

CAF-ACE  
My Skills and Education  
Translator  
(MySET)

User Tutorial

# MySET Step 1

- Make sure you have your MPRR or training and education records available.
- Go the Qualifications Window and start searching for qualifications from MPRR using:
  - Titles
  - Qualification Code
  - MITE Code; or
  - Free search
- Once you find relevant training, hit “enter” and it will add to “My Experience”.
- You can add Rank, and Language profile

The screenshot shows the 'Qualifications' window with a search bar containing 'AINR'. Below the search bar, a dropdown menu displays 'QUAL AINR Primary Leadership Qual (Common)'. The 'My Experience' window on the right shows 'Competency AINR - Primary Leadership Qual (Common)'. A red arrow points from the 'Qualification Code' bullet point in the text to the search bar.

The screenshot shows the 'Qualifications' window with a search bar containing 'Hazmat'. Below the search bar, a dropdown menu displays several results, including 'QUAL AEBK Tpt and Storage of HAZMAT', 'QUAL AGHU Tpt and Storage of HAZMAT', and 'QUAL AGIT Tpt and Storage of HAZMAT'. The 'My Experience' window on the right shows two competencies: 'Competency AINR - Primary Leadership Qual (Common)' and 'Competency AGIT - Tpt and Storage of HAZMAT'. A red arrow points from the 'Free search' bullet point in the text to the search bar, and a blue arrow points from the 'AGIT' result in the dropdown to the 'AGIT' competency in the 'My Experience' window.

# MySET Step 2

- After your information has been entered, hit “search” ICON.
  - If you make a mistake and wish to change a code, simply ‘x’ out in the My Experience box.

Qualifications

To find experiences, input at least 4 characters then press **Enter** or click the green search icon.

Add experiences to your search by clicking the experience. Experiences can be removed from your search by clicking the remove icon.

mse op

QUAL	ACNS	935 MSE OP QL0
QUAL	ACNT	935 MSE OP QL3P
QUAL	ACNU	MSE OP QL3
QUAL	ACNV	935 MSE OP QL4P
QUAL	ACNW	935 MSE OP QL4P3
QUAL	ACNX	935 MSE OP QL4
QUAL	ACNY	935 MSE OP QL5AP
QUAL	ACNZ	935 MSE OP QL5AP3
QUAL	ACOA	935 MSE OP QL5AP4
QUAL	ACOB	MSE OP QL5A

My Experience

Competency	AINR - Primary Leadership Qual (Common)	x
Competency	AGIT - Tpt and Storage of HAZMAT	x
Competency	AHCH - Instructional Techniques - Basic	x
Competency	HIE208 - Canadian Military History	x
Rank	Master Corporal (Land)	x
Language	Language Profile: BBB	x
Competency	AINT - Basic Military Qualification (Common)	x
Competency	AIOC - Basic Military Qual - Land	x
Competency	ACOB - MSE OP QL5A	x
Competency	ACNU - MSE OP QL3	x

Search Clear

- After you hit search, review your results.
  - Nota: Not all qualifications have credit recognition! It is up to the Education institution to provide us with which qualifications they recognize.

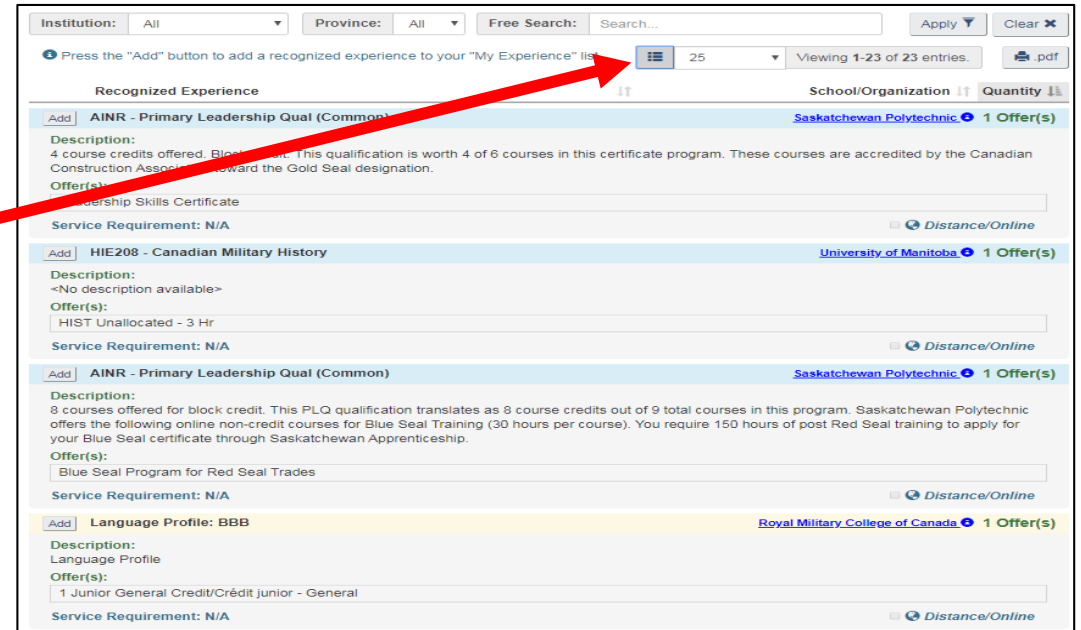
Institution: All Province: All Free Search: Search Apply Clear X

