

GT Improvement Enrollment Guide

GT Improvement is an *ACCELERATED* version of BSEP. Registration is limited to Soldiers with a current GT score of 105 or higher or current TABE scores of 11.0 or higher in Reading, Vocabulary, and Total Math. This is an on-duty education program designed as a test prep for the GT sections of the Armed Forces Classification Test (AFCT).

Enrollment & Class Information

1. **Schedule and take** a Test of Adult Education (TABE). Schedule test at the Multi-Use Learning Facility, Room 141 or Call (315) 772-9993. TABE must be taken prior to registering for the class, **regardless of GT score**.

2. **Return Enrollment Memo** (see sample below) and a copy of ERB to the Education Center to enroll in class. Memorandums will be accepted until course is full or the start of the class, whichever comes first.

NOTICE: Armed Forces Classification Test (AFCT) will not be scheduled until the soldier has completed Pre-GT and is counseled by instructor or counselor. AFCT testing is voluntary. Due to a change in data collection rules, registrations by a unit representative will no longer be allowed. SM must register in person.

Class Schedule

<u>CLASS NUMBER</u>	<u>DATES</u>	<u>TIME</u>	<u>REGISTRATION OPENS at 0830</u>	<u>NOTES</u>
FY16 - 16	22 Jun – 8 July	0900 – 1200	31 May 16	No classes 30 June and 4 - 5 July
FY16 – 17	11 Jul – 22 Jul	0900 – 1200	13 Jun 16	
FY16 – 18	25 Jul – 5 Aug	0900 – 1200	27 Jun 16	
FY16 – 19	8 Aug – 22 Aug	0900 – 120	11 Jul 16	No classes on 19 Aug
FY16 – 20	23 Aug – 7 Sep	0900 – 1200	22 Jul 16	No classes on 2 and 5 Sep
FY16 – 21	8 Sep – 21 Sep	0900 – 1200	8 Aug 16	

Sample Commander's Memo

AFZS-(Your Office Symbol)

DATE

MEMORANDUM FOR EDUCATION CENTER

SUBJECT: GT Improvement Enrollment

1. Request **Soldier's Rank, Last Name, First Name** be admitted into GT Improvement which runs (**include dates for class**).
2. Soldier will be released from all other duties and training that may conflict with the GT Improvement Class. (Class runs from **0900-1200 Monday – Friday**). Soldier will be dismissed from class if he/she misses **three hours** of instruction. Duty uniform will be worn.
3. Soldier's 1SG is (**Provide Name**) and can be reached directly at (**provide phone and email address**).
4. POC is (**provide name**) at 315-772-XXXX.

Unit Commander's Name
CPT, QM
Commanding