

Help

for obtaining a copy of your SQTR (*Specialty Qualification Training Record, or “Squirt”*) **and your 101 Card**

Note: A SQTR is a check-off list of your accomplishments that you fill out and then enter into the system. It gets approved by an appropriate person, and then the accomplishments are reflected on your 101 card.

1. To get a blank copy of any SQTR, follow this link:

<https://ntc.cap.af.mil/es/sqtrs/sqtrs.cfm>

To get your personal SQTR you must first log on to eServices at this address:

<https://www.capnhq.gov/default.aspx>

You will see a screen like this:

Civil Air Patrol eServices Login

Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and password. Please enter them below and click 'Log On' to proceed. After logging on, you will be returned to the eServices home page.

User Name or CAPID

Password

Remember me next time.

Need Help Logging On?

Forgot password? Click for [Password Assistance](#)

First time eServices users [click here](#) to activate your account!

If this is the first time you have accessed eServices, you must register.

New User Registration

This page will allow current CAP members to self-register to receive an eServices Username and Password via registration process is your Social Security Number and a valid Email address. If this self-registration fails, your membership is current. If your membership is not current, and you would like to renew, please call [NHQ Pers](#). If you wish to renew or have a question about membership eligibility. Direct all other technical, web-related problems to [NHQ Pers](#).

[Return to Log In](#)

*SSN (No dashes)

*Email Address

* - denotes required fields

2. Log in. From the next screen, select “My Operations Qualifications/National Reports”. See below.

[Minutes](#)
[CAP Online Exams](#)
[CAP Photo Upload](#)
[CAP Pubs and Forms](#)
[CAP and CAP-USAF Directory](#)
[CAPabilities](#)
[Cadet Protection](#)
[CapWatch Download](#)
[Homeland Security Newsletter](#)
[Member Search](#)
[Membership Picture ID Card](#)
[Payment](#)
[My OPS Quals \(FMS\) Personal Currency](#)
[My OPS Quals Personal Approval Report](#)
[My Operations Qualifications/National Reports](#)
[NCSA Main Menu](#)
[National Technology Center](#)
[Recruiting Material](#)
[Safety Form 78](#)
[WMIRS](#)

[eServices Main Page Update 12 Mar 2008](#)
[Cadet Promotions Application Available](#)
[New CAPF 99 10 Mar 2008](#)
[New CAPR 60-1, CAPF 99 21 Feb 2008](#)

Restricted Apps and WSA Info

Downloads

[Contact Us](#) | [CAP Help Desk](#) | [CA](#)

3. From the next screen, click on Emergency Services. See below.

OPS Quals - Main

Cadet | Counterdrug | **Emergency Services** | Mission Availability | Pr...

About This Page

Application to enter and view operations qualifications data.

CLICK HERE

Operations Qualifica

[Please click here for an eServices and Operations Qualifica](#)

Click the appropriate link above.

****NOTE: Once the statement of understand has been agreed to by clicking "Yes", you no longer be required to agree again. A of your agreement will be kept in the dat unless your membership lapses. If y**

4. From the next page you have several self explanatory options. See screen captures below for examples

OPS Quals - Emergency Services

Cadet | Counterdrug | **Emergency Services** | Mission Availability

Active - **ACTIVE** Pending - **PENDING** Expired - **EXPIRED** Suspended

[Click here to show achievements](#)

Frank E Crane

Click here to get your 101 card

Click here to update your accomplishments

Click here to view and print your SQTR

101 Card | **Single-Person Achievement** | **SQTR Entry** | **SQTR Worksheet**

101 Card

This application allows you to print a CAPF 101(E)-Specialty Qualification Card at any given time. **The CAPF101 personal characteristics (Height, Weight, Eye color, and Hair color). The picture on CAPF101 is an**

5. Select SQTR Worksheet to print a copy of your SQTR

OPS Quals - Emergency Services

Cadet | Counterdrug | Emergency Services | Mission Availability

About This Page Active - ACTIVE Pending - PENDING Expired - EXPIRED Suspended -

Use this module to enter Emergency Services data. View and update 101 Card information under the 101 Card tab. Enter multiple records and submit them once under the Multi-Person Entry tab. Enter a single persons achievements under the Single-Person Entry tab. To keep track of tasks within OPS Quals use the SQTR Entry tab. To view your SQTR Worksheet click on the SQTR Worksheet tab.

Frank E Crane

101 Card | Single-Person Achievement | SQTR Entry | SQTR Worksheet

SQTR Worksheet

*Achievement
AL1 - Agency Liaison Level 1

[Click here to obtain your SQTR Worksheet](#)

Click here to get your personalized SQTR

Click here to select your Speciality Track for this SQTR

Click here to print

6. Select SQTR Entry to update a SQTR. Specify the functional area and specialty in the drop down boxes, and enter the other information. Be sure to submit the information when you are finished.

101 Card | Single-Person Achievement | SQTR Entry | SQTR Worksheet

SQTR Entry

*Functional Area
OPS-Emergency_Services

*Achievement
--Select--

Trainer CAPID

Mission Number

Date of Completion
MM/DD/YYYY

First Name

Last Name

[Click to Search By Name](#)

Last updated March 30, 2008 by Ed Crane