Experiential Learning Program

AFJROTC Cadet Guide

JROTC Contractor Support

8/21/2024

Overview of the AFJROTC Flight Academy Application Process

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Experiential Learning Program

The Experiential Learning Program (XLP) is a universal program used by the AFJROTC for the Flight Academy application processes. It is also designed to support other groups for other programs. This document gives the applicants an overview of the process.

System Overview

Application Process

Cadets can begin applying for programs on the opening date. As applicants are completing their information, they will require feedback from their instructors.

When the applicant applies in the XLP system they will be assigned a "Contact ID" which will be displayed on their application page. They will need to use this Contact ID when they take the Aviation Qualification Test (AQT), for their scores to be matched back to their application.

Applicants will also be required to have completed a Fitness Assessment, which must have been loaded into WINGS by their instructors before they can submit their application.

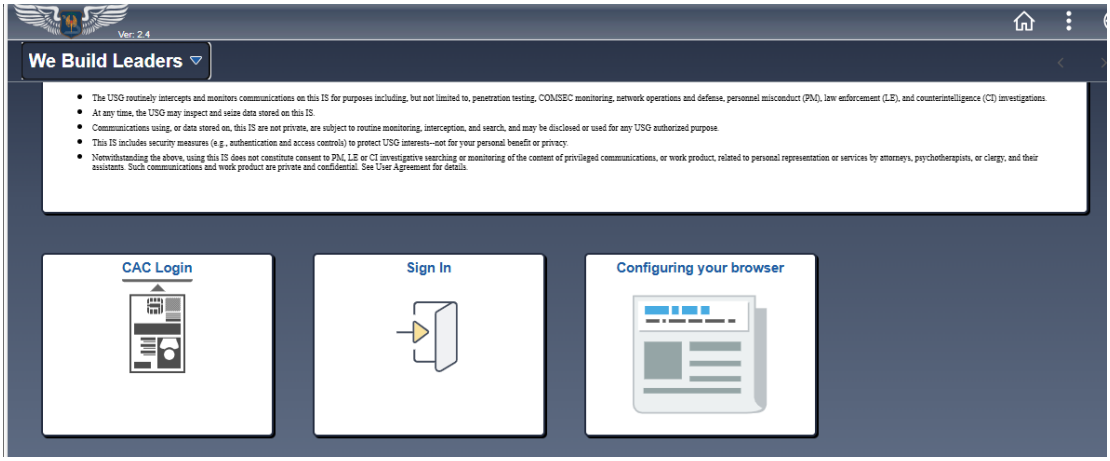
When applying for Flight Academy, applicants will need a High School Transcript, as well as a Letter of Recommendation from a high school official. All the applicants must complete their application requirements and submit them before the application due date. Instructors will also need to complete their feedback prior to the application due date.

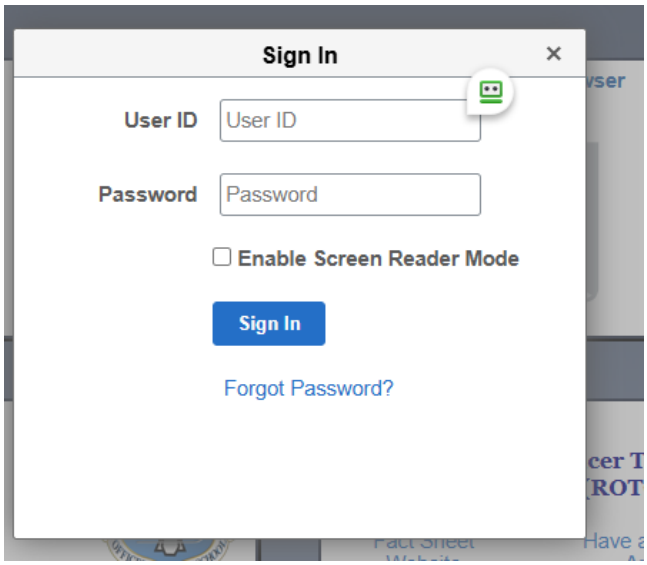
Post Selection Process

When the selections have been posted, selectees can then log back into the XLP system and they should see the "My XLP Planning" tile. Here they will be able to complete post selection tasks, such as flight suit sizing, uploading additional documents, etc. This is outlined in the "Applicant Responsibilities" section below.

Applicant Responsibilities

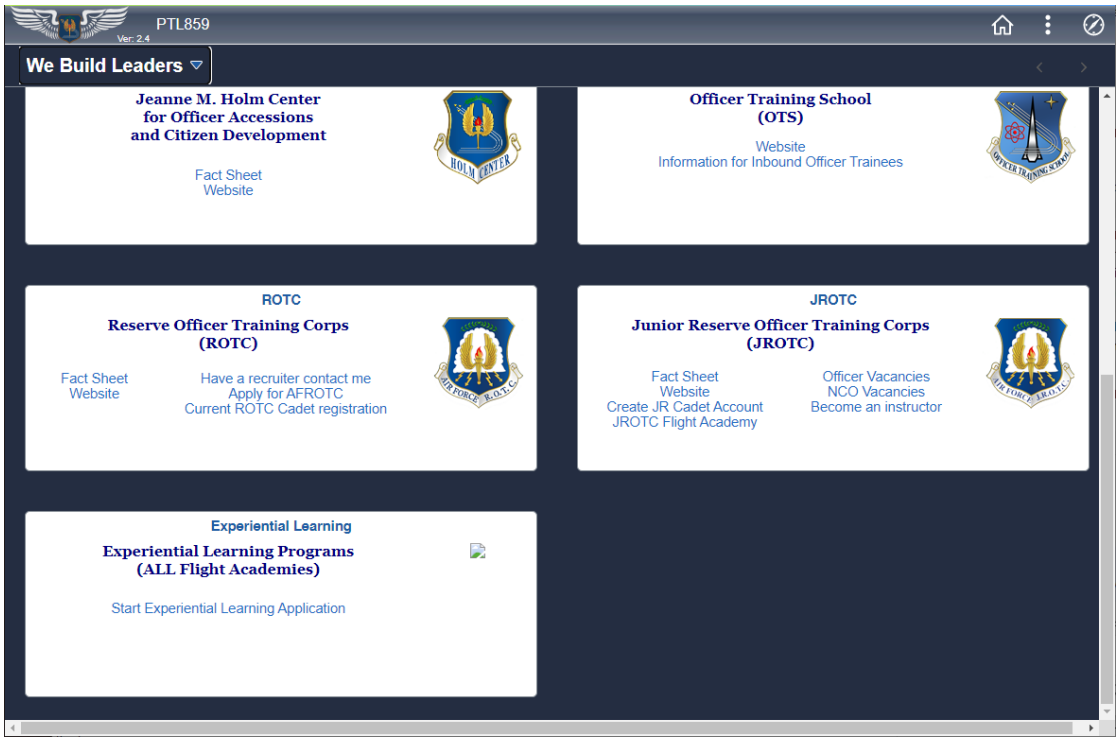
When applying for an XLP program, applicants for any AFJROTC program must first navigate to the https://wings.holmcenter.com website. If you have previously applied for any Experiential Learning programs, you will need to log in using the account/email address which you previously used. From the HolmCenter home page you will click the Sign in link and log in.





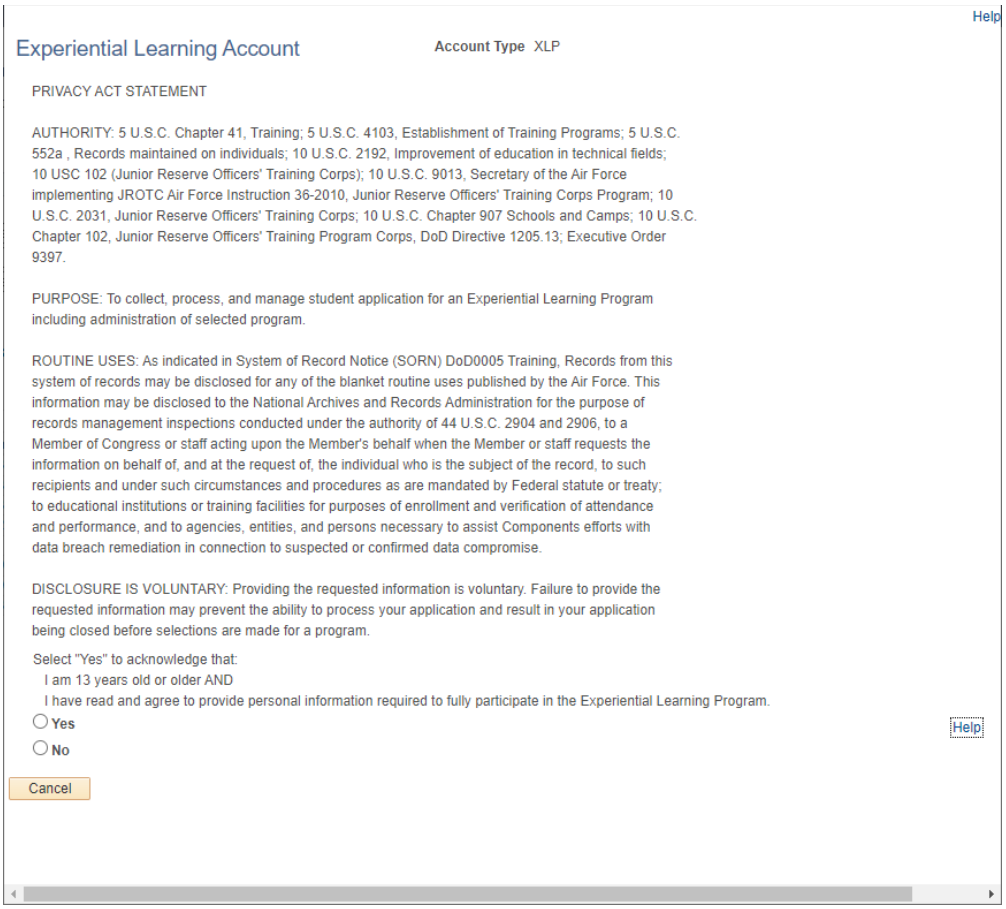
When you log in, you may be prompted to change your password if it has expired. Once you change your password, you will then have to log in again.

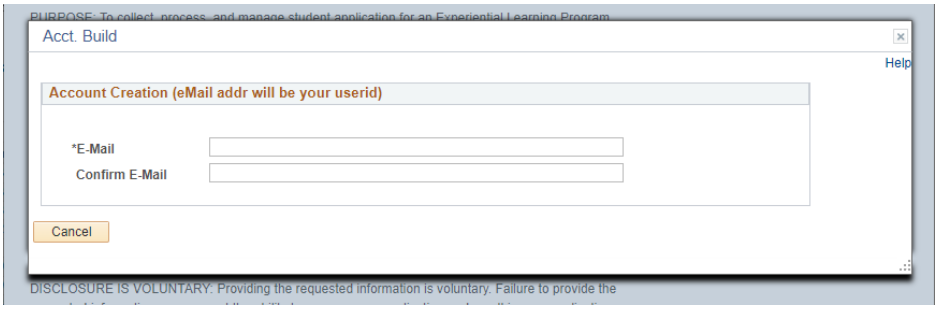
If you have not previously created an XLP account, you will need to select the "Start Experiential Learning Application" link at the bottom of the page to create a new XLP account. Just as with legacy Flight Academy, you must use a valid email address that is able to receive emails from Holm Center to complete the email validation process.

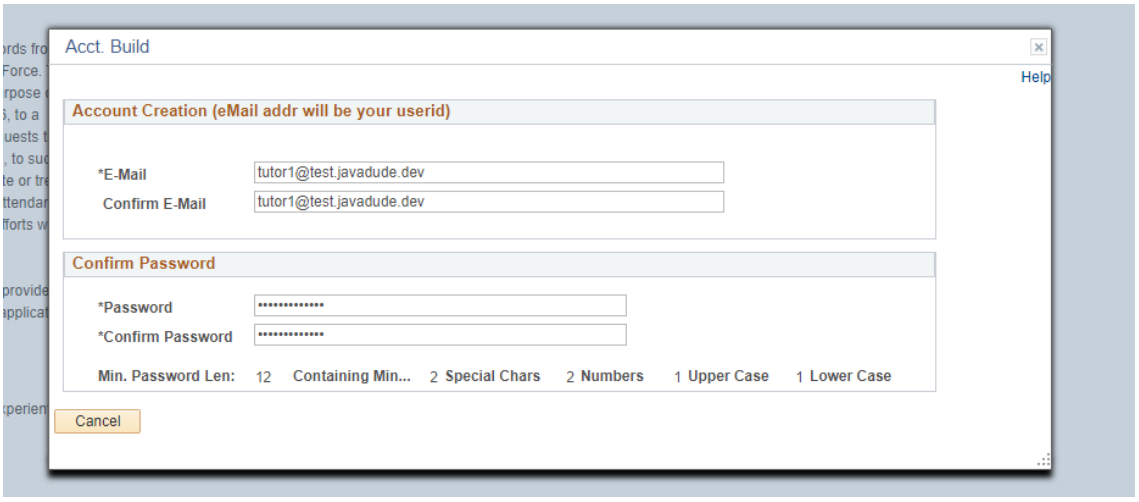


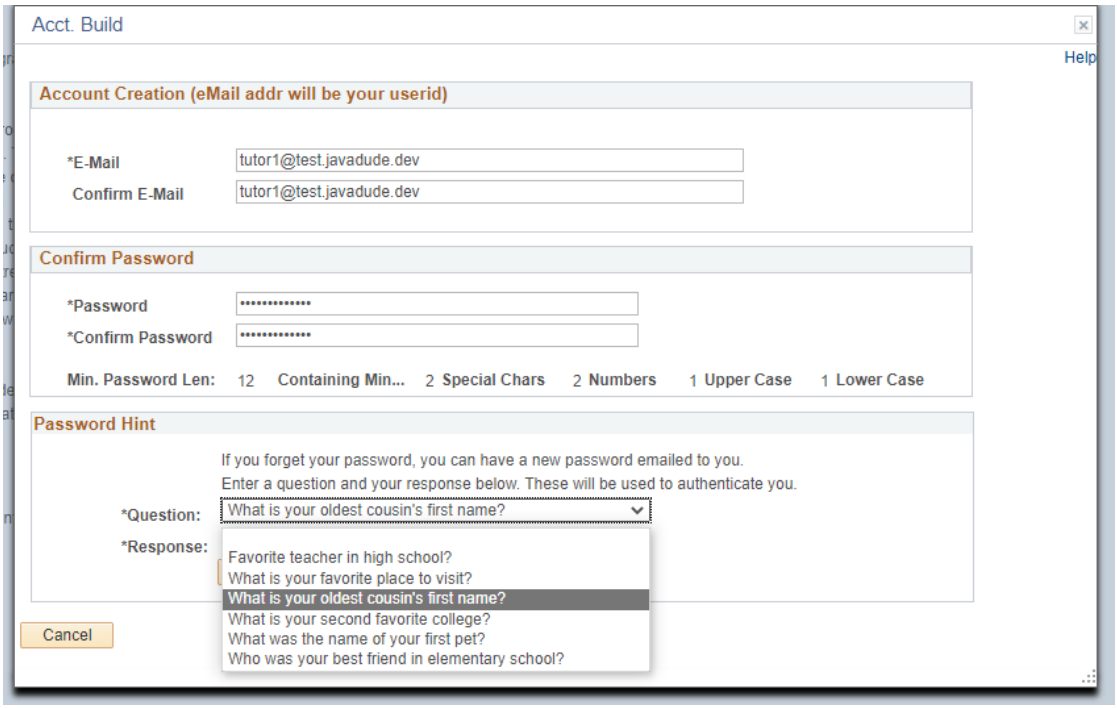
Creating A New Account

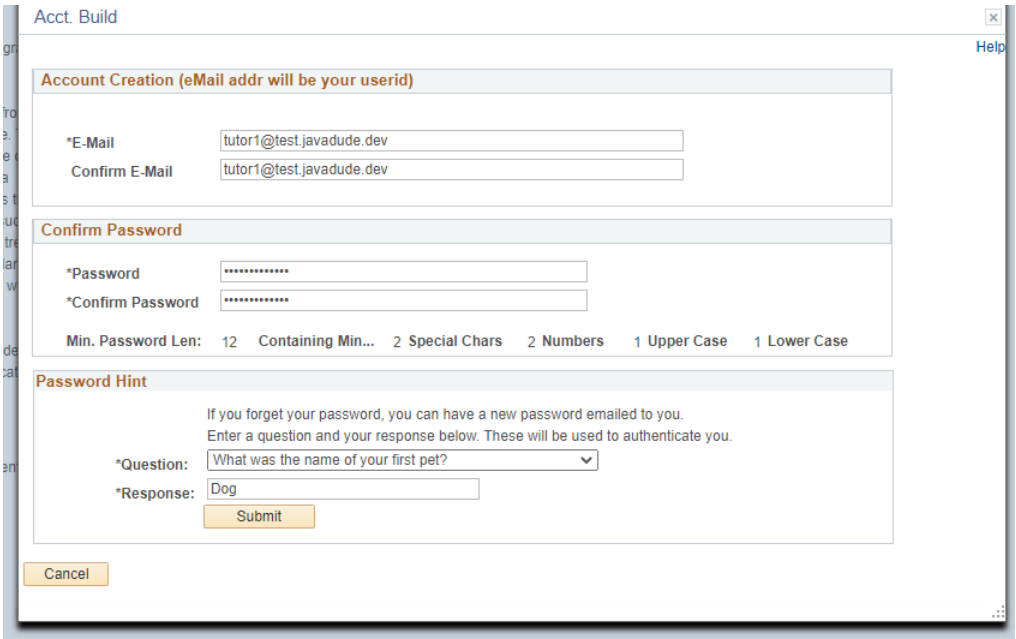
The following screens outline the process you will experience while creating your XLP account.


