Civilian Education System (CES) FAQs

CES Resident Course Registration/Attendance (BC, IC, AC, CESL)

How do I apply for CES resident courses?

Students must successfully complete the dL phase of a course before being able to register for the resident phase. In addition, student must be grade-eligible to attend the course to register for the resident phase. If you have successfully completed the dL requirements and your completion has been posted in ATRRS by Army Management Staff College, you may register for the resident phase through CHRTAS (https://www.atrrs.army.mil/channels/chrtas) – provided you are grade eligible for the requested course.

While the distributed learning (dL) phases are open to all Army Civilians for self-development, the resident phases are targeted to individuals in specific grade levels (below) to ensure Civilians receive progressive career-long professional development.

- Foundation Course: Required for all Interns and new Army Civilians (GS-01 - GS-15) hired after Sept. 30, 2006 (Individuals who are required to take the FC must complete it before they will be eligible to register for the resident phase of any CES course)
- Basic Course: GS-01 - GS-09
- Intermediate Course: GS-10 - GS-12
- Advanced Course: GS-13 - GS-15
- Continuing Education for Senior Leaders: GS-14 - GS-15

Where do I find information on CES resident course attendance?

The Army Management Staff College (AMSC) administers the CES courses.

Refer to the Fort Leavenworth administrative Guide (transportation, dress code, lodging, vehicle information, TDY, honor code, student responsibilities, etc.) online at http://www.amsc.army.mil/administrative.php

If you have questions about CES course attendance not covered in the guide, you can submit a query through the ATHD Help Desk. Specific CES Course questions – pertaining to both the dL and resident
phases - are now located in the Army Training Help Desk (ATHD) systems. Access to the ATHD website is restricted to visitors who have an AKO account.

1. Contact AMSC through the Army Training Help Desk (ATHD) at https://athd.army.mil.
2. Log in using your AKO username and password.
3. Click on [Ask a Question/Submit a Comment] tab.
4. Insert your subject (please be specific; include your course name).
5. Enter your question/comment. Please be as detailed as possible.
6. Select [Army Management Staff College] as the category, and then select your course as the sub-category.
7. Attach a screen shot, if needed, and click continue.

Should the FAQs not resolve your concern, select the [Finish Submitting Question] button.

**CES Course Credit**

**What is CES Course Credit?**

Course credit may be granted in certain circumstances in lieu of course attendance. Individuals may only gain course credit for CES courses for which they are eligible to enroll. For example, you cannot receive course credit for the Advanced Course unless you are eligible to enroll in the Advanced Course (i.e. you are a GS-13/14/15 or equivalent). Course credit does not count as a course completion, nor does it count as course graduation. It simply means you are not required to take the CES course that is equivalent to the course(s) you have already completed.

**What is the difference between Equivalent Credit and Constructive Credit?**

Equivalent credit is granted to individuals in lieu of CES course attendance based on completion of courses possessing comparable critical tasks. Critical task assessments were performed by TRADOC for Civilian legacy and military leader development courses. HQDA and TRADOC evaluated and determined these courses met the same skills and qualifications as CES courses. The list of pre-approved equivalent courses is available at http://www.t3ac.army.mil/TRV%20Document%20Library/CESLegacyCourseCredit.pdf.
Constructive credit may be granted to individuals in lieu of course completion based on training with other services, academic training, or supervisory experiences. In all cases, TRADOC will assess the individual's past comprehensive military or civilian history against established course critical tasks. Individuals must possess the same skills and qualifications as course graduates.

How do I receive CES equivalency credit?

CHRTAS automatically determines course equivalents for those courses successfully completed and recorded in ATRRS by the appropriate schoolhouse.

Employees who have equivalent Professional Military Education (PME), Civilian legacy leader development or other-service PME courses that are NOT listed on their ATRRS training record may manually upload the certificate(s) in CHRTAS to gain equivalent credit for CES courses. Review the list of pre-approved equivalent courses (this list can also be found in CHRTAS) at http://www.t3ac.army.mil/TRV%20Document%20Library/CESLegacyCourseCredit.pdf.

