

QUANTICO VOLUNTARY EDUCATION CENTER (VEC)

Welcome to MCB Quantico!

This informational packet contains a variety of resources to assist and guide you with your educational and career pursuits

LOCATION:

3088 Roan Street Quantico VA 22134

EMAIL:

mccsquanticoedcenter@usmc.mil

PHONE:

703-784-3308

703-784-2375

HOURS:

M – TH 0800-1630 / F 0800-1200

Services provided include:

EDUCATION COUNSELING

- Choosing a School
- Degree Plan Options
- Financial Aid
- GI Bill
- Spouse & Family Member Educational Resources
- Marine Corps COOL
- Career Path Decide

CAREER COUNSELING

- Initial Counseling (IC)
- Pre-Separation Counseling
- Capstone Review
- Resume Review
- DoD SkillBridge

TESTING

- Military and Civilian
- Test Prep Resources

TUITION ASSISTANCE

- Eligibility Requirements
- Submitting Applications
- Verifying Degree plans
- Updating TA grade record
- TA Approvals
- Canceling vouchers

ACADEMIC SUPPORT

- College Prep
- JST Credit
- Scholarship Resources
- Language Learning Resources
- Tutor.com

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RESOURCES BY CATEGORY

Quick links:

- Marine on-line: <https://mol.tfs.usmc.mil/mol/UserHomeEntry.do>
- USMC Transition Readiness Program: <https://usmc-mccs.org/services/career/transition-readiness/>
- DD2648 eForm: <https://www.dodtap.mil/login.html>
- eBenefits: <https://www.ebenefits.va.gov/ebenefits/homepage>

Career & Financial Resources

- DoD Skillbridge: <https://dodskillbridge.usalearning.gov/>
- Marine For Life Network: <https://www.usmc-mccs.org/services/career/marine-for-life-network/>
- Onet Online: <https://www.onetonline.org/>
- American Job Center: <https://www.careeronestop.org/LocalHelp/service-locator.aspx>
- My Skills, My Future: <https://www.myskillsmyfuture.org/>
- Department of Labor: <https://www.dol.gov/>
- State Job Boards: <https://www.careeronestop.org/JobSearch/FindJobs/state-job-banks.aspx>
- TSP: <https://www.tsp.gov/>
- Navy-Marine Corps Relief Society: <https://www.nmcrs.org/>
- Unemployment Benefits: <https://www.careeronestop.org/>
- Consumer Financial Protection Bureau: <https://www.consumerfinance.gov/>
- Survivor Benefit Plan: <https://www.dfas.mil/retiredmilitary/provide/sbp/>

Federal Employment

- FedshireVets: <https://www.fedshirevets.gov/>
- USAJOBS: <https://www.usajobs.gov/>
- Go-Defense: <https://godefense.cpms.osd.mil/>
- Veteran's Preference: <https://www.fedshirevets.gov/job-seekers/veterans-preference/>
- Competitive Procurement Announcements: <https://fbohome.sam.gov/>
- Veteran Employment Program Offices: <https://www.fedshirevets.gov/veterans-council/agency-directory/>

Training & Education

- Voluntary Education: <https://www.usmc-mccs.org/services/education/voluntary-education/>
- Marine Corps COOL: <https://www.cool.navy.mil/usmc/>
- GI Bill Benefits: <https://www.va.gov/education/about-gi-bill-benefits/>
- USMAP: <https://usmap.netc.navy.mil/usmapss/static/index.htm>
- DANTES: <https://www.dantes.doded.mil/>
- DoD Academic Institution Partnerships: <https://www.dodmou.com/>
- Financial Aid: <https://studentaid.gov/h/apply-for-aid/fafsa/>

Additional Resources

- 2-1-1: <https://www.211.org/>
- Armed Forces YMCA: <https://www.asymca.org/>
- Child Care Aware: <https://www.childcareaware.org/>
- Disabled American Veterans: <https://www.dav.org/>
- Families Overcoming Under Stress: <https://focusproject.org/>
- Operation Homefront: <https://www.operationhomefront.org/>
- National Domestic Violence Hotline: <https://www.thehotline.org/>
- The Soldier's Project: <https://www.thesoldiersproject.org/>
- United Services Organizations (USOs): <https://www.uso.org/>
- Veterans Crisis Line: <https://www.veteranscrisisline.net/>

GETTING STARTED WITH SCHOOL - CHECKLIST

ACTIVE DUTY

- **Apply for Funding** - Complete Tuition Assistance (TA) Pre-requisites
 - a. TA Orientation Brief
 - b. Personal Readiness Seminar course
 - c. GT Score above 100
 - i. If GT Score is 99 or below; contact Education office by email at MCCSQuanticoEdCenter@usmc.mil

Tuition Assistance Reminders:

- Review TA Guidelines: MCO 1560.25 Ch. 6, MARADMIN 218/19, MARADMIN 765/20
 - Apply for Web TA for every TA funded course
 - Upload Degree Plan/Education Plan to Web TA account after completing 6 TA funded college credits. TA accounts may be suspended or placed on hold for missing grades, degree plan or for a recoupment of TA funds.
 - Always make sure to sign and submit your authorized TA Voucher to your school, for each class
 - Confirm with your Education Center that your grades have been posted to Web TA after each class
-
- **Apply for Scholarships, Grants and FAFSA** at www.fafsa.ed.gov . If needed, schedule a Counseling Appointment for assistance - Ask for our list of websites for scholarships and grants
 - **Apply to School**
 - d. Do you have a school in mind?
 - i. **Yes:** Contact the Military student advisor of your chosen school
 - ii. **No:** Research schools and programs, and schedule an appointment to speak with a counselor. Contact an education counselor by email at MCCSQuanticoVECAadvise@usmc.mil or by phone at 703.784.3340
 - **Transfer Credits** - Send transcripts of your previous college credits to your new school for a transfer credit review. Request your *Joint Services Transcripts* (JST) to be reviewed for corrections and submitted to your school
 - **Enroll in School and Register for Classes** - Follow the school's enrollment and class registration process outlined by your School Advisor
 - **Stay on Course** - As you successfully complete your courses, make sure you stay in contact with your transition advisor, career and education counselors to make sure you are on course for degree completion
 - **Get Ready for Your Next TA Application:**
 - a. Submit course progress report and submit final course grade within 30 days of course completion
 - b. Upload official degree plan to TA account after completing 6 college credits per MCO 1560.25 Ch. 6
 - c. Check your TA account status

GETTING STARTED WITH SCHOOL - CHECKLIST

TRANSITIONING SERVICE MEMBERS, VETERANS, RETIREES & DEPENDENTS

- Apply for Funding:*** GI Bill Benefits www.gibill.va.gov
- Schedule an appointment with a counselor*** to discuss benefit options and application process
- Apply for Scholarships, Grants and FAFSA*** at <https://studentaid.gov/> - ***Military Spouses:*** Check to see if you are eligible for MyCAA funding <https://mycaa.militaryonesource.mil/mycaa/>
- Schedule a Counseling Appointment*** for assistance – If needed
 - a. Ask for our list of websites for scholarships and grants
 - b. Contact an education counselor by email at MCCSQuanticoVECAadvise@usmc.mil
- Apply to School***
 - a. Do you have a school in mind?
 - i. ***Yes:*** Contact the Military student advisor of your chosen school
 - ii. ***No:*** Research schools and programs, and schedule an appointment to speak with a counselor for help
- Transfer Credits:*** Send transcripts of your previous college credits to your new school for a transfer credit review
- Follow the school's enrollment and class registration process*** outlined by your School Advisor
- Stay on Course***
 - a. As you successfully complete your courses, make sure you stay in contact with academic counselor to make sure you are on course for degree completion