Help
Experiential Learning Account
Account Type XLP
PRIVACY ACT STATEMENT
AUTHORITY: 5 U.S.C. Chapter 41, Training; 5 U.S.C. 4103, Establishment of Training Programs; 5 U.S.C. 552a , Records maintained on individuals; 10 U.S.C. 2192, Improvement of education in technical fields; 10 USC 102 (Junior Reserve Officers' Training Corps); 10 U.S.C. 9013, Secretary of the Air Force implementing JROTC Air Force Instruction 36-2010, Junior Reserve Officers' Training Corps Program; 10 U.S.C. 2031, Junior Reserve Officers' Training Corps; 10 U.S.C. Chapter 907 Schools and Camps; 10 U.S.C. Chapter 102, Junior Reserve Officers' Training Program Corps, DoD Directive 1205.13; Executive Order 9397.
PURPOSE: To collect, process, and manage student application for an Experiential Learning Program including administration of selected program.
ROUTINE USES: As indicated in System of Record Notice (SORN) DoD0005 Training, Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. This information may be disclosed to the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906, to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record, to such recipients and under such circumstances and procedures as are mandated by Federal statute or treaty; to educational institutions or training facilities for purposes of enrollment and verification of attendance and performance, and to agencies, entities, and persons necessary to assist Components efforts with data breach remediation in connection to suspected or confirmed data compromise.
DISCLOSURE IS VOLUNTARY: Providing the requested information is voluntary. Failure to provide the requested information may prevent the ability to process your application and result in your application being closed before selections are made for a program.
Select "Yes" to acknowledge that:
I am 13 years old or older AND
I have read and agree to provide personal information required to fully participate in the Experiential Learning Program.
Yes
No
Help
Cancel


PURPOSE: To collect, process, and manage student application for an Experiential Learning Program
Acct. Build
Help
Account Creation (eMail addr will be your userid)
*E-Mail
Confirm E-Mail
Cancel
DISCLOSURE IS VOLUNTARY: Providing the requested information is voluntary. Failure to provide the

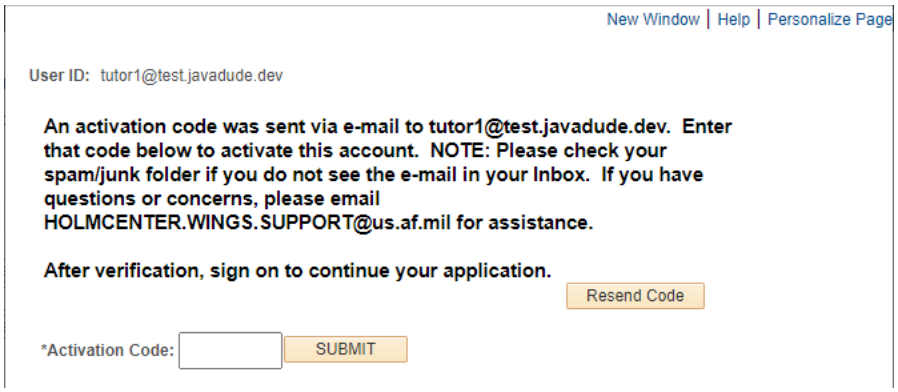

Acct. Build
Help
Account Creation (eMail addr will be your userid)
*E-Mail
tutor1@test.javadude.dev
Confirm E-Mail
tutor1@test.javadude.dev
Confirm Password
*Password
*Confirm Password
Min. Password Len: 12 Containing Min... 2 Special Chars 2 Numbers 1 Upper Case 1 Lower Case
Cancel


Acct. Build
Help
Account Creation (eMail addr will be your userid)
*E-Mail
tutor1@test.javadude.dev
Confirm E-Mail
tutor1@test.javadude.dev
Confirm Password
*Password
*Confirm Password
Min. Password Len: 12 Containing Min... 2 Special Chars 2 Numbers 1 Upper Case 1 Lower Case
Password Hint
If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.
*Question:
What is your oldest cousin's first name?
*Response:
Favorite teacher in high school?
What is your favorite place to visit?
What is your oldest cousin's first name?
What is your second favorite college?
What was the name of your first pet?
Who was your best friend in elementary school?
Cancel



Verify Email Address

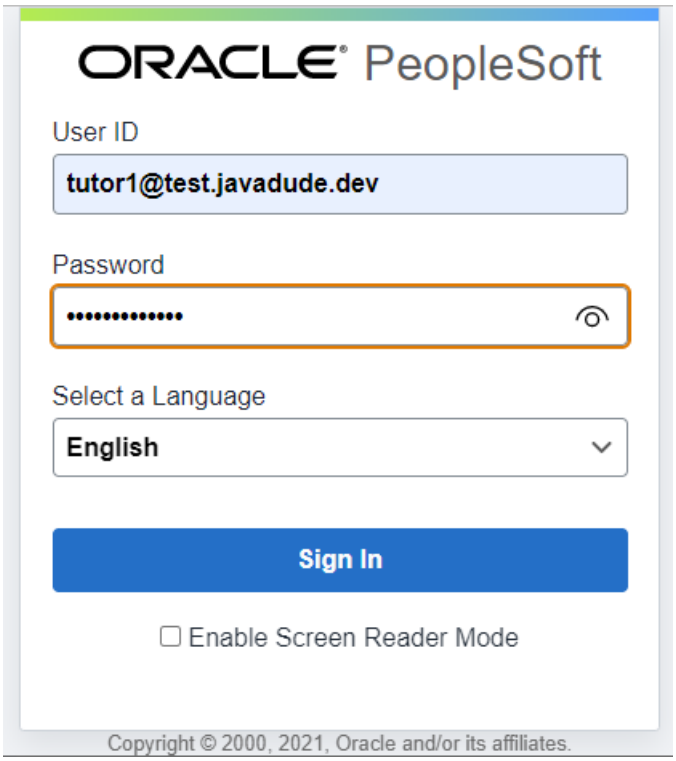
You will receive an activation code to verify your email Address. You will have to enter the activation code here to continue.

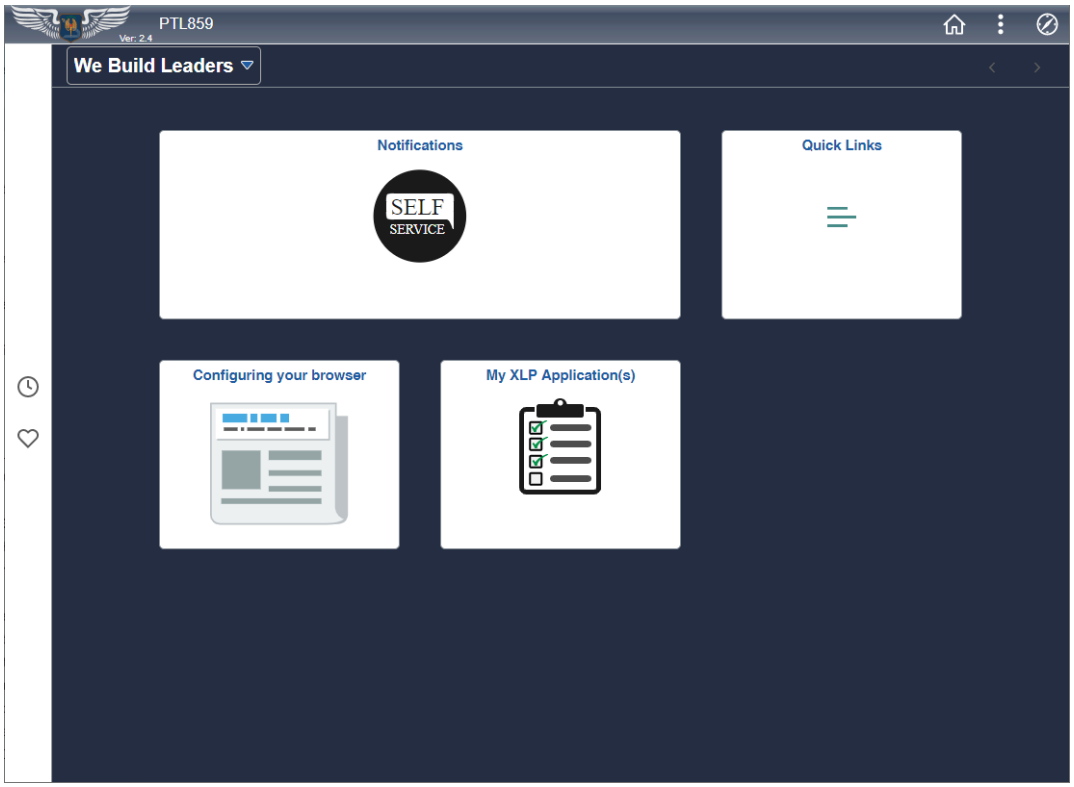


Once you complete this, you will be taken to the sign in screen where you can sign-in with your new account.

Sign In to the Portal

From the public portal page once you have created an account, you can click on the Sign In page. You will need to enter your email address and password you established previously to continue.


ORACLE PeopleSoft
User ID
tutor1@test.javadude.dev
Password
Select a Language
English
Sign In
Enable Screen Reader Mode
Copyright © 2000, 2021, Oracle and/or its affiliates.

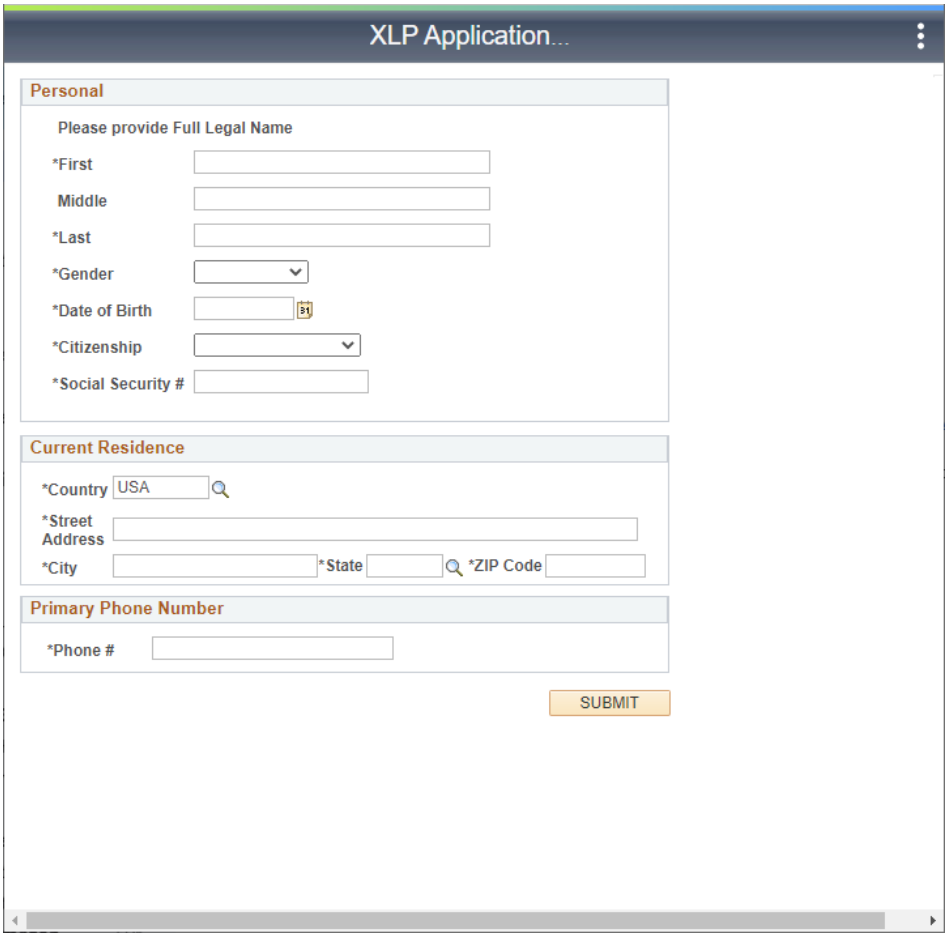

PTL859
Ver: 2.4
We Build Leaders
Notifications
SELF SERVICE
Quick Links
Configuring your browser
My XLP Application(s)

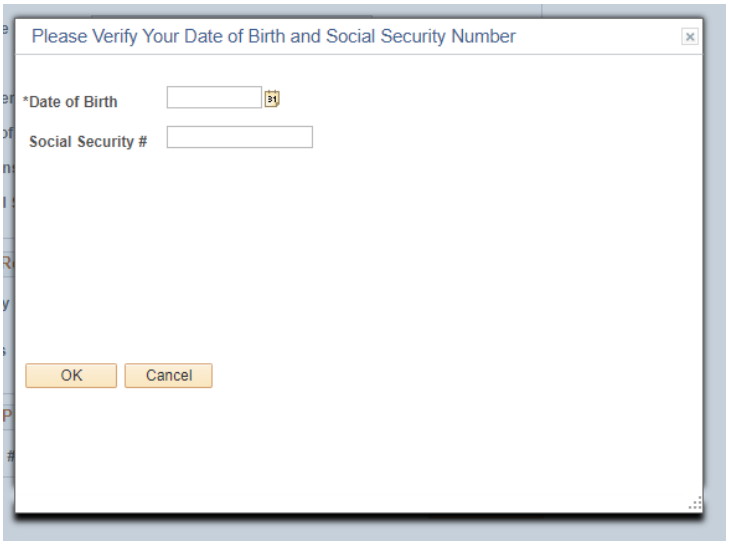
My XLP Application(s)

This is the main application hub for all application Types. You will use this tile for applying for any XLP programs in the future.

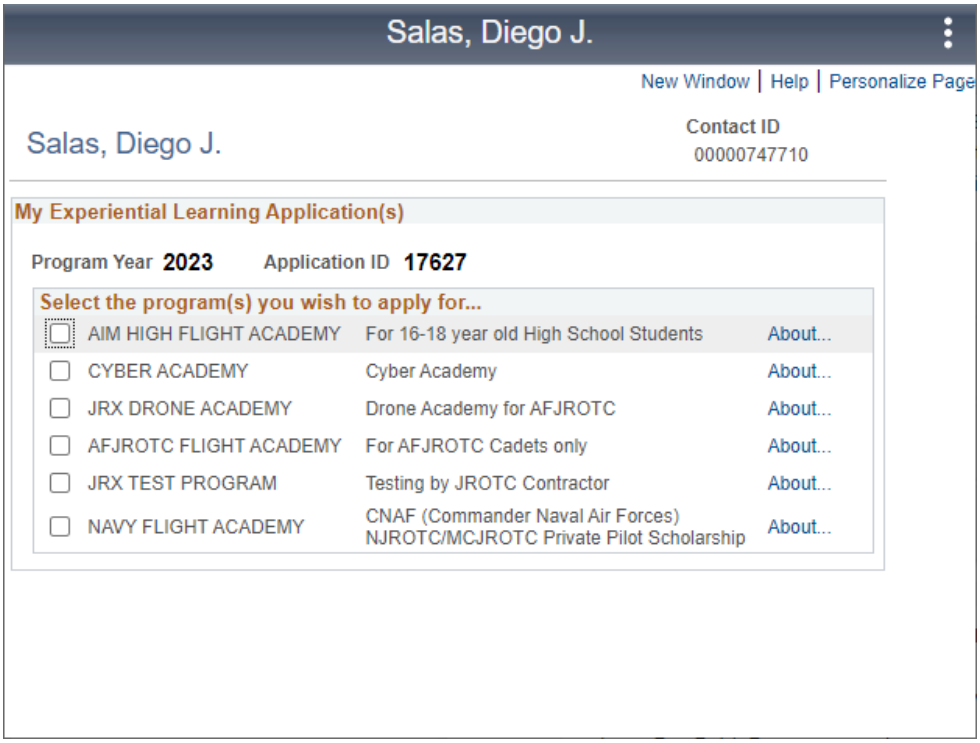
Contact Information

The first time you click on this tile you will have to enter your personal information. You will need your Social Security Number as well for verification purposes:

