

**COLLEGE of DISTANCE EDUCATION & TRAINING
FORT WORTH REGION
STUDENT ENROLLMENT FORM**

This form helps the Region properly enroll students into the MarineNet Moodle Portal.

INSTRUCTIONS:

1. Save this file to your hard drive.
2. Open with (free) Adobe Reader.
3. Complete **ALL BOXES** and **DIGITALLY SIGN** the SOU at the bottom and then save it.
4. Email this PDF along with a copy of your EPME certificate to:

CDET_FortWorth@USMC.mil



DDG
Davis Defense Group

Last Name: _____ **First Name:** _____ **MI:** _____ **Suffix:** _____

Branch: _____ **Component:** _____ **Rank/Pay Grade:** _____ **DOR:** _____

MarineNet Username: _____ **EDIPI:** _____ **MOS:** _____

Requesting Seminar: _____ **Seminar Start Date:** _____

City of Residence: _____ **State of Residence:** _____

Cell Phone: _____ **Work Phone:** _____

Personal Email: _____ **Work Email:** _____

(Personal email is used to set up Moodle Account)

Unit: _____ **Unit SgtMaj:** _____

SgtMaj Phone: _____ **SgtMaj Email:** _____

S-3 Training Chief: _____ **S-3 Training Chief Email:** _____

**ENLISTED COLLEGE DISTANCE EDUCATION PROGRAM
STATEMENT OF UNDERSTANDING**

I understand the respective Seminar School Program consists of 15 weeks either onsite or online, and I agree to attend all 15 weeks. I agree to contact my Adjunct Faculty Advisor or the Regional Chief Instructor immediately if an emergency occurs or if something prevents me from attending weekly.

If I fall below an 80% GPA at any time, I will be placed on Academic Probation and my Command will be notified. If it becomes mathematically impossible for me to achieve an overall passing grade of 80% then I will be academically disenrolled from the program and must wait 180 days before I can attend the resident program.

DIGITAL SIGNATURE REQUIRED

COLLEGE OF ENLISTED MILITARY EDUCATION (CEME) COMMAND SCREENING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (EDIPI)

PRINCIPAL PURPOSE: Information is obtained to identify personnel who are assigned as students to a Staff Noncommissioned Officers (SNCO) Academy or College of Distance Education and Training (CDET) seminar. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database or MarineNet for a CDET seminar.

ROUTINE USE: Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/>.

RETENTION: Automated MCTIMS records are retained permanently.

DISCLOSURE: Providing information on this form is voluntary. Failure on your part, however, to answer all questions or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers) may serve as a basis for denied assignment to the school you are requesting to attend.

Purpose: To ensure Marines attending a SNCO Academy or CDET seminar are fully qualified.

Information: PME schools are not screening institutions. In order to preclude students from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1533.4 and this checklist.

This checklist is to be filled out by the Marine's supervisor and/or command supervisor. Specific reporting and uniform requirement information for each academy can be found at <https://www.usmcu.edu/ceme/#tab/nbspacademies>

CEME Duty Status Waiver Request Information: Students who desire to attend a resident SNCO Academy school in a light duty, limited duty, or pregnancy status are required to complete the CEME Duty Status Waiver Request.

Submission Instructions: The completed CEME Command Screening Checklist will be hand-carried to the SNCO Academy or delivered to the CDET regional chief instructor for participation in a CDET seminar. The checklist will be destroyed upon completion of the course.

