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**MEMORANDUM**

**TO:** Florida College System Institutions  
State University System Institutions  
District-Sponsored Career and Technical Colleges  
Independent Colleges and Universities of Florida

**FROM:** Elizabeth Moya, Assistant Vice Chancellor for Articulation & Career Education Policy

**DATE:** February 12, 2021

**SUBJECT:** Request for previous credit awards to eligible military service members for courses, trainings and occupations

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The Board of Governors and State Board of Education have approved statewide guidelines for the evaluation and award of postsecondary credit and clock hours for eligible military service members, as required in [Section 1004.096, Florida Statutes](#). The Articulation Coordinating Committee is required to survey all Florida public postsecondary institutions in order to identify the most common military courses and trainings for which students receive postsecondary credit or clock hours, and the specific course number and credit or clock hours awarded for these trainings.

In order to facilitate the collection of this information, please complete the attached spreadsheet with details of any courses, trainings or occupations for which your institution has awarded postsecondary credit or clock hours to eligible service members during the last 3-5 years. To ensure consistency among institutions, we request that you provide the American Council on Education (ACE) ID assigned to each course, training or occupation, as provided by the [ACE Military Guide](#), if available.

Completed spreadsheets should be renamed to “Institutional Name, Military Credit” and returned by email to [Articulation@fldoe.org](mailto:Articulation@fldoe.org) no later than Thursday, April 1, 2021.

If you have any questions, please contact the Office of Articulation at (850) 245-0427 or [Articulation@fldoe.org](mailto:Articulation@fldoe.org).

EM/aw

Attachment

c: Kathy Hebda, Chancellor, Division of Florida Colleges  
Marshall M. Criser, III, Chancellor, State University System of Florida  
Henry Mack, Chancellor, Division of Career and Adult Education  
Robert J. Boyd, Esq., President and CEO, Independent Colleges & Universities of Florida