SCHOOLS ABOARD MCB QUANTICO

HOURS OF OPERATION

Monday-Thursday 0800-1630
Friday 0800-1200

CONTACT INFORMATION

Phone Number: 703-784-3308 or 703-784-2375
Fax Number: 703-784-5761
DSN Prefix: 278

Web TA Website:
<https://myeducation.netc.navy.mil>

Tuition Assistance (TA) Inquiries

MCCSQuanticoEdCenter@usmc.mil

General Inquiries

MCCSQuanticoEdCenter@usmc.mil

Counseling Assistance

MCCSQuanticoVECAdis@usmc.mil

Testing Inquiries

MCCSQuanticoVECTesting@usmc.mil

* For information on the Tuition Assistance eligibility requirements and other downloadable documents:
<https://quantico.usmc-mccs.org/marine-family-support/education/voluntary-education>

AVERETT UNIVERSITY

Erica Bailey/ ebailey@averett.edu/ 434-791-7134 (Undergraduate)
Dr. Tonitta McNeal/ tmcneal@averett.edu/ 434-791-7229 (Graduate)

- Offers the following degree programs aboard MCB Quantico: Bachelors of Business Administration, Master of Business Administration with an option to earn a concentration in Leadership, Marketing and Human Resource Management
- Classes are accelerated (5-8 weeks based on the course)
- Classes are held one night per week from 1800-2200
- Averett University also offers the following degree programs online: BS in Leadership, Business Management, Computer Information Systems, Sociology/Criminal Justice, Sociology and Physical Education – Sport Management
- MS degrees in Applied Data Analytics, Accountancy, Criminal Justice and Education

CENTRAL TEXAS COLLEGE

Gerard Walsh /DBolling@ctc.edu /202-561-2480

- Offers the following degree programs online: Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Arts in General Studies and Certificates of completion
- 8-week semesters start monthly
- Registration dates and class dates can be found: <http://online.ctcd.edu>

NORTHERN VIRGINIA COMMUNITY COLLEGE

Ashley James/ ajames@nvcc.edu /<https://www.nvcc.edu/advising/virtual/index.html>

- Offers the following degree programs aboard MCB Quantico: AS Degrees in General Studies, AA Degrees in Liberal Arts, and AAS Degrees in Administration of Justice and Information System Technology
- NOVA offers over 160 associate degrees and certificates in-person and online
- NOVA has six main campuses and learning facilities with in-person classes and advisors at: Quantico, Ft. Belvoir and Henderson Hall

PARK UNIVERSITY

Kathryn.Norrie@park.edu/ 703-525-PARK (7275) www.park.edu/

- Offers BS degrees in Computer Science, Criminal Justice Administration, Management, Social Psychology, Management/Computer Information Systems, Management/Human Resources, Management/Marketing Management/Logistics and Management/Healthcare
- AS degrees in Computer Science, Criminal Justice Administration, Management, and Social Psychology are available
- Park offers classroom courses on base and at other sites in the area, as well as online courses

*****To register for a CLEP or DSST exam, email: NTCOUAN@park.edu
Testing days: Tuesday, Wednesday, and Thursday**

OLD DOMINION UNIVERSITY

William L. Nuckols, JD., Ph.D./ Director of Community Outreach and Engagement
wnuckols@odu.edu /757- 683-7137
ODU Online <https://online.edu.edu>

- Offers over 70 programs at the undergraduate, graduate and doctoral level as well as multiple certificates. Programs include Leadership, Education (Leading to Licensure and Teaching Endorsements), Engineering, Business, Communications, Health Sciences and Nursing (RN-BSN)

UNIVERSITY OF MARYLAND GLOBAL CAMPUS (UMGC)

Rebecca Oldham & Kellie Robertson / baseadvisor@umgc.edu/ 240-224-3674
Monday – Friday: 0830 - 1600

- Offers a wide range of programs including 29 Bachelor's Degrees, 19 Master's Degrees, a Doctoral Program, and more than 80 certificate programs.
- Many of UMGC's academic programs can be completed entirely online, using state-of-the-art interactive classroom software. Students can also find a variety of courses taught in classrooms throughout Maryland and the Washington, D.C., Metropolitan area. *UMGC now offers free online textbooks for all undergraduate programs!*

VISITING SCHOOLS

American Military University	Robert Hassinger / 304-590-1961/ rhassinger@apus.edu
Excelsior College	Susan McIntosh / 571 -330-2928/ smcintosh@excelsior.edu
Germanna Community College	Veteran Affairs /540-891- 3023 / ysservices@germanna.edu
Grand Canyon University	Kate Andrus / 703-232-0560 / Kathryn.andrus@gcu.edu
Liberty University	Ron Ramsdell / 434-592-5793 / rdramsdell@liberty.edu
University Of Mary Washington	800-468-5614 or Admit@umw.edu

VETERAN SERVICES LOCATED AT THE VEC

Virginia Dept. of Veteran Services	703-630-2811 / johnnie.bourque@dvs.virginia.gov
	703-630-2811 / thomas.holley@dvs.virginia.gov
Disabled American Veterans	571-388-6148 / CBuchanan@dav.org

FIRST-TIME TUITION ASSISTANCE (TA) USERS

1. All first-time TA applicants are required to:
 - Review the TA Orientation Brief
 - Complete the Personal Readiness Seminar Course
 - Possess a GT score above 100
 - If GT score is 99 or below, contact Education Office by sending an email to MCCSQuanticoEdCenter@usmc.mil.
2. MCINCR-MCB Quantico Marines will upload a copy of the certificate for the PRS course to their TA accounts
3. Marines must also upload the signed and completed “Validation of TA Orientation Brief Review” certificate to their TA account

Upon completion of file uploads, into TA account, Marine will send an email to MCCSQuanticoEdCenter@usmc.mil to inform the Voluntary Education Center (VEC) that the files have been uploaded

Instructions and illustrations for completing the aforementioned requirements are provided within the following pages

TA ORIENTATION BRIEF

This brief is designed to familiarize you with TA rules and regulations. The brief includes information on: TA directives, TA Eligibility criteria, TA rules and user responsibilities, and information on alternative funding and relevant resources. This brief is required to be reviewed prior to receiving TA.

- Review the brief
- Print the “Validation of TA Orientation Brief Review” (page 46)
- Print your rank, first & last name, & EDIPI
- Sign and date
- Scan and upload your “Validation of TA Orientation Brief Review” to your TA account and send an email to MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (VEC) know that the file has been uploaded.

