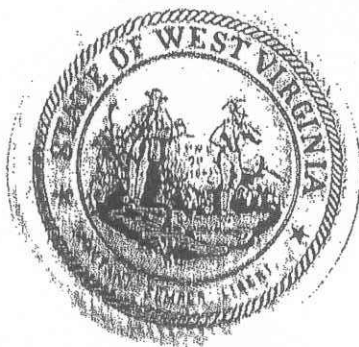
Chris Curtis

Commissioner, Bureau for Public Health

12/1/2010   **LICENSE #:**   7359

Date Issued, Renewed Annually

CATEGORY				
	CLP-MT (Laboratory Technologist)	**CLP-MLT** (Laboratory Technician)	**CLP-CT** (Cytotechnologist)	**CLP-POCT** (Point of Care Technician)
DEFINITION	Performs a broad range of laboratory tests ... tasks requiring broad exercise of judgment and responsibility with little or no direct technical supervision.	Job tasks include specimen processing, laboratory test performance or laboratory test reporting... which require limited exercise of independent judgment ... performed under the supervision of a clinical laboratory director or ... supervisor.	Job tasks include specimen processing, test performance and reporting of cytological exams supervised by a pathologist or other physician ... specialist in diagnostic cytology.	Job tasks include specimen processing, test performance, and reporting directly to a physician to review and evaluate results ... Perform only "moderately complex" tests under CLIA ... under personal director or ... supervisor. Supervision available at all times when testing is performed.
LICENSURE REQUIREMENTS	A. Certification as in subsection 2.1 of the rule: 1. AMT, ASCP, NCA, ISCLT. 2. Certified under Medicare/CLIA requirements in effect before March 1, 1990 3. Was doing laboratory technology or technician tasks in a clinical laboratory in WV July 7, 1989. B. B.S. in Med Tech and passed national exam of certifying agency OR C. B.S. in chemical, physical, or biological science plus 1 full year experience or training to provide skills ...	A. Certification as in subsection 2.1 of the rule (See list in previous column) B. Associate Degree in Med Tech and passed national exam of certifying agency. OR C. Has 60 semester hours of academic credit including chemistry, biology, and a structured curriculum in med lab techniques, PLUS 1 year of pertinent full-time training or experience to provide skills ... OR D. Has Associate Degree ... including chemistry and biology and 1 year of pertinent full-time experience or training to provide skills ...	A. Certification as in subsection 2.1 of the rule (see list in previous column) B. Graduated from school of cytotechnology ... OR C. Certified in cytotechnology by certifying agency approved by US DHHS.	A. Certification as in subsection 2.1 of the rule, OR B. Has high school diploma or GED; C. Works in a lab with CLIA certificate other than certificate of waiver, and D. Statement from director that applicant is trained for skills required ...

SELF EVALUATION   Your Name _____ .

1. Based on your present job description and education/experience, which one of the four categories do you believe you would fit into ?
  ☐ Laboratory Technologist   ☐ Cytotechnologist
  ☐ Point-of-Care Technician   ☐ Laboratory Technician

2. Give justification for your assessment. _____
_____
_____

(The final decision of your category will rest with the Licensure Program.)   CLTL-105

Appendix 40

Credit for Federal Aviation Administration Airframe and/or Power Plant Mechanic Certificates

The following information and recommendations for credit for the Federal Aviation Administration Airframe and Power Plant Mechanic Certificates are based primarily on American Council on Education recommendations.

General Description: The Federal Aviation Administration issues mechanic certificates in accordance with Title 14, Code of Federal Regulations, Part 65, Subpart D, Mechanics. The mechanic certificate is divided into two ratings, airframe and power plant. Each rating grants the holder specific responsibilities and privileges identified in the rule. The mechanic can choose only to be airframe or power plant rated, or hold both the airframe and power plant rating. However, the majority of individuals test for both the airframe and power plant ratings because more employment opportunities are open to holders of both ratings. To become a certificated mechanic an individual must be eligible and successfully pass a series of written, oral, and practical tests. An airframe rated mechanic is restricted to work on all parts of an aircraft except the power plants and propellers. A power plant rated mechanic is restricted to work on only power plants and propellers.

To be eligible to sit for the examinations an individual must be a graduate of an FAA Approved Part 147 Aviation Maintenance Technician School (AMT), or demonstrate to the satisfaction of the FAA that he or she has 18 months practical experience working on airframes or power plants, or 30 months working concurrently on airframes and power plants.

Part 147 of title 14, CFR require the AMT School teach an approved curriculum for a minimum of 1900 hours. To sit for the A&P examination based on practical experience the applicant must show 4800 hours of aviation maintenance experience working on airframes and power plants. This practical experience can be earned either in the military or in industry.

The FAA's Airframe and Power Plant Examination is composed of three major parts: Written (or Knowledge), Oral, and Practical and covers 43 subject areas, from wood working to turbine engines to electrical systems. The written (knowledge) examination is further divided into Airframe, Power Plant, and General. For example if an individual wanted to sit for the A&P examination he or she would have to take three (3) computer-based, multiple-choice tests, administered by an authorized FAA testing center.

To sit for either the airframe or power plant examination the individual would be required to successfully complete the General Examination in addition to the applicable Airframe Examination or Power Plant Examination.

After successfully completing the written examination, the individual would take both the oral and practical parts of the examination from a FAA Designated Mechanic Examiner, or FAA Aviation Safety Inspector (Airworthiness).

An individual with the Airframe and Powerplant Mechanic certificate is eligible for a credit award of 67 lower division credit hours. These credits are aviation electives.

More detailed information on the individual ratings (airframe and power plant) is shown below. Please note that while the General Examination is not a FAA certificate or rating, the recommended credit should be applied ONCE to either the airframe rating or the power plant rating, but not to both.

General Examination

Skills Measured: Basic electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes, ground operation and servicing, cleaning and corrosion control, maintenance forms and records, basic physics, maintenance publications, and mechanic privileges and limitations.

Credit Recommendation: A total of 14 lower division credit hours in aviation subject areas including 2 semester hours in basic electricity; 1 semester hour in aircraft drawings; 1 semester hour in weight and balance; 1 semester hour in fluid and fittings; 2 semester hours in materials and processes; 1 semester hour in ground operations; 1 semester hour in cleaning and corrosion; 2 semester hours in mathematics; 1 semester hour in maintenance forms and records; 1 semester hour in basic physics; 1 semester hour in mechanic privileges and limitations. NOTE: Power Plant and/or Airframe Mechanic Certificate must also be successfully completed for credit recommendation.

Airframe Mechanic Certificate

Note: Requires completion of the General Examination for issuance.

Skills Measured: Wood structures, aircraft covering, aircraft finishes, sheet metal structures, welding, assembly and rigging, airframe inspection, aircraft landing gear systems, hydraulic and pneumatic power system, cabin atmosphere control systems, aircraft instrument systems, communications and navigation systems, and aircraft fuel systems.

Credit Recommendation: A total of 28 lower division credit hours in aviation subject areas including 1 semester hour in wood structures, 1 semester hour in aircraft covering, 1 semester hour in aircraft finishes, 3 semester hours in sheet metal and non-Metallic structures, 3 semester hours in welding, 2 semester hours in assembly and rigging, 3 semester hours in aircraft inspection, 2 semester hours in aircraft landing gear systems, 1 semester hour in hydraulic and pneumatic power systems, 2 semester hours in cabin atmosphere control systems, 2 semester hours in aircraft instrument systems, 1 semester hour in communication and navigation systems, 2 semester hours in aircraft fuel systems, 2 semester hours in position and warning systems, 1 semester hour in ice and rain control systems, 1 semester hour in fire protection.

Power Plant Rating

Note: Requires completion of the General Examination for issuance.

Skills Measured: Reciprocating engines, turbine engines, engine inspection, engine instrument systems, engine fire protection systems, engine electrical systems, lubrication systems, ignition systems, fuel metering systems, engine fuel systems, induction systems, engine cooling systems, engine exhaust systems, and propellers.

Credit Recommendation: A total of 25 lower division credit hours in aviation subject areas including 3 semester hours in reciprocating engines; 3 semester hours in turbine engines; 1 semester hour in engine inspection; 1 semester hour in engine instrumentation systems; 1 semester hour in engine fire protection systems; 2 semester hours in engine electrical systems; 1 semester hour in lubrication

systems; 2 semester hours in ignition and starting systems; 1 semester hour in fuel metering systems; 1 semester hour in engine fuel systems;, 2 semester hours in induction and engine airflow systems; 1 semester hour in engine cooling systems; 2 semester hours in engine exhaust and reverser systems; 2 semester hours in propellers; 1 semester hour in unducted fans; 1 semester hour in auxiliary power units. NOTE: The General Examination must also be successfully completed for credit recommendation.

Verification: To check FAA records to verify the authenticity of an individual's FAA Mechanic Certificate go to https://amsrvs.registry.faa.gov/airmeninquiry/

From:	Mark Stotler
Sent:	Tuesday, February 09, 2016 3:40 PM
To:	Jelayne Crosier
Subject:	FW: Airframe and Powerplant Standard Awards - I hate it when this happens

Follow Up Flag:	Flag for follow up
Flag Status:	Flagged

This email should be added to Appendix 40 of the RBA and BOG guidelines.

Mark

From: Regents Bachelor of Arts Degree Program Coordinators [mailto:HEPC-RBA@LISTSERV.WVNET.EDU] **On Behalf Of** Frank Robbins
Sent: Tuesday, February 09, 2016 3:33 PM
To: HEPC-RBA@LISTSERV.WVNET.EDU
Subject: Airframe and Powerplant Standard Awards - I hate it when this happens

My apologies to all. Pamela Stephens pointed out that there is a discrepancy in the RBA Handbook recommendation for FAA Airframe and Powerplant credit recommendations and the attachment explaining the recommendations. The recommendation in the RBA Handbook is as follows:

Federal Aviation Administration Mechanic with both Airframe and Powerplant ratings: 67 lower division credit hours.
Federal Aviation Administration Mechanic with only Airframe rating: 32 lower division credit hours.
Federal Aviation Administration Mechanic with only Powerplant rating: 29 lower division credit hours.

The 67 hour award is correct. However the 32 and 29 hour recommendation should be 42 and 39 hours. The correct recommendation is:

Federal Aviation Administration Mechanic with both Airframe and Powerplant ratings: 67 lower division credit hours.
Federal Aviation Administration Mechanic with only Airframe rating: 42 lower division credit hours.
Federal Aviation Administration Mechanic with only Powerplant rating: 39 lower division credit hours.

Sorry to burden you with my poor proofreading skills.

Frank David Robbins
Aviation, Early Enrollment and RBA Coordinator
West Virginia University Institute of Technology
COBE 319
405 Fayette Pike
Montgomery, WV 25136
304-442-3005 Office
304-442-3810 Fax
304-673-8268 Mobile

From: Regents Bachelor of Arts Degree Program Coordinators [mailto:HEPC-RBA@LISTSERV.WVNET.EDU] **On Behalf Of** Mark Stotler
Sent: Tuesday, February 09, 2016 9:51 AM
To: HEPC-RBA@LISTSERV.WVNET.EDU
Subject: Airframe and Powerplant Standard Awards

I was remiss in forwarding this e-mail from Frank regarding standardized awards for Airframe and Powerplant ratings. You may recall that in 2014 we terminated our award and recommended using ACE for guidance. Frank has attempted to provide some clarification. The attached documents are included in the revised guidelines (appendix 40) found on the website.

