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

Slides 70-72: Canceling a CA Request (Before Payment is made)

Slides 73-80: Requesting a Withdrawal (After Payment has been made)

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

Current as of 21 Oct 22

- 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 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

Click on Credentialing Assistance

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

ARMY COOL
Credentialing Opportunities On-Line

Go to: MOS | WO MOS | Officer | ASI | Credentialing Assistance | Credential Search | Contact Us

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

Costs and Funding

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 [...]. [...]entialing Assistance (CA) Program can pay for cou[...] 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 w[...]ve military service. You can request CA funding for any creden[...] [...] 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, co[...] [...]tion center/office. You can find a list of centers/offices in ArmyIgnitED.

The Army Decision Support Tool (DST) in MilGears [...] 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 you 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)

ARMY CREDENTIALING ASSISTANCE

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

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.

MIL GEARS
Powered by COOL
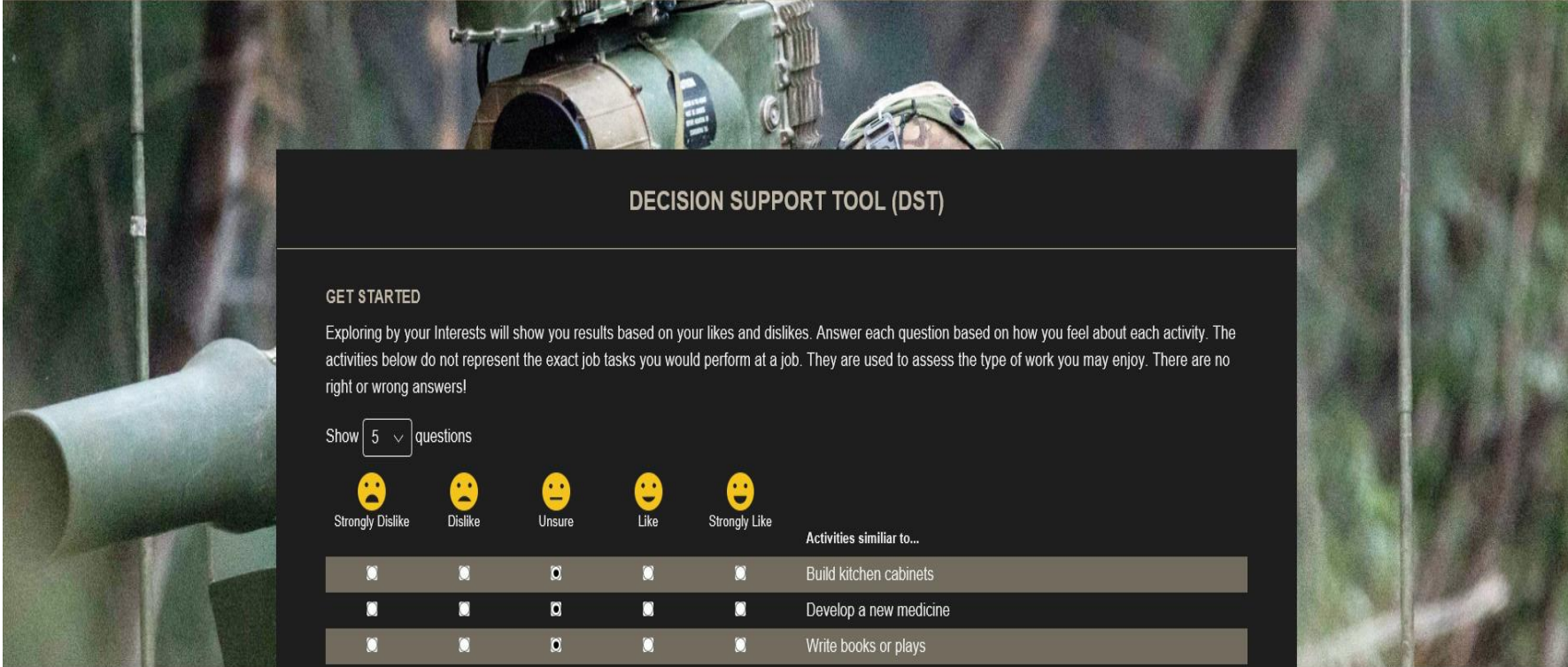
DECISION SUPPORT TOOL (DST)

