THE INFORMATION IN EDUCATION AND TRAINING MODULES BY LEVELS MAY HAVE CHANGES AND UPDATES

CHECK WITH YOUR EDUCATION AND TRAINING OFFICER

THIS DOCUMENT IS CURRENT AS OF 5/11/2026 (CAPR 40-1, ICL 26-07)

THIS IS A FILLABLE VERSION OF THE MODULE SUMMARY SHEETS

Check the box when you complete a module or if you are awarded equivalency credit

Volunteer University offers Education and Training modules in two different modalities

Synchronous - Onsite in person, Virtual In-Residence Program (ViR) or other classes using various technologies
Asynchronous - Online through the Learning Management System/Absorb

Members can complete classes (modules) in one modality or a blend of the two

Automated and Moderated modules

Automated modules (A) are available to members in the Learning Management System/Absorb in the Level a member is currently working in. They are completed at a member's own pace and require a quiz to complete.

Moderated Modules (M) require completion with a Volunteer University instructor in an onsite in-person class, through ViR or other virtual class. Moderated modules are available to complete in Absorb. The work submitted will be reviewed and graded by a Volunteer University Instructor.

All modules are listed in Professional Levels regardless of the modality in which they are completed.

Equivalency Credit

Credit for some modules in each level are granted to those with equivalency based on prior training such as CAP Schools, cadet milestone awards, and Professional Military Education (PME). Proof of PME is sent to CAP NHQ at lmmeforms@capnhq.gov for evaluation and entry.

Refer to CAPR 40-1 CAP Senior Member Education and Training Program for complete details of the program

*SUBJECT TO CHANGE

Name Grade CAPID Start Date

Level IV and Group Commander Course

Equivalency	Suggested Order	14/24 Moderated	Mod/Auto	Level IV	Group Commander Course (Electives) *see note below about these modules
PME 4-5	1	quiz	A	Choosing the Right People for The Right Job	
CCRSC, NLOC, IGC, PME 5	2	quiz	A	Conflict Management	
CCRSC, PME 3-5	3	quiz	A	The Core Values in Action	
PME 5	4	quiz/discussion/assignment	M	Developing Personal Leadership Philosophy	The Role and Responsibilities of the Group Commander
PME 4-5	5	quiz/discussion/assignment	M	Maintaining High Performing Teams	Engaging and Working with the Cadet Advisory Council
PME 4-5	6	quiz/discussion/assignment	M	Management Principles	
PME 5	7	quiz/discussion/assignment	M	Mentoring Skills and Program Development	
PME 5	8	quiz/discussion/assignment	M	Shaping Cultures of Trust and Innovation	
	9	quiz/discussion/assignment	M	Using New Media to Communicate	
CCRSC	10	quiz	A	Valuing Volunteers	eServices for Group Commanders
	11	quiz/discussion/assignment	M	Boards and Board Leadership	
	12	quiz	A	The Civil Air Patrol and United States Air Force Relationship	
NSOC	13	discussion/assignment	M	The Civil Air Patrol Safety Program for Group or Wing Level Leader	
	14	quiz	A	Governance and Corporate Process Structure	
	15	quiz	A	Operations at Group and Wing Levels	
	16	quiz/discussion/assignment	M	Planning and Leading A Major Activity	
PME 3-5	17	quiz/discussion/assignment	M	Prioritization and Time Management	
	18	discussion/assignment	M	Recruiting and Retention	
PME 5	19	quiz/discussion/assignment	M	Staff Processes	Group Staffing
	20	quiz	A	NHQ Operations and Staffing	The Role of the Group
PME 4-5	21	quiz	A	Emotional Intelligence	
PME 3-5	22	quiz	A	Critical Thinking	
	23	quiz/discussion/assignment	M	Effective Communication with External Partners	
	24	quiz/discussion/assignment	M	Leadership Challenges Today	Membership Issues

Moderated Modules (M) require completion with a Volunteer University instructor in an onsite in-person class, through ViR or other virtual class. Moderated modules are available to complete in Absorb. The work submitted will be reviewed and graded by a Volunteer University Instructor.

Automated modules (A) are those that require only a quiz to complete.

Equivalency: Credit given based on the Tier level a former military member has been granted and/or CAP Colleges.

NOTE: Students are encouraged to complete the command electives with this Level. This helps with building the bench for leadership. The commander modules in the right column correspond with the modules in the Level. It was written to go together. Staff can better help their commanders when they have this perspective/training.

Equivalency	Suggested Order	5/6 Moderated	Mod/Auto	Group Commander Course (Electives)
	4a	quiz/discussion/assignment	M	The Role and Responsibilities of the Group Commander
	6a	quiz/discussion/assignment	M	Engaging and Working with the Cadet Advisory Council
	11a	quiz	A	eServices for Group Commanders
PME 5	20a	discussion/assignment	M	Group Staffing
	21a	discussion/assignment	M	The Role of the Group
NLOC, CCRSC, IGC	25a	discussion/assignment	M	Membership Issues

PME / CAP College Equivalency Verification

☐ **Training Certificates**

☐ **DD214 (Redact PII)**

Credentials Verification Date (by ETO)

Revised 5/11/2026