



**MILITARY TRAINING EVALUATION PROGRAM (MTEP)
SERVICE PROGRAM MANAGER (SPM)**

REVIEW PORTAL PROCESS MANUAL

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INTRODUCTION

WELCOME TO THE SERVICE PROGRAM MANAGER (SPM) MILITARY TRAINING EVALUATION PROGRAM REVIEW PORTAL MANUAL!

Each year, the American Council on Education (ACE), in collaboration with Defense Activity for Non-Traditional Education Support (DANTES) Military Training Evaluation Program (MTEP), invites Installation/Training Site Points of Contact (POC) to submit requests for reviews of military courses and occupations. These review requests go to Service Program Managers (SPM) for evaluation and approval. All approved review requests are considered in developing the next year's Master Schedule. Once the Master Schedule is approved, Installation/Training Site POC will then need to upload course planning documents no later than 90 business days before review begins. SPM's will need to review and approve all course planning documents, Note: Review Documents are required no later than 60 business days before the review begins, however SPM's do not need to approve review documents.

This document provides SPMs with the tools and resources to:

1. Assist Installation/Training Site POCs with submitting review requests for their installation/training site/schoolhouse
2. Process to evaluate and approve requested reviews submitted for your service branch
3. Review and Approve Course Planning Documents submitted by Installation/Training Site POC's

CLICK AROUND:

Throughout the manual are underlined, clickable links that take you to specific training within this document and the MTEP Review Portal.

You can access the MTEP Review Portal by navigating to: MTEP.ACENET.EDU



YOUR ACCOUNT

New users will need to first create an account. After your account is created it will be sent for approval. You will need to wait until your account is approved before you can login.

CREATING YOUR SPM ACCOUNT:

STEP 1: Navigate to [MTEP Review Portal](#)

STEP 2: Select the “Register” button

STEP 3: Complete all required fields to include

- a. Name
- b. Select role “Service Program Manager (SPM)” from the drop-down menu
- c. Select service branch
- d. Email
- e. Create a username; Note: your username should NOT be your email address
- f. Create a unique password
 - Must have upper-case and lower-case letters
 - Must contain at least 8 characters
 - Must contain at least 1 number
 - Must have at least 1 symbol

STEP 4: Check the “I’m not a robot” box

STEP 5: Check the box confirming that you have read and agree to the [terms and conditions](#) of the [privacy policy](#)

STEP 6: When all fields have been completed the “Register” button will activate; select “Register” to submit your account request

REGISTER

First Name Last Name

Role

Service Branch

Email Confirm Email

Username

Password Confirm Password

I'm not a robot 

I have read and agree to the terms and conditions of the privacy policy.

A Registration successful message will appear.

Please allow 1 business day for your account to be approved and activated.

If you receive a message that your email address is already found in the system, please use the [forgot username/password](#) feature to retrieve your login information.

ACCESSING YOUR ACCOUNT:

STEP 1: Navigate to the [MTEP Review Portal](#)

STEP 2: Select the “*Login*” button

STEP 3: Enter your username and password which you created when requesting the account; if you have forgotten this information refer to the sections below

STEP 4: Check the “I’m not a robot” box

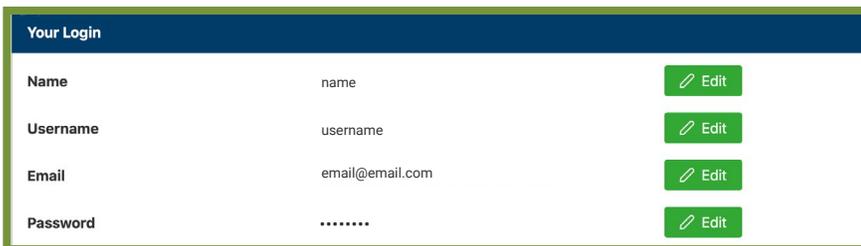
STEP 5: When all fields have been completed, select the “*Login*” button

UPDATING YOUR ACCOUNT:

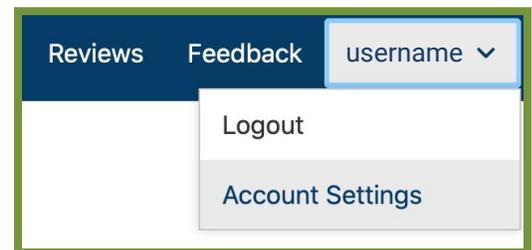
STEP 1: [Login](#) and in the top right-hand corner click your username

STEP 2: From the drop-down menu select “*Account Settings*”

STEP 3: For the field you wish to update, select the “*Edit*” button



Your Login		
Name	name	Edit
Username	username	Edit
Email	email@email.com	Edit
Password	Edit



Reviews Feedback **username** ▾

- Logout
- Account Settings

STEP 4: Update the fields as applicable

STEP 5: Select Submit

FORGOT USERNAME:

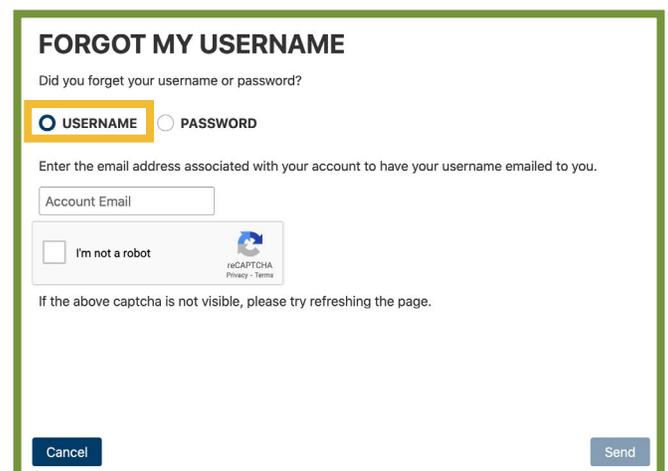
STEP 1: If you forget your username, select “Forgot Username or Password” on the [login page](#)

STEP 2: Select the “*Username*” button

STEP 3: Enter the email address associated with your account

STEP 4: Click “*Send*”

STEP 5: If your email address is in the system, you will receive an automated email with a password reset link



FORGOT MY USERNAME

Did you forget your username or password?