Mark

Mark W. Stotler, Ed.D.
Director of Academic Programming
West Virginia Higher Education Policy Commission/
  Council for Community and Technical College Education
1018 Kanawha Blvd., E. Suite 700
Charleston, WV   25301
(304) 558-0262 Phone   (304) 558-0089 Fax
E-mail: mark.stotler@wvhepc.edu
www.wvhepc.edu

From: Frank Robbins [mailto:Frank.Robbins@mail.wvu.edu]
Sent: Thursday, December 10, 2015 4:29 PM
To: Mark Stotler
Subject: Airframe and Powerplant Standard Awards

Dr. Stotler,

Attached is a description, revised based on comments from our last meeting, to replace the current content of Appendix 40 in the RBA Handbook.

For the table page 20 in the RBA handbook my recommendation is as follows:

Federal Aviation Administration Mechanic with both Airframe and Powerplant ratings: 67 lower division credit hours.
Federal Aviation Administration Mechanic with only Airframe rating: 32 lower division credit hours.
Federal Aviation Administration Mechanic with only Powerplant rating: 29 lower division credit hours.

Please contact me if you have any questions.

Frank David Robbins
Aviation, Early Enrollment and RBA Coordinator
West Virginia University Institute of Technology
COBE 319
405 Fayette Pike
Montgomery, WV 25136
304-442-3005 Office
304-442-3810 Fax
304-673-8268 Mobile

Appendix 41

CHILDCARE CERTIFICATE (PRIDE) FOR RBA ANALYSIS

CONCORD UNIVERSITY

Childcare Certificate – Foster/Adoptive Care

(Children's Services) Agency Introduction   3 Hours

↓

(Concord University) Preservice Curriculum 27 Hours

↓

(Children's Services) Family Development Plan (FDP)

↓   ↓

Opportunity to Improve   Plan in Place (Built upon assessed strengths)

↓

-Retake classes
-Use of distance resources
-Directed activities

↓

Plan in Place

↓

Level One Certificate – Equivalent to Three (3) Semester Hours

↓

(Children's Services) FDP Progression 3 Hours

↓

(Concord University) Inservice Curriculum 27 Hours

↓

(Children's Services) FDP Reassessed

↓   ↓

Opportunities to Improve   Plan in Place (Built upon assessed strengths)

↓

-Retake classes
-Use of distance resources
-Directed activities   →   Plan in Place

↓

Level Two Certificate – Equivalent to Three (3) Semester Hours

Appendix 42

PATHWAY TO REGENTS BACHELORS OF ARTS WITH AN EMPHASIS IN EARLY CHILDHOOD

STEP 1
Prerequisite Course Work

Communication	6
Humanities	6
Natural sciences	6
Social sciences	6
Mathematics or computer applications	3
Additional general education electives	9
Electives / College Equivalency Credit (Can include CDA and CDS certificates)	28

Total Hours:	**64**

STEP 2
West Virginia Department of Education

Required Courses*

Language / Literacy
Special Needs
Child Development

*Employees of a board of education or collaborative WV Pre-K are permitted to take the above courses through **WV E-Learning Early Childhood**

*Anyone NOT an employee of a board of education is permitted to take the above courses through **EDPD 400**

WV E-Learning Courses = $0

EDPD 400 = $99 per COURSE through Concord University

Total Hours:	**9**

Time frame: 15 weeks per course – Up to 2 courses can be taken simultaneously

STEP 3
Concord University

ECRB

Fall Semester

ECRB 300	EC Social Studies Curriculum	4
ECRB 301	EC Math Curriculum	4
ECRB 302	EC Science Curriculum	4
ECRB 303	EC Art Curriculum	4

Spring Semester

ECRB 304	Challenging Behavior I	4
ECRB 305	Challenging Behavior II	4
ECRB 402	Intro to Assessment	4
ECRB 403	Assessment Application	4

Summer I

ECRB 201	Environments for YC	4
ECRB 306	Technology	4

Summer II

ECRB 307	Working with Families of YC	3
ECRB 404	EC Capstone	4

Total Hours:	**47**

Time frame: 1 full calendar year (fall/spring/summer I/summer II – continuous enrollment)

Graduation with RBA – Emphasis in Early Childhood

Appendix 43

WVU Medicine

Radiologic Technology Education Programs
Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Date: **March 22, 2017**

To: **Barbara Griffin**
                RBA Program Manager
                West Virginia University

From: **Charles "Brad" Holben MSHA, R.T.(R)(MR)**
                MRI Education Program Director
                WVU Medicine

RE: **Credit Award Equivalents / Considerations for Primary Pathway MRI Programs**

Thank you for giving me opportunity to comment on the certifications in Magnetic Resonance Imaging, with respect to credit equivalence and current / proposed changes in our profession. I offer the following for your consideration in regards to the Primary Pathway in Magnetic Resonance Imaging:

Primary Pathway Certification in Magnetic Resonance Imaging (MRI) - ARRT
With the exponential growth and technological advancements in the field of Magnetic Resonance Imaging over the past several years, the need for formal didactic and clinical education in this discipline has become evident. Within the past 10 years, a few programs (including WVU Medicine's) have been developed and have achieved initial accreditation through the Joint Review Committee on Education in Radiology Technology (JRCERT). In response, the ARRT has implemented a **"primary pathway"** exam in MRI. As with the other primary certifications, eligible candidates must successfully complete a Magnetic Resonance Imaging educational program that is accredited by either a USDE or CHEA recognized accreditation agency. The programs are at least 1-year in length and are based on a formal didactic and clinical curriculum published by the American Society of Radiologic Technologists (ASRT). A recommendation would be to award credit for the "primary pathway" Magnetic Resonance Imaging certification equivalent to that awarded for the primary certifications such as Radiation Therapy & Nuclear Medicine (30 Upper and 5 Lower division credits).

Post-Primary Exam requirements - ARRT
Post Primary certifications are designed to validate a technologist's advanced clinical and cognitive knowledge in a particular specialty above and beyond his or her primary certification. Historically, eligibility was obtained through clinical experience, the completion of a specific number of clinical exams and self-directed study. Beginning January 1, 2016, candidates for post-primary certification are required to complete 16 hours of structured education related to the content specifications for that exam. The education must meet the same standards as CE activities in that it must be either RCEEM-approved or university-awarded. This requirement is applicable to the following ARRT **post-primary** certifications in Mammography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry, Cardiac-Interventional Radiography (CI), Vascular-Interventional Radiography (VI), Sonography, Vascular Sonography, or Breast Sonography. Due to the provision for allowing approved Continuing Education credits in the discipline to meet this new

standard, I believe that the inclusion of the structured education component merely validates the current credit awards for these post-primary certifications and does not necessarily lend support for an increase (or decrease) in credit equivalence.

Supporting Links

American Registry of Radiologic Technologists	ARRT	www.arrt.org
American Society of Radiologic Technologist	ASRT	www.asrt.org
Joint Review Committee on Education in Radiologic Technology	JRCERT	www.jrcert.org

Appendix 44

CREDIT AWARD FOR CREDENTIALS

BOARD OF GOVERNORS ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

HEALTH INFORMATION TECHNOLOGY

PIERPONT COMMUNITY AND TECHNICAL COLLEGE

Amy Cunningham, Associate Professor, HIT Program Coordinator

October 6, 2017

ALLIED HEALTH CREDENTIAL	RECOMMENDING INSTITUTION	LOWER DIVISION	NAMES OF LOWER DIVISION COURSES	UPPER DIVISION	DATE DEVELOPED
A. Health Information Technology					
a. American Health Information Association					
Certified Healthcare Technology Specialist (CHTS)					
Clinician/Practitioner Consultant Credential (CHTS-CP)	Pierpont Community and Technical College	6	**HLIN 1105** – Computers in Healthcare – (3 cr) **HLIN 2203** – Quality Assessment/ Utilization Review – (3 cr)	0	10/06/2017
Implementation Manager Credential (CHTS-IM)	Pierpont Community and Technical College	6	**HLIN 1105** – Computers in Healthcare – (3 cr) **HLIN 2207** – Health Information Supervision (3 cr)	0	10/06/2017
Implementation Support Specialist Credential (CHTS-IS)	Pierpont Community and Technical College	15	**HLIN 1105** – Computers in Healthcare – (3 cr) **HLCA 1100** – Medical Terminology (3 cr) **INFO 2240** – Programming, Data & File Structures (3 cr) **INFO 2250** – Cisco I (3 cr) **OFAD 2233** – Database Applications (3 cr)	0	10/06/2017
Practice Workflow & Information Management Redesign Specialist Credential (CHTS-PW)	Pierpont Community and Technical College	12	**HLIN 1105** – Computers in Healthcare – (3 cr) **HLIN 2203** – Quality Assessment/ Utilization Review – (3 cr) **HLCA 1100** – Medical Terminology (3 cr) **OFAD 2233** – Data Applications (3 cr)	0	10/06/2017

ALLIED HEALTH CREDENTIAL	RECOMMENDING INSTITUTION	LOWER DIVISION	NAMES OF LOWER DIVISION COURSES	UPPER DIVISION	DATE DEVELOPED
Technical/Software Support Staff Credential (CHTS-TS)	Pierpont Community and Technical College	18	**HLIN 1105** – Computers in Healthcare – (3 cr) **INFO 2205** – Information Technology: Hardware and Operating Systems (3 cr) **INFO 2206** – Advanced Hardware and Operating Systems (3 cr) **INFO 2240** – Programming, Data & File Structures (3 cr) **INFO 2250** – Cisco I (3 cr) **OFAD 2233** – Database Applications (3 cr)	0	10/06/2017
Trainer Credential (CHTS – TR)	Pierpont Community and Technical College	9	**HLIN 1105** – Computers in Healthcare – (3 cr) **OFAD 2233** – Database Applications (3 cr) **OFAD 2240** – Administrative Office Procedures (3 cr)	0	10/06/2017
b. Association for Healthcare Documentation Integrity					
Certified Healthcare Documentation Specialist Certification (CHDS)	Pierpont Community and Technical College	6	**HLCA 1100** – Medical Terminology – (3 cr) **HLCA 2200** – Interpretation of Diagnostic Data (3 cr)	0	10/06/2017
c. American Academy of Professional Coders					
Certified Professional Coder (CPC)	Pierpont Community and Technical College	5	**HLIN 2209** – Classification Systems II – CPT – (3cr)	0	10/06/2017

Appendix 45

BridgeValley

2001 Union Carbide Drive
South Charleston, WV 25302

To: Kathy Leftwich, BOG Advisor
        Judith Whipkey, BOG chair

From: Krista Wiseman, BSN, RN   *Krista Wiseman, BSN, RN*
        Instructor, Health Science Program Chair
        BridgeValley Community and Technical College

Date: March 21, 2018

Re: ECG/EKG Technician Certification Standard Award of Hours

3 hours of lower division credit for certified credentials can be given toward the Board of Governors Associate of Applied Science Degree Program for the ECG/EKG Technician certification.

After successful completion of the ECG/EKG Technician course Medical Assisting students are eligible to sit for a national ECG/EKG Technician certification examination, such as through the National Center for Competency Testing (NCCT). Attached is an ECG/EKG Technician certification card for NCCT.

If you have any questions, please feel free to contact me on the South Charleston campus at 304-205-6671 or on the Montgomery campus at 304-734-6750.