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 [5 ⌄] questions

Strongly Dislike	Dislike	Unsure	Like	Strongly Like	Activities similiar to...
◉	◉	◉	◉	◉	Build kitchen cabinets
◉	◉	◉	◉	◉	Develop a new medicine
◉	◉	◉	◉	◉	Write books or plays
◉	◉	◉	◉	◉	Help people with personal or emotional problems
◉	◉	◉	◉	◉	Manage a department within a large company

Showing 1 to 5 of 30 questions

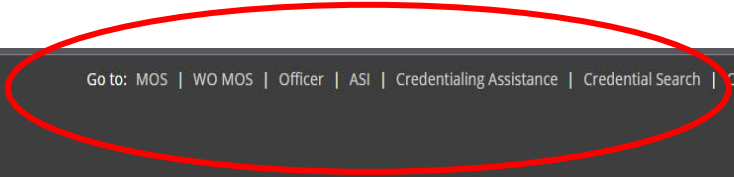| Previous | 1 | 2 | 3 | 4 | 5 | 6 | Next |

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.

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

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« ☰

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

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 Rocke ▼

Select   Reset

«

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.

Career tool on 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: Clear All Filters

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

Showing 1 to 20 of 41 records   Display: ▦ ☰ ⓘ   Sort by
                                                                  Related As ▼

Records per page: 20 ▼   🔍 Search by keyword

|◄ ◄ ① 2 3 ► ►|

CA Eligible	CA Eligible	CA Eligible	CA Eligible
EVT Ambulance Technician Level I	**ETA** Associate Electronics Technician (CETa)	**IHMM** Certified Hazardous Materials Manager (CHMM)	**IHMM** Certified Hazardous Materials Practitioner (CHMP)
Agency: Emergency Vehicle Technician (EVT) Certification Commission Inc. **Credential Type:** National Certification	**Agency:** ETA International (ETA) **Credential Type:** National Certification	**Agency:** Institute of Hazardous Materials Management (IHMM) **Credential Type:** National Certification	**Agency:** Institute of Hazardous Materials Management (IHMM) **Credential Type:** National Certification
Credential Details page	Credential Details page	Credential Details page	Credential Details page

CA Eligible	CA Eligible	CA Eligible	CA Eligible
AIIM Certified Information Professional (CIP)	**ISACA** Certified Information Security Manager (CISM)	**ISACA** Certified Information Systems Auditor (CISA)	**(ISC)2** Certified Information Systems Security Professional (CISSP)

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

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 Rocke

Select   Reset

Agency: Board of Certified Safety Professionals (BCSP)
Credential Type: National Certification

Credential Details page

Agency: Society for Maintenance and Reliability Professionals (SMRP)
Credential Type: National Certification

Credential Details page

Agency: Board of Certified Safety Professionals (BCSP)
Credential Type: National Certification

Credential Details page

Agency: United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA)
Credential Type: State License

Credential Details page

CA Eligible
Electronics Associate AC (EM2)
Agency: ETA International (ETA)
Credential Type: National Certification

Credential Details page

CA Eligible
Electronics Associate Analog (EM3)
Agency: ETA International (ETA)
Credential Type: National Certification

Credential Details page

CA Eligible
Electronics Associate Comprehensive (EM5)
Agency: ETA International (ETA)
Credential Type: National Certification

Credential Details page

CA Eligible
Electronics Associate DC (EM1)
Agency: ETA International (ETA)
Credential Type: National Certification

Credential Details page

CA Eligible
Electronics Associate Digital (EM4)
Agency: ETA International (ETA)
Credential Type: National Certification

Credential Details page

CA Eligible
Emergency Medical Technician (EMT)
Agency: National Registry of Emergency Medical Technicians (NREMT)
Credential Type: National Certification