USERNAME PASSWORD

Enter the email address associated with your account to have your username emailed to you.

Account Email

I'm not a robot 

If the above captcha is not visible, please try refreshing the page.

[Cancel](#) [Send](#)

If your email address is not found, you will need to contact the MTEP team for assistance.

FORGOT PASSWORD:

STEP 1: If you forget your password, select “Forgot Username or Password” on the [login page](#)

STEP 2: Select the “*Password*” button

STEP 3: Enter the username associated with your account

STEP 4: Click “*Send*”

STEP 5: If your username is in the system, you will receive an automated email with a password reset link

STEP 6: Select the link in the email within 3 hours to create a new password

STEP 7: Using the password creation rules, enter a new password and confirm the password

STEP 8: Click “I’m not a robot” box

STEP 9: Select “*Submit*”

IMPORTANT – If the link has expired then you will be required to use the forgot password feature again.

FORGOT MY PASSWORD
Did you forget your username or password?

USERNAME **PASSWORD**

Enter your username to receive an email with a reset link.

Username

I'm not a robot 
reCAPTCHA
Privacy - Terms

If the above captcha is not visible, please try refreshing the page.



USER ACCOUNT ROLES



SERVICE PROGRAM MANAGER (SPM)

The Service Program Manager leads the charge in coordinating, evaluating and approving military course and occupation reviews submitted by installation POCs from their service branch. In addition, they provide support and guidance to Installation POCs.



INSTALLATION/TRAINING SITE POINT OF CONTACT (POC)

The Installation/Training Site Point of Contact is responsible for preparing and submitting review requests for approval by the Service Program Manager, submitting any course change information, and uploading course/occupation planning documents in preparation for review.



SERVICE PROGRAM MANAGER

As the Service Program Manager, you lead the charge in coordinating, evaluating and approving military course and occupation reviews submitted for your service branch. In addition, you are responsible for approving all Course Planning documents submitted by Installation/Training Site POC's prior to review. You also have the ability to prepare and submit requests for military evaluations on behalf of your installation points of contact. For any request submitted on behalf of your installations you will still need to approve the request before it can be added to the list for consideration by ACE and DANTES. Please refer to the [Installation Points of Contact](#) section of this manual for steps on how to Prepare and Submit Annual Review Requests.

EVALUATE AND APPROVE REVIEW REQUEST:

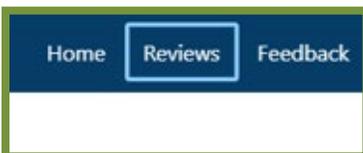
- On an annual basis Installations Points of Contact (POC) will request and submit military courses and occupations to their SPM for consideration of review during the next cycle.
 - Reviews begin on a Monday (except Federal Holidays) and takes approximately one week to complete.
 - The review will not be scheduled until the Master Schedule is set.

UNDERSTANDING THE REVIEW APPROVAL/REJECTION CYCLE:

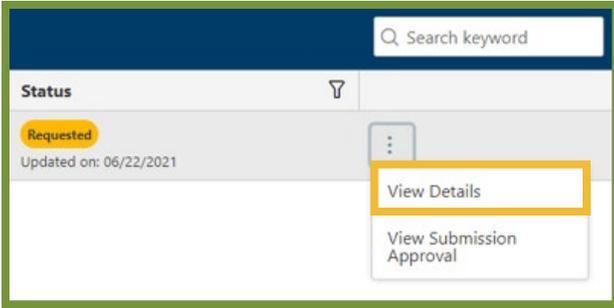
- Reviews can be entirely rejected by selecting the Red "Reject Entire Review."
- Partial review requests can be rejected by rejecting that line item.
- Accepting a review will add the requested courses or occupations to the list for the Master Schedule, which the MTEP working group will develop and DANTES will approve.
- Status of review request will change from "requested" to "approved" and "approved" to "scheduled."

STEP 1: [Login to your MTEP account](#)

STEP 2: Select "Reviews" from the taskbar



STEP 3: Any requested reviews for your service and their status will appear, to view more details click the three dots to the right and “*View Details*”