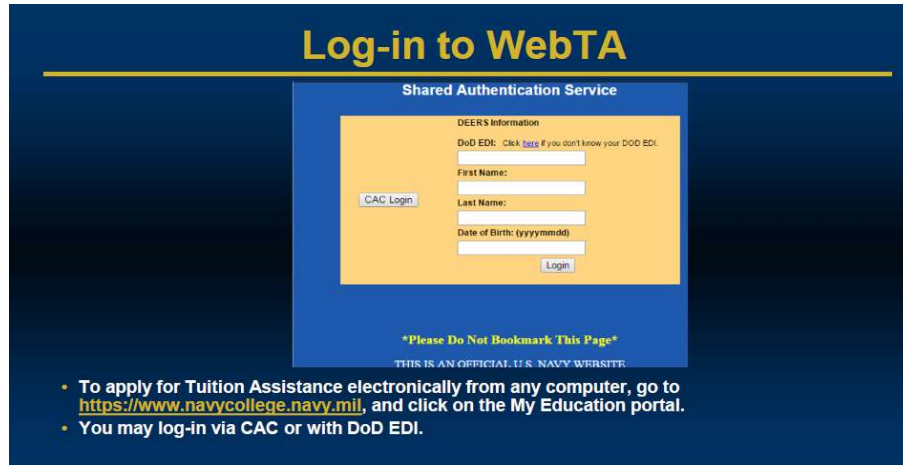
PERSONAL READINESS SEMINAR (PRS)

This course is designed for the Active Duty Service member seeking to attend an institute of higher learning using military Tuition Assistance (TA). Training covered in the PRS course includes the basics of personal financial management. The purpose of this course is to introduce and discuss how financial readiness impacts mission readiness. Successful completion of this training course is required prior to receiving TA.

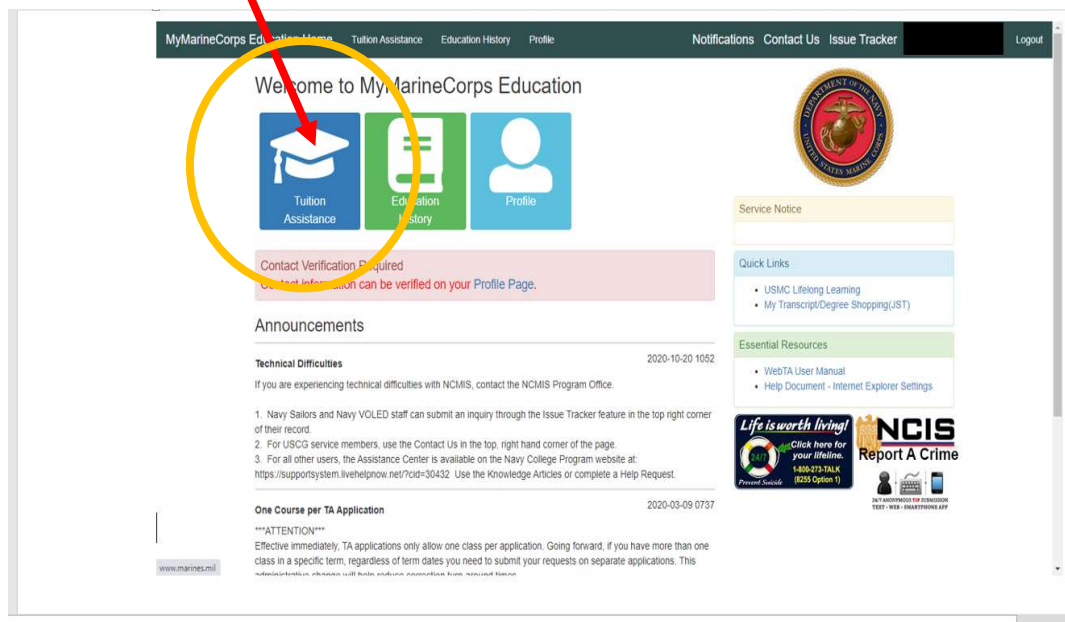
1. Log on to JKO (Joint Knowledge Online) URL: <https://jkodirect.jten.mil>
2. Access JKO using CAC or JKO account (you may create new account).
3. To find the PRS course, select “**Course Catalog**” on the top menu bar.
 - a. Search for the “Personal Readiness Seminar” course using the course title.
4. Click enroll to launch the PRS course. When prompted by the academic integrity notice, click acknowledge to proceed.
5. Once enrolled in the PRS course, you will be redirected back the course catalog. Click Launch to begin the PRS training course.
6. The course is divided into different lessons. Click the “**Start**” bar on the upper left side to proceed with the course. Some lessons have multiple slides, click the “**Next**” bar found at the lower right side of the slide to complete each lesson.
7. To get to the next lesson, click the “**Next Lesson**” bar on the upper left side of the screen. You may review previous lessons by clicking the “**Previous Lesson**”.
8. You may stop and continue the PRS course at a later time. To complete the course, just log on to your account and click “**Resume**”.
9. Upload your certificate to your TA account and send an email to MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (VEC) know that the file has been uploaded.

UPLOADING FILES TO YOUR TA ACCOUNT

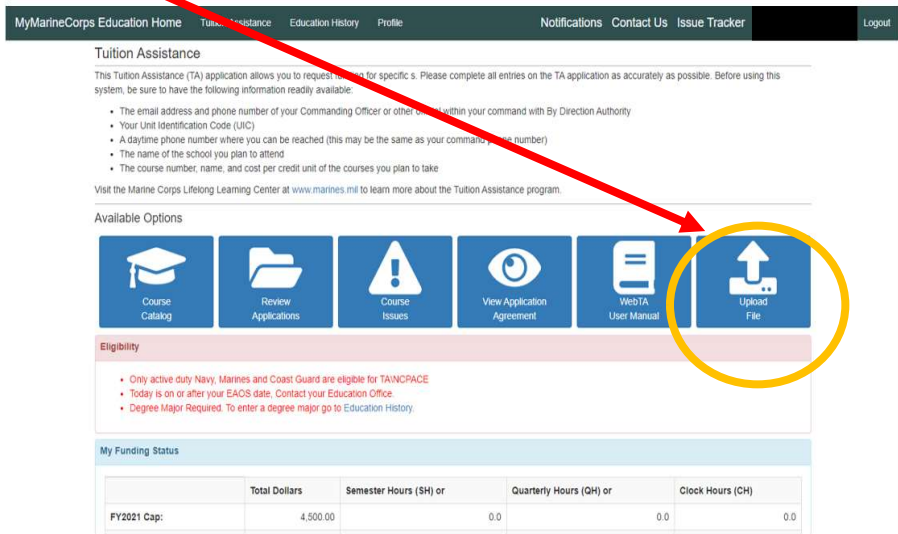
- ☐ Access your TA account: <https://myeducation.netc.navy.mil/webta/home.html#nbb>