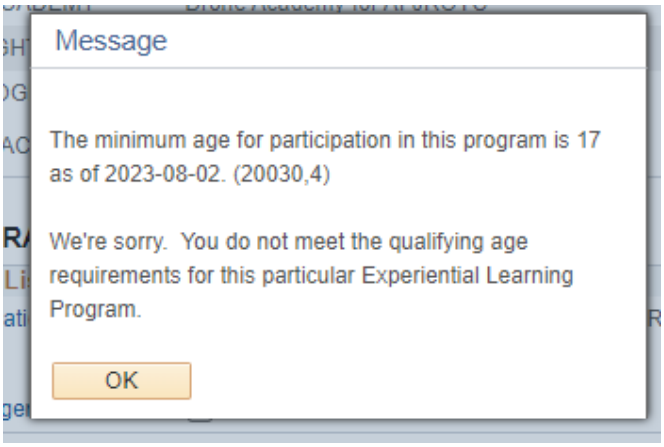


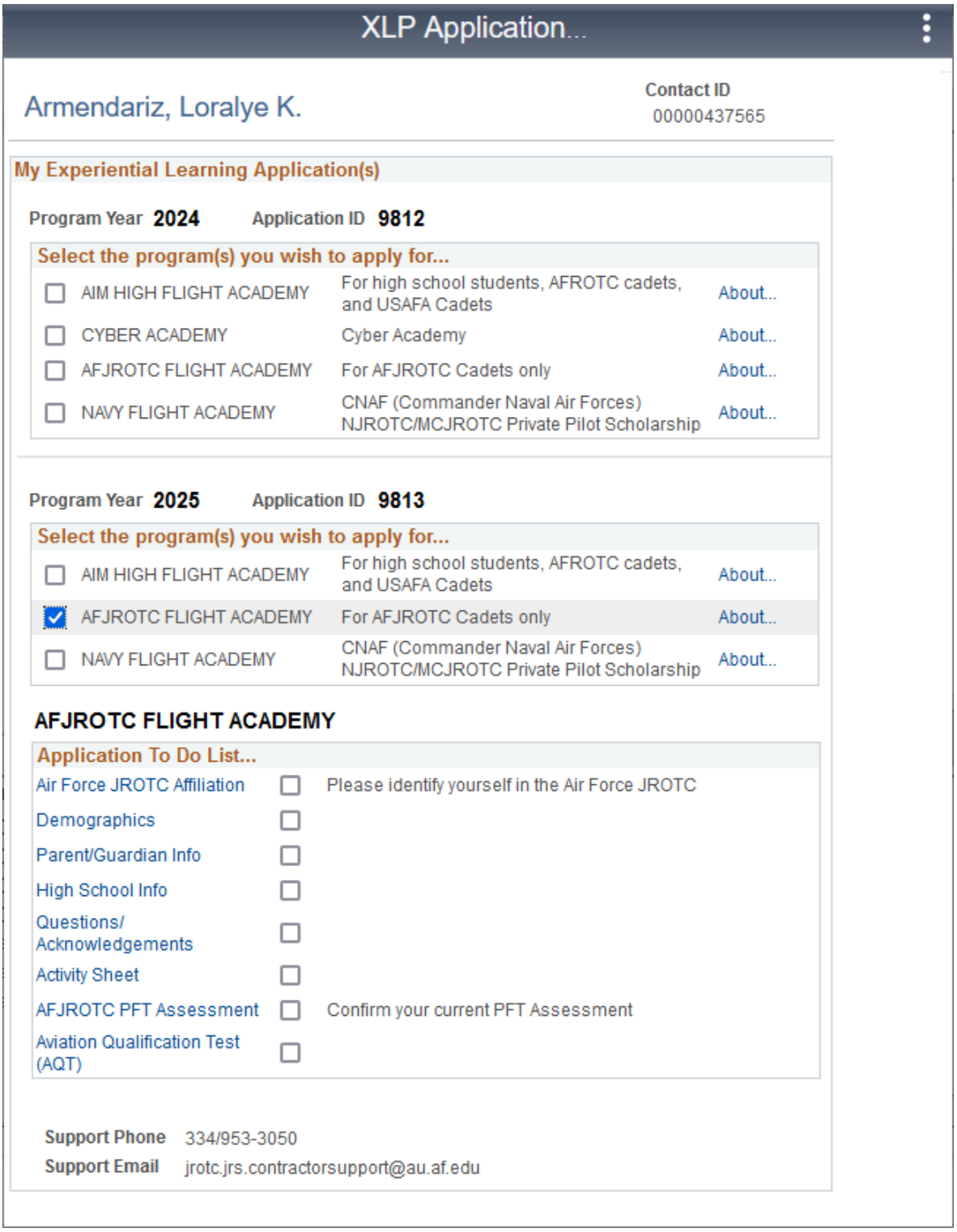


Once you complete this, you may need to close your browser completely and log back in. If you go back into the "My XLP Application(s)" tile you should see the available programs. You should also see your unique Contact ID at the top right-hand corner of the page.



You should find the program you are applying to and select the checkbox to the left of that program. If you do not meet the minimum/maximum age requirements, or that program is not currently open, you may receive a message:

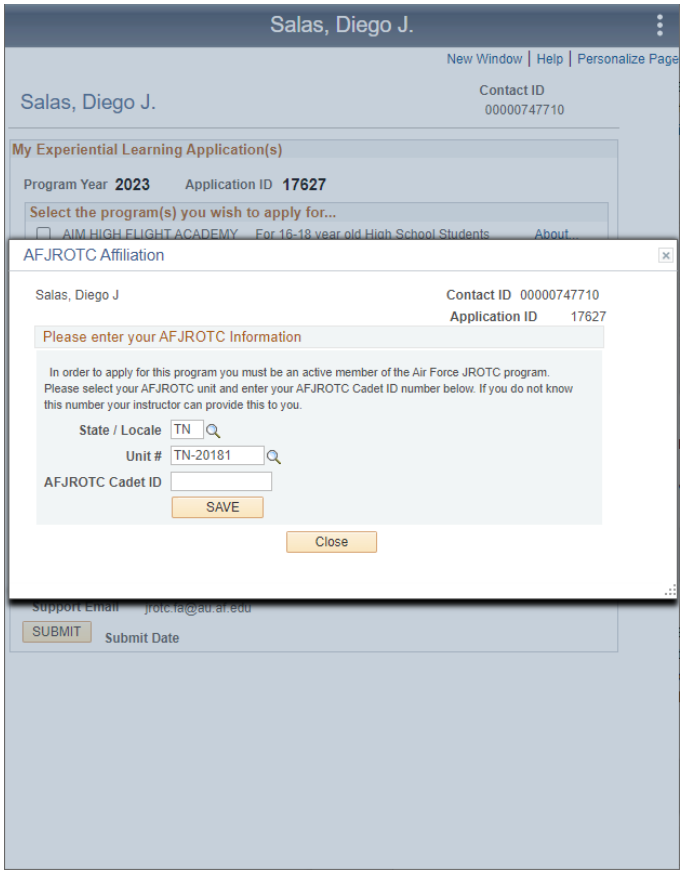

Message
The minimum age for participation in this program is 17 as of 2023-08-02. (20030,4)
We're sorry. You do not meet the qualifying age requirements for this particular Experiential Learning Program.
OK

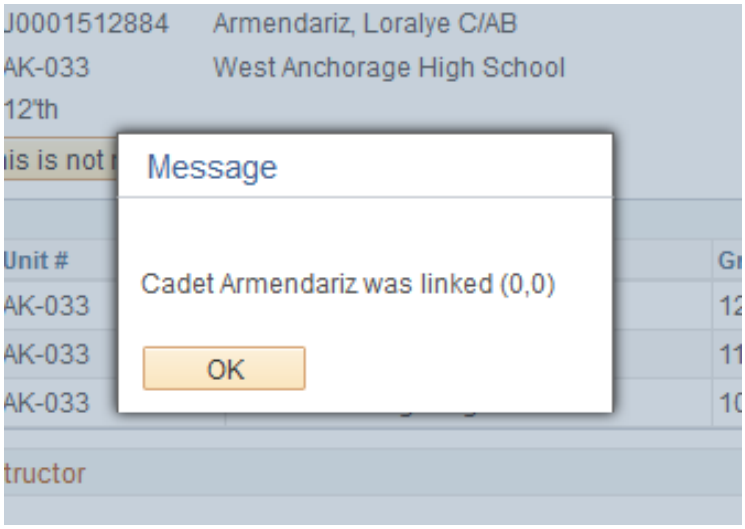


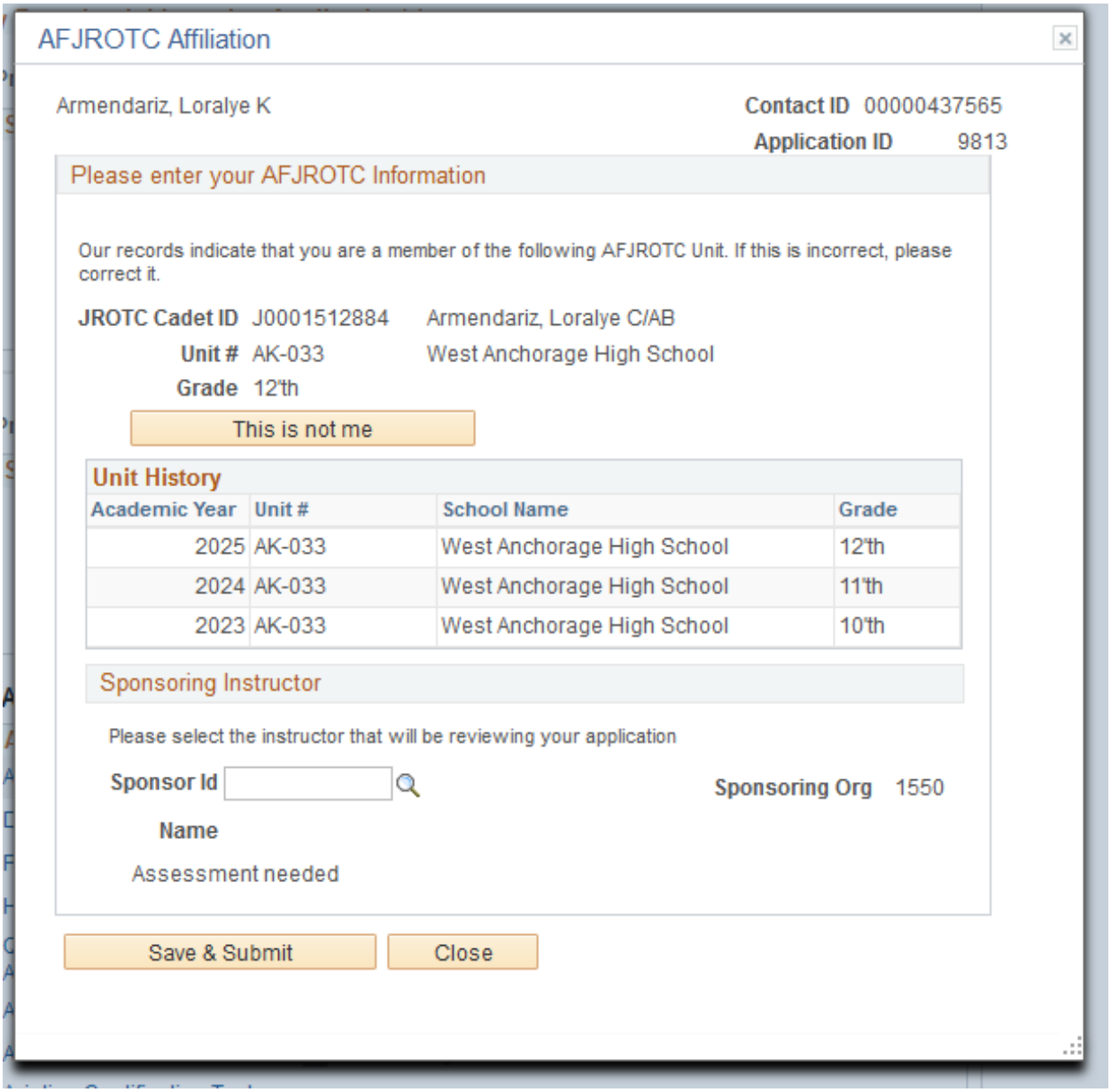
You will need to complete each of the items in the “Application To Do List” for the program you are applying to before you can hit the “Submit” button and submit the application.

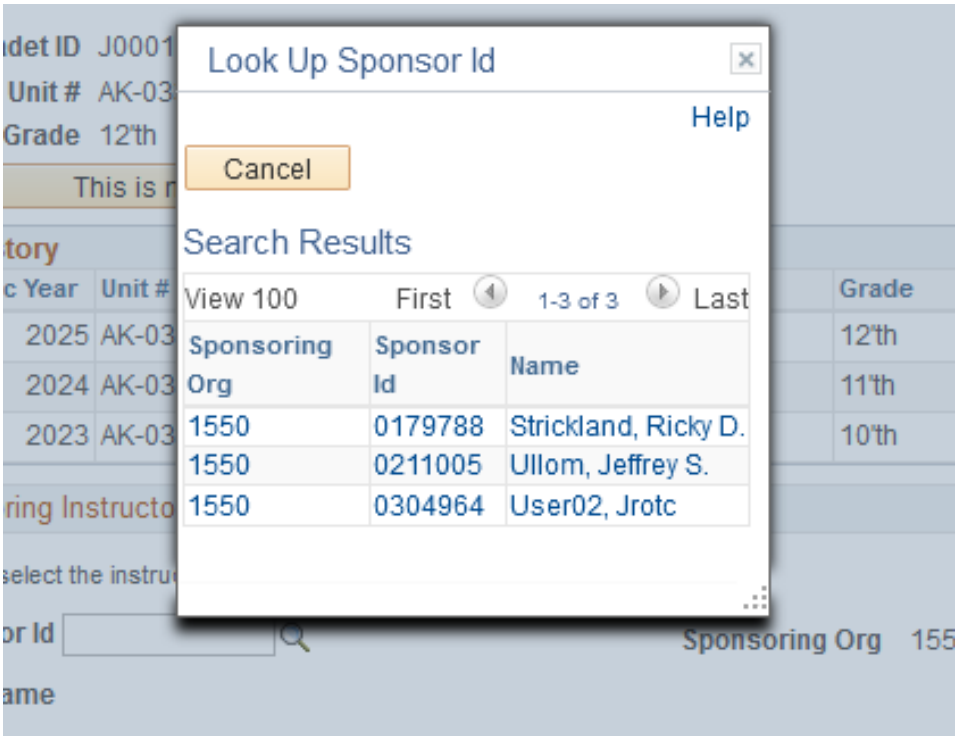
Air Force JROTC Affiliation

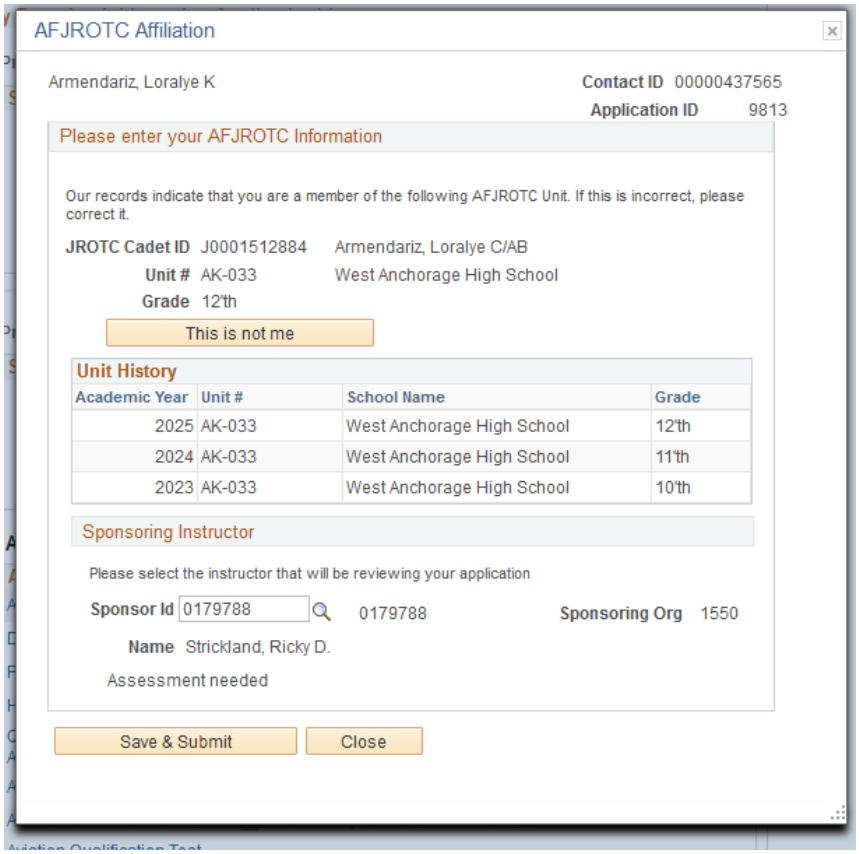
The "Air Force JROTC Affiliation" page allows us to link you to your AFJROTC information in WINGS. This helps us verify that you are an active cadet. It also allows you to select which ASI/SASI at your unit you want to designate as the sponsor. You will need your AFJROTC Cadet ID to complete this page:

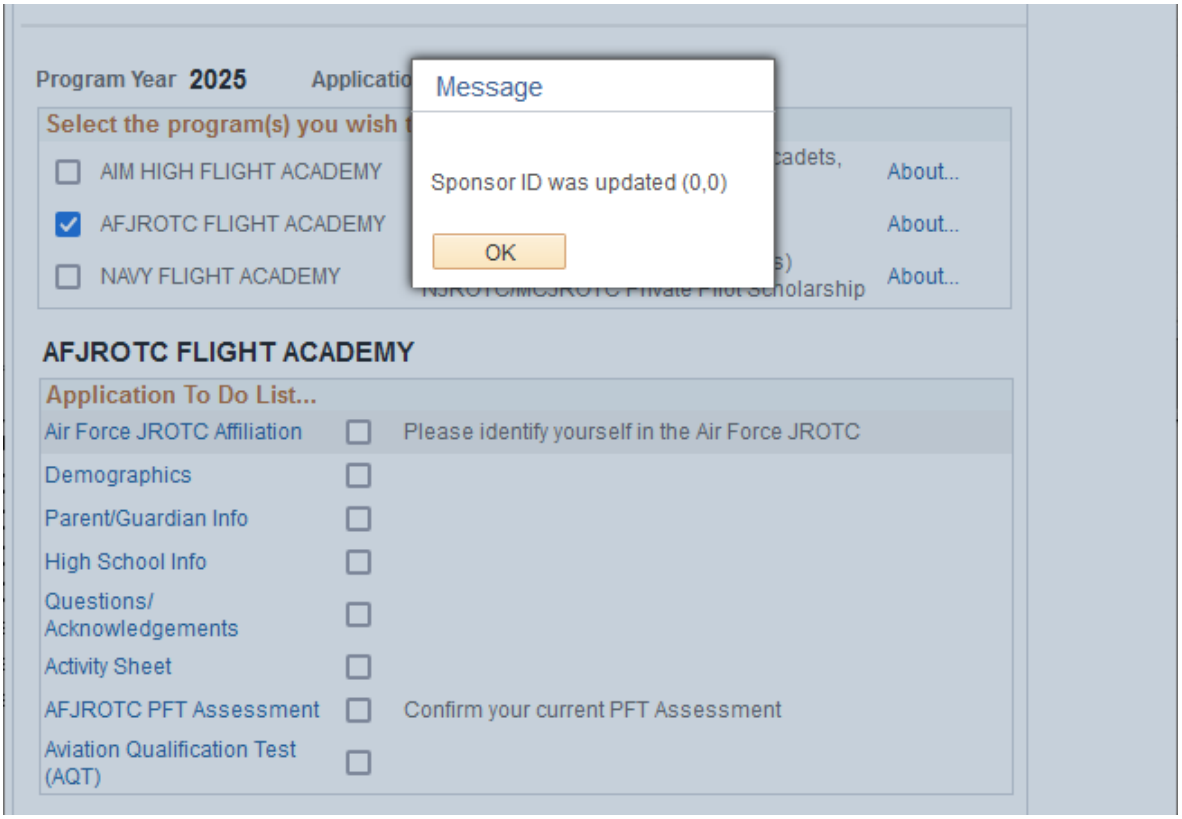



J0001512884 Armendariz, Loralye C/AB
AK-033 West Anchorage High School
12'th
Message
Cadet Armendariz was linked (0,0)
OK
Unit #
AK-033
AK-033
AK-033
tructor


AFJROTC Affiliation
Armendariz, Loralye K
Contact ID 00000437565
Application ID 9813
Please enter your AFJROTC Information
Our records indicate that you are a member of the following AFJROTC Unit. If this is incorrect, please correct it.
JROTC Cadet ID J0001512884 Armendariz, Loralye C/AB
Unit # AK-033 West Anchorage High School
Grade 12'th
This is not me
Unit History
Academic Year Unit # School Name Grade
2025 AK-033 West Anchorage High School 12'th
2024 AK-033 West Anchorage High School 11'th
2023 AK-033 West Anchorage High School 10'th
Sponsoring Instructor
Please select the instructor that will be reviewing your application
Sponsor Id
Sponsoring Org 1550
Name
Assessment needed
Save & Submit
Close

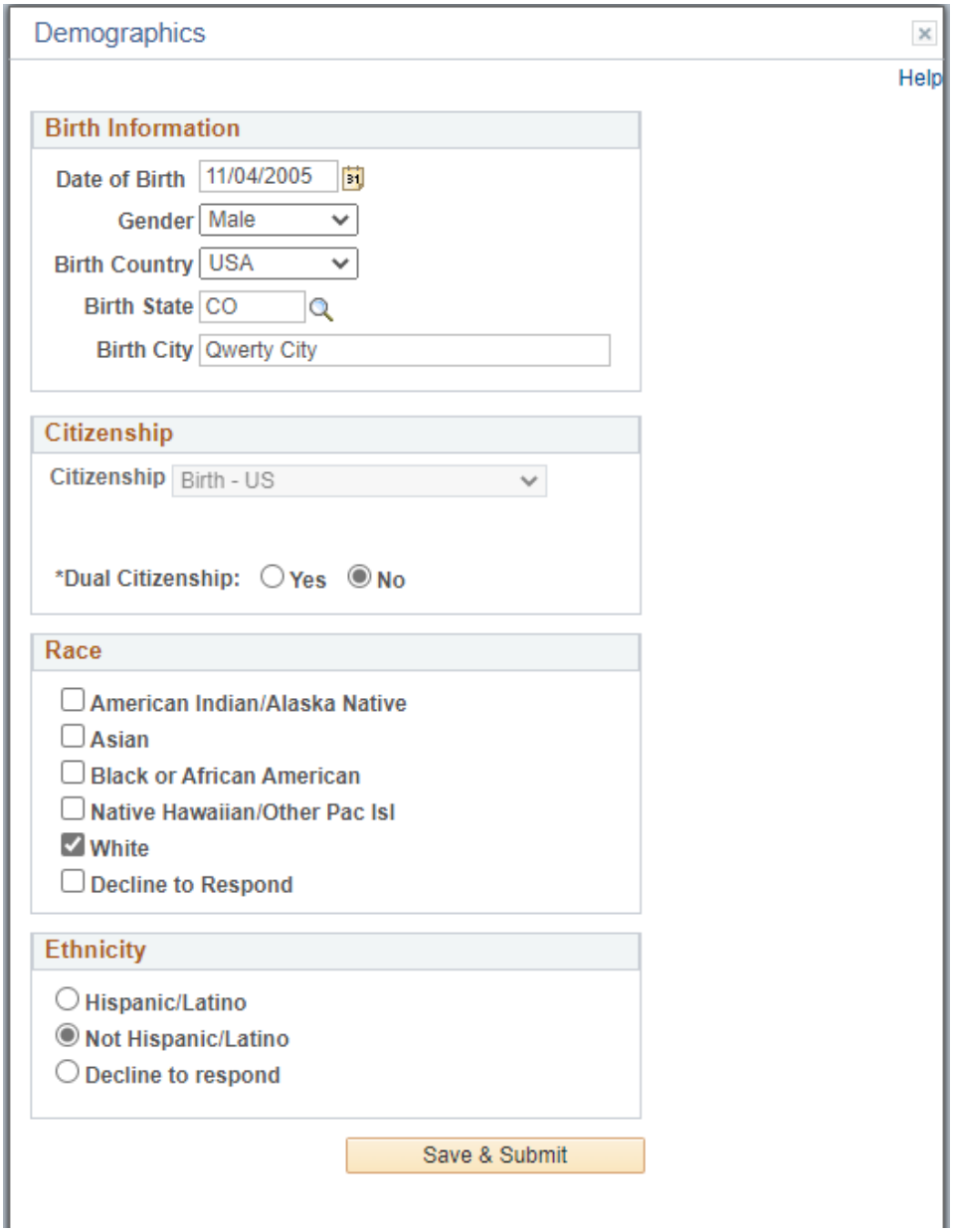

Look Up Sponsor Id
Help
Cancel
Search Results
View 100 First 1-3 of 3 Last
Sponsoring Org
Sponsor Id
Name
1550 0179788 Strickland, Ricky D.
1550 0211005 Ullom, Jeffrey S.
1550 0304964 User02, Jrotc


AFJROTC Affiliation
Armendariz, Loralye K
Contact ID 00000437565
Application ID 9813
Please enter your AFJROTC Information
Our records indicate that you are a member of the following AFJROTC Unit. If this is incorrect, please correct it.
JROTC Cadet ID J0001512884 Armendariz, Loralye C/AB
Unit # AK-033 West Anchorage High School
Grade 12th
This is not me
Unit History
Academic Year Unit # School Name Grade
2025 AK-033 West Anchorage High School 12th
2024 AK-033 West Anchorage High School 11th
2023 AK-033 West Anchorage High School 10th
Sponsoring Instructor
Please select the instructor that will be reviewing your application
Sponsor Id 0179788 0179788 Sponsoring Org 1550
Name Strickland, Ricky D.
Assessment needed
Save & Submit
Close



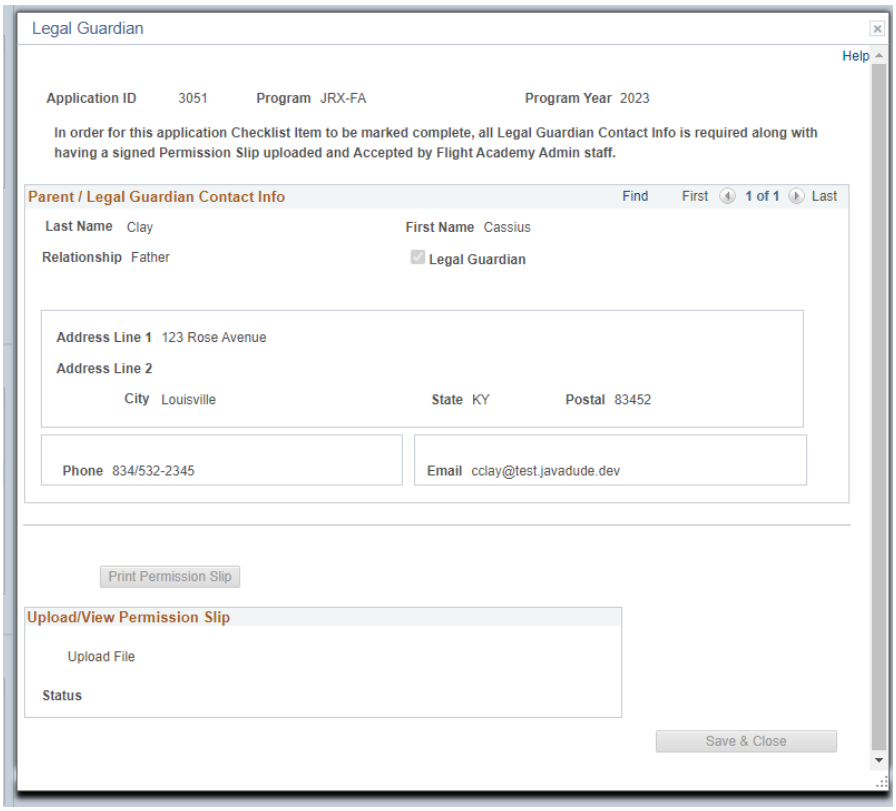
Demographics

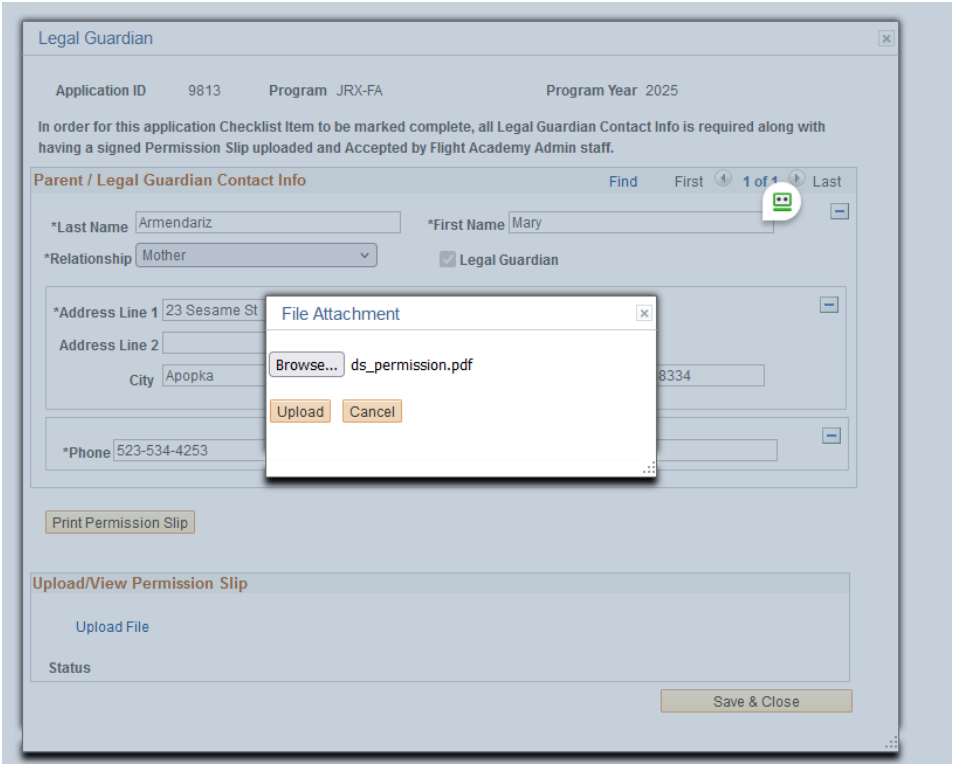
You will need to complete the demographic information as shown below:

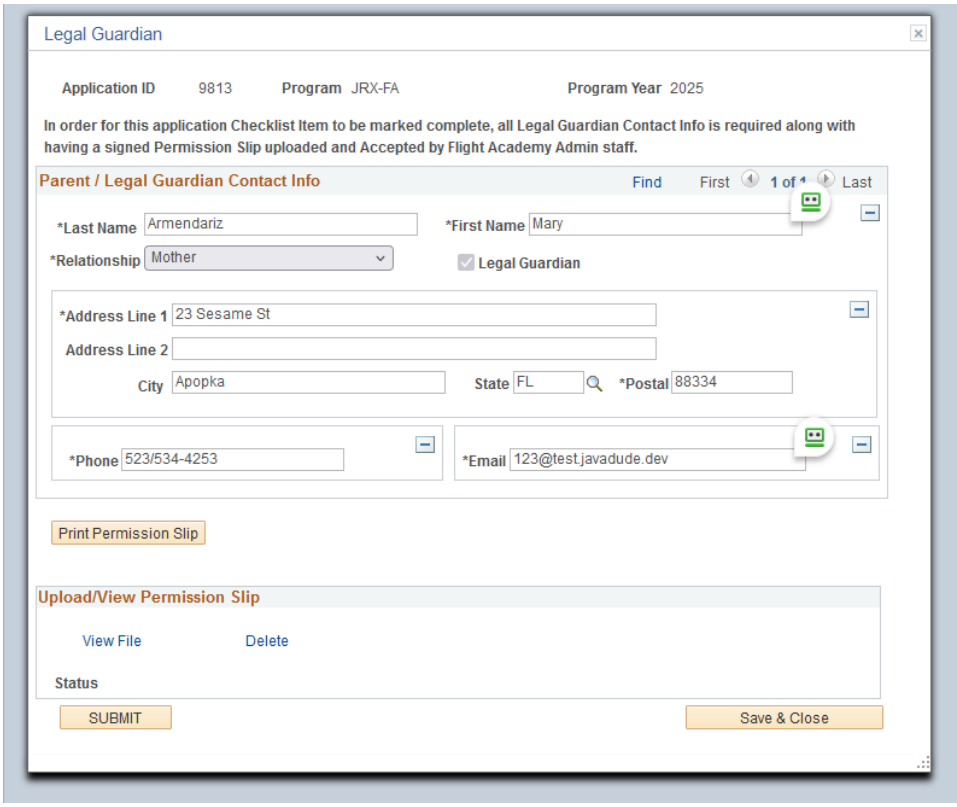


Parent/Guardian Info

You will need to enter one or more of your legal guardians' information. You will need to print the provided permission slip, have it signed, and re-upload it here

