

*GoArmyEd - the Army's Virtual Gateway to Education – Anytime, Anywhere*



***Webinar:  
AMEDD Prerequisites  
(VIA and GoArmyEd)  
8 December 2016***

*Contents of these slides can be found in GoArmyEd  
Assistance Center after 10 December 2016.*



**GO ARMY ED**

# AMEDD Prerequisites Policy – \*Eligible Programs

The following four AMEDD in-service recruiting programs are TA-eligible for Soldiers to pursue prerequisite classes:

- Inter-service Physician Assistant Program (IPAP)
- AMEDD Enlisted Commissioning Program (AECP)
- Army-Fayetteville State University Master's in Social Work
- Enlisted to Medical Degree Preparatory Program (EMDP2)

\*Notes:

1. Contact your local Army USAREC AMEDD recruiter or consult the current FY AMEDD Recruiting Program Guide for program details, including applicant eligibility criteria and service obligations Soldiers incur for each program.
2. See HRC Policy Memo dated 11 Feb 13 for additional IPAP-specific instructions.

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# AMEDD Prerequisites Policy – TA Rules

- Soldiers must have transcripts reviewed by school offering program or USAREC AMEDD program POC and upload memo listing the prerequisite classes the Soldier requires
- Soldiers may pursue prerequisites for AMEDD in-service recruiting programs regardless of the TA they may have used previously
- Annual TA caps apply; however, there is no cap on the total number of SHs for authorized prerequisite coursework
- Soldiers possessing a bachelor's degree will have prerequisite semester hours (SHs) deducted from their graduate SH allocation
- Soldiers possessing a master's degree will not have SHs deducted
- Soldiers completing prerequisites in a certificate program will have those SHs deducted from the certificate allocation (if available)

# AMEDD Prerequisites

*Soldier: How do I take a pre-requisite course for an Army Medical Program (AMEDD, IPAP) if it is not on my degree plan?*

There are three ways to go about requesting Tuition Assistance (TA) for an Army Medical Program (e.g. U.S. Army Medical Department (AMEDD), Interservice Physician Assistant Program (IPAP)) prerequisite course that is not a part of your degree plan.

Follow the steps below to request medical prerequisite courses:

- 1) If you are required to use Course Planner
- 2) If you are in a Fully Developed Degree Plan (FDDP)
- 3) Currently not pursuing a degree

# AMEDD Prerequisites – Course Planner

To receive TA for a prerequisite course for an Army medical program, you must add the course to your Course Planner and upload supporting documentation to eFile. To do so, complete the following steps:

**STEP 1:** Add your desired course to your Course Planner and use the "Course Usage" drop-down to select "AMEDD Prerequisite Course".

The image displays two screenshots of the Course Planner interface. The left screenshot shows the 'Add Course at Home School' button and a table with one row for 'Inter American University of Puerto Rico - Metropolitan\*\*'. The right screenshot shows the 'Course Usage' dropdown menu with 'AMEDD Prerequisite Course' selected.

Enroll	Course Planner Status	Enrollment Status	School Name	Subject (in ENGL)
	New		Inter American University of Puerto Rico - Metropolitan**	

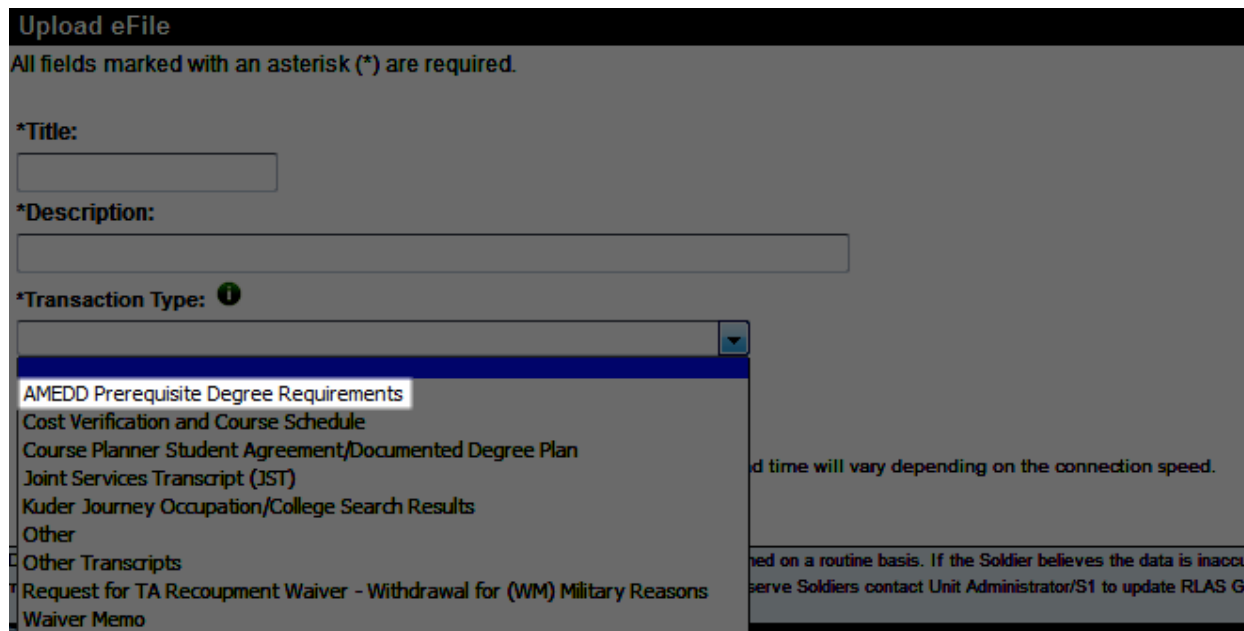
Course Usage options:

- AMEDD Prerequisite Course
- Free Elective
- General Education Requirement
- Major Requirement
- Non-Degree, Foreign or Culture Required Elective

# AMEDDD Prerequisites – Course Planner

**STEP 2:** Upload the documentation from your school indicating the course is required for the Army medical program to eFile using the “**AMEDDD Prerequisite Degree Requirements**” Transaction Type.

An Army Education Counselor will receive the updated Course Planner request for review/approval. If approved, you will be able to proceed with requesting TA for the course.



The screenshot shows a web form titled "Upload eFile". At the top, it states "All fields marked with an asterisk (\*) are required." Below this, there are three required fields: "\*Title:" with an empty text box, "\*Description:" with a larger empty text box, and "\*Transaction Type:" with a dropdown menu. The dropdown menu is open, showing a list of options: "AMEDDD Prerequisite Degree Requirements" (highlighted in blue), "Cost Verification and Course Schedule", "Course Planner Student Agreement/Documented Degree Plan", "Joint Services Transcript (JST)", "Kuder Journey Occupation/College Search Results", "Other", "Other Transcripts", "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons", and "Waiver Memo". To the right of the dropdown menu, there is a small text box containing the message "Time will vary depending on the connection speed." Below the dropdown menu, there is a line of text that reads "Updated on a routine basis. If the Soldier believes the data is inaccurate, please contact the Unit Administrator/S1 to update RLAS Gu".

# AMEDD Prerequisites – FDDP

To receive TA for a prerequisite course for an Army Medical Program (AMEDD, IPAP), you must create a Helpdesk case. To do so, complete the following steps:

**STEP 1:** Create a Helpdesk case with the case type of "**Counseling Request**" and enter "Request to use TA for Medical Program Prerequisite Course" in the "**Subject**" field.

**STEP 2:** In the "**Description**" field, enter the school, course subject, course number, and start date of the course you wish to take.

**STEP 3:** Upload documentation from the school confirming the course is required for the Army Medical Program.

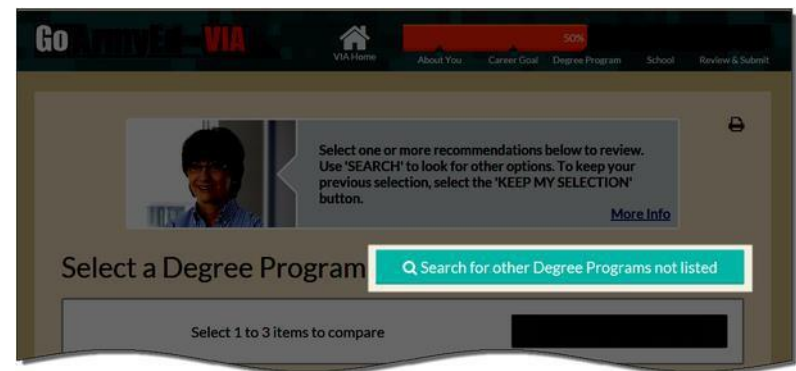
The case will be routed to an Army Education Counselor for further action.

# AMEDDD Prerequisites – Not Pursuing a Degree

Soldiers- What if I am not pursuing a degree in GoArmyEd, but I wish to take a prerequisite course for an Army Medical Program (AMEDDD, IPAP)?

Even if you are not pursuing a degree in GoArmyEd, you will need to complete VIA if you wish to receive Tuition Assistance (TA) for an Army medical program (e.g. U.S. Army Medical Department (AMEDDD), Interservice Physician Assistant Program (IPAP)) prerequisite course. To begin using VIA, select the **“Request TA Access”** Smart Link. After completing the interests, preferences, and Career Goal sections, complete the following steps:

**STEP 1:** When prompted to select a Degree Goal, select the **“Search for other Degree Programs not listed”** button.





# AMEDD Prerequisites – Not Pursuing a Degree

**STEP 2:** Enter "AMEDD" or "AMEDD Prep School" in the "School Keyword(s)" search field. Select the "AMEDD Prerequisites" degree program from the search results. When the Degree Program Details page displays, select the "Make My Selection" button.

