

Education Services - Tips and Tricks

To access **CCAF Degree Audit**:

- Login to AFVEC
- Select **CCAF** drop down in blue bar on the left side of the screen
- Select **CCAF Student Services**
- Select **My Graduation Requirements** tile
- Select **Program of Study**
- 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**:

- Login to **AFVEC**
- Select **CCAF** drop down in blue bar on the left side of the screen
- Select **CCAF Student Services**
- Select **Print Documents** tile
- Select the most recently dated document
- Select download

Complete interest Inventory Assessment (CCAF goals exempt)

- Go the Interest Inventory tab in AFVEC
- Click on one of the four interest inventory options.
- When completed – Click **CREATE NEW PLAN** button.
Upload report (s) into Interest Inventory Assessment tab on AFVEC or provide URL.
- Contact the Education Center for Interest Inventory Counseling.

Create an Educational Goal:

- Login to **AFVEC**
- Select **Education Goals** in blue bar on the left side of the screen
- Select **+Create New Goal**
- Choose an **Education Goal**
- Enter the **Institution** attending
- **Student ID** (if known) select **Next**
- Enter **Program of Study**

Note: Provide an education plan/degree plan (evaluated or unevaluated). Evaluated degree plan shows transfer credits that school has accepted; unevaluated degree plans can be from school catalog. Upload to Education Goal under supporting documents tab. Email minot.edcenter@us.af.mil if unable to upload degree plan in education goal.

Create a Funding Request:

- Login to **AFVEC**
- Select **Education Goals** in blue bar on the left side of the screen
- Select **Apply for Funding**
- Choose an **Education Goal**
- Input all required information such as:
 - Course Description
 - Term dates
 - Credit type
 - Number of Credits (i.e., 3)
 - Credit Cost
 - Location
 - If VA Top-Up will be used
- Funding Requests for more than **two** classes in one term require a Course Overload letter which can be provided by the Education Center upon request
- 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:

- Attend a Skillbridge briefing on Wednesdays at 1000 at the Education Center ***MANDATORY***
- Applicants will be marked as 'Eligible' in AFVEC when brief concludes
- Use the search tools to locate an approved training partner here:
<https://afvec.us.af.mil/afvec/skillbridge/applications>
- DoD SkillBridge Program - Find a SkillBridge Opportunity (osd.mil)
- Login to **AFVEC**
- Select **Skillbridge Applications** in blue bar on the left side of the screen
- Select View on chosen Skillbridge partner
- Select Create **Skillbridge Application** in pop-up window
- To complete the application, you will need the following information:
 - Commander's contact information
 - Supervisor's contact information
 - Description of the SkillBridge internship or training
 - SkillBridge provider's contact information and address
 - Program start and end dates
 - Training plan/supporting documents
- 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)*
- Once submitted, the SkillBridge application will automatically be routed to your supervisor, education center and then to your commander for final review, approval/disapproval.
 - *NOTE: You will be notified during each step via the AFVEC messaging system.*