

Volunteer University Lexicon

Access There are two options to access the modules required to advance in the Senior Member Education and Training Program: the AXIS learning management system and Volunteer University (VoU) trained instructors. When a member joins CAP, the Level 1 modules are automatically loaded into AXIS. Former members with a break in service may need to email the capvolu@capnhq.gov email address to get Level 1 modules loaded. When a member advances to the next level the automated modules are loaded into AXIS automatically. The exception is Level 2. A member must choose a path before Level 2 automated modules will load. If a member wishes to participate in Online training, the member must request a cohort. When a member is assigned to a cohort and the cohort begins, the moderated modules will be loaded into AXIS. Participation in Onsite training, either in person or via distance technology, does not require a cohort. The materials for onsite modules (study guides, exercise instructions, etc.) are provided by those facilitating the training and on the Volunteer University website.

ACSC Air Command and Staff College An Air Force Professional Military Education School for field grade officers, completion of which earns equivalency credit for some modules in several levels of the Senior Member Education and Training Program. See Professional Military Education. CAP members may be eligible to take ACSC through Air University Distance Learning. See AUDL.

Assessment The methods (quiz, forum, worksheet, memorandum, report, etc.) used to determine if a student has met the Desired Learning Objectives for a module. Some assessments are graded automatically, and others require an instructor to grade them. **Reference the VoU website for the current list of automatic vs. instructor graded assignments.**

Asynchronous Refers to training conducted in a manner that does not require the students and instructor to be present at the same time. See Synchronous.

AUDL Air University Distance Learning An Air Force organization through which professional military education courses can be completed. Notable among the offerings which are available to eligible Civil Air Patrol members are: Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, and Noncommissioned Officer Academy. See CAP Regulation 40-1 paragraph 11.1.

Automated Modules Modules offered through the AXIS learning management system which can be completed with less instructor interaction. A cohort is not required to complete an automated module. Members who wish to complete training online should request a cohort and then complete the automated modules in a level while waiting for their cohort to begin.

AWC Air War College An Air Force Professional Military Education School for senior officers, completion of which earns equivalency credit for some modules in the Senior Member Education and Training Program. See Professional Military Education. CAP officers may be eligible to take AWC through Air University Distance Learning. See AUDL.

AXIS The learning management system used by VoU to offer modules for members who wish to complete them online.



Bulk Entry The tool used by face-to-face or in person instructors to add module completion credit to the students' Accomplishments page in eServices. For those who have access, it is located at eServices > Menu > Professional Development > Professional Levels > Bulk Entry. Enter the CAP ID of each student in the class separated by a comma and a space. Click on the magnifying glass and check the names that appear--correcting any errors. From the drop-down select the date of the class. From the drop-down select the name of the module. Press "Submit".

Cadet Protection Basic Course A training module offered by Cadet Programs and hosted on AXIS as a module in Level 1. See Summary Conversation.

CAP Professional Colleges Credit for attendance at these schools provide equivalency credit for various modules throughout the Senior Member Education and Training Program. The colleges include: **Chaplain Corps Region Staff College, Inspector General College, National Safety Officer College, and National Legal Officer College.** Refer to CAP Regulation 40-1 paragraph 11.3 and Attachments 4 through 6.

CCRSC Chaplain Corps Region Staff College A training opportunity offered for CAP Chaplain Corps personnel. Content and curriculum are collaboratively developed by

CAP/HC, the CCRSC director, and CAP/ET. Completion earns equivalency credit for some modules. See CAP Professional Colleges.