Appendix 46

BridgeValley

2001 Union Carbide Drive
South Charleston, WV 25302

To: Kathy Leftwich, BOG Advisor
        Judith Whipkey, BOG chair

From: Krista Wiseman, BSN, RN   *Krista Wiseman, BSN, RN*
        Instructor, Health Science Program Chair
        BridgeValley Community and Technical College

Date: March 27, 2018

Re: Medical Assisting Program Standard Award of Hours

After careful review of the current Medical Assisting curriculum at BridgeValley Community and Technical College, 10 hours of lower division credit for certified credentials can be given toward the Board of Governors Associate of Applied Science Degree Program for the Medical Assisting certification only. Students can earn additional credits for certifications as an ECG/EKG Technician and a Phlebotomy Technician.

After successful completion of the program, Medical Assisting students are eligible to sit for a national Medical Assisting certification examination, such as the Medical Assistant (NCMA) certification examination through the National Center for Competency Testing (NCCT). Attached is a Medical Assisting certification card for NCCT.

Additional award of hours can be obtained for the ECG/EKG Technician certification. After successful completion of the ECG/EKG Technician course Medical Assisting students are eligible to sit for a national ECG/EKG Technician certification examination, such as through the National Center for Competency Testing (NCCT). Attached is an ECG/EKG Technician certification card for NCCT.

Additional award of hours can be obtained for the Phlebotomy Technician certification. After successful completion of the Phlebotomy Technician course Medical Assisting students are eligible to sit for a national Phlebotomy Technician certification examination, such as the National Center for Competency Testing (NCCT) or the American Society of Phlebotomy Technicians (ASPT). Attached is a Phlebotomy Technician certification card for NCCT.

If you have any questions, please feel free to contact me on the South Charleston campus at 304-205-6671 or on the Montgomery campus at 304-734-6750.

National Center for Competency Testing

7007 College Blvd., Suite 385   Overland Park, KS 66211
phone 800.875.4404 | fax 913.498.1243

Bestows the title of

National Certified Phlebotomy Technician

on

Identification Number:
Expiration Date: 8/23/2018

National Center for Competency Testing

7007 College Blvd., Suite 385   Overland Park, KS 66211
phone 800.875.4404 | fax 913.498.1243

Bestows the title of

National Certified Medical Assistant

on

Identification Number:
Expiration Date: 8/23/2018

National Center for Competency Testing

7007 College Blvd., Suite 385   Overland Park, KS 66211
phone 800.875.4404 | fax 913.498.1243

Bestows the title of

National Certified ECG Technician

on

Identification Number:
Expiration Date: 8/23/2018

Appendix 47

To: Mark Stotler, Ed.D, Director of Academic Programming
From: Austin O'Connor, Assistant Professor, Management AAS Program Coordinator *Austin O'Connor*
Laura McCullough, Vice President, Community Education *Laura L McCu*
Date: October 26, 2018
RE: Recommendations for Credit – Real Estate Brokers License

Our relationship with the West Virginia Real Estate Commission has given us the opportunity to thoroughly investigate the preparation rigors of the Broker's License, as well as the specific course content students would be exposed to when preparing for the Broker's exam. After looking at the exam requirements, course content and study preparation, it is our recommendation that with possession of a Broker's License, a student in the RBA or Board of Governor's AAS program, should receive **seven (7) credit hours of lower division college-level learning with the following condition:**

> **Condition:** If the required 90 clock hours (6 credit hours) in a Commission Approved" Real Estate Courses has been transcripted from an accredited institution, the student should only receive **one (1) credit of additional lower division work** for successful completion of the Broker's exam.

Attached is a copy of the credentials that a Broker would receive from the State of West Virginia upon the successful completion of the Broker's License Exam.

To obtain a Broker's license, one must fulfill the requirements below to be eligible to sit for the exam.

To be able to sit for your **Broker's license**, one must be at least 18 years old and have completed the following:

- Completed 90 clock hours (6 credit hours) in "Commission Approved" real estate courses, if currently licensed as a sales person in West Virginia
- If not a licensed salesperson in the state of West Virginia, must submit proof of completion of 180 clock hours (12 credit hours) in "commission Approved" real estate courses.
- Pre-licensed education must be completed during a five year period preceding application dated
- An original certification of completion of commission approved courses must be submitted with the broker's license application.
- Must have two years of experience as a licensed salesperson. Proof of experience by listings, sales and property management information for a period covering the current calendar year and the previous two calendar years. Can apply for waiver of experience.

2018 - 2019

State of West Virginia

Real Estate Commission

SAMPLE

TEST T TESTER
TEST COMPANY NAME
123 SOMEWHERE ROAD
GREATCITY WV 55555

WVB180300232
9999999-00
11/1/2018

Real Estate Broker

Is duly authorized to operate pursuant to WV Code Chapter 30, Article 40 until June 30, 2019, unless this license status changes due to action by this Commission or Licensee.

WEST VIRGINIA REAL ESTATE COMMISSION

CHERYL L. DAWSON, CHAIRMAN

DENSIL L. NIBERT, SECRETARY

Upon a change in status, sign and return this certificate to the Commission.

Broker's Signature _____

Date _____

STATE OF WEST VIRGINIA
REAL ESTATE COMMISSION

Appendix 48

OSHA #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry

Objective: This course is designed for individuals interested in teaching the 10- and 30-hour construction safety and health Outreach Training Program to their employees and other interested groups Using OSHA Construction Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students will utilize effective instructional approaches and use of visual aids and handouts.

Learning Outcome: Upon successful completion of this course, the student will become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour Construction Outreach classes, and to issue cards to participants after verifying course completion.

Instruction: Students are briefed on effective instructional approaches and use of visual aids and handouts. Students must prepare a presentation on an assigned OSHA Construction Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.

Prerequisites: Students must successfully complete the OSHA #510 Occupational Safety and Health Standards for Construction and have five (5) years of safety and health work experience in the construction industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience. Students should obtain guidance on whether they meet this requirement from the OSHA Training Institute Education Center where they intend to receive the training. Authorized OSHA Outreach Training Program trainers are required to attend OSHA #502 Update for Construction Industry Outreach Trainers at least once every four (4) years to maintain their trainer status.

Equipment Required: Lap Top Computer

Hours: 26

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry

Objective: This course is designed for individuals interested in teaching the 10- and 30-hour general industry safety and health Outreach training program to their employees and other interested groups. Using the OSHA General Industry Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students will utilize effective instructional approaches and use of visual aids and handouts.

Learning Outcome: This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour General Industry Outreach classes, and to issue cards to participants after verifying course completion.

Instruction: Students are briefed on effective instructional approaches and use of visual aids and handouts. Students must prepare a presentation on an assigned OSHA Construction Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.

Prerequisites: Students must successfully complete the OSHA #511 *Occupational Safety and Health Standards for General Industry* and have five (5) years of safety and health work experience in general industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience. Students should obtain guidance on whether they meet this requirement from the OSHA Training Institute Education Center where they intend to receive the training. Authorized OSHA General Industry Outreach Training Program trainers are required to attend OSHA #503 *Update for General Industry Outreach Trainers* at least once every four (4) years to maintain their trainer status.

Equipment Required: Lap Top Computer

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #502 Update for Construction Industry Outreach Trainers

Objective: This course is designed for Outreach Training Program trainers who have completed OSHA #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA Construction Standards, policies, and regulations.

Learning Outcome: Upon course completion students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain construction industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour Construction Outreach Training Program classes.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: OSHA #500 Trainers Course in OSHA Standards for the Construction Industry. Authorized Outreach Training Program trainers are required to attend this course once every four years (4) to maintain their trainer status. Prior to registration, students must provide a copy of their current Outreach Training Program trainer card or an official transcript showing successful completion of the OSHA #500 Trainer Course in OSHA Standards for Construction from their respective OSHA Training Institute Education Center, for verification of trainer status.

Equipment Required: Lap Top Computer

Hours: 18

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #503 Update for General Industry Outreach Trainers

Objective: This course is designed for Outreach Training Program trainers who have completed course #501 *Trainer Course in Occupational Safety and Health Standards for General Industry* and who are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA General Industry Standards, policies, and regulations.

Learning Outcome: Upon course completion students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain general industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour General Industry Outreach Training Program classes.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: OSHA #501 *Trainer Course in OSHA Standards for General Industry.* Authorized Outreach Training Program trainers are required to attend this course once every four (4) years to maintain their trainer status. Prior to registration, students must provide a copy of their current Outreach trainer card or an official transcript showing successful completion of the OSHA #501 *Trainer Course in OSHA Standards for General Industry* from their respective OSHA Training Institute Education Center, for verification of trainer status.

Equipment Required: Lap Top Computer

Hours: 18

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #510 Occupational Safety and Health Standards for the Construction Industry

Objective: This course covers OSHA Standards, policies, and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction which are most hazardous.

Learning Outcome: Upon course completion students will have the ability to define construction terms found in the OSHA Construction Standards, identify hazards which occur in the construction industry, locate and determine appropriate OSHA Construction Standards, policies, and procedures, and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction and final examination.

P**rerequisites:** None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #511 Occupational Safety and Health Standards for General Industry

Objective: This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous.

Learning Outcome: Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #521 OSHA Guide to Industrial Hygiene

Objective: This course covers industrial hygiene practices and related OSHA regulations and procedures. Course topics include recognition, evaluation, and control of chemical, physical, biological and ergonomic hazards, Permissible Exposure Limits (PEL), OSHA health standards, respiratory protection, engineering controls, OSHA sampling protocols and strategies, and workplace health program elements.

Learning Outcome: Upon course completion students will have the ability to recognize basic industrial hygiene principles and practices, identify characteristics of common air contaminants, locate PELs, perform basic industrial hygiene calculations, and determine methods for hazard control and abatement.

Instruction: The course features workshops in health hazard recognition, OSHA health standards and use of sampling equipment and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #2015 Hazardous Materials

Objective: This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping, and use of electrical equipment in hazardous locations are also discussed.

Learning Outcome: Upon course completion students will have the ability to assess compliance with OSHA hazardous materials standards, determine hazardous (classified) locations, and proper moving, storing, and handling of hazardous materials.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #2045 Machinery and Machine Guarding Standards

Objective: This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safe guards. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tagout), guarding of portable powered tools, and common OSHA machine guarding violations. Program highlights include the ability to recognize hazards and provide options for control and hazard abatement through machine safeguarding inspection workshops.

Learning Outcome: Upon course completion students will have the ability to describe common machine hazards and sources of energy, identify resources for assisting with machine guarding issues, and determine methods of control and hazard abatement, and selection of appropriate machine safe guards.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #2055 Cranes in Construction

Objective: course covers the best practices in crane and derrick operation using the OSHA Cranes and Derricks in Construction Rule as a guide. Course topics include hazards associated with crane assembly and disassembly, types of cranes, lifting concepts, rigging and wire rope, signaling, employee qualifications and training, and maintenance, repair, and inspection requirements.

Learning Outcome: Upon course completion students will have the ability to identify the types of cranes and their components and attachments, determine safe operating conditions, and recognize common violations of OSHA Standards.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Students will participate in workshops to reinforce concepts of safe crane operation and final examination.

Prerequisites: None

Equipment Required: None

Hours: 22.5

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #2225 Respiratory Protection

Objective: This course covers the requirements for the establishment, maintenance, and monitoring of a respiratory protection program. Course topics include terminology, OSHA Respiratory Protection Standards, NIOSH certification, respiratory protection programs, and medical evaluation requirements.

