



US Army Combined Arms Center

SOLDIERS AND LEADERS - OUR ASYMMETRIC ADVANTAGE

**The Army Credentialing
Assistance Program**



**The Army Credentialing Assistance Program
Soldier Process**



To help navigate the slides:

Slides 3-6: Army Credentialing Assistance Program Information

Slides 7-17: Researching Army COOL credentials

Slides 18-19: ArmyIgnitED CA Request information

Slides 20-33: Creating MOS Related and Non-MOS Related Education Goal

Slides 34-69: Creating a CA Request for Training, Exam, Books and/or Materials

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Purpose: An effective CA Program directly contributes to supporting Soldiers' professional development, retaining quality Soldiers, and preparing Soldiers for meaningful employment upon transition from military service.

- CA is voluntary and conducted off-duty for all Soldiers, (Active Duty, ARNG, USAR) of all ranks (Enlisted, NCO, Officer, Warrant Officer)
- Vetting of all Vendors is conducted by ACCESS, ArmyU
- Vendors are considered colleges, universities, credentialing agencies, other organizations that provide training in support of completing a credentialing exam or license



ARMY CREDENTIALING ASSISTANCE



- CA **may** be authorized for the payment of credentialing expenses for classroom, hands-on, online/blended training, study guides, materials, textbooks, fees, exams, and/or recertification of credentials
- Soldiers can select any credential listed in Army COOL (note- if a credential is removed prior to payment from finance, it will be rejected)
- Soldiers can request multiple credentials simultaneously – not to exceed FY limit
- Credentials do **NOT** have to align with a Soldier's MOS/AOC/ASI
- CA is subject to the same funding ceiling as TA. A Soldier may use both TA and CA; however, the combined use by any Soldier will not exceed the fiscal year TA limit (\$4000)



- Course / exam will be paid prior to the start date by ACCESS, ArmyU
- Soldiers are notified by the Army Credentialing Assistance Program Office (ACAPO) letting them know if their case was moved to finance or rejected (via ArmyIgnitED messaging). Most requests are processed no later than 3 days prior to the Soldier's selected start date. If you have not received a response prior to that, please submit a message in ArmyIgnitED to ACAPO.
- If the Soldier was notified that their CA Request was moved to finance for payment, and the Soldier is within 3 days of the selected start date, submit a ArmyIgnitED message requesting the status from the CA Billing Office (CBO). Once the CBO funds a request, Soldiers will receive an ArmyIgnitED message letting them know they can begin.
- Requested books and/or materials are sent directly to the Soldier (If vendor provides these items, and the Soldier does not receive these items- the Soldier must contact the vendor to receive these items).



- Soldiers will be subject to reimbursing the Army for CA if they fail or withdraw from a course of instruction, or fail an exam (or fail to sit for the course/exam in the timeframe requested), and do not have an approved military withdrawal.
- **Soldiers who pay out of pocket for anything will NOT be reimbursed. Soldiers who start courses prior to notification from the CBO will not be reimbursed**
- CA is not authorized for credentials associated with doctor's degrees as defined by the U.S. Department of Education
- CA is available to Commissioned Officers and Warrant Officers. Officers and Warrant Officers may use CA and **will not** incur a service obligation
- Institutionally Delivered Credentials- Army training institutions and career management field proponents are authorized to pay for institutionally delivered credentials. Payment of institutionally delivered credentials does not count toward the Soldier's fiscal year TA/CA limit



ARMY COOL

Credentialing Opportunities On-Line

Go to: [MOS](#) | [WO MOS](#) | [Officer](#) | [ASI](#) | [Credentialing Assistance](#) | [Credential Search](#) | [Contact Us](#)

[GET CERTIFIED](#) | [EXPLORE MILITARY OCCUPATIONS](#) | [LEARN & DEVELOP PROFESSIONALLY](#) | [RESOURCES & LINKS](#)

WELCOME TO THE NEW COOL



ANNOUNCEMENTS
Important Information (last updated June 27, 2022)

Welcome to Army COOL

COOL (Credentialing Opportunities On-Line) helps Army service members find information on certifications and licenses related to their military occupation and civilian careers. COOL can also be used by Recruiters, Counselors, Credentialing Organizations and Employers.

- [HOW TO USE COOL](#)
- [CREDENTIALING ASSISTANCE PROGRAM](#)
- [MOS PROPONENT FUNDED CREDENTIALS](#)
- [USMAP APPRENTICESHIPS](#)
- [RECOMMEND CREDENTIALS](#)



STEP 1

Find and Select Credentials



STEP 2

Complete a CA Request



STEP 3

Complete Training or Exam



STEP 4

Report Your Results

COOL Tools

Army Credentialing Opportunities On-Line (COOL) is a public page- best accessed on Microsoft Edge, Chrome or Firefox

<https://www.cool.osd.mil/army/index.htm>



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- HOW TO USE COOL
- CREDENTIALING ASSISTANCE PROGRAM
- MOS PROONENT FUNDED CREDENTIALS
- USMAP APPRENTICESHIPS
- RECOMMEND CREDENTIALS



STEP 1
Find and Select Cred



STEP 2
Complete a CA Request



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COOL Tools

Click on Credentialing Assistance

<https://www.cool.osd.mil/army/index.htm>



- Overview
- Potential Out-of-Pocket Costs
- Army Credentialing Assistance**
- Frequently Asked Questions (FAQs)
- MOS Proponent Funded
- GI Bill ®

Costs and Funding

Undecided on what to do and want to see options? Use the Army Decision Support Tool for assistance!

Army Credentialing Assistance (CA) Program

Take advantage of a great opportunity to pay for credentials that can enhance your skills and qualifications both during and after military service. The Army Credentialing Assistance (CA) Program can pay for courses, degrees, certificates, and industry-recognized civilian credentials in an occupational area of your choice. You may use this program to enhance your skills, either in your current MOS, or in an occupation you wish to pursue after military service. You can request CA funding for any credential listed on Army COOL.

Learn what CA funds on the [Costs & Funding](#) page.

Learn about how to apply for CA on the [Process Overview](#) page.

If you have questions about the CA program, contact your local credentialing center/office. You can find a list of centers/offices in [ArmyIgnitED](#).

The [Army Decision Support Tool \(DST\)](#) in MilGear can assist you in researching options before selecting credentials and/or degrees by completing an Interest Inventory. The tool will analyze your input into the Interest Inventory, provide you with related civilian occupations you may be interested in, and will show the related credentials and/or academic degrees that support your career choices. If you find an occupation and credential you are interested in, you'll have the option to download and save a summary page of those selections that you can keep as a reference.

The five most requested credentials on Army COOL are listed below. Learn more about each one on their credential snapshot page.

- [ComPTIA Security](#)
- [Certified Personal Trainer \(NASM-CPT\)](#)
- [Project Management Professional \(PMP\)](#)
- [ComPTIA Network](#)
- [ComPTIA A+](#)

Trending Career Opportunities

- **Medical** - Discover fast-tracked career opportunities at the VA for health professionals
→ [Learn More](#)
- **Truck Drivers** - Interested in pursuing a Commercial Driver's career?
→ [Learn More](#)
- **Information Technology** - Connect to free IT training offered through the VA's VET TEC program
→ [Learn More](#)