Press the "Add" button to add a recognized experience to your "My Experience" list. 25 Viewing 1-23 of 23 entries pdf

Recognized Experience	School/Organization	Quantity
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	1 Offer(s)
Add HIE208 - Canadian Military History	University of Manitoba	1 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	1 Offer(s)
Add Language Profile: BBB	Royal Military College of Canada	1 Offer(s)
Add ACOB - MSE OP QL5A	Nova Scotia Community College (NSCC)	1 Offer(s)
Add ACOB - MSE OP QL5A	Nova Scotia Community College (NSCC)	1 Offer(s)
Add AINR - Primary Leadership Qual (Common)	University of Manitoba	1 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Yorkville University	1 Offer(s)
Add Language Profile: BBB	University of Winnipeg	1 Offer(s)
Add Language Profile: BBB	University of New Brunswick	1 Offer(s)
Add HIE208 - Canadian Military History	University of New Brunswick	1 Offer(s)
Add Language Profile: AAA	University of Manitoba	1 Offer(s)
Add Language Profile: BBB	University of Manitoba	1 Offer(s)
Add AHCH - Instructional Techniques - Basic	University of Manitoba	1 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	4 Offer(s)
Add AHCH - Instructional Techniques - Basic	Université TÉLUQ	6 Offer(s)
Add AHCH - Instructional Techniques - Basic	Université TÉLUQ	6 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	8 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	8 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	9 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	11 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	11 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	11 Offer(s)

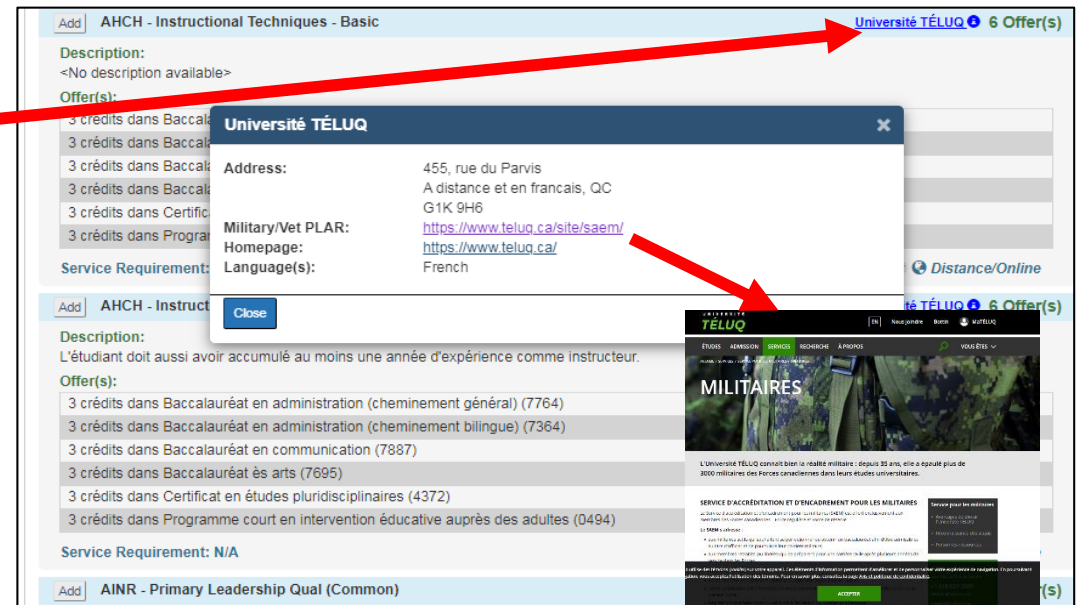
# MySET Step 3

- You can expand or collapse the view of your results by clicking the “hamburger” icon