Learning Outcome: Upon course completion students will have the ability to identify and describe the elements of a respiratory protection program, the proper selection, use, and inspection of respiratory protection, protection factors, and evaluate compliance with OSHA Standards.

Instruction: Workshops on respirator selection, qualitative and quantitative fit testing, and the use of respiratory protection and support equipment and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #2255 Principles of Ergonomics

Objective: This course covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and patient transfers in health care.

Learning Outcome: Upon course completion students will have the ability to recognize work-related musculoskeletal and nerve disorders, assess employer's ergonomic programs, and conduct ergonomic evaluations.

Instruction: Industrial case studies covering analysis and design of work stations and equipment workshops in manual lifting, and coverage of current OSHA compliance policies and guidelines and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #2264 Permit-Required Confined Space Entry

Objective: This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage, and training requirements.

Learning Outcome: Upon course completion students will have the ability to identify permit and non-permit required confined spaces, reference the OSHA Permit-Required Confined Spaces Standard, conduct atmospheric testing, and implement a permit-required confined space program.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. This course features workshops on permit entry classification, instrumentation, and program development and final examination.

Prerequisites: None

Hours: 20

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #3015 Excavation, Trenching and Soil Mechanics

Objective: This course covers the OSHA Excavation Standard and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification, and use of protective systems.

Learning Outcome: Upon course completion students will have the ability to assess their employer's compliance with the OSHA Excavation Standard, utilize soil testing methods to classify soil types, determine protective systems for excavation operations, and training requirements.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Testing methods are demonstrated and students participate in workshops in the use of instruments such as penetrometers, torvane shears, and engineering rods and final examination.

Prerequisites: None

Equipment Required: None

Hours: 20

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #3855 Principles of Scaffolding

Objective: This course covers the requirements for construction and the safe construction and use of scaffolding using the OSHA construction scaffold standard as a guide. Course topics include hazards associated with scaffold design, assembly, disassembly and use, types of scaffolds, determining scaffold capacity, employee qualifications and training, and maintenance, repair, and inspection requirements. Students will participate in workshops to reinforce concepts of safe scaffolding.

Learning Outcome: Upon course completion students will have the ability to identify the types of scaffolds and their components, determine safe assembly, use, and disassembly, and recognize common violations of OSHA Standards.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, and audio/visual material. Students will participate in workshops on the safe erection, use, and disassembly and final examination.

Prerequisites: None

Equipment Required: The student is responsible for the following safety equipment for the hands-on portion of the class: gloves, safety glasses, safety shoes and hard hat.

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #3095 Electrical Standards

Objective: This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment. Course topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA Standards, policies, and procedures and applicable portions of the National Electrical Code (NEC).

Learning Outcome: Upon course completion students will have the ability to understand the severity of electrical current on the human body, recognize and evaluate actual and potential electrical hazards and reference the applicable OSHA Standard, determine hazard abatement measures, and understand the proper use of electrical testing equipment.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Students will participate in workshops on the safe and correct use of electrical testing equipment and final examination.

Prerequisites: None

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #3115 Fall Protection (formerly OSHA #3110 Fall Arrest Systems)

Objective: This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection.

Learning Outcome: Upon course completion students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Students will participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements, and developing a fall protection program and final examination.

Prerequisites: None

Equipment Required: None

Hours: 18

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #5400 Trainer Course in Occupational Safety and Health Standards for the Maritime Industry

Objective: This course is designed for individuals interested in teaching the 10- and 30-hour Maritime safety and health Outreach Training Program to their employees and other interested groups. Special emphasis is placed on those topics required in the 10- and 30-hour Outreach Training Program as well as the most hazardous in the maritime industry using OSHA Maritime Standards as a guide.

Learning Outcome: This course allows the student to become a trainer in the Outreach Training Program, to conduct 10- and 30-hour maritime classes in shipyard employment, marine terminals, and longshoring, and to issue cards to participants after verifying course completion.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Students are briefed on effective instructional approaches and use of visual aids and handouts and final examination.

Prerequisites: Students must successfully complete the OSHA #5410 *Occupational Safety and Health Standards for the Maritime Industry and have three* (3) years maritime industry experience and at least two (2) years of occupational safety and health experience (with a broad focus) in any industry, a degree in occupational safety and health from an accredited college or university, certification as an Associated Safety Professional (ASP), a Certified Safety Professional (CSP), a Certified Industrial Hygienist(CIH), a Certified Marine Chemist(CMC), or a Certified Safety and Health Manager (CSHM). Outreach Training Program trainers are required to attend OSHA #5402 *Maritime Industry Trainer Update Course* at least every four (4) years to maintain their trainer status.

Equipment Required: None

Hours: 26

Standard/Reg: 29 CFR 1915,1917,1918

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #5402 Maritime Industry Trainer Update Course

Objective: This course is designed for individuals who have successfully completed OSHA course #5400 *Trainer Course in OSHA Standards for the Maritime Industry* and are active Outreach Training Program trainers. The course updates the OSHA Maritime standards, policies, and regulations.

Learning Outcome: Upon course completion students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define and explain maritime industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour Outreach Training Program classes.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: OSHA #5400 *Trainer Course in OSHA Standards for the Maritime Industry*. Authorized OSHA Outreach trainers are required to attend this course once every four (4) years to maintain their trainer status. Prior to registration, students must provide a copy of their current Outreach Training Program trainer card or an official transcript from the respective OSHA Training Institute Education Center to verify Outreach Training Program trainer authorized status.

Equipment Required: None

Hours: 18

Standard/Reg: 29 CFR 1915,1917,1918

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #5410 Occupational Safety and Health Standards for the Maritime Industry

Objective: This course covers OSHA policies, procedures, and standards for the maritime industry. Using the OSHA Maritime Standards as a guide, special emphasis is placed on those areas in the maritime industry which are most hazardous.

Learning Outcome: Upon course completion students will define maritime terms found in the OSHA Maritime Standards, identify hazards in the maritime industry and determine appropriate controls and abatement, locate OSHA Maritime Standards, policies and procedures, and describe the use of the OSHA Maritime Standards and regulations to supplement an ongoing safety and health program.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction and final examination.

Prerequisites: None

Equipment Required: None

Hours: 35

Standard/Reg: 29 CFR 1915,1917,1918

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #5600 Disaster Site Worker Trainer Course

Objective: This course prepares experienced Outreach Training Program trainers to present OSHA #7600 *Disaster Site Worker Course*, intended for second responders (those arriving hours or days after the event). Course topics include the National Response Framework, the Incident Command System, disaster work zone safety, respiratory protection, communication issues, applying elements of successful adult training programs, and knowledge, skills, and attitudes to awareness training about safety and health standards at natural and human-made disaster sites. Students are provided the opportunity to practice knowledge and skills through discussion, planned exercises, demonstrations, and presentations. Lesson plans and training materials for the OSHA #7600 *Disaster Site Worker Course* are provided. Students who wish to participate as authorized Disaster Site Worker trainers must prepare a presentation on an assigned disaster site worker topic individually or as part of a group.

Learning Outcome: Successful completion of this course authorized students to become trainers in the Disaster Site Worker Outreach Training Program, to conduct the OSHA #7600 *Disaster Site Worker Course*, and to issue cards to participants after verifying course completion.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and skill checkout sheets and final examination.

Prerequisites: OSHA #500 *Trainer Course in OSHA Standards for the Construction Industry* or OSHA #501 *Trainer Course in OSHA Standards for General Industry,* three (3) years safety training experience, and completion of the 40-hour HAZWOPER training. Outreach Training Program trainers are required to attend OSHA #5602 *Update for Disaster Site Worker Trainer* course at least every four (4) years to maintain their Outreach Training Program trainer authorization. A copy of their Outreach Training Program trainer card for construction or general industry or an official transcript from their respective OSHA Training Institute Education Center showing successful completion of the OSHA #500 or OSHA #501 course, and a copy of their 40-hour HAZWOPER course completion certificate are required prior to the start of class to verify trainer status.

Equipment Required: None

Hours: 24

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the upper division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #5602 Update for Disaster Site Worker Trainer Course

Objective: This course is intended to update the authorized Disaster Site Worker trainer with new technical and regulatory information related to disaster response and the role of OSHA in coordinating occupational safety and health in the National Response Framework.

Learning Outcome: Upon course completion, participants will have the opportunity to share "lessons learned" from teaching OSHA #7600 *Disaster Site Worker Course*.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and skill checkout sheets and final examination.

Prerequisites: OSHA #5600 *Disaster Site Worker Trainer Course.* Authorized Outreach Training Program trainers are required to attend this course once every four (4) years to maintain their trainer status. Prior to registration, students must provide a copy of their current Outreach Training Program trainer card or an official transcript from their respective OSHA Training Institute Education Center showing successful completion of the OSHA #5600 *Disaster Site Worker Training Course* for verification of Outreach Training Program trainer status.

Equipment Required: None

Hours: 7.5

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the upper division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #5810 *Hazards Recognition and Standards for On-Shore Oil and Gas Exploration and Production*

Objective: This course covers OSHA Construction and General Industry Standards relating to the oil and gas industry. This course provides information for employees and employers to protect themselves by developing the knowledge and skills to anticipate, recognize, evaluate and control hazards common to the on-shore oil and gas exploration and production industry. This includes work sites associated with the on-shore exploration and production oil and gas industry including, but not limited to construction, drilling, completion, well servicing, production, product gathering and processing, and product transmission.

Learning Outcome: Upon course completion students will be able to determine hazards associated with the oil and gas industry, control and hazard abatement, and use of the OSHA standards, policies, and procedures as they relate to the gas and oil industry.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and final examination.

Prerequisites: None

Equipment Required: Lap Top Computer

Hours: 30

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #6005 Collateral Duty Course for Other Federal Agencies

Objective: This course covers the OSH Act, Executive Order 12196, and the OSHA General Industry Standards. This course is intended for federal agency collateral duty safety and health personnel. With use of the OSHA General Industry Standards, special emphasis is placed on areas in general industry which are most hazardous.

Learning Outcome: Upon course completion students will have the ability to define general industry terms, identify hazards that occur in general industry, determine appropriate standards and regulations for federal agencies, locate OSHA General Industry Standards, policies, and procedures, and describe the use of the OSHA General Industry Standards and regulations to effectively assist agency safety and health officers with inspection and abatement efforts.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: None

Equipment Required: None

Hours: 23

Standard/Reg: 29 CFR 1910, Executive Order 12196

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #7100 Introduction to Machinery and Machine Safeguarding

Objective: This course covers the process to identify, select and properly safeguard machinery to protect employees and others in the work area and deliver appropriate training in safe work practices. Course topics include types of machinery requiring guarding, point of operation, emergency eyewash/shower requirements, hazard communication, OSHA Machinery and Machine Guarding Standards violations, and corrective actions.

Learning Outcome: Upon course completion students will have the ability to explain hazardous actions and motions of various types of machinery, identify methods of safeguarding, and match identified safeguards with the applicable OSHA Machinery and Machine Guarding Standards to reduce and eliminate the potential for accidents and injuries.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: None

Equipment Required: None

Hours: 4

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, .25 semester hours in Safety & Health.

OSHA #7105 Evacuation and Emergency Planning

Objective: This course covers OSHA requirements for emergency action and fire protection plans. Course topics include purpose and requirements of emergency action and fire prevention plans, elements of emergency evacuation plans, and features of design and maintenance of emergency exit routes.