- Chair** The leader for a level in the Senior Member Education and Training Program who approves instructors, assists instructors, and manages cohorts (online) for Volunteer University. There is one chairperson at each level for each modality. The chairperson reports to the Dean for Online or Onsite.
- CLC Corporate Learning Course** An in-residence course previously required for completion of Level III in the legacy Professional Development Program. This course is no longer offered, and the content it covered has been incorporated in various modules in the Senior Member Education and Training Program. Reference CAPR 40-1 Attachment 10 for details on the grandfather clause.
- Cohort** A group of up to 25 members assigned to a group of four instructors to engage in online, asynchronous training. Upon completion of a level, a member must request assignment to a cohort at the next level to gain access to the moderated modules for that level. The length of a cohort will depend on the student and instructor availability. In some cases, students who don't progress in a cohort will be placed in a future cohort of completion. This will allow for maximum flexibility for both the student and instructor teams.
- Dean** Volunteer University has two deans who report to the Provost. One is the Dean for Online Education, the other is the Dean for Onsite Education. They have chairpersons at each level to manage and assist the instructors at that level.
- Distance technology** Any of a number of methods (Teams, Zoom, Google Hangouts/Classroom, GoToMeeting) used to facilitate synchronous modules for students separated by distance.
- Equivalency** Credit may be earned for various modules based on training completed as a former Civil Air Patrol cadet, member of the US military, or participation in one or more of the Civil Air Patrol professional colleges. See Professional Military Education, Former Cadet, CAP Professional Colleges.
- Face-to-Face** (Abbreviated F2F) Synchronous instruction of a module either in person or via distance technology. Also, in person or onsite.
- Facebook Groups** While not an official source for information, there are two groups operated by Civil Air Patrol members who try to answer questions related to Education & Training. They are **ET – Civil Air Patrol Education & Training** and **Civil Air Patrol – Virtual Training Notifications**. Use them with caution and remember they are not official.
- Faculty** The total of all instructors and assistant instructors who have applied, completed training, and been approved by command to teach for Volunteer University. See CAP Regulation 40-1 paragraph 5.7.4. Instructors can teach either online or onsite as approved.
- FEMA Training** Training conducted by the **Federal Emergency Management Agency** for CAP Operations Qualifications. These courses are offered by FEMA certified and approved instructors and organized by the Operations team not Volunteer University. <https://www.gocivilairpatrol.com/programs/emergency-services/education-and-training>.
- Field Grade** An officer in the grade of major or lieutenant colonel.
- Former Cadet** A former cadet is anyone who served as a CAP cadet previously. Former cadets earn credit for modules based on the attainment of milestone awards starting with the Mitchell Award and continuing through the Spatz Award. Refer to CAP Regulation 40-1 Attachments 3 and 4.
- GCC** Group Commander Certificate training offered as electives for those in a Level 4 online cohort. While not required, it is recommended members complete these while enrolled in Level 4 training. Members assigned to a Level 4 cohort do not need to request a separate GCC cohort. Members who are above or below Level 4 and who need GCC, may request a cohort for the electives. Please request only one cohort at a time. This training is new and there is no equivalent in the legacy Professional Development Program. There is no pre-requisite for GCC.
- General Benjamin O. Davis Award** The award earned upon completion of Level 2. There is no ribbon associated with this award. See CAP Regulation 40-1 paragraph 7.4.
- Gill Robb Wilson Award** The highest award in the Education and Training program earned at the completion of Level 5. There is a ribbon associated with this award. This award should be presented by a general officer, senior elected official or other distinguished person. See CAP Regulation 40-1 paragraph 10.3. 
- Grandfather Clause** A period of time which allowed certain members to use previous training to count as credit for the new program. Reference CAPR 40-1 Attachment 10 for details.
- Grover Loening Award** The award earned upon completion of Level 3. A ribbon is associated with this award, and the award should be presented by a Civil Air Patrol wing commander or designee. See CAP Regulation 40-1 paragraph 8.4. 
- IGC CAP Inspector General College** A national college for CAP Inspectors General and Inspector General staff members; region, wing, or group commanders; or legal officers. Content and curriculum are collaboratively developed by the CAP/IG, the CAP-USA/IG, the IGC director, and CAP/ET. Attendance at IGC earns equivalency credit for

some modules in the Senior Member Education and Training Program. See CAP Professional Colleges.