The screenshot shows a search results page with filters for Institution (All) and Province (All). A search bar is at the top right. Below the filters, there are search options: 'Free Search: Search...', 'Apply', and 'Clear'. A 'Press the "Add" button to add a recognized experience to your "My Experience" list' message is visible. The results are displayed in a table with columns for 'Recognized Experience', 'School/Organization', and 'Quantity'. The first entry is 'AINR - Primary Leadership Qual (Common)' from 'Saskatchewan Polytechnic' with 1 offer. The second entry is 'HIE208 - Canadian Military History' from 'University of Manitoba' with 1 offer. The third entry is another 'AINR - Primary Leadership Qual (Common)' from 'Saskatchewan Polytechnic' with 1 offer. The fourth entry is 'Language Profile: BBB' from 'Royal Military College of Canada' with 1 offer. Each entry has a 'hamburger' icon (three horizontal lines) to its right, which is highlighted by a red arrow from the text.

- You can see Educational Institution contact information and link to their military homepage



The screenshot shows a search result for 'AHCH - Instructional Techniques - Basic' from 'Université TÉLUQ' with 6 offers. The description is '<No description available>'. The offer(s) section lists several credit options: '3 crédits dans Baccalauréat en administration (cheminement général) (7764)', '3 crédits dans Baccalauréat en administration (cheminement bilingue) (7364)', '3 crédits dans Baccalauréat en communication (7887)', '3 crédits dans Baccalauréat ès arts (7695)', '3 crédits dans Certificat en études pluridisciplinaires (4372)', and '3 crédits dans Programme court en intervention éducative auprès des adultes (0494)'. The service requirement is 'N/A'. A red arrow points from the text to the 'Université TÉLUQ' link. Another red arrow points from the text to a pop-up window that displays contact information for Université TÉLUQ: Address: 455, rue du Parvis, A distance et en français, QC G1K 9H6; Military/Vet PLAR: https://www.telug.ca/site/saem/; Homepage: https://www.telug.ca/; Language(s): French. A third red arrow points from the text to a link in the pop-up window that leads to the university's military homepage, which is shown in a smaller inset window at the bottom right of the screenshot.

# MySET Step 4

- You can filter your results by province, institution or offers. You can also 'free search' results.
- You can save and print your results by clicking the .pdf icon.
- Your .pdf Results will open in a separate page where you can print, save or email.

Institution: All Province: All Free Search: Search... Apply Clear X  
 Press the "Add" button to add a recognized experience to your "My Experience" list. 25 Viewing 1-23 of 23 entries .pdf

Recognized Experience	School/Organization	Quantity
<b>Add</b>   <b>AINR - Primary Leadership Qual (Common)</b> Description: 4 course credits offered. Block credit. This qualification is worth 4 of 6 courses in this certificate program. The courses are accredited by the Canadian Construction Association toward the Gold Seal designation. Offer(s): Leadership Skills Certificate Service Requirement: N/A Distance/Online	Saskatchewan Polytechnic	1 Offer(s)
<b>Add</b>   <b>HIE208 - Canadian Military History</b> Description: <No description available> Offer(s): HIST Unallocated - 3 Hr Service Requirement: N/A Distance/Online	University of Manitoba	1 Offer(s)
<b>Add</b>   <b>AINR - Primary Leadership Qual (Common)</b> Description: Courses offered for block credit. This PLQ qualification translates as 8 course credits out of 9 total courses in this program. Saskatchewan Polytechnic offers the following online non-credit courses for Blue Seal Training (30 hours per course). You require 150 hours of post Red Seal training to apply for your Blue Seal certificate through Saskatchewan Apprenticeship. Offer(s): Blue Seal Program for Red Seal Trades Service Requirement: N/A Distance/Online	Saskatchewan Polytechnic	1 Offer(s)
<b>Add</b>   <b>Language Profile: BBB</b> Description: Language Profile Offer(s): 1 Junior General Credit/Crédit junior - General Service Requirement: N/A Distance/Online	Royal Military College of Canada	1 Offer(s)

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 Government of Canada / Gouvernement du Canada Canada

### Educational Opportunity Report

\*Please note: This is not an official document. Information here is subject to further verification.

