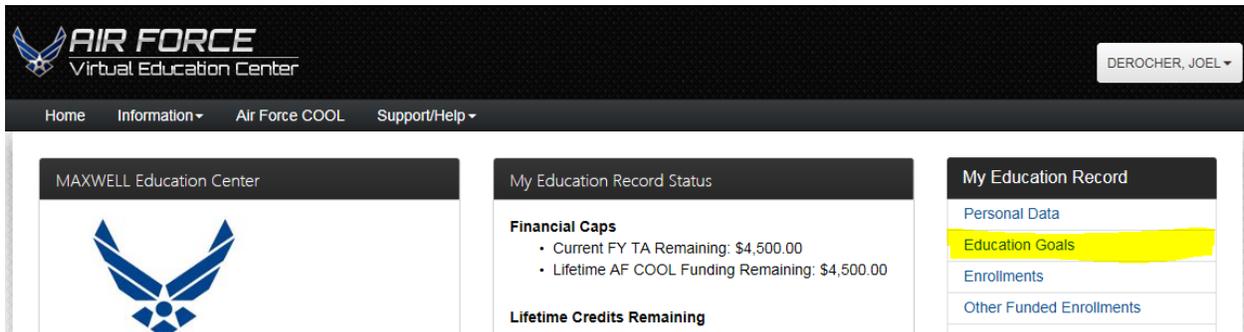


To begin the goal creation process, click "Education Goals", from the AFVEC home screen



## Educational Goals

GOAL TITLE	GOAL TYPE	CREATED	COMPLETED	STATUS
No records to display. <b>This will show any goals, past or present.</b>				

Add Goal

## Add Education Goal

Click the goal type you are wanting to create.

Select

### CCAF Degree

You are not eligible to submit a CCAF goal because you currently have a CCAF goal.

Select

### AA/AS/AAS - Associates Degree

You are not eligible to submit an Associates goal because you currently have a Submitted, Approved, or Completed CCAF Goal.

Select

### BA/BS/BAS - Bachelor's Degree

Select

### MA/MS/MBA - Master's Degree

You are not eligible to submit a Master's goal because you do not have a completed Undergraduate degree.

Select

### AF COOL

Select

### Foreign Language - AF Strategic

Select

### Foreign Language - Host Country

Cancel



Only those goals you are eligible for will have an activated "Select" button.

# Choose a Goal Type

<b>CCAF Degree</b> .....	<b>3</b>
<b>Associate / Bachelor / Master Ed Goal</b> .....	<b>6</b>
<b>AF COOL</b> .....	<b>10</b>
<b>Foreign Language</b> .....	<b>13</b>
<b>Civilian Acquisition</b> .....	<b>14</b>

# CCAF Degree

As an enlisted member, you may pursue any AFSC's CCAF degree which you currently hold a 5-skill level. You must be currently enlisted and serving, members on "inactive reserve" status do not qualify. Your base education office can provide specifics.

Once you select CCAF Degree as the goal type:

## Add Education Goal



Things you will need



**Institution (Optional)**

The institution that you will attend.



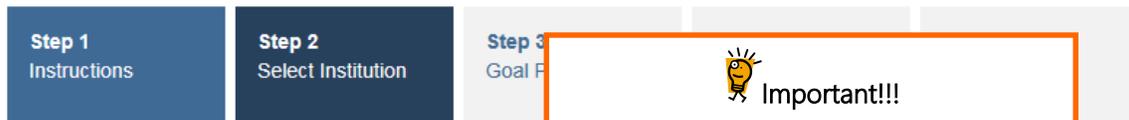
**CCAF Degree Title**

The name of the CCAF Degree Title on your Web Progress Report.

