

USMC Tuition Assistance (TA) Eligibility Checklist



Your TA account: <https://myeducation.netc.navy.mil>

TO BECOME ELIGIBLE FOR TA, FOLLOW THIS CHECKLIST:

“TA 101” CLASS — This is always Step One for first-time TA users. This one-hour class explains all USMC education benefits, covers all TA rules and regulations, and provides step-by-step guidance on using the online USMC WebTA system. Offered every **WEDNESDAY from 1130 to 1230** at the Education Center (Bldg 220). Seats are first come, first served; there is no RSVP for this class. A Webex (online) version of “TA 101” is available for Marines who are currently off-island.

PRO TIP: Do not enroll in or register for your class until your TA Application is approved. This policy protects both you and the government.

TA REQUIREMENT: General Technical (GT) Score — Your ASVAB GT score must be 100 or above. Do you have prior college credit? If so, let us know. If not, then you’ll take the Test of Adult Basic Education (TABE). A TABE score of 10.2+ or higher will make you eligible for TA. A TABE registration form is available at the Education Center or online at <http://mccshawaii.com/edcenter>. Want to study for this exam? Base Library (Bldg 219) has free study guides available for check-out.

TA REQUIREMENT: Personal Readiness Seminar (PRS) Survival Skills — This online course must be completed via Joint Knowledge Online (JKO) at <https://jkodirect.jten.mil>. The PRS course number is J30 P-US1395. Once completed, upload your PDF certificate of completion to your WebTA account by clicking on the “Tuition Assistance” icon on your WebTA home page.

ACCESS YOUR PERSONAL WebTA ACCOUNT — Go to <https://myeducation.netc.navy.mil> and access your WebTA account. CAC access is easiest. This is the website you will use to submit your TA Application, download and sign your TA Authorization/Voucher, and track your own TA usage. First, update ALL of your contact information; second, upload your PRS certificate (explained above).

ERROR: If your WebTA account says you are **“Ineligible”** after completing all of the steps listed above, please call us at (808) 257-2158. We can typically fix that error over the phone.

UPLOAD YOUR DEGREE PROGRAM — Once you’ve enrolled at your school, you’ll be given a degree program (a list of all the courses you need to take to earn that degree; might also called program of study or education plan). Upload that document to WebTA.

**MCB
HAWAII**

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"Anchor Schools" at MCBH

- These universities offer both online and traditional face-to-face classes
- Academic advisors are available on the 2nd deck of the Education Center (M-F)

Embry-Riddle Aeronautical University:

- Web: www.erau.edu
- Email: kaneohe@erau.edu
- Phone: (808) 254-2106

Hawaii Pacific University:

- Web: www.hpu.edu
- Email: kaneohe@hpu.edu
- Phone: (808) 544-9312
(808) 544-9314

Wayland Baptist University:

- Web: www.wbu.edu
- Email: schrockj@wbu.edu
- Phone: (808) 564-3366



Don't forget! You already have legitimate college credit from your JST!

Be sure to retrieve your Joint Services Transcript (JST) – a list all of the academic credits you've earned throughout your USMC career, including boot camp! To find out if your school accepts any of the credits, submit your JST to your school's academic advisor. Go to <https://jst.doded.mil> to review your JST.

Earn credit with CLEP & DSST exams!

CLEPs & DSSTs are free credit-by-exam programs. Pass? Great, you earn college credit! Don't pass? No problem! Nobody cares. Talk to your advisor to find out which CLEP/DSST exams your school will accept towards your degree.

Free study materials are available at the Library and Education Center.

Exams are administered in the National Test Center in Classroom 5, Bldg 219 (under the Library, next to the Theater) every **Wednesday**. TAKE ADVANTAGE!

Become TA eligible

- TA 101
- GT or TABE *
- PRS

* Note: GT score > 99
or TABE score > 10.2

First class

- Talk with school advisor about first class
- Obtain degree plan

Submit TA voucher

- Register for class with school

...and finally,
PASS YOUR CLASS!

Enroll in school

- Regionally accredited strongly encouraged

Fill out TA application

- Submit TA application on WebTA up to 60 days before term starts

