

Applying for CES Equivalency Credit

Link to CHRTAS

<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>

CHRTAS: Login - Windows Internet Explorer

https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1

Civilian Human Resource Training Application System - CHRTAS

Login

WELCOME

- Student Functions
- Supervisor Functions
- Help
- Links

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Individual Installation
U.S. ARMY
HR Solutions
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Privacy and Security Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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I Agree

Click "I agree"

Announcements

- 07 Jun 2012
FY13 CES Schedule is Available
- 26 Apr 2012
CES POLICY CHANGES EFFECTIVE IMMEDIATELY!
- 01 Mar 2012
Civilian Training & Leader Development (CTLD) Training Conference

Help Desk Emails

Development Course (SDC)
Mandatory for All Supervisors

Supervisor Training for All
to Supervise Army Civilians

Social Media

Connect with Civilian Training & Leader Development Division (CTLD)

Help / Info

- What is CAC?
- What is EIN?
- Non-US Civilians - Please read

Applying for CES Equivalency Credit

CHRTAS: Login - Windows Internet Explorer


https://www.atrrs.army.mil/channels/chrtas/student/login.aspx?caller=1

Civilian Human Resources Training Application System - CHRTAS

Login

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Required information is **bold, red text with an asterisk (*)**.

Category:

- Civilian:
 - Army Civilian
 - Air Force Civilian
 - Navy Civilian
 - Marine Corps Civilian
- Military:
 - Army Servicemember
 - Air Force Servicemember
 - Navy Servicemember
 - Marine Corps Servicemember
- Other:
 - Other DOD Civilians (e.g. DCMA, DECA, DLA)
 - DOD Contractor
 - Non-DOD Civilian (e.g. DHS, State, GSA)


Personal employees: Use your EIN and Date of Birth to log into CHRTAS. Do not use your CAC card.

Select "Army Civilian"

Announcements

- 07 Jun 2012
FY13 CES Schedule is Available
- 26 Apr 2012
CES POLICY CHANGES EFFECTIVE IMMEDIATELY!
- 01 Mar 2012
Civilian Training & Leader Development (CTLD) Training Conference
- 22 Nov 2011
CES and SDC dL Help Desk Emails
- 26 Oct 2011
Supervisor Development Course (SDC) Enrollment: Mandatory for All Supervisors
- 26 Oct 2011
Mandatory Supervisor Training for All Supervisors Who Supervise Army Civilians

Social Media



Connect with Civilian Training & Leader Development Division (CTLD)

Help / Info

- What is CAC?
- What is EIN?
- Non-US Civilians - Please read

Done

Local intranet

100%

Profile Update Process

CHRTAS: Login - Windows Internet Explorer
https://www.atms.army.mil/channels/chrtas/student/logon.aspx?caller=1

CHRTAS: Login


Civilian Human Resource Training Application System - CHRTAS

For the optimum user experience, we recommend a browser version of IE9 or higher, Firefox, or Chrome.

Login

WELCOME


- Student Functions
- Supervisor Functions
- Support
- Links



Help / Info

- New to CHRTAS? [Create an Account](#)
- [What is CAC?](#)
- [What is EIN?](#)
- [Non-US Civilians - Please read](#)
- [ISALUTE](#)

Social Media



Connect with Civilian Training & Leader Development Division (CTLD)

Announcements

24 May 2013
[FY13 CES Training and Furlough Guidance](#)

26 Apr 2012
[CES POLICY CHANGES EFFECTIVE IMMEDIATELY!](#)

Category:

Choose Sign In Type:

CAC

Select 'GO' to log in using CAC

GO

Use the form below to log in. If you do not have a CHRTAS account, [Create an Account](#)

Required information is **bold**, red text with an asterisk (*).

Use CAC Login – Hit “Go”.
You’ll then be prompted to “Selecta Certificate”

Local intranet | Protected Mode: Off

Applying for CES Equivalency Credit

CHRTAS Home - Windows Internet Explorer
https://www.atrs.army.mil/channels/chrtas/student/main.aspx

CHRTAS Home

Civilian Human Resource Training Application System - CHRTAS

CHRTAS Home

Welcome to the Civilian Human Resources Training Application System (CHRTAS).

WELCOME RAYMOND!

Student Create / Update Student Profile
Apply for Training
Supervisor Course Search
Site Coordinator Review / Edit / Cancel Applications
Support Resend Supervisor Approval Request Email
Links
Logoff Individual Development Plan (IDP)
Training Certificates
About CES Course Credit
Training History

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CHRTAS

CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource and NSPS courses, and the Civilian Education System (CES) courses. Begin by [preparing/updating your profile](#), which contains critical information we need to know about you. Once this is complete, you can begin to search for courses and apply for training.