#### My Experience

**AINR: Primary Leadership Qual (Common)**  
 This applies to positions requiring the above qualification.

**AGIT: Tpt and Storage of HAZMAT**  
 Possession of this specialty will enable personnel to assist in the formulation of plans and policy, to interpret and apply regulations and orders and to coordinate large scale shipments of hazardous materiel.

**AHCH: Instructional Techniques - Basic**  
 Possession of this specialty will enable personnel to prepare lesson plans and provide instruction in a training environment. The focus is on classroom instruction using lectures, employing a basic level of questioning technique to maintain some level of interactivity and on practical instruction of procedures and techniques using mainly explanation/demonstration with practice and feedback.

**HIE208: Canadian Military History**  
 This applies to positions requiring the above qualification.

**Master Corporal (Land)**  
 This applies to positions requiring the rank of Master Corporal (Land).

**Language Profile: BBB**  
 This applies to positions requiring the use of both official languages. Defines the level of proficiency for each of the three language skills: Written Comprehension, Written Expression, and Oral Proficiency.

**AINT: Basic Military Qualification (Common)**  
 This applies to positions requiring the above qualification.

**AIOC: Basic Military Qual - Land**  
 This applies to positions requiring the above qualification.

**ACOB: MSE OP QL5A**  
 This applies to positions requiring the above qualification.

**ACNU: MSE OP QL3**  
 This applies to positions requiring the above qualification.

**Summary**  
 Institution Filters: Institutions Matching Credit Criteria

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 Name: All School: 8  
 Province: All Granting Organization: 0  
 Search: <None>

### Search Results

Recognized Experience	School	Granting Organization
Competencies	18	0
Occupational	0	0
Linguistic	5	0
Rank	0	0
<b>Respective Offers</b>	<b>68</b>	<b>0</b>
Competencies	63	0
Occupational	0	0
Linguistic	5	0
Rank	0	0

#### Educational Opportunities

**Language Profile: BBB** Royal Military College of Canada  
 - 1 Junior General Credit/Crédit junior - General

**Language Profile: BBB** University of Winnipeg  
 French Language Training Course: Level BBB = 15 credit hours  
 - RPLM-2001(3)

**Language Profile: BBB** University of New Brunswick  
 Language Training Profile (AAA (Year 1); BBB or CBC (year 2)) acquired through instruction at a recognized post-secondary school  
 - Lower Level Unassigned French

**OPME - HIE208: Canadian Military History** University of New Brunswick  
 \* Transfer Credit with RMC Transcript  
 - 3 ch Lower Level (yr 2) Unassigned History

**Language Profile: AAA** University of Manitoba  
 - FREN 1152 7 3hr; FREN 1154 - 3hr; FREN 1252 7 3hr

**Language Profile: BBB** University of Manitoba  
 - FREN 1152 7 3hr; FREN 1154 - 3hr; FREN 1252 7 3hr; FREN 2610 7 3hr

**AHCH - Instructional Techniques - Basic** University of Manitoba  
 - EDUA Unallocated - 3 Hr

**AINR - Primary Leadership Qual (Common)** University of Manitoba

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# MySET Resume Hack:

- You can use the course/qualification descriptions to assist you in writing your resume, describe courses, and provide employers with a more detailed explanation of your military training !

- Nota: Not all CAF qualifications have functional descriptions, but many do!

