

AFIADL Correspondence Courses

Civil Air Patrol members are eligible to enroll in correspondence courses offered by the Air Force Institute for Advanced Distributed Learning (AFIADL), formerly known for many years as Extension Course Institute (ECI). AFIADL operates the largest correspondence program in the world. These courses are offered at no cost to CAP members. Courses fall into two broad categories: Professional Military Education (PME) and specialized technical courses.

For most courses, you have one year to study the course material, complete the Course Examination and return it to AFIADL for credit. If you fail to complete the course on time, you are barred from re-enrolling in the same course or enrolling in any other course for six months. If you don't think that you will complete the course before the deadline, you can request a four-month extension from AFIADL (see below). You must request an extension *before* the original course completion date.

Contact your unit professional development officer to assist you or to answer questions. Complete instructions are in CAPR 50-17, *CAP Senior Member Professional Development Program*, Chapter 8.

CAP Courses

- AFIADL 00013 – CAP Senior Officer Course
- AFIADL 02010 – CAP Public Affairs Officer Course
- AFIADL 02130A – CAP Scanner Course
- AFIADL 02130B – CAP Observer Course
- AFIADL 02130D – CAP Emergency Services Course
- AFIADL 02170 – CAP Safety Officer Course

Normally, the first course in which most CAP members enroll is AFIADL 00013, *CAP Senior Officer Course*. Many other AFIADL correspondence courses are also available to CAP members. Check the AFIADL catalog for the current course offerings: <http://www.maxwell.af.mil/au/afiadl/main.htm>

Enroll in Courses

As of March 2006, AFIADL will no longer respond to enrollments made on AFIADL Form 23 that are mailed or FAXed to AFIADL. You must use the procedures outlined below.

Civil Air Patrol members apply for all AFIADL courses on AU Form 23. There are two versions of this form available:

- **AU 23** – this Adobe Acrobat form is available from the California Wing publications website (<http://www.cawg.cap.gov/Files/Forms/au23.pdf>) or the AFIADL website (<http://www.maxwell.af.mil/au/cf/auregistrar/cfrr/AU23.pdf>). You can "cut and paste" one of these URLs into your browser. *Be patient! It's a very large file(2.79MHz) and takes time to download*
- **AU IMT 23** – this Information Management Tool (IMT) form is available from the AFIADL website: <http://www.maxwell.af.mil/au/afiadl/registrar/au23.xfdl>. To open and use this form, you must first download the *free* PureEdge Viewer software program: <http://www.maxwell.af.mil/msd/pubs/software.htm>

Use the following procedure to complete the enrollment form:

- Open the form (either AU23 or AU IMT 23)
- Click in each block and fill in the appropriate information:
 - Block 1: enter course number
 - Block 2: enter course title
 - Block 3: enter your SSN. *The Air Force still requires your SSN to enroll. In all further correspondence about this course, you can just use the last four digits of your SSN*
 - Block 4: leave blank
 - Block 5: enter name
 - Block 6: select "Civil Air Patrol" from the drop-down list
 - Block 7: select CAP grade from the drop-down list
 - Block 8: check "Voluntary"
 - Block 9: enter your home mailing address
 - Block 10: enter California Wing's zip code and shred: **914097688-4**
 - Block 11: leave blank



- Block 12: enter your e-mail address
- Block 13: enter date. You do not need a "pen and ink" signature. The squadron commander or professional development officer can type in his/her name to approve the request.
- After you complete the form, click on "Email form" at the bottom of AU23 or the top of AU IMT 23. The form will then be sent directly to AFIADL. *Please also e-mail a copy to the California Wing Director of Professional Development Registrar at ca@tco.cap.gov.*

You will receive confirmation by e-mail within 24 hours. You'll also receive a postcard confirmation within a week or two. If you do not receive confirmation within this time, please contact your unit professional development officer.

The course material will be mailed directly to your address within 2-3 weeks. The course completion date is stamped on the package.