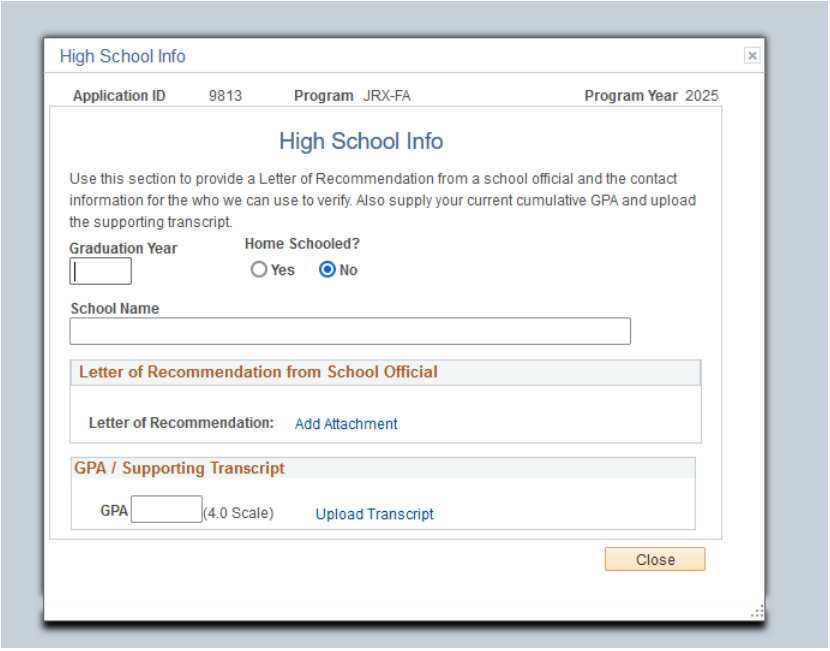

Legal Guardian
Help
Application ID 3051 Program JRX-FA Program Year 2023
In order for this application Checklist Item to be marked complete, all Legal Guardian Contact Info is required along with having a signed Permission Slip uploaded and Accepted by Flight Academy Admin staff.
Parent / Legal Guardian Contact Info
Find First 1 of 1 Last
Last Name Clay
First Name Cassius
Relationship Father
Legal Guardian
Address Line 1 123 Rose Avenue
Address Line 2
City Louisville
State KY
Postal 83452
Phone 834/532-2345
Email cclay@test.javadude.dev
Print Permission Slip
Upload/View Permission Slip
Upload File
Status
Save & Close

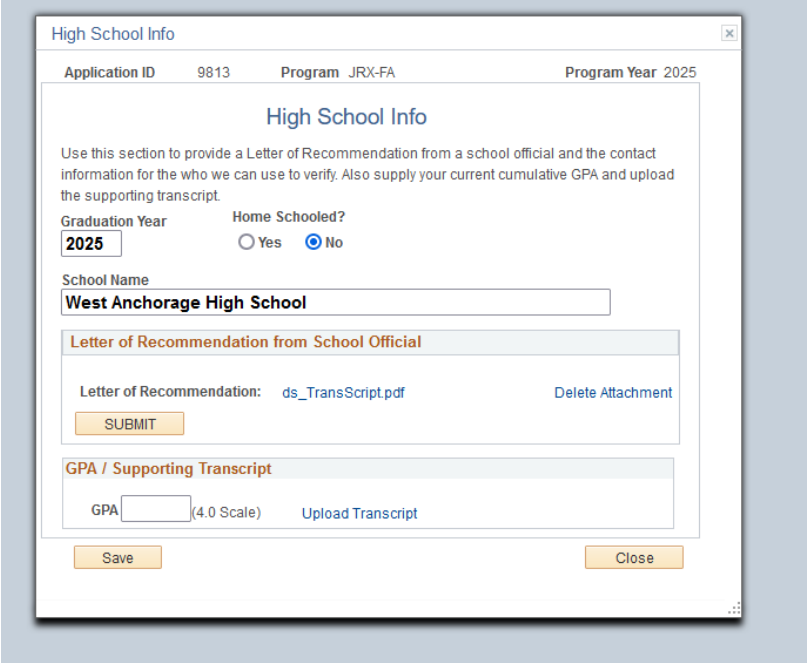

Legal Guardian
Application ID 9813 Program JRX-FA Program Year 2025
In order for this application Checklist Item to be marked complete, all Legal Guardian Contact Info is required along with having a signed Permission Slip uploaded and Accepted by Flight Academy Admin staff.
Parent / Legal Guardian Contact Info
Find First 1 of 1 Last
*Last Name Armendariz
*First Name Mary
*Relationship Mother
Legal Guardian
*Address Line 1 23 Sesame St
Address Line 2
City Apopka
8334
*Phone 523-534-4253
File Attachment
Browse... ds_permission.pdf
Upload Cancel
Print Permission Slip
Upload/View Permission Slip
Upload File
Status
Save & Close

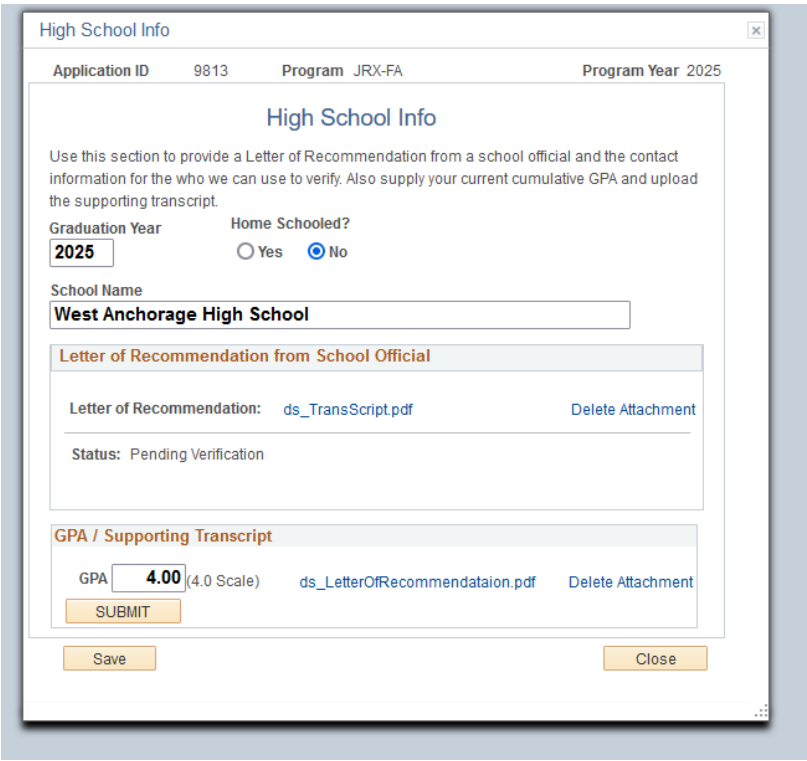


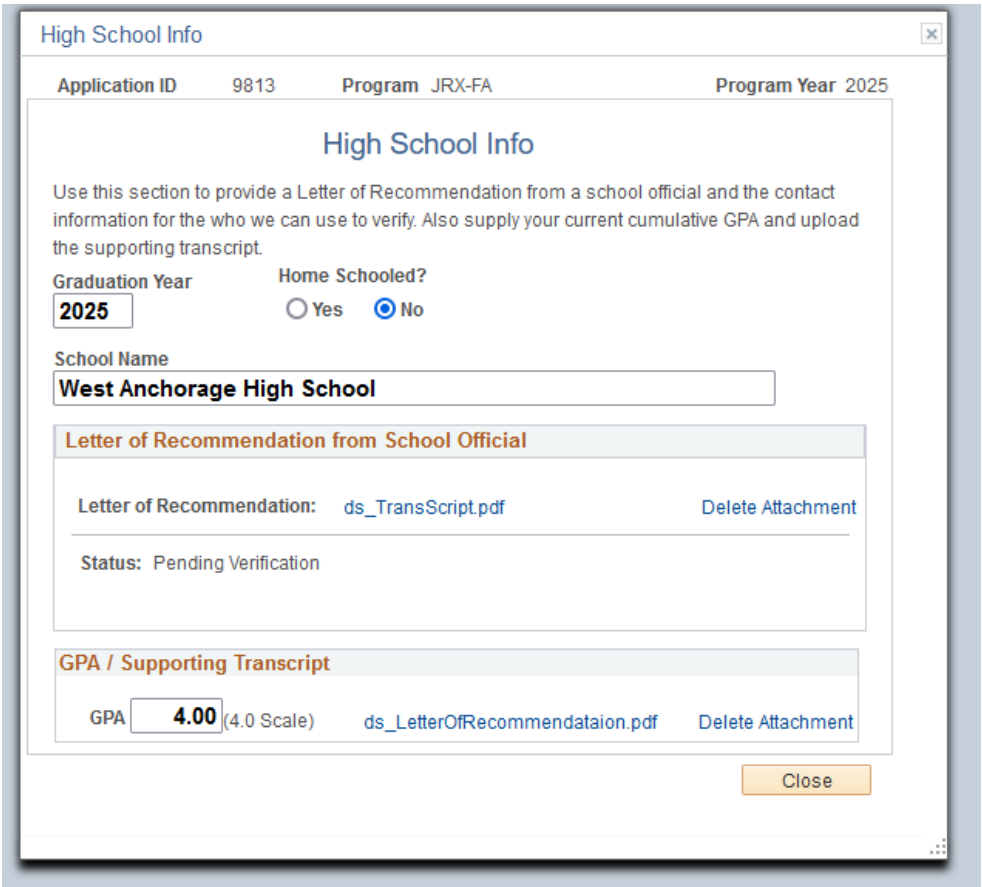
High School Info

You will need to enter your High School Information. You will also need your current non-weighted Grade Point Average (GPA), a transcript, and a Letter of Recommendation from a high school official:



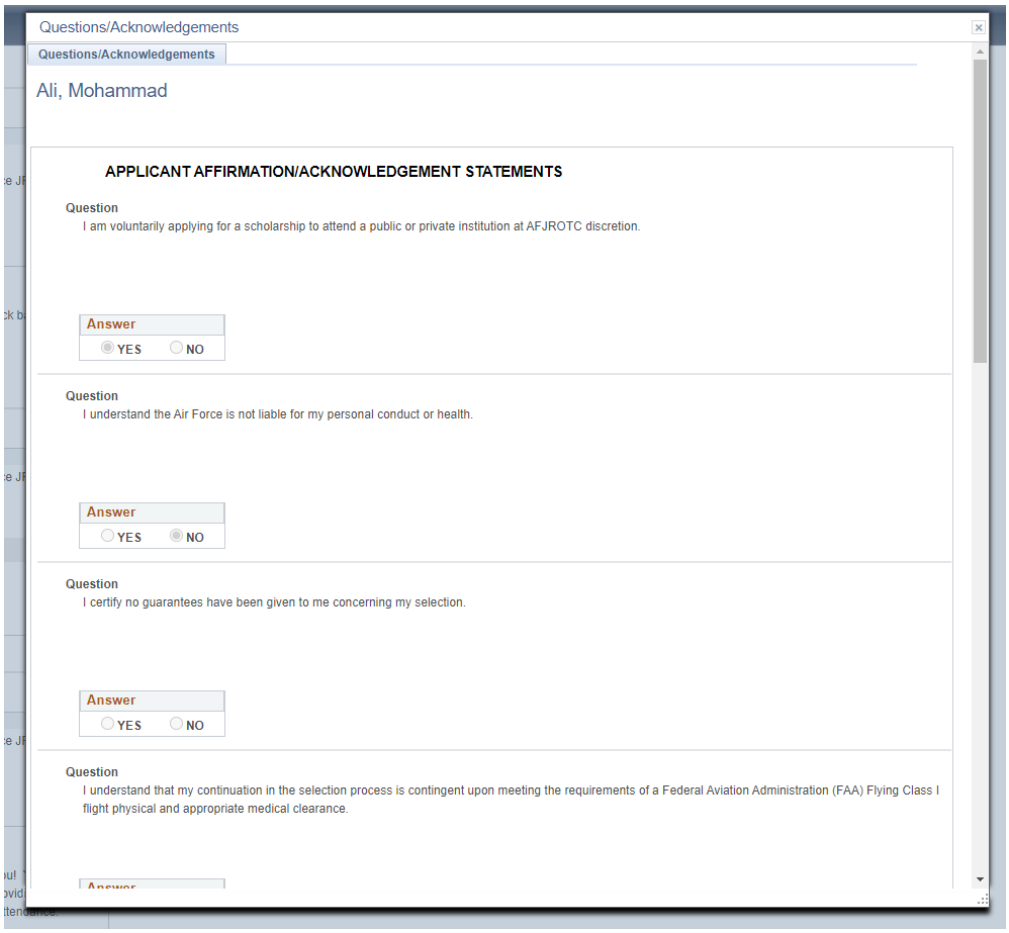

High School Info
Application ID 9813 Program JRX-FA Program Year 2025
High School Info
Use this section to provide a Letter of Recommendation from a school official and the contact information for the who we can use to verify. Also supply your current cumulative GPA and upload the supporting transcript.
Graduation Year
2025
Home Schooled?
Yes
No
School Name
West Anchorage High School
Letter of Recommendation from School Official
Letter of Recommendation: ds_TransScript.pdf
Delete Attachment
SUBMIT
GPA / Supporting Transcript
GPA
(4.0 Scale)
Upload Transcript
Save
Close


High School Info
Application ID 9813 Program JRX-FA Program Year 2025
High School Info
Use this section to provide a Letter of Recommendation from a school official and the contact information for the who we can use to verify. Also supply your current cumulative GPA and upload the supporting transcript.
Graduation Year
2025
Home Schooled?
Yes
No
School Name
West Anchorage High School
Letter of Recommendation from School Official
Letter of Recommendation: ds_TransScript.pdf
Delete Attachment
Status: Pending Verification
GPA / Supporting Transcript
GPA
4.00
(4.0 Scale)
ds_LetterOfRecommendataion.pdf
Delete Attachment
SUBMIT
Save
Close

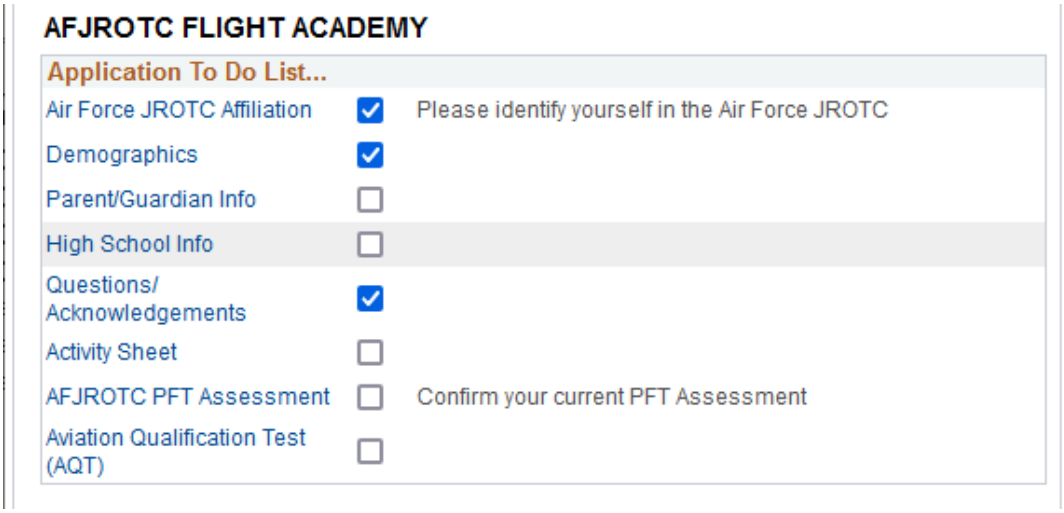


Questions/Acknowledgements

There are a few acknowledgement questions you must respond to.

