



eMentor Course Registration Guide

DISCLAIMER: Read this guide in its entirety prior to registering for a course. eMentor registration policies and procedures are completely revised for FY19. All eligible Airmen are grouped in “Priority” and “Space Available” categories, based on developmental level and time since last course. Courses are managed on a semester system. Prior to registering, Airmen should assess their own ops tempo and level of personal commitment. Those approved must actively participate in all class sessions. Dropped courses require a CC letter of explanation. Dropped/Incomplete courses will render Airmen as ineligible for one year.

1.0. Overview

1.1. General Description. eMentor is an online language program, developed and managed by the Air Force Culture and Language Center (AFCLC) and delivered by the Feature Languages technical consulting firm. eMentor courses synchronously connect Airmen anywhere in the world with native language instructors, at times convenient for each Airman’s schedule. Lesson content is infused with topics culturally relevant to regions where Airmen may be expected to operate seamlessly with air forces and populations around the world. eMentor courses cater to dynamic operational tempos, enabling Airmen across time zones to take classes at prearranged days and times. eMentor courses are available in 95 languages and dialects, specified on the Air Force Strategic Language List.

1.2. Delivery. Classes are delivered through an online Learning Management System, where the instructor and students engage in classroom sessions using an interactive whiteboard and real-time audio/video. Courses are organized one-on-one or with groups of two to six students. Upon course completion, students receive scores in listening, reading, speaking, and writing.

1.3. Eligibility. eMentor courses were conceived for use by those selected for the Language Enabled Airman Program (LEAP) to assess, enhance, and sustain their language skills over the course of a career. However, courses may be provided on a course hour availability basis to any Airman who possesses some level of proficiency in the language and has a mission critical need to develop in that language.

1.4. Ineligibility. Airmen may be ineligible for course registration for the following reasons:

- DLPT (Listening and/or Reading) scores have been expired for 12 months or longer
- eMentor course is scheduled or currently in progress
- Language Intensive Training Event (LITE) is scheduled during upcoming eMentor window
- Last eMentor course was Dropped or Incomplete (Participant may submit an exception to policy letter, addressed to AFCLC/LD to request manual override and scheduling consideration)

2.0. Registration and Scheduling Process

2.1. System. Airmen apply for eMentor via the Language Enabled Airman Development Resource (LEADeR) system. LEAP scholars, FAOs, and all other Airmen who have a profile established in LEADeR, should apply for courses at <https://cmsweb.maxwell.af.mil>. Those who do not have a LEADeR profile may complete a profile request at <https://cmsweb.maxwell.af.mil/Leap/AccessRequest>. Airmen who are

unable to access LEADeR due to lack of Air Force domain access may request a course registration form by contacting AFCLC staff at afclc.language@us.af.mil.

2.2. Windows. Courses are managed on a semester system. At least three times per year, AFCLC staff will open registration windows. To view the registration schedule, Airmen should navigate to the eMentor tab of their LEADeR profile and select the “Availability” button.

The following dates have been tentatively scheduled for FY19:

Window	Registration	Earliest Possible Start	Latest Possible End
19-1 (Priority):	5 Sep – 21 Sep	8-Oct	29-Mar
19-1 (Space A):	17 Sep – 21 Sep	8-Oct	29-Mar
19-2 (Priority):	12 Nov – 30 Nov	28-Jan	7-Jun
19-2 (Space A):	7 Jan – 18 Jan	28-Jan	7-Jun
19-3 (Priority):	21 Jan – 8 Feb	8-Apr	16-Aug
19-3 (Space A):	18 Mar – 5 Apr	8-Apr	16-Aug

Airmen who register for a course must be available for any week during the selected window – earliest possible start through latest possible course end date.

2.3. Priority Registration. Priority registrants are LEAP scholars due for an initial or renewal course in their selected or cross-training language IAW policy. Those who qualify for Priority registration will receive invitations on the first day of the registration window to sign up in LEADeR. Registrants must specify in LEADeR their preferred days and times. Airmen are encouraged to provide the maximum range of availability which may raise the likelihood of grouping with students requesting the same language, similar proficiency level, and compatible dates, times, and time zones. Registrants should select at least three days per week with a minimum of two-hour time blocks per day. While this is the minimum requirement, providing a greater range of availability is encouraged.

2.4. Space A Registration. Space A registrants are 1) LEAP scholars who are not due for a follow-on course within the next fiscal year or 2) all other Airmen - Active Duty, Reserve, Guard, and Civilian. To apply for Space A, Airmen should navigate to the eMentor tab on their LEADeR profile to view existing courses that match their language and proficiency level. Airmen should select their preferred course based on their availability. If no available courses are displayed, Airmen may select the “Request Course” button and provide mission critical justification, e.g. language-coded billet for the course request. AFCLC staff will review these requests and approve on a case-by-case basis. All Space A approvals are contingent upon course hour availability and training need.

2.5. Scheduling. All approved courses are tentative, pending final scheduling by Feature Languages. Course placement may take up to 60 days. The course registration process may terminate if registrants change their availability days and times. Registrants may be asked to apply for a future window based on unforeseen scheduling constraints.

2.6. Statement of Understanding (SOU). All Airmen approved to take an eMentor course will be required to sign a Statement of Understanding (SOU). Each SOU must be signed within seven days of receipt – or the registration process will be canceled. By signing the SOU, Airmen agree to commit Air Force funds to the course, attend as many classes as possible, and make every effort to complete homework assigned after every session.

2.7. Orientation and System Check. Prior to the course, Feature Languages staff will provide each student a system check and orientation to the Learning Management System (LMS). Students are encouraged to use a personal desktop, laptop, or tablet on a high-speed commercial network. Students may encounter difficulties using a Non-Classified Internet Protocol Router (NIPR) network due to government firewalls. Students impacted by Daylight Savings Time changes will receive notification from Feature Languages of the impending changes at least 30 days prior.

