



Air Force Key Spouse Initial Training: Step-by-Step Instructions

Air Force Key Spouse Initial Training: Step-by-Step

You must complete the following items to become an Air Force Key Spouse:

1. **Course Introductory Webinar:** Pre-recorded webinar outlining course layout and objectives
2. **Air Force Key Spouse Initial Training, Part 1 of 2:** First set of course modules, 1 through 4
3. **Air Force Key Spouse Initial Training, Part 2 of 2:** Final set of course modules, 5 through 8
4. **Course Capstone Webinar:** Pre-recorded webinar offering students the ability to ask questions prior to taking the Final Assessment
5. **Course Final Assessment:** Online assessment to be taken following completion of all required course webinars and modules. You need a score of 75% or higher to earn the course certificates and become a key spouse.
6. **Course Evaluation Survey:** Optional questionnaires designed to provide feedback to the training team on if the course achieves desired outcomes
7. **Course Certificates:** Certificates of Completion for both Initial Training Modules, Part 1 and Part 2, are required to show successful completion of the Air Force Key Spouse Initial Training

Prior to beginning the training, please read the [Key Spouse Guide](https://www.afpc.af.mil/Benefits-and-Entitlements/Key-Spouse-Program/) (https://www.afpc.af.mil/Benefits-and-Entitlements/Key-Spouse-Program/) to learn more about your role.

Please also visit the *MilLife Learning* [Frequently Asked Questions](https://millifelearning.militaryonesource.mil/f?p=332:21) (https://millifelearning.militaryonesource.mil/f?p=332:21) page to ensure you have set your browser appropriately to access *MilLife Learning* and view the training.

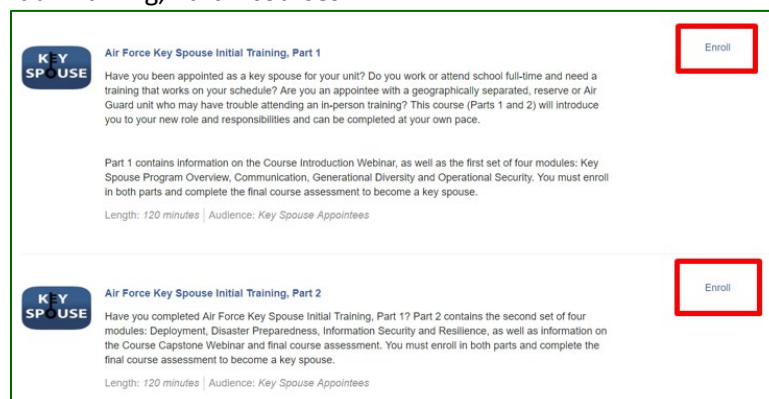
Should you have questions during your training, please contact your local Airman and Family Readiness Center.

Course Introduction Webinar

1. Log on to *MilLife Learning* and select the **Course Catalog** button on the toolbar.



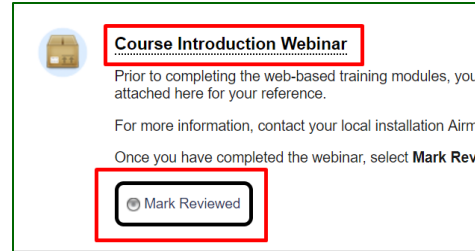
2. Select the **Enroll** button for both the Air Force Key Spouse Initial Training, Part 1 and Air Force Key Spouse Initial Training, Part 2 courses.



- On the **My Training** tab, Locate Air Force Key Spouse Initial Training, Part 1 and select the **Launch Course** button.

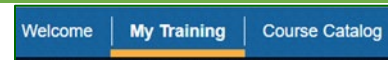


- Select the **Course Introduction Webinar** link to view the recorded webinar. When completed, select **Mark Reviewed** to continue with the training.

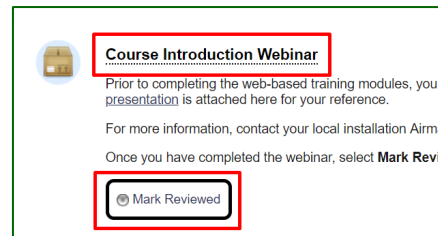


Air Force Key Spouse Initial Training, Part 1 of 2

- Log on to *Millife Learning* and select the **My Training** button on the toolbar.
- Select the **Launch Course** button for Air Force Key Spouse Initial Training, Part 1



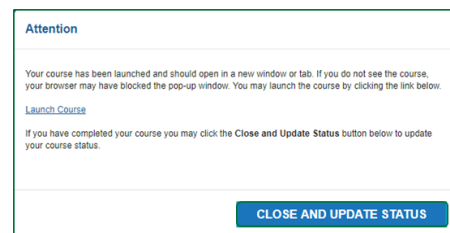
- If you have not already done so, select **Mark Reviewed** on the Course Home page to indicate that you have participated in the **Course Introduction Webinar**.