**Step 1 lists any specific information you will need; like your CCAF degree title.**

[Next](#) [Cancel](#)

## Add Education Goal



Select Institution

**Institution:** [\[Find Institution\]](#) [\[Clear Institution\]](#)

[Back](#) [Next](#) [Cancel](#)

**Clicking "Find Institution" will allow you to search for your school.**

 **Important!!!**  
Assigning a specific school is not required for the CCAF goal.

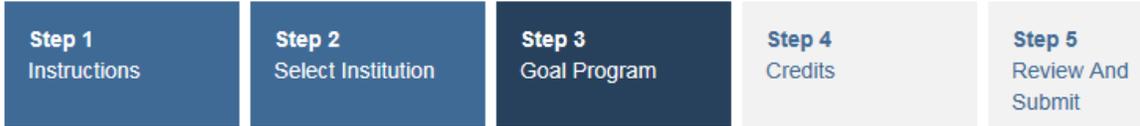
Find Institution

**School Name:**  **State:**

**Keyword search.**

SCHOOL
UNIVERSITY OF MARYLAND EASTERN SHORE
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
UNIVERSITY OF MARYLAND, COLLEGE PARK

# Add Education Goal



## Goal Program

CCAF Degree Title: \*

This can be obtained through your WEBPR or base education office

Back Next Cancel



## Credits

Military personnel who have completed basic training will automatically have 4 previously completed physical education credit hours.

## General Education

Required Credits: \*

15

Enter any credit amounts that have been completed, as shown on your WEBPR.

Previously Completed Credits: \*

0

## Electives

Required Credits: \*

15

Previously Completed Credits: \*

0

## Physical Education

Required Credits: \*

4

Previously Completed Credits: \*

4

## Technical

Required Credits: \*

24

 **Important!!!**  
If you are unsure, you may leave blank; your base education office will populate or confirm.

Previously Completed Credits: \*

0

## LMMS

Required Credits: \*

6

Previously Completed Credits: \*

0

Back Next Cancel

Step 6 is a final review, if everything is correct press "Submit"; press "Back" to make changes.



## Goal Details

**Goal Type:**

CCAF Degree

**CCAF Degree Title:**

Human Resource Management

**Institution:**

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

## Credits (Semester Hours)

### General Education

**Required Credits:**

15

**Previously Completed Credits:**

0

### Electives

**Required Credits:**

15

**Previously Completed Credits:**

0

### Physical Education

**Required Credits:**

4

**Previously Completed Credits:**

4

### Technical

**Required Credits:**

24

**Previously Completed Credits:**

0

### LMMS

**Required Credits:**

6

**Previously Completed Credits:**

0

Back Submit Cancel

# Associate / Bachelor / Master Ed Goal

This type of goal is used to obtain a degree from a civilian college. Your base education office can assist with any specific requirements or limitations.

## Add Education Goal



Things you will need



**Institution**

The institution that you will attend.

**Degree Program**

The degree program you will pursue, as provided by your institution.

**Required and Previously Completed Credits**

The required credits to complete your degree and the totals of any previously completed credits.

**Step 1 is a helpful listing of information need to complete the request.**

Next Cancel

## Add Education Goal



Select Institution

Institution: \* [Find Institution] [Clear Institution]

Back Next Cancel

**You must assign a specific school, to your goal. This will be the school listed on your degree plan.**

Find Institution

School Name:  State:

**Keyword search.**

SCHOOL

UNIVERSITY OF MARYLAND EASTERN SHORE

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

UNIVERSITY OF MARYLAND, COLLEGE PARK

# Add Education Goal

Step 1 Instructions | Step 2 Select Institution | Step 3 Goal Program | Step 4 | Step 5 | Step 6 Review And Submit

## Select Institution

Institution: \* [Find Institution] [Clear Institution]  
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Is this goal an AU-ABC goal?

 **Important!!!**

If the goal type is bachelor, you may select the AU ABC program. Placing a check will filter the schools to those with active ABC plans.

