General Education Questions/Answers:

1. How do I get started with my education in the AF?

   Enlisted will attend the Gen Ed Briefing held every Wed 1300-1430 @ the Ed Center on Falcon St – no appointment required.
   Officers should email Ed.center@us.af.mil to set up an appointment.

2. How do I know what credit I will get from CCAF for prior college I attended?

   Have your college send an official transcript to CCAF/DESS, 100 S Turner BLVD, Maxwell-Gunter AFB, AL 36114. While you wait for CCAF to evaluate your transcript, use Civilian Conversion Chart on your CCAF Progress Report to check classes you took prior and verify CCAF credit awarded.

3. What types of education programs will Tuition Assistance cover?

   Enlisted are eligible for CCAF Associate degree in multiple AFSCs with a 5LVL awarded, civilian BS/BA and MS/MA, unless already awarded, through a regionally or nationally accredited college. No civilian degree level will be duplicated. Plus one certification through the AF COOL program.
   Officers are eligible for a civilian MS/MA unless already awarded. No civilian degree level will be duplicated.

4. How do I know how much credit I receive for my military training?

   Refer to your CCAF Progress Report in your AFVEC. Once you attend AF training, the school house should load the credit through CCAF within 30 days. If not provide the AF training certificate to the ed.center@us.af.mil

5. How do I know what my GIBIL education benefits are?

   Verify your VA benefits [MGIB or 9/11 GIB] at the VA website www.gibill.va.gov by completing the VA Form 22-1990. It will take the VA 4-5 weeks to provide you with written verification of your benefits

6. How do a schedule to take CLEP/DSST test?

   At MHAFB, BSU is the official CLEP/DSST test site. Schedule with BSU at either 828-6746 or email mountainhome@boisestate.edu

7. Which CLEP/DSST tests will the AF pay for me to take?

   The AF will cover the cost of any CLEP/DSST test you would like to take one time. Retests are at your own expense.
8. 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 is taking about 14 weeks from the time you request official transcripts from your school until the time your credits show on your Web Progress Report.

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

AFI 36-2649 2.6.4 states: If Airmen believe they must withdraw from class(es), they must consult with their school, education center counselors and supervisors to determine the best option, understand financial obligations for withdrawal, comprehend impact GPA, 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.

10. All my credits have been applied to my Web Progress report. What is the next process?

E-mail the education center at ed.center@us.af.mil that you are complete. The counselor will ensure all credits have been applied and then recommend you for Graduation. Your record will then go through a Quality Assurance Check. If no problems are found, you will be graduated. The education center will be notified and in turn notify you. Your AF education records will be updated as well as MLPDS.

11. My AFAEMS account is locked. Why? What do I need to do?

Records are locked when there are issues you need to deal with. Contact the education center at ed.center@us.af.mil that your account is locked. They will let you know what you need to do. Many times it is nothing more than a PCS move.

12. What do I need to do because AFAEMS is saying I have been inactive for over a year and need refresher counseling.

Enlisted will attend the Gen Ed Briefing held every Wed 1300-1430, in the Education Center. Officer will email the Ed.center@us.af.mil to request an appointment.

13. How do I load a degree plan?

Contact the education center at ed.center@us.af.mil that you want to load a degree plan. The education center will set up your AFAEMS account so you can load a degree plan. In AFVEC there will be pdf files that will guide you through many processes to include loading a degree plan.

14. 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.
15. 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 right hand side about 2/3 the way down the page will be a link *CCAF View Progress Report. Click on that and your Web Progress report will post.

16. How do I use the Civilian Course Conversion Table (CIVCC)?

Click on this link https://ccaf.maxwell.af.mil/Apps/LegacyCivCCT/legacy_civcct.asp . Follow the directions of the opening page of the CIVCC.

17. How do I update my education records?

Enlisted need to provide an official transcript to the Education Center. We will update your records. Officers need to send official transcripts to
AFIT/RRA, Building 641
2950 Hobson Way
Wright-Patterson AFB, OH 45433-7765