This action will not correct the student's official training record, but it will be considered for his or her CES requirement.

- Log into the Civilian Human Resources Training Application System (CHRTAS) at https://www.atrrs.army.mil/channels/chrtas
- Under the logo in the center of the page, you will need to select your appropriate Category using the drop down menu (such as [Army Civilian]).
- Click the appropriate tab to log in either with your CAC (Common Access Card) or Social Security Number/Employee Identification Number and Date of Birth (SSN/EIN and DOB).
- Once you log in, ensure your Category (such as [Army Civilian]) is correct on the pop-up window, and click [Continue].
- On the right side of the page, click [CES Eligibility and Completion Status].
- In the bottom bullet of the pop-up window is the link to upload documentation. Please note: This action will not correct the student’s official training record (in ATRRS or DCPDS), but it will be considered for his or her CES requirement.

How do I receive CES constructive credit?

Constructive course credit may be granted to individuals who clearly demonstrate the requisite competencies and have achieved the same learning outcomes as the comparable CES course.
Constructive credit generally applies to Civilians who have come to the Army from the private sector and do not have prior Professional Military Education (PME). The Army Management Staff College will review submitted documentation of completed leader training and education, supervisor experience and at least 5 years supervising Civilian employees. Only specific documentation listed in the instructions will be reviewed for consideration. Constructive credit is not available for the Foundation Course.

- Log into the Civilian Human Resources Training Application System (CHRTAS) at https://www.atrrs.army.mil/channels/chrtas
- In the left menu, mouse over the word [Student] and select [About CES Course Credit].
- Read and the complete instructions and, if eligible to apply for constructive credit, click on the link to apply for credit.

All CES Courses/Students

What are the eligibility requirements/pre-requisites for CES courses?

Civilian Education System (CES) courses are required leader development courses for all Army Civilians. Prerequisites vary by course. Prerequisites for CES courses are listed on the individual course information pages on the Civilian Training and Leader Development Division website. Visit www.civiliantraining.army.mil, click on the Leader Tab, and choose the specific course from the drop-down course menu.

While the distributed learning (dL) phases are open to all Army Civilians for self-development, the resident phases are targeted to individuals in specific grade levels (below with links to the individual course information) to ensure Civilians receive progressive career-long professional development.

- Foundation Course: Required for all interns and new Army Civilians (GS-01 - GS-15) hired after Sept. 30, 2006 (Individuals who are required to take the FC must complete it before they will be eligible to register for the resident phase of any CES course)
- Action Officer Development Course: Open to all employees as a self-development tool
- Basic Course: GS-01 - GS-09
- Manager Development Course: Open to all Army employees as a self-development tool
- Intermediate Course: GS-10 - GS-12
- Advanced Course: GS-13 - GS-15
- Continuing Education for Senior Leaders: GS-14 - GS-15
Who pays my travel, lodging and per-diem costs for CES courses?

CES is centrally funded by HQDA G-37/Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), non-appropriated fund (NAF), local national (LN) and wage grade (WG) employees. Army Civilians in a term or temporary position and non-Department of the Army employees are funded through their own organizations.

Can I get credit for CES courses if I have had other training?

CES course credit may be granted to employees who have successfully completed similar or more advanced training and education as Civilian or military leaders to satisfy course completion requirements. The list of pre-approved professional military education (PME) and Legacy Civilian leader development courses that are considered equivalent to specific CES courses is available within CHRTAS. Once you log in, on the right side of the page, click [CES Eligibility and Completion Status] and the list is available in the pop-up window. Or view the list at http://www.civiliantraining.army.mil/TRV%20Document%20Library/CESLegacyCourseCredit.pdf.

Employees who have equivalent Professional Military Education (PME), Civilian Legacy or other-service PME courses that are NOT listed on their ATRRS training record may manually upload the certificate(s) in CHRTAS to gain equivalent credit. This action will not correct the student's official training record, but it will be considered for his or her CES requirement.