Learning Outcome: Upon course completion students will have the ability to list the elements of an emergency action plan and emergency evacuation floor plans, recognize violations of OSHA exit route requirements, determine whether their organization requires an emergency action plan, and develop and implement workplace emergency action and fire protection plans.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Students will participate in workshops pertaining to the development of emergency action plans.

Prerequisites: None

Equipment Required: None

Hours: 4

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .25 semester hours in Safety & Health.

OSHA #7110 Safe Bolting: Principles and Practices

Objective: This course covers awareness of safety issues involved in bolting applications. Course topics include safe operation and handling of high powered bolting tools, pressure vessels and piping, machinery or mechanical joints, and structural connections. The course provides workshops and demonstrations of safe bolting applications. The target audience is first line mechanical operators including millwrights, pipefitters, and those who work with mechanical joints as part of their daily work.

Learning Outcome: Upon course completion the student will have the ability to understand the basic technology of bolted joints, safety principles associated with tool selection and operation, workplace conditions, and bolting methods and procedures.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: None

Equipment Required: Lap Top Computer

Hours: 7

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7115 Lockout/Tagout

Objective: This course covers the role and responsibility of the employer to develop and implement an energy control program, or lock-out/tag-out (LOTO) for the protection of workers while performing servicing and maintenance activities on machinery and equipment. Course topics include types of hazardous energy, detecting hazardous conditions, implementing control measures as they relate to the control of hazardous energy, developing and implementing energy control programs including written isolation procedures, training of authorized and affected employees, and periodic inspection of energy control procedures using the OSHA Control of Hazardous Energy Standard.

Learning Outcome: Upon course completion the student will have the ability to explain the importance of energy control programs, procedures, training, audits and methods of controlling hazardous energy.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: None

Equipment Required: None

Hours: 7.5

Standard/Reg: 29 CFR 1910

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7205 Health Hazard Awareness

Objective: This course covers common health hazards that are encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica and lead. Course topics include identification and evaluation of health hazards and their sources of exposure, health hazard information, and engineering and work practice controls.

Learning Outcome: Upon course completion students will have the ability to understand common health hazards in the workplace and methods for controlling and abatement of these hazards.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Students participate in workshops on evaluation and abatement of workplace health hazards.

Prerequisites: None

Equipment Required: None

Hours: 6

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7300 Understanding OSHA's Permit-Required Confined Space Standard

Objective: This course covers the requirements of the OSHA Permit-Required Confined Space Standard. Course topics include safety and health hazards associated with confined space entry, and the evaluation, prevention, and abatement of these hazards. The course covers OSHA requirements; it does not feature workshops (instrumentation, control methods and testing) which are included in the OSHA #2264 *Permit-Required Confined Space Entry.* This course is designed for small employers or a designated representative (line supervisor or manager) with the responsibility to develop a permit-required confined space program.

Learning Outcome: Upon course completion students will have a basic understanding of confined space hazards, evaluating and abatement of the hazards, and determining when a confined space shall be classified as a permit-required confined space.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, computer-assisted instruction, and skill checkout sheets. This course features workshops on permit entry classification, instrumentation, and program development.

Prerequisites: None

Equipment Required: None

Hours: 7

Standard/Reg: 29 CFR 1910, CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7400 Noise Hazards in the Construction Industry

Objective: This course covers the evaluation and reduction of noise hazards in the construction industry. Course topics include OSHA Construction Noise Standards, properties of sound, noise-induced hearing loss, noise exposure control, selection and use of hearing protection, conducting sound level surveys, and worker training. The target audience is the construction employer or representative designated with the responsibility to develop a construction noise program.

Learning Outcome: Upon course completion students will understand the properties of sound and its relationship to noise-induced hearing loss, hearing protection usage, how to conduct sound level surveys and the requirements for training workers.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. Classroom demonstrations of noise instrumentation and hearing protection devices are featured.

Prerequisites: None

Equipment Required: None

Hours: 5.5

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7405 Fall Hazard Awareness for the Construction Industry

Objective: This course covers the identification, evaluation, prevention and control of fall hazards in the construction industry. The course focuses on falls to a lower level rather than falls to the same level resulting from slips and falls. Course topics include identifying, analyzing, and preventing fall hazards utilizing OSHA Fall Protection Standards.

Learning Outcome: At the conclusion of the course, students will have an awareness level of identifying fall hazards and methods to control and abate the hazards.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: None

Equipment Required: None

Hours: 5

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7410 Managing Excavation Hazards

Objective: This course covers the roles and responsibilities of the employer to educate and assign a competent person to excavation sites. Course topics include understanding and application of definitions relating to the OSHA Excavation Standard, excavation hazards and control measures, soil analysis techniques, protective system requirements and emergency response.

Learning Outcome: Upon course completion, students will understand the importance and duties of a competent person in excavation work and have the knowledge and skills required performing these duties.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction.

Prerequisites: None

Equipment Required: None

Hours: 6.5

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7415 OSHA Construction Industry Requirements (Major Hazards and Prevention)

Objective: This course provides federal and public sector employees with pertinent information regarding OSHA requirements and guidelines applicable to construction industry activities and operations. Topics include recognition of major safety and health hazards in the construction industry, prevention strategies, safety and health management systems, OSHA requirements and guidelines, and resources available.

Learning Outcome: Upon course completion students will have an awareness level of the major construction hazards and prevention strategies.

Instruction: The course is an interactive training session focusing on class discussion and workshops.

Prerequisites: None

Equipment Required: None

Hours: 20

Standard/Reg: 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, 2 semester hours in Safety & Health.

OSHA #7500 Introduction to Safety and Health Management

Objective: This course covers the effective implementation of a company's safety and health management system. The course addresses the four core elements of an effective safety and health management system and those central issues that are critical to each element's proper management.

Learning Outcome: Upon course completion students will have the ability to evaluate, develop, and implement an effective safety and health management system for their company.

Instruction: This course is an interactive training session focusing on class discussion and workshops.

Prerequisites: None

Equipment Required: None

Hours: 5.5

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7505 Introduction to Incident (Accident) Investigation

Objective: This course covers an introduction to basic incident investigation procedures and describes analysis techniques. Course topics include reasons for conducting incident investigations, employer responsibilities related to workplace incident investigations, and a four step incident investigation procedure. The target audience is the employer, manager, employee or employee representative who is involved in conducting incident and/or near-miss investigations.

Learning Outcome: Upon course completion students will have the basic skills necessary to conduct an effective incident investigation at the workplace.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and computer-assisted instruction. This course is an interactive training session focusing on class discussion and workshops.

Prerequisites: None

Equipment Required: None

Hours: 7.5

Standard/Reg: 29 CFR 1910, 29 CFR 1926

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OSHA #7845 Recordkeeping Rule Seminar

Objective: This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses, and reporting specific cases to OSHA.

Learning Outcome: Upon course completion students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 *Log of Work-Related Injuries and Illnesses*, OSHA Form 300A *Summary of Work-Related Injuries and Illnesses,* and OSHA Form 301 *Injury and Illness Incident Report*.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material.

Prerequisites: None

Equipment Required: None

Hours: 4

Standard/Reg: 29 CFR 1904

Credit Recommendation: in the lower division baccalaureate/associate degree category, .25 semester hours in Safety & Health.

OGTAC #300 Hydrogen Sulfide Train the Trainer

Objective: This course covers industry requirements for hydrogen sulfide.

Learning Outcome: This trainer course will provide participants with the skills and knowledge to educate employers and employees on the hazards associated with Hydrogen Sulfide, H2S. Upon completion of this course, students can conduct Hydrogen Sulfide (H2S) training for companies in the petroleum industry or those with H2S present at their facilities. Special emphasis is placed on API Recommended Practice 49, API Recommended Practice 55, ANSI Z390.1 and OSHA 1910.134, 1910.1000 and 1910.1200. The course is designed to meet Hydrogen Sulfide Train-the-Trainer requirements of ANSI 2390.1.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material.

Prerequisites: None

Equipment Required: None

Hours: 8

Standard/Reg: API Recommended Practice 49, API Recommended Practice 55, ANSI Z390.1 and OSHA 1910.134, 1910.1000 and 1910.1200

Credit Recommendation: in the lower division baccalaureate/associate degree category, .5 semester hours in Safety & Health.

OGTAC #300 Hydrogen Sulfide

Objective: This course covers industry requirements for hydrogen sulfide.

Learning Outcome: This course will provide participants with the skills and knowledge on the hazards associated with Hydrogen Sulfide, H2S. Upon completion of this course, students can conduct Hydrogen Sulfide (H2S) training for companies in the petroleum industry or those with H2S present at their facilities. Special emphasis is placed on API Recommended Practice 49, API Recommended Practice 55, ANSI Z390.1 and OSHA 1910.134, 1910.1000 and 1910.1200. The course is designed to meet Hydrogen Sulfide training requirements of ANSI 2390.1.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material.

Prerequisites: None

Equipment Required: None

Hours: 4

Standard/Reg: API Recommended Practice 49, API Recommended Practice 55, ANSI Z390.1 and OSHA 1910.134, 1910.1000 and 1910.1200

Credit Recommendation: in the lower division baccalaureate/associate degree category, .25 semester hours in Safety & Health.

OGTAC #301 Job Safety Analysis

Objective: This course covers Job Safety Analysis and provides guidelines to help you conduct a step-by-step analysis. A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. After identifying uncontrolled hazards, steps can be taken to eliminate or reduce hazards to an acceptable risk level.

Learning Outcome: Upon course completion students will have the ability to perform Job Safety Analysis. Job Safety Analysis focuses only on those steps that create a hazard to the safety or health of personnel. This program is designed to help prepare a JSA. It covers: Preparing for the JSA, hazard and control identification and identifying job steps

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material.

Prerequisites: None

Equipment Required: None

Hours: 4

Standard/Reg: OSHA 3071

Credit Recommendation: in the lower division baccalaureate/associate degree category, .25 semester hours in Safety & Health.

SafelandUSA – IADC AWARE

Objective: This course delivers a standardized safety orientation program for new employees, preparing the employees for almost any operating environment, at almost any site, onshore or offshore.

Learning Outcome: Upon course completion students will have the ability to identify life and safety issues in the oil and gas industry, upstream, downstream, and onshore and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties.

Instruction: Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material.

Prerequisites: None

Equipment Required: None

Hours: 8

Standard/Reg: API RP 75 & API RP T-1), OSHA and BSEE requirements

Credit Recommendation: in the lower division baccalaureate/associate degree category, .25 semester hours in Safety & Health.

Appendix 49

March 15, 2019

Dr. Mark Stotler, Ed.D.
Director of Academic Programming
West Virginia Higher Education Policy Commission/
  Council for Community and Technical College Education
1018 Kanawha Blvd., E. Suite 700
Charleston, WV 25301

Dr. Stotler:

This letter is to request credit awards for Adventure Recreation rafting and climbing certifications applicable to the Regents Bachelor of Arts and Board of Governors degree programs.

West Virginia University Institute of Technology recently launched a baccalaureate degree program in Adventure Recreation Management. The degree program helps individuals interested in adventure recreation careers transition to management rolls in industries such as whitewater rafting, rock climbing, and mountain biking.

