

## Character Development Instructor (CDI) Application Checklist

Qualifications needed for a CDI appointment:

- \_\_\_\_\_ 1. Minimum of 60 semester hours (90 quarter hours) attained from a college or university listed with the American Council on Education (ACE)
- \_\_\_\_\_ 2. Religious recommendation form or letter from pastor or religious superior stating (a) have been a member of your church or religious body in good standing for at least 2 years, (b) are currently actively engaged in some leadership capacity within the organization with emphasis on your experience and effectiveness working with youth, and (c) are spiritually, morally, intellectually, and emotionally qualified to represent your religious body as a Character Development Instructor

### Documents required with submission of CAP FORM 35A (CDI Application):

- \_\_\_\_\_ 1. Complete CAPF 35A with signatures of Squadron Commander, Wing Chaplain, and Region Chaplain
- \_\_\_\_\_ 2. Official transcript(s) reflecting minimum of 60 semester hours (90 quarter hours) attained from a college or university listed with the American Council of Education (ACE)  
\*\*\*Original mailed to NHQ CAP/HCA at the address below\*\*\*
- \_\_\_\_\_ 3. Religious recommendation form or letter from pastor or religious official (as stated above)  
\*\*\*Original mailed to NHQ CAP/HCA at the address below\*\*\*
- \_\_\_\_\_ 4. Verification of CAP Senior Member Status
- \_\_\_\_\_ 5. Documentation that Level One courses (Foundations Course, Cadet Protection Program Training, Operations Security Awareness Training, and Equal Opportunity Training) have been completed

\*\*\* If Applicable \*\*\*

- \_\_\_\_\_ 6. Form 2 signed by Wing Commander IF member is prior military and wants to retain their active-duty rank (See requirement #7)
- \_\_\_\_\_ 7. Copy of active duty or retiree identification card or retirement papers showing officer rank in addition to Form 2 (See requirement #6)

\*\*\*

\*\*\*

\*\*\*

Region chaplains should mail completed application packages to:

NHQ CAP/HCA  
105 S. Hansell Street  
Maxwell AFB, AL 36112