

Checklist for JROTC Instructors seeking an Associate or Baccalaureate Degree

RTG & Associates, Inc. provides this checklist as a tool for JROTC Instructors seeking an Associate (AA) Degree or Baccalaureate (BS/BA) Degree, regardless of their chosen major or specialty field. It is presented **without the expressed RTG endorsement** of any college, university or any government agency. The opportunities expressed here are solely for the benefit of the Servicemember, at no cost to the individual.

Follow the steps below. You can view examples on pages 2 & 3 below.

What is (are) my educational goal(s)? _____.

__ Request official transcripts from all previously attended colleges or universities. Have one sent to your home address, and an official one sent to whichever institution you select to complete your degree at.

__ If you are enlisted, or have prior enlisted service, go to your service's transcript repository by clicking on one of the following links. Then save that site as a favorite.

Army: <http://www.leadershipcredit.info/transcripts.php?w=army>
Air Force: <http://www.leadershipcredit.info/transcripts.php?w=af>
Navy/USMC: <http://www.leadershipcredit.info/transcripts.php?w=navy>
Coast Guard: <http://www.leadershipcredit.info/transcripts.php?w=cg>

These sites provide individual transcripts of ACE recommended college credits for your individual training and professional experiences while on active duty. Have your service send an official copy to your selection of the three colleges listed below.

__ Complete your due diligence at the following three institutions, and when you have completed your review, contact your RTG & Associates, Inc. [point of contact](#) before you make your final decision.

__ All of these schools have 100% online programs, and are fully accredited through a regional accreditation association. Click on this link for verification of any school you are interested in: <http://chea.org/search/default.asp>

[Empire State College](#), BA and BS. Cost per credit \$208

[Excelsior College](#), AAS, BS, and MS. Cost per credit \$315 - \$425

[Rio Salado College](#), [AAS](#), Teacher Certification Prep. Cost per credit \$125 **

**Special MOU w/JROTC and by agreement w/*RTG & Associates, Inc.*

Each of these schools has in addition to tuition costs, various fees. Lowest fees exist with *Rio Salado College* and *Empire State College-CDL*. You need to complete your own due diligence to make a decision best for you and your family's financial situation, and whatever financial support you have from the GI Bill, VA VocReHab, Troops to Teachers, or even tuition reimbursement from your school district.

Example One: *Rio Salado College* for AAS Degree

1. Cause to have sent to *Ms. Yvonne Lawrence*, our point of contact at Rio Salado College, an official transcript from all previously attended colleges/universities in accordance with the fax cover sheet located on this site: [RSC – Fax Coversheet](#).
2. Once you receive their unofficial review. Contact your [RTG POC](#) (click). RTG and Associates will then prepare an **Education Plan** tailored to your needs and financial support from your available financial stipends with the GI Bill, VA Vocational Rehabilitation, Troops to Teachers, or any other eligible source we can suggest you apply for.
3. While you are waiting for a response from Rio Salado College, continue your due diligence and funding investigations on the Internet; and by applying for your benefits from the VA. Questions, call your RTG POC:
 - a. For **Army**, call Harold Tucker at **501-859-6113**.
 - b. For **Air Force/Navy/USMC/Coast Guard**, call Joan Perry at **586-275-7682**.

Example Two: *Empire State College-CDL* for a BS/BA Degree

1. Cause to have sent to *Ms. Amanda Mickel*, our point of contact at Empire State College-Center for Distance Learning (CDL), an official transcript from all previously attended colleges/universities in accordance with the fax cover sheet located on this site: [ESC-CDL Fax Coversheet](#) (click).

2. Once you receive their unofficial review, send **RTG & Associates, Inc.** a copy by email. RTG and Associates will then prepare an **Education Plan** tailored to your needs and financial support from your available financial stipends with the GI Bill, Troops to Teachers, VA Vocational Rehabilitation, or any other eligible source we can suggest you apply for.

3. While you are waiting for a response from Empire State College, continue your due diligence and funding investigations on the Internet; and by applying for your benefits from the VA. Questions, call your *RTG & Associates, Inc.* Academic Counselor:

a. For **Army**, call Harold Tucker at **501-859-6113**.

b. For **Air Force/Navy/USMC**, call Joan Perry at **586-275-7682**.

Example Three: *Excelsior College* as an example as a potential institution at which to complete your degree... BS or AAS

1. Call **1- 888-647-2388** Prompt **1**..then **3**..then **5**. Ask to speak to one of their advisors and let them know you are working with *RTG & Associates, Inc.*

2. Formally apply on-line, pay your \$75 application fee, and note in their general remarks that you want our office to receive a copy of their official evaluation of your academic status, i.e. how many additional credits you need to earn the degree you seek.

3. ***Once you receive their unofficial review, send **RTG & Associates, Inc.** a copy by email. Send a copy of Excelsior College's Unofficial Review to your **RTG POC** (click). RTG and Associates, Inc. will then prepare an **Education Plan** tailored to your needs and financial support from your available financial stipends with the GI Bill, VA Vocational Rehabilitation, Troops to Teachers, or any other eligible source we can suggest you apply for.

4. While you are waiting for a response from Excelsior College, continue your due diligence and funding investigations on the Internet; and by applying for your benefits from the VA. Questions, call your **RTG POC**:

a. For **Army**, call Harold Tucker at **501-859-6113**.

b. For **Air Force/Navy/USMC/Coast Guard**, call Joan Perry at **586-275-7682**.

RTG & Associates, Inc. will use your *Unofficial Review* from one of these institutions to provide you the least expensive solution to acquire the credits you need for graduation.