- Select **Air Force Key Spouse Initial Training, Part 1** on the Course Home page to launch Part 1. If you are returning to the training to continue Part 1, select the **Resume** button to pick up where you last left off in the course.



- Select the **Close and Update Status** button on the Attention popup after completing and exiting Part 1.

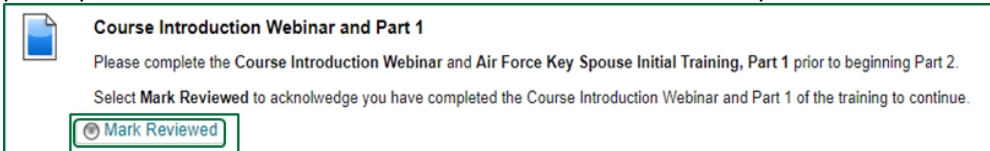


Air Force Key Spouse Initial Training, Part 2 of 2

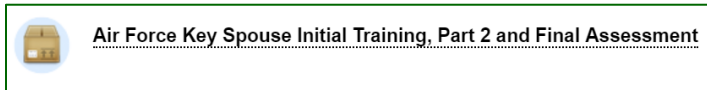
1. Log on to *Millife Learning* and return to the **My Training** page.
2. Locate **Air Force Key Spouse Initial Training, Part 2** and select the **Launch Course** button



3. Select the **Mark Reviewed** button on the **Course Home** page to indicate that you have participated in the **Course Introduction Webinar** and have completed **Part 1**



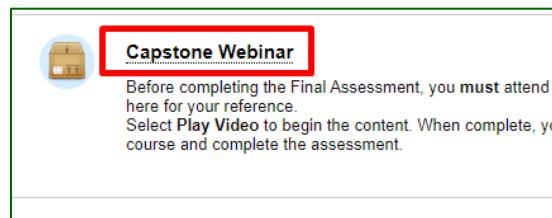
4. Select the **Air Force Key Spouse Initial Training, Part 2 and Final Assessment** course option on the Course Home page to launch **Part 2**



Course Capstone Webinar

After completing **Part 2 of 2**, please attend the **Course Capstone Webinar** to recap the training prior to taking the **Initial Training Final Assessment**.

1. Log on to *Millife Learning* and return to the **My Training** page.
2. Locate **Air Force Key Spouse Initial Training, Part 2** and select the **Launch Course** button
3. Select the **Course Capstone Webinar** link to view the pre-recorded webinar.





Initial Training Final Assessment

You must achieve a score of *at least 75%* to pass the **Final Assessment** and receive **Certificates of Completion** for the Air Force Key Spouse Initial Training course. You have no limit on how many times you may retake the Final Assessment.

1. Log on to *MilLife Learning* and navigate to the **My Training** page
2. Locate **Air Force Key Spouse Initial Training, Part 2**, and select the **Launch Course** button
3. Select the **Air Force Key Spouse Initial Training, Part 2 and Final Assessment** option on the Course Home page to return to the course



Air Force Key Spouse Initial Training, Part 2 and Final Assessment

4. Select **Resume when prompted** to return to your last visited location in the training. Then, select the **Final Assessment** button to begin. Note: The **Final Assessment** button is available *only after* you have successfully completed all required training
5. Select the **Exit** button upon successful completion to close the course. You may now complete the **Course Evaluation Survey** to provide course feedback if you choose
6. Close the window and return to *MilLife Learning* to retrieve your certificates.

Initial Training Course Certificates

Upon successful completion of the **Final Assessment**, you may download and/or print the two course certificates: **Air Force Key Spouse Initial Training Parts 1 and 2**.



Downloading your Certificate

When you have completed the assessment, navigate to the [My Training](#) page on *MilLife Learning*. Select the **Close and Update Status** button to refresh the page. Then, download your certificates for Parts 1 and 2.

1. Return to *MilLife Learning*
2. Select **My Training** on the menu bar
3. Select each **Get Certificate** button for **Air Force Key Spouse Initial Training Part 1** and **Part 2** under Completed Courses
4. Select **File** and **Print** for each displayed certificate to print to a printer or to a PDF file, to save for future reference on your computer.
5. Provide both Certificates of Completion to the Airman and Family Readiness Center and your unit Commander

Congratulations. You may begin serving as an Air Force key spouse.