

➤ Affiliated School Liaisons may mail, scan and E-mail or fax CCAF/DEAL certification nomination packages to:

Community College of the Air Force
Licensure and Certification Programs
CCAF/DEAL
100 South Turner Blvd
Maxwell-Gunter AFB, AL 36114-3011

E-mail: ccaf.deal@maxwell.af.mil
Fax: DSN 749-5101

➤ Once awarded, the CCAF/DEAL certification is recorded to the individual's CCAF academic record and is reflected on the official CCAF transcript. A certificate is also issued.

➤ The CCAF/DEAL certification program is managed and administered by the CCAF Licensure and Certification Programs Flight (CCAF/DEAL).

➤ For more information, refer to the CCAF Campus Affiliations Policies, Procedures and Guidelines (PPG) or contact CCAF/DEAL at ccaf.deal@maxwell.af.mil or DSN 749-5020/(334) 649-5020.

➤ Visit our website:
<http://www.au.af.mil/au/ccaf/certifications.asp>



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➤ The Community College of the Air Force offers the Instructional Systems Development (ISD) Certification Program for qualified individuals who develop and manage CCAF collegiate-level courses/curriculum at a CCAF affiliated school.

➤ The purpose of the CCAF ISD certification is to recognize the extensive training, education, qualifications and experience required to develop and manage CCAF curriculum.

➤ Qualified course/curriculum writers and managers who meet program requirements are eligible for this certification.

➤ To be eligible for the CCAF ISD certification, individuals must meet all program requirements. The individual must:

- ↪ Be assigned to a CCAF affiliated school performing CCAF course/curriculum development duties at the time of nomination;
- ↪ Possess an associate, or higher, degree from an accredited institution;
- ↪ Have completed at least 3 semester hours of CCAF-approved ISD coursework;
- ↪ Have completed at least 3 semester hours of CCAF-approved Instructor Methodology coursework;
- ↪ Have completed a 12 semester hour CCAF ISD Internship;
- ↪ Have at least 1 year course/curriculum development experience from the CCAF ISD Internship completion date; and

↪ Be recommended for certification by the school commander, commandant or faculty development chief.

➤ For individuals who were assigned to course/curriculum development duties prior to 1 January 2008, one year of curriculum development experience gained prior to CCAF ISD Internship completion will satisfy the experience requirement.

➤ **CCAF-approved ISD coursework.** The program requires at least 3 semester hours of CCAF-approved ISD coursework.

↪ CCAF courses containing ISD blocks of instruction are acceptable (BIC, AIS, EPMEIC, etc.).

↪ The Air Force Instructional Systems Design Course (294AZT1XXXX-0D1A; 6 SH) is an example of an acceptable Air Force ISD course.

↪ CCAF-approved ISD coursework completed at a civilian institution may satisfy the requirement.

↪ The University of Maryland-Baltimore EDUC 602 Instructional Systems Development I course is an example of an acceptable civilian course.

➤ **CCAF ISD Internship.** The program requires a 12 semester hour CCAF ISD Internship. The ISD Internship contains minimum qualitative requirements, a vital element of the CCAF ISD Certification Program.

↪ The ISD Internship provides assigned course/curriculum developers with knowledge and practical experience

above that received in formal ISD coursework.

↪ During the ISD Internship, students receive additional training and experience while under the direct supervision of a fully qualified subject matter expert responsible for developing CCAF collegiate-level courses/curriculum. The ISD Internship consists of:

↪ **Knowledge.** The student should know, understand and be able to conduct all phases of the current Air Force ISD model.

↪ **Supervised Instructional Development.** A minimum of 180 contact hours of supervised, field-oriented experience in which the student designs and implements a system of instruction, analysis technique and evaluation design consistent with the current Air Force ISD model.

↪ The CCAF ISD Internship course is loaded to the individual's CCAF academic record. Course graduates are awarded 12 semester hours of CCAF credit.

➤ Nominations are submitted using the *CCAF Instructional Systems Development (ISD) Internship and Certification Worksheet*.