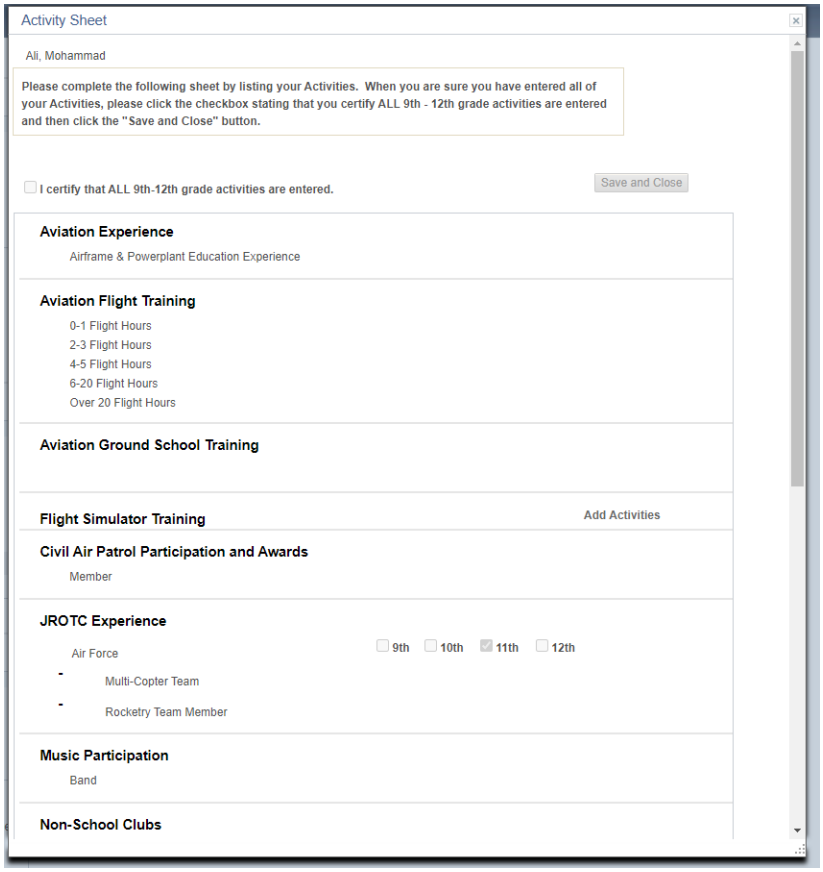


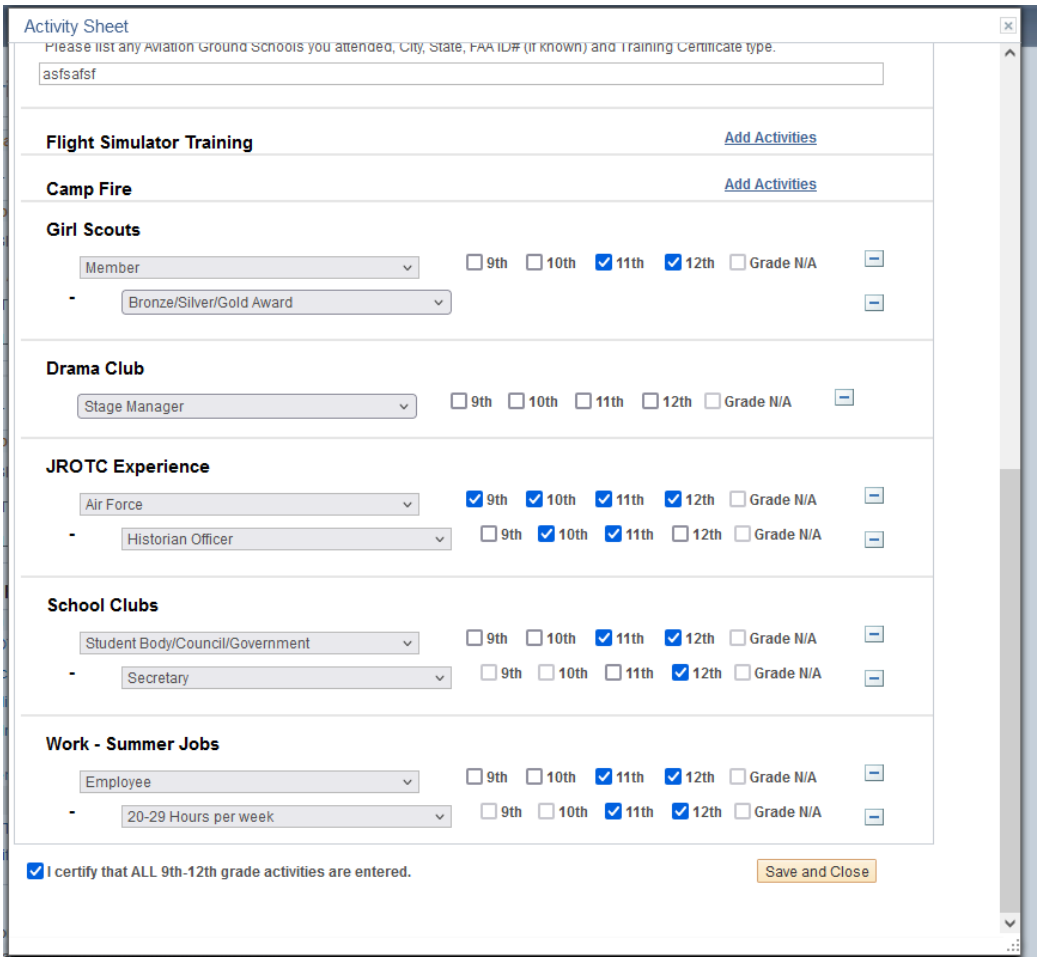
Once all the Questions/Acknowledgements have been answered and you save it, the Questions/Acknowledgements should be checked on the To Do list. If not, you need to go back and verify that all the questions have been answered.



Activity Sheet

The “Activity Sheet” is like your resume, it is where you can provide relevant experience and information as it relates to the program. Once you have completed all the items on the activity sheet you will need to click the “I certify that ALL 9th-12th grade activities are entered.” And click Save and Close.

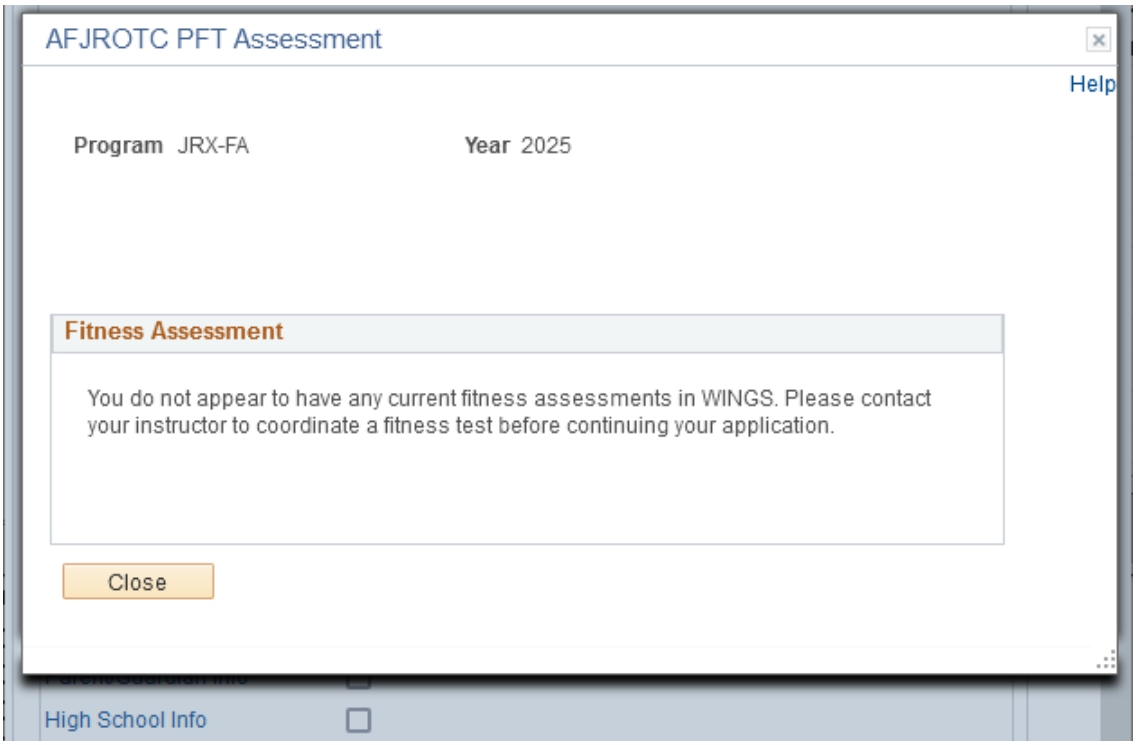




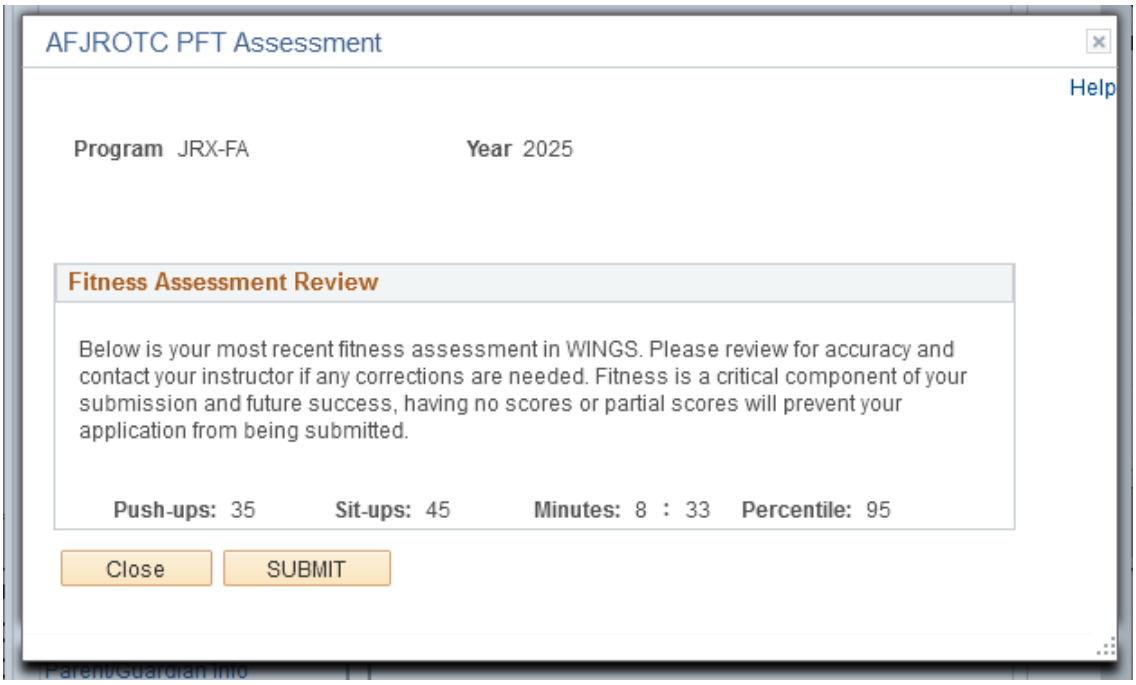
AFJROTC PFT Assessment

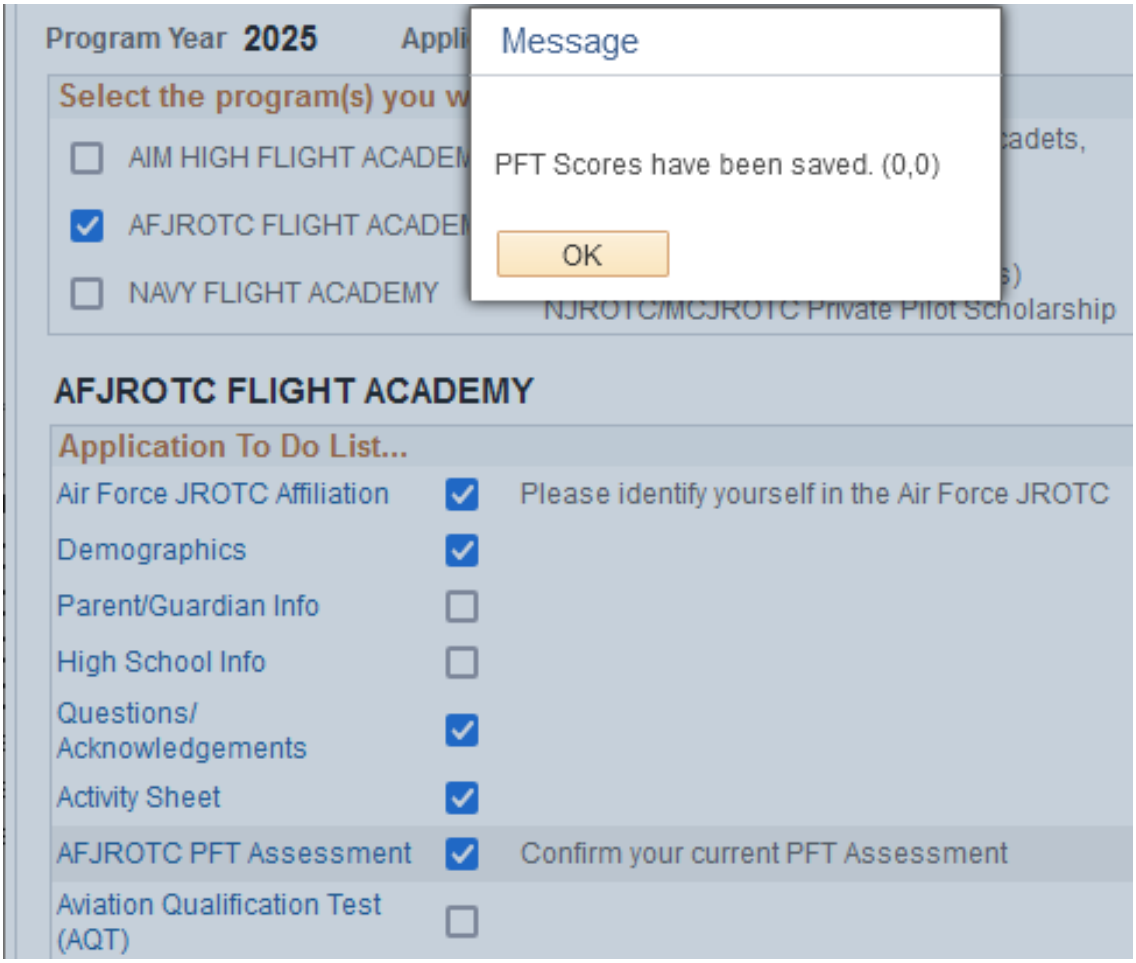
You will need to have a current PFT Fitness Assessment to apply. You will need to verify and submit your fitness score to complete the application.

If you do not have a current fitness score, you will see this:



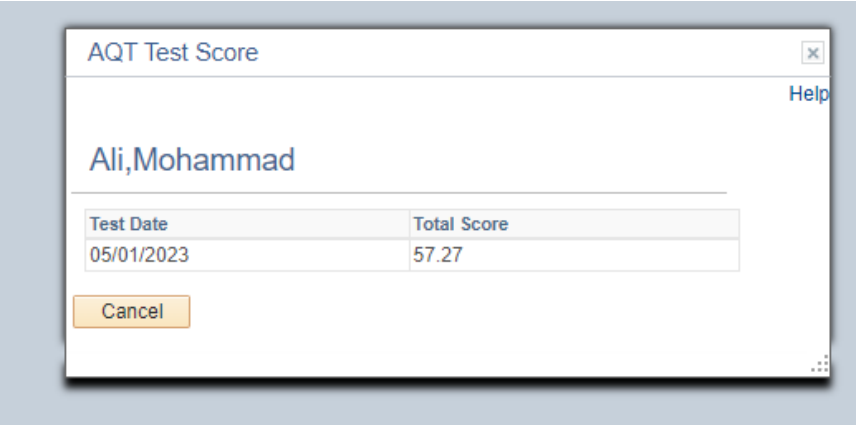
Otherwise, you will see your current Fitness Assessment score. You must verify that your scores are correct BEFORE you click the "Submit" button. Once you submit, you will NOT be able to go back.

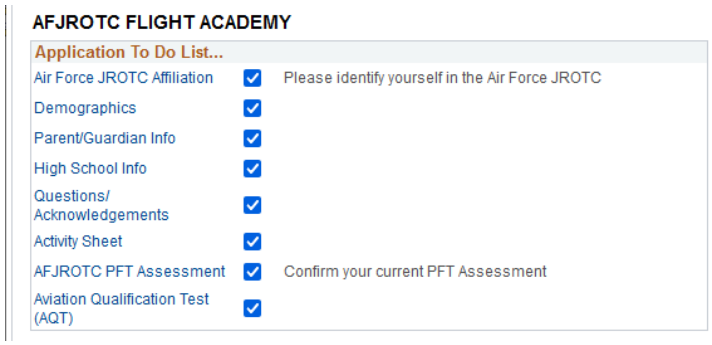




Aviation Qualification Test (AQT)

When you complete the AQT and your scores are uploaded by JRX Staff, you will be able to view your score here. Once the score has been uploaded, a checkmark will show up on the Application To Do list.

