

# FREQUENTLY ASKED QUESTIONS:

## 1. Where do I find courses available for application?

To view course schedule you can click the "SCHEDULE" tab on our website or go here: <https://halfway.peterson.af.mil/asops/CESET/asops/schedule.htm>

## 2. How do I find the course POCs if I have questions?

Course POCs can be found by clicking the "COURSES" tab on our website and then clicking the course: <https://halfway.peterson.af.mil/asops/CESET/asops/courses-C2E.htm>

## 3. Where is the link to apply?

To apply for a course please review requirements on the "REGISTRATION" page of our website: <https://halfway.peterson.af.mil/asops/CESET/asops/registration.htm>, then click the "APPLY FOR COURSE" tab on the upper right hand corner of the page.

## 4. Who funds the 319 CTS courses?

Funding for each course varies and most students are Unit funded, meaning the Unit is responsible for all TDY/Per Diem charges that may be incurred. If you have questions you may contact the course POC (Question 2) or the Registrar at DSN: 834-4063 Commercial: 719-556-4067 Email: [319CTS.DOU.Registrar@us.af.mil](mailto:319CTS.DOU.Registrar@us.af.mil).

## 5. Who funds rental cars, if needed?

A rental car, fuel, and any parking associated with the rental car is NOT FUNDED by the 319 CTS. Funding for a rental car and related expenses must be provided by own Unit.

## 6. Where is the Space Fundamental Course, Space 100, GSDA and SEC located?

Space Fundamental Course, Space 100, GSDA, and SEC were moved to the NSSI schoolhouse. You can go to their website here: <https://www2.peterson.af.mil/nssi/?directlink&courses&&&&&&&>. If you need more help their Registrar is Mrs. Amy McDonagh [amy.mcdonagh.ctr@us.af.mil](mailto:amy.mcdonagh.ctr@us.af.mil).

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## **7. What happens after I apply for a course/how long until I hear back?**

When students apply for a course they will receive a confirmation that their application has been received. In addition, the student's supervisor will receive an email requesting they grant the student permission to attend the course. Once approved by supervision and the student's security clearance level is confirmed, the student will be placed on the student selection board list. A student selection board (SSB) is held (45 to 30 days prior to the course start date) and students are selected based on AF needs and priority of students. Students are notified and enrolled in the course (if not selected then students will be notified and possibly placed on a waitlist if available). Finally, enrolled students will receive an email confirmation with further registration instructions. If you do not receive an application confirmation 30 days prior to the start of the course, please contact the Registrar's office.

## **8. Why do I have to provide my Social Security Number and personal email?**

Our courses require a security clearance and we use student's Social Security Number to check their clearance level. Personal emails are provided to conduct unclassified online training on our Learning Management System (LMS), and enable student's access to training from both work and home before the course start date.

## **9. Who do I contact if I have issues with the online training?**

All online training is conducted in the Learning Management System (LMS) by Mrs. Beth Ortiz. If you have issues you can reach out to her here: DSN: 844-4089 or Commercial: 719-344-4089 Email: [319cts@gmail.com](mailto:319cts@gmail.com). All online LMS user names and passwords will be emailed to the personal email provided on the required start date (no sooner). The start date for the online training is between 45 and 30 days of the in-residence course start date. Each student has 7 days to login and begin the course or they will be dis-enrolled. Students will be required to complete the online LMS training to attend the class portion of the course, so please ensure you complete the training in a timely manner. Most courses give you 30-45 days to complete and require 8-12 hours of training.

## **10. What happens if I want to withdraw from a course?**

Any request for withdrawal from a course must be submitted to the Registrar's Office via email no later than two-weeks prior to the course start date: [319CTS.DOU.Registrar@us.af.mil](mailto:319CTS.DOU.Registrar@us.af.mil). Students who request withdrawal within two weeks of the start date require O-6 (or equivalent) approval and must submit request (via email) to 319 CTS/CC explaining the circumstances. An email from your commander (or equivalent) to our commander, Lt Col Daniel Sebeck, will suffice: [daniel.sebeck@us.af.mil](mailto:daniel.sebeck@us.af.mil).