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### Educational Opportunity Report

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#### My Experience

**AINR: Primary Leadership Qual (Common)**  
*This applies to positions requiring the above qualification.*

**AGIT: Tpt and Storage of HAZMAT**  
*Possession of this specialty will enable personnel to assist in the formulation of plans and policy, to interpret and apply regulations and orders and to coordinate large scale shipments of hazardous materiel.*

**AHCH: Instructional Techniques - Basic**  
*Possession of this specialty will enable personnel to prepare lesson plans and provide instruction in a training environment. The focus is on classroom instruction using lectures, employing a basic level of questioning technique to maintain some level of interactivity and on practical instruction of procedures and techniques using mainly explanation/demonstration with practice and feedback.*

**HIE208: Canadian Military History**  
*This applies to positions requiring the above qualification.*

**Master Corporal (Land)**  
*This applies to positions requiring the rank of Master Corporal (Land).*

**Language Profile: BBB**  
*This applies to positions requiring the use of both official languages. Defines the level of proficiency for each of the three language skills: Written Comprehension, Written Expression, and Oral Proficiency.*

**AINT: Basic Military Qualification (Common)**  
*This applies to positions requiring the above qualification.*

**AIOC: Basic Military Qual - Land**  
*This applies to positions requiring the above qualification.*

**ACOB: MSE OP QL5A**  
*This applies to positions requiring the above qualification.*

**ACNU: MSE OP QL3**  
*This applies to positions requiring the above qualification.*

**Summary**  
[Institution Filters:](#) [Institutions Matching Credit Criteria](#)

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**AGIT: Tpt and Storage of HAZMAT**  
*Possession of this specialty will enable personnel to assist in the formulation of plans and policy, to interpret and apply regulations and orders and to coordinate large scale shipments of hazardous materiel.*

**AHCH: Instructional Techniques - Basic**  
*Possession of this specialty will enable personnel to prepare lesson plans and provide instruction in a training environment. The focus is on classroom instruction using lectures, employing a basic level of questioning technique to maintain some level of interactivity and on practical instruction of procedures and techniques using mainly explanation/demonstration with practice and feedback.*

# MySET Step 5

- Reverse Search. You can ‘free search’ offerings by terminology, title, qualification code, etc..
- You can simply ‘add’ results to My Experience.
- Using the filters, you can “shop & compare” results.

Institution: All Province: All Free Search: leadership Apply Clear

Press the "Add" button to add a recognized experience to your "My Experience" list. 75 Viewing 1-43 of 43 entries. pdf

Recognized Experience	School/Organization	Quantity
Add PSE402 - Leadership and Ethics	University of New Brunswick	1 Offer(s)
Add PSE402 - Leadership and Ethics	University of Manitoba	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University of Manitoba	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University of Manitoba	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University of Manitoba	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINU - Intermediate Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINS - Primary Leadership Qual - Land	University of Manitoba	1 Offer(s)
Add AINS - Primary Leadership Qual - Land	Yorkville University	1 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	4 Offer(s)
Add AINR - Primary Leadership Qual (Common)	Saskatchewan Polytechnic	9 Offer(s)

Qualifications Rank Lang Profile My Experience

To find experiences, input a search term, press **Enter** or click the green search icon.

Add experiences to your search by clicking the experience. Experiences can be removed from your search by clicking the remove icon.

Type here and click button to search ... Search

No records to display, please try a different search

Search Clear

Add some qualifications to your experience, then click 'Search' to see what opportunities are available!

All credit offerings across Canada are shown below.

Institution: All Province: All Free Search: leadership Apply Clear

Press the "Add" button to add a recognized experience to your "My Experience" list. 75 Viewing 1-43 of 43 entries. pdf

Recognized Experience	School/Organization	Quantity
Add PSE402 - Leadership and Ethics	University of New Brunswick	1 Offer(s)
Add PSE402 - Leadership and Ethics	University of Manitoba	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)
Add AINV - Advanced Leadership Qual (Common)	University TELUQ	1 Offer(s)



# MySET Resource Page

- The Resource Tab at the top will bring you to this education information section.
- Here you will find information related to:
  - Education Funding
  - CAF Education and Training Directives and Policies
  - Canlearn tools to find education programs
  - Military and Veteran Education recognition programs

The screenshot shows the MySET website interface. At the top, there are navigation tabs: "Browse Directory", "Resources", "FAQ", "About us", and "Contact us". Below the tabs, there are links for "Browse Accredited Programmes" and "My Skills & Education Translator (MySET)". The main content area is titled "Resources" and includes a "Login" and "Register" button. An "Announcements" banner from October 19, 2017, states that the training requirement for Cyber Operator is now active. Below this is a "Third-Party Websites" section with a disclaimer. The "Future Skills" section includes a link to a Canadian government page. The "Canadian Armed Forces Education Funding" section lists links for DWAN and Forces Canada. The "Veteran Education and Training Benefit" section includes a link to a PDF guide. The "Military & Veteran Education Recognition Programs" section contains a table with columns for Institution, Province, and Website.