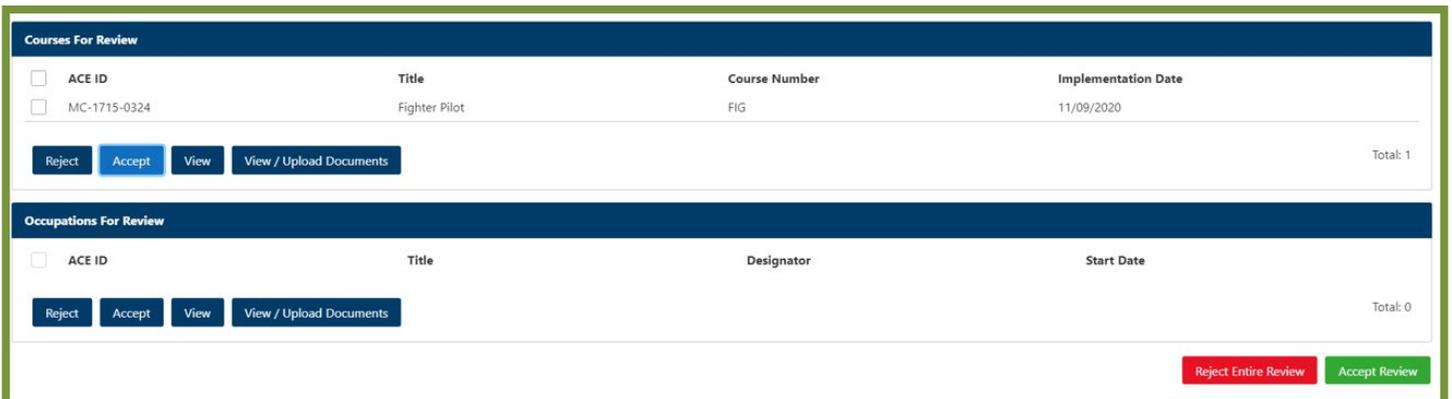


STEP 4: To begin the approval process, click the three dots next to the review and “*View Submission Approval*”

STEP 5: Verify the details entered to ensure that everything meets contract requirements

STEP 6: Based on your analysis select either “*Accept*” or “*Reject*” individual submitted Course/Occupation for Review request

STEP 7: After all Course/Occupations request have been reviewed, if you are satisfied with the submission details select the green “*Accept Review*” button



VIEW REVIEW SUBMISSION STATUS:

The Review Submissions page contains a column “Status” to indicate the status of each course. You can view due dates and other key information.

STEP 1: [Login to your MTEP account](#)

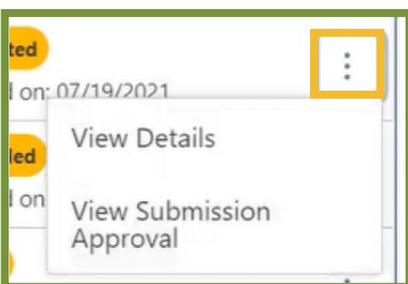
STEP 2: Select “Reviews” from the top menu bar



STEP 3: View the “Status” column to see the current status

REVIEW STATUS	DESCRIPTION
Closed For Review	No Reviews - Block week
In Progress / Draft	Review has been saved as a draft but not formally requested yet
Requested	Review has been formally requested for consideration into the master schedule and is awaiting SPM review
Pending Correccion	Review has been requested but has been sent back to Installation POC's for changes before being approved
SPM Approved	Review has been formally approved by SPM's for consideration in the master schedule
Scheduled	Review has been approved by the COR and the Working Group and are officially added to the Master Schedule. These reviews can now have documents uploaded for them and can have documents approved by SPM's.
SPM Rejected	Review has been rejected by SPM's. Changes cannot be made to these review request
COR Rejected	Review has been rejected by the COR. Changes cannot be made to these review requests
COR On Hold	Review which the SPM Approved but did not make it into the Master Schedule, these are potential reviews for consideration should a free week occur
Completed	Review has been successfully completed
Cancelled	Scheduled review that has to be cancelled for some reason (e.g. not having the necessary documents ready to hold the review)

STEP 4: Select the three dots menu (i.e. kebab, ellipses, radio) to open a menu with additional options (View Details, View Submission Approval, Upload Documents, etc)



APPROVE OR REJECT COURSE PLANNING DOCUMENTS:

Course planning documents provide details about where the course is taught, explain the objective and includes the outlines of the lesson plans. Example: Program of Instruction (POI) for Army, TCCD for Navy, etc. and the approval memos from the service authority. The Installation/Training Site are required to upload course planning documents which the Service Program Managers (SPMs) will then need to review and approve **90 business days before the review**.

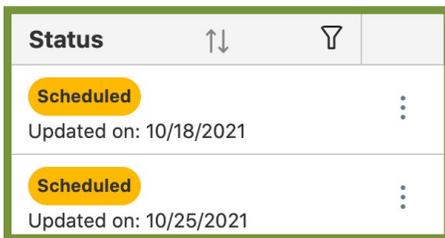
If an Installation/Training Site POC reaches out to you regarding problems with uploading documents, please review the following:

- Files are limited to 250MB per upload
- Zip files cannot be uploaded
- Files can be text, Excel, Powerpoint, Word, images or pdf documents
- If document is password protected, please reach out to ACE Military Evaluation Team prior to uploading

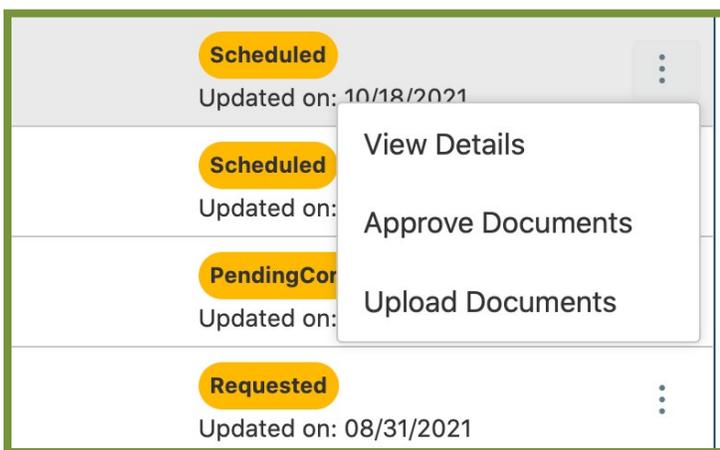
STEP 1: [Login to your MTEP account](#)