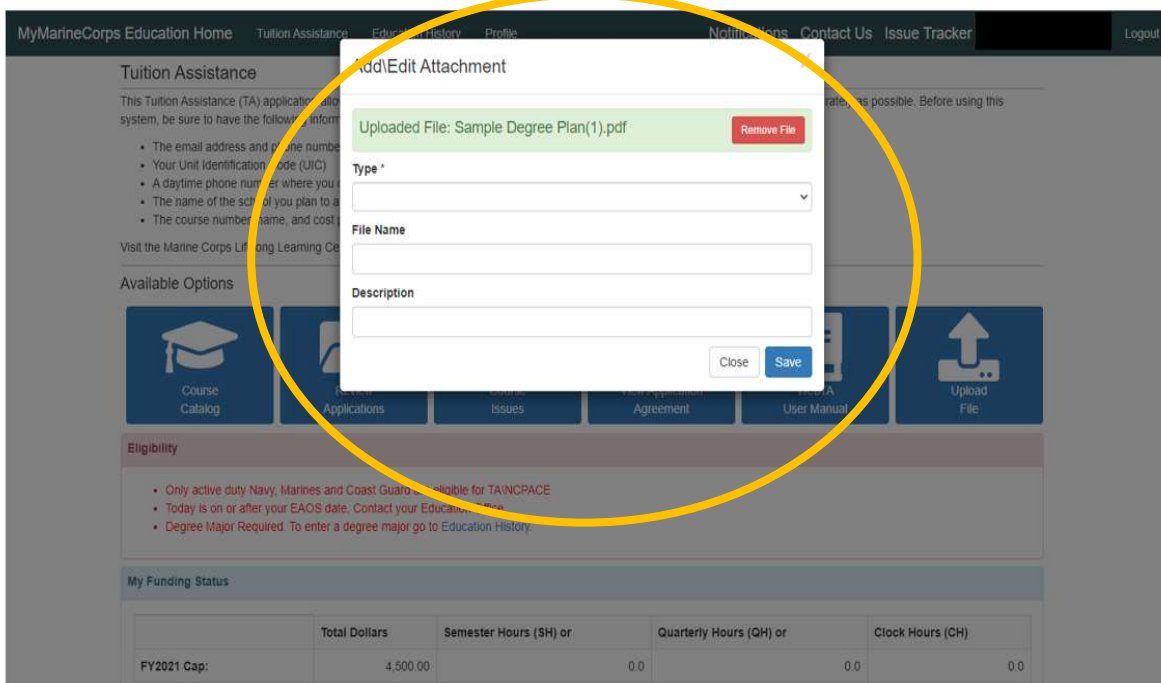
- ☐ Click on “Tuition Assistance”



- ❑ Click on “Upload File”



- ❑ Type information pertaining to the file and click “Save”
- ❑ Send email to MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the file has been uploaded



TEST OF ADULT BASIC EDUCATION (TABE)

The test of Adult Basic Education (TABE) is an achievement test designed to provide you with a true picture of your basic skills. The exam consists of four sections: Reading, Mathematic Computation, Applied Mathematics and Language. Calculators are not permitted. Per the MCO 1560.25 first time TA users with a General Technical (GT), score of less than 100 are required to take the TABE and earn an examination score of at least 10.2 to meet TA eligibility requirements.

How to schedule:

- To register, send an email to MCCSQuanticoVECTest@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number
- Upon receipt of your email you will receive a confirmation email of your scheduled examination date and time.

Testing day:

- Bring a valid photo ID with you on the day of your TABE exam.
- You are permitted to have your car keys and your photo ID while taking the TABE; everything else, including your cell phone are not permitted.

TABE INFORMATION & TIPS

Section: Reading Time Limit: 50 minutes

Study Tip: Practice comprehension skills by reading various reading passages and properly interpreting questions about the readings.

Section: Mathematics Computation Time Limit: 24 minutes

Study Tip: Practice core math skills (addition, multiplication, division, fractions, percent's, and exponents.). Use OASC test prep resource to assess current skills and for math practice tests.

Section: Applied Mathematics Time Limit: 50 minutes

Study Tip: Practice answering math questions based on everyday activities, such as household budgets, recipes, repair tasks, and comparison-shopping.

Section: Language Time Limit: 55 minutes

Study Tip: Practice correcting written passages using standard language conventions and usage. Review written passages for correct capitalization, punctuation, and sentence formation.

TABE STUDY RESOURCES

Online Academic Skills Course (OASC)	http://www.nelnetsolutions.com/DantesNet/
Test Prep Review	https://www.testprepreview.com/tabe_test_breakdown.htm
Khan Academy	https://www.khanacademy.org/
Test Guide	https://www.test-guide.com/free-tabe-practice-tests.html

TESTING DATES & REGISTRATION PROCESS

2023 Testing Dates – *Dates are subject to change*

ORAL PROFFICIENCY INTERVIEW (OPI)

Must be scheduled 30 – 60 days in advance

DISTANCE EDUCATION

Authorization & Appointment Required

Must be scheduled in advance

****Active duty and family members only****

DLAB Starts at 1230

Apr 13, 27
May 11, 25
June 8, 22
July 6, 20
Aug 10, 24
Sept 14, 28
Oct 5, 19
Nov 30
Dec 14

DLPT Starts at 0830

Apr 6, 20
May 4, 18
June 1, 15, 29
July 13, 27
Aug 3, 17, 31
Sept 7, 21
Oct 12, 26
Nov 2, 16
Dec 7

AFCT (ASYAB RE-TEST) (4 weeks for results)

Starts at 0830 Marine Corps Testing Only

Apr 13, 27
May 11, 25
June 8, 22
July 6, 20
Aug 10, 24
Sept 14, 28
Oct 5, 19
Nov 30
Dec 14

****Requires Written Command Permission****

MAKING AN APPOINTMENT:

DLPT/AFCT/DLAB: To register, send an email to MCCSQuanticoVECtesting@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number.

*** If you are requesting registration for a DLPT, please include which language you want to take and attach a copy of your last DPLT scores.

*** If you are requesting registration for AFCT, include your command permission letter and the Certified True Copy of MCTFS TEST Screen. These documents must be submitted no later than 10 business days from your test date.

OPI: To register, send an email to MCCSQuanticoVECtesting@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number.

Distance Education/CLEP/DSST: To register, send an email to NTCQuan@park.edu with the following information: Name / Rank / Duty Station / Test / phone number

Per MCO 1230.5C – UNIFORM OF THE DAY REQUIRED for all Military Classification Tests (DLAB/DLPT/AFCT/OPI)

**ARMED FORCES CLASSIFICATION TEST (AFCT) – SAMPLE
COMMAND PERMISSION LETTER**



UNITED STATES MARINE CORPS
UNIT LETTER HEAD AND COMPLETE ADDRESS

IN REPLY REFER TO:
1230
DATE

From: **Commanding Officer, Battalion or Squadron Level**
To: Education Officer, Marine Corps Base Quantico

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO **RANK, NAME,
EDIPI, AND MOS**

Encl: Certified True Copy of MCTFS TEST Screen

Ref: (a) MCO 1230.5C

1. In accordance with the reference, **RANK AND NAME** meets the requirements for an in-service retest of the AFCT. **RANK AND NAME** is applying for **NAME OF PROGRAM (MOS ####)** and needs to attain **AFQT, GT, MM, EL, CL** score of **SCORE**. His/her current score is a **CURRENT SCORE** and he/she last tested on **TEST DATE**. Attached is a certified true copy of his/her TEST screen from MCTFS verifying their scores.