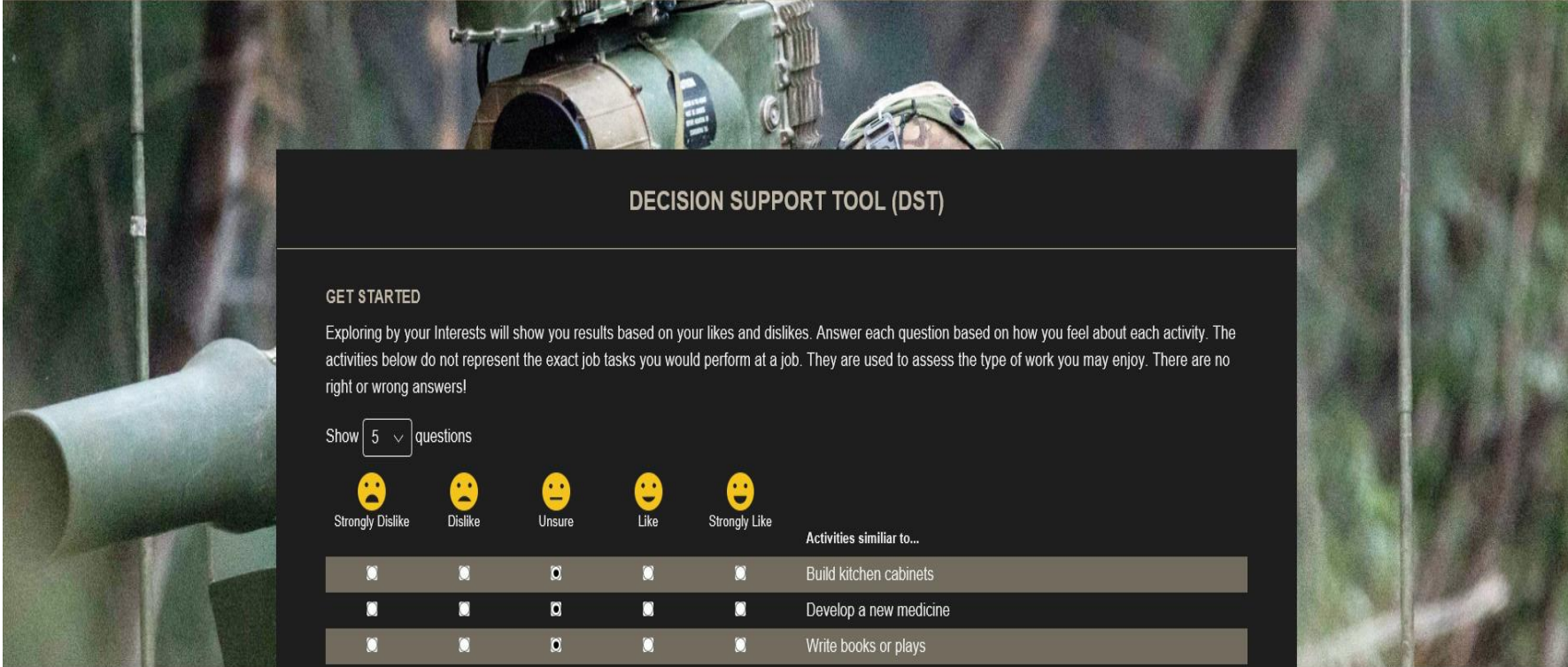
Related Links

- [Soldier CA Process Guide](#) (how to apply for CA in ArmyIgnitED)
- [Vendor CA Process Guide](#)
- [Army's Credentialing Assistance Policy](#)
- [Credentialing Assistance \(CA\) Funding Reduction Policy for Select Aviation Credentials for Active-Duty Soldiers](#)
- [Full Credential Search](#)
- [Approved Vendor List 1 August 2022](#)
- [Army COOL Credentials Added and Removed List 1 October 2022](#)
- [Army Decision Support Tool](#)
- [Soldier CA Brochure for Ed Center Use](#)
- [Vendor CA Brochure for Ed Center Use](#)
- [Army COOL Brochures](#)
- [The Army Credentialing Program](#) (video)
- [Army COOL & CA Fact Sheet](#) (for electronic use only)

New- Trending Career Opportunities!

See all downloadable information such as the Soldier CA Process Guide (step by step on how to apply for CA funds), Army CA Policy, Approved vendors, video, etc.





DECISION SUPPORT TOOL (DST)

GET STARTED

Exploring by your Interests will show you results based on your likes and dislikes. Answer each question based on how you feel about each activity. The activities below do not represent the exact job tasks you would perform at a job. They are used to assess the type of work you may enjoy. There are no right or wrong answers!

Show questions



Strongly Dislike



Dislike



Unsure



Like



Strongly Like

Activities similar to...

Strongly Dislike	Dislike	Unsure	Like	Strongly Like	Activity
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Build kitchen cabinets
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develop a new medicine
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Write books or plays
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Help people with personal or emotional problems
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manage a department within a large company

Showing 1 to 5 of 30 questions

SHOW RESULTS

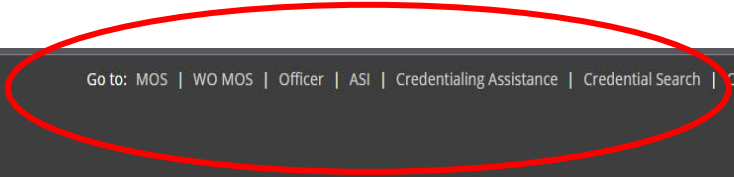
This interest inventory will show results and vendors to select from!



To find MOS /AOC/ASI related credentials: Soldiers can go directly to the information by selecting Enlisted MOS, WO MOS, Officer, or ASI from the GO TO menu available on every page on the top navigation.



ARMY COOL
Credentialing Opportunities On-Line



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HOW TO USE COOL

CREDENTIALING ASSISTANCE PROGRAM

MOS PROPONENT FUNDED CREDENTIALS

USMAP APPRENTICESHIPS

RECOMMEND CREDENTIALS



STEP 1

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STEP 2

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STEP 3

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STEP 4

Report Your Results



- Select an MOC
- MOC Overview
- Related Credentials
- Education
- Other Information
- Costs & Funding

COOL (Credentiaing Opportunities On-Line) helps service members find information on certifications and licenses related to their military occupation as well as other supporting information.

Select a Military Occupation

Choose a military occupation from one of the expansion lists below.

View: Enlisted Officer

Enlisted Occupations

MOS Enlisted

Select an MOS

Sort by Code Sort by Title

Enter a search term

- 00Z - Nominative Command Sergeant Major/Sergeant Major
- 11B - Infantryman
- 11C - Indirect Fire Infantryman
- 11Z - Infantry Senior Sergeant
- 12A - Engineer Senior Sergeant
- 12B - Combat Engineer
- 12C - Bridge Crewmember
- 12D - Diver
- 12G - Quarrying Specialist (RC)
- 12H - Construction Engineering Supervisor

SELECT



Select the MOS, WO MOS, Officer, then click "Select"



« **☰**

Select another MOC

Select an MOC

MOC Overview

Related Credentials

- Certifications/Licenses**
- Apprenticeships
- State Licenses
- Education

Related Occupations

- Federal Occupations
- Civilian Occupations
- Career Considerations

Other Information

- Costs & Funding

Select another MOS
13M - Multiple Launch Rocket System (MLRS)/High Mobility Artillery Rocket System (HiMARS) Crewmember MOS

Select Reset

13M - Multiple Launch Rocket System (MLRS)/High Mobility Artillery Rocket System (HiMARS) Crewmember MOS

National Certifications and Federal/State Licenses

The following civilian credentials These credentials may require additional education, training or experience. For more information about these credentials, click on the credential details link below.

The Army Decision Support Tool (DST) in MilGears can assist you in researching options before selecting credentials and/or degrees by completing an interest inventory. The Career tool in MilGears allows you to enter personalized information to learn how your training and experience can meet certification requirements.

For supervisory and managerial credentials, please refer to the [Manager \(All enlisted E-5 and above\)](#) summary page.

Select Filters

Active Filters:

Click on "Certifications/Licenses to see all credentials aligned to the MOS

Clear All Filters

Showing 1 to 20 of 41 records

Display:

Sort by
Related As

Records per page: 20



Search by keyword

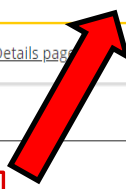
<p>CA Eligible</p> <p>EVT Ambulance Technician Level I</p> <p>Agency: Emergency Vehicle Technician (EVT) Certification Commission Inc.</p> <p>Credential Type: National Certification</p> <p></p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>ETA Associate Electronics Technician (CETA)</p> <p>Agency: ETA International (ETA)</p> <p>Credential Type: National Certification</p> <p></p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>IHMM Certified Hazardous Materials Manager (CHMM)</p> <p>Agency: Institute of Hazardous Materials Management (IHMM)</p> <p>Credential Type: National Certification</p> <p></p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>IHMM Certified Hazardous Materials Practitioner (CHMP)</p> <p>Agency: Institute of Hazardous Materials Management (IHMM)</p> <p>Credential Type: National Certification</p> <p></p> <p>Credential Details page</p>
<p>CA Eligible</p> <p>AIIM Certified Information Professional (CIP)</p>	<p>CA Eligible</p> <p>ISACA Certified Information Security Manager (CISM)</p>	<p>CA Eligible</p> <p>ISACA Certified Information Systems Auditor (CISA)</p>	<p>CA Eligible</p> <p>(ISC)2 Certified Information Systems Security Professional (CISSP)</p>



- Select an MOC
 - MOC Overview
 - Related Credentials
 - Certifications/Licenses**
 - Apprenticeships
 - State Licenses
 - Education
 - Related Occupations
 - Federal Occupations
 - Civilian Occupations
 - Career Considerations
 - Other Information
 - Costs & Funding
- Select another MOS
13M - Multiple Launch Rocke
- Select Reset

Select another MOC

<p>Agency: Board of Certified Safety Professionals (BCSP) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>Agency: Society for Maintenance and Reliability Professionals (SMRP) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>Agency: Board of Certified Safety Professionals (BCSP) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>Agency: United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) Credential Type: State License</p> <p>Credential Details page</p>
<p>CA Eligible ETA Electronics Associate AC (EM2) Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible ETA Electronics Associate Analog (EM3) Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible ETA Electronics Associate Comprehensive (EM5) Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible ETA Electronics Associate DC (EM1) Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>
<p>CA Eligible ETA Electronics Associate Digital (EM4) Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible NREMT Emergency Medical Technician (EMT) Agency: National Registry of Emergency Medical Technicians (NREMT) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible ETA General Communications Technician - Level 1 (GCT1) Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible GIAC GIAC Information Security Fundamentals (GISF) Agency: Global Information Assurance Certification (GIAC) Credential Type: National Certification</p> <p>Credential Details page</p>



Red chili pepper denotes "In Demand" credential



ARMY COOL

Credentialing Opportunities On-Line

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Report Your Results

Recommend credentials by clicking on "Recommend Credentials" and it will take you to the page, then click on "COOL Contact" to add

Know what credential you wish to seek? Or just want to see all credentials? Click here

COOL Tools



Army COOL - Search for Credentials

To find out which Army military occupations are related to a specific civilian credential, search for the credential(s) using either "Select Filters," "Search by keyword," or by using a combination of the two search functionalities.