STEP 2: Select “Reviews” from the top menu bar

STEP 3: Locate reviews which have a “Scheduled” status indicator



STEP 4: Select the three dots menu (i.e. kebab, ellipses, radio) to open a menu with additional options (View Details, View Submission Approval, Upload Documents, etc)



STEP 5: Select “Approve Documents” from the menu option to allow any courses or occupations associated with that review to populate

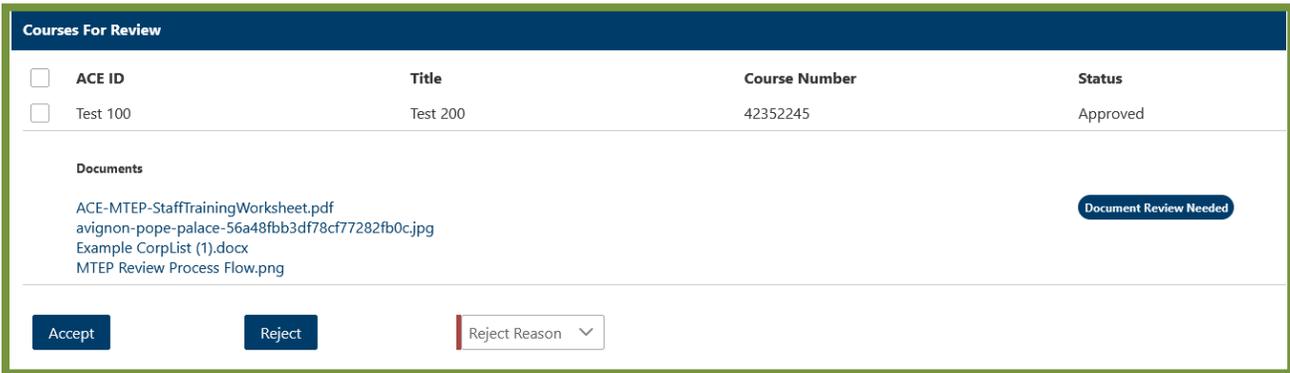
STEP 6: Review page to see if the document(s) have been uploaded under the Courses For Review or Occupations For Review section

STEP 7: Select the document name to open and review content

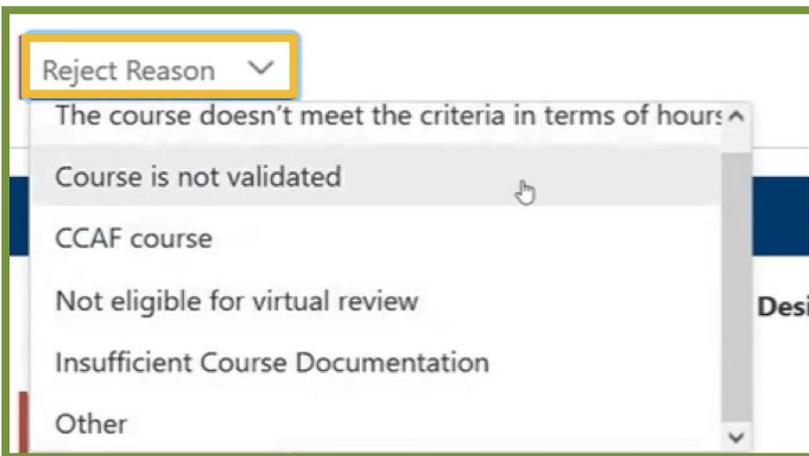
STEP 8: After the document(s) have been reviewed close the window box

STEP 9: Select the box on the left-hand side associated with the review to add a check mark

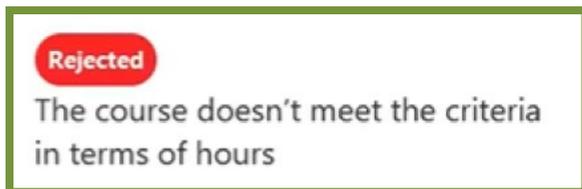
STEP 10: Select either the “Accept” or “Reject” button



STEP 11: If a document is rejected then a rejection reason will need to be selected from the drop-down menu



Once a document is rejected the reason will populate on the main page. It is recommended that the SPM notify their training command POC as the system does not send automatic notification.



SPM's can go back and approve documents which were previously rejected by selecting the “Accept” button.





INSTALLATION POINTS OF CONTACT

As the Installation Point of Contact, you are responsible for preparing and submitting review requests annually for military course and occupation evaluations. These requests are sent to your Service Program Manager (SPM) for evaluation and approval. Once approved the American Council on Education (ACE) works with the Military Training Evaluation Program Working Group (Service Program Managers, Joint Services Transcript team and Others) to validate and the draft Master Schedule for review and approval by Defense Activity for Non-Traditional Education Support (DANTES).

Once the Master Schedule is finalized then prior to a review Installation/Training Site POC will need to upload course materials no later than 90 business day before their review begins. The course materials documents will need to be approved in the portal by your SPM. Lastly, no later than 60 business days before the review Installation/Training Site POC will upload all of the review documents (these documents do not need approval).