Institution	Province	Website
Algonquin College	ON	<a href="http://www.algonquincollege.com">http://www.algonquincollege.com</a>
Durham College	ON	<a href="http://www.durhamcollege.ca">http://www.durhamcollege.ca</a>
Government of Yukon	YT	<a href="http://www.gov.yk.ca/news/16-065.html">http://www.gov.yk.ca/news/16-065.html</a>
Helmets to Hardhats	AL	<a href="http://www.helmetstohardhats.ca/en/home.htm">http://www.helmetstohardhats.ca/en/home.htm</a>
Manitoba Public Insurance	MB	<a href="https://www.mpi.mb.ca/Pages/members-of-the-">https://www.mpi.mb.ca/Pages/members-of-the-</a>
Northern Alberta Institute of Technology (NAIT)	AB	<a href="http://www.nait.ca">http://www.nait.ca</a>
Nova Scotia Community College (NSCC)	NS	<a href="http://www.nssc.ca">http://www.nssc.ca</a>
Province of Alberta	AB	<a href="http://www.alberta.ca/release.cfm?xID=38817F8A6D">www.alberta.ca/release.cfm?xID=38817F8A6D</a>
Province of British Columbia	BC	<a href="https://www.itabc.ca/holders-c-ofg-or-military.ca">https://www.itabc.ca/holders-c-ofg-or-military.ca</a>
Province of Manitoba	AL	<a href="https://www.gov.mb.ca/wel/eparenticeshio/trade">https://www.gov.mb.ca/wel/eparenticeshio/trade</a>

The sidebar menu contains several sections with links to external resources:

- Red Seal & Trades**: Get the Credit You Deserve. Have you earned your QLS in the Canadian Forces in one of the following military trades? [http://www.red-seal.ca/others/ind\\_2013\\_bx4ch5r2-eng.html](http://www.red-seal.ca/others/ind_2013_bx4ch5r2-eng.html)
- Find Programs & Schools**: Deciding what you want to do after you finish high school is not always easy. There are so many types of jobs to consider, and lots of education and training options to think about. <https://www.canada.ca/en/services/benefits/education/schools.html>
- Program Search**: Get detailed profiles, requirements, application and admission information for programs of study at Canadian CEGEPs, colleges and universities. <http://tools.canlearn.ca/calps-scops/cin-clntrep-fttp/af/p.clea-eng.do>
- Designated Institutions & Canada Student Loans**: List of Certified Institutions <http://certification.educ.gc.ca/lea-mclh/4m2@-eng.jsp>  
List of Designated Institutions <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>  
Student Loan Programs & Policy <https://www.canada.ca/en/employment-social-development/programs/canada-student-loans-grants.html>
- Reservist and Student Loans**: **Confirmation of Posting Assignment for Full-Time Students** <https://www.canada.ca/en/services/benefits/education/student-aid/grants-loans/information/forms.html>  
To qualify, you must be a reservist in the Canadian Forces and a full-time student who has not yet entered into repayment on your student loans. PDF: [Confirmation of Posting Assignment for Full-Time Students](#)
- Canadian Forces Training and Education Information**:
  - DAOD 5023-1, Minimum Operational Standards Related to Universality of Service
  - DAOD 5031, Canadian Armed Forces Training and Education Directives
  - DAOD 5031-1, Canadian Forces Military Equivalencies Program
  - DAOD 5031-2, Individual Training and Education System Strategic Framework
  - DAOD 5031-5, Canadian Forces Continuing Education Program
  - DAOD 5031-6, Military Civilian Training Accreditation Program
  - DAOD 5031-7, Initial Baccalaureate Degree Programme
  - DAOD 5031-8, Canadian Forces Professional Development
  - DAOD 5031-9, Course Reporting and Certificates
  - DAOD 5039-7, Second Official Language Education and Training for CAF Members
  - DAOD 5039-8, Canadian Armed Forces Second Official Language Certification Testing
  - DAOD 5070-1, Military Employment Structure Framework
  - DAOD 7921-2, Post-Employment