How to use Select Filters

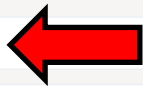
To use the filters, click on "Select Filters" above the credential cards and check the boxes to apply your selected filters. Active Filters are shown in the area below the filter options. To remove a filter, either uncheck the box or click on the "X" beside the filter in the Active Filter section. Results will automatically update as each filter is activated and/or deactivated.

How to use Search by Keyword

To use the keyword search, type in any keyword (i.e., "computer") to search for credentials associated with that keyword, then press ENTER

Note: While most of the resource icons shown below apply to all MOSs that have been associated with the credential, the icon only applies to certain MOSs. To see which MOSs are eligible for MOS Proponent Funding, click on a specific credential below and then look for the icon on the Related Occupations tab on the page that displays.

SELECT FILTERS



Select filters to narrow the search

Active Filters:

CLEAR ALL FILTERS

Sort by Credential Ascending

Display: [Grid] [List]

Know the name of the credential? Type part of the name and hit Search

Search by keyword

1 2 3 ... 85 >>



<p>CA Eligible</p> <p>ICC Accessibility Inspector/ Plans Examiner - 21</p> <p>Agency: International Code Council (ICC) Credential Type: National Certification</p> <p>CREDENTIAL DETAILS</p>	<p>CA Eligible</p> <p>ACAT Accredited Business Accountant/Advisor (ABA)</p> <p>Agency: Accreditation Council for Accountancy and Taxation (ACAT) Credential Type: National Certification</p> <p>CREDENTIAL DETAILS</p>	<p>CA Eligible</p> <p>AFCE Accredited Financial Counselor (AFC)</p> <p>Agency: Association for Financial Counseling and Planning Education (AFCPE) Credential Type: National Certification</p> <p>CREDENTIAL DETAILS</p>	<p>CA Eligible</p> <p>NALS Accredited Legal Professional (ALP)</p> <p>Agency: NALS - The Association for Legal Professionals Education (NALSE) Credential Type: National Certification</p> <p>CREDENTIAL DETAILS</p>	<p>CA Eligible</p> <p>ACTAR Accredited Traffic Accident Reconstruction</p> <p>Agency: Accreditation Commission for Traffic Accident Reconstruction (ACTAR) Credential Type: National Certification</p> <p>CREDENTIAL DETAILS</p>
<p>CA Eligible</p> <p>ACRP ACRP Project Manager (ACRP-PM)</p>	<p>CA Eligible</p> <p>ACSM ACSM Certified Clinical Exercise Physiologist (ACSM-CEP)</p>	<p>CA Eligible</p> <p>ACSM ACSM Certified Exercise Physiologist (ACSM-EP)</p>	<p>CA Eligible</p> <p>ACSM ACSM Certified Group Exercise Instructors (ACSM-GEI)</p>	<p>CA Eligible</p> <p>ACSM ACSM/NCPAD Certified Inclusive Fitness Trainer</p>



Select credential details and it will take you to that page for more details







GET CERTIFIED EXPLORE MILITARY OCCUPATIONS LEARN & DEVELOP PROFESSIONALLY RESOURCES & LINKS

WELCOME TO THE NEW COOL

Summary Eligibility Exam Exam Preparation Testing Info Additional Considerations Recertification Related Occupations

Accredited Financial Counselor (AFC)

Summary

Credential: Accredited Financial Counselor (AFC)    

Certifying Agency: [Association for Financial Counseling and Planning Education \(AFCPE\)](#)

Credential Type: National Certification

Renewal Period: 2 years

The Association for Financial Counseling and Planning Education (AFCPE), Accredited Financial Counselors (AFCs) is a specialty credential targeted to professionals interested in expanding access to and improving equityability in financial counseling and education. An AFC credential helps financial counselors better understand how diverse backgrounds, perspectives, and experiences impact individuals' money behavior. AFCs have the skills to assist clients in the complex process of financial decision-making and guide them in developing successful strategies for achieving their financial goals. Candidates must meet a combination of eligibility requirements and pass a written exam.

More information can be found on the [certifying agency's website](#).

Minimum Requirements

<p>Eligibility (View Details)</p> <ul style="list-style-type: none"> Education: Approved Program Experience: 1000 hours Training Other Fee Required <p>Note: This credential may have multiple options for a service member to meet eligibility requirements. Requirements listed here are based on the minimum degree required. To view other options, see the Eligibility section.</p>	<p>Exam (View Details)</p> <ul style="list-style-type: none"> Written <p>Exam Administration: (View Details)</p> <ul style="list-style-type: none"> In-Person Exam Third Party Test Vendor 	<p>Recertification (View Details)</p> <ul style="list-style-type: none"> Renewal Period: 2 years Continuing Education Other Recertification Fee 	<p>Agency Contact Information</p> <p>Association for Financial Counseling and Planning Education (AFCPE)</p> <p>79 S. State St Suite D3 Westerville, OH 43081</p> <p>Phone: 614-368-1055 Fax: (703) 684-4485 Email: certification@afcpe.org</p>
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After clicking on a desired credential, it will take you to this page. More information regarding the credentialing agency can be found by clicking on the link. Remember, this agency is NOT the training provider (in some small instances, the agency may provide information on providers they endorse, study guides or courses for the credential)



It is extremely important to review the eligibility criteria and exam information. Soldiers need to contact the Credentialing Agency to confirm they are eligible or close to being eligible



Credentialing Assistance (CA) is only available through ArmyIgnitED

<https://www.armyignited.army.mil/>

- All CA Requests must be submitted directly through ArmyIgnitED. The CA Request does not get submitted through the Education Center or Office
- Soldiers must submit CA Requests **45 days** from the start date of the course or exam. **NOTE!! END DATE MUST BE AT LEAST 31 DAYS FROM THE ETS DATE.**
- Soldiers may request counseling from their Education Center or Office at any time prior to creating a CA Request
- If Soldier does not see the vendor of choice submit a message in ArmyignitED, Please navigate to ArmyIgnitED, click Messages on the left side and select the drop down, click on General Inbox or My Inbox, click on “Create Message”, select “ACCESS” as the recipient, select the “Credentialing Assistance” as the category, Then provide the vendor name, vendor URL, vendor POC name, vendor email and phone number, then send. ACAPO will contact the vendor and request they participate in the CA Program.
- It may take up to a few days prior to the start date of the course to receive approval notifications from ACCESS, ArmyU



Completion of Courses / Withdrawals

- Soldiers select start and end dates. Per policy, within **30** days of completion, a grade (certificate of completion) must be added to the ArmyIgnitED CA Request. Soldiers must ensure the vendor provides a grade in the CA Request. Soldiers will not receive approval to use CA for an additional course or exam until the vendor provides the grade for a completed course or exam. If the vendor does not receive the results of the exam (i.e., Pearson Vue, CompTIA, or vendors who provide vouchers for those same exams), it is the Soldier's responsibility to upload the exam results within the ArmyIgnitED CA Request.
- Failure to provide the certificate of completion within the designated timeframe may result in recoupment.
- After a CAR has been paid, and a Soldier wishes to withdrawal from a course or exam, Soldiers must withdraw via ArmyIgnitED messaging. Select the "Credentialing Assistance" category and enter "Withdraw" as the Subject of your message. In the narrative, provide name, CA Request ID #, ArmyIgnitED user ID #, and request to withdraw. ACAPO will add a "W" grade to the course or exam. The Soldier will receive a message when the "W" grade has been added with further instructions on how to complete the recoupment plan. All requests for recoupment waivers for withdrawals must be completed in ArmyIgnitED.
- If a CAR has **NOT** been paid and it is **prior to the start date**, Soldiers can delete their own CAR in their account. Soldiers should not submit a ArmyIgnitED Helpdesk ticket to resolve this.