PREPARE AND SUBMIT ANNUAL REVIEW REQUEST:

- On an annual basis Installation Points of Contact (POC) will request and submit military courses and occupations to their SPM for consideration of review during the next cycle.
 - Reviews begin on a Monday (except Federal Holidays) and take approximately one week to complete.
 - Reviews will not be scheduled until the Master Schedule is set.

STEP 1: [Login to your MTEP account](#)

STEP 2: Select the “*Review Submissions*” Button

STEP 3: To submit a new review request, select the green “*Add Review*” button

The screenshot shows the 'Review Submissions' section of the MTEP portal. At the top, there are two tabs: 'Review Submissions' (selected) and 'Course Changes'. Below the tabs is a dark blue header with the text 'Your Review Submissions' and a green '+ Add Review' button on the right. Underneath the header is a search bar with a 'Clear' button and a search input field. Below the search bar is a table with the following columns: School House, Review Date, Days Left Until Review, Primary Contact, Type, Created On, and Status. Each column has a small downward arrow icon next to it.

STEP 4: In the “*Information*” section complete the following fields

- a. Fill in your first choice of review date, then fill in two alternate dates by selecting the calendar icon
- b. For planning purposes, please pay special attention to the action item dates that appear on the right side, as these dates are solely based off the first-choice review date entered
- c. Select your service branch from the drop-down menu
- d. Type your Schoolhouse
- e. Type your Installation
- f. Select the type of review from the drop-down menu

REVIEW SUBMISSION

Information

<input type="text" value="Primary Request Date"/> <input type="text" value="Alternative Request Date 1"/> <input type="text" value="Alternative Request Date 2"/> <input type="text" value="Branch"/> ▼ <input type="text" value="Schoolhouse"/> <input type="text" value="Location"/> <input type="text" value="Type of Review"/> ▼	<p>Important Dates <i>Relative to the primary requested review date.</i></p> <p>Center Reminder <i>120 days Prior to Review</i></p> <p>All Documentation and Additional Info Due <i>90 days Prior to Review</i></p> <p>Last Chance to Reschedule Review <i>30 days Prior to Review</i></p> <p>Virtual Review Course Materials Due <i>15 days Prior to Review</i></p> <p>Final Report Issued <i>30 days After Review</i></p>
<div style="border: 1px solid #ccc; min-height: 100px; padding: 5px;">Notes</div>	

STEP 5: In the “*Contact Information*” section complete the following fields

- a. Enter your Primary and Secondary Contact Email, Name and Phone (mobile phone number is preferred if available) for the review
- b. Answer the Point of Contact questions located on the right-hand side to help you determine if your staff can meet the document submission and preparation timelines

Contact Information

<input type="text" value="Primary Contact Email"/> <input type="text" value="Primary Contact Name"/> <input type="text" value="Primary Contact Phone"/> <input type="text" value="Secondary Contact Email"/> <input type="text" value="Secondary Contact Name"/> <input type="text" value="Secondary Contact Number"/>	<p>Points of Contact Questions</p> <p>Are Points of Contact available to upload materials from 6 weeks to 2 weeks prior to review? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Are Points of Contact available for inbrief on first day of review? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Are Points of Contact available the week of review for course questions? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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STEP 6: Only one course/occupation can be entered at a time, select the “*Add Course*” or “*Add Occupation*” green button to begin entering course/occupation information

FOR EACH COURSE ENTER BASIC DETAILS ABOUT THE COURSE:

ACE ID	If the course has been reviewed by ACE previously, enter the ACE Identifier for the exhibit on the ACE Military Guide (www.acenet.edu/militaryguide). If it is a new course, leave this blank.
Course Number	Enter the course number as displayed in the appropriate Service's training management system (e.g. ATRRS, CETARS, etc.).
Course Title	Enter the course title as displayed in the appropriate Service's training management system (e.g. ATRRS, CETARS, etc.).
Content Area 1/2/3	Select up to three content areas from the drop-down menus corresponding to the main subject areas aligning to the course.
> 40 Hours	Select yes/no. Note that the course must contain at least 40 academic hours for ACE to review it.
Academic Hours	Indicate the number of academic hours. Note that lab hours should be included, but administrative/bottleneck hours should not.
Course Length in Weeks	List the number of weeks the course spans.
Delivery Method	Select classroom (traditional), distance learning (online or correspondence), or blended from the drop-down menu.

Course Information

Is the course greater than 40 hours? Yes No

Was this course taught for more than a year? Yes No

Does the course have classified content? Yes No

Is the course affiliated with any other services? Yes No

On certain questions, such as whether the course has at least 40 hours, the form will give you feedback if your answer does not meet the contract requirements

Is the course greater than 40 hours? Yes No

Do not submit courses with fewer than 40 academic hours.

Questions on course and instructor materials are designed to determine whether the course can be evaluated in a virtual setting. If the materials cannot be provided in an electronic format, for example, you might have to schedule an onsite review, rather than a virtual review.

Course Materials			
Are all Instructor Materials in a digital format?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are they all able to be provided electronically?
Are all Student Materials in a digital format?	<input type="radio"/> Yes	<input type="radio"/> No	Are they all able to be provided electronically?

