

# Professional Levels Screens

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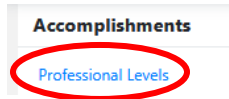
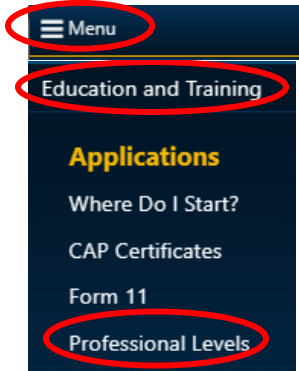
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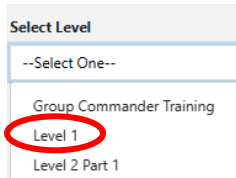
## Accessing Professional Levels

Step 1 – In eServices, click on Menu → Education and Training → Professional Levels



Step 2 – On the next screen under Accomplishments, click on Professional Levels

### Level I Example:



Step 3 – On the next screen, under Select Level, click on the down arrow and select the Level you wish to review (Level I is selected in this example)

Level 1 Group 3				Completed / Required Tasks - [ 1 / 1 ]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 OPSEC and Cybersecurity	APPROVED	10/12/2021	Choose file <input type="button" value="Browse"/>	Group equivalency credit
▼				
Level 1 Group 4				Completed / Required Tasks - [ 0 / 2 ]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 My Learning Path		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> 01 Introduction to Mentoring in Civil Air Patrol		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	
▼				
Level 1 Group 5				Completed / Required Tasks - [ 1 / 1 ]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Diversity, Equal Opportunity, and Nondiscrimination	APPROVED	12/14/2021	Choose file <input type="button" value="Browse"/>	
▼				

Identifies progress on that section/group of tasks to be completed (completed 1 of 1)

Level I modules that do not show Approved under Status column, need to be completed

There will be a green checkmark if the group/section is totally completed

**Level II Example:**

Select Level  
--Select One--  
Group Commander Training  
Level 1  
**Level 2 Part 1**

Step 3 – On the next screen, under Select Level, click on the down arrow and select the Level you wish to review (Level 2 Part 1 is selected in this example)

This will open up the screen that lists all the requirements for that Level. Note that Level II has two parts - 1 and 2. Why two parts? Members bring with them a varied amount of education and experience to Civil Air Patrol that the organization recognizes. Former military, professionals, and former cadets who achieved the Mitchell Award or higher and are eligible for an advanced grade have nine modules in Level II Part 1 that must be completed prior to receiving an advanced grade.

The screen below is from a member’s Level II Part 1 Professional Levels

Level 2 Part 1 Accountability				Completed / Required Tasks - [ 0 / 1 ]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Accountability and Responsibility of the Adult Leader		mm/dd/yyyy	Choose file Browse		
<b>Level 2 Part 1 Customs and Courtesies</b>				<b>Completed / Required Tasks - [ 1 / 1 ]</b>	
Task Name	Status	Date Completed	Upload Document	Comments	
<input type="checkbox"/> Civil Air Patrol Customs and Courtesies		mm/dd/yyyy	Choose file Browse		
<input type="checkbox"/> Customs and Courtesies	APPROVED	02/19/2022	Choose file Browse		

There will be a green checkmark if the group/section is totally completed

The “Completed / Required Task” item might be slightly confusing in Level II module requirements. In the above example, the Level 2 Part 1 “Customs and Courtesies” section shows Completed / Required Tasks - [1/1] however, there are two modules listed in this section.

The reason for multiple modules is the four different “paths” based upon the categories of former military, former cadet, professional, and new member. Our former military members are very familiar with customs and courtesies, so they will take the Civil Air Patrol Customs and Courtesies module, while those in the professional or new member path take the Customs and Courtesies module. Former cadets do not take a module for Customs and Courtesies as they are familiar with CAP’s customs and courtesies.

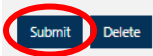
**Uploading Documentation**

Documentation is required for items in Levels III, IV, and V. One requirement for Level III is attendance at two conferences. If you are not working in Level III yet (only working in Level I or II), save the document to your computer to upload to Level III Professional Levels when you have access.