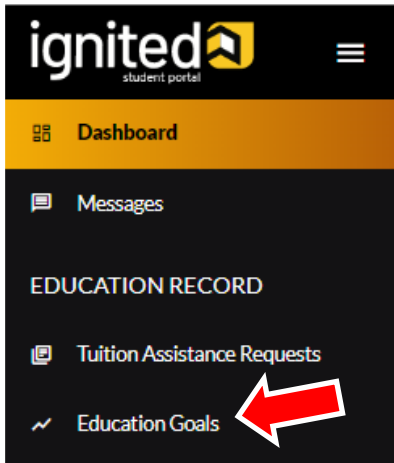


CREATING EDUCATION GOALS

MOS-Related or Non MOS-Related

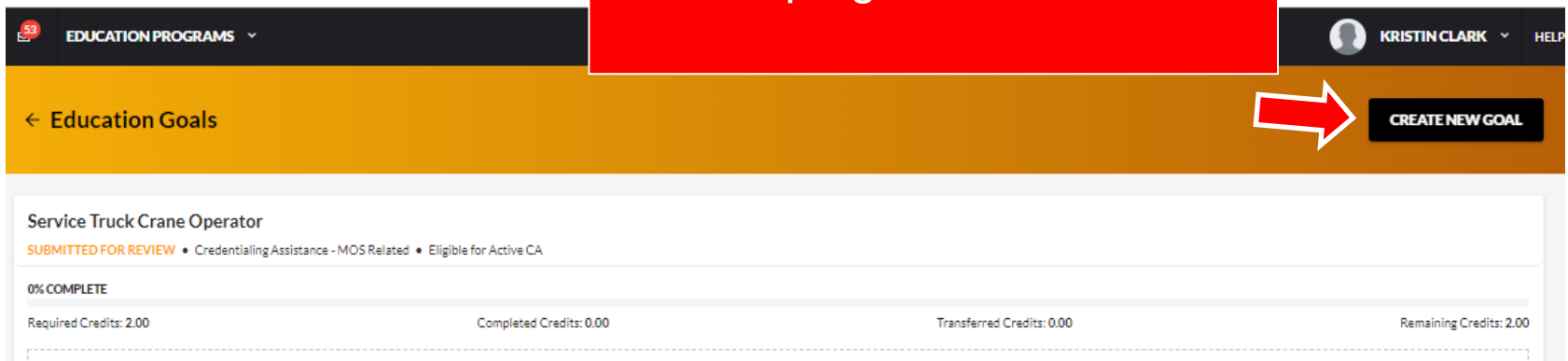


Creating MOS-Related Education Goal



From the dashboard, on the left panel click on “Education Goals”

Inside the Education Goals tab, Select “Create New Goal” on the top right of the screen





Creating MOS Related Education Goal

Create a New Goal

First, Choose an Education Goal

Associates Degree <small>Not Eligible</small>	Bachelors Degree <small>Not Eligible</small>
Masters Degree <small>Not Eligible</small>	Commissioning Prerequisites <small>Not Eligible</small>
Foreign Language - Army Strategic	Foreign Language - Host Country
Credentialing Assistance - MOS Related	Credentialing Assistance - Non MOS Related <small>Not Eligible</small>

Select Credentialing Assistance - MOS Related




Creating MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential 2 Supporting Documentation

What credential will you be pursuing?

Credential that you will be pursuing


Keyword 

Credential

- Advanced Concrete Flatwork Finisher
- Aggregate/Soils Base Testing Technician
- Air Leakage Control Installer (ALC)
- Architect Registration Examination (ARE)
- Associate Constructor (AC)

79 total

Leadership



« < 1 2 3 4 5 > »

NEXT CANCEL GOAL

Type desired
Credential into the
Keyword search or
search page
numbers at the
bottom of screen
for the Credential



Creating MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential

What credential will you be pursuing?

Credential that you will be pursuing

Air Leakage Control Installer (ALC)

NEXT CANCEL GOAL

Select the Credential,
and you will select
"Next"





Creating MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential 2 Supporting Documentation

Please provide your supporting documentation file(s).

Documentation that details your specific plan for your credential
supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

■ Supporting Documentation - Test - CA.pdf ↻

Supporting Documentation (Optional)

↑ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Recertification (Optional)

↑ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

PREVIOUS STEP **SUBMIT GOAL** CANCEL GOAL

Click Choose file and select the invoice quote from the vendor to upload; or you can drag and drop your file



Creating MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential

Please provide your supporting documentation file(s).

Documentation that details your specific plan for your credential supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

■ Supporting Documentation - Test - CA.pdf

Supporting Documentation (Optional)

↑ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Recertification (Optional)

↑ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

PREVIOUS STEP **SUBMIT GOAL** CANCEL GOAL

2 Supporting Documentation

Click submit and then Yes to confirm submitting your goal for review from the ACAPO Team

NOTE: CA Request cannot be submitted until goal is approved

Submit Education Goal

Are you sure you want to submit this goal?

YES NO



Creating MOS Related Education Goal

← Education Goals CREATE NEW GOAL

Air Leakage Control Installer (ALC) ←
SUBMITTED FOR REVIEW • Credentialing Assistance - MOS Related • Eligible for Reserve CA

0% COMPLETE

Required Credits: 1.00 Completed Credits: 0.00 Transferred Credits: 0.00 Remaining Credits: 1.00

Issues Blocking Tuition

- Your goal must be approved to apply for funding.

APPLY FOR FUNDING VIEW DETAILS

Confirm Education Goal is submitted, and pending approval



Creating Non-MOS Related Education Goal





Creating Non-MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential

What credential will you be pursuing?

Credential that you will be pursuing

Keyword

Credential

- Advanced Concrete Flatwork Finisher
- Aggregate/Soils Base Testing Technician
- Air Leakage Control Installer (ALC)
- Architect Registration Examination (ARE)
- Associate Constructor (AC)

79 total

NEXT CANCEL GOAL

2 Supporting Documentation

Leadership

1 2 3 4 5

Search for desired Credential utilizing the Keyword or search page numbers at the bottom of screen



Creating Non-MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - Non MOS Related

1 Credential

What credential will you be pursuing?

Credential that you will be pursuing

Certified Aviation Manager (CAM)

NEXT CANCEL GOAL

Select the Credential, and you will select "Next"



Creating Non-MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential 2 Supporting Documentation

Please provide your supporting documentation file(s).

Documentation that details your specific plan for your credential

supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

■ Supporting Documentation - Test - CA.pdf ↻

Supporting Documentation (Optional)

↑ CHOOSE FILE



Drop files here



Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Recertification (Optional)

↑ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

PREVIOUS STEP

SUBMIT GOAL

CANCEL GOAL

Click Choose file and select the invoice quote from the vendor to upload; or you can drag and drop your file



Creating Non-MOS Related Education Goal

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential

Please provide your supporting documentation file(s).

Documentation that details your specific plan for your credentialing supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation - Test - CA.pdf

Supporting Documentation (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Recertification (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

PREVIOUS STEP **SUBMIT GOAL** CANCEL GOAL

2 Supporting Documentation

Submit Education Goal

Are you sure you want to submit this goal?

YES NO

Click submit and then Yes to confirm submitting your goal for review from the ACAPO Team

****Goal must be approved by the ACAPO team before CA Request is created****



Creating Non-MOS Related Education Goal

The screenshot shows the 'Education Goals' interface. At the top left is a back arrow and the text 'Education Goals'. At the top right is a 'CREATE NEW GOAL' button. The main content area features a goal titled 'Certified Aviation Manager (CAM)' with a red arrow pointing to it. Below the title, it says 'SUBMITTED FOR REVIEW' followed by two bullet points: 'Credentialing Assistance - Non MOS Related' and 'Eligible for Active CA'. A progress bar below indicates '0% COMPLETE'. The progress bar is divided into four sections: 'Required Credits: 1.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. Below the progress bar is a section titled 'Issues Blocking Tuition' with a single bullet point: 'Your goal must be approved to apply for funding.' At the bottom left are two buttons: 'APPLY FOR FUNDING' and 'VIEW DETAILS'.

Confirm Education Goal is submitted, and pending approval



CREATING CA REQUEST

Training, Exam, Books and/or Materials



Creating CA Request for Training

Dashboard

Active TA Active CA

Fiscal Year Cap	Undergraduate	Graduate
\$1,000.00 Funding Remaining Credits Remaining: 4	130 Credits Remaining GPA: N/A	39 Credits Remaining GPA: N/A

ACTIVE EDUCATION GOALS

Designer
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA

10% COMPLETE

Required Credits: 120.00 Completed Credits: 12.00 Transferred Credits: 0.00 Remaining Credits: 108.00

[APPLY FOR FUNDING](#) [VIEW DETAILS](#)

Aggregate/Soils Base Testing Technician
APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA

50% COMPLETE

Required Credits: 2.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 1.00

[APPLY FOR FUNDING](#) [VIEW DETAILS](#)

From the dashboard, on the left panel click on "Education Goals"





Creating CA Request for Training

Dashboard

Active TA Active CA

Fiscal Year Cap
\$1,000.00
Funding Remaining
Credits Remaining: 4

Undergraduate ⓘ
130
Credits Remaining
GPA: N/A

Graduate ⓘ

ACTIVE EDUCATION GOALS

Designer
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA

10% COMPLETE

Required Credits: 120.00 Completed Credits: 12.00 Transferred Credits: 0.00 Remaining Credits: 108.00

APPLY FOR FUNDING **VIEW DETAILS**

Aggregate/Soils Base Testing Technician ←
APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA

50% COMPLETE

Required Credits: 2.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 1.00

APPLY FOR FUNDING **VIEW DETAILS**

From the dashboard, locate Active Education Goal, and select Apply for Funding



Creating CA Request for Training

Verify contact information is correct, and click Verify and Proceed

← Create Credentialing Assistance Request

Contact Information

Email
Hiep.Nguyen@bamtech.net

Personal Email
Barry.GeneratedAdams51@test2.net

Work Phone
8245022712

Mobile Phone
8296964660

Address

Street 1
5504 Filomena Light

Street 2
6138 Renner Centers

City
New Franceschaven

State
IL

Zip
67495

VERIFY AND PROCEED

CANCEL





Creating CA Request for Training

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/exam title, course/exam cost, and custom quote from the vendor for the course/exam (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/exam or current course/exam in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

ACADEMIC

- I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (Army/igntED). Grades that are 90 days past course/exam end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-506). I grant permission for the Army to share my training and academic information as needed with Army Civilians and Army Contractors whose responsibilities and contracts include education services and programs.
- I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

FINANCIAL

- I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for failing a course/exam; non-completion (failing to attend a course or sit for an exam in the timeframe requested); incomplete "I" grades unresolved 180 days after the course/exam end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (DAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DODFAR Vol 7A, Chapter 3K.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing Office.
- I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

PRIVACY ACT STATEMENTS:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0421-1-AHRIC, <https://opcd.defense.gov/Privacy/SORN/index/DOO-wide-SORN-Article-View/Article/970092/a0421-1-ahr-c.aspx>.
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide this information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE **CANCEL**

Read and check all boxes and click I agree, Continue



Creating CA Request for Training


← Create Credentialing Assistance Request: Agg

1 Demographic

Are you applying for funding from a deployed location?

