

Steps To Enroll in BSEP



Step 1- Complete the enrollment form, attached.

- Check the box for the class time that want to attend. We have 2 sessions:
AM class 0900-1200 or the PM class 1300-1600. (see sample)
- Please sign “Signature of applicant” line and date.
- Submit to you command to complete. Your commander must be a 0-3 or above. If the person who signs the enrollment form and DA- 4187 is not a 0-3 or above (i.e. a Warrant Officer, First Sergeant, Lieutenant, etc.), then you must also attach the assumption of command orders.

Step 2- Complete DA-4187, attached template.

- Complete fields 3-6, 9-10, and section IV (Enter your initials under statement #2).
For field 3 please input your unit and unit address.
- Submit to your command to approve and sign. Make sure that your command selects the “is approved” in section V.

Step 3- Initiate registration process.

- Please scan the QR code to complete Savannah Technical College registration.



- Retain registration number and write in the top right-hand corner of your enrollment form along with you date of birth and preferred email.

Step 4- Submit information and forms.

- Bring completed documents to the front desk of the education center for review and processing. We are located at 100 Knowledge Drive.

Please make sure to complete all required documents completely and legible, failure to do so will result in missing the registration deadline.

IMPORTANT NOTICE:

****Submitting enrollment documents is not verification of enrollment in the class. You will receive an email with enrollment confirmation and directions for the first day of class.**

****You must attend the first day of class. No one will be accepted into the class after the first day of the cycle. We will try and accommodate walk-ins.**

Please contact us if you have any questions:

usarmy.stewart.id-readiness.mbx.dhr-bsep-education-services@army.mil