However, for individuals experienced in these areas with previous college credit the Adventure Recreation Management degree path may prove to be redundant. To assist these potential students in continuing their education the WVU Tech RBA and Adventure Recreation management departments recommends awarding credit for rafting and rock climbing, based on certifications from the American Mountain Guides Association, the American Canoe Association, and the West Virginia Department of Natural Resources.

The following pages include the specific certifications and related credit recommendations as well as sample copies of the certification documents.

Sincerely,

Frank D. Robbins

RBA Program Coordinator
West Virginia University Institute of Technology

West Virginia University
Institute of Technology
Adventure Recreation Management Program
Whitewater Rafting Course Equivalencies

Certification

WVUIT Equivalent Course

Certification	Credit Award	Subject	Course Number	Course Name	Credit Hours
American Canoe Association Level 4 Whitewater Rafting Certification	2 LD	ADRC	111	Introduction to Whitewater Rafting	1
		ADRC	112	Whitewater Rafting Techniques	1
American Canoe Association Level 4 Swiftwater Rescue Certification	2 LD	ADRC	211	Introduction to Whitewater Raft Guiding	1
		ADRC	212	Swiftwater Rescue	1
	1 UD	ADRC	311	Whitewater Raft Trip Leadership	1

OR

Certification	Credit Award	Subject	Course Number	Course Name	Credit Hours
		ADRC	111	Introduction to Whitewater Rafting	1
West Virginia Department of Natural Resources Commmercial Whitewater Guide Trainee Sheet - 15 Runs	4 LD	ADRC	112	Whitewater Rafting Techniques	1
		ADRC	211	Introduction to Whitewater Raft Guiding	1
		ADRC	212	Swiftwater Rescue	1
	1 UD	ADRC	311	Whitewater Raft Trip Leadership	1

Note: The maximum number of credit hours awarded for rafting certifications is 5 hours.

West Virginia University
Institute of Technology
Adventure Recreation Management Program
Rock Climbing Course Equivalencies

Certification

WVUIT Equivalent Course

Certification	Credit Award	Subject	Course Number	Course Name	Credit Hours
American Mountain Guides Association Certified Single Pitch Instructor certification	3 LD	ADRC	121	Introduction to Rock Climbing	1
		ADRC	122	Rock Climbing Techniques	1
		ADRC	221	Lead Climbing	1
American Mountain Guides Association Rock Guide Course	1 LD	ADRC	222	Climbing Rescue Techniques	1
	1 UD	ADRC	321	Rock Climbing Instructor Development	1

ACA

CANOE · KAYAK · SUP · RAFT · RESCUE

Instructor

This certificate is awarded to

John Doe

In recognition of the successful completion of an ACA Instructor Certification Course, is now an

ACA | CANOE - KAYAK - SUP - RAFT - RESCUE
INSTRUCTOR

LEVEL 4: WHITEWATER KAYAKING & LEVEL 4: SWIFTWATER RESCUE

12/31/2020	March 29, 2018
Expiration Date	Date

Kelsey Bracewell—Safety Education & Instruction Manager

To maintain current certification, Instructors must maintain required annual ACA memberships.

Commercial Whitewater Guide Trainee Sheet - 15 Runs

All whitewater trips relied upon for qualification must be shown on this form.

Per West Virginia Code of State Rules§58-12.2.1 through §58-12.1.3

12.1.1   "Be at least eighteen (18) years old, unless approved in writing by the director;" and

12.1.2   "Have completed a minimum of fifteen (15) training trips including at least five (5) training trips in the same or similar type of raft used by the outfitter for commercial whitewater activities, two (2) familiarization trips and one (1) evaluation trip on the section of river to be guided, except that on the Shenandoah River only ten (10) training trips will be required plus the two (2) familiarization trips and one (1) evaluation trip. One (1) of the familiarization trips and the evaluation trip shall be in the same or similar type of raft used by the outfitter for commercial whitewater activity. The second familiarization trip may count as the evaluation trip;"   OR

12.1.3   "Have acted as a commercial whitewater guide and completed a minimum of fifteen (15) commercial whitewater expeditions in a raft on a river in which a guide is required in every raft, two (2) familiarization trips and one (1) evaluation trip may count as the evaluation trip;"

Trainee Name: Doe _____ John _____ (MI) _____   **Date of Birth:** 1/1/1900
(Last)   (First)   (MI)   (mm/dd/yyyy)

Company Name: Passages to Adventure

	Date	Put In	Take Out	Type of Craft	Company
1	10/2000	Sumersville Dam	Woods Ferry	Raft	Passages to Adventure
2	5/19/2001	Prince	Stone Cliff	Raft	PTA
3	5/26/01	Mill Creek	Prince	Raft	PTA
4	5/26/01	Prince	Cunard	Raft	PTA
5	5/27/01	Stone Cliff	Fayette Station	Raft	PTA
6	6/1/01	Cunard	Fayette Station	Raft	PTA
7	6/2/01	Stone Cliff	Fayette Station	Raft	PTA
8	6/3/01	Cunard	Fayette Station	Raft	PTA
9	6/4/01	Cunard	Fayette Station	Raft	PTA
10	6/5/01	Cunard	Fayette Station	Raft	PTA
11	6/7/01	Cunard	Fayette Station	Raft	PTA
12	6/7/01	Cunard	Fayette Station	Raft	PTA
13	6/9/01	Cunard	Fayette Station	Raft	PTA
14	6/10/01	Cunard	Fayette Station	Raft	PTA
15	6/12/01	Stone Cliff	Fayette Station	Raft	PTA

Familiarization Trips (one of these may be the Evaluation Trip below)

	Date	Put In	Take Out	Type of Craft	Company
1	6/13/01	Cunard	Fayette Station	Raft	PTA
2					

Evaluation Trip

	Date	Put In	Take Out	Type of Craft	Company
1	6/15/01	Cunard	Fayette Station	RAft	PTA

I hereby certify that I have successfully completed all the listed whitewater trips as a guide trainee and meet or exceed all requirements under the rules above for a whitewater guide within the State of West Virginia.

_____
Signature

RR2 Box 242 Fayetteville WV
Address

I hereby certify that this guide trainee has, to the best of my knowledge, successfully completed all the listed whitewater trips as a guide trainee and has met or exceeded all requirements under the rules above for a whitewater trip leader within the State of West Virginia.

Benjy Simpson
_____
Company Owner or Designee (Please Print)

_____
Signature

WV Division of Natural Resources Law Enforcement Section

Grandfather Sheet

Per West Virginia Code of State Rules §58-12.1.12

12.1.12 "A commercial whitewater trip guide qualified on any river or portion of a river prior to the effective date of this rule remains qualified on those rivers or portions of rivers as long as he or she meets the requirements set forth in subdivision 12.1.7 of this rule."

12.1.7 "Have a valid American Red Cross First Aid Card or its equivalent and current CPR certification by either the American Red Cross as a Professional Rescuer or American Heart Association as a Healthcare Provider or the equivalent;"

The cut off date for being "grandfathered" under this rule is July 1, 2002. Previous paperwork of qualification under previous rules need to accompany this sheet.

Guide Name: _Ranier   Naw_   Date of Birth: _____

             Last   First   MI

Company Name: _Passages to Adventure_

River and Section: _ALL SECTIONS NEW + GAULEY RIVERS_

I hereby certify that I have successfully completed all the listed whitewater trips as a guide trainee and meet or exceed all requirements under the rules above for a whitewater guide within the State of West Virginia.

_____
         Signature

523 Bachman   Fayetteville WV
         Address

Date: _6/13/11_

I hereby certify that this guide trainee has, to the best of my knowledge, successfully completed all the listed whitewater trips as a guide trainee and has met or exceeded all requirements under the rules above for a whitewater guide within the State of West Virginia.

_____
Company Owner or Designee (Please Print)

_____
         Signature

Date: _6/13/11_

Effective 5/6/2008

John Doe

IS AN

AMERICAN MOUNTAIN GUIDES ASSOCIATION

CERTIFIED SINGLE PITCH INSTRUCTOR

AMGA

SPI

SINGLE PITCH INSTRUCTOR

CERTIFICATION DATE: June 6, 2017
EXPIRATION DATE: June 6, 2020

ALEX KOSSEFF
Executive Director

AMGA Professional Member

Photo
Here
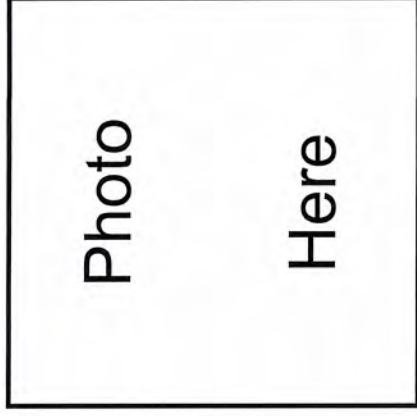
John Doe
Fayetteville, WV, United States
DOB: 01/01/1900

Certified Single Pitch Instructor

Membership End Date: 09/02/2017

PO BOX 1739 BOULDER, CO   303.271.0984   WWW.AMGA.COM

John Doe

HAS COMPLETED AN

AMERICAN MOUNTAIN GUIDES ASSOCIATION

ROCK GUIDE COURSE

BETSY WINTER

Executive Director

DATES: 9/23/08 - 10/2/08

Appendix 50

National Mine Health And Safety Academy

Curriculum Overview

Background

The National Mine Health and Safety Academy is one of eight federally commissioned academies operated by the United States Government. Dedicated in 1976, the present Academy complex houses the largest educational institution in the world devoted solely to health and safety in mining. The Academy serves as the central training facility for federal mine inspectors and mine safety professionals from other government agencies, the mining industry, and labor.
The Academy was established to provide an academic and practical background in mine health and safety to those appointed to inspect mines, render technical assistance, and to train the Nation's miners.

The Academy is located in Beckley, West Virginia, on a 76-acre site near the Raleigh County Airport.

At this facility, students are exposed to a variety of different disciplines in ten different laboratories: roof control, ground control, mine emergency and mine rescue, ventilation, electrical, machinery, industrial hygiene, computer, and underground and surface mine simulation.

Classes and materials cover law, regulation and policy, inspection procedures, accident prevention, investigations, industrial hygiene, mine emergency procedures, mining technology, computer technology, management, safety and many other subjects. Mining professionals from across the United States and many foreign countries come to the Academy for health and safety training.

All newly hired MSHA mine safety and health inspectors receive entry-level training. This training covers technical aspects of mine inspection and additional topics such as effective communications and professionalism. Entry-level mine safety and health inspectors receive six modules of instruction (21 weeks total) at the Academy in conjunction with required web-based training and on-the-job training (OJT) sessions in the field. Journeyman training presents up-to-date technical and regulatory information to journeyman mine safety and health inspectors to help them ensure that the mining community is served most effectively. The Academy also presents courses to provide journeymen with more in-depth training on special subjects. Technical Specialists receive training in a variety of subjects so that they remain informed regarding current technical and regulatory information. The Academy offers computer training on various software applications to MSHA personnel and others from the mining industry and other government agencies.

All Academy courses are open to participants from throughout the mining community. Seminars, workshops, and conferences are offered during the year, both at the Academy and at sites throughout the country. In addition to providing CEUs (Continuing Education Units), many courses provide required certification or qualification to persons who take mandated examinations. The Academy instructors will also frequently furnish additional courses to the industry and interested

participants. Training activities in the Mine Simulation Laboratory cover mine rescue, firefighting, mine emergency response, simulated inspections, ventilation, roof control, haulage, annual refresher subjects, supervisory training, and mine examination. Students come from MSHA, other Federal and state agencies, industry, labor organizations, and international mining delegates.