Yes No

NEXT CANCEL



Select if deployed or not
and select "Next"



Creating CA Request for Training

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

1 Demographic 2 Vendor 3 Dates 4 Exam

What is your Exam Center?

Due to the numerous testing providers, not all may be listed. If you are attempting to test at an exam center not listed, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging and provide the following information: testing providers name, physical mailing address, phone number, and website address.

Vendor *
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Campus *
EMBRY RIDDLE AERONAUTICAL UNIVERSITY

BACK NEXT CANCEL

Select Vendor and Campus in the drop-down menu
Once selected, you will click the "Next" button



Creating CA Request for Training

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates

What are your estimated start and end dates?

You have up to 365 days to prepare for your training or exam. Within the 365 days, you are required to apply for tuition for your training or exam(s). If you do not apply for funding for your training or exam, you will be required to reimburse the government for the cost if it takes longer than 365 days, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging

Estimated Start Date*
10/31/2022

Estimated End Date*
10/31/2023

BACK NEXT CANCEL

Select the start/end date for request

NOTE:

- Start date **MUST** be within 45 days or no greater than 90 days from the submit date
- **END** Date cannot exceed 365 from the Start Date on the request
- **END** Date must be at least 31 days from the ETS Date



Creating CA Request for Training

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic

Vendor

What do you need funding for?

ADD EXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

BACK

SUBMIT

CANCEL

Select the "Add Training"
button and then select
"Submit"

Read pop-up and make
selection

Free Certification Resources

Free resources such as books, courseware, and boot camps may be available to help you prepare for your certification at <https://usarmyskillport.com>.

Once you have logged in, click on Browse Library, then Certifications under the Skillssoft Library. These resources are relevant and current professional resources to help prepare you for your certification examination. Using these free resources will save your Credentialing Assistance funding for future uses.

Please review these resources to see if what you need is available for free before submitting a tuition assistance request.

PROCEED WITH CREDENTIALING ASSISTANCE REQUEST

CANCEL CREDENTIALING ASSISTANCE REQUEST



Creating CA Request for Training

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates Exam

Add Training

Title* Test ←

Description* Test ←

4 / 1000

ADD TRAINING **BACK** ←

Cost* \$ 425.00 ←

Remaining Funding
Fiscal Year **\$1,000.00**
Fiscal Year Credits **0**

Input training information, including the cost and applicable fees (including shipping)


Ensure the cost entered, matches the quote provided by the vendor

NOTE: If the vendor has pre-populated the courses and cost, you would just have to verify it matches the quote



Creating CA Request for Training

Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!
Your credentialing assistance request ID is 1921

Here are your next steps

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
- 2 If your school requests your credentialing assistance document you can print that here using the button below.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

Document the Request ID # and select "Finished"

FINISHED



Creating CA Request for Training

The screenshot shows the Ignited student portal interface. The top navigation bar includes the Ignited logo, a notification bell with '34', 'EDUCATION PROGRAMS', and a user profile for 'HIEP NGUYENCAR'. The left sidebar lists navigation options: Dashboard, Messages, EDUCATION RECORD (with 'Tuition Assistance Requests' selected), Education Goals, SkillBridge Applications, Documents, Testing, Recoupments, Recoupment Transactions, and Education Programs. The main content area is titled '← Tuition Assistance Requests' and has two tabs: 'Tuition Assistance Requests' and 'Other Funded Enrollments'. Below the tabs is a 'Filter By' dropdown. The main content displays 'ID #1921-EMBRY-RIDDLE AERONAUTICAL UNIVERSITY' with a status of 'PENDING ACAPO REVIEW • ACTIVE CA'. A red arrow points to the 'ACTIVE CA' text. Below this, a table entry shows 'TRAINING - Test' for the period '10/31/2022 - 10/31/2023' with details: 'Level: Other', 'Grade:', 'Credits: 1', 'Government Cost: \$425.00', and 'Student Cost: \$0.00'. A 'CANCEL' button is visible at the bottom left of the table entry.

Confirm the CA Request is listed under "Tuition Assistance Requests" on the Dashboard, reflecting "Pending ACAPO Review"



Creating CA Request for Exam

Dashboard

Active TA Active CA

Fiscal Year Cap \$1,000.00 Funding Remaining Credits Remaining: 4	Undergraduate 130 Credits Remaining GPA: N/A	Graduate 39 Credits Remaining GPA: N/A
---	--	--

ACTIVE EDUCATION GOALS

Designer
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA

10% COMPLETE

Required Credits: 120.00 Completed Credits: 12.00 Transferred Credits: 0.00 Remaining Credits: 108.00

[APPLY FOR FUNDING](#) [VIEW DETAILS](#)

Aggregate/Soils Base Testing Technician ←

APPROVED • Credentialing Assistance - MOS Related • Eligible Active CA

50% COMPLETE

Required Credits: 2.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 1.00

[APPLY FOR FUNDING](#) [VIEW DETAILS](#)

From the dashboard, on the left panel click on "Education Goals"



Creating CA Request for Exam

Dashboard

Active TA Active CA

Fiscal Year Cap

\$1,000.00
Funding Remaining
Credits Remaining: 4

Undergraduate

130
Credits Remaining
GPA: N/A

Graduate

ACTIVE EDUCATION GOALS

Designer
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA

10% COMPLETE

Required Credits: 120.00 Completed Credits: 12.00 Transferred Credits: 0.00 Remaining Credits: 108.00

APPLY FOR FUNDING **VIEW DETAILS**

Aggregate/Soils Base Testing Technician
APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA

50% COMPLETE

Required Credits: 2.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 1.00

APPLY FOR FUNDING **VIEW DETAILS**

From the dashboard, locate Active Education Goal, and select Apply for Funding





Creating CA Request for Exam

Verify contact information is correct, and click Verify and Proceed

← Create Credentialing Assistance Request

Contact Information

Email
Hiep.Nguyen@bamtech.net

Personal Email
Barry.GeneratedAdams51@test2.net

Work Phone
8245022712

Mobile Phone
8296964660

Address

Street 1
5504 Filomena Light

Street 2
6138 Renner Centers

City
New Francescahaven

State
IL

Zip
67495

VERIFY AND PROCEED

CANCEL





Creating CA Request for Exam

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/exam title, course/exam cost, and custom quote from the vendor for the course/exam (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/exam or current course/exam in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

ACADEMIC

- I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (Army/igntED). Grades that are 90 days past course/exam end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-506). I grant permission for the Army to share my training and academic information as needed with Army Civilians and Army Contractors whose responsibilities and contracts include education services and programs.
- I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

FINANCIAL

- I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for failing a course/exam; non-completions (failing to attend a course or sit for an exam in the timeframe requested); incomplete "I" grades unresolved 180 days after the course/exam end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (DAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoD FAR, Vol 7A, Chapter 36.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing Office.
- I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

PRIVACY ACT STATEMENTS:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0421-1-AHRIC, <https://oipd.defense.gov/Privacy/SORN/index/DOO-wide-SORN-Article-View/Article/970092/a0421-1-ahr-c.aspx>
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide this information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE **CANCEL**

Read and check all boxes and click I agree, Continue



Creating CA Request for Exam


← Create Credentialing Assistance Request: Agg

1 Demographic

Are you applying for funding from a deployed location?

Yes No

NEXT CANCEL



Select if deployed or not
and select "Next"



Creating CA Request for Exam

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

1 Demographic 2 Vendor 3 Dates 4 Exam

What is your Exam Center?

Due to the numerous testing providers, not all may be listed. If you are attempting to test at an exam center not listed, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging and provide the following information: testing providers name, physical mailing address, phone number, and website address.

Vendor *
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Campus *
EMBRY RIDDLE AERONAUTICAL UNIVERSITY

BACK NEXT CANCEL

Select Vendor and Campus in the drop-down menu
Once selected, you will click the "Next" button



Creating CA Request for Exam

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates

What are your estimated start and end dates?

