Education Services - Tips and Tricks

To access CCAF Degree Audit:

1. Login to AFVEC
2. Select **CCAF** drop down in blue bar on the left side of the screen
3. Select **CCAF Student Services**
4. Select **My Graduation Requirements** tile
5. Select **Program of Study**
6. Once all education requirements read 'fulfilled' and/or 'not fulfilled', select export to PDF at bottom right.
   *NOTE: Requirements with a green checkmark are complete, requirements with a red dot are not complete **OR** CCAF does not have those records/transcripts.*

Access unofficial CCAF transcripts:

1. Login to AFVEC
2. Select **CCAF** drop down in blue bar on the left side of the screen
3. Select **CCAF Student Services**
4. Select **Print Documents** tile
5. Select most recently dated document
6. Select download

Complete Career Path DECIDE:

1. Login to AFVEC
2. Select **Career Path Decide** in blue bar on the left side of the screen
3. Select **Career Path Decide Website**
4. Complete **Build Your Target** (optional) tab
5. Complete **Quick Match** (required) tab
6. Download **Goals Report** PDF
7. Upload complete **Goals Report** to **+ Create New Plan** on AFVEC **Career Path Decide** page (upper right)

Create an Educational Goal:

1. Login to AFVEC
2. Select **Education Goals** in blue bar on the left side of the screen
3. Select **+ Create New Goal**
4. Choose an **Education Goal**
5. Enter the **Institution** attending→ **student ID** (if known)→ select **Next**
6. Enter **Program of Study**
7. For **Bachelor's** or **Master's** degree education goals, upload an ***Evaluated Degree Plan*** from institution
   NOTE: Only two classes can be taken in any goal without an evaluated degree plan. An evaluated degree plan shows student name, student number, transfer credits accepted and required credits remaining. Degree plan MUST include transferred CCAF credits.

Create a Funding Request:

1. Login to AFVEC
2. Select *Education Goals* in blue bar on the left side of the screen
3. Select *Apply for Funding*
4. Choose an *Education Goal*
5. **Input all required information such as:**
   a. Course Description
   b. Term dates
   c. Credit type
   d. Credits
   e. Credit Cost
   f. Location
   g. If VA Top-Up will be used
6. **Funding Requests** for more than <u>**two**</u> classes in one term require a **Course Overload** letter which can be provided by the Education Center upon request
7. **Funding Request** will be automatically routed to the supervisor identified in AFVEC for approval
   NOTE: The majority of Funding Requests are auto-approved but some may require QC by the Education Center if term dates or credit loads are flagged.

Create Skillbridge Application:

1. Attend a Skillbridge briefing on Wednesdays at 1000 at the Education Center
   a. Applicants will be marked as **'Eligible'** in AFVEC when brief concludes
2. Use the search tools to locate an approved training partner here:
   a. https://afvec.us.af.mil/afvec/skillbridge/applications
   b. DOD SkillBridge Program - Find a SkillBridge Opportunity (osd.mil)
3. Login to AFVEC
4. Select **Skillbridge Applications** in blue bar on the left side of the screen
5. Select **View** on chosen Skillbridge partner
6. Select **Create Skillbridge Application** in pop-up window
7. To complete the application you will need the following information:
   a. Commander contact information
   b. Supervisor contact information
   c. Description of the SkillBridge internship or training
   d. SkillBridge provider contact information and address
   e. Program start and end dates
   f. **<u>Training plan/supporting documents</u>**
8. Enter required information for steps 1 through 5 to complete application
   NOTE: It is critical that all dates, training, permissive TDY, and terminal leave start and end dates, match training plan and supporting documentation. Cumulative time cannot exceed 180 days before Date of Separation (DOS)
9. Once submitted, the SkillBridge application will automatically route to your supervisor and then Education Center for recommendation and then to Commander for final review and approval
   NOTE: You will be notified during each step via the AFVEC messaging system.