

# CADET ADVANCEMENT, TESTING, & RECORDS

## Seminar M2 Lesson Plan

**Scope:** Every Cadet Programs Officer needs to know how cadets progress through their program. What are the basic requirements for promotion eligibility? What rules govern cadet tests? How do squadrons record that information? This seminar answers those fundamental questions about cadet operations.

**Format:** Guided Discussion

**Duration:** 50 minutes

**Objectives:**

1. Identify the basic requirements for progressing in the Cadet Program.
2. Identify rules governing cadet tests.
3. Explain how to use the "Cadet Promotions Application."
4. Discuss ways to make a promotion ceremony meaningful.

**Resources:** "Cadet Super Chart" visual aid (CAPVA 52-100); "Testing Officers' Quick Reference," available at [capmembers.com/library](http://capmembers.com/library) and in student handout; "Cadet Promotions Application," in eServices.

**Note:** Students will be working with the "Cadet Super Chart" during this exercise. Each student will need a copy (they are provided when the Course Director requests student materials from NHQ).

**Special Note:** In discussing cadet records, this lesson plan recommends covering only the online "Cadet Promotions Application." While paper records remain an option, CAP is clearly moving toward online systems. Because new members have much information to absorb already, this lesson plan recommends simplifying the issue by addressing only the online system.

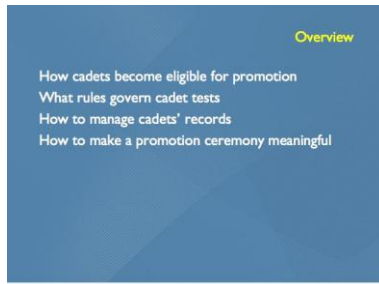


### STARTING POINT

*Introduce yourself and state the seminar's topic.*

## ATTENTION & MOTIVATION

You're 13 years old and think you're eligible for C/A1C. The personnel officer says no. How can we be sure who's right? Why can't the cadet just let the issue go? It's no big deal, right?



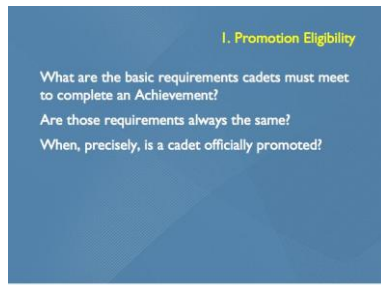
## OVERVIEW

*See slide*

## MAIN POINT #1

### LEADERS NEED TO KNOW HOW CADETS BECOME ELIGIBLE FOR PROMOTION

[Discussion Questions]



#### What are the basic requirements a cadet must meet to complete an Achievement?

Anticipated Responses:

1. Tests: Leadership, Aerospace, Fitness
2. Participation: Character forum
3. Time in Grade: 2 months (technically 8 weeks or 56 days)

#### Are those requirements always the same, regardless of the Achievement?

Anticipated Responses: Basically yes, but the test requirements can differ depending on the achievement.

#### When, precisely, is a cadet officially promoted?

Anticipated Responses: When the unit commander or designee approves the promotion in the Cadet Promotions Application.

#### NOTE

In this seminar, we're concerned only with promotion **eligibility**. Later in the course, we'll discuss how leaders evaluate whether a cadet is ready and deserving for promotion.

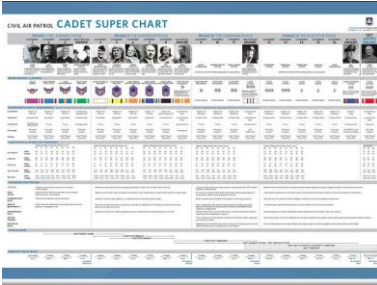
#### TRANSITION

How are we to keep all these promotion eligibility rules straight? There must be a user-friendly cheat sheet to guide us.