2. Point of contact for this request is **COMMANDING OFFICER AT BATTALION/SQUADRON LEVEL OR STAFF OFFICER WITH "BY DIRECTION"**, UNIT, at **PHONE NUMBER**

COMMANDING OFFICER
OR BY DIRECTION

SAMPLE LETTER

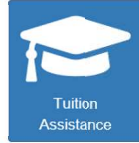
NAVIGATING THE WEB TUITION ASSISTANCE (TA) PLATFORM

TA account login link: <https://myeducation.netc.navy.mil/webta/home.html#nbb>

My Education Home Tuition Assistance Education History Profile

Welcome to My Education

Click here →
to access your TA
information



← Click here to
update your contact
information on file



Announcements

Downtime Notification

2019-03-15 1010

My Education/NCMIS is expected to experience down times for the following dates and times:

FROM: Saturday, 16 March 2019, 1800 Hours, Pacific Standard Time (PST)
UNTIL: Sunday, 17 March 2019, 0600 Hours, Pacific Standard Time (PST)

FROM: Wednesday, 20 March 2019, 0400 Hours, Central Daylight Time (CDT)
UNTIL: Wednesday, 20 March 2019, 0600 Hours, Central Daylight Time (CDT)

Service Notice

Quick Links

- USMC Lifelong Learning
- My Transcript/Degree Shopping(JST)

Essential Resources

- WebTA User Manual
- Help Document - Internet Explorer Settings



****Per MCO 1560.25 CH 6 SEC 6: e, an approved degree plan or SOCMAR student agreement is required. (Your Academic Institution may refer to this document as a degree audit, academic agreement or academic plan)****

My Education Home Tuition Assistance Education History Profile

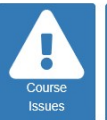
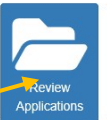
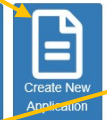
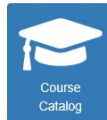
Tuition Assistance

This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take

Visit the Marine Corps Lifelong Learning Center at www.marines.mil to learn more about the Tuition Assistance program.

Available Options



← Click here
To upload your
degree plan

Click here
to create your
TA
Application

Click here
to access your
approved TA
voucher

Eligibility

You are eligible for Tuition Assistance.

INFORMATION REQUIRED FOR TA APPLICATION

1. Command TA Authorizing Official Information
 - Approver's Name (Appointed Command TA Authorizer)
 - Approver's Work email
 - Approver's Work phone
2. Academic Information
 - Name of student's Military Installation
 - School's Name
 - Start and end date of the term
3. Courses/Class Information
 - Course number
 - Course name
 - Course Level (upper, lower, graduate, or vocational)
 - Location
 - Credit Unit
 - Credit Hours
 - Tuition Rate

Please remember

- ✓ You can submit your TA application 60 days prior to your course start date
- ✓ TA MUST be approved prior to course start date, TA is not retroactive
- ✓ To sign and submit your approved TA voucher to your school
- ✓ To submit your final course grades within 30 days of your course end date
- ✓ To submit a request to cancel any unused TA voucher with proof of course drop and confirmation of zero balance to MCCSQuanticoEdCenter@usmc.mil

IMPORTANT TA REMINDERS

- TA shall be authorized for **first-time TA applicants for only one course** unless documentation is provided that the Marine has at least an associate degree or at least sixty (60) academic credits and a minimum grade point average (GPA) of 2.5.
- Marines **may not be actively participating in more than two TA-funded classes simultaneously.**
- Open issues in Marines TA accounts, including incomplete courses, reimbursement issues, and waivers, must be resolved and posted to the student record prior to approval of future TA requests.
- **Marines who fail to successfully complete a course will be required to reimburse received TA funds.** For the purpose of reimbursement, successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses, and a "pass" for "pass/fail" grades for courses using that criterion. TA funds will be recouped from Marines for "D" and "F" grades, unresolved incomplete "I", or courses from which the Marine voluntarily withdrew, resulting in a "W" grade per reference

HOW TO ACCESS & REVIEW YOUR JOINT SERVICES TRANSCRIPT (JST)

- Visit jst.doded.mil to access your Joint Service Transcript at any time
- Log in with your CAC or create and account username and password

Sign in to JST

Username _____

Password _____

Forgot Password

SIGN IN **CAC LOGIN** **REGISTER**

Create a New Account Here

View your transcript here

My Transcript

Download your JST, or send an official copy to a school or organization.

DOWNLOAD MY JST...

REQUEST OFFICIAL TRANSCRIPT

Inquiries

Do you need assistance, or need corrections made to your records? Open an Inquiry for our staff.

MY INQUIRIES

My Degree Agreements

View any Degree agreements you have with our partner schools.

MY DEGREE AGREEMENTS

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

About:

- The College Board's College-Level Examination Program (CLEP) has been the most widely trusted credit-by-examination program for over 40 years.
- This rigorous program allows students to demonstrate their mastery of introductory college-level material and earn college credit. **Students can earn credit for what they already know by getting qualifying scores on the 90 min multiple choice examinations.** While CLEP is sponsored by the College Board, only colleges may grant credit toward a degree.

Computing Scores:

To reach the total score that students see on their score reports, two calculations are performed:

- First, the "raw score" is calculated. This is the number of questions answered correctly. The raw score increases by one point for each question answered correctly, and no points are gained or lost when a question is either unanswered or incorrectly answered.
- Next, the raw score is converted into a "scaled score" by a statistical process called equating. Equating maintains the consistency of standards for test scores over time by adjusting for slight differences in difficulty between test forms. This ensures that the score does not depend on the specific test form or how well others did on the same form.
- The raw score is converted to a scaled score that ranges from 20 to 80. The final scaled score is the score that appears on the score report.

CLEP TESTING REGISTRATION

How to Register:

1. Visit this link: <https://cleportal.collegeboard.org/myaccount> to create your account and this link: <https://clep.collegeboard.org/register> register for your exam.

If Active Duty: ✓ *Check the box that asks if you are eligible for DANTES Funding, this will ensure that the test is provided to you free of charge.*

****To schedule a CLEP exam at the MCB Quantico Voluntary Education Center****

Email: NTCQUAN@PARK.EDU
Vivian.Gillison@park.edu

Testing days are Tuesday, Wednesday, and Thursday

CLEP EXAMINATION LIST

Please, discuss with your academic advisor to decide which CLEP tests will fulfill your degree plan requirements.

BUSINESS

Financial Accounting {3}

Information Systems {3}

Introductory Business Law {3}

Principles of Management {3}

Principles of Marketing {3}

COMPOSITION and LITERATURE

American Literature {3}

Analyzing and Interpreting Literature {3}

College Composition {6}

College Composition Modular {3}

English Literature {3}

Humanities {3}

FOREIGN LANGUAGE *levels 1 & 2*

French Language {6-9}

German Language {6-9}

Spanish Language {6-9}

Spanish with Writing {6-9}

SOCIAL SCIENCES and HISTORY

American Government {3}

History of the United States I {3}

History of the United States II {3}

Human Growth and Development {3}

Introduction to Educational Psychology {3}

Principles of Macroeconomics {3}

Principles of Microeconomics {3}

Introductory Psychology {3}

Introductory Sociology {3}

Social Sciences and History {6}

Western Civilization I

Western Civilization II {3}

SCIENCE and MATHEMATICS

Biology {6}

Calculus {3}

Chemistry {6}

College Algebra {3}

College Mathematics {6}

Natural Sciences {6}

Precalculus {3}

CLEP PREPARATION MATERIAL

<http://www.learningexpresshub.com> Free practice exams for CLEP & DSST

Product key: 11101775

<https://modernstates.org/> Free MOOC offered by non-profit

<http://study.com/> Test Prep for SAT, ACT, CLEP, AP, and more

Base Library

703-784-4409

2040 Broadway Street Quantico, VA 22134

<https://grc-usmcu.libguides.com/library>

DANTES SUBJECT STANDARDIZED TEST (DSST)

About:

- The DSST credit-by-examination program is an extensive series of more than 30 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses.