In Person Refers to training conducted synchronously by a VoIU trained instructor either face-to-face or via distance technology such as Zoom, Teams, GoToMeeting, or Google products. Also, Onsite or Face-to-Face.

Instructor Within Volunteer University this refers to a VoIU trained instructor. An instructor can teach onsite or online depending on approvals. See CAP Regulation 40-1 paragraph 5.7.4. Also see Faculty.

Leadership Award Ribbon The award is earned when a member has attained a Technician rating in a Specialty Track. Bronze and silver stars are added to indicate attainment of Senior and Master ratings. Up to 3 silver stars may be worn to indicate 3 master ratings. See CAP Regulation 40-1 paragraph 7.3 and 9.3.

Level 1 Certificate A certificate that can be downloaded through the eServices CAP Certificate module, by those with access, and presented to members who have completed Level 1. See CAP Regulation 40-1 paragraph 6.5.

Levels A series of 5 levels of training within the Senior Member Education and Training Program in Civil Air Patrol. Level 1 is for the new member and is Onboarding. Level 2 addresses individual growth. Level 3 is focused on squadron-level leadership. Level 4 covers group and wing level leadership. Level 5 focus on region and national level leadership.

Membership Award Ribbon The award earned upon completion of Level 1. See CAP Regulation 40-1 paragraph 6.4.

Military Service Professional Military Education earns a member equivalency credit for some modules in the Senior Member Education and Training Program. Refer to CAP Regulation 40-1 Attachment 9.

Modality VoIU has two modalities—Online and Onsite.

Moderated Modules Those modules that involve more extensive instructor interaction and grading. A member must work with an instructor, via an online cohort or F2F instruction, to complete these modules. Credit transfers automatically to Accomplishments when a member successfully completes, and an instructor grades the work for a moderated module. Credit for onsite completions is input by the instructor using the “Bulk Entry” tool in eServices. See Automated Modules.

Module A unit of instruction within the Volunteer University framework. A module might also be called a class. See Automated modules, Moderated modules, cohort.

NCO Noncommissioned Officer A person holding the grade of staff sergeant, technical sergeant, master sergeant and chief master sergeant in Civil Air Patrol or the US Air Force. Army NCOs are corporal, sergeant, staff sergeant, platoon sergeant, master sergeant, first sergeant, sergeant major. Marine NCOs are corporal, sergeant, staff sergeant, gunnery sergeant, master sergeant, first sergeant, sergeant major and master gunnery sergeant. See Petty Officer.

NCOA Noncommissioned Officer Academy An Air Force Professional Military Education School for noncommissioned officers, completion of which earns equivalency for some modules in the Senior Member Education and Training Program. See Professional Military Education. CAP noncommissioned officers may be eligible to take NCOA through Air University Distance Learning. See AUDL.

NLOC National Legal Officer College A national college for CAP Legal Officers. Content and curriculum are collaboratively developed by CAP/JA, General Counsel, the NLOC director, and CAP/ET. Attendance at NLOC earns equivalency credit for some modules in the Senior Member Education and Training Program. See CAP Professional Colleges.

NSC National Staff College An in-residence college previously required for completion of Level V in the legacy Professional Development Program. This college is no longer offered.

NSOC National Safety Officer College A national college for CAP Safety Officers. Content and curriculum are collaboratively developed by CAP/SE, CAP-USAF/SE, and CAP/ET. Completion earns equivalency credit for some modules in the Senior Member Education and Training Program. See CAP Professional Colleges.

OBC Officer Basic Course An online course previously required for completion of Level II in the legacy Professional Development Program. This course is no longer offered. The individual learning objectives have been incorporated in modules in the Senior Member Education and Training Program.

Office Hours A scheduled time for instructors to be available for their students to ask questions, get clarification, etc. Office hours are optional but highly recommended for cohort instructors.

Online Refers to training conducted through the AXIS learning management system. Moderated modules require a cohort and instructors to complete. Automated modules do not require assignment to a cohort. Members who wish to complete a level online should request a cohort when they advance to the level.