Credential Details page

CA Eligible
General Communications Technician - Level 1 (GCT1)
Agency: ETA International (ETA)
Credential Type: National Certification

Credential Details page

CA Eligible
GIAC Information Security Fundamentals (GISF)
Agency: Global Information Assurance Certification (GIAC)
Credential Type: National Certification

Credential Details page

Records per page: 20   1 2 3

Showing 1 to 20 of 41 records
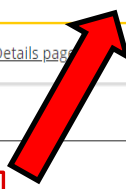
Red chili pepper denotes "In Demand" credential

ARMY COOL
Credentialing Opportunities On-Line

Go to: MOS | WO MOS | Officer | ASI | Credentialing Assistance | Credential Search | Contact Us

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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 Crede

STEP 2
Complete a CA Request

STEP 3
Complete Training or Exam

STEP 4
Report Your Results

COOL Tools

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

US Army Combined Arms Center
SOLDIERS AND LEADERS - OUR ASYMMETRIC ADVANTAGE

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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.
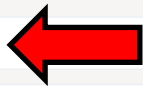
⊕ SELECT FILTERS   Select filters to narrow the search

Active Filters: CLEAR ALL FILTERS

Sort by
Credential   ○ Ascending   Display: ▦ ☰ ⓘ   Know the name of the credential? Type part of the name and hit Search   Search by keyword 🔍

Records per page: 20 ▾   ‹ ❮ **1** 2 3 … 85 › ❯❯
Showing 1 - 20 of 1688 results

CA Eligible	CA Eligible	CA Eligible	CA Eligible	CA Eligible
ICC **Accessibility Inspector/ Plans Examiner - 21**	ACAT **Accredited Business Accountant/Advisor (ABA)**	AFCPE **Accredited Financial Counselor (AFC)**	NALS **Accredited Legal Professional (ALP)**	ACTAR **Accredited Traffic Accident Reconstruction**
GI BILL ⭐	🔍 ⭐	GI BILL NCCA ⭐	GI BILL ⭐	STEM ⭐
Agency: International Code Council (ICC) **Credential Type:** National Certification	**Agency:** Accreditation Council for Accountancy and Taxation (ACAT) **Credential Type:** National Certification	**Agency:** Association for Financial Counseling and Planning Education (AFCPE) **Credential Type:** National Certification	**Agency:** NALS - The Association for Legal Professionals **Credential Type:** National Certification	**Agency:** Accreditation Commission for Traffic Accident Reconstruction (ACTAR) **Credential Type:** National Certification
CREDENTIAL DETAILS	CREDENTIAL DETAILS	CREDENTIAL DETAILS	CREDENTIAL DETAILS	CREDENTIAL DETAILS

CA Eligible	CA Eligible	CA Eligible	CA Eligible	CA Eligible
ACRP **ACRP Project Manager (ACRP-PM)**	ACSM **ACSM Certified Clinical Exercise Physiologist (ACSM-CEP)**	ACSM **ACSM Certified Exercise Physiologist (ACSM-EP)**	ACSM **ACSM Certified Group Exercise Instructors (ACSM-GEI)**	ACSM **ACSM/NCPAD Certified Inclusive Fitness Trainer**

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

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.

