



Dear CCU Applicant:

We recognize that not all learning takes place in a traditional classroom, and we are pleased to offer students a way to receive college credit for special training they have acquired through their professional and personal life experiences. We may award up to 42 units of course credit for specialized training experiences, and these units may be used to fulfill **General Elective** course requirements.

We encourage you to take a few moments to review some examples of specialized training programs that are eligible for college credit. You may discover that you have completed some of them, or that you have completed other similar training experiences.

If you would like to apply for credit for specialized training experiences, please complete the attached form and submit copies of documentation of program completion. Your documentation should include:

- Copies of certificates
- Copies of licenses
- Transcripts
- DD214 forms (or)
- Company training program agendas or content

Your documentation should also include the dates of attendance and the number of hours of instruction involved in each training activity.

When we receive your material, we will review it with the following guidelines in mind:

Forty five (45) hours of documented training is considered equivalent to one three-unit course, and course credit is awarded in increments of 45 hours only. For example, 45 hours of training = one course, 90 hours = 2 courses, etc. While we cannot award course credit for less than 45 hours of instruction, we can combine hours from different sources. For example, if you participated in two 8-hour workshops (16 hours), we could not give you credit for one unit. However, we could combine six 8-hour workshops (48 hours) and award credit for one course.

If you have any questions about your eligibility to receive credit for specialized training, please contact the Admissions Office. We will be pleased to discuss your situation with you and assist you in identifying the documentation you will need to submit along with your application.

We look forward to assisting you with your application process.

The CCU Admissions Staff



UNDERGRADUATE REQUEST FOR ELECTIVE CREDIT BASED ON SPECIALIZED TRAINING

Name _____ Date _____

Bachelor of Science Degree Program

B.S. Management

B.S. Business Administration

B.S. Psychology

To submit your request, the following information must be included:

- The **name of the school** and/or the **name of the course** you completed
- The **dates of attendance**
- The **number of hours** that the course took to complete
- **Documentation** of successful completion that includes your name and the information above (certificate of completion, etc.)
- The **total** number of specialized training hours

For consideration, all requests **MUST** include documentation of successful completion of specialized training **AND** all requests must be submitted in the format below.

Name of School or Training Facility and/or Course	Dates of Attendance	Number of Hours of Instruction	Copy of Certificate Attached
Total Hours			<i>Attach additional pages if necessary</i>

When you have completed this form, include it and your supporting documentation with your application for admission.



**EXAMPLES OF ELIGIBLE
SPECIALIZED TRAINING PROGRAMS**

Health-Related Professional Certifications and Licenses	Semester Units of Credit
NJ Emergency Medical Technology Ambulance (EMT-A) or BASIC (EMT-B)	4
NJ Emergency Medical Technology - Paramedic (MICP)	16
Histotechnology (ASCP-HT)	4
Nuclear Medicine Technology (ARRT-RT[N] or NMCB-CNMT or NJ-LNMT)	30
Nursing (RN)	up to 60
Radiation Therapy Technology (ARRT-RT[t] or NJ-LRT[T])	32
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R])	34
Hospital-based programs 1980 through present	20 or 34
Hospital-based programs 1976-1980	20
Hospital-based programs prior to 1976	20
Respiratory Therapy Technician (NBRC-CRTT)	23
Respiratory Therapist (NBRC-RRT)	44

Aviation Licenses and Certificates	Semester Units of Credit
FAA Private Pilot Airplane License	6
FAA Private Pilot Rotorcraft License	6
FAA Commercial Pilot Airplane License	12
FAA Commercial Pilot Rotorcraft License	12
FAA Instrument Pilot Airplane Licenses	6
FAA Instrument Pilot Rotorcraft License	6
FAA Air Traffic Control Specialist	60
FAA Airline Transport Pilot	5
FAA Flight Dispatcher	7
FAA Flight Engineer	6
FAA Flight Instructor Instrument Rating	4
FAA Flight Instructor Rating	4
FAA Flight Navigator	8
FAA Mechanic Certificate/Airframe and Power Plant Rating (earned after 1966)	67
FAA Mechanic/Airframe	27
FAA Mechanic/Power Plant	28
FAA Multi-engine Airplane	2

If a student holds both private pilot licenses, the maximum credit awarded is 9 semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, 9 semester hours.

