<div align="center">

Correspondence Course Codes
https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx

</div>

<u>HRC Metahelper Instructions</u>

Go to Standard User on the LEFT SIDE of screen.

Hover over with mouse and click on Fld N (TESS)

Status- Drop down should be on (Current)

Precision- There should be a Dot in (Like)

For correspondence courses type COR in the search box.

Click search.

Look for CORCRS click on the V on the left.

A screen will pop up, once you read it, Click OK.

Look towards bottom right and:

Choose how you wish for list to open for example Excel, PDF, Text or Word.

Click Open

It will take a few moments to load data.

Computer Based Training-Distant Learning/Correspondence courses are courses Soldiers' take on-line, must be registered for through ATRRS, each course length varies, courses must be on the Soldiers' ATRRS transcript.

Only Correspondence course hours that award promotion points will populate to the PPW.

If a Soldier reaches the maximum promotion points in Computer Based Training they cannot add the remaining promotion points to Resident Military training

IAW AR 600-8-19 dated 2 Feb 15 paragraph 3-18 (1) Military correspondence courses and computer-based training provided through ATRRS Self-development or Army e-Learning (https://www.atrrs.army.mil). Soldiers will be granted promotion points based on one (1) point per 5 hours of completed Army Correspondence Course Program (ACCP) training - restricted to courses completed in their entirety. Courses may take up to 12 days to populate from the date of course completion to the PPW for promotion points. Completed correspondence course hours and/or distance learning and Army e-Learning courses that were completed prior to 22 December 2010 must be updated through eMILPO (RA) or USAR systems. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by five to determine promotion points. No points will be awarded for sub-course completion. The goal is to finish, in its entirety, a formal course of instruction, at which time the Soldier will be granted promotion points.
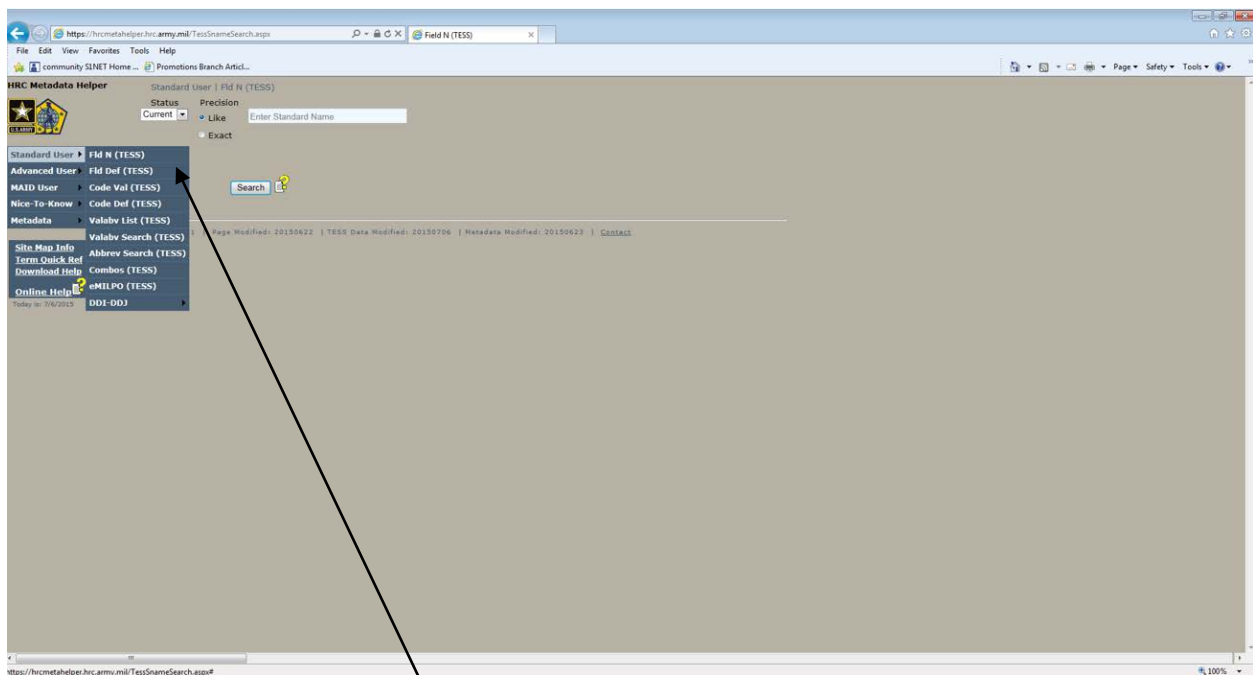
Be advised that any promotion obtained with erroneous documentation will result in an administration reduction to the previous rank.

HRC Metahelper Instructions
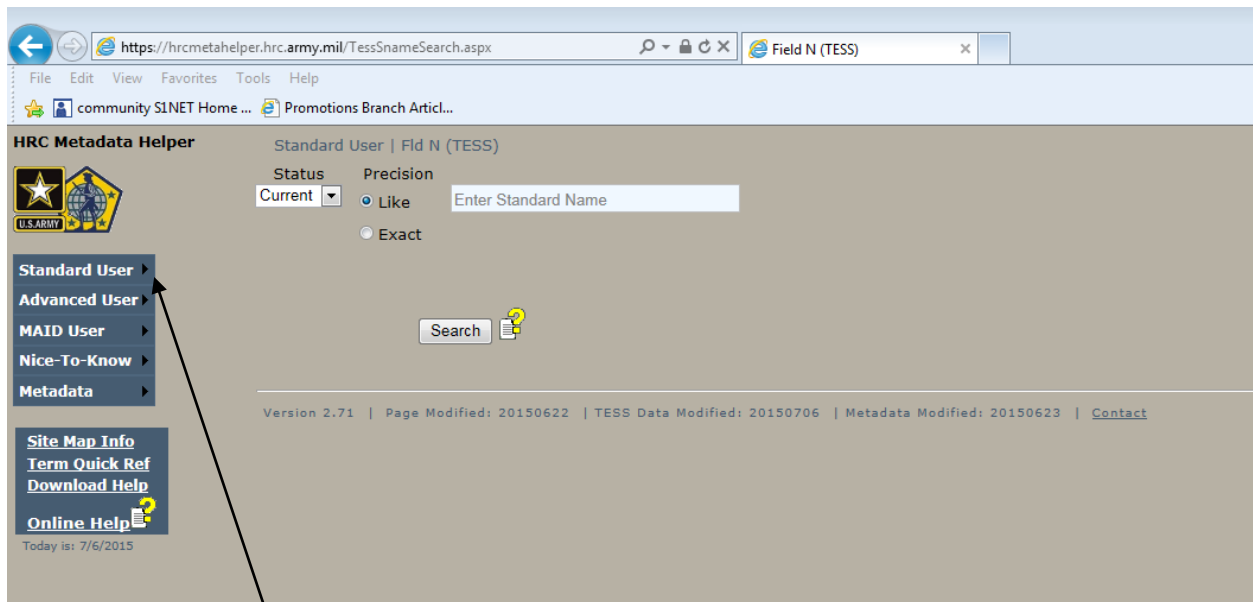
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Choose what format you want the directory (data/information) to open Excel, PDF, Text or Word. Site recommends Excel.

Click Open
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Three letter Education Code

Course Name