\* Air University Associate to Baccalaureate Cooperative (AU-ABC) program directs Airmen with Associates in Applied Science degrees from the Community College of the Air Force (CCAF) to a collection of accredited "military friendly" colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

Back Next Cancel

Step 1 Instructions | Step 2 Select Institution | Step 3 Goal Program | Step 4 Degree Plan | Step 5 Credits | Step 6 Review And Submit

## Goal Program

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact AFVEC Support.

Degree Program:  Program:  STEM:  **Science Technology Engineering Math**

Search

 **Important!!!**

If your specific plan is not listed, you must contact your school. They must load first.

PROGRAM	PROGRAM TYPE	STEM	DEGREE PLAN
Accounting UNIVERSITY OF MARYLAND U	Bachelor of Science		<a href="#">Select Program</a>
Asian Studies UNIVERSITY OF MARYLAND U	Bachelor of Arts		<a href="#">Select Program</a>
Bachelor of Science in Criminal Justice UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Science		 <a href="#">Select Program</a>
Bachelor of Science in Cybersecurity UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Science		 <a href="#">Select Program</a>
Bachelor of Science in Digital Media and Web Technologies UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Science		 <a href="#">Select Program</a>

Clicking will open school's page

Non-Evaluated Degree Plan attached

# Add Education Goal

<b>Step 1</b> Instructions	<b>Step 2</b> Select Institution	<b>Step 3</b> Goal Program	<b>Step 4</b> Degree Plan	<b>Step 5</b> Credits	<b>Step 6</b> Review And Submit
-------------------------------	-------------------------------------	-------------------------------	------------------------------	--------------------------	------------------------------------

## Degree Plan

**An evaluated degree plan shows all transfer credit and is specific to you.**

Checking "Is degree plan evaluated?" indicates you have met the credit requirement for your institution to provide you an evaluated degree plan.

Is degree plan evaluated?:

Credits allowed before your plan must be evaluated:

6.00

Upload Plan File:

Browse...

 **Important!!!**

Not uploading a degree plan will automatically limit you to 6SH.

**File has been uploaded.** Visible when selected degree had pre-loaded non-evaluated degree plan loaded

# Add Education Goal

<b>Step 1</b> Instructions	<b>Step 2</b> Select Institution	<b>Step 3</b> Goal Program	<b>Step 4</b> Degree Plan	<b>Step 5</b> Credits	<b>Step 6</b> Review And Submit
-------------------------------	-------------------------------------	-------------------------------	------------------------------	--------------------------	------------------------------------

## Credits

Please indicate if you are providing quarter hours below. Quarter hours will be converted to Semester hours automatically.

Credits provided are quarter hour:

### Applied Courses

**Required Credits: \***

**Total number required for the degree**

 **FYI!!!**

Your base education office staff will verify, based on the degree plan loaded (step 4).

**Previously Completed Credits: \***

**Transfer Credit (available when using an evaluated degree plan)**

Step 6 is a final review, if everything is correct press "Submit"; press "Back" to make changes.

## Add Education Goal



### Goal Details

**Goal Type:**

BA/BS/BAS - Bachelor's Degree

**Major:**

Bachelor of Science in Finance

**Institution:**

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Is this goal an AU-ABC goal?

### Degree Plan

Is the degree plan evaluated?

Credits allowed before your plan must be evaluated?:

6.00

**Degree Program Plan File:**

[View Program Plan File](#)

Credits (Semester Hours)

### Applied Courses

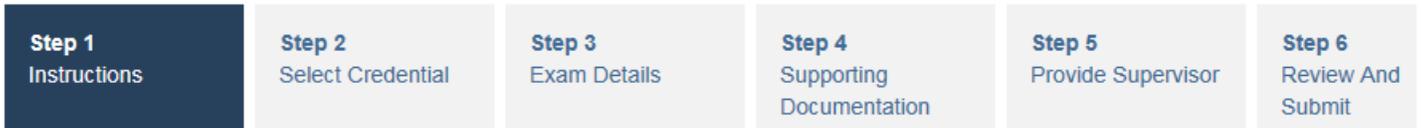
**Required Credits:**

124

# AF COOL

The Air Force COOL program matches enlisted members AFSCs with civilian credentials. Any questions should be referred to the AF COOL office: [ccaf.cool@us.af.mil](mailto:ccaf.cool@us.af.mil)

## Add Education Goal



### Things you will need

- ✓ **Credential**  
Please review the credential name.
- ✓ **Credential Exams**  
Please review all of the exams related to the selected credential.
- ✓ **Supporting Documentation**  
Please review exam for required documentation, i.e. EPRs, application
- ✓ **Supervisor**  
Verify the information of your supervisor who will be reviewing your goal.