Name (Last, First, MI):		Rank:		DOR:	
EDIPI:	Component:	Primary MOS:		Unit:	
Resident:	Seminar:	School:		Class Number (ex. 1-25):	
Location:				Report Date:	
All Students (Resident and Seminar)					
Prerequisites	Yes	No	N/A	Remarks	
1. Is the student the appropriate grade or select grade?					
2. Has the student's successful completion of the applicable prerequisite online distance education program been verified in MCTFS?					
Note for 1 and 2: If no, the student is not qualified to attend the SNCO Academy or CDET seminar. Prerequisites for courses are published annually via MARADMINs along with school dates. <u>Attach MarineNet completion certificate to this checklist.</u>					
3. Does the student meet height/weight standards? Height: Weight: BF %:					
4. Is the student exempt from weight and body fat limits?					
Note for 3: Body fat percentage is only required for Marines who meet body fat, but not weight limits. Note for 4: Marines who are pregnant, on maternity, or on convalescent leave are exempt from weight and body fat limits (Ref: MCO 6110.3A W/CH4). Marines who score 285 and higher on both the PFT and CFT are exempt from weight and body fat limits. (Ref: MCO 6110.3A.).					
5. Student's most current PFT and CFT recorded in MCTFS.	PFT Score:	Date:	CFT Score:	Date:	

Controlled Unclassified Information (CUI) when filled in

All Students (Resident and Seminar)					
Prerequisites		Yes	No	N/A	Remarks
6.	Is the Marine afforded an additional 1 percent body fat? (250 higher PFT and CFT)				
7.	Is the student assigned to a body composition program and/or military appearance program?				
Note For 7: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.					
8.	Are there any existing family, financial hardship, force preservation, childcare, or pending legal issues that may hinder the student's ability to complete the course?				
Note for 8: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.					
Resident Students Only					
Prerequisites		Yes	No	N/A	Remarks
9.	Is the student pregnant?				
Note for 9: If yes, a waiver is required for SNCO Academy attendance.					
10.	Is the student in a light / limited duty status?				
Note for 10: If yes, a waiver is required for SNCO Academy attendance.					
11.	Is the Marine formally assigned to Permanent Limited Duty or expanded Permanent Limited Duty (EPLD)?				
Note for 11: If yes, contact the respective SNCO Academy Deputy Director to discuss facilities requirements.					
S-3 Verifier Information					
12.	Recertification of PFT will be done within 45 days prior to report date. PFT Score: _____ PFT Date: _____				Verifier's Printed Name: Verifier's Signature:
Note for 12: If PFT recertification is not verified by the student's chain of command, the student is not qualified to attend the SNCO Academy.					
13.	Does the student possess appropriate uniforms for the course?				
Note for 13: Uniform requirements can be obtained from the MCU/CEME website: http://www.usmcu.edu/ceme/#tab/nbspacademies					
Medical Information (Completed by a medical officer, civilian healthcare provider, or independent duty corpsman)					
14.	Is the student physically capable of participating in the Marine Corps Physical Fitness Program? PHA Date: _____ PHA Due Date: _____				Medical Signature: Official Stamp and National Provider ID:
Note for 14: COs/OICs shall ensure all personnel have a current PHA prior to participating in physical fitness program activities. Ref: MCO 6100.13A W/CH4 Must be signed and stamped by a medical officer, civilian healthcare provider, or independent duty corpsman.					
15.	Complete only if 14 was answered no. Is the student applying for the CEME Duty Status Waiver Request?				
Note for 15: If yes, the student must complete the CEME Duty Status Waiver Request. If no, the student is not qualified to attend a SNCO Academy school.					

Command Endorsements

Before endorsing prospective students for the regional Staff Noncommissioned Officer Academies, commands must confirm that their Marines are ready to meet the requirements of their designated Professional Military Education course. Marines who are not fully prepared in all four domains of human performance or who are struggling with hardships should not be sent to a resident or non-resident program until they are.

By approving the Command Screening Checklist, Commanders are certifying that the Marine is physically, mentally, spiritually, and socially equipped to handle the rigorous demands of Enlisted Education.

Required Endorsements: SNCOICs and OICs, who have regular interaction with their Marines, should keep the command team informed of any issues that might impede a Marine's ability to complete PME courses. The first O-5 commander or higher in the prospective student's chain of command must endorse the command screening checklist.

Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
		Section Chief / SNCOIC				
		OIC				
		CSEL/USEL				
		CO (O-5 or above)				