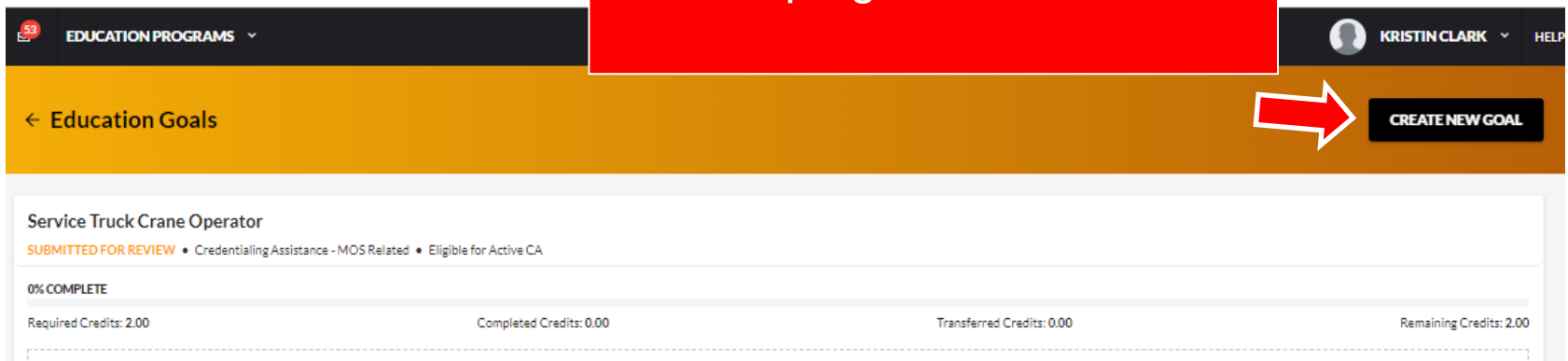# CREATING EDUCATION GOALS

MOS-Related or Non MOS-Related

Creating MOS-Related Education Goal

ignited
student portal

≡

Dashboard

💬 Messages

EDUCATION RECORD

📱 Tuition Assistance Requests
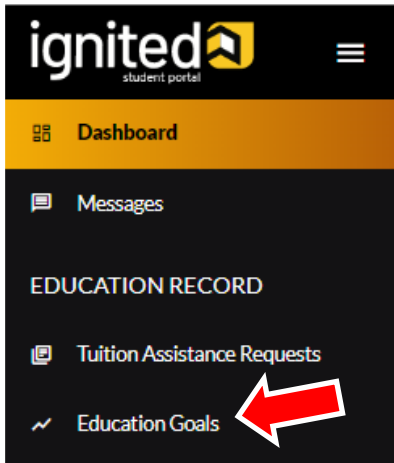
〜 Education Goals

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

EDUCATION PROGRAMS ∨

KRISTIN CLARK ∨   HELP

← Education Goals

CREATE NEW GOAL

Service Truck Crane Operator
SUBMITTED FOR REVIEW • Credentialing Assistance - MOS Related • Eligible for Active CA

0% COMPLETE

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

Creating MOS Related Education Goal

Create a New Goal

First, Choose an Education Goal

Select Credentialing Assistance - MOS Related

Associates Degree
Not Eligible

Bachelors Degree
Not Eligible

Masters Degree
Not Eligible

Commissioning Prerequisites
Not Eligible

Foreign Language - Army Strategic

Foreign Language - Host Country

Credentialing Assistance - MOS Related

Credentialing Assistance - Non MOS Related
Not Eligible

Creating MOS Related Education 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

✎ 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

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

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

Select Credentialing Assistance – Non-MOS Related

Create a New Goal

First, Choose an Education Goal

Associates Degree
Not Eligible

Bachelors Degree
Not Eligible

Masters Degree
Not Eligible

Commissioning Prerequisites
Not Eligible

Foreign Language - Army Strategic

Foreign Language - Host Country

Credentialing Assistance - MOS Related

Credentialing Assistance - Non MOS Related
Not Eligible

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   **Leadership**

Advanced Concrete Flatwork Finisher

Aggregate/Soils Base Testing Technician

Air Leakage Control Installer (ALC)

Architect Registration Examination (ARE)

Associate Constructor (AC)

79 total |◄ ◄ 1 2 3 4 5 ► ►|

NEXT   CANCEL GOAL

2 Supporting Documentation

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

✎ 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

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

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

2 Supporting Documentation

Submit Education Goal

Are you sure you want to submit this goal?

YES NO

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

Creating Non-MOS Related Education Goal

Confirm Education Goal is submitted, and pending approval

CREATING CA REQUEST

Training, Exam, Books and/or Materials

Creating CA Request for Training

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 ⓘ

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

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**

Creating CA Request for Training

← **Create Credentialing Assistance Request**

Verify contact information is correct, and click Verify and Proceed

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 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 (ArmyIgnitED). Grades that are 60 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 93-568). 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 (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.