**Important!!!**  

Need to ensure you have all necessary information, prior to goal creation.

[Next](#) [Cancel](#)

## Add Education Goal



### Select Credential

- [Certified Manager \(CM\)](#)
- [Certified Professional in Learning and Performance \(CPLP\)](#)

[Back](#) [Next](#) [Cancel](#)

**Click on the credential to select**

# Add Education Goal

<b>Step 1</b> Instructions	<b>Step 2</b> Select Credential	<b>Step 3</b> Exam Details	<b>Step 4</b> Supporting Documentation	<b>Step 5</b> Provide Supervisor	<b>Step 6</b> Review And Submit
-------------------------------	------------------------------------	-------------------------------	---	-------------------------------------	------------------------------------

## Credential Exams

### 1 Foundations of Management

**Description:** N/A  
**Category:** Written

### 2 Planning and Organizing

**Description:** N/A  
**Category:** Written

**Step 3 shows the separate tests required, as applicable**

### 3 Leading and Controlling

**Description:** N/A  
**Category:** Written

# Add Education Goal

<b>Step 1</b> Instructions	<b>Step 2</b> Select Credential	<b>Step 3</b> Exam Details	<b>Step 4</b> Supporting Documentation	<b>Step 5</b> Provide Supervisor	<b>Step 6</b> Review And Submit
-------------------------------	------------------------------------	-------------------------------	---	-------------------------------------	------------------------------------

## Supporting Documentation

Review the exam(s) necessary to complete the credential. Review the gap analysis (if applicable) and the resources page to ensure you have the required knowledge to successfully pass the exam(s). Ensure that you upload the required supporting documentation, i.e. EPRs, applications, prerequisite certifications, etc.

FILE NAME	DATE CREATED
No Supporting Documentation	

 **Important!!!**

Need to ensure you have all necessary information. The file needs to be less than 4mb in size.

# Add Education Goal

<b>Step 1</b> Instructions	<b>Step 2</b> Select Credential	<b>Step 3</b> Exam Details	<b>Step 4</b> Supporting Documentation	<b>Step 5</b> Provide Supervisor	<b>Step 6</b> Review And Submit
-------------------------------	------------------------------------	-------------------------------	---	-------------------------------------	------------------------------------

## Supervisor Information

Verify that your supervisor's contact information is accurate. Your education goal may be disapproved if it is incorrect.

**First Name: \***

**Last Name: \***

**Email Address: \***

**Alternate Email Address:**

**Phone:**

**Changes made here will also update AFVEC's supervisor listing**

<b>Step 1</b> Instructions	<b>Step 2</b> Select Credential	<b>Step 3</b> Exam Details	<b>Step 4</b> Supporting Documentation	<b>Step 5</b> Provide Supervisor	<b>Step 6</b> Review And Submit
-------------------------------	------------------------------------	-------------------------------	---	-------------------------------------	------------------------------------

## Goal Details

**Goal Type:**

AF COOL

**Credential Name:**

Certified Manager (CM)

