

PROFESSIONAL MANAGER CERTIFICATION (FAQs)

On 1 January 2011, CCAF launched the new Professional Manager Certification (PMC) Program for enlisted Airmen.

The PMC is a professional credential awarded by CCAF to formally recognize a senior NCO's professional accomplishments and advanced level of education and experience in leadership and management. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and the Career Field Education and Training Plan (CFETP).

As with any new program, several questions will arise. We offer the following questions and answers on the program.

Q: How does this credential benefit me?

A: Certification is a critical element of professional development. Award of the PMC validates that the recipient completed a set of "professional management" requirements in both the academic and practical experience arenas. Award of the PMC provides the recipient a formal document that packages and quantifies academic and experience accomplishments which reflect an advanced level of "professional management" knowledge and experience. The PMC can serve as an incentive or stretch goal for NCOs to broaden their professional development and academic accomplishments. It is tangible evidence that the recipient has achieved a defined level of professional management knowledge and experience that may be valued by military and civilian employers.

Q: Can an individual who has separated or retired from the Air Force be eligible for the PMC?

A: No. Once an individual retires, separates or is commissioned, they are no longer eligible for the PMC.

Q: If a member submits their PMC package, and his/her retirement date occurs before the PMC is awarded, will the member be ineligible?

A: No. If the PMC package is received, and all program requirements are met prior to the retirement/separation date, the member is still eligible and the package will be processed.

Q: Is the PMC limited to SNCOs?

A: No, not necessarily. Any enlisted Airman who completes all levels of EPME and other program requirements may be nominated and awarded the PMC.

Q: Is a member from another service of the US Armed Services or foreign military eligible for the PMC?

A: No. The PMC is offered only to US Air Force enlisted Airmen only.

Q: What are "equivalent" EPME courses? Can you give me some examples?

A: Equivalent EPME courses are distant learning courses (DL) and other-service or international PME courses that satisfy requirements for personnel actions, i.e. senior-rater endorsement, promotion, etc. Examples are the Army, Navy, and Coast Guard senior enlisted academies and the Canadian senior enlisted course. Note: American Council on Education (ACE) credit recommendations for other-service PME may apply toward the 30 semester hour (SH) requirement.

Q: DL EPME courses may have lower CCAF credit values than the resident EPME courses; how does this impact completing PMC requirements?

A: Individuals must complete the ALS, NCOA and SNCOA or their equivalent. The PMC program requires completion of 30 SH of leadership/management coursework with at least 6 of the 30 SH from an accredited civilian institution or exam credit (CLEP/DSST/Excelsior). The leadership/management courses must emphasize the fundamentals of leadership and/or management of human resources (i.e. Principles of Management, Personnel Management, Human Resource Management, Principles of Supervision, or Organizational Behavior). If an individual has not completed enough hours through EPME or equivalent, they must fulfill the remaining hours through acceptable civilian courses or exam credit.

Example: If an individual completed the DL versions of ALS (6 SH), NCOA (8 SH) and the Web-based SNCOA (4 SH), they would have earned 18 SH. In this case, the individual would need to complete 12 SH of acceptable civilian courses or exam credit to complete the total 30 SH requirement

Q: Is the Senior Enlisted Joint Professional Military Education (SEJPME) course acceptable?

A: No. CCAF does not award academic credit for the SEJPME course taken through the Joint Forces Staff College, National Defense University. The Joint Forces Staff College is not a CCAF affiliated school and the teaching institution does not award collegiate credit for the SEJPME course or offer a transcript for course completion. This course is also not transferable to a CCAF student record.

Q: How does a member meet the 30 semester hours of leadership/management coursework requirement?

A: The PMC Program requires 30 semester hours of leadership/management coursework. All CCAF credit earned for completed EPME courses are applied. However, of the 30 semester hours, 6 semester hours must be completed by acceptable leadership/management coursework from an accredited civilian college or university or by testing credit (CLEP/DSST/Excelsior).

Q: How can I find determine if my civilian leadership/management courses are acceptable towards the PMC Program?

A: The Civilian Course Conversion Table (CivCCT) is also available at https://ccaf.maxwell.af.mil/ccaf_apps.asp. This resource identifies civilian courses that are acceptable toward the Leadership, Management and Military Science (LMMS) category of CCAF degree programs. If the course is acceptable for LMMS credit, it is acceptable for the PMC Program.

Q: How can I find out how many CCAF credits I have earned through completed EPME?

A: The CCAF Military Course Listing (MILCCT) is available at https://ccaf.maxwell.af.mil/ccaf_apps.asp. This resource reflects the amount of CCAF credit earned for completion of any CCAF course.

Q: Can any of the PMC Program requirements be waived?

A: No. To be awarded the PMC, all published requirements must be met.

Q: How is an individual nominated for the PMC?

A: Individuals are formally recommended for certification by their unit commander or commandant. A sample Letter of Recommendation is available for download on CCAF's website at <http://www.au.af.mil/au/ccaf/certifications.asp>.

Please note: Eligible members **do not** process the request for award of the PMC through the Education Services Office (ESO). The PMC Letter of Recommendation is sent directly from the commander or commandant to the CCAF Credentialing Programs flight.

Q: Once the PMC Letter of Recommendation is signed by the unit commander or commandant, who is it submitted to?

A: The completed and signed Letter of Recommendation can be scanned and e-mailed to ccaf.deal@maxwell.af.mil or mailed to:

Community College of the Air Force
Credentialing Programs
100 South Turner Blvd
Maxwell-Gunter AFB, AL 36114-3011

Q: Will the PMC, once earned, require additional training or renewal?

A: The PMC is a one-time certification. There will not be a re-certification process and continuing education credits (CEU) will not be required for currency.

Q: Will the PMC be reflected on my MilPDS record, SURF or DAR?

A: The awarded PMC will not be reflected on the member's MilPDS record, SURF or DVR. However, it will be reflected on the CCAF transcript.

For additional information, contact the CCAF Credentialing Programs Flight at DSN 749-5020 or ccaf.deal@maxwell.af.mil.

CCAF Credentialing Programs/DEAL/DSN749-5020/7 Mar 11