Scoring:

- All DSSTs, except the Public Speaking exam are computer-based exams, with no penalty for guessing. A new score scale was introduced for the 2008 and later exams uses scores ranging from 200 to 500, with the pass point set at 400 for all exams.

Score Reports:

- If your school has not receive your score, report within 90 days of your original test date please verify the institution code that you listed during your exam registration. If the code is incorrect, please contact us 1.877.471.9860.

Retest Policy:

- Exam fees for the first attempt at any DSST title are covered by DANTES for eligible military service members. Service members are responsible for funding a retest of any DSST exam title if they do not receive a passing score. Test takers may retake a DSST exam three months after their first exam and after paying the \$85 exam retake fee.

DSST TESTING REGISTRATION

How to Register:

1. Visit this link: <https://tcnet.prometric.com/dsst> to create your account. Please bring your username and password with you on the day of your exam.
2. Registration is completed at the testing center within the testing platform on the day of the exam (In order to register for an exam you must first confirm your institution code. This code can be accessed at [www.getcollegecredit.com/search/.](http://www.getcollegecredit.com/search/))

****To schedule a DSST exam at the MCB Quantico Voluntary Education Center****

EMAIL: NTCQUAN@PARK.EDU or Vivian.Gillison@park.edu

Testing days are Tuesday, Wednesday, and Thursday

DSST PREPARATION MATERIALS

<http://www.learningexpresshub.com> Free practice exams for CLEP &DSST

Product key:11101775

<https://modernstates.org/>

<http://study.com>

<https://www.getcollegecredit.com>

Free MOOC offered by non-profit

Test Prep for SAT, ACT, CELP, AP, and more

DSST Exam Information and study guides

Base Library

703-784-4409

2040 Broadway Street, Quantico, VA 22134

<https://grc-usmcu.libguides.com/library>

DSST EXAMINATION LIST

Please, discuss with your academic advisor to decide which DSST will fulfill your degree plan requirements.

Fund of College Algebra	400	3	Math
Principles of Statistics	400	3	Math
Math for Liberal Arts	400	3	Math
Art of the Western World	400	3	Social Science
Introduction to Geography (Formerly Human/Cultural Geography)	400	3	Social Science
History of the Soviet Union (Formerly Rise and Fall of the Soviet Union)	400	3	Social Science
A History of the Vietnam War	400	3	Social Science
Civil War and Reconstruction	400	3	Social Science
Foundations of Education	400	3	Social Science
Lifespan Developmental Psychology	400	3	Social Science
General Anthropology	400	3	Social Science
Substance Abuse	400	3	Social Science
Introduction to Law Enforcement	400	3	Social Science
Criminal Justice	400	3	Social Science
Fundamentals of Counseling	400	3	Social Science
Astronomy	400	3	Physical Science
Health and Development (Formerly Here's to Your Health)	400	3	Physical Science
Environmental Science (Formerly Environment and Humanity: The Race to Save the Planet)	400	3	Physical Science
Principles of Physical Science I	400	3	Physical Science
Introduction to Geology	400	3	Physical Science
Principles of Finance	400	3	Business
Human Resource Management	400	3	Business
Organizational Behavior	400	3	Business
Principles of Supervision	400	3	Business
Introduction to Business	400	3	Business
Money and Banking	400	3	Business
Personal Finance	400	3	Business
Management Information Systems	400	3	Business
Business Ethics & Society	400	3	Business
Business Mathematics	400	3	Business
Technical Writing	400	3	Technology
Fundamentals of Cyber Security	400	3	Technology
Ethics in Technology	400	3	Technology
Ethics in America	400	3	Humanities
Introduction to World Religions	400	3	Humanities
Principles of Public Speaking	400	3	Humanities
Principles of Advanced English Composition	400	3	Humanities

TEST PREPARATION RESOURCES

How to access Learning Express

https://mccs.ent.sirsi.net/client/en_US/default

The EBSCO LearningExpress DoD Test Prep supports active military, military families, guard and reserve personnel, and military affiliated civilians and retirees, providing access to educational resources that foster academic advancement, and strengthen job and career readiness.

The screenshot displays the MCCS eLibraries website. At the top, there is a navigation bar with the MCCS logo, the text "United States Marine Corps MCCS Libraries Marine Corps Community Services", and links for "Log In", "My Account", and "My Lists". Below this is a search bar with "Everything" and "All Fields" dropdown menus, a "Search" button, and an "Advanced Search" link. The main content area shows search results for "SEA OF GREED" by Clive Cussler and Graham Brown, with a "Find In My Library" button. A yellow arrow points from the "Scroll Down Page" text to the "eBooks/eAudio" section, which features the "rb digital" logo. To the right, a "Quick Links" sidebar lists various services like Ancestry, Annals of American History, and EBSCOhost. Below the main content, there are several resource cards: "US Major Dailies", "BrainHQ" (an online brain-training system), "Education & Career" (highlighted with a red circle and a "Click here" arrow), "Online Courses" (including "Learn Something New Today!"), and "US Major Dailies" (repeated). The "Education & Career" card contains the text: "The EBSCO LearningExpress DoD Test Prep supports active military, military families, guard and reserve personnel, and military affiliated civilians and retirees, providing access to educational resources that foster academic advancement, and strengthen job and career readiness. Access a variety of eLearning centers with related grouped content, such as helpful academic resources for every family member from elementary school through college-level skills. Core academic content and workplace preparation skills are incorporated to help service members and their families achieve personal goals in school, life, and work."

Welcome to LearningExpress Library

Find Tests, Tutorials, eBooks...



Career Preparation

Make your work goals a reality—start a new career or advance in your current field.



High School Equivalency Center

Guided support and preparation to help you earn a high school equivalency credential.



College Admissions Test Preparation

Prepare for important exams like the ACT®, SAT®, AP® Tests, and more.



School Center

Skill-building resources for classroom and homework success.

Sign In

Sign in to your account below.

Username:

Password:

New User?

Register

Why do I have to register?

[Forgot Password?](#)

Login

New User Registration

Register as a new user below.

Select
Product Key →

- Library Card
 Product Key

Please select how you would like to register.

Create Account

Already Registered?

Login

- Why do I have to register?

Enter Product Key: 11101775

New User Registration

Register as a new user below.

Complete registration form

= Required Field

Are you a European Union citizen? Yes No

First Name:

Last Name:

Age:

Email (User ID):

Confirm Email:

Password:

View our Privacy Policy

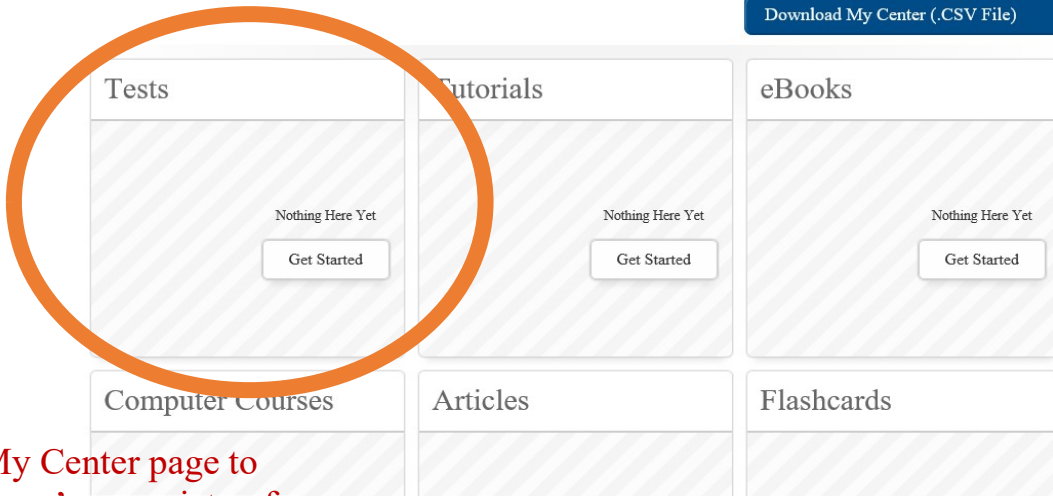
Required:
Click to view privacy policy

If you are under the age of 13 your name will not be stored.

