

General Education Questions/Answers:

1. What steps must I take to prepare to use Tuition Assistance (TA) Funding?

- Update your personal info and supervisor's info in AFVEC.
- Read/digitally sign the Virtual MilTA Benefits Training brief in AFVEC.
- Attend a face-to-face TA briefing.
- **Complete an interest inventory/survey sent to you by an education center advisor.**
- Set an education goal in AFVEC.
- Register with a university/sign up for 1-2 courses.
- Submit a TA funding request in AFVEC.

2. When is the General Education/TA Briefing?

Enlisted member's briefing is held at 1430 every Tuesday and Thursday at the Ed Center (Building 2428) – no appointment required and available via Zoom. Email us at ed.center@us.af.mil for Zoom info.

Officers should email Ed.center@us.af.mil to set up an appointment.

3. When is the SkillBridge Briefing?

The mandatory SkillBridge Briefing is held at 1300 on the 2nd and 4th Tuesday of every month at the Ed Center (Bldg 2428) – no appointment required.

4. How do I schedule a CLEP/DSST test?

At MHAFB, Boise State University is the official CLEP/DSST test site. Schedule with BSU at either 208-426-4245 or email mountainhome@boisestate.edu. Once you've enrolled in your test, you can schedule the testing session at <https://calendly.com/mhtesting>

5. I sent my official transcript to CCAF a long time ago. How long does it take to process them and show on my Web Progress Report?

It can take up to 12 weeks from the time you request official transcripts from your school until the time your credits show on your Web Progress Report.

6. I dropped a class. What do I need to do?

AFI 36-2670 6.2.6.4 states: If Airmen believe they must withdraw from courses, they shall consult with the Education and Training Section staff for the best option, understand the financial obligations for withdrawal, and comprehend the impact on their grade point average, etc. If you have already dropped a class and it is after the start date of the class you must provide the education center a document from the school stating you dropped the class at no cost to the Air Force. If there is a cost to the Air Force, in most cases the member will be responsible for the cost.

7. I have completed the required credits for my CCAF. What do I need to do next?

E-mail the education center at ed.center@us.af.mil. A counselor will review your record, then recommend you for graduation. Your record will then go through a Quality Assurance Check at CCAF. If no problems are found, you will be graduated. The education center will be notified and in turn notify you. Your AF education records and MilPDS will be updated.

8. How do I change my degree plan?

Contact the Education Center at ed.center@us.af.mil and inform them you want to change your degree plan. They will advise you of the steps you will need to take. Each situation is different so your counselor will advise you on your process.

9. How do I access my CCAF Web Progress Report?

Log into the AF Portal. In the top bar is a tab that is labeled Career & Training. Move your mouse pointer over that. A drop down will appear. Click on AFVEC. When that page posts, on the left hand side about 2/3 the way down the page will be a link *CCAF View Progress Report. Click on the title of your degree and your Web Progress report will open.

10. How do I sign up for the Accessing Higher Education Track of TAPS?

Email ed.center@us.af.mil and request a course date. The classes are held the third Monday and Tuesday of every month.

11. How do I schedule a DLPT language, AFOQT, or other non-CDC/WAPS tests (scheduled by training managers)? Email edcentertestproctor@us.af.mil and request a test date. Tests are scheduled on varied days/times which are shown in AFVEC.

