

# Steps to Success

## STEP 1 >>> MEET WITH AN ADVISOR

Start with the VIE-25 Program Outreach Coordinator or Camo2Commerce representative located in the American Job Center at the Hawk Transition Center.

OR

Make an appointment with a Stone Education Center Transition Advisor.  
[www.stone\\_ed.checkappointments.com](http://www.stone_ed.checkappointments.com)

Either one can explain the program and help you get started.

If you already know what program you want, skip to Step 4.

## STEP 2 >>> RESEARCH YOUR OPTIONS

### FIND A GOOD CAREER MATCH:

- “The Match Up” page on [WACareerPaths.com](http://WACareerPaths.com) has links to help you find a career that is 1) compatible with your interests, skills, and values, 2) meets your financial needs, 3) and is in a growing career field to ensure a good job market for you.
- Browse and compare VIE-25 programs from the top menu bar:  
Military Pathways > VIE-25 > EXPLORE A PROGRAM

### RESEARCH THE JOB MARKET:

- Learn as much as you can about the career field. Look at open job announcements to understand the skills required, responsibilities, and starting pay.

#### SUGGESTED WEBSITES

**MyNextMove for Veterans:** <https://www.mynextmove.org/vets/>  
*Interest profiler, industry searches, military to civilian crossovers*

**Indeed:** <https://www.indeed.com/>

*Find open positions, compare salaries and skills, research employers*

**USA Jobs:** <https://www.usajobs.gov/>

*Find open government positions/internships*

## STEP 3 >>> COMPARE PROGRAMS

Try to find 2 or 3 school programs that interest you. Compare and contrast those programs. You are not limited to the highlighted programs listed on the back page of this brochure. It's your future, so choose a field or fields that you truly want to explore.

## STEP 4 >>> CONTACT THE COLLEGES

Once you select a program, contact the school's POC to discuss the specifics of your program and walk you through the steps to get started in your classes including:

- Determining if you can attend 1 or 2 quarters before your ETS date. Programs vary in number of credits required and length of time needed to complete. Some have pre-requisite courses, while others start only once or twice a year.
- Requesting your Military/Education Transcripts to see if you can get credit for any of the required courses.
- Arranging funding for your program (see Step 6)
- Admission procedure and course enrollment (see Step 9)

The VIE-25 Outreach Coordinator can help if you have trouble contacting the school POC.

## STEP 5 >>> PICK UP THE VIE-25 PACKET

Contact your Transition Education Advisor at Stone Education Center for a printed copy of the packet as well as further information and assistance.

[www.stone\\_ed.checkappointments.com](http://www.stone_ed.checkappointments.com)

## STEP 6 >>> EXPLORE FUNDING OPTIONS

- File your FAFSA: <https://fafsa.ed.gov>
- Contact the school's POC for eligibility and application information for Workforce Retraining dollars that MAY be able to pay for some of your classes, books, and transportation costs.
- Attend GoArmyEd 101 (at Stone Ed) if using Tuition Assistance.

## STEP 7 >>> MEMORANDUM OF AGREEMENT (MOA)

A Stone Education Center Transition Advisor will approve your completed education packet and fill out your MOA for your Commander's signature.

## STEP 8 >>> GET COMMAND APPROVAL

Your Commander will need to approve and sign your MOA. Please return a copy of the signed MOA to your Education Advisor (e-mail or drop off).

## STEP 9 >>> REGISTER AND ENROLL IN CLASSES

Work with your school's VIE-25 POC to get registered and enrolled in classes.

### VIE-25 SCHOOL POINTS OF CONTACT

BATES TECHNICAL	DANIEL HUGHES	253-973-8942	dahughes@bates.ctc.edu
CLOVER PARK	JENNIFER WEINMANN	253-589-6088	jennifer.weinmann@cptc.edu
GREEN RIVER	CATHY ALSTON	253-333-4943	calston@greenriver.edu
HIGHLINE	LOYAL ALLEN	206-592-3368	lallen@highline.edu
PIERCE	DIANA BAKER	253-912-3641	dbaker@pierce.ctc.edu
SPSCC	LOGAN WITT	360-596-5325	lwitt@spscc.edu
TACOMA	LORRIE ANN	253-566-5247	lann@tacomacc.edu

# HIGHLIGHTED PROGRAMS

You are not limited to the highlighted programs. Each school has many programs of interest in growing industries. You can apply to attend classes during the duty day in the last 6 months before you ETS to complete a short program that only takes 1-2 quarters or to finish the final courses of a longer program by building on previous education.

## TCC

Accounting Office Associate  
Emergency Medical Technician  
IT Help Desk  
Network Support

## Pierce

Emergency Medical Technician  
Homeland Security Emergency  
Management  
Human Resources Management  
Social Media Marketing

## Green River

Aircraft Dispatcher  
Arc & Flame Welding  
Machine Maintenance  
Marketing & Sales

## Clover Park

Certified Nursing Assistant (CNA)  
CISCO Network Design & Security  
Health Unit Coordinator  
Manufacturing & Engineering

## Bates

Basic Carpentry  
CDL: Commercial Truck Driving  
Phlebotomist

## SPSCC

Beginning Automotive  
Beginning Welding  
Computer Aided Drafting

## Highline

Business Technical Skills  
International Trade & Logistics

## VIE 25 OUTREACH COORDINATOR

Cary Ingram 215-837-9612 [cingram@pierce.ctc.edu](mailto:cingram@pierce.ctc.edu)

## JBLM TRANSITION EDUCATION ADVISORS

Laura Brown 253-967-2209 [laura.l.brown56.ctr@mail.mil](mailto:laura.l.brown56.ctr@mail.mil)  
Lindy Guinotte 253-967-2206 [lindy.l.guinotte.ctr@mail.mil](mailto:lindy.l.guinotte.ctr@mail.mil)  
Trae Hill 253-967-1052 [joseph.e.hill42.ctr@mail.mil](mailto:joseph.e.hill42.ctr@mail.mil)



TAKE ADVANTAGE OF  
SHORT-TERM PROGRAMS  
AT LOCAL COLLEGES.



MAXIMIZE YOUR EARNING  
POTENTIAL IN YOUR  
CHOSEN FIELD



VIE-25 allows you to attend school during duty hours during your last 6 months of active duty to complete a college program. This requires support from your chain of command, Stone Education Center, and staff from local colleges.

If possible, start planning at least a year out from ETS or retirement.

You may qualify for multiple funding sources, to include Washington State Worker Retraining funds, Tuition Assistance, or Federal Financial Aid.

This guide will lay out the steps for you to find a program, get approval from your commander, apply for funding, and enroll in school. These steps do not have to be completed in order.