You have up to 365 days to prepare for your training or exam. Within the 365 days, you are required to apply for tuition for your training or exam(s). If you do not apply for funding for your training or exam, you will be required to reimburse the government for the cost if it takes longer than 365 days, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging

Estimated Start Date*
10/31/2022

Estimated End Date*
10/31/2023

BACK NEXT CANCEL

Select the start/end date for request

NOTE:

- Start date **MUST** be within 45 days or no greater than 90 days from the submit date
- **END** Date cannot exceed 365 from the Start Date on the request
- **END** Date must be at least 31 days prior to ETS



Creating CA Request for Exam

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic

Vendor

What do you need funding for?

ADD EXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

Select Add-Exam and once the exam populates, you will "Select Exam"

BACK

SUBMIT

CANCEL

Written - Accredited Legal Professional (ALP)

Description: N/A
Category: Written

BACK

Dates

Exam



SELECT EXAM

Remaining Funding

Fiscal Year
\$4,000.00
Fiscal Year Credits
0



Creating CA Request for Exam

← Create Credentialing Assistance Request: Accredited Legal Professional (ALP)

Demographic Vendor Dates Exam

Exam Title
Written - Accredited Legal Professional (ALP)

Location *
Off Installation

Cost *
\$150.00

ADDEXAM BACK

Remaining Funding
Fiscal Year
\$4,000.00
Fiscal Year Credits
0

← Create Credentialing Assistance Request: Accredited Legal Professional (ALP)

Demographic Vendor Dates Exam

EXAM - Written - Accredited Legal Professional (ALP)

Government Cost	Student Cost
\$150.00	\$0.00

ADD FEE

ADD EXAM

Costs	Government Costs	Student Costs
Total Costs	\$150.00	\$0.00

BACK SUBMIT CANCEL

Remaining Funding
Fiscal Year
\$4,000.00
Fiscal Year Credits
0


Select location of Exam, and enter a price. Select the "Add Exam" button

Once you have completed these steps, select the "Submit" button



Creating CA Request for Exam

Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!
Your credentialing assistance request ID is 1921

Here are your next steps

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
- 2 If your school requests your credentialing assistance document you can print that here using the button below.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

FINISHED

Document the Request ID # and select "Finished"



Creating CA Request for Exam

The screenshot shows the Ignited student portal interface. The top navigation bar includes the Ignited logo, a notification bell with '34', 'EDUCATION PROGRAMS', and a user profile for 'HIEP NGUYENCAR'. The left sidebar lists navigation options: Dashboard, Messages, EDUCATION RECORD, Tuition Assistance Requests (highlighted), Education Goals, SkillBridge Applications, Documents, Testing, Recoupments, Recoupment Transactions, and Education Programs. The main content area is titled '← Tuition Assistance Requests' and has two tabs: 'Tuition Assistance Requests' and 'Other Funded Enrollments'. Below the tabs is a 'Filter By' dropdown. The main content displays a request for 'ID #1921-EMBRY-RIDDLE AERONAUTICAL UNIVERSITY' with a status of 'PENDING ACAPO REVIEW • ACTIVE CA'. A red arrow points to the 'ACTIVE CA' text. Below this, a table entry shows 'TRAINING - Test' for the period '10/31/2022 - 10/31/2023' with details: 'Level: Other', 'Grade:', 'Credits: 1', 'Government Cost: \$425.00', and 'Student Cost: \$0.00'. A 'CANCEL' button is visible at the bottom left of the request card.

Confirm the CA Request is listed under "Tuition Assistance Requests" on the Dashboard, reflecting "Pending ACAPO Review"



Creating CA Request for Books and Materials

Dashboard

Active TA Active CA

Fiscal Year Cap \$1,000.00 Funding Remaining Credits Remaining: 4	Undergraduate 130 Credits Remaining GPA: N/A	Graduate 39 Credits Remaining GPA: N/A
---	--	--

ACTIVE EDUCATION GOALS

Designer
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA

10% COMPLETE

Required Credits: 120.00 Completed Credits: 12.00 Transferred Credits: 0.00 Remaining Credits: 108.00

[APPLY FOR FUNDING](#) [VIEW DETAILS](#)

Aggregate/Soils Base Testing Technician
APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA

50% COMPLETE

Required Credits: 2.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 1.00

[APPLY FOR FUNDING](#) [VIEW DETAILS](#)

From the dashboard, on the left panel click on "Education Goals"





Creating CA Request for Books and Materials

The dashboard displays the following information:

- Fiscal Year Cap:** \$1,000.00 (Funding Remaining), Credits Remaining: 4
- Undergraduate:** 130 Credits Remaining, GPA: N/A
- Graduate:** (Information partially obscured by a red callout box)

ACTIVE EDUCATION GOALS

- Designer:** APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA
10% COMPLETE
Required Credits: 120.00 | Completed Credits: 12.00 | Transferred Credits: 0.00 | Remaining Credits: 108.00
Buttons: **APPLY FOR FUNDING**, VIEW DETAILS
- Aggregate/Soils Base Testing Technician:** APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA
50% COMPLETE
Required Credits: 2.00 | Completed Credits: 1.00 | Transferred Credits: 0.00 | Remaining Credits: 1.00
Buttons: **APPLY FOR FUNDING**, VIEW DETAILS

Red arrows point to the **APPLY FOR FUNDING** buttons for both education goals.

From the dashboard, locate Active Education Goal, and select Apply for Funding



Creating CA Request for Books and Materials

Verify contact information is correct, and click Verify and Proceed

← Create Credentialing Assistance Request

Contact Information

Email
Hiep.Nguyen@bamtech.net

Personal Email
Barry.GeneratedAdams51@test2.net

Work Phone
8245022712

Mobile Phone
8296964660



Address

Street 1
5504 Filomena Light

Street 2
6138 Renner Centers

City
New Francescahaven

State
IL

Zip
67495

VERIFY AND PROCEED

CANCEL



Creating CA Request for Books and Materials

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/exam title, course/exam cost, and custom quote from the vendor for the course/exam (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/exam or current course/exam in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

ACADEMIC

- I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (Army/igntED). Grades that are 90 days past course/exam end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-506). I grant permission for the Army to share my training and academic information as needed with Army Civilians and Army Contractors whose responsibilities and contracts include education services and programs.
- I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

FINANCIAL

- I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for failing a course/exam; non-completions (failing to attend a course or sit for an exam in the timeframe requested); incomplete "I" grades unresolved 180 days after the course/exam end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (DAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoD FAR, Vol 7A, Chapter 3K.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing Office.
- I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

PRIVACY ACT STATEMENTS:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0421-1-AHRIC, <https://opcd.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View/Article/970092/a0421-1-ahric.aspx>.
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE

Read and check all boxes and click I agree, Continue



Creating CA Request for Books and Materials


← Create Credentialing Assistance Request: Agg

1 Demographic

Are you applying for funding from a deployed location?

Yes No

NEXT CANCEL



Select if deployed or not
and select "Next"



Creating CA Request for Books and Materials

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

1 Demographic 2 Vendor 3 Dates 4 Exam

What is your Exam Center?

Due to the numerous testing providers, not all may be listed. If you are attempting to test at an exam center not listed, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging and provide the following information: testing providers name, physical mailing address, phone number, and website address.

Vendor *
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Campus *
EMBRY RIDDLE AERONAUTICAL UNIVERSITY

BACK NEXT CANCEL

Select Vendor and Campus in the drop-down menu
Once selected, you will click the "Next" button



Creating CA Request for Books and Materials

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates

What are your estimated start and end dates?

You have up to 365 days to prepare for your training or exam. Within the 365 days, you are required to apply for tuition for your training or exam(s). If you do not apply for funding for your training or exam, you will be required to reimburse the government for the cost of the training or exam. If your training or exam takes longer than 365 days, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging

Estimated Start Date*
10/31/2022

Estimated End Date*
10/31/2023

BACK NEXT CANCEL

Select the start/end date for request

NOTE:

- Start date **MUST** be within 45 days or no greater than 90 days from the submit date
- **END Date** cannot exceed 365 from the Start Date on the request
- **END Date** must be at least 31 days from the ETS Date



Creating CA Request for Books and Materials

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic

Vendor

What do you need funding for?

ADD EXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

BACK

SUBMIT

CANCEL

Select Add-Exam and once the exam populates, you will Select "Add Books and Materials"

NOTE: Books and Materials can **ONLY** be submitted **AFTER** adding a Training or Exam



Creating CA Request for Books and Materials

Demographic Vendor Dates

Add Book and Material
Study Material Test
Description: N/A **SELECT**

Theory Book
Description: N/A **SELECT**

Public Relations Book
Description: N/A **SELECT**

BACK

Click the Select button on the book/material you wish to add to your request

NOTE: You can only select one on this screen



Creating CA Request for Books and Materials

The screenshot shows a web form titled "Add Book and Material". At the top, there are three tabs: "Demographic", "Vendor", and "Dates". Below the tabs, the form has several fields: "Type*" with a dropdown menu showing "Books", "Cost*" with the value "\$ 1234", "Select Associated Training or Exam*" with a dropdown menu showing "Does this show up? - TRAINING", and "Description*" with the value "N/A". At the bottom left, there is a yellow button labeled "ADD BOOK AND MATERIAL" and a white button labeled "BACK". Red arrows point to the "Type" dropdown, the "Cost" field, the "Select Associated Training or Exam" dropdown, the "Description" field, and the "ADD BOOK AND MATERIAL" button.