## Credential Exams

### 1 Foundations of Management

**Description:** N/A

**Category:** Written

**Step 6 is a final review, if everything is correct press "Submit"; press "Back" to make changes**

### 2 Planning and Organizing

**Description:** N/A

**Category:** Written

### 3 Leading and Controlling

**Description:** N/A

**Category:** Written

## Supervisor Information

**First Name:**

john

**Last Name:**

Doe

**E-mail Address:**

mike.purnell@bamtech.net

**Alternative E-mail Address:**

**Phone:**

DSN5551212

# Foreign Language

## Add Education Goal



**Step 1 outlines the various rules and testing requirements**

Things you will need



### Defense Language Proficiency Test (DLPT)

AFI 36-2649 allows a lifetime cap 12 semester hours for Airmen pursuing Host Country foreign languages and 12 semester hours for languages listed on the AF Strategic Language List. Airmen using Military Tuition Assistance (Mil TA) for either of the foreign language goals will be required to take the Defense Language Proficiency Test (DLPT) after completion of 6 semester hours and again after completion of 12 semester hours. Those languages without a DLPT require the Oral Proficiency Interview (OPI) be completed.

Failure to take the DLPT within 60 days (90 days for OPI) of completion of the last course will result in mandatory reimbursement of Mil TA. It is imperative that you provide your score reports to the education center to prevent reimbursement of Mil TA.

If you have any questions, please contact your education center.

[Next](#) [Cancel](#)

## Add Education Goal



Specify Language

Language: \*

[Back](#) [Next](#) [Cancel](#)

## Add Education Goal



Goal Details

**Goal Type:**

Foreign Language - AF Strategic

**Title:**

Foreign Language - AF Strategic: Farci

**Step 3 is a final review, if everything is correct press "Submit"; press "Back" to make changes**

[Back](#) [Submit](#) [Cancel](#)

# Civilian Acquisition

From your AFVEC home page, click "Education Goals"

The screenshot shows the top navigation bar of the AFVEC website. On the left is the AIR FORCE Virtual Education Center logo. On the right is a user profile dropdown for AVARCA, ERIC. Below the navigation bar are three main content boxes: 1. WRIGHT-PATTERSON Education Center with the AF logo. 2. My Education Record Status showing a Financial Caps section with a bullet point: "Civilian Acquisition Lifetime Cap Remaining: \$50,000.00" and a "View My Education Record" link. 3. My Education Record with a list of links: Personal Data, Education Goals (highlighted in yellow), Enrollments, and Other Funded Enrollments.

## Educational Goals

GOAL TITLE	GOAL TYPE	CREATED	COMPLETED	STATUS
No records to display. <b>This will show any goals, past or present.</b>				

Add Goal

### Add Education Goal

#### Civilian Acquisition Coded Student Goals

Education goal types specifically for those employees holding a Civilian Acquisition Position. Note: Appointment Type code should not be entered, while holding a Civilian Acquisition Position.

- Select (24/12) Semester hours required for acq corps eligibility
- Select Complete 1st undergraduate degree related to an acq career field  
You are not eligible for 1st Undergrad because you already have a undergraduate degree.
- Select Complete 1st graduate degree related to an acq career field
- Select Complete (24/12) semester hours plus 1st undergraduate degree  
You already have a bachelor's degree on file, you cannot load a goal towards a lower or lateral degree.
- Select Complete (24/12) semester hours plus 1st graduate degree

#### Civilian Student Goals (not acquisition coded)

Education goals for employees that have specific appointment type codes. These codes can be updated under your Personal Data section. All courses must apply to their current government position.

- Select AA/AS/AAS - Associates Degree  
You are not eligible to submit an Associates goal because we are missing information on your appointment type.
- Select BA/BS/BAS - Bachelor's Degree  
You are not eligible to submit a Bachelor's goal because we are missing information on your appointment type.
- Select MA/MS/MBA - Master's Degree  
You are not eligible to submit a Master's goal because we are missing information on your appointment type.
- Cancel

Click the goal type you are wanting to create.



**Important!!!**

DO NOT USE THESE GOAL TYPES. THEY ARE NOT FOR CIVILIAN ACQUISITION.

# Add Education Goal

Step 1 is a helpful listing of information need to complete the request.