**EXAMPLE:** Documentation for attending a conference in Level III

Step 1 - Click on the item being entered making sure there is a checkmark showing before submitting

Conference Attendance				Completed / Required Tasks - [ 0 / 2 ]	
Task Name	Status	Date Completed	Upload Document	Comments	
<input checked="" type="checkbox"/> Attend Wing, Region, or National Conference 1		02/09/2019	2019 NCWG Conf Attend Browse	NC Wing 2019 Conference - Greensboro	
<input checked="" type="checkbox"/> Attend Wing, Region, or National Conference 2		02/08/2020	NC Wing 2020 Conf Atten Browse	NC Wing 2020 Conference - Greensboro	



The box next to the Gold Circle MUST be checked. The Gold Circle with the letter “I” indicates that documentation must be uploaded.

- Step 2 - Enter the completion date in “Date Completed
- Step 3 - In the Comments box, enter information to help the validator
- Step 4 - Upload the document from your computer
- Step 5 - Click on the Submit button at the bottom of the page
- Step 6 - Go back to the page to make sure the entry and documentation is there. It will be pending until approved.

**EXAMPLE:** Mentor a Member Through Level I. This is a requirement in Level III.

Upload the document from your computer. This can be a letter of memorandum or other validated documentation. It cannot just be a screenshot of the mentee’s Level I completion in eServices. The box next to the Gold Circle\* MUST be checked. In “Date Completed,” enter the completion date, and in the Comments box, enter information to help the validator.

Click on the Submit button at the bottom of the page

Mentor a Member Through Level 1				Completed / Required Tasks - [ 0 / 1 ]
Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> Mentor a Member Through Level 1		04/04/2022	<input checked="" type="checkbox"/> Mentor Member Through L Browse	Mentored SM John Smith CAPID 699999 through Level I <small>max. 575 characters</small>

Note: the above examples are how to enter ANY item at ANY Level that requires documentation

**Explanation of the “Blue Down Arrow”**

NOTE: Reading the information in the “blue down arrow” applies to all Levels

- Example for Level III:
- Step 1 – Access Professional Levels. In eServices click on Menu → Professional Development → Professional Levels
- Step 2 – Under Accomplishments click on Professional Levels
- Step 3 – Under Select Level click on the Level you want to view (this example is for Level III)
- Step 4 – Scroll down to Conference Attendance
- Step 5 – Click the blue down arrow

Attend Wing, Region, or National Conference 2


APPROVED

02/09/2020

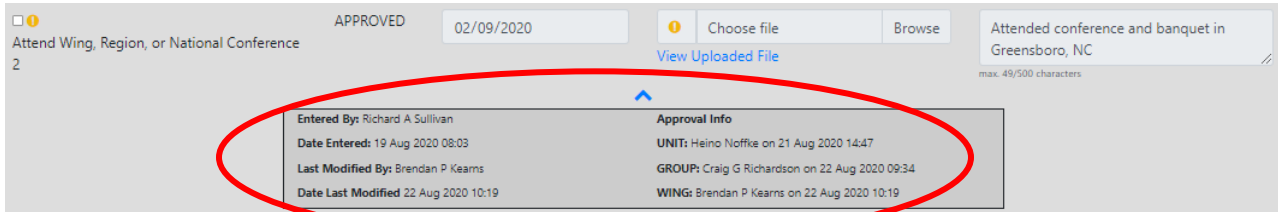
Choose file Browse

[View Uploaded File](#)

Attended conference and banquet in Greensboro, NC  
max. 49/500 characters

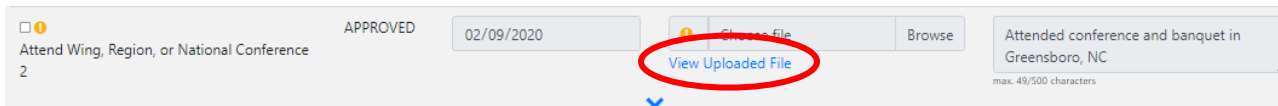


This opens a box that includes the name of the member and the date the information was entered. Identification of commanders that approved the item with approval dates are listed.



### View an Uploaded File

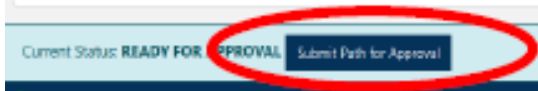
To view a document that has been uploaded to Professional Levels, click “View Uploaded File”. This will open the document on your computer.



### Submitting a Level for Approval and Explanation of the Pending and Approval Boxes

In Professional Levels, select a Level to view if a member has completed a Level a blue or green box will appear.