Select Books or Materials from the drop-down
Note: Be sure you select the same type as you selected on the previous screen

The cost field should populate with the correct amount, select the book or materials from the Select associated training/exam for this book from the drop-down, add a description and select "Add Book and Material"

NOTE: You can only select one on this screen

Books/materials must be associated with a training or exam to be processed.



Creating CA Request for Books and Materials

Demographic Vendor Dates Training/Exam

BOOK AND MATERIAL - Books		
Government Cost	Student Cost	Associated Training or Exam
\$500.00	\$734.00	Does this show up?
<input type="button" value="ADD FEE"/>		

Costs		
Total Costs	Government Costs	Student Costs
\$1,234.00	\$500.00	\$734.00

Remaining Funding

Fiscal Year
\$4,000.00

Fiscal Year Credits
0

Select "Add Books or Materials" to add additional books or materials you will need for the training/exam.


The process to submit another book or materials will be the same as the previous step adding the book and materials.

Once all books and materials are added, Select "Submit"



Creating CA Request for Books and Materials

Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!
Your credentialing assistance request ID is 1921

Here are your next steps

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
- 2 If your school requests your credentialing assistance document you can print that here using the button below.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

Document the Request ID # and select "Finished"

FINISHED



Creating CA Request for Books and Materials

The screenshot shows the Ignited student portal interface. The top navigation bar includes the Ignited logo, a notification bell with '34', 'EDUCATION PROGRAMS', and a user profile for 'HIEP NGUYENCAR'. The left sidebar lists navigation options: Dashboard, Messages, EDUCATION RECORD (with 'Tuition Assistance Requests' selected), Education Goals, SkillBridge Applications, Documents, Testing, Recoupments, Recoupment Transactions, and Education Programs. The main content area is titled '← Tuition Assistance Requests' and has two tabs: 'Tuition Assistance Requests' (active) and 'Other Funded Enrollments'. Below the tabs is a 'Filter By' dropdown. The main content displays a request for 'ID #1921-EMBRY-RIDDLE AERONAUTICAL UNIVERSITY' with a status of 'PENDING ACAPO REVIEW • ACTIVE CA'. A red arrow points to the 'ACTIVE CA' text. Below this, a table entry shows 'TRAINING - Test' for the period '10/31/2022 - 10/31/2023' with details: 'Level: Other', 'Grade:', 'Credits: 1', 'Government Cost: \$425.00', and 'Student Cost: \$0.00'. A 'CANCEL' button is visible at the bottom left of the request card.

Confirm the CA Request is listed under "Tuition Assistance Requests" on the Dashboard, reflecting "Pending ACAPO Review"

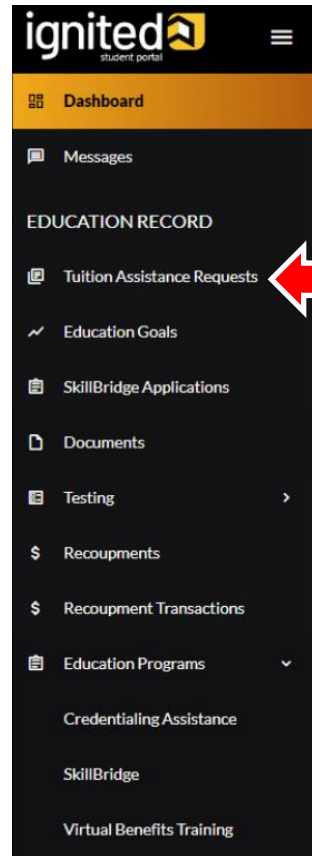


CANCELING A CA REQUEST

BEFORE PAYMENT



Canceling CA Request



On the Dashboard, select
Tuition Assistance Requests



Canceling CA Request

ID #2223-AMERICAN MILITARY UNIVERSITY (AMU)
ACAPO CONCURS / PENDING FINANCE PAYMENT • GUARD CA

BOOK AND MATERIAL - Books 12/01/2022 - 01/31/2023 Level: Other Grade: X Credits: 1 Government Cost: \$12.00 Student Cost: \$0.00

CANCEL

ID #2222-AMERICAN MILITARY UNIVERSITY (AMU)
ACAPO CONCURS / PENDING FINANCE PAYMENT • GUARD CA

TRAINING - Does this show up? 12/01/2022 - 01/31/2023 Level: Other Grade: P Credits: 1 Government Cost: \$122.00 Student Cost: \$0.00

SIGN DOCUMENT **CANCEL**

Locate the correct request you wish to Cancel, select the Cancel button and then select the "Yes" button

NOTE: Deleted CA Request will disappear from list

NOTE!!! ENSURE THE CASE HAS NOT BEEN FUNDED BEFORE HITTING CANCEL

Cancel Credentialing Assistance Request

Are you sure you want to cancel this credentialing assistance request application? There is no undo operation and you will have to resubmit your application.

YES **NO**

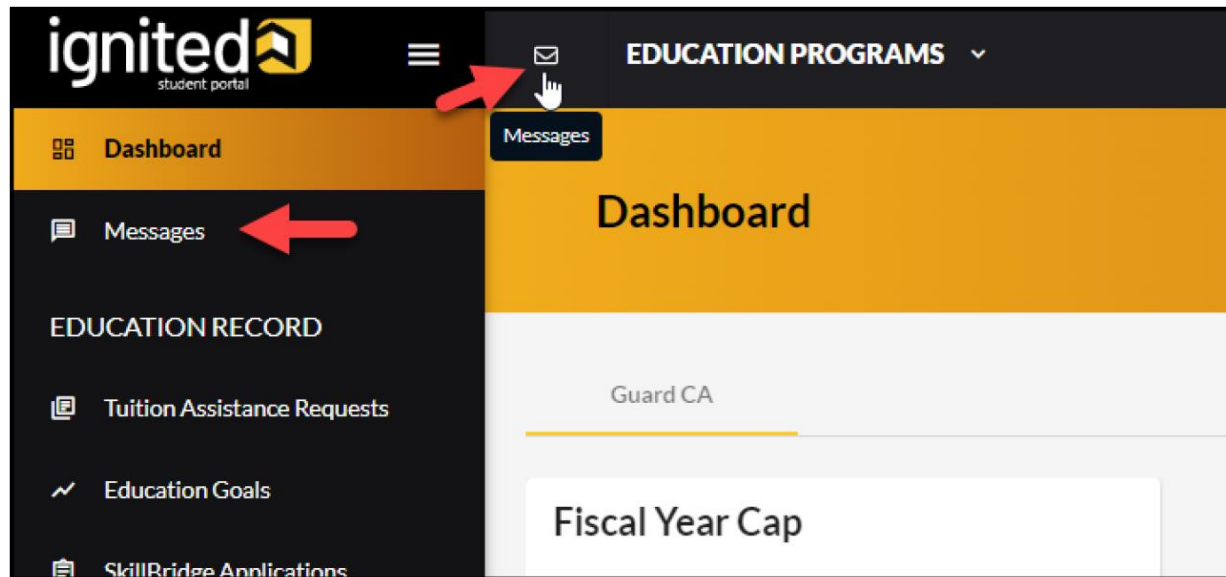


**REQUESTING A
WITHDRAWAL FROM A CA
REQUEST**

**AFTER PAYMENT
HAS BEEN MADE**



Requesting A Withdrawal



Upon logging in your ArmyIgnitED account, click 'Messages' on the left side menu or choose the envelope icon at the top of your screen



Requesting A Withdrawal



To compose and send a message, click 'Create Message' in the top right corner of screen



Requesting A Withdrawal

The screenshot shows a 'Create Message' form with the following elements:

- Category***: A dropdown menu with a red arrow pointing to it.
- Subject***: A text input field with a red arrow pointing to it.
- Text Body**: A large text area with a red arrow pointing to it.
- Attachments**: A section with a 'CHOOSE FILE' button and a red arrow pointing to it.
- Drop files here**: A dashed box for file uploads.
- SEND** and **CLOSE** buttons: Located at the bottom left, with a red arrow pointing to the 'CLOSE' button.

Category: Credentialing Assistance

Subject: Request for Withdrawal

Body: Provide information on the case you wish to withdraw from- Case ID#, Title of the Course, and reason.