Study Course Material

Plan your time	<ul style="list-style-type: none"> ○ Set aside a specific number of hours for study. ○ Decide how much you want to accomplish in each study session. ○ If you're a "morning person," plan to study in the morning. If you have more energy in the afternoon, plan to study then.
Set up your learning site	<ul style="list-style-type: none"> ○ Choose a quiet site where you will be productive—<i>not in front in the TV!</i> ○ Gather everything you need, such as pencils, paper, highlighters, calculator, and a good light source.
Preview the material	<ul style="list-style-type: none"> ○ Read the lesson objectives (LOs) and main headings before you start studying. ○ Ask yourself, "What do I already know about this subject?"
Use study techniques	<ul style="list-style-type: none"> ○ Study the "harder" parts first, while you're still fresh. ○ Underline or highlight important ideas. ○ Make your stopping point the end of a lesson, section, or unit. ○ Take breaks to stay focused. A short, brisk walk can be helpful. ○ Put procedures, questions, or terms on 3x5 cards. Put these cards in your pocket or purse to review when you have an extra minute. ○ Imagine you are the course instructor. What questions would you ask on the test?
Answer questions	<ul style="list-style-type: none"> ○ Answer Self-Test Questions at the end of each section. ○ Complete the Unit Review Exercises (URE) by circling the correct answers. Transfer the URE answers to the answer sheets to be scored by your trainer or supervisor. ○ Discuss any parts you don't understand with your trainer or supervisor.
Reward yourself!	<ul style="list-style-type: none"> ○ Give yourself a reward for finishing a planned study session.

Request Course Exam

After you have completed studying the course material and answer the review questions, use the AFIADL eCustomer Help Desk website to request a Course Exam. You can also use this same procedure to request a change of address or other information, request an extension of course completion date, etc.

Use the following procedure:

- Go to the AFIADL eCustomer Support website: <http://afiadl.custhelp.com>

The screenshot shows the 'Ask a Question/Request' form on the AFIADL eCustomer Support website. The form is divided into several sections: 'Identification' with a 'User ID' field; 'Question Data' with a large text area for the question; 'Additional Information' with 'Categories', 'course name/number', and 'Branch of Service' fields; 'Attach Documents to Question' with a file upload area; and 'When You are Done...' with a 'Submit Question' button. A dark blue tab at the top is labeled 'Ask a Question/Request'.

- Click on the “Ask a Question/Request” tab (shown above in dark blue)
- In the “User ID” text entry block, enter your e-mail address

A close-up of the 'User ID' field in the 'Identification' section. The field is a text entry box with a small icon to its right that says '(enter email address if you do not have a user ID)'. The field is currently empty.

- In the “Question Data” block, enter your full name, last four digits of your Social Security Number (SSN), and request the Course Exam be sent to **Test Control Facility 914097688-4**

A close-up of the 'Question Data' field. The text entered in the field is: 'John Q. Smith', 'SSN: 1234', and 'Request Course Exam be sent to Test Control Facility 914097688-4'. The field has a scroll bar on the right side.

Caution: This is not a secure website. Do not include your full Social Security Number in any correspondence being sent to this website. Use only the last four digits of your SSN.

- In the “Categories” text entry block, select “Civil Air Patrol courses” from the drop-down list

A close-up of the 'Additional Information' section. The 'Categories' dropdown menu is open, showing a list of options: 'Civil Air Patrol Courses', 'Retired Air Force', 'Army', 'Navy', 'Marine Corps', 'Coast Guard', 'Civil Air Patrol', 'Civil Service', and 'Other'. The 'Civil Air Patrol' option is currently selected and highlighted.

- In the “Course Name/Number” block, enter the AFIADL course number
- In the “Branch of Service” block, select “Civil Air Patrol” from the drop-down list
- When you have completed the form, click “Submit Question”

When You are Done...

Submit Question

AFIADL will respond with an e-mail to confirm your request.

AFIADL will mail the Course Exam to the California Wing Test Control Officer (CAWG/ETP), where it will be forwarded to your unit's test control officer. This normally takes 2-3 weeks after you request the exam. You should arrange with your unit test control officer to take this closed-book exam. After completing the exam, mail the answer sheet directly to AFIADL in the postage-fee envelope included in the exam package. AFIADL will mail you a postcard within a week or two with your score.

If you fail the exam, AFIADL automatically mails a retake exam to the wing test control officer, to be forwarded to your unit test control officer. You must complete the retake exam within your course completion date.

Note: As of 1 January 2005, AFIADL will no longer respond to most requests for assistance made on AFIADL Form 17. *The only AFIADL Forms 17 that will be processed are requests for reactivations (which must have the appropriate signature) and instructional inquiries to be forwarded by AFIADL to the course author.*

If you have any questions, please contact me at (714) 379-8528 or by e-mail at charleswiest@earthlink.net

Charles Wiest, Lt Col, CAP
California Wing Director of Professional Development