Assessment Materials	(Exams, quizzes, go/no-go checklists, evaluation rubrics, case studies, writing assignments, etc.) 1. Do assessments occur? Select yes/no. If there are no assessments for the course, stop here, as ACE can't review it. 2. Are assessments proctored? Select yes/no. There must be rigid control of the testing conditions and firm identification of the learner.
Taught for > 1 Year	Select yes/no. Note that the course must be taught for at least one year for ACE to review it, so do not submit future start date courses.
Implementation Date of Current Curriculum	Indicate the month and year (e.g. 10/19) of the curriculum version as reflected on the course planning documents.
Does the course have classified content?	Select yes/no. Note that classified content must be sanitized prior to an ACE review.
Affiliated with Other Services?	Select the other service(s) from the drop-down menu for joint courses.
Population	Select the primary population of students taking the course, Enlisted/Warrant/Officer.
Annual Student Throughput	List the number of students attending the course on a fiscal year basis.
Reason for Evaluation	Select the reason for the review from the drop-down menu (new, end-dated, substantial content changes, or 10-year review).

FOR EACH OCCUPATION ENTER BASIC DETAILS ABOUT THE OCCUPATION:

ACE ID	Enter the military occupation code.
Designator	Enter the course number as displayed in the appropriate Service’s training management system (e.g. ATRRS, CETARS, etc.).
Title	Enter the official title of the occupation.
Content Area 1/2/3	Select up to three content areas from the drop-down menus corresponding to the main subject areas aligning to the occupation.
Start Date	Enter the month and year corresponding to the official documentation outlining the job duties.
Population	Select Enlisted/Warrant/Officer from the drop-down menu.
Virtual capabilities for interviews?	Select yes/no from the drop-down menu. If the installation has access to video teleconferencing or other web-enabled meeting technologies, please select “yes”.
Reason for Evaluation	Select the reason for the review from the drop-down menu (new, end-dated, substantial content changes, or 10-year review).
Comments	Use this field to communicate the occupation history or other data points.

STEP 7: To add another course or occupation to the review, click on the “*Save & Add Another*” button

STEP 8: Once you have finished entering all information, select the “*Save*” button to return to the course submission page

STEP 9: When you are done entering all courses and occupations for this review, click “*Submit*”

The screenshot displays a web interface for reviewing courses and occupations. It features two main sections: 'Courses for Review' and 'Occupations for Review'. The 'Courses for Review' section includes a table with columns for ACE ID, Title, Course Number, Implementation Date, Content Area 1, Content Area 2, and Content Area 3. A single course is listed with ACE ID AR-1732-0015, Course Number Q-300-1445, and Implementation Date Jun 15th 2020. The 'Occupations for Review' section has a similar table structure but is currently empty. At the bottom right, the 'Save' and 'Submit' buttons are highlighted with a yellow box.

ACE ID	Title	Course Number	Implementation Date	Content Area 1	Content Area 2	Content Area 3	Total
AR-1732-0015		Q-300-1445	Jun 15th 2020	Water Resources	Engineering General	Computer & Information Systems	1

ACE ID	Title	Designator	Start Date	Content Area 1	Content Area 2	Content Area 3	Total
							0

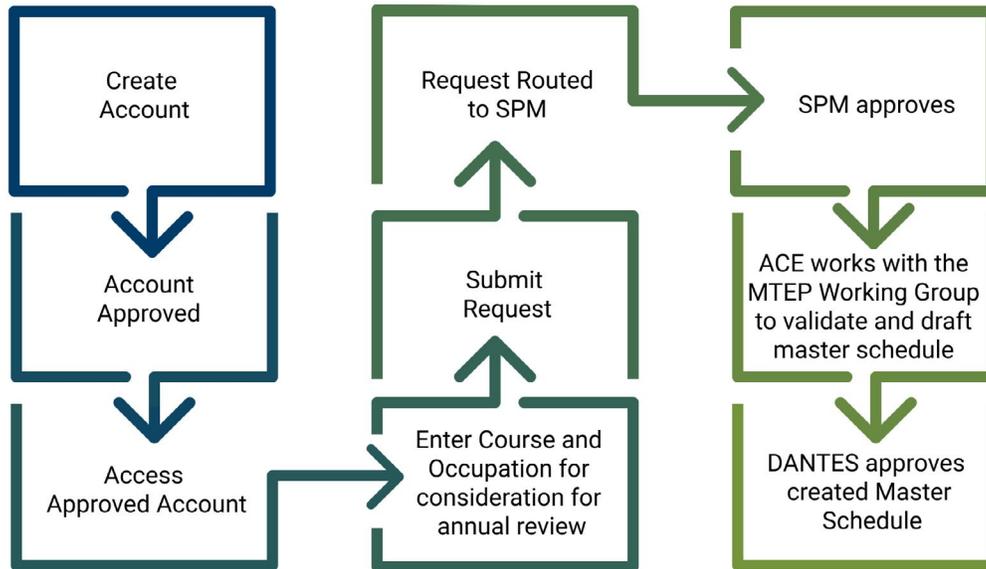
Total Scope 1

Save Submit

SAVE: Draft

SUBMIT: Forward to your SPM for the approval, consideration, or decision of others

Review requests will be routed to your Service Program Manager for approval. Once approved, ACE will coordinate with the MTEP Working Group to validate and draft the Master Schedule, which DANTES will then approve. Reviews are scheduled when the Master Schedule is approved.