## MAIN POINT #2

### CADET PROGRAM PATH OF PROGRESSION

[Lecture Item] Refer students to their copy of the "Cadet Super Chart" included in the student materials. Briefly "show and tell" with this chart. Some talking points:



The image shows a screenshot of the 'CADET SUPER CHART' from the Civil Air Patrol. It is a complex grid with columns for different program elements and rows for various achievements and awards. The chart lists requirements such as 'Passed the Earhart Award exam', 'Completed an SDA report', and 'Passed the CPFT for Achievement 11'.

- Look at the top row and first column: The five program elements, 16 Achievements, and 5 Milestone Awards are represented
- Read down a vertical column: Everything a cadet needs to complete an achievement or award is indicated

### QUIZ / ACTIVITY

Ask the students to examine each scenario and answer the two questions below, using the "Path of Progression" chart. The scenarios are included in the student materials.

#### Questions

1. What grade should the cadet be wearing now?
2. What does the cadet need to do to become eligible for their next promotion?

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#### Jacob

- Passed the Earhart Award exam.
- Passed test on leadership chapter 11.
- Completed an SDA report.
- Passed the CPFT for Achievement 11.
- Attended a character forum during this achievement.
- Regularly serves as an instructor of junior cadets.
- Active participant.
- Earhart Award is dated 10 weeks ago.

**Current Rank:** C/Capt

**Needed for Promotion:** Nothing. Is eligible for promotion in Achievement 12.

**Note:** No promotion is grade is associated with this achievement.

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#### Keisha

- Passed tests on leadership chapters 1 through 7.
- Successfully completed the Achievement 8 speech and essay.
- Passed tests on aerospace modules 1 through 6.
- Passed the CPFT for Achievement 8.
- Attended a character forum since their last promotion.
- Active participant.
- Was promoted 49 days ago.

**Current Rank:** C/CMSgt

**Needed for Promotion:** Needs 2 months (approximately 8 weeks) time in grade.

**Note:** Upon completing Achievement 8, the cadet remains a C/CMSgt.

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#### Madison

- Passed tests on leadership chapters 1 through 5.
- Passed tests aerospace modules 1, 3, 4, 5, 6
- Passed the CPFT through Achievement 6
- Attended a character forum since their last promotion
- Active participant
- Was last promoted 90 days ago

**Current Rank:** C/MSgt

**Needed for Promotion:** Leadership 6

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#### Tyler

- Passed tests on leadership chapters 1 and 2.
- Passed test on aerospace module 1.
- Passed the CPFT once.
- Attended a character forum since their last promotion.
- Active participant.
- Was last promoted 2 months ago.

**Current Rank:** C/Amn

**Needed for Promotion:** Pass CPFT for Achievement 2

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### TRANSITION

You understand the basics about progression, but now we need to look at how tests work.


## MAIN POINT #3

### WHAT RULES GOVERN CADET TESTS?

3. Cadet Testing

What steps should you take to protect the integrity of cadet tests?

Basic Facts:  
Test names  
Paper or online  
Passing score  
Open or closed book?  
Time limit?  
After passing, then what?



[Discussion Question]

**The rules governing cadet tests are common sense. What steps do you think should be taken to protect the integrity of cadet tests?**

#### Anticipated Responses:

- Each squadron needs at least one testing officer.
- Cadets can test online or with paper tests.
- Offer testing at least once per month.
- Keep tests secure.
- Ensure your unit has the right tests (see "Testing Officer's Quick Reference").
- Read the test's instructions carefully. Some tests are open book, others closed; some have time limits, others do not.
- Do not administer tests for your son or daughter.
- Correct tests the same day they are administered.
- Give each cadet meaningful feedback and allow them to correct it to 100%.
- Add the cadet's test results to the online Cadet Promotions Application.

