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:
mccsquantoedcenter@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:
- 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/
- 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/
- 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/
- DANTES: https://www.dantes.doded.mil/
- DoD Academic Institution Partnerships: https://www.dodmu.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; Schedule to take the TABE test. Contact Testing office by email at MCCSQuanticoVECTesting@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](http://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 MCCSQuanticoVECAdiv@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](http://www.gibill.va.gov)

☐ **Schedule an appointment with a counselor** to discuss benefit options and application process

☐ **Apply for Scholarships, Grants and FAFSA** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) - **Military Spouses:** Check to see if you are eligible for MyCAA funding

☐ **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 [MCCSQuanticoVECAvis@usmc.mil](mailto:MCCSQuanticoVECAvis@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
MCCSQuanticoVECAdvis@usmc.mil
Testing Inquiries
MCCSQuanticoVECTesting@usmc.mil

* For information on the Tuition Assistance eligibility requirements and other downloadable documents:
https://www.quantico.usmc-mccs.org/index.cfm/marine-family/personal-professional-development/voluntary-education-center-vec/

AVERETT UNIVERSITY
Jonathan Nichels / Jonathan.Nichels@averett.edu / 804-475-3218

Monday – Friday: 0900-1630

- 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
Nicole Evans / nevans@nvcc.edu / 703-640-6303/703-822-2030/240-394-9353

Monday–Friday: 0900-1700

- 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
quan@park.edu / 703-525-PARK (7275)
Monday – Thursday: 0800-1630 / Friday: 0900-1500

- 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: NTCQUAN@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 (Leads to Licensure and Teaching Endorsements), Engineering, Business, Communications, Health Sciences and Nursing (RN-BSN)

UNIVERSITY OF MARYLAND GLOBAL CAMPUS (UMGC)
Rebecca Oldham / baseadvisor@umgc.edu / 703-630-1543

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 / vservices@germanna.edu

Grand Canyon University
Graham Parker / 1-800-800-9776 / Graham.Parker@gcu.edu

Liberty University
Hannah Poucher / 434-592-5856 / hipoucher@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, schedule to take the Test of Adult Basic Education (TABE). To schedule the TABE, contact: MCCSQuanticoVECTesting@usmc.mil or 703.784.4012

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 ad relevant resources. This brief is required to be reviewed prior to receiving TA.

☐ Review the brief: https://www.quantico.usmc-mccs.org/QuanticoMCCS/assets/File/TA%20Orientation%20Brief.pdf
☐ Print the “Validation of TA Orientation Brief Review” (page 45)
☐ 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
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 MCCSQuanticoVECtesting@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**

- Test Prep Review [https://www.testprepreview.com/tabe_test_breakdown.htm](https://www.testprepreview.com/tabe_test_breakdown.htm)
- Khan Academy [https://www.khanacademy.org/](https://www.khanacademy.org/)
# Testing Dates & Registration Process

## 2022 Testing Dates – *Dates are subject to change*

### ORAL PROFICIENCY INTERVIEW (OPI)
- Must be scheduled 30 – 60 days in advance

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<tr>
<th>DLAB</th>
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<td>June 9, 30</td>
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<td>July 14</td>
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<td>Aug 11, 25</td>
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<td>July 7, 21</td>
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<td>Sept 1, 15, 22</td>
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<td>Oct 6</td>
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<td>Nov 17</td>
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<td>Dec 3, 22</td>
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**Requires Written Command Permission**
- Marine Corps testing Only

### DISTANCE EDUCATION
- Authorization & Appointment Required
- Must be scheduled in advance

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<thead>
<tr>
<th>AFCT (ASVAB RE-TEST)</th>
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<tr>
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<td>Sept 8, 29</td>
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<td>Aug 11, 25</td>
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### TABE
- Starts at 0900

<table>
<thead>
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<th>TABE</th>
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<td>June 8, 22, 29</td>
<td>Nov 2, 16, 30</td>
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<td>July 20, 27</td>
<td>Dec 7, 14, 21</td>
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<td>Aug 3, 10, 17</td>
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<td>Sept 7, 14, 21</td>
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<tr>
<td>Oct 5, 14</td>
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## 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.

**TABE & 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

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

**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)**

Click here ➔ to access your TA information

Click here to update your contact information on file

Click here to create your TA Application

Click here to access your approved TA voucher

Click here To upload your degree plan
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’s 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 criteria. 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
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://clepportal.collegeboard.org/myaccount](https://clepportal.collegeboard.org/myaccount) to create your account and this link: [https://clep.collegeboard.org/register](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](mailto:NTCQUAN@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} Principles of Management{3}
Information Systems{3} Principles of Marketing{3}
Introductory Business Law{3}

COMPOSITION and LITERATURE
American Literature{3} College Composition Modular{3}
Analyzing and Interpreting Literature{3} English Literature{3}
College Composition {6} Humanities{3}

FOREIGN LANGUAGE levels 1 & 2
French Language {6-9} German Language {6-9} Spanish Language {6-9}