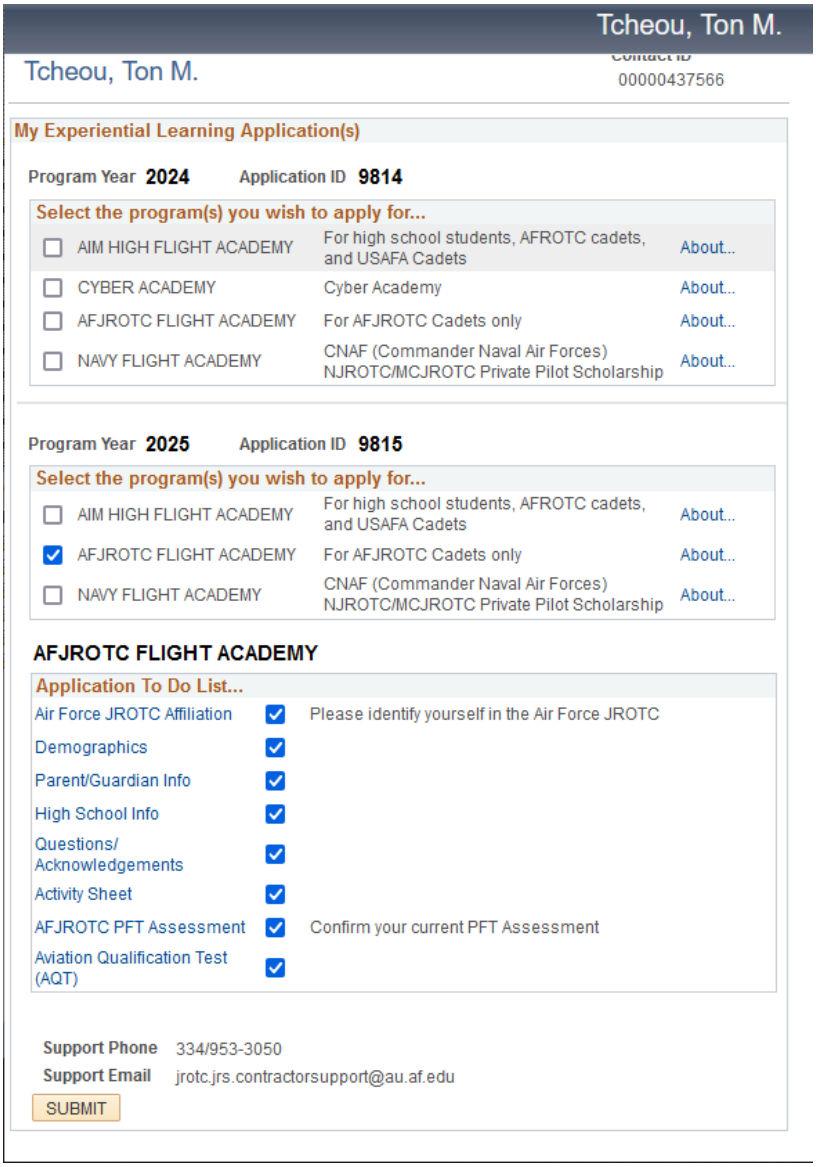




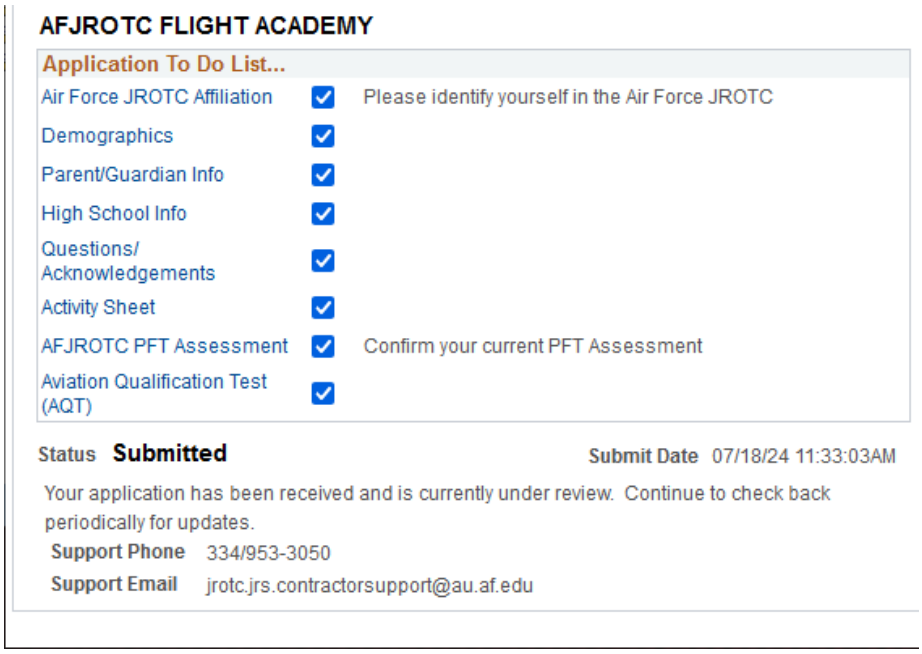
Submitting Your Application

You MUST submit your application after you have completed all the Application to Do List Items. Your application will not be boarded unless it has been submitted.

Once all the Application to do List items have been completed, including AQT Scores, Sponsor Assessments, Document/Transcript Approval, a Submit button will show up at the bottom of the My XLP Applications page:

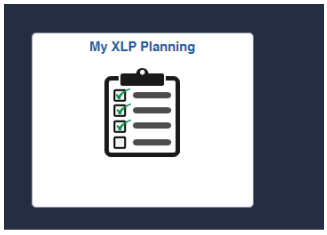


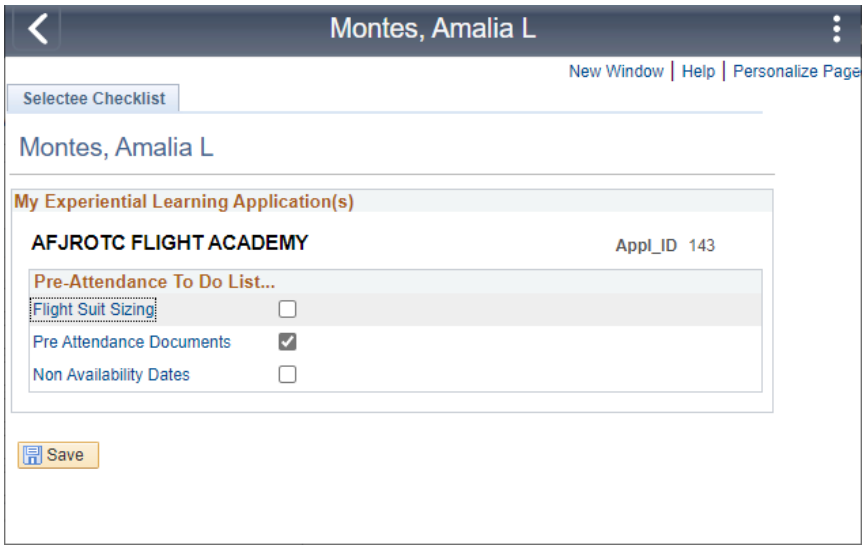
You must click on the Submit button to complete your application.



My XLP Planning

When you have been selected for a program, you will have a new tile on your homepage, “My XLP Planning”.

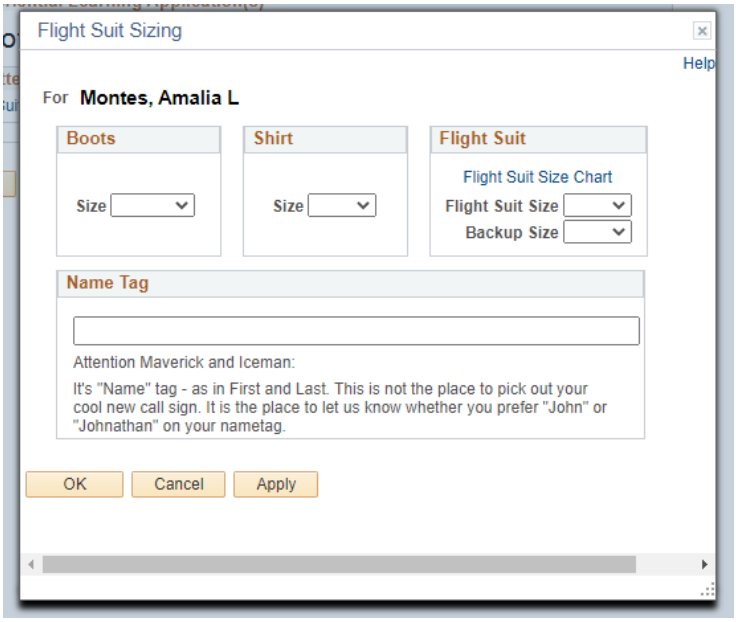




This is where you will need to complete additional tasks before/during their time in the program.

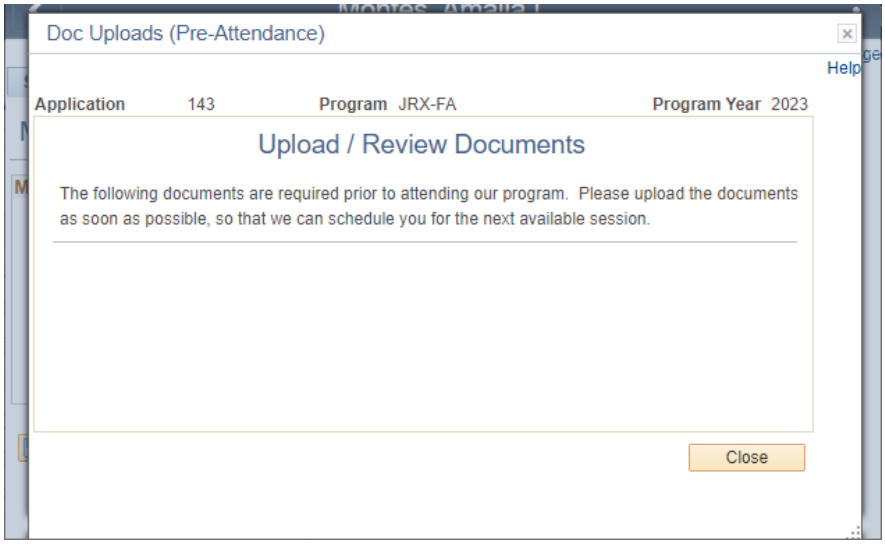
Flight Suit Sizing

Flight suit sizing is where you will identify size requirements and type your name for your name tag.



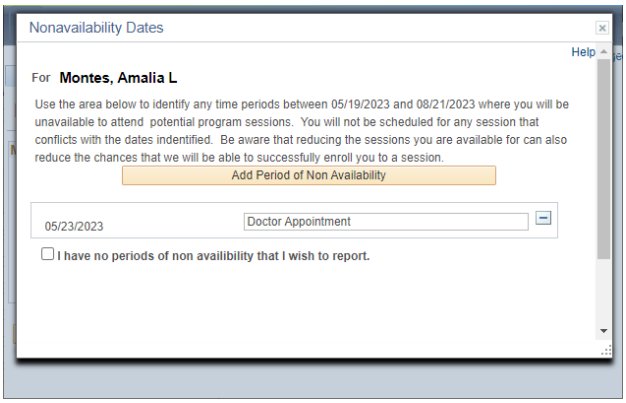
Pre Attendance Documents

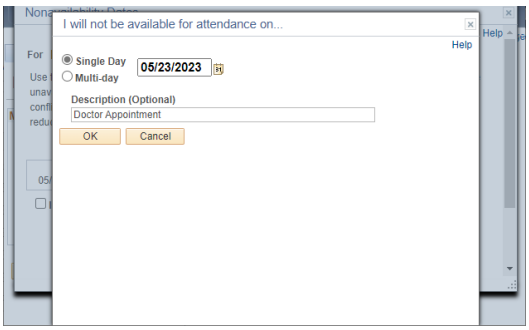
The documents required for the program (such as health forms, etc.) can be uploaded in the “Pre-Attendance Documents” section. The documents are identified by JRX Staff in the setup process under the “Experiential Learning Program” component.



Non Availability Dates

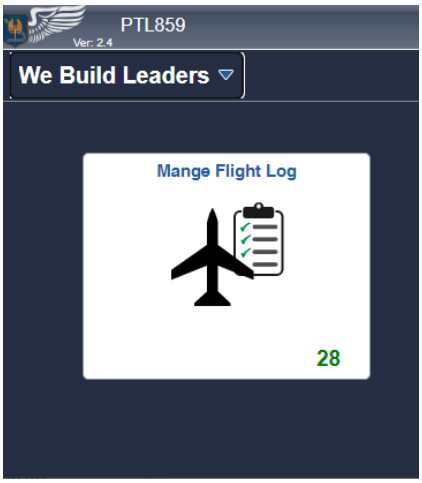
If there are dates you will not be able to attend, you can be identified in the "Non-availability Dates" section:



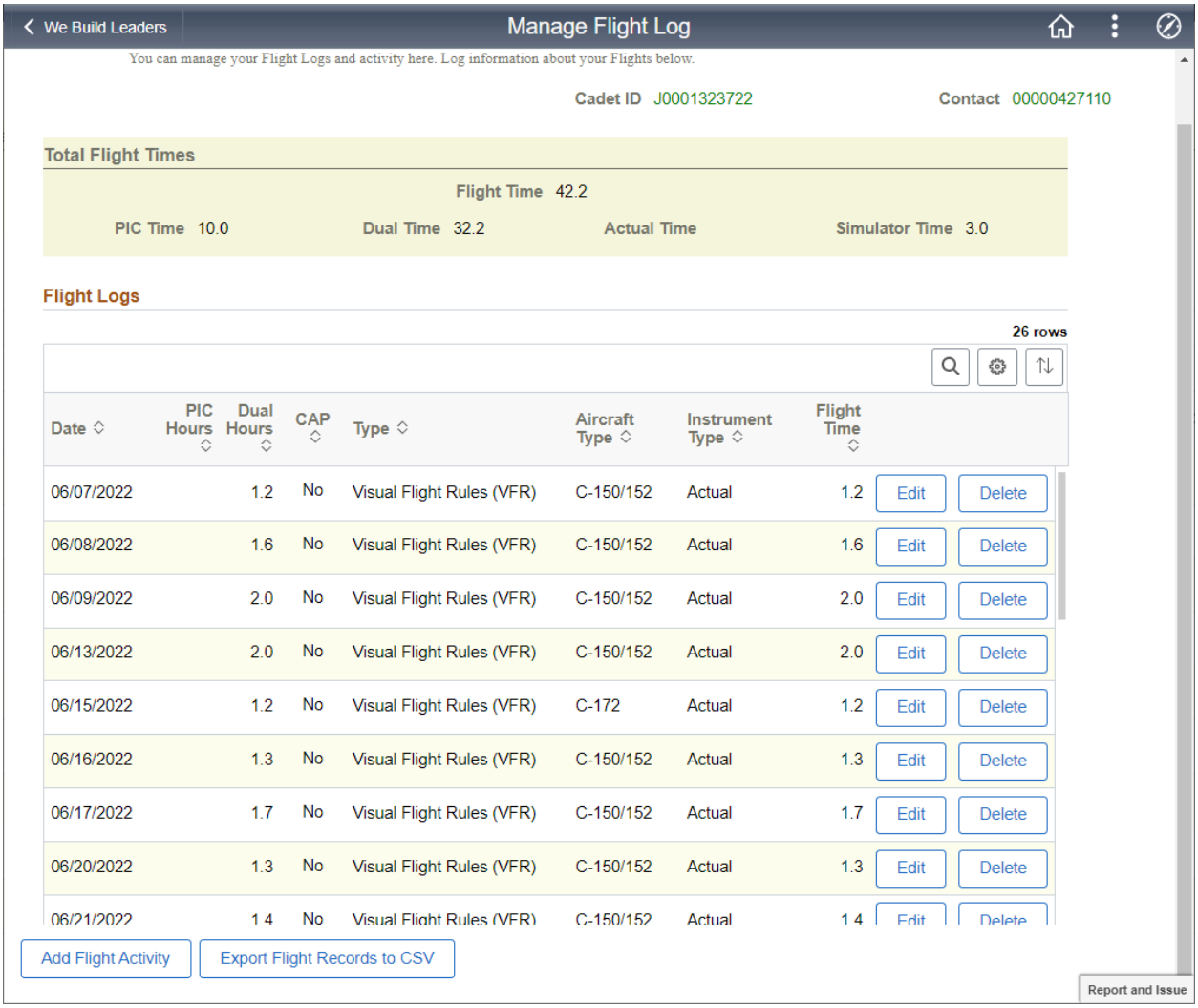


Flight Logs

The "Flight Logs" component is where you can upload your flight log data into the system. Once an applicant status has been changed to a selectee, you will have access to the "Flight Log" tile.

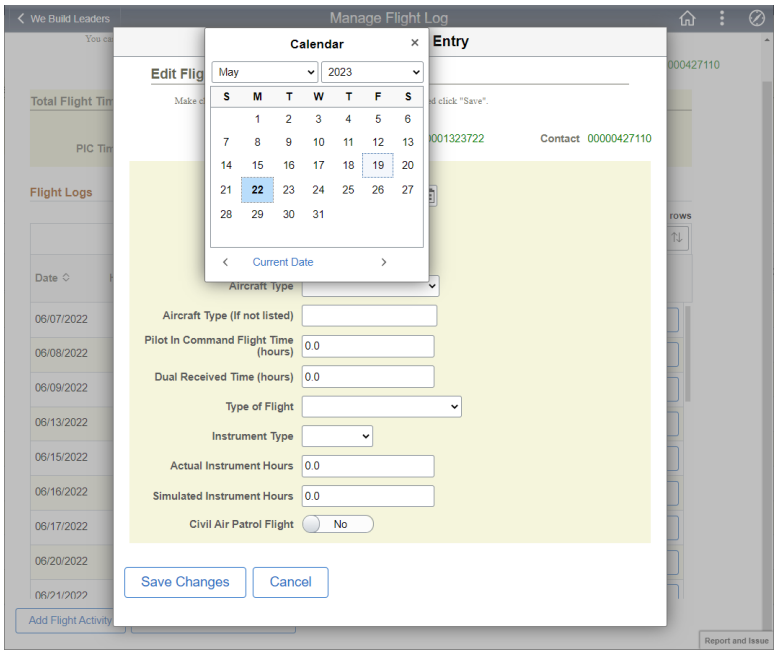


The "Manage Flight Log" page displays a log of all the flights entered. You can add flight activity, edit activity, delete activity, and export flight records to a CSV file.

