

## Receiving ACET Course Credit in Ops Quals Records

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The path to receiving credit for the ACET Instructor course is mostly automated; it involves both Learning Management System (LMS) & Ops Quals. Here's how it works:

1. The ACET instructor candidate takes and completes the ACET course in the LMS and receives a certificate of completion.
2. The LMS automatically sends a message to Ops Quals indicating that this pilot has completed ACET.
3. Optional (but recommended) – The candidate uploads the ACET certificate of completion in their Ops Quals records.
4. Ops Quals automatically sends a message to the Unit Commander requesting Approval (this will be reflected in the "View Qualifications" section of the candidate's Ops Quals records).
5. After the Unit Commander Approval, the Ops Quals system automatically sends a message to the Wing Commander requesting Approval.
6. After Wing Commander Approval, Ops Quals will reflect the new ACET instructor's qualification in the "View Qualifications" section of the member's Ops Quals records.

Sample: This member's ACET Instructor qualification approval request is currently with the Wing Commander pending approval. The sample below is reflecting in the "View Qualifications" section of the ACET Instructor candidate's Ops Quals records:

Qualification	Expiration	Status
Aircrew Emergency Training Instructor	PENDING	PENDING WING APPROVAL

Providing course completion credit to ACET students after being instructed by a qualified ACET Instructor is fairly simple; here's what the instructor must do:

1. Ensure the student has successfully completed all AETC course requirements.
2. Next, log into eServices and click on the "Learning Management System" (LMS) site.
3. Once in the LMS, click on the "Air Crew Emergency Training (ACET)" course
4. Since you've already taken the course, an input box should appear at the top of the screen. Follow the instructions on the screen to enter the CAP IDs of all the students that took the course. **NOTE:** If you would like to receive monthly safety course credit, add your CAP ID also so you can receive credit.