In addition to classes for mine health and safety inspectors and the mining industry, the Academy works in cooperation Marshall University to provide students with the option to obtain an M.S. in Safety with emphasis in Mine Safety. The MSF program totals 36 hours and includes a combination of required and elective courses. At least 18 credit hours must be completed at the 600 level or above.

National Mine Health And Safety Academy (MSHA)					
MSHA Metal/Nonmetal Entry Level Inspector Training - Inseat Courses as MSHA					
Course List and Credit Hour Equivalency					
Lower Level Classes marked in Blue					
Upper Level Classes marked in Green					

Catalog ID	Course	Instruction Hours	Lower Division Hours	Upper DivisionH ours	Gen Ed Comm Hours
GS101M	Orientation/Introduction to MSHA	6	6		
CT101M	Introduction to Surface Pro	12	12		
	introduction to Surface Pro Lab	1	1		
GS122M	Effective Citation Writing	6	6		6
	Effective Citation Writing Lab	1	1		1
LP101M	Law, Regulation, & Policy	21		21	
	Law, Regulation, & Policy Lab	1		1	
LP126M	Inspection Procedures	21	21		
	Inspection Procedures Lab	1	1		
LP102M	Citation & Order Writing/Notetaking; Inspector's Application S (IAS)	48		48	48
	Citation & Order Writing/Notetaking; Inspector's Application S (IAS) Lab	1		1	1
CT107M	Keyboarding	1	1		
IH121M	Wellness	13	13		
Module II					
GS116M	Professionalism	6	6		
	Professionalism Lab	1	1		
GS135M	Communications	7	7		7
	Communications Lab	1	1		1
LP129M	Mine Act S&S, 104(d), Part 45 Contractors	12		12	
	Mine Act S&S, 104(d), Part 45 Contractors Lab	1		1	
IH112M	Introduction to Chemical Hazards	6	6		
	Introduction to Chemical Hazards Lab	1	1		
IH152M	Health I	24		24	
	Health I Lab	1		1	
LP123M	Part 50 Reporting Requirements & Auditing	12	12		
	Part 50 Reporting Requirements & Auditing Lab	1	1		
FS101M	Fire Protection	6		6	
	Fire Protection Lab	1		1	
GS142M	Training Requirements-Parts 46 & 48	12	12		
	Training Requirements-Parts 46 & 48 Lab	1	1		
EL104M	MNM Mine Electricity	28		28	
	MNM Mine Electricity Lab	1		1	
IH121M	Wellness	18	18		
Module III					
GS138M	Interviewing Techniques	6	6		
	Interviewing Techniques Lab	1	1		
IH116M	Health II	24		24	
	Health II Lab	1		1	
LP103M	Jurisdictional Issues	3	3		
LP104M	Accountability	3	3		
	Accountability Lab	1	1		
ME101M	Mine Rescue / Part 49	7	7		
	mine Rescue / Part 49 Lab	1	1		
SF109M	Excavation & Trenching Safety	6		6	
	Excavation & Trenching Safety Lab	1		1	
HL110M	Surface Haulage MNM	36		36	
	Surface Haulage MNM Lab	1		1	
MS107M	Cement Plant Processes	7		7	
	Cement Plant Processes Lab	1		1	
LP136M	Simulated Inspection	12		12	
IV103M	Accident Investigation	6	6		
	Accident Investigation Lab	1	1		
IH121M	Wellness	18	18		
Module IV					
RC103M	Ground Control I	9		9	
	Ground Control I Lab	1		1	
SF103M3	Safety Programs	3	3		
	Safety Programs Lab	1	1		
RC104M	Slope & Shaft Sinking	6		6	
	Slope & Shaft Sinking Lab	1		1	
CT111M	Conference Presentation Preparation	9	9		9
CT114M	IAS & C/O Review A	9	9		
	IAS & C/O Review A Lab	1	1		
LP120M	Mine Act 107(a), 103(g)	6		6	
	Mine Act 107(a), 103(g) Lab	1		1	

Code	Course				
EX102M	Drilling & Blasting	35		35	
	Drilling & Blasting	1		1	
IV107M	Introduction to Special Investigations/Mine Act 105(c)/110(c)	6	6		
	Introduction to Special Investigations/Mine Act 105(c)/110© Lab	1	1		
IH121M	Wellness	13	13		
Module V					
LP141M	Courtroom Procedures	6	6		
	Courtroom Procedures Lab	1	1		
IM104M	Retaining Dams	12		12	
	Retaining Dams Lab	1		1	
SF108M	Maintenance & Repair/Construction Safety	6		6	
	Maintenance & Repair/Construction Safety Lab	1		1	
SF110M	Scaffold Safety	6		6	
	Scaffold Safety Lab	1		1	
VN221M	Underground and Industrial Ventilation	18		18	
	Underground and Industrial Ventilation Lab	1		1	
PP103M	Pressure Vessels & Boilers	9		9	
	Pressure Vessels & Boilers Lab	1		1	
CT115M	IAS & C/O Review B	9	9		
	IAS & C/O Review B Lab	1	1		
IH121M	Wellness	11	11		
Module VI					
SF111M	Material Storage & Handling	6		6	
	Material Storage & Handling Lab	1		1	
HL114M	Articulating Trucks	3	3		
	Articulating Trucks Lab	1	1		
EL101M	Electrical Review	8		8	
	Electrical Review Lab	1		1	
EL102M	Permissibility	4		4	
	Permissibility Lab	1		1	
HS103M	Hoisting & Elevators	18		18	
	Hoisting & Elevators Lab	1		1	
LP133M	Mine Act 103(f), 103(k), General Review	12	12		
	Mine Act 103(f), 103(k), General Review Lab	1	1		
RC107M	Ground Control II (UG)	6		6	
	Ground Control II (UG) Lab	1		1	
PP105M	Structural Safety	7		7	
	Structural Safety Lab	1		1	
GS161M	Overall Review / Graduation	4	4		
IH121M	Wellness	11	11		

On-Line Prerequisite Courses for Metal/Nonmetal Entry Level Inspector		Approximate Completion Time in Hours	Lower Division Hours	Upper Division Hours	Gen Ed Comm Hours
Online Pre-Module I:					
SFD101M2	Employee Accident Reporting	1	1		
SFD103G	Employee Health & Safety	1	1		
GSD106G	Standards of Conduct	1	1		
GSD101G	Rules to Live By I	1	1		
GSD103G	Rules to Live By III	1	1		
LPD10M	Special Assessment Form 7000-20				
CTD100G	OJT Application for Entry Level Inspectors	0.75	0.75		
GSD700G	Orientation to the National Mine Health and Safety Academy	0.5	0.5		
IHD105G1	Wellness-Part 1	2	2		
LPD118M	Mine Act Purpose of Agency	1	1		
SFD114G	Drug & Substance Abuse Awareness	1	1		
Online Pre-Module II:					
FSD101M	Fire Protection	2	2		
GSD142G	Part 46	2	2		
GSD141G	Part 48	2	2		
LPD117G	Part 45 Contractors	2	2		
GSD132G	Safety Talks I	1	1		
GSD116G	Professionalism	2	2		
GSD135G	Communications	1	1		
SFD106M	Personal Protective Equipment	0.9	0.9		
IHD106G	Hazard Communication	2	2		
IHD112M	Introduction to Chemical Hazards	1	1		
IHD152M	Health I	2	2		
ELD101M	Mine Electricity	2	2		
LPD121G	Part 50 Reporting Requirements	2	2		
Online Pre-Module III:					
GSD138G	Interviewing Techniques	1	1		
LPD141G	Courtroom Procedures	1	1		
LPD142M	Jurisdictional Issues	1	1		
MED102M	Mine Gases	1	1		
MED101M	Mine Rescue/Part 49	1	1		
IV101G	Accident Investigation	1	1		
SFD115G	Behavior Based Safety	2	2		
SFD117M	Root Cause Analysis	2	2		
Online Pre-Module IV:					
RCD103M	Ground Control	1	1		
SFD107M	Safety Programs	1	1		
RCD104M	Slope and Shaft	1	1		
Online Pre-Module V					
IVD10M	Miners Rights				
IMD104M	Retaining Dams	1	1		
VND120M	Underground Ventilation	2.5	2.5		
VND106M	Industrial Ventilation	1	1		
VND100M	Gas Detecting Devices	1	1		
Online Pre-Module VI:					
ELD121M	Electrical Permissibility	3.5	3.5		
HSD102M	Hoisting	2	2		
PPD105M	Structural Safety	1	1		
HLD110G	Tree Cutting	1	1		
Online, must be completed prior to Graduation:					
SFD151G	Technical Support Overview	0.5	0.5		
IHD105G2	Wellness-Part 2	2	2		
MS111M	Unique Processes In Mining	8	8		
	Miners Rights (added 6/2018)				
	Special Assessment Form 7000-20				

Summary and Recommendations				
National Mine Health And Safety Academy (MSHA)				
MSHA Metal/Nonmetal Entry Level Inspector Training Program				
MSHA Metal/Nonmetal Entry Level Inspector Inseat Instructional Hours	683.0	278.0	405.0	73.0
Metal/Nonmetal Entry Level Inspector Online (Prerequisite) Hours	68.7	68.7	0.0	0.0
Total MSHA In-Seat and Online Instructional Hours	751.7	346.7	405.0	73.0
Credit Hour Conversion @ 15-1 ratio	50.1	23.1	27.0	4.9
RBA/BOG MSHA Metal/Nonmetal Entry Level Inspector Credit Recommendation	50	23	27	5

	National Mine Health And Safety Academy (MSHA)				
	MSHA Coal Entry Level Inspector Training - Inseat Courses at MSHA				
	Course List and Credit Hour Equivalency				
	Lower Level Classes marked in Blue				
	Upper Level Classes marked in Green				
Catalog ID	**Course**	**Total Instruction Hours**	**Lower Division Hours**	**Upper Division Hours**	**Gen Ed Comm Hours**
Module I					
GS101C	Orientation / Introduction to MSHA	6	6		
LP101C	Law, Regulation, & Policy	21		21	
	Law, Regulation, & Policy Lab	1		1	
CT101C	Introduction to Surface Pro	12	12		
GS123C	Effective Citation Writing	6	6		6
	Effective Citation Writing Lab	1	1		1
LP126C	Inspection Procedures	21	21		
	Inspection Procedures Lab	1	1		
LP102C	Citation & Order Writing/Notetaking; Inspector's Applications S (IAS)	48		48	48
	Citation & Order Writing/Notetaking; Inspector's Applications S (IAS) Lab	1		1	1
CT107C	**Keyboarding	1	1		
IH121C	**Wellness	13	13		
Module II					
GS116C	Professionalism	6	6		
	Professionalism Lab	1	1		
LP129C	Mine Act S&S, 104(d), Part 45 Contractors -	12		12	
	Mine Act S&S, 104(d), Part 45 Contractors Lab	1		1	
LP123C	Part 50 Reporting Requirements & Auditing	12	12		
	Part 50 Reporting Requirements & Auditing Lab	1	1		
CT114C	IAS & C/O Review A	9	9		
	IAS & C/O Review Lab	1	1		
GS135C	Communications	7	7		7
	Communications Lab	1	1		1
CT111C	Conference Presentation Preparation	9	9		9
	Conference Presentation Preparation Lab	1	1		1
IH108C	Noise/Respirable Dust	30		30	
	Noise/Respirable Dust Lab	1		1	
IV107C	Introduction to Special Investigations/Mine Act 105(c), 110(c)	6	6		
	Introduction to Special Investigations/Mine Act 105(c), 110© Lab	1	1		
VN131C	Workplace Examination	7	7		
	workplace Examination Lab	1	1		
GS141C	Training Requirements - Part 48	6	6		
	Training Requirements - Part 48 Lab	1	1		
VN111C	Combustible Materials & Rockdusting	7		7	
	Combustible Materials & Rockdusting Lab	1		1	
IH121C	Wellness	18	18		
Module III					
LP120C	Mine Act 107(a), 103(g)	6		6	
	Mine Act 107(a), 103(g) Lab	1		1	
VN125C	Ventilation I / Mine Maps / Gas Detecting Devices	21		21	
	Ventilation I / Mine Maps / Gas Detecting Devices Lab	1		1	
LP135C	Simulated Inspection	12		12	
HS102C	Hoisting & Elevators	18		18	
	Hoisting & Elevators Lab	1		1	
EL101C	Coal Mine Electricity	35		35	
	Coal Mine Electricity Lab	1		1	
RC105C	Roof Control	24		24	
	Roof Control Lab	1		1	
IH121C	Wellness	18	18		