SOCIAL SCIENCES and HISTORY
American Government{3} Principles of Microeconomics{3}
History of the United States I{3} Introductory Psychology{3}
History of the United States II{3} Introductory Sociology{3}
Human Growth and Development{3} Social Sciences and History{6}
Introduction to Educational Psychology{3} Western Civilization I
Principles of Macroeconomics{3} Western Civilization II{3}

SCIENCE and MATHEMATICS
Biology{6} College Mathematics{6}
Calculus{3} Natural Sciences{6}
Chemistry{6} Precalculus*{3}
College Algebra*{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/)

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

EMAIL:  NTCQUAN@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/  Free MOOC offered by non-profit
http://study.com  Test Prep for SAT, ACT, CELP, AP, and more
https://www.getcollegecredit.com  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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
<th>Department</th>
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<tbody>
<tr>
<td>Fund of College Algebra*</td>
<td>400</td>
<td>3</td>
<td>Math</td>
</tr>
<tr>
<td>Principles of Statistics*</td>
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<td>3</td>
<td>Math</td>
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<td>400</td>
<td>3</td>
<td>Social Science</td>
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<td>3U</td>
<td>Social Science</td>
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<td>400</td>
<td>3</td>
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</tr>
<tr>
<td>Ethics in America (Opt essay)</td>
<td>400</td>
<td>3</td>
<td>Humanities</td>
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<tr>
<td>Business Ethics &amp; Society++</td>
<td>400</td>
<td>3</td>
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<tr>
<td>Civil War and Reconstruction</td>
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<td>Here’s to Your Health</td>
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<td>Introduction to Computing*</td>
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<tr>
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<tr>
<td>Money and Banking</td>
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<td>Personal Finance</td>
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<td>Management Information Systems</td>
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<td>Fundamentals of Counseling</td>
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<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Business Mathematics*</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Principles of Public Speaking**++</td>
<td>400</td>
<td>3</td>
<td>Humanities</td>
</tr>
<tr>
<td>Technical Writing (Opt essay)</td>
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<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Fundamentals of Cyber Security</td>
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<td>3U</td>
<td>Technology</td>
</tr>
</tbody>
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TEST PREPARATION RESOURCES
How to access Learning Express
https://mccs.ent.sirs.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.
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?

Why do I have to
Register?

Forgot Password?
Login
Complete registration form

- Are you a European Union citizen? 
  - Yes
  - No

- First Name:
- Last Name:
- Age: Select one...
- Email (User ID):
- Confirm Email:
- Password:

Required: Click to view privacy policy
Use My Center page to access your 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)

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)

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.usalpha.gov


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

I have some College courses □ in Liberal Arts and Sciences/Liberal Studies

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
Complete and keep personnel records, record data for each employee, such as addresses, 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 ($19.6/hr)

TIME INVESTMENT
5 years of preparation left

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)
- 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)
- Certification
- Licensing

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

SEND RETURN LINK
Email a link to this page

Enter your email -->

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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
INITIAL COUNSELING – PRESEPARATION COUNSELING - CAPSTONE REVIEW

To schedule and complete the following counseling sessions, please contact your assigned Advisor/Counselor:

Initial Counseling (IC), Pre-Separation Counseling (pre-sep) and Capstone Review:

- Last Names A-E & Region 1: michael.t.mack2@usmc.mil
- Last Names E-J & Region 2: Ivette.bennett@usmc.mil
- Last Names K-O & Region 3: kelly.brown@usmc.mil
- Last Names P-T & Region 4: spencer.nickless@usmc.mil
- Last Names U-Z & Region 5: Elizabeth.myers@usmc.mil
- Region 6, 7, 8 & 9: Jennifer.garryhargett@usmc.mil

All counseling sessions must be schedule at least 4 weeks in advance.
Pre-work and “documents required” instructions will be provided by your Advisor/Counselor.

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
For more information, see a DoD Skillbridge Coordinator

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

The transitioning Marine has the option of finding and securing their own training or internship program in their local area or away from their assigned duty station in the United States (CONUS).

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://dodskillbridge.usalearning.gov provides a listing of programs, to include POCs, that are DoD approved throughout the United States.

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 Marine interested in pursuing approval to attend a program not yet approved (not listed on the DoD Skillbridge website) must find the program provider (company, organization, etc.) and contact the program provider directly to inquire about potential opportunities. **The MCB Quantico’s DoD Skillbridge Coordinators are not resourced to do research and/or liaised on behalf of an individual**

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 Skillbridge Coordinator.

**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 Skillbridge Coordinator 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 Skillbridge Coordinator

- **MFR2 - USMC Skillbridge Participant Screening** – This document must be completed by the Marine and emailed to the Skillbridge Coordinator for signature.
  - This form locks after the first CAC signature. Service member completes the form, emails it to the Skillbridge Coordinator for CAC signature. Skillbridge Coordinator 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.**
  - 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
  - Once signed by the command verifier, Skillbridge Coordinator 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-5, 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.

- 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/](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/](https://careerpathdecide.usalearning.gov/) for more information