Onsite Refers to training conducted by a VoIU trained instructor either in person or via distance

technology such as Zoom, Teams, GoToMeeting, or Google products. Also, In Person.

Operations Qualifications Specific training offered through Operations. These training opportunities are not managed by Education and Training. See CAP Regulation 40-1 paragraph 5.1.1. <https://www.gocivilairpatrol.com/programs/emergency-services/education-and-training>

Path There are two definitions for path. In Level 1 members are required to select a path to better value the skills they bring to CAP and to help them develop individual skills. Members who completed Level 1 under the legacy Professional Development Program are able to select a path in Level 2. The paths are:

Path Cadet is for former cadets. A member who was recently a cadet would benefit from this path as it was designed for members who are of a similar age as cadets and transitioning from cadet to senior. If you left the Cadet Program a few years ago, this Path is not recommended.

Path Military: If you are current or former military, this is the path you should choose.

Path New: If you do not fit any of the others, choose this path.

Path Professional: This Path is for those who will receive an advanced promotion under CAPR 35-5 Section 4 (Mission Related Skills – Pilots, A&P Mechanics, General Radio Operators License, or Ground Instructors) or CAPR 35-5 Section 5 (Professional Appointments and Promotions – Chaplains, Character Development Instructors, certain Health Services Personnel, Certified Teachers/Professors who are AEOs, Legal Officers, CPAs, etc.).

A path may also be the training required to complete a level in the Senior Member Education and Training Program. In eServices, the dropdown menu for cohort selection allows a member to choose the following paths: Level 1, Level 2 Part 1, Level 2 Part 2, Level 3, Level 4, Level 5, SCC, GCC, RCC.

Paul E. Garber Award The award earned upon completion of Level 4. A ribbon is associated with this award. This award should be presented by a CAP wing commander or designee. See CAP Regulation 40-1 paragraph 9.4.



Petty Officer Grades in the US Navy and Coast Guard equivalent to noncommissioned officers in the Civil Air Patrol, Air Force, Army and Marine Corps. They are: Petty Officer Third Class, Petty Officer Second Class, Petty Officer First Class, Chief Petty Officer, Senior Chief Petty Officer and Master Chief Petty Officer. See NCO.

Professional Military Education Training received through military service that earns credit for modules in the Senior Member Education and Training Program. PME must be converted to “Tiers” under CAP Regulation 40-1. To do so, send a DD-214 or PME completion certificates to LMMEFORMS@capnhq.gov for conversion. See CAP Regulation 40-1 paragraph 11.4 and Attachment 9.

Provost The Volunteer University leader who reports to the Chief of Education and Training. The provost has a staff of deans and chairpersons to manage the university.

RCC Region Commander Certificate training offered as electives for those in a Level 5 online cohort. While not required, it is recommended members complete these while enrolled in Level 5 training. Members assigned to a level 5 cohort do not need to request a separate RCC cohort. Members who completed Level 5 or are below Level 5 and who need RCC, may request a cohort for the electives. Please request only one cohort at a time. This training is new and has no equivalent in the legacy Professional Development program. There is no pre-requisite for RCC.

RSC Region Staff College An in-residence college previously required for completion of Level IV in the legacy Professional Development Program. This college is no longer offered. The individual classes have been incorporated in the modules of the Senior Member Education and Training Program.

School A grouping of modules in a format that allows multiple modules to be offered over a specific time frame. Regions, wings and units can offer schools using the modules in the Senior Member Education and Training Program.


SCC Squadron Commander Certificate training offered as electives for those in a Level 3 online cohort. While not required, it is recommended members complete these while enrolled in Level 3 training. Members assigned to a level 3 cohort do not need to request a separate SCC cohort. Members who are above or below Level 3 and who need SCC, may request a cohort for the electives. Please request only one cohort at a time. Members who completed UCC do not need to take SCC. They are equivalent training.

Senior Officer A lieutenant colonel or colonel.