Business Certificates	Semester Units of Credit
Institute for the Certification of Computer Professionals	
Associate Computer Professional (ACP)	up to 20
Certified Computer Programmer (CCP)	up to 23-24
Certified Data Processor (CDP)	up to 23-24
Certified Systems Professional (CSP)	up to 23-24
Diploma in Computer Studies (Certificate awarded by The National Computing Centre)	9
Certified Payroll Professional (CPP) (Awarded by the American Payroll Association)	up to 12
Certified Professional Secretary (CPS) (Awarded by Institute for Certifying Secretaries)	up to 32
Certified Public Accountant (CPA) (Awarded by State Boards of Accountancy)	up to 33
Chartered Life Underwriter (CLU) (Awarded by The Certification Board of the American College)	up to 30
Chartered Financial Consultant (ChFC) (Awarded by The Certification Board of the American College)	up to 30
Chartered Property Casualty Underwriter (CPCU) (Awarded by The American Institute of Property and Liability Underwriters)	up to 32
Certified Financial Planner (CFA) (Awarded by The College for Financial Planning)	up to 15
Certified Employee Benefit Specialist (CEBS) (Awarded by The International Foundation of Employee Benefits Plans)	up to 34
Certified Employee Benefit Specialist (CEBS) (Awarded by The National Association of Purchasing Management; credit recommendation from USNY PONSI program)	up to 9
Certified Public Manager Program of New Jersey (CPM)	up to 18

Other Certificates or Licenses	Semester Units of Credit
Automotive Service Excellence Examinations (NIASE) Automotive, eight exams Auto Body, two exams Heavy-Duty Truck, six exams	up to 32 up to 17 up to 27
Certified Novell Administrator	up to 2
Certified Novell Instructor	up to 13
Certified Novell Engineer	up to 15
New Jersey State Land Surveyor License	7
Evelyn Wood Reading Dynamics Course	1
National Court Reporters Association Registered Professional Reporter Certificate of Merit	21 3
Navy Basic Nuclear Power School (after 1961)	41
Navy Qualifications Beyond Basic Nuclear Power School	3 to 20
Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License	27
National Registry of Radiation Protection Technologists (NRRPT)	30

Child Development Associate (CDA)	9
New Jersey Basic Course for Police Officers (Jan. 1986 to present)	16
New Jersey Basic Training for Corrections Officers (July 1989 to present)	12
Philadelphia Police Academy Training (1988 to present)	15
American Society for Nondestructive Testing	
Any testing method (Level 1)	6
Any testing method (Level 2)	12
Radiographic testing (Level 1)	3
Radiographic testing (Level 2)	7
Ultrasonic testing (Level 1)	3
Ultrasonic testing (Level 2)	7
Magnetic and Liquid testing (Level 1)	3
Magnetic and Liquid testing (Level 2)	6
Eddy Current testing (Level 1)	3
Eddy Current testing (Level 2)	3
Leak testing (Level 1)	3
Leak testing (Level 2)	3

Examples of Additional Specialized Training Providers Qualifying for Credit*

American Health Management Assn.	Dale Carnegie & Associates	Panasonic Services Company
American Management Association	Defense Logistics	Paychex, Inc.
American Institute of Banking	Delta Airlines	Screenwriters Group
American Society of Safety Engineering	Disabled American Vets	Scuba Schools International
Anheuser-Busch Companies	Faith Builders Educational Programs	Seafarers School
Army Material Command	Federal Aviation Agency	Southern Baptist Seminaries
Army Mgmt. Staff College	Federal Correctional Institution	Southwestern Bell
AT&T	Federal Judicial Center	TRANE
Bank Administration Institute	Fire Department, NYC	UAW
Bell Atlantic (Verizon Communications)	General Motors Corp.	Union Pacific Railroads
Berlitz International	IBM Corporation	US Army
BF Goodrich	Learning Tree International	US Air Force
Caesar Atlantic	Lucent Technologies	US Coast Guard
Center for Performing Excellence	Maryland Department of Education	US Department of Defense
Credit Union National Association	McDonalds Corporation	US Department of Justice
Charter Learning	Montessori	US Marines
Chubb Institute	NASA	US Navy
Chrysler Corporation	National Assn. of Power Engineers	US Postal Service
Citibank (Citigroup)	National Child Care Assn.	Wakenhut Corporation
Colgate-Palmolive Co.	National Weather Service Training Center	Walt Disney
Commerce Bank, N.A.	Offshore Sailing School	Westinghouse
Control Data	Pacific Bell	

* This is only a partial list of specialized training providers