



CERTIFICATION COURSE WORKSHEET USING TUITION ASSISTANCE (TA)

Rank Name (Last, First MI)		SSAN:	
Unit		Duty Phone	
Email			

Initials	Statement of Acknowledgement
	I acknowledge that IAW AFI 36-2306, para 5.4.2.2, I am receiving tuition assistance (TA) for my one-time certification, license, or diploma program

The following explains guidance on signing for certificate programs and the basic requirements.

On 23 NOV 1999, HQ USAF issued a policy regarding authorization of tuition assistance (TA) for certification courses (identified as a professional certificate or license). The policy authorizes TA to support **ONE** voluntary professional certificate or license of choice (does not have to be job related) during the member's Air Force career, regardless of current education level.

SOME RESTRICTIONS APPLY

Students must provide the Education Services Office with a program plan **BEFORE** course registration in order to receive TA for the program or course (**attach all course work in your plan**).

A maximum of **\$4,500** in TA funds may be used toward completion of the approved plan of study and must be completed within **24-months**.

TA may only be approved for programs at post secondary institutions accredited by a national, regional, or specialized accrediting body recognized by the U.S. Department of Education.

TA may not be used for recertification. Although lower/lateral course rule is waived for an approved vocational plan of study, TA may not be used to repeat a course already taken under similar vocational plan. Finally, this policy does not authorize the use of TA to pursue an additional degree at the same or lower level.

All TA policies continue to apply, including:

- ✓ Officers incur a 2 year active duty service commitment.
- ✓ Students who do not successfully complete a course will be expected to reimburse the TA unless waived.
- ✓ TA for clock hours will be calculated a the rate of 15 clock hours equal 1 semester hour. Maximum \$250 per credit hour and \$166.67 per quarter hour.
- ✓ TA applies to course work only. This does not include tests, test preparation, books, or flying hours.
- ✓ You must apply for TA prior to the start of every course.

QUESTIONS? Call 634-1500, option 1.



Certification/Vocational-Technical Program Worksheet

Check the program type you are applying for TA:

Certificate/Certification
 License
 Diploma

Complete the following information:			
Certificate/Certification, License, Diploma Title			
Name of Academic Institution (AI)			
State AI is located			
Type of Accreditation of AI (e.g. national or regional)			
Location for courses:			
	On-base	Off-base	Distance Learning
Only one of the below will be applicable; select the appropriate hours.			
	Hours (SH/QH/CH)	Cost per (SH/QH/CH)	Total
1. Number of Semester Hours (SH)			
2. Number of Quarter Hours (QH)			
3. Number of Clock Hours (CH)			

Please provide detail list of your study plan to complete your objective. This information will be used to verify TA issuance.

Course Number	Course Title	# of SH/QH/CH	Course Dates
<i>Example: TRUK101</i>	<i>Truck Driver I</i>	<i>6 SH</i>	<i>1 May-10 Oct 2008</i>

Note 1: You will use the above information to complete your TA form via the AF Portal Virtual Education Center.

Note 2: Per AFI 36-2306, para 2.4.2, it is the student's responsibility to report final grades to the Education Center. If a final grade is not posted within 60 days of the course end date indicated on the TA form, your education record will be locked and reimbursement actions will be initiated.

 Student Date
Signing this document locks all fields for this section.

~DEVELOPMENT SERVICES CENTER USE ONLY~

TA certification worksheet is: APPROVED DISAPPROVED

 Chief, Education Services Date
Signing this document locks all fields for this section.