SLS Squadron Leadership School An in-residence course previously required for completion of Level II in the legacy Professional Development Program. This school is no longer offered. The individual classes from SLS have been incorporated in the modules of the Senior Member Education and Training Program.

SNCO Senior Noncommissioned Officer The grades of master sergeant, senior master

sergeant and chief master sergeant in Civil Air Patrol and the US Air Force.

- SNCOA Senior Noncommissioned Officer Academy** An Air Force Professional Military Education School for senior noncommissioned officers, completion of which earns equivalency credit for some modules in the Senior Member Education and Training Program. See Professional Military Education. CAP senior noncommissioned officers may be eligible to take SNCOA through Air University Distance Learning. See AUDL.
- SOS Squadron Officer School** An Air Force Professional Military Education School for lieutenants and captain's completion of which earns equivalency credit for some modules in the Senior Member Education and Training Program. See Professional Military Education. CAP officers may be eligible to take SOS through Air University Distance Learning. See AUDL.
- Specialty Track Study Guide** A downloadable guide for each specialty track that outlines the requirements for the Technician, Senior, and Master ratings in each. Downloadable from GoCivilAirPatrol.com > Members > Publications Library > Pamphlets. Each OPR is responsible for the content of the guides and waivers for the specialties under their purview.
- Specialty Track training** This training assists the member with learning what is required for a duty position as he or she advances through the Technician, Senior and Master ratings in specific specialties.
- Student Guide** – The student reading material for a module. This is available in AXIS for Online students. It is provided by the instructor or staff for face-to-face training. Student Guides are also available on the Volunteer University website.
- Summary Conversation** A task in Level 1 that must be performed following the Cadet Protection Program module. The following individuals can conduct this conversation: Commander, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs, Director of Personnel, Director of Education & Training, Personnel Officer, Education & Training Officer, and Vice Commander.
- Synchronous** Training that occurs with all students and the instructor participating at the same time and in the same place. Synchronous modules are considered onsite even when technology is used to facilitate the training and the place is Zoom, Teams, etc. See Asynchronous.
- Task** Requirements for the various levels that are not modules:
Tasks Level 1 – Summary Conversation. Choose a Path.
Tasks Level 2 – Choose a Path (legacy program Level 1 completers), Choose a Specialty Track, Earn a Technician rating in a specialty, Choose a duty assignment, Earn the Yeager Award.
Tasks Level 3 – Mentor a member through Level 1, Earn a Senior rating in a specialty, Serve in a duty assignment for one year, Attend two National, Region or Wing conferences.
Tasks Level 4 – Make a presentation to a non-CAP group, Earn a Master rating in a specialty, Serve in a duty assignment for two years, Serve on the staff of an approved activity.
Tasks Level 5 – Serve on the staff at an approved activity, Mentor someone through their Technician rating, Serve in a duty assignment for three years, Serve one year at Group, Wing, Region or National level.
- Tier** A level of equivalency for specific **Professional Military Education** that earns credit for specific modules. Refer to CAP Regulation 40-1 Attachment 9.
- TLC Training Leaders of Cadets** A series of classes required by Cadet Programs for senior members who actively engage with cadets. It is offered in Basic, Intermediate, and Advanced classes facilitated by Cadet Programs. TLC is not part of the Senior Member Education and Training Program and is not managed or offered by Education and Training.
- Virtual In-Residence Coordinator** The Volunteer University staff person to contact for advice regarding offering and scheduling In-Residence training via Distance Technologies. All inquiries regarding Virtual In-Residence training back be addressed to vir@cap.gov
- Volunteer University** (Abbreviated VoIU) The organization that offers the modules necessary to advance in the Senior Member Education and Training Program. Functionally, VoIU resides under the Chief of Education and Training and is headed by a provost.
- Yeager Award** A 100 question open book test on Aerospace Education located in  AXIS which is required in order to complete Level 2. The award is associated with a ribbon. While required for completion of Level 2, the Yeager Award and exam are managed by Aerospace Education rather than Education and Training. See CAP Regulation 50-1.