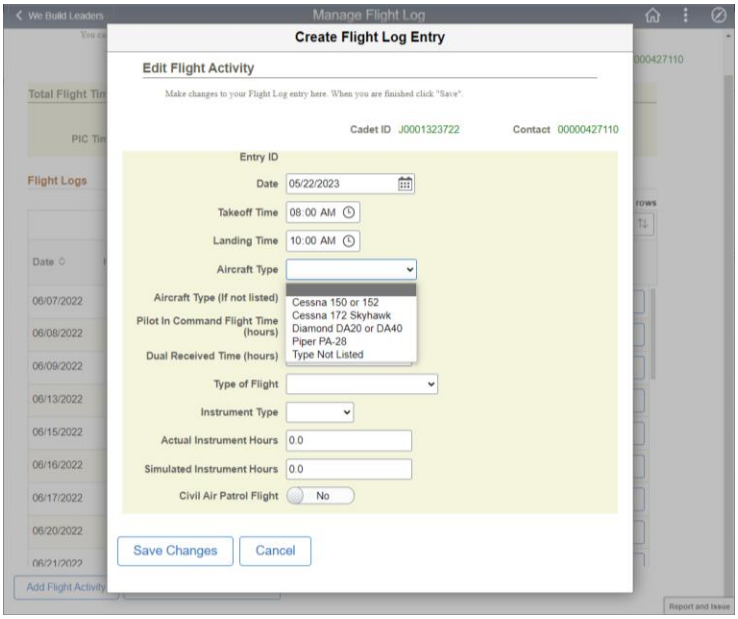


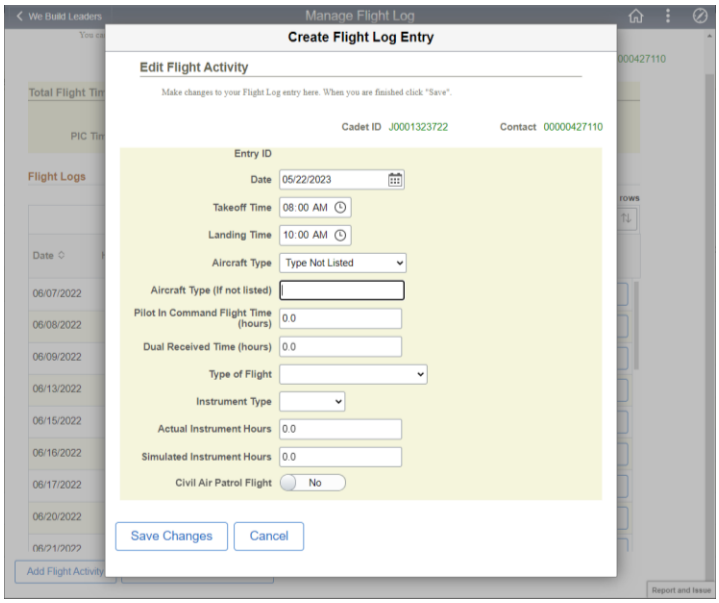
Adding Flight Activity

After you finish your flight activity, click on the “Add Flight Activity” button and enter the details of the flight:

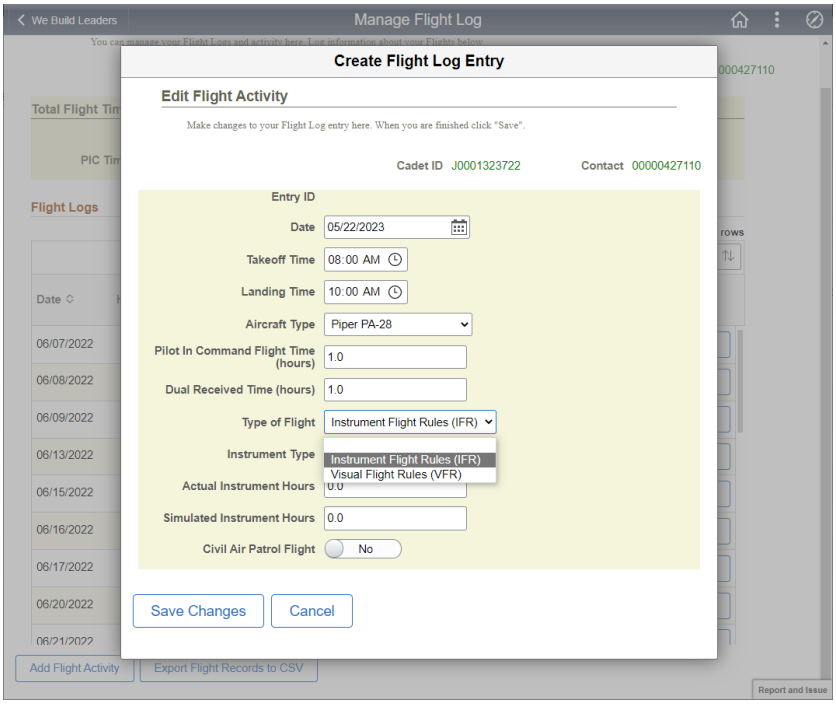


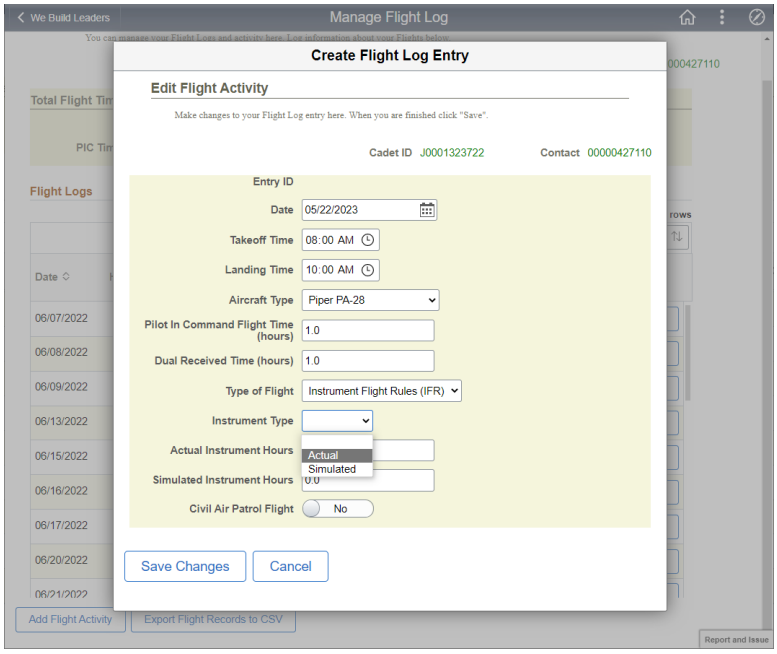
NOTE: The Flight date cannot be in the future

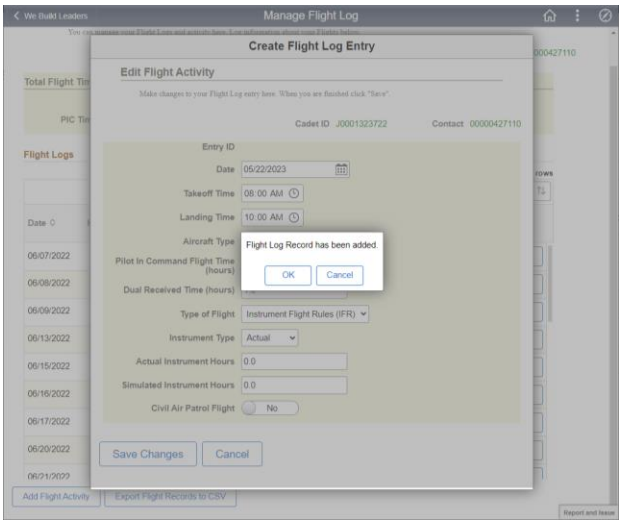




For the aircraft type, if you select “Type Not Listed” you must enter a value in the “Aircraft Type” field below the drop-down.

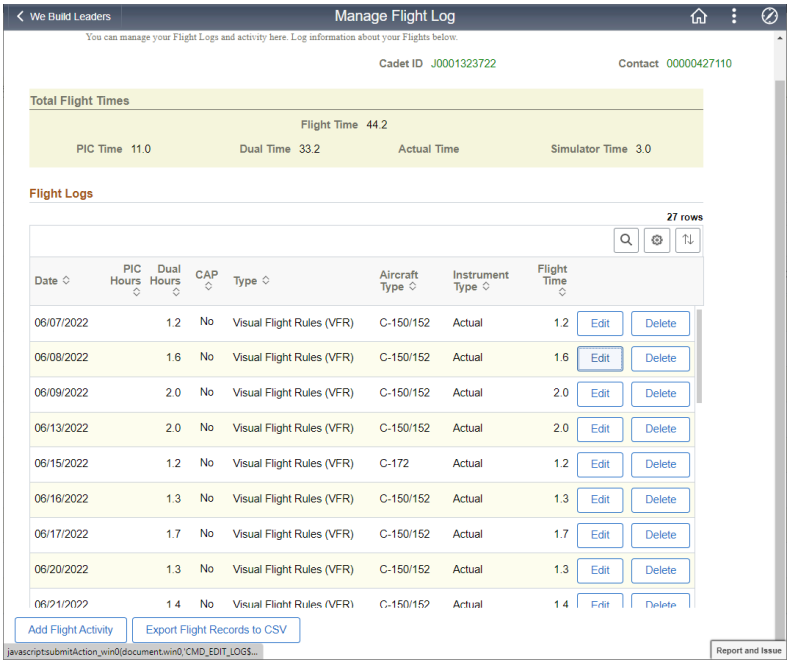


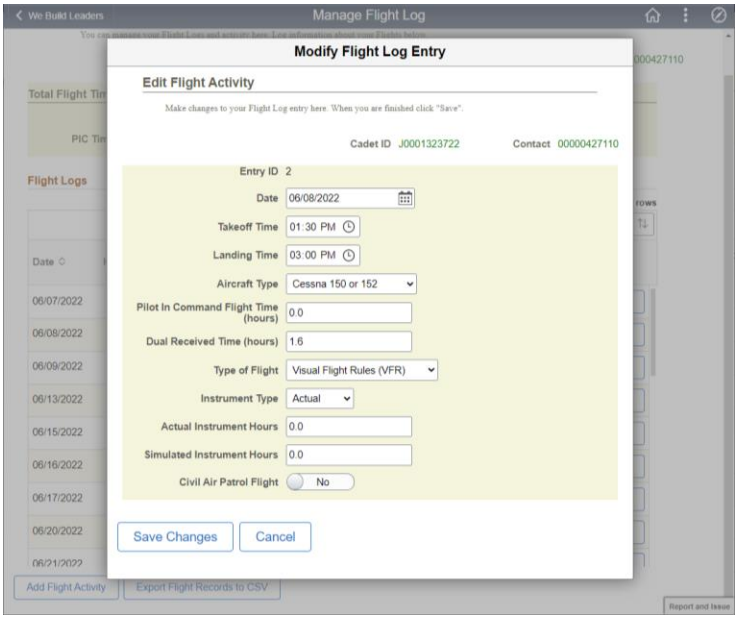


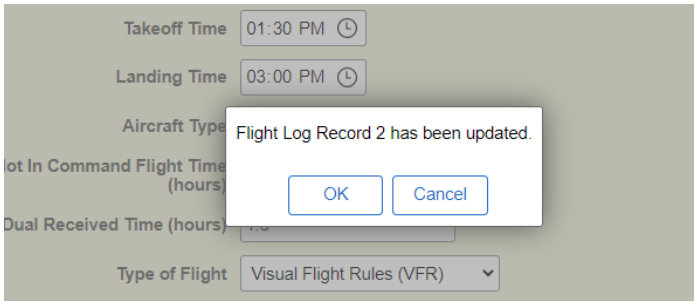


Edit Flight Activity

Click on the “Edit” button next to an activity to make corrections:

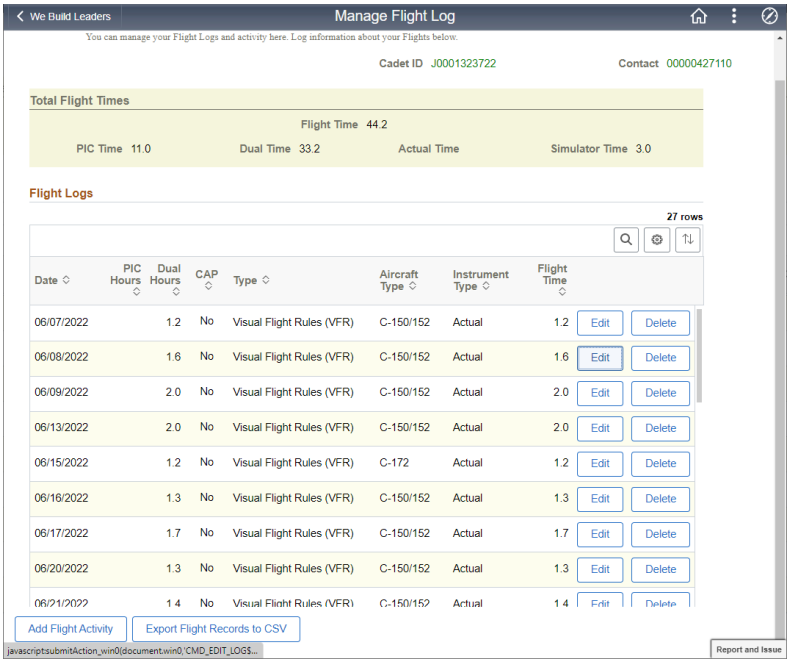

We Build Leaders
Manage Flight Log
You can manage your Flight Logs and activity here. Log information about your Flights below.
Cadet ID J0001323722
Contact 00000427110
Total Flight Times
Flight Time 44.2
PIC Time 11.0
Dual Time 33.2
Actual Time
Simulator Time 3.0
Flight Logs
27 rows
Date
PIC Hours
Dual Hours
CAP
Type
Aircraft Type
Instrument Type
Flight Time
06/07/2022 1.2 No Visual Flight Rules (VFR) C-150/152 Actual 1.2 Edit Delete
06/08/2022 1.6 No Visual Flight Rules (VFR) C-150/152 Actual 1.6 Edit Delete
06/09/2022 2.0 No Visual Flight Rules (VFR) C-150/152 Actual 2.0 Edit Delete
06/13/2022 2.0 No Visual Flight Rules (VFR) C-150/152 Actual 2.0 Edit Delete
06/15/2022 1.2 No Visual Flight Rules (VFR) C-172 Actual 1.2 Edit Delete
06/16/2022 1.3 No Visual Flight Rules (VFR) C-150/152 Actual 1.3 Edit Delete
06/17/2022 1.7 No Visual Flight Rules (VFR) C-150/152 Actual 1.7 Edit Delete
06/20/2022 1.3 No Visual Flight Rules (VFR) C-150/152 Actual 1.3 Edit Delete
Add Flight Activity
Export Flight Records to CSV
Report and Issue

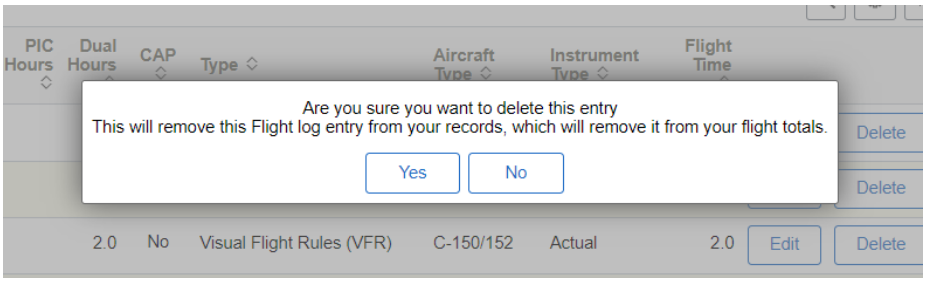

Manage Flight Log
Modify Flight Log Entry
Edit Flight Activity
Make changes to your Flight Log entry here. When you are finished click "Save".
Cadet ID J0001323722
Contact 00000427110
Entry ID 2
Date 06/08/2022
Takeoff Time 01:30 PM
Landing Time 03:00 PM
Aircraft Type Cessna 150 or 152
Pilot In Command Flight Time (hours) 0.0
Dual Received Time (hours) 1.6
Type of Flight Visual Flight Rules (VFR)
Instrument Type Actual
Actual Instrument Hours 0.0
Simulated Instrument Hours 0.0
Civil Air Patrol Flight No
Save Changes
Cancel

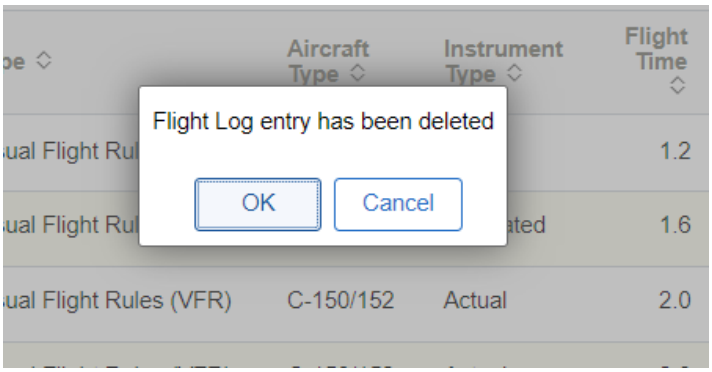

Takeoff Time 01:30 PM
Landing Time 03:00 PM
Aircraft Type
Flight Log Record 2 has been updated.
OK
Cancel
Dual Received Time (hours)
Type of Flight Visual Flight Rules (VFR)

Delete Flight Activity

You can delete records by clicking the “Delete” button next to an activity







Export Flight Records to CSV

You can export your records to a comma separated value file, which can be used to import into other flight log systems. To do this, just click the “Export Flight Records to CSV” at the bottom of the page.