**Search for Degree Programs**

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Keyword(s) ?

School Keyword(s) ?

AMEDD

Degree Families ?

Degree Levels ?

**Degree Program Search Results**

Start new Degree Program search

Select 1 to 3 items to compare

Your search returned these degree programs:

Select to Compare	VIA Recommended	Degree Name
<input type="checkbox"/>	★	<a href="#">General Studies</a>
<input type="checkbox"/>	★	<a href="#">General Studies</a>
<input type="checkbox"/>		<a href="#">AMEDD Prerequisites</a>
<input type="checkbox"/>		<a href="#">Meeting and Event Planning</a>

**Degree Program Details**

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Medicine

Medicine

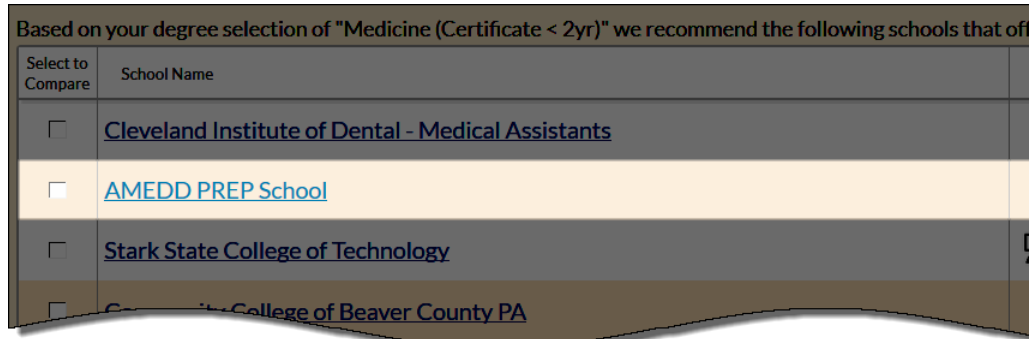
MAKE MY SELECTION

\$72k Salary Potential

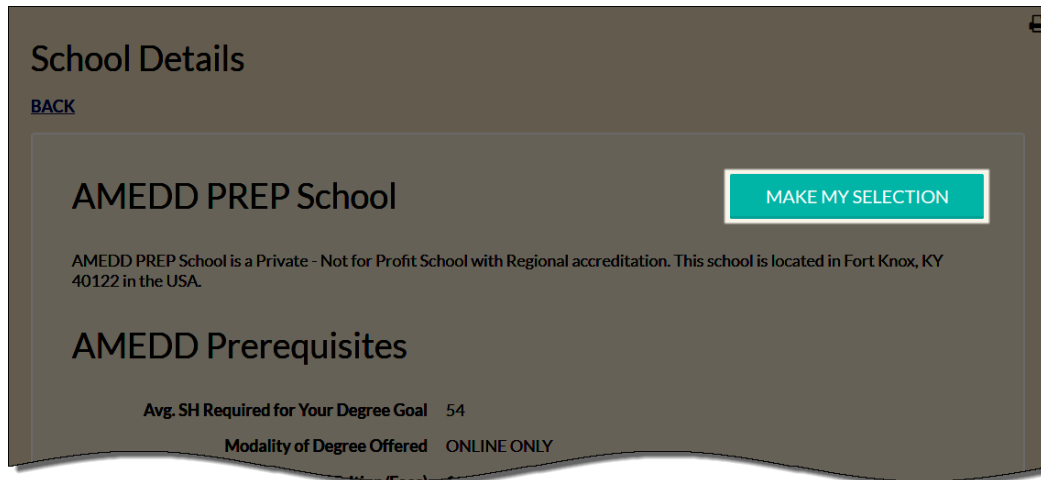
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# AMEDD Prerequisites – Not Pursuing a Degree