- Log into the Civilian Human Resources Training Application System (CHRTAS) at https://www.atrrs.army.mil/channels/chrtas
- Under the logo in the center of the page, you will need to select your appropriate Category using the drop down menu (such as [Army Civilian]).
- Click the appropriate tab to log in either with your CAC (Common Access Card) or Social Security Number/Employee Identification Number and Date of Birth (SSN/EIN and DOB).
- Once you log in, ensure your Category (such as [Army Civilian]) is correct on the pop-up window, and click [Continue]. On the right side of the page, click [CES Eligibility and Completion Status].
- In the bottom bullet of the pop-up window is the link to upload documentation. This action will not correct the student's official training record (in ATRRS or DCPDS), but it will be considered for his or her CES requirement.

Do I receive college or continuing education units (CEUs) for CES training?
Yes. The Army Management Staff College (AMSC) has responsibility of managing CEUs for CES courses in CHRTAS. CEUs are added to the CES certificate. CEUs by CES course:

- Foundation – 4.4
- Basic – 11.6
- Intermediate – 16.3
- Advanced – 26.9
- Continuing Education for Senior Leaders – 7.6

AMSC has articulation agreements with several universities to award credit for CES courses. Visit AMSC website (http://www.amsc.army.mil/welcome_university-partnerships.php) for current articulation agreements.

**What Continuous Learning Points (CLP) will I receive for completing each CES leader course?**

Please contact your Career Program Manager for information on continuous learning points for Army Acquisition Workforce members.

**How do I access my CES Course (dL Phase) in ALMS?**

The first thing you need to do is complete your registration in CHRTAS for the appropriate CES dL course. Once you have completed your registration, you will receive instructions via email.

Go to www.us.army.mil login with your CAC card. Once you are logged in, locate the self service tab at the top of the page. Click [My Education] on the drop down box. In my Education in the top left hand side you should see something for the ALMS site. Click on the ALMS site. Once you get to the ALMS website you should click on the [Current Enrollments] box and your lessons will be listed below.

Once you are in your enrollments page go to the sort box and change the selection to [Alphabetically]. This will list all of your lessons in order. Click on the launch buttons to access your lessons.

Please make sure your Pop-Up-Blockers are off, If you don't see your Launch buttons.

**What type of certificate will I receive upon graduation (CES courses)?**
You will receive a certificate after successfully completing the CES Course dL (Phase 1). After successful completion of the dL and Resident Course (Phase 2), you will receive a diploma from the Army Management Staff College (AMSC), which administers the CES courses.

**How do I get my Certificate for completing the CES dL/Phase 1 Course?**

If you have successfully completed the dL requirements and your completion has been posted in ATRRS by the Army Management Staff College (AMSC), you will be able to view/print your dL Course Certificate from CHRTAS. Once you are logged in, mouse over the word [Student] and select [Training Certificates].

CHRTAS doesn't issue Certificates for the CES Resident Phases.

**What should I do if I have to cancel/withdraw from a CES class?**

To cancel a dL course application or resident course reservation, log into the Civilian Human Resources Training Application System (CHRTAS) at [https://www.atrrs.army.mil/channels/chrtas](https://www.atrrs.army.mil/channels/chrtas)

- On the main screen, mouse over [Student] in the main menu and select select [Review/Edit/Cancel Applications]. When the list of classes appears, select the red [c] button to the left of the class you wish to withdraw from, and then select the gray [x] button.
- Your supervisor will receive an email that advises them one of their employees has requested training cancellation. The email will provide instructions and a link to review and approve or disapprove the training cancellation request.
- Once your supervisor approves your cancellation request, it will be available in CHRTAS for the quota manager to do the same.
- Once the quota manager approves the cancellation request, you are automatically canceled from the course and an email will be sent to you and your supervisor.
- 24-48 hours after your reservation is canceled; you may log in to CHRTAS and reapply for another class.