#### Blue Box – Current Status: READY FOR APPROVAL - Submit Path for Approval



When requirements are completed for a Level, the blue box contains a button that permits the member who completed the Level to submit their own Level for approval. The

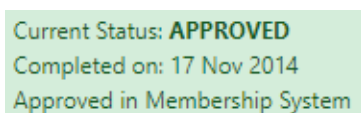
Approval Authorities are Levels I & II - Unit Commander, Levels III & IV - Wing Commander, Level V - Region Commander

#### Blue Box – Current Status: PENDING



After the Level is submitted, the blue box shows it is pending approval.

#### Green Box – Current Status: APPROVED



This indicates that the member has completed this Level. The example shows that it was completed in 2014 in the Professional Development Program. When the Education and Training Program became active in August 2020, all members who had completed Levels prior to this date will

show this type of box. If the member has completed the Level in the E&T program (After August 2020), the green box will have more information. The example below shows the approval for Level V, which requires approval at each level up through the Region.

Current Status: **APPROVED**  
 Created by: Kathleen M Nicholas on 11 Jan 2021 09:55  
 Last modified by: Bruce B Heinlein on 14 Jan 2021 09:44

UNIT Approval: APPROVED by Heino Noffke on 11 Jan 2021 14:35  
 GROUP Approval: APPROVED by Craig G Richardson on 11 Jan 2021 16:17  
 WING Approval: APPROVED by Brendan P Kearns on 11 Jan 2021 17:41  
 REGION Approval: APPROVED by Bruce B Heinlein on 14 Jan 2021 09:44

## Explanation of Different Modules in Level II Part 1 and Level II Part 2

Below is an explanation of why in Level II Parts 1 and 2, there are modules you see approved when you did not complete them and 'extra' modules listed that do not require completion.

**LEVEL II PATH**  
 Former Cadet  
 Former Military  
 Professional  
 New Member

Education and Training Officers assist new members with navigating CAP's Education and Training Program. There are four paths for new members – former military, former cadet, professional, and new member. Before finishing Level I, a path selection is made. This determines the modules a member will complete in Level II. CAP recognizes that members bring various experiences and expertise with them. This is the reason behind the four paths in Level II. For example, a former military member or former cadet already knows basic drill, so they would not complete that

Level II module. A professional or new member does not have experience in wearing a uniform so their module about uniforms is different from that of a former military member or former cadet who would only need to know the differences. Former military and professionals need to know about Advanced Grades and Expectations so there is a specific module to learn about it.

The example shown below is from a former military member's Professional Level. The Customs and Courtesies section shows one module completed; however, two are showing. This member would already be familiar with military customs and courtesies. They have a specific module designed for them to learn about CAP's customs and courtesies. Note: Completed/Required Tasks - 1 / 1. Only one module requires completion.

Level 2 Part 1 Customs and Courtesies					Completed / Required Tasks - [ 1 / 1 ]
Task Name	Status	Date Completed	Upload Document		Comments
<input type="checkbox"/> Civil Air Patrol Customs and Courtesies	APPROVED	07/14/2023	Choose file	Browse	
<input type="checkbox"/> Customs and Courtesies		mm/dd/yyyy	Choose file	Browse	

All Level II modules for all paths appear in Professional Levels. The eServices system cannot be configured to only show your path's modules. Therefore, you will see some that show 'Approved' even if you did not take them. The example below shows the modules Advanced Grade and Expectations (for the professional path) and Cadet Protection from the Senior Perspective (for former cadets) as approved. If they are not modules you need to complete in your path, they will show this way in your Professional Levels screen.

Level 2 Part 1 Advanced Grade					Completed / Required Tasks - [ 1 / 1 ]
Task Name	Status	Date Completed	Upload Document		Comments
<input type="checkbox"/> Advanced Grade and Expectations	APPROVED	07/14/2023	Choose file	Browse	

Level 2 Part 1 Cadet Protection					Completed / Required Tasks - [ 1 / 1 ]
Task Name	Status	Date Completed	Upload Document		Comments
<input type="checkbox"/> Cadet Protection from the Senior Perspective	APPROVED	07/13/2023	Choose file	Browse	Group equivalency credit

To access the list of modules for each Level, go to the [NC Wing Education and Training Resource](#) webpage. There, you will find many helpful resources, along with the Education and Training Module Summary Sheets. Each Level II path has a separate page detailing the required modules for that specific path.