3.0. Courses

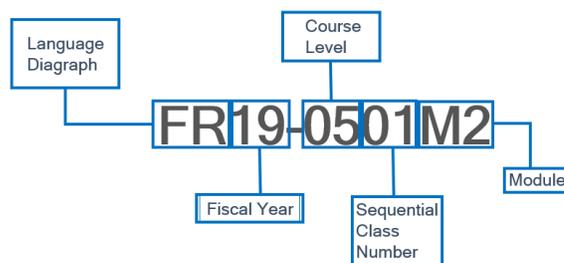
3.1. Traditional 48-Hour courses are designed to meet the learning needs of Airmen whose language skills approximate level 0 thru 2+ on the Inter-Agency Language Roundtable (ILR) scale. Generally, participants who have one or more scores at a DLPT 2+ equivalent or below or a LEAP Level 1 or 2 will receive a 48-hour placement. Classes are typically held twice a week, for two hours a session, over the course of twelve weeks, for a total of 48 hours. Courses provide in-depth language and cultural enhancement. Each ILR level of the course has a Module 1 and Module 2, equating to two separate 48-hour courses for each level.

3.2. Advanced Assessment 16-Hour courses are designed to meet the learning needs of Airmen whose language skills meet or exceed the ILR level 3. Those with 3/3 DLPT scores or higher or a LEAP Level 3 will receive a 16-hour placement. Classes are typically held twice a week for two hours a session, over the course of four weeks, for a total of 16 hours. The purpose of Advanced Assessment courses is for LEAP scholars to have a regular opportunity to practice the language skills in an “authentic environment,” and for eMentor instructors to adequately assess whether each student remains, degrades, or improves in his/her proficiency standing. Based on course scores, students may be redirected to take a Traditional or advance to a Special Project Course.

3.3. Special Project Courses (SPCs) are guided independent-study courses on a topic of choice that culminate in a final presentation. Classes are typically held every other week for two hours a session, over the course of four months, for a total of 16 hours. SPCs provide Airmen (ILR level 3 and above) a self-directed learning environment where they can use their target language skills to engage in high-level learning of their own interests. SPCs are specifically designed to cultivate the competencies in applying complex intellectual skills using the target language, deepen the knowledge about a particular field, and improve linguistic proficiency beyond ILR level 3.

3.4. Numbering System. Each course is labeled by ten characters consisting of a two-digit diagraph code for the language, two-digit fiscal year date, four digit course level and sequential class number, and module number (M1 or M2).

Course	ILR / DLPT Level	Course Level
48-hour Traditional	0	00 (M1 & 2)
	0+	05 (M1 & 2)
	1	10 (M1 & 2)
	1+	15 (M1 & 2)
	2	20 (M1 & 2)
	2+	25 (M1 & 2)
16-Hour Advanced	3 and higher	30 (M1)
SPC	3 and higher	30 (M2)



4.0. Schedule Types

4.1. Standard. Typically, students will be placed in a set standard schedule. Classes take place the same days and times for two hours, twice a week. The use of standard schedules increases the likelihood of course grouping, allowing more Airmen to interact with other eMentor students, and achieve program efficiencies.

4.2. Flex. Flex schedules match students with instructors who can accommodate irregular work hours such as flying schedules. Participants requesting flex classes must provide a mission critical justification and/or description of how their schedule may change week-to-week or month-to-month, and agree to inform Feature Language of any changes to their work schedule at least 24 hours prior to a scheduled class. Flex classes are not meant for students to have “classes on demand,” and attendance requirements must be met. Flex approval is limited.

5.0. Attendance Policy

Any Airman missing more than 25% of classes during their course will not receive course credit. The AFCLC expects students to attend 100% of classes in order to increase proficiency. If for some reason you are unable to attend class, please notify the Feature Languages Scheduling Team immediately. While not encouraged, some circumstances arise that require a student to drop a course. In order to drop the course, Airmen must submit a letter of justification from their unit commander addressed to AFCLC/LD. Please note that failure to successfully complete a course will render Airmen ineligible for one year and may affect future scheduling consideration.

6.0. LEAP Policy on eMentor

6.1. Required Courses. LEAP scholars are expected to complete an initial eMentor course within 18 months of selection. Traditional courses are offered to those who have Defense Language Proficiency Test (DLPT) scores (reading and/or listening) of 2+ or lower. Advanced Assessment courses are offered to those who have DLPT scores (reading and/or listening) of 3 or higher. IAW *LD 17-02 LEAP Policy*, eMentor course renewal is every two years for those who have earned a LEAP Level 2 (Developmental), every three years for LEAP Level 3 (Enabled) and every four years for LEAP Level 4 (Enabled Plus).

6.2. eMentor Expiration. LEAP scholars’ eMentor expiration dates are found on their LEADeR profile under the Overview tab.

6.3. Immersions. As a general rule, LEAP scholars are not authorized to take an eMentor course and LITE concurrently. Whenever feasible, the AFCLC encourages LEAP scholars to complete an eMentor course PRIOR to their first immersion.

6.4. Cross-training. The cross-training review process remains on hold, pending development of policy and processes necessary to support additional courses.

6.5. FAOs. All Air Force FAOs – Active Duty LEAP, Active Duty non-LEAP, and ARC – may apply for eMentor on a Space A basis. LEAP FAOs are not required to maintain eMentor currency.

If you have questions about this guide, please reference FAQs and/or LEAP policy in the LEADeR Resources tab via <https://cmsweb.maxwell.af.mil>, or contact AFCLC.language@us.af.mil.