UPDATE COURSE CHANGES:

STEP 1: [Login to your MTEP account](#)

STEP 2: Select the “*Course Changes*” Button

STEP 3: In the “*Administrative Course Changes*” section complete the following fields

- a. ACE ID
- b. Title
- c. Course Number
- d. Academic Hours
- e. Course Length in Weeks
- f. Implementation Date of Current Curriculum
- g. Description of Change/Comments

STEP 4: Select “Save”

VIEW REVIEW SUBMISSION STATUS:

The Review Submissions page contains a column “Status” to indicate the status of each course. You can view due dates and other key information.

STEP 1: [Login to your MTEP account](#)

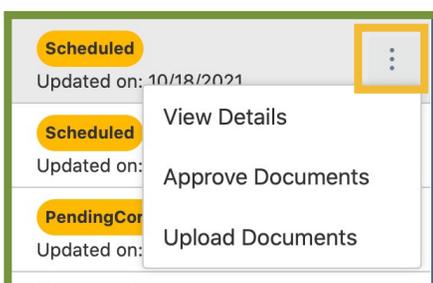
STEP 2: Select “Reviews” from the top menu bar



STEP 3: View the “Status” column to see the current status

REVIEW STATUS	DESCRIPTION
Closed For Review	No Reviews - Block week
In Progress / Draft	Review has been saved as a draft but not formally requested yet
Requested	Review has been formally requested for consideration into the master schedule and is awaiting SPM review
Pending Correccion	Review has been requested but has been sent back to Installation POC's for changes before being approved
SPM Approved	Review has been formally approved by SPM's for consideration in the master schedule
Scheduled	Review has been approved by the COR and the Working Group and are officially added to the Master Schedule. These reviews can now have documents uploaded for them and can have documents approved by SPM's.
SPM Rejected	Review has been rejected by SPM's. Changes cannot be made to these review request
COR Rejected	Review has been rejected by the COR. Changes cannot be made to these review requests
COR On Hold	Review which the SPM Approved but did not make it into the Master Schedule, these are potential reviews for consideration should a free week occur
Completed	Review has been successfully completed
Cancelled	Scheduled review that has to be cancelled for some reason (e.g. not having the necessary documents ready to hold the review)

STEP 4: Select the three dots menu (i.e. kebab, ellipses, radio) to open a menu with additional options (View Details, View Submission Approval, Upload Documents, etc)



SUBMIT PLANNING DOCUMENTS:

Course planning documents explain the objective of the course, provides details about where the course is taught and includes the outlines of the lesson plans. Course planning documents should be uploaded and approved by your SPM no later than 90 business days prior to the review.

COURSE DOCUMENTATION REQUIRED	
Army	Program of Instruction, U.S. Army Training and Doctrine Command validation memo
Marine Corps	Program of Instruction, Letter of Promulgation
Navy	Training Course Control Document, Course Master Schedule, Letter of Promulgation/Authorization to Teach
Air Force	Syllabus, Verification of no Community College of Air Force affiliation
Coast Guard	Signed curriculum outline

Occupation document provides details on military duties, qualification and pay grade. Documents may include: Occupation/Rating/MOS Manual outlining duties, qualifications, and expectations; technical guides/training manuals; occupation density by pay grade.

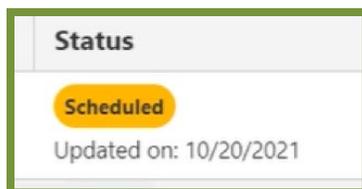
IMPORTANT INFORMATION

- Files are limited to 250MB per upload
- Zip files cannot be uploaded
- Files can be text, Excel, Powerpoint, Word, images or pdf documents
- If document is password protected, please reach out to ACE Military Evaluation Team prior to uploading

STEP 1: [Login to your MTEP account](#)

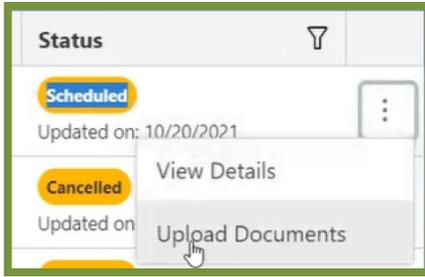
STEP 2: Select “Reviews” from the top menu bar

STEP 3: Locate reviews which have a “Scheduled” status indicator



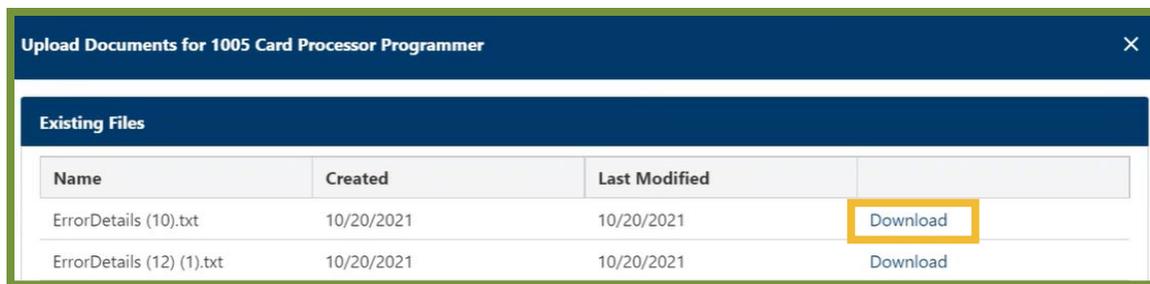
STEP 4: Select the three dots menu (i.e. kebab, ellipses, radio) to open a menu with additional options (View Details, View Submission Approval, Upload Documents, etc)