You must create a student profile first before you register for any class.

Civilian Education System


- [CES Eligibility and Completion Status](#)
- [CES Course Credit Status](#)

Announcements

24 May 2013
[FY13 CES Training and Furlough Guidance](#)

26 Apr 2012
[CES POLICY CHANGES EFFECTIVE IMMEDIATELY!](#)

Social Media



Connect with Civilian Training & Leader Development Division (CTLD)

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability.

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Hover cursor over “Student” tab,
then click on
“About CES
Course Credit” tab,

Applying for CES Equivalency Credit

CHRTAS: About Civilian Education System (CES) Credit - Windows Internet Explorer
https://www.atrrs.army.mil/channels/chrtas/Web/Help/CES_CourseCredit.aspx

CHRTAS: About Civilian Education System (CES) ...

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About Civilian Education System (CES) Credit

About Civilian Education System (CES) Course Credit Descriptions

Course Credit

Course credit may be requested using the (equivalency or constructive) credit process and may be granted in certain circumstances in lieu of course attendance. Failure to upload your packets using the correct process may result in non-recommendation or delay. Course credit does not count as a course completion, nor does it count as course graduation. It simply means you are not required to take the CES course that is equivalent to the course(s) you have already completed.

Equivalent course credit is based on completion of specific, pre-approved professional military education (PME) courses and Civilian legacy courses. Click [Civilian legacy courses](#) for a listing of these pre-approved courses. Equivalent course credit is determined by an automated review of your ATRRS training history. If you have completed an equivalent course from the pre-approved list and it is not listed on your ATRRS record, you must contact your local training manager or Civilian Personnel Advisory Center and provide verification of completed training to get your training history updated in your official file.

If you have an equivalent PME course, Civilian Legacy leadership course or other-service PME course that is NOT listed on your ATRRS training record, you may upload your documentation of course completion. This action will not correct your official training record, but it will be considered for your CES requirement.

To apply for **equivalency credit only**, click [Equivalency Credit Request](#)

Constructive Credit

Constructive course credit may be granted to individuals who clearly demonstrate the requisite competencies and have achieved the same learning outcomes as the comparable CES course. This is generally available to Civilians who have come to the Army from the private sector and do not have prior professional military education (PME). The Army Management Staff College will review submitted documentation of completed leader training and education, supervisor experience and at least 5 years supervising Civilian employees. Only specific documentation listed in the instructions will be reviewed for consideration.

To view competencies and learning outcomes click on the links below. Constructive credit is not available for the Foundation Course.

NOTE: You may not apply for constructive credit for a CES course for which you are not eligible by grade to attend.

To apply for **constructive credit only**, click [Constructive Request](#)

Done

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Applying for CES Equivalency Credit

CHRTAS: Equivalency / Exemption Request - Windows Internet Explorer
https://www.atrrs.army.mil/channels/CHRTAS/Web/Student/EquivalencyRequest/

CHRTAS: Equivalency / Exemption Request

Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Equivalency / Exemption Request

Equivalency Credit: In order to process requests for Equivalency Credit for the CES Basic Course, Intermediate Course, or Advanced Course fill out Section I below. You must also attach the supporting documentation of previous Civilian/Military Leader Training. Attach your certificate of completion, SF 182, DA Form 1059, DD Form1556, AARTS Transcript, or VMET. Please only send one attachment. If you are sending a document with multiple courses listed, you must highlight the specific course that is equivalent.

Senior Level Education Exemption: If you have completed a more advanced level of education (i.e. Senior Service College; MEL 1 level equivalent programs) you are exempt from taking CES Courses (Basic Course, Intermediate Course and Advanced Course), only fill out the information in Section II. Attach your certificate of completion, SF 182, DA Form 1059, DD Form1556, AARTS Transcript, or VMET. Please only send one attachment. If you are sending a document with multiple courses listed, you must highlight the specific course that is equivalent. Once approved you may be eligible to attend CESL provided you meet the minimum grade requirement of GS14 or equivalent pay band.