Module IV					
RC101C	Ground Control	12		12	
	Ground Control Lab	1		1	
LP103C	Jurisdictional Issues	3	3		
LP104C	Accountability	3	3		
	Accountability Lab	1	1		
EL121C	Electrical Permissibility	9		9	
	Electrical Permissibility Lab	1		1	
EL126C	Diesel Permissibility	9		9	
	Diesel Permissibility Lab	1		1	
CT115C	IAS C/O Review B	9	9		
	IAS C/O Review B Lab	1	1		
IV101C	Accident Investigation -	6	6		
	Accident Investigation Lab	1	1		
HL103C	Underground Haulage	9		9	
	Underground Haulage Lab	1		1	
VN123C	Ventilation II	21		21	
	Ventilation II Lab	1		1	
IH121C	Wellness	13	13		
Module V					
MS101C	Longwall	6		6	
	Longwall Lab	1		1	
GS138C	Interviewing Techniques	6	6		6
	Interviewing Techniques Lab	1	1		1
LP141C	Courtroom Procedures	6	6		
	Courtroom Procedures Lab	1	1		
HL100C	Surface Haulage	36		36	
	Surface Haulage Lab	1		1	
EX103C	Drilling & Blasting	30		30	
	Drilling & Blasting Lab	1		1	
IH121C	Wellness	13	13		
Module VI					
IM102C	Impoundments	12		12	
	Impoundments Lab	1		1	
LP113C	Mine Act 103(f), 103(k), General Review	12	12		
	Mine Act 103(f), 103(k), General Review Lab	1	1		
RC104C	Slope & Shaft Sinking	6		6	
	Slope & Shaft Sinking Lab	1		1	
FS101C	Fire Protection	6		6	
	Fire Protection Lab	1		1	
EL131C	Fire Detection & Monitoring	7		7	
	Fire Detection & Monitoring Lab	1		1	
EL103C	Electrical Review	12		12	
	Electrical Review Lab	1		1	
PP103	Surface Structures	6		6	
	Surface Structures Lab	1		1	
ME101C	Mine Rescue / Part 49	12	12		
	Mine Rescue / Part 49 Lab	1	1		
HL114C	Articulating Trucks	3	3		
	Articulating Trucks Lab	1	1		
GS161C	Overall Review / Graduation	4	4		
IH121C	Wellness	13	13		

On-Line Prerequisite Courses for Coal Entry Level Inspector

Catalog ID	Course	Approximate Completion Time in Hours	Lower Division Hours	Upper Division Hours	Gen Ed Comm Hours
The following courses must be completed before admittance to (classroom component) in Module I:					
SFD101C	Employee Accident Reporting	1	1		
SFD103G	Employee Health & Safety	1	1		
GSD106G	Standards of Conduct (Ethics)	1	1		
GSD101G	Rules to Live By I	1	1		
GSD102C	Rules to Live By II	1	1		
GSD103C	Rules to Live By III	1	1		
IHD105G1	Wellness - Part 1	2	2		
GSD700G	Orientation to the National Mine Health & Safety Academy	0.5	0.5		
CTD01C	Basic Laptop Information	1	1		
CTD02C	MSHA Specific Laptop Applications	1	1		
CT703G	OJT Application for Entry Level Inspectors	1	1		
The following courses must be completed before admittance to (classroom component) in Module II:					
LPD117G	Part 45 Contractors	2	2		
LPD121G	Part 50 Reporting Requirements	2	2		
GSD135G	Communications	1	1		
IHD104C	Miscellaneous Health Standards	1	1		
IHD106G	Hazard Communication	2	2		
GSD141G	Part 48 Training Requirements	2	2		
GSD116G	Professionalism	2	2		
GSD132G	Safety Talks I	1	1		
IHD101C	Respirable Dust	3	3		
IHD107C	Noise (Noise/Respirable Dust)	1.5	1.5		
VND131C	Workplace Examinations	2	2		
The following courses must be completed before admittance to (classroom component) in Module III:					
ELD101C	Coal Mine Electricity	3	3		
VND125C	Ventilation I	1	1		
HSD101C	Hoisting	2	2		
The following courses must be completed before admittance to (classroom component) in Module IV:					
RCD101C	Ground Control	1	1		
ELD126C	Diesel Permissibility	2	2		
IVD101C	Accident Investigation	1	1		
SFD115G	Behavior Based Safety	2	2		
SFD117C	Root Cause Analysis	2	2		
ELD121C	Electrical Permissibility - Coal	3.5	3.5		
HLD103C	Underground Haulage	1	1		
The following courses must be completed before admittance to (classroom component) in Module V:					
GSD138G	Interviewing Techinques	1	1		
LPD141G	Courtroom Procedures	1	1		
EXD103C	Drilling and Blasting	2	2		
HLD100C	Surface Haulage	2	2		
The following courses must be completed before admittance to (classroom component) in Module VI:					
IMD102C	Impoundments	1	1		
RCD104C	Slope & Shaft Sinking Inspection	1.5	1.5		
FSD101C	Fire Protection	1	1		
PPD105C	Structural Safety	1	1		
HLD110G	Tree Cutting	1	1		
ELD131C	Fire Detection and Monitoring	2	2		
MED101C	Mine Rescue/Part 49	1	1		
MED102C	Mine Gases	1	1		
ses must be completed prior to Graduation:					
SFD105C	Miscellaneous Safety Standards	1	1		
SFD151G	Technical Support Overview	0.5	0.5		
IHD108G	Wellness - Part 2	2	2		

Summary and Recommendations

National Mine Health And Safety Academy (MSHA)
MSHA Coal Entry Level Inspector Training Program

Training Program	Total Instructional Hours	Lower Division Hours	Upper Division Hours	Gen Ed Comm Hours
MSHA Coal Entry Level Inspector Inseat Instructional Hours	717.0	278.0	439.0	81.0
Coal Entry Level Inspector Online (Prerequisite) Hours	68.5	68.5		
Total MSHA In-Seat and Online Instructional Hours	785.5	346.5	439.0	
Credit Hour Conversion @ 15-1 ratio	52.4	23.1	29.3	5.4
RBA/BOG MSHA Coal Entry Level Inspector Credit Recommendation	**50**	**23**	**27**	**5**

U.S. Department of Labor
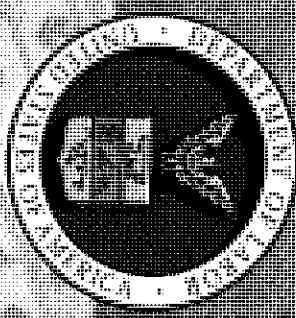
National Mine Health and Safety Academy

This is to certify that

[REDACTED]

has successfully completed

Metal/Nonmetal Entry Level Mine Instructor Training

October 23, 2018—October 3, 2019

Dr. Michael Topka
Superintendent, National Mine Health and Safety Academy

U.S. Department of Labor
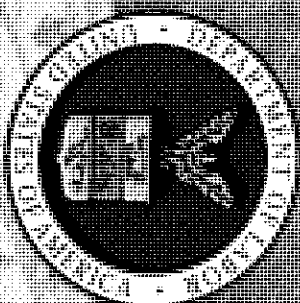
National Mine Health and Safety Academy

This is to certify that

[REDACTED]

has successfully completed

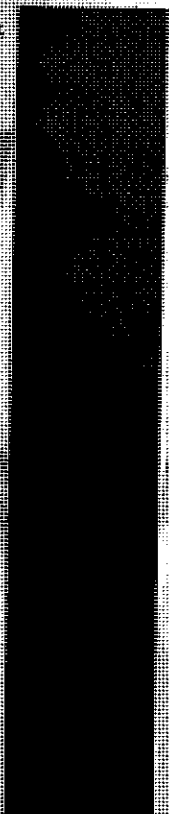## Coal Entry-Level Mine Inspector

(Coal Training Program)

June 12, 2016–June 29, 2017

Faculty and Staff

Michael J. Faughnan, PhD
PhD Educational Policy, Planning, and Leadership	College of William and Mary
MA – National Security Strategy	National War College
MA – Educational Technology Leadership	George Washington University
BA – Sociology	Stetson University

Terry Phillips
MS – Safety	Marshall
BS – Mining Engineering	WVU Tech
AS – Mining Engineering Technology	WVU Tech
AS – Occupational Development	Marshall

Donald Booth
MS – Safety Environmental Management	WVU
BS – Criminal Justice	Fairmont State

Ronald Barber
AS - Occupational Development	MCTC

Joseph Mackowiak
MS – Safety	Marshall
BS - Engineering of Mines	WVU
PE	WV

David Elkins
MS – Safety	Marshall
BS – Engineering of Mines	WVU

Jared Adkins
MS – Safety	Marshall
BS Civil Engineering	WVU Tech

Jonah Pritt
MS – Safety	Marshall
BS – Business	WVU Tech

Ted Farrish
MA
BA

Steve Hoyle
MA
BA

Kevin Malay
MS – Computer Information Systems	Marshall
BS – Management Information Systems	Marshall

Wayne Richmond
BS – Agriculture Education

Tiffany Blair
MS – Computer Information Systems   Marshall
BS – Computer Information Systems   Concord

Vince Nicolau
AS – Occupational Development   MCTC
AS – Drafting& Design Engineering   WVU Tech

Matt Taylor
MS – Information Systems   University of Phoenix
BS – Information Systems   WVU

Matilda Collins
BS – Mining Engineering   VA Tech
AS - Accounting   Southwest Virginia Comm. College

Cheryl McGill
AS - Mine Management/ Eng. Technology   University of Kentucky,
                                            Madisonville Comm. College

Brandon Ellison
AS – Occupational Development   MCTC

Nathan Neely
BS – Mining Engineering   WVU

Melody Bragg
BA – Business Administration   Mountain State University
AS – Legal Studies   Mountain State University

Glen Poe
MS – Safety   Marshall
BS – Environmental Health and Safety   Mountain State University
AS – Environmental Health and Safety   Mountain State University

Katie Kimbrell
BA – Liberal Arts   Mountain State University
MLIS – Library and Information Science   University of South Carolina

Angela Blair
BS – Business Administration   Concord University
MS – Human Resources   Capella University