**STEP 3:** Select **AMEDD PREP School** as your home school.

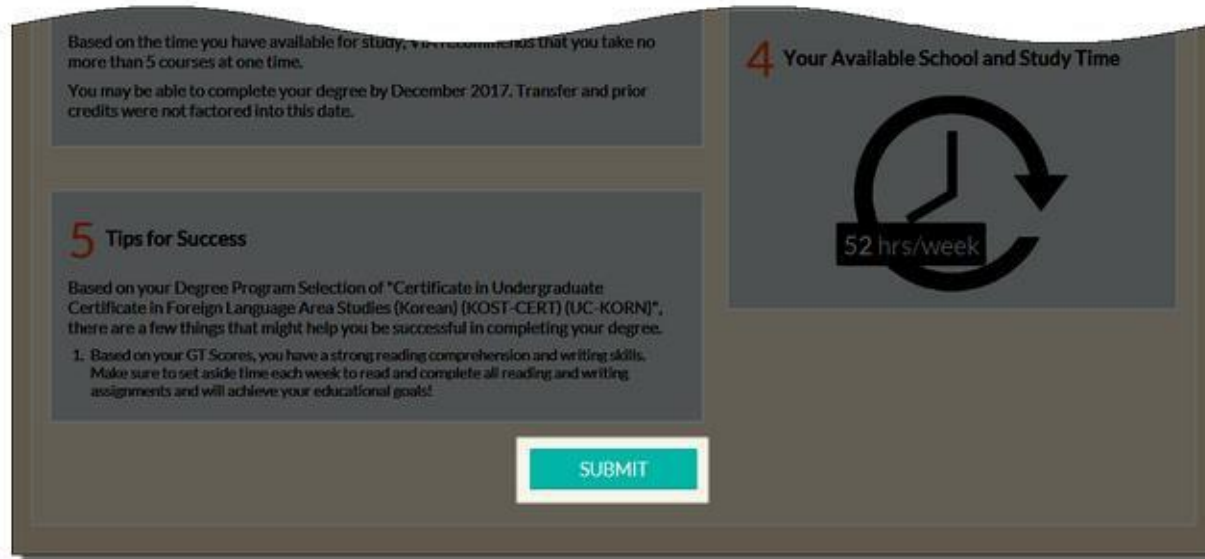


**STEP 4:** Select the “**Make My Selection**” button on the **School Details** page.



# AMEDD Prerequisites – Not Pursuing a Degree

**STEP 5:** Review your selections and select the “**Submit**” button. Your selections will be sent to an Army Education Counselor who will either approve or deny your request.



**Note:** When your Degree and School selections in VIA have been approved you will be able to take up to six (6) semester hours (SH) of TA-funded courses immediately. To take more than six SH of medical prerequisites, you will need to complete the Course Planner.

# ***DISCUSSION/QUESTIONS***



# QUESTIONS & ANSWERS

Q1: Does the exception to policy include the 10-years of service before masters (used FTA for bachelor) - if IPAP courses are taken through a master's program?

A1: The 10-year rule does not apply to Soldiers approved for AMEDD prerequisites; however, in the case that a Soldier did use TA for any portion of the bachelor's degree, the Soldier (or counselor) needs to submit a CRM to HQ ACES requesting that the 10-year hold be deferred.

Q2: When you mention the 21 credit hours for a certificate, that is not an additional 21 credit hours in addition to the 130 credit hour cap for undergraduate work?

A2: The 21 SH allocation is the cap on Certificate degree plans. SHs are only deducted from this pool when a Soldier declares "Certificate" as his/her degree plan (including if taking AMEDD prerequisites under a Certificate program). This allocation is in addition to and separate from the 130 SHs allocated for undergraduate degree plans.

# QUESTIONS & ANSWERS

Q3: Can the Soldier be approved for FTA for the undergraduate courses she has already taken that have "expired". She is under the impression the courses must have been completed during the past 5-7 years.

A3: Soldiers will be able to use TA to complete authorized prerequisite science courses previously completed more than five years ago, regardless of how the course was funded.

Q4: On slide two, you list the programs authorized TA for prereqs. Are there other programs like the Baylor Physical Therapy or HPSP eligible for TA?

A4: Only the four AMEDD in-service recruiting programs listed (IPAP, AECP, MSW, EMDP2) are eligible for TA. The key is that Soldiers who are accepted to these programs remain in the Army during the education program and incur a service obligation upon conclusion.

# QUESTIONS & ANSWERS

Q5: Where can we find the AMEDD Recruiting Guide that you mentioned in the beginning of the webinar?

A5: The FY17 AMEDD Recruiting Program Guide will be posted to the GoArmyEd and milSuite Websites, along with the AMEDD Prerequisites Information Paper.

Q6: You referenced the document dated 11 FEB 2013. What is the name of the document?

A6: The document subject is: “Tuition Assistance (TA) Clarification for the Inter-Service Physician Assistant Program (IPAP).” This is an HRC Information Paper that provides details for counselors to assist them in advising Soldiers in each component on the process for having their transcripts reviewed. It also includes as an enclosure a checklist the counselor can use to certify IPAP prerequisites for Soldiers who do not possess a bachelor’s degree or who have not reached the current SH limit at the undergraduate level. This document is posted to GoArmyEd under Education Policy Documents.