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☑ I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

PRIVACY ACT STATEMENT:

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 A0621-1-AHRC, https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.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 information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and c[...] owingly 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

Select if deployed or not and select "Next"

Creating CA Request for Training

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

✏ 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	③ 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 c... 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

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

BACK   SUBMIT   CANCEL

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://usarmy.skillport.com.**

Once you have logged in, click on Browse Library, then Certifications under the Skillsoft 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   4 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

Document the Request ID # and select "Finished"

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

Creating CA Request for Training

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

Creating CA Request for Exam

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

Creating CA Request for Exam

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
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Mobile Phone
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Address ✏

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Street 2
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City   **State**   **Zip**
New Francescahaven   IL   67495

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I AGREE, CONTINUE   **CANCEL**

Read and check all boxes and click I agree, Continue

Creating CA Request for Exam

Select if deployed or not and select "Next"

Creating CA Request for Exam

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

| ✏️ 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   ③ 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 c... 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

BACK   SUBMIT   CANCEL

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

Dates   Exam

Written - Accredited Legal Professional (ALP)

Description: N/A
Category: Written

SELECT EXAM

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

BACK

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

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

ADD EXAM   BACK

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

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

← 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

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

Costs

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

BACK   SUBMIT   CANCEL

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

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

Creating CA Request for Books and Materials

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

Creating CA Request for Books and Materials

Creating CA Request for Books and Materials

Verify contact information is correct, and click Verify and Proceed

← Create Credentialing Assistance Request

Contact Information ✏️

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VERIFY AND PROCEED   CANCEL

Creating CA Request for Books and Materials

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

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I AGREE, CONTINUE

Read and check all boxes and click I agree, Continue

Creating CA Request for Books and Materials

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   3 Dates

What are your estimated start and end dates?

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Estimated Start Date *
10/31/2022

Estimated End Date *
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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

Demographic   Vendor   Dates

Add Book and Material

Type *
Books

Cost *
$ 1234

Select Associated Training or Exam *
Does this show up? - TRAINING

Description *
N/A

3 / 500

ADD BOOK AND MATERIAL   BACK

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

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

Document the Request ID # and select "Finished"

Here are your next steps

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FINISHED

Creating CA Request for Books and Materials

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
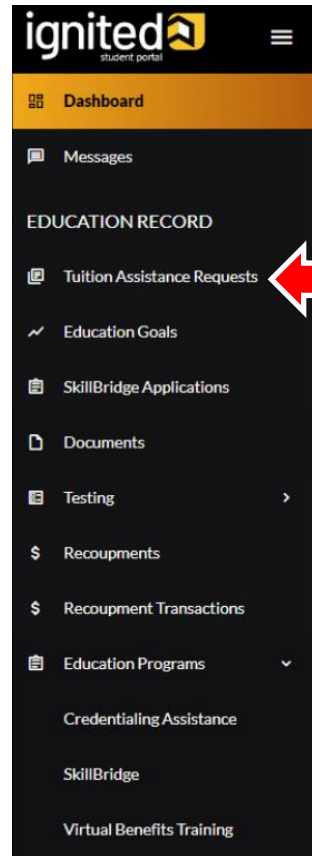
On the Dashboard, select Tuition Assistance Requests

