

CCAF REQUIREMENTS

PHYSICAL EDUCATION (BEFORE 1 JAN 2023) 4 SH

TECHNICAL EDUCATION (CORE/ELECTIVES) 24 SH

**LEADERSHIP, MANAGEMENT, AND
MILITARY STUDIES (LMMS) 6 SH**

PROGRAM ELECTIVES 15 SH

GENERAL EDUCATION 15 SH
**SEE REQUIREMENTS BELOW*

TOTAL 64 SH
OR 60 DEPENDING UPON CATALOG YEAR

COMMUNICATION	6SH
COLLEGE MATH	3SH
SOCIAL SCIENCE	3SH
HUMANITIES	3SH

~ The **Community College of the Air Force**— a part of Air University— is a real academic institution, awarding associates of applied science (AAS) degree for every enlisted member with a degree plan companion to their career field.

~ An **AAS degree** speaks of not only knowledge in the field of study at a deeper level than a mere AA degree, but also of practical work experience in the field—thereby also exceeding AS degree credentials.

~ Established in 1972, it is **accredited at the highest level**— regionally by SACSCOC. CCAF semester hour course credits readily transfer to most institutions of higher learning as members pursue their bachelor's degree.

~ When CCAF degree requirements are completed— often by a combination of AF technical school, university courses and testing credits— **members request to be nominated** by an education counselor to graduate and receive diplomas.

~ The **AU-ABC program** enables CCAF graduates to select from 200+ bachelor's fields of study from over 55 colleges, even if completely different than their CCAF degree field, receive maximum transfer credit from their CCAF degree. **This results in beginning a bachelor's degree with junior year status.** Pick up an AU-ABC program brochure from your education center or access AU-ABC on AFVEC or myFSS.

CONTACT OUR OFFICE AT:

(208) 828-6363

DSN 728-6363

ED.CENTER@US.AF.MIL

CUSTOMER HOURS:

MONDAY—THURSDAY: 7:30-4:30

FRIDAY: 9:00—4:00

Developed by 366FSS/FSDE, Mountain Home AFB, Idaho—**Revised Sept 2023**

CCAF

Made Easy



MHAFB EDUCATION CENTER

366 FSS/FSDE

665 Falcon Street

Mountain Home AFB, ID

83648-5115

208-828-6363

ed.center@us.af.mil

Transcripts

You will need to send OFFICAL transcripts to CCAF for all credit earned at civilian institutions.

Paper transcripts can be sent to:

CCAF/DESS

100 Turner BLVD

Maxwell-Gunter AFB, AL 36114

E-transcripts can be emailed to:

ccaf.etranscripts@us.af.mil

(Check with ed ctr for approved parchment sending service list.)

GETTING READY

Follow these steps to update your education (AFVEC) account to get set up to pursue a degree or certification.

- **ENTER PERSONAL INFORMATION -** military and personal email addresses, physical mailing address, and duty phone in your Air Force Virtual Education (AFVEC) account, accessible through AF Portal.
- **ENTER SUPERVISOR'S INFORMATION -** first and last names, military email address and duty phone in your AFVEC account, accessible through AF Portal.
- **READ/DIGITALLY SIGN -** the Virtual TA Benefits and AF COOL briefings in your AFVEC account, accessible through AF Portal.
- **HAVE TRANSCRIPTS SENT-** by all previously attended universities to the CCAF address listed in the gold colored box on the reverse side of this brochure AND the new university you plan to attend. Allow 30 days for CCAF, once they receive your transcripts, to apply credits to your AAS progress report (degree plan).
- **REVIEW CCAF DEGREE AUDIT-** to determine degree requirements already satisfied and those yet remaining.
- **INFORM YOUR SUPERVISOR** Communication with your supervisor is essential to the TA process. Ask for support/permission as you would like to begin classes.

GETTING STARTED

Follow these steps to start using your Education Benefits and earn your Community College of the Air Force degree!

- **COMPLETE AN INTEREST SURVEY**
 - ◇ <https://www.careerpathdecide.org/accept-terms>
 - ◇ After completion visit the education center to discuss your goal with a counselor
- **CHOOSE A SCHOOL** There are many things to consider when choosing a school. You may visit the various University Offices at the Education Center and check out the General Education Mobile website (<https://afaems.langley.af.mil/webesp/Schools/SearchGEMPlans.aspx>) to begin your search. Feel free to set up an appointment with an Education Counselor to discuss this process.
- **SET A GOAL** After getting accepted by a university, log into AFVEC and create a CCAF goal. Goal will be approved by the Ed Center staff within two duty days.
- **SIGN UP FOR A COURSE(S)** Sign up for 1-2 courses at a time with your university.
- **REQUEST FUNDING** Log into AFVEC and click Start Funding Request. You will need course name, number, dates, and the cost, etc. to complete the fillable form. You *MUST* request funding NET 45 and NLT 7 days prior to the course starting. Ensure you communicate your intent to request funding with your supervisor so they can concur on the request. Once you digitally sign the request the sys-

CLEP & DSST TESTING for CCAF

MANAGEMENT (LMMS)

Organizational Behavior
Human Resource Management
Principles of Management
Principles of Supervision

SPEECH

Principles of Public Speaking

SOCIAL SCIENCE

General Anthropology
Civil War & Reconstruction
History of the US I (up to 1877)
History of the US II (1865—)
History of Vietnam War
History of the Soviet Union
Social Sciences & History
American Government
Western Civilization I & II
Intro to Geography
Intro to Sociology
Intro to Psychology
Lifespan Development Psychology
Principles of Macroeconomics
Principles of Microeconomics

MATHEMATICS

College Mathematics
College Algebra
Fundamentals of College Algebra
Principles of Statistics
Pre-calculus
Calculus
Math for Liberal Arts

ENGLISH

College Composition Modular
College Composition
Principles of Advanced College Comp

HUMANITIES

Humanities
Analyze & Interpreting Literature
Art of the Western World
Ethics in America
Introduction to World Religions
American Literature
English Literature
College French
College German
College Spanish

Schedule your Exam via
[www.registerblast.com/
boisestatemh/Exam](http://www.registerblast.com/boisestatemh/Exam)

Get Free Study Materials!

- ◆ clep.collegeboard.org/military
- ◆ freecleptest.com
- ◆ modernstates.org (full courses)
- ◆ <https://dodmwrlibraries.org/>

Additionally, the Base Library has an entire section dedicated to CLEP/DSST study materials.