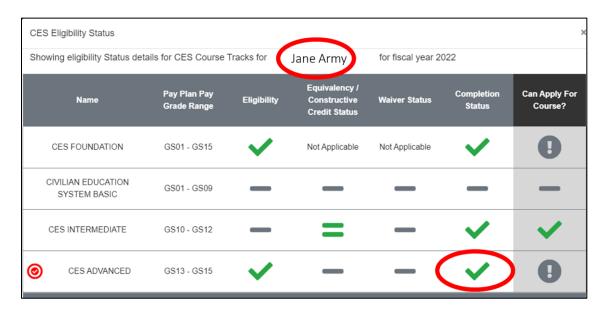
Civilian Education System (CES) Advanced Course Documentation Steps

- 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.