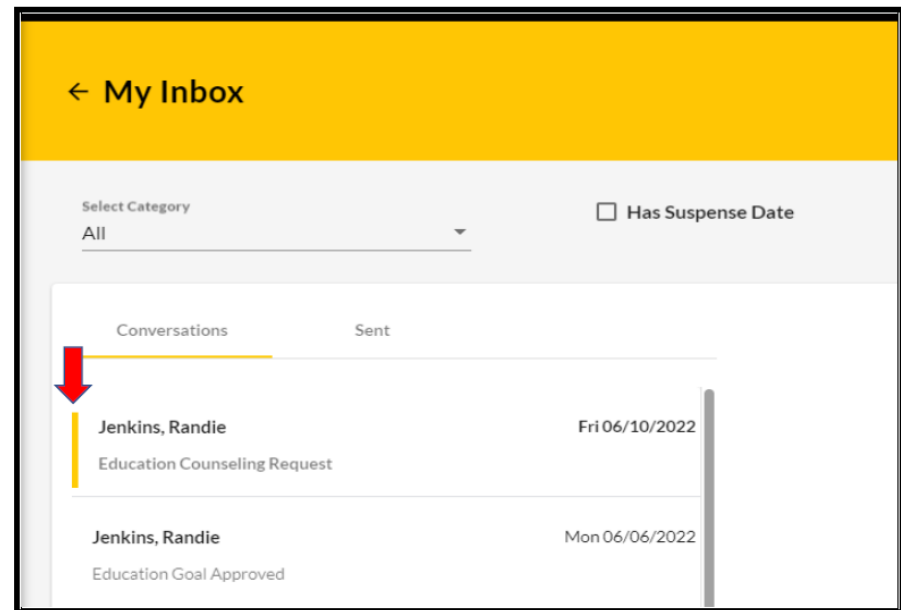
NOTE!! Soldiers who receive a grade other than a “W” for withdrawing from the course or exam will not be able to submit a request for recoupment waiver for it.



Requesting A Withdrawal



Once ACAPO enters the grade of “W”, you will receive an email letting you know you have a message waiting for you to view regarding course recoupment. Please check messages in the ArmyIgnitED portal and view the recoupment action message.





Requesting A Withdrawal

Click 'Recoupments' then click 'Process Recoupment':

Recoupments

- This is your official notification that a recoupment action is pending for an unsatisfactory course completion. As per DA Form 5322-25 and AR 675-5, students are required to reimburse the Army for a course in which Military Tuition Assistance was used and satisfactory course completion was not obtained.
- You have no more than 30 days (your suspense date) from the date of receipt of the unsatisfactory course completion to:
 - Begin a recoupment action through deductions from your military pay.
 - Request a Recoupment Waiver (only for a "W" withdrawal grade). Refer to the Student Portal - ArmyNet/ID Recoupment Waiver Process for more information.
- If you do not choose and begin one of the above actions prior to your suspense date, an automatic deduction of the full amount will be initiated against your pay.
- As per DA Form 5322-25 and AR 675-5, unsatisfactory course completion grades include: "W" for withdrawal, "T" for instructors after 100 hours of course and dates, "D" or "F" for graduate courses, any other non-passing grade or status, and any grade posted to your ArmyNet/ID account.
- If you believe the unsatisfactory grade is in error, you have until the suspense date to provide an official satisfactory grade. Recoupment payment after the suspense date will not be stopped or refunded until a satisfactory grade is submitted.
- If you have questions regarding a submitted recoupment plan or request for waiver, please contact the Central Office of Army, ME, IA, Ft. Belvoir, IA.
- Recoupments can ONLY be made via pay of deduction.
- If you need assistance updating a grade, completing a recoupment action, or submitting a Request for Recoupment Waiver, please contact your Education Center.

Course Code - Title	Term Dates	Grade	Government Cost	Student Cost	Total Cost	Suspense Date	Status
DXM - Practical - Advanced Computer Network I (under)	11/07/2022 - 02/26/2023	F	\$254.00	\$0.00	\$254.00	10/14/2022	Process Recoupment

Read 'recoupment conditions' -> 'I Understand These Conditions':

Initiate Recoupment

- Requests for Recoupment Waivers can only be submitted for courses with a grade of "W" (Withdrawal).
- Recoupment Waivers are only considered if the circumstances clearly show events were beyond the control of the student and the student made every effort to work with the instructor and academic institution to request extensions to complete the course or appeal for a government refund.
- Your request for Recoupment Waiver consideration for the following reasons:
 - Short notice PCS/TDY after course start date that prevents attendance at an in-person class (not asynchronous or self-paced distance learning). The length of TDY will be considered when assessing a waiver request. Note: Permissive TDY is not a valid consideration for waiver.
 - Emergency leave (AWM All 400-8-5), para. 4-5 documentation required.
 - Emergency health issues (documentation required).
 - Hospitalization of a length to preclude course completion, and the academic institution disapproved a request for extension (documentation required).
 - Short notice changes in work schedule that interfered with course attendance and completion. Note: Change to work schedule is not a valid consideration for waiver of an asynchronous or self-paced distance learning course. (documentation required).
- You must have all supporting documentation uploaded and submitted for review prior to your suspense date. At a minimum, the following must be uploaded:
 - DA Form 7793 (Request for Recoupment Waiver). The DA Form 7793 must explain in detail the specifics and circumstances that led to your difficulties completing the course. The DA Form 7793 is signed by the student and endorsed by your Commander to indicate personal knowledge of the circumstances and attest to the veracity of your statements.
 - Include the course start and stop dates, and your course scheduled meeting times and dates.
 - Explain all efforts made to work with your instructor to request an extension or incomplete grade.
 - Satisfying Documentation: you must include supporting information and documents to support your rationale.
 - PCS - Include in your Recoupment Waiver request the date you were notified of the PCS movement and your actual date of departure. Attach a legible copy of the PCS orders showing your name, issue date, departure date, and TDY duration.
 - TDY - Include in your Recoupment Waiver request the date you were notified of the TDY, your actual departure date, and your return date. Attach a legible copy of the approved TDY orders (DD Form 3530, Request for Official Travel) showing your name, issue date, departure date, and TDY duration.
 - Emergency leave (AWM All 400-8-5), para. 4-5) - Include in your Recoupment Waiver request the date the emergency arose, your actual departure date, and return date. Attach a legible copy of the approved DA Form 71 showing your name, issue date, effective date, issue duration, and Emergency leave in block B.
 - Hospitalization/Unanticipated Health Situation - Include in your Recoupment Waiver request the date the injury/illness occurred. If hospitalized, include the date of admission and the date of discharge (attach a legible copy of admission/discharge orders showing your name, admit date, and discharge date). If you were placed on quarters or convalescent leave, include those dates in your Recoupment Waiver request and attach a copy of approved DD Form 689, Individual Sick Slip indicating quarters as the disposition, or DA Form 23 Request and Authority for Leave granting convalescent leave showing name, start date, and stop date.
 - Changed Military Duties - Include in your Recoupment Waiver request your duty hours at the start of the course, the scheduled class meeting times and dates, your duty hours following the change, your duty hours following the change, and the reason for the change. Note: Change in military duties will not be considered if the course is a hybrid or self-paced distance learning.
 - Withdrawal Documentation from Academic Institution: Provide a copy of the withdrawal paperwork or the Change of Enrollment slip with your Recoupment Waiver package.
 - Academic institution lettered Appeal Action (documentation optional): Include documentation of applying for an academic institution refund or appeal.
 - Miscellaneous (optional): Include any other documentation to support your request for a Recoupment Waiver.
- All decisions will be made based solely on documents provided. Please ensure your package is complete.
- All decisions are final. You must ensure that all supporting documents are provided at the same time since reconsiderations will not be granted.
- Should a Recoupment Waiver request be denied, you will be notified via email.
- If a Recoupment Waiver is approved, you will receive an email notification and no further action is required on your part.

I UNDERSTAND THESE CONDITIONS **CANCEL**



Requesting A Withdrawal

Soldiers have 3 choices for 'Method of Recoupment':

1. Lump Sum Payroll Deduction
2. Payroll Deduction (up to 6 months)
3. Waiver (a Request for Recoupment Waiver)

← Initiate Recoupment

Request Details

This is the course you are going to recoup and, if applicable, all its associated fees. Please select the method of recoupment. You cannot apply for a Recoupment Waiver due to the grade in your course [?].

Course Code - Title	Suspense Date	Gov Cost
EXAM - Practical - Advanced Concrete Flatwork Finisher	10/14/2022	\$234.00
		TOTAL: \$234.00

Method of Recoupment:

BACK SUBMIT CANCEL



Requesting A Withdrawal

The screenshot shows a web form titled 'Withdrawal Request'. It contains several sections with input fields and dropdown menus. Red arrows point to the following elements:

- The 'Waiver' dropdown menu.
- The 'Recoupment Waiver Reason' dropdown menu.
- The 'Supporting Documentation' section, which includes three required upload areas and two optional upload areas.
- The 'Submit' button at the bottom right of the form.

'Waiver' -> 'Recoupment Waiver Reason' -> Upload SUPPORTING DOCUMENTATION (Orders, Medical, Emergency Leave Form, etc.) -> 'Submit'

NOTE: The first 3 Supporting Documentation upload areas are REQUIRED. You must have this documentation in order to submit your request. The remaining 2 Supporting Documentation upload areas are OPTIONAL.
NOTE: 'Waiver' CAN ONLY BE SELECTED FOR A 'W' GRADE!!!



Army Credentialing Assistance Program Page:

https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm

ArmyIgnitED:

<https://www.armyignited.army.mil/>



ARMY CREDENTIALING
ASSISTANCE