Civilian Education System

- [CES Eligibility and Completion Status](#)
- [CES Course Credit Status](#)

Equivalency / Exemption Request

Section I - Basic Course (BC), Intermediate Course (IC), or Advanced Course (AC)

Select the Highest Civilian/Military Leadership Course you have completed: -- Select Course Track --

Section II - Senior Level Education

MEL 1 Course:

If you are a graduate from SSC or MEL 1 equivalent, please select the completion date of the course:

You must upload documentation in support of your request: (You have no documentation for Section II - Senior Level Education)

If you do not see the course you completed, you will need to complete a request for Constructive Credit. For instructions, go to the Course Credit link on the CHRTAS homepage.

Process Request

SAVE REQUEST WITHOUT SUBMITTING | SAVE REQUEST AND SUBMIT | CANCEL REQUEST

(2) Click on the appropriate level course seeking credit

(1) Select the radio button for Section I if applying for equivalency credit for Basic, Intermediate, or Advanced courses.

Applying for CES Equivalency Credit

CHRTAS: Equivalency / Exemption Request - Windows Internet Explorer
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CHRTAS: Equivalency / Exemption Request

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CHRTAS Application System

Equivalency / Exemption Request

Equivalency Credit: In order to process requests for Equivalency Credit for the CES Basic Course, Intermediate Course, or Advanced Course fill out Section I below. You must also attach the supporting documentation of previous Civilian/Military Leader Training. Attach your certificate of completion, SF 182, DA Form 1059, DD Form 1556, AARTS Transcript, or VMET. Please only send one attachment. If you are sending a document with multiple courses listed, you must highlight the specific course that is equivalent.

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Civilian Education System

- [CES Eligibility and Completion Status](#)
- [CES Course Credit Status](#)

Equivalency / Exemption Request

Section I - Basic Course (BC), Intermediate Course (IC), or Advanced Course (AC)

Select the Highest Civilian/Military Leadership Course you have completed: -- Select Course Track --

Section II - Senior Level Education

SSC / MEL 1 Course:

If you are a graduate from SSC or MEL 1 equivalent, please select the completion date of the course:

You must upload documentation in support of your request: (You have no documentation for Section II - Senior Level Education)

NOTE: If you do not see the course you completed, you will need to complete a request for Constructive Credit. For instructions, go to the Course Credit link on the CHRTAS homepage.

Process Request

SAVE REQUEST WITHOUT SUBMITTING **SAVE REQUEST AND SUBMIT** CANCEL REQUEST

Once necessary documentation is uploaded, click on "Save Request and Submit"



Applying for CES Equivalency Credit

CHRTAS: Equivalency / Exemption Request - Windows Internet Explorer
https://www.atrs.army.mil/channels/CHRTAS/Web/Student/EquivalencyRequest/

Civilian Human Resource Training Application System - CHRTAS

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Equivalency / Exemption Request

Equivalency Credit: In order to process requests for Equivalency Credit for the CES Basic Course, Intermediate Course, or Advanced Course fill out **Section I** below. You must also attach the supporting documentation of previous Civilian/Military Leader Training. Attach your certificate of completion, SF 182, DA Form 1059, DD Form 1556, AARTS Transcript, or VMET. Please only send one attachment. If you are sending a document with multiple courses listed, you must highlight the specific course that is equivalent.

Senior Level Education Exemption: If you have completed a more advanced level of education (i.e. Senior Service College: MEL 1 level equivalent programs) you are exempt from taking CES Courses (Basic Course, Intermediate Course and Advanced Course), only fill out the information in Section II. Attach your certificate of completion, SF 182, DA Form 1059, DD Form 1556, AARTS Transcript, or VMET. Please only send one attachment. If you are sending a document with multiple courses listed, you must highlight the specific course that is equivalent. **Once approved you may be eligible to attend CESL provided you meet the minimum grade requirement of GS14 or equivalent pay band.**

Civilian Education System

- [CES Eligibility and Completion Status](#)
- [CES Course Credit Status](#)

Equivalency / Exemption Request

Section I - Basic Course (BC), Intermediate Course (IC), or Advanced Course (AC)

Select the Highest Civilian/Military Leadership Course you have completed:

Section II - Senior Level Education

SSC / MEL 1 Course: -- Select SSC / MEL1 Course --

are a graduate from SSC or MEL 1 equivalent program. **You must upload documentation in support of your request.**

Section II - Senior Level Education)

NOTE: If you do not see the course you completed, go to the Course Credit link on the CHRTAS homepage.

Process Request

SAVE REQUEST WITHOUT SUBMITTING SAVE REQUEST AND SUBMIT CANCEL REQUEST

Use Section II if an SSC graduate, and upload necessary documentation, click on "Save Request and Submit"

Applying for CES Equivalency Credit

Questions