**Foundation Course (FC)**

**Do I have to take the FC?**

The FC is required for all Army Civilians (GS-01 - GS-15) hired after Sept. 30, 2006. The FC is also available to other members of the Army Civilian Corps as self-development.
I am an Intern. Do I have to take the FC?

Yes, interns are required to complete the CES Foundation Course before completion of the intern program. Interns who completed the Intern Leadership Development Course (ILDC) before it was terminated Dec. 31, 2007, may submit their ILDC for FC credit in CHRTAS. All other interns must complete the Foundation Course as an intern program requirement.

I have served in the military. Do I have to complete the FC?


I am having trouble accessing the FC lessons. What do I do?

Go to www.us.army.mil, login with your CAC card. Once you are logged in, locate the self service tab at the top of the page. Click [My Education] on the drop down box. In my Education in the top left hand side you should see something for the ALMS site. Click on the ALMS site. Once you get to the ALMS website, click on the [Current Enrollments] box and your lessons will be listed below.

Once you are on your enrollments page, go to the sort box and ensure the selection is set to [Alphabetically.] This will list all of your lessons in order.

Click on the launch buttons to access your lessons. Every lesson has a pre-test. It will be labeled FC Prime Exam with only one attempt. You receive access to the pre-test before you get access to the lesson material. If you score an 80% or above on your pre-test you will not be required to take the module of that lesson. You will be marked complete for that lesson and free to move on to the next lesson.

If you close out of the pre-test without completion you will not be able to access it again. There is only one attempt allowed and the test cannot be reset. If you score below an 80% on the pre-test you must view that lessons module and attempt the post test of that lesson. You have unlimited attempts for the post-test.

Please make sure your Pop-Up-Blockers are off, If you don't see your Launch buttons.

**Basic Course (BC)**

What are the eligibility requirements?
The Basic Course is for Army Civilians (GS-01 – GS-09 or equivalent). Civilians must successfully complete the dL phase of the course before they will be eligible to register for the resident phase. In addition, individuals hired after Sept. 30, 2006, who are required to take the Foundation Course, must complete it before they will be eligible to register for the resident phase of any CES course.


**Intermediate Course (IC)**

What are the eligibility requirements?

The Intermediate Course is for Army Civilians (GS-10 – GS-12 or equivalent). Civilians must successfully complete the dL phase of the course before they will be eligible to register for the resident phase. In addition, individuals hired after Sept. 30, 2006, who are required to take the Foundation Course, must complete it before they will be eligible to register for the resident phase of any CES course.


**Advanced Course (AC)**

What are the eligibility requirements?

The Advanced Course is for Army Civilians (GS-13 – GS-15 or equivalent). Civilians must successfully complete the dL phase of the course before they will be eligible to register for the resident phase. In addition, individuals hired after Sept. 30, 2006, who are required to take the Foundation Course, must complete it before they will be eligible to register for the resident phase of any CES course.


**Continuing Education for Senior Leaders Course (CESL)**

What are the eligibility requirements?
The CESL Course is for Army Civilians (GS-14 – GS-15 or equivalent). Individuals hired after Sept. 30, 2006, who are required to take the Foundation Course must complete it before they will be eligible to register for the resident phase of any CES course.

Course details, eligibility requirements and application process at online at http://www.amsc.army.mil/courses_continuing-education-for-senior-leaders.php

Who cannot apply?

Recent Advanced Course graduates must wait 1 year after graduation to take the CESL course. Those individuals who received Advanced Course credit based on Professional Military Education (PME) or Civilian legacy course attendance may apply to CESL immediately after receiving course credit.

Why are there military in a Civilian continuing education course (CESL)?

This course is an opportunity for senior Civilian leaders to receive updates on DA-specific programs and issues, to collaborate with each other, and to learn. Mixing senior military leaders with Civilian leaders will provide that total Army perspective.

Do I have to be a supervisor to attend CESL?

No. You do not have to be a supervisor to attend CESL.