

Post-Test Interpretation Proficiency Training Documentation

The ASVAB Career Exploration Program Post-Test Interpretation Proficiency Training requires documentation throughout the process. The steps provided here outline how and where to provide this documentation. Route questions to dodhra.asvab-cep@mail.mil.

TRAINERS

Nomination

Go to: www.asvabprogram.com/nomination

Select "Create a new nomination"

Nominate an individual for PTI Proficiency. Be sure to assign the correct trainer's email address.

The trainer and the nominee will receive an email. (You may need to check to your spam folder.)

Upload Proof of Proficiency

Trainers will receive an email once the nominee has completed the online training and has uploaded their certificate.

Go to: www.asvabprogram.com/nomination

Select "Upload proof of proficiency"

Complete the form.

Upload the certificate for your nominee. Note: Certificates need to be PDFs

Once the proof of proficiency is verified, the nominee will receive an access code via email

NOMINEES

Online Course

Nominees will receive an email with a link to complete the course in Moodle.

Nominees complete the course in Moodle and download their certificate of completion. Note: certificates need to be PDFs.

Upload Certificate

Go to: www.asvabprogram.com/nomination

Select "Upload a certificate"

Nominees will upload their certificate of completion. Note: certificates need to be PDFs. This will trigger a message to the trainer indicating that the nominee is ready for the next phase of the training.