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## Civilian Education System (CES) Advanced Course Documentation Steps

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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.

CES Eligibility Status						
Showing eligibility Status details for CES Course Tracks for <b>Jane Army</b> for fiscal year 2022						
Name	Pay Plan Pay Grade Range	Eligibility	Equivalency / Constructive Credit Status	Waiver Status	Completion Status	Can Apply For Course?
CES FOUNDATION	GS01 - GS15	✓	Not Applicable	Not Applicable	✓	!
CIVILIAN EDUCATION SYSTEM BASIC	GS01 - GS09	—	—	—	—	—
CES INTERMEDIATE	GS10 - GS12	—	=	—	✓	✓
 CES ADVANCED	GS13 - GS15	✓	—	—	✓	!

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