My Center

All of your resources are organized by type in the sections below.

[Download My Center \(.CSV File\)](#)



Use My Center page to access you're a variety of learning resources

Welcome to LearningExpress Library™

SAT/ ACT Study Guidance



Active Military

Effective resources to advance your military career.



National Guard and Reserve

Preparation tools to get ahead.



Transitioning Military

Prepare for success in civilian life.



Military Families

Helpful resources for every family member.



Prepare for CLEP® and DSST® Exams

Prepare to earn college credit.



Job & Career Accelerator

Powerful tools and guidance to achieve your career goals.

Click on sections for AFCT, CLEP and DSST test prep resources.
** Use the search bar to access SAT/ ACT test prep resources

MARINE CORPS CREDENTIALING OPPORTUNITIES (COOL)

<https://www.cool.osd.mil/usmc/index.html>

Many civilian jobs have certain professional and technical standards. Obtaining credentials – certifications and licenses – shows that you meet these standards. For example, a welder can show his/her welding certifications to an employer to document that he/she has specific skills and knowledge. In the civilian world, credentials may be required for a job, or can make you much more likely to be hired for a job.

No matter where you are in your career, you may be able to benefit from getting a credential that is related to your training and experience in the Marine Corps.

Licensure and Certification are the two primary types of credentials. Credentials can also be earned via apprenticeships.

To learn more about Marine Corps COOL please visit the link above.

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

<https://usmap.netc.navy.mil/>

Looking for civilian job experience while you're still active duty?

Check out USMAP to further your career goals. The [United Services Military Apprenticeship Program](#) (USMAP) is a formal military training program that provides active duty Navy, Marine Corps and Coast Guard service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while on active duty.

The [U.S. Department of Labor](#) (DOL) provides the nationally recognized Certificate of Completion of Apprenticeship upon the completion of the program.

DOL is the Federal agency responsible for the administration of the National Apprenticeship System in the United States.

USMAP is the registered sponsor for all military apprenticeships. All DOL sponsors have a set of Standards that provide guidelines for Apprenticeships. USMAP's standards are tailored to fit the military mission. (<https://usmc-mccs.org/articles/check-out-an-apprenticeship-through-usmap/>)

To learn more about USMAP please visit the link above.

CAREER PATH DECIDE

<https://careerpathdecide.usalearning.gov>

Explore. Set a Goal. Close Education Gaps Using your Voluntary Education Benefits.

Considering using Tuition Assistance (TA) or Credential Assistance (CA) while in Service to prepare for your future? Career Path DECIDE provides:

- The most extensive labor market data available to research future civilian career opportunities by city and state
- Assessment tools to help you identify career options aligned with your experience, skills, education, interests, values, and lifestyle
- Data on which education programs and colleges will best prepare you for future career goals



[Welcome](#) > [About Me](#)

ABOUT ME

I am: Military (Service Member / Veteran) Non-Military (Military Spouse / DoD Civilian)

Education Level

Instructional Program

I have some College courses

in Liberal Arts and Sciences/Liberal Studies

Have?

I have civilian job experience

Duration

Unit of Time

Occupation

I've worked

5 years

in the field of

Office and Administrative Support Workers, All Other

[View Career Pathways](#)

Human Resources Assistants, Except Payroll and Timekeeping

ABOUT THIS OCCUPATION

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

COMPENSATION

\$41K/year
or (\$19.57/hr)

STATE

National

TIME INVESTMENT ⓘ

5 years
of preparation
left



Part time

NEXT STEPS

To improve your chances of getting this occupation, there are a few things you can do:

DO THIS FIRST

- **Get a Post-Secondary Certificate**
(5% of people in this field have this education level)

[Explore your options here](#)

HIGH PRIORITY

- **Get an Associate's Degree**
(27% of people in this field have this education level)
- **Get a Bachelor's Degree**
(Most people in this Occupation have this education level)

[Explore your options here](#)

[Explore your options here](#)

- **Certification**
- **Licensing**

[Explore your options here](#)

[Explore your options here](#)

LOWER PRIORITY

- **Start with Bookkeeping, Accounting, and Auditing Clerks**
(It's a similar occupation for which you are more qualified)

[View Occupation](#)

SEND RETURN LINK

Email a link to this page

Enter your email *



GI BILL EDUCATION BENEFITS

<https://www.va.gov/education/>

Ask our counselors how your benefits can be used for the following:

- Transferability
- Flight training
- Entrepreneurship training
- Licensing and certification reimbursement
- Vocational/technical training, non-college degree programs
- National testing reimbursement
- On-the-job training
- Certification

VA Educational Benefits Regional Line: 1-888-442-4551

The screenshot shows the VA website's navigation menu. At the top, there is a dark blue header with the VA logo, the U.S. Department of Veterans Affairs name, and search, contact, and sign-in options. Below the header, a dark blue navigation bar contains 'VA Benefits and Health Care', 'About VA', and 'Find a VA Location'. A dropdown menu is open under 'VA Benefits and Health Care', listing various benefit categories. 'Education and Training' is highlighted with a yellow border. To the right of this menu, a light gray panel displays 'View All in Education' and two columns of links: 'Get Education Benefits' (including About GI Bill Benefits, Eligibility, How to Apply, Vocational Rehabilitation and Employment, Survivor and Dependent Education Benefits) and 'Manage Your Benefits' (including View Your VA Payment History, Check Your Post-9/11 GI Bill Benefits, Transfer Your Post-9/11 GI Bill Benefits, Change Your GI Bill School or Program, Change Your Direct Deposit Information). A 'GI Bill® Comparison Tool' section is also visible, featuring a graduation cap icon and text: 'Learn about education programs and compare benefits by school.'

INITIAL COUNSELING – PRESEPARATION COUNSELING - CAPSTONE REVIEW

To begin the transition process, please contact your assigned Unit Transition Coordinator (UTC).

DOD SKILLBRIDGE

What is DoD SkillBridge?

- Links transitioning service members with civilian training opportunities
- Aims to increase probability of employment post-transition
- Equips transitioning service members with necessary career related tools for a smooth transition into civilian employment

What Opportunities Can Be Pursued?

- *JOB TRAINING*: Prepares employee to perform job related tasks through information, demonstration, performance evaluations, and feedback.
- *EMPLOYMENT SKILLS TRAINING*: Provides training or education for skills required in the workforce. Assist with advancing or adapting to workplace demands. Example: leadership training, resume writing, interview practices, negotiation, etc.
- *APPRENTICESHIPS*: Combination of on-the-job training and classroom instruction to learn practical and theoretical aspects of a specific field or occupation.
- *INTERNSHIPS*: On-the-job training designed to develop job skills and employment skills needed to obtain employment in the civilian sector.