**And how about some basic facts about test conditions and passing scores?** *On the white-board, reproduce the skeleton of the table below (write the "test, pass, conditions, time limit" headers). Ask the students to tell you what information to fill in. Lead them toward creating a table like this:*

Test	Pass, After Passing	Conditions	Time Limit
Leadership for 21st Century Tests (paper)	70% Correct to 100%	Closed Book	None
Learn to Lead Tests (online)	80% Review incorrect items	Open Book	30 minutes
Aerospace Dimensions Tests (paper)	70% Correct to 100%	Closed Book	None
Aerospace Dimensions Tests (online)	80% Review incorrect items	Open Book	30 minutes
Milestone Award Exams	80% Correct to 100%	Closed Book	Usually 1hr*
Journey of Flight Tests	70% Correct to 100%	Open Book	None
Spatz Award Exam	Controlled by CAP-USAF & National Headquarters		

\* The Wright Brothers is the only milestone exam that is untimed.

## **INTERIM SUMMARY**

If you're involved in cadet testing, the two tools you'll want to know about are the "Testing Officer's Quick Reference" (available at [capmembers.com/library](http://capmembers.com/library)), and the testing officer's instructions, found at the beginning of every cadet test booklet. ***Briefly show and tell with the Testing Officers' Quick Reference.***

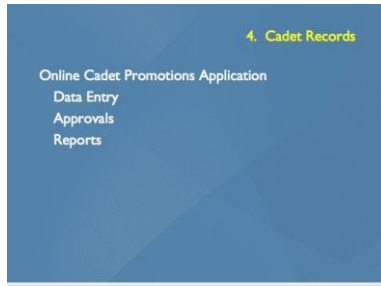
## **TRANSITION**

You know how the progression system works, you know the rules about testing, but how do you keep track of what cadets have done? Next we'll consider how to manage cadet records.

## MAIN POINT #4

### HOW DO LOCAL LEADERS MANAGE CADET RECORDS?

[Demonstration Item]



*Someone knowledgeable about the Cadet Promotions Application should play “show and tell.” For detailed instructions, see the online tutorials in eServices. Focus on these three areas:*

- Data Entry
- Data Approvals
- Useful Reports

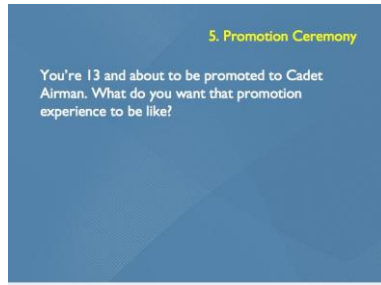
## TRANSITION

Finally, after the cadet has done a lot of hard work (and seniors like you have carefully recorded their accomplishments), we’re ready to hold a promotion ceremony.

## MAIN POINT #5

### WHAT SHOULD A PROMOTION CEREMONY BE?

[Discussion Item]

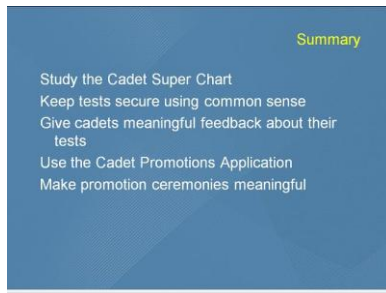


**You're 13 and about to be promoted to Cadet Airman. What do you want that promotion experience to be like?**

#### Anticipated Responses:

1. Timely      Pin on the rank as soon as the commander approves the promotion. No unnecessary waiting.
2. Meaningful      The squadron should make a big deal out of the ceremony. Have the full squadron stand in formation to observe. Have the cadets formally report front and center.
3. Personal      A promotion ceremony is not an administrative procedure. Make it personal. As the commander pins on the new insignia, he or she should say kind words about the cadet.
3. Inclusive      Invite mom and dad to participate, at least for the major promotions.
4. Rewarding      Call for a round of applause.

## CONCLUSION



### SUMMARY

- Every Cadet Programs Officer needs to know how cadet advancement works.
- Your best tools are the “Cadet Super Chart” and the “Testing Officer’s Quick Reference.”
- If you have additional questions, your top reference is CAPR 52-16, chapter 5.
- Use the “Cadet Promotions Application” to keep track of cadets’ accomplishments.
- Make promotion ceremonies meaningful.

### FINAL THOUGHT

Cadet advancement is critical. Cadets who earn promotions at a steady rate see themselves as successful. For them CAP is fun. They choose to renew and even invite their friends to join, too.