Civilian Education System (CES) Advanced Course Documentation Steps

1. Navigate to CHRTAS < https://www.atrrs.army.mil/chrtas/> and login with your CAC. From the homepage, scroll down, and select the "CES Eligibility Status" icon.

2. Take screenshot of the "CES Eligibility Status" pop-up. **The screenshot must show your CES Advanced equivalency/constructive credit or completion status. The screenshot must also show your name.** Below is an example.

3. Finally convert your PNG/JPEG screenshot to a PDF.