Eligibility:

- Anticipate honorable discharge, including general discharge (under honorable conditions)
- Be separating or retiring from the Marine Corps
- Have sufficient time remaining on their contract to complete the program
- Have attended and completed requirements of the Transition Readiness Seminar (TRS) **180 days prior** to separation
- Have attended an ethics brief or completed a DoD approved ethics training presentation

Transitioning Marines are authorized to attend SkillBridge employment training up to 180 days prior to retirement or separation.

Should the Marine receive command permission to pursue a program, the Marine will be given Permissive Temporary Additional Duty (PTAD) orders.

PTAD means that all expenses associated with pursuing the program are your responsibility; these expenses may include travel cost, lodging, transportation, and meals.

<https://skillbridge.osd.mil/> provides a listing of programs, to include POCs, that are DoD approved throughout the United States.

NAVMC 1700.2 establishes guidance for the SkillBridge program.

<https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/3251254/navmc-17002/>

The Marine interested in an approved SkillBridge program (*listed on the DoD SkillBridge website*) must contact the program provider (company, organization, etc.) directly for specific information on the program. The program provider will provide all information related to cost, application process, length of training and the opportunity for employment at the conclusion of training.

*** The MCB Quantico's Transition Counselors are not resourced to do research and/or liaised on behalf of an individual ***

This site below includes contact information for advisors, access to transition appointment pre-work documents, a calendar of transition events and SkillBridge information.

<https://ppr-quantico.libguides.com/c.php?g=1161198&p=8476913>

The first step in the process is for the Marine to secure the opportunity with the company/organization by following their admissions/acceptance process.

Once the opportunity is secured, the Marine proceeds to request command permission to execute SkillBridge PTAD to pursue the opportunity.

Command permission must be received by the first field grade commander, O-4 or above, in the service member's chain of command with UCMJ authority; Battalion/Squadron Commander. For those under civilian leadership, a GS-13 or above. The convening authority cannot be delegated.

Commanders are responsible for establishing and maintaining service member accountability procedures for the duration of the training – not the Transition Counselor.

The command permission packet consists of:

- MFR1 - USMC SkillBridge Packet Checklist
 - MFR2 - USMC SkillBridge Participant Screening
 - MFR3 - Individual Program Vetting Documents (USMC SkillBridge Individual Program Request)
 - Ethics training certificate
 - Acceptance letter or offer letter from the program provider
 - TRS Completion (DD2648)
 - Commander's Participation letter
- ***MFR1- USMC SkillBridge Packet Checklist*** – This document must be completed by the Marine and emailed to the Transition Counselor for signature.
- All signatures must be captured with a CAC
 - Form must be signed by service member's First Sergeant/SNCOIC and Company Commander/OIC prior to requesting signature from the Transition Counselor
- ***MFR2 - USMC SkillBridge Participant Screening*** – This document must be completed by the Marine and emailed to the Transition Counselor for signature.
- This form locks after the first CAC signature. Service member completes the form, emails it to the Transition Counselor for CAC signature. Transition Counselor emails it back to service member – service member will need to provide wet signature on this form.
-

- ***MFR3 - Individual Program Vetting Documents (USMC SkillBridge Individual Program Request)*** – This document must be completed by the program provider (company, organization, etc.) and verified by the Marine’s command. *MFR3 is not required for SkillBridge opportunities holding a DoD MOU and listed on the SkillBridge website.*
 - o Command verifier to be determined by the service member’s chain of command. It is recommended for command verifier to be either First Sergeant/SNCOIC, Company Commander/OIC
 - o Once signed by the command verifier, Transition Counselor signs the form
- ***Ethics training certificate*** – MarineNet: LLISELF301 Developing your Business Ethics
- ***Acceptance letter or offer letter from the program provider***
- ***TRS Completion (DD2648)*** – TRS completion date must be included in the Packet Checklist and the Screening Checklist. DD2648 must be included in the command permission packet to serve as proof of TRS completion.
- ***Commander’s Participation letter*** – to be drafted by the Marine and signed by the Marine’s first field grade commander with UCMJ authority.

There are no restrictions of participating with legislative branch.

The intent of the AA waiver is to accommodate Marines outside the 180 days due to military requirements, not to maximize terminal leave.

MCO1 900.16 (Separation and Retirement Manual) states that terminal leave runs continuously from the first day of leave until the date of EAS meaning SkillBridge PTAD will always need to be executed first with terminal following it.

MILITARY SPOUSE & FAMILY MEMBERS - RESOURCES

Education Counseling: Military spouses, family members and DOD civilian employees can schedule an appointment to receive education counseling on:

- Selecting a school
- Degree plan options
- Utilizing education benefits
- GI Bill information and assistance

Funding Resources: Receive education benefit and scholarship information

- FAFSA <https://studentaid.ed.gov/sa/fafsa>
- GI Bill <https://benefits.va.gov/gibill/apply.asp>
- www.MyScholly.com
- www.Unigo.com
- www.collegeboard.com

My Career Advancement Account Scholarship Program (MCAA):

- Provides up to \$4,000 in tuition assistance to pursue a license, certification or associate degree in a portable career field and occupation.
- Spouses of service members on active duty in pay grades E-1 to E-6, W-1 to W2 and O-1 to O-2
- Pays tuition costs for education and training courses, examinations, and cost of obtaining a license, certificate or certification.

Call or Visit: 800-342-9647 <https://mycaa.militaryonesource.mil/mycaa/get-started> for more information

Universal Class:

- Provides a unique online education experience with a growing catalog of over 540 courses.
- Including, Career Training, Office Skills, Computer Training, Web Development, Entrepreneurship, DIY Courses and Test Prep.
 - Healthy Relationships
 - Stress Management
 - Event Management
 - Business Writing
 - Business Branding
 - Conflict Resolution

Visit your library to set up an account, then use it anywhere.

Mango Languages:

- Provides a self-paced learning program that teaches languages through relevant and topical dialogue using the four key components.
- 70+ Languages to choose from!

Visit your library to set up an account, then use it anywhere.

Family Member Employment Assistance Program:

- Resume & Job Application Assistance
- Job Search & Career Advice
- Labor Market & Occupational Information
- Employment Readiness Workshops
- Interview Techniques & Practice Sessions
- Job Search Techniques

Contact 703-784-3306 for more information.

My Spouse Education and Career Opportunities Program (MYSECO):

- Provides education and career guidance to military spouses worldwide and offers comprehensive resources and tools for all stages of your career progression.
- Offers a variety of self-assessments to help you learn more about yourself and what careers might interest you. Self-assessments can also help you understand your current skills and how they may apply to your career goals.
- Free Career Coaching

Visit: <https://myseco.militaryonesource.mil/portal/> for more information

Career Path Decide

- Explore Career Pathways
- See which Career Pathways have occupations with the highest projected growth rates
- Understand how qualified you are with occupations in a Career Pathway
- Prepare for your Next Career
- Identify next steps you should take to prepare for a specific occupation
- Improve your skills and education to become more qualified to get the job

Visit: <https://careerpathdecide.usalearning.gov/> for more information