REQUESTING A WITHDRAWAL FROM A CA REQUEST

AFTER PAYMENT
HAS BEEN MADE

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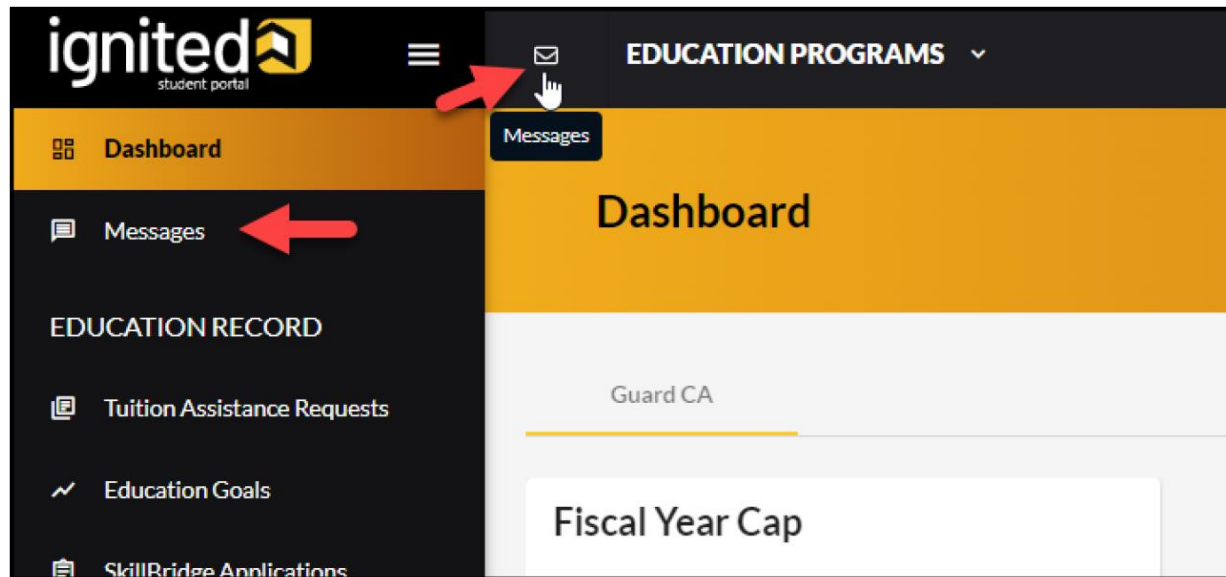
Upon logging in your ArmyIgnitED account, click 'Messages' on the left side menu or choose the envelope icon at the top of your screen

Requesting A Withdrawal

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

Requesting A Withdrawal

Create Message ×

Category *

Subject *

B I U Format ▾ ☰ ☰ ☰ ☰   ☰ ☰ ☰ ☰   ⬡ ⟨⟩ ⊡

Attachments
⬆ CHOOSE FILE

Drop files here

SEND   CLOSE

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.
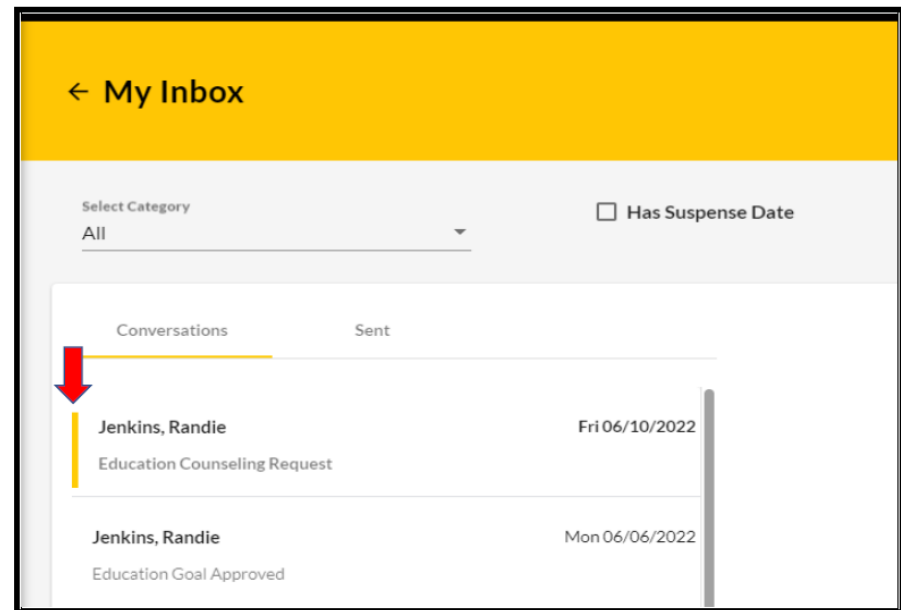
Requesting A Withdrawal

Click 'Recoupments' then click 'Process Recoupment':

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

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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)

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'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
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