



# Civil Air Patrol Character Development Instructor Application

## Instructions for CAPF 35A

1. This form is to be used by a person applying for appointment as a CAP Character Development Instructor. As a prerequisite to appointment as a Character Development Instructor, an applicant must become a member of CAP and complete a CAP orientation course. In addition, CAP members are required to be fingerprinted and complete an FBI background check. An application for CAP membership is made through the local CAP unit. For information on the CAP unit nearest you, call 1-800-FLY-2338. The local unit will be able to give you the name and address of their Wing Chaplain who can help you get started in the process to become a Character Development Instructor.
2. To be eligible for appointment as a Character Development Instructor, a person must have completed 60 semester hours (90 quarter hours) of college study beyond the high school diploma, and have a letter of recommendation from his or her local religious official (i.e., church pastor, rabbi, etc.) who verifies that the applicant is spiritually, morally and emotionally qualified to serve as a Character Development Instructor and the applicant has held a leadership position in a church setting for at least 2 years.
3. The Wing Chaplain will complete a personal or telephone interview, attaches a recommendation to approve or disapprove the application before sending the documents to the Region Chaplain.
4. Upon approval, the Region Chaplain insures that the copy of the CAPF 2, *Request for Promotion Action*, is sent to NHQ CAP/HC, if applicable. NHQ CAP/HC will notify the Program Administrator of the Chaplain Corps, who will send a copy of CAPR 265-1; CAPP 265-2 *CAP Values for Living*; CAPP 225 *Character Development Specialty Track Study Guide*; and CAPC 12 *Certification of Appointment — Chaplain Corps* to the new CDI. Unless currently serving in a higher grade, in which case the higher will be maintained, a CDI is initially appointed in the grade of second lieutenant and awarded the CAP 225 Specialty Track.

Please complete the information on the CAPF 35A, attach the letter from your local religious official and copies of all appropriate documentation, and send to your Wing Chaplain.

## **Instructions (Continued)**

These are the items an applicant must attach to be considered for appointment as a CAP Character Development Instructor:

### **1. OFFICIAL TRANSCRIPT.**

Official transcript(s) reflecting the minimum 60 semester (90 quarter hours) of college study beyond the high school diploma. These credit hours may be from more than one institution.

### **2. WRITTEN CERTIFICATION OR APPROVAL FROM YOUR PASTOR OR RELIGIOUS SUPERIOR.**

This letter needs to state that you (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 CAP Character Development Instructor.

### **3. A COPY OF CAPF 2...IF**

You have previous military experience at a rank above 2<sup>nd</sup> Lieutenant and you wish to retain that rank. (If you are already a CAP member with a higher rank, your higher rank will be maintained.)

**Be sure to include all required documents with this form.**