Progress bar with 6 steps:

- Step 1 Instructions (Active)
- Step 2 Select Institution
- Step 3 Goal Program
- Step 4 Degree Plan
- Step 5 Credits
- Step 6 Review And Submit

## Things you will need

- ✓ **Institution**  
You may select an institution you will be attending.
- ✓ **Goal Program**  
Input your Degree Plan name or select a degree program provided by your institution.
- ✓ **Degree Plan**  
Upload your degree program or use a degree plan submitted by your institution.
- ✓ **Required and Previously Completed Credits**  
The required credits to complete your degree and the totals of any previously completed credits.

Next Cancel

# Add Education Goal

Progress bar with 6 steps:

- Step 1 Instructions
- Step 2 Select Institution (Active)
- Step 3 Goal Program
- Step 4 Degree Plan
- Step 5 Credits
- Step 6 Review And Submit

## Select Institution

Institution: [Find Institution] [Clear Institution]

You must assign a specific school, to your goal.  
This will be the school listed on your degree plan.

Back Next Cancel

### Find Institution

Form for finding institutions:

School Name:  State:

Search Cancel **Keyword search.**

SCHOOL
UNIVERSITY OF MARYLAND EASTERN SHORE
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
UNIVERSITY OF MARYLAND, COLLEGE PARK

# Add Education Goal

Step 1 Instructions | Step 2 Select Institution | Step 3 Goal Program | Step 4 Degree Plan | Step 5 Credits | Step 6 Review And Submit

## Goal Program

Major: \*

TYPE YOUR MAJOR HERE

You may select a program provided by your institution or manually input your program information. You have the option to contact your institution to add your program or for further assistance, contact AFVEC Support.

Degree Program:  Program:  STEM:  **Science Technology Engineering Math**

PROGRAM	PROGRAM TYPE	STEM	DEGREE PLAN
Accounting UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Science		Select Program
Asian Studies UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Arts		Select Program
Bachelor of Science in Criminal Justice UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Science		Select Program
Bachelor of Science in Cybersecurity UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Bachelor of Science		Select Program

Clicking will open school's website

Non-Evaluated Degree Plan attached

# Add Education Goal

Step 1 Instructions | Step 2 Select Institution | Step 3 Goal Program | Step 4 Degree Plan | Step 5 Credits | Step 6 Review And Submit

## Degree Plan

Upload Plan File:

Click "Browse" to upload a degree plan

No file selected.

File has been uploaded. ← This is shown when a non-evaluated plan was pre-loaded, by your school

# Add Education Goal

Step 1 Instructions	Step 2 Select Institution	Step 3 Goal Program	Step 4 Degree Plan	Step 5 Credits	Step 6 Review And Submit
------------------------	------------------------------	------------------------	-----------------------	-------------------	-----------------------------

## Credits

Please indicate if you are providing quarter hours below. Quarter hours will be converted to Semester hours automatically.

Credits provided are quarter hour:

### Applied Courses

Required Credits: \*

~~Total number required for the degree~~

 **FYI!!!**

Your Civ/Acq education office staff will verify, based on the degree plan loaded (step 4).

Previously Completed Credits: \*

~~Transfer Credit (available when using an evaluated degree plan)~~

# Add Education Goal

Step 1 Instructions	Step 2 Select Institution	Step 3 Goal Program	Step 4 Degree Plan	Step 5 Credits	Step 6 Review And Submit
------------------------	------------------------------	------------------------	-----------------------	-------------------	-----------------------------

## Goal Details

Goal Type:

(24/12) Semester hours required for acq corps eligibility

Major:

General Studies

Institution:

DEMO SCHOOL OF LEARNING

**Step 6 is a final review, if everything is correct press "Submit"; press "Back" to make changes**

## Degree Plan

Is the degree plan evaluated?

Credits allowed before your plan must be evaluated?:  
6.00

Degree Program Plan File:

[View Program Plan File](#)

Credits (Semester Hours)

### Applied Courses

Required Credits:

55