STEP 5: Select “*Upload Documents*” from the menu option to allow any courses or occupations associated with that review to populate

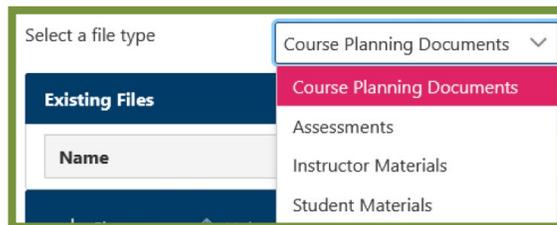


STEP 6: Select the “*Upload*” button; any documents already uploaded will appear with the details of when created and when last modified

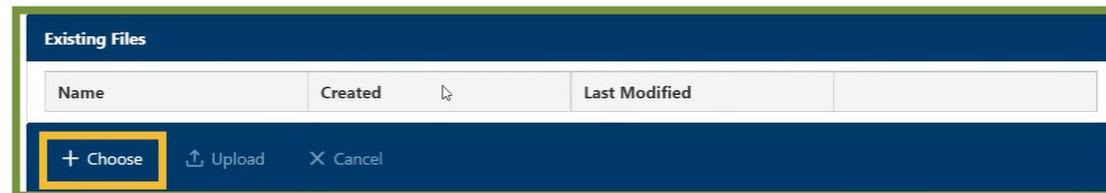
STEP 7: If documents are already available, select “*Download*” to view what was already added



STEP 8: Select the file type from the drop-down menu



STEP 9: Select “+ *Choose*” to upload a new document

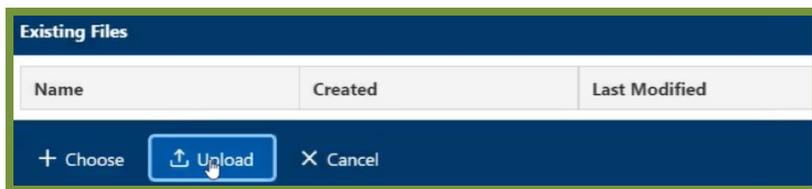


STEP 10: Locate the file from your system and select so document appears in “file name”

Tip: You can select multiple documents to upload at one time

STEP 11: If you selected a file in error you can remove by selecting the “X” icon next to the file name

STEP 12: Once documents are selected and ready to be uploaded select the “*Upload*” button



STEP 13: If successful a pop-up message should appear, read and select “*Ok*”

STEP 14: Select “*Refresh*” to verify what has been uploaded

Tip: You can verify the document by selecting “*Download*”

STEP 15: Select “*Done*” to return to main screen

SUBMIT REVIEW DOCUMENTS:

The review documents are all the student materials (reading assignments, workbooks, classroom exercises), instructor materials (PPTs, teaching notes), and assessments (tests, quizzes, papers, practical demonstrations of knowledge). Review documents are due no later than 60 business days before the review begin and do not require SPM approval.



RESOURCES

MILITARY EVALUATIONS

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Evaluations.aspx>

- **RESOURCE PAGE**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Review-Resources.aspx>

- **HOW TO PREPARE FOR MILITARY COURSE REVIEWS**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Course-Reviews.aspx>

- **HOW TO PREPARE FOR MILITARY OCCUPATION REVIEWS**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Occupation-Reviews.aspx>

- **HOW TO PREPARE FOR MILITARY VIRTUAL REVIEWS**

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Virtual-Course-Reviews.aspx>

FOR EMPLOYERS AND TRAINING PROVIDERS

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Employers-Training-Providers.aspx>



FREQUENTLY ASKED QUESTIONS

WHAT IS THE MILITARY TRAINING EVALUATION PROGRAM REVIEW PORTAL?

The Military Training Evaluation Review Portal is the system of use for the American Council on Education (ACE). ACE reviews military training (courses) and experiences (occupations) with the goal of awarding equivalent college credits for those experiences. Reviews are conducted by faculty members from colleges and universities who are currently teaching in the areas they are reviewing. The review team analyzes materials, identifies learning outcomes, and recommends postsecondary credit based on its findings.

WHICH COURSES CANNOT BE REVIEWED?

- Courses with less than 40 academic hours (excluding administrative and bottleneck hours)
- Courses that have a future training start date
- Course taught less than a year
- Courses that have training start date (TSD) earlier than one ACE has recently reviewed. For example, if a POC submits a course with a 10/2014 TSD, but ACE recently reviewed the same course with a 10/2017 TSD, the course will not be re-reviewed.

WHEN ARE THE COURSE/OCCUPATION PLANNING DOCUMENTS DUE FOR A REVIEW?

Course/Occupation planning documents are due **90 business days before the review.**

WHEN ARE COURSE/OCCUPATION MATERIALS DUE?

The Course/Occupations materials are due 60 business days before the review.

HOW DO I MAKE A COURSE ADMINISTRATION CHANGE?

With the new system, for any administrative changes select the [“Course Changes”](#) option to submit this information.

IF THE SPM APPROVES THE REVIEW REQUEST, DOES THIS MEAN IT IS OFFICIALLY ON THE SCHEDULE?

No, all approved reviews still need to go through the scheduling process to be added to the master schedule which is released in October.

CAN I SUBMIT COURSES WITH CLASSIFIED MATERIAL?

Yes, provided you can sanitize any classified content, including assessments.

HAVE MORE QUESTIONS?



Use MTEP Review Portal
“Feedback” feature



Email mileval@acenet.edu

