



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:

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Slides 63-65: Canceling a CA Request (Before Payment is made)

Slides 66-73: Requesting a Withdrawal (After Payment has been made)

Slides 74-75: Don't See Your Vendor?

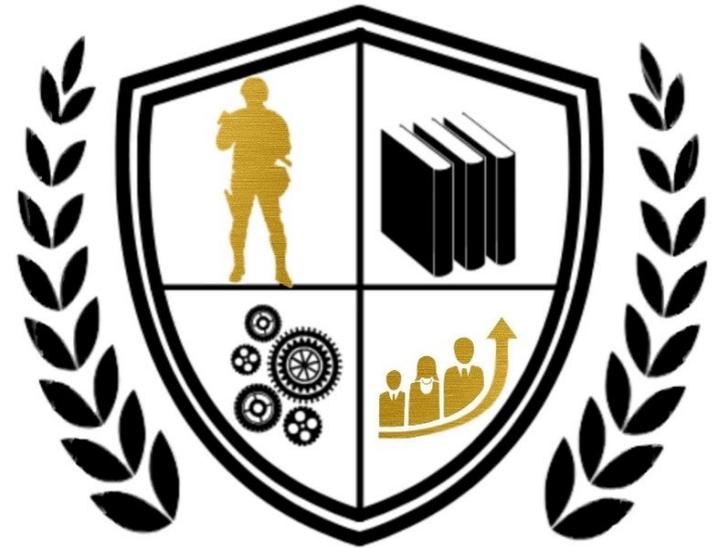
Slides 76-77: Requesting Extensions

Slides 78-80: Turning in Your Certificate of Completions (Grades)



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 the Army Credentialing Assistance Program Office (ACAPO)
- 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 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 (CABO). Once the CABO 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 CABO 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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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

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 in the post-military, 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 are interested in pursuing 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 [Army/ignitED](#).

The [Army Decision Support Tool \(DST\)](#) in [MilGear](#) 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](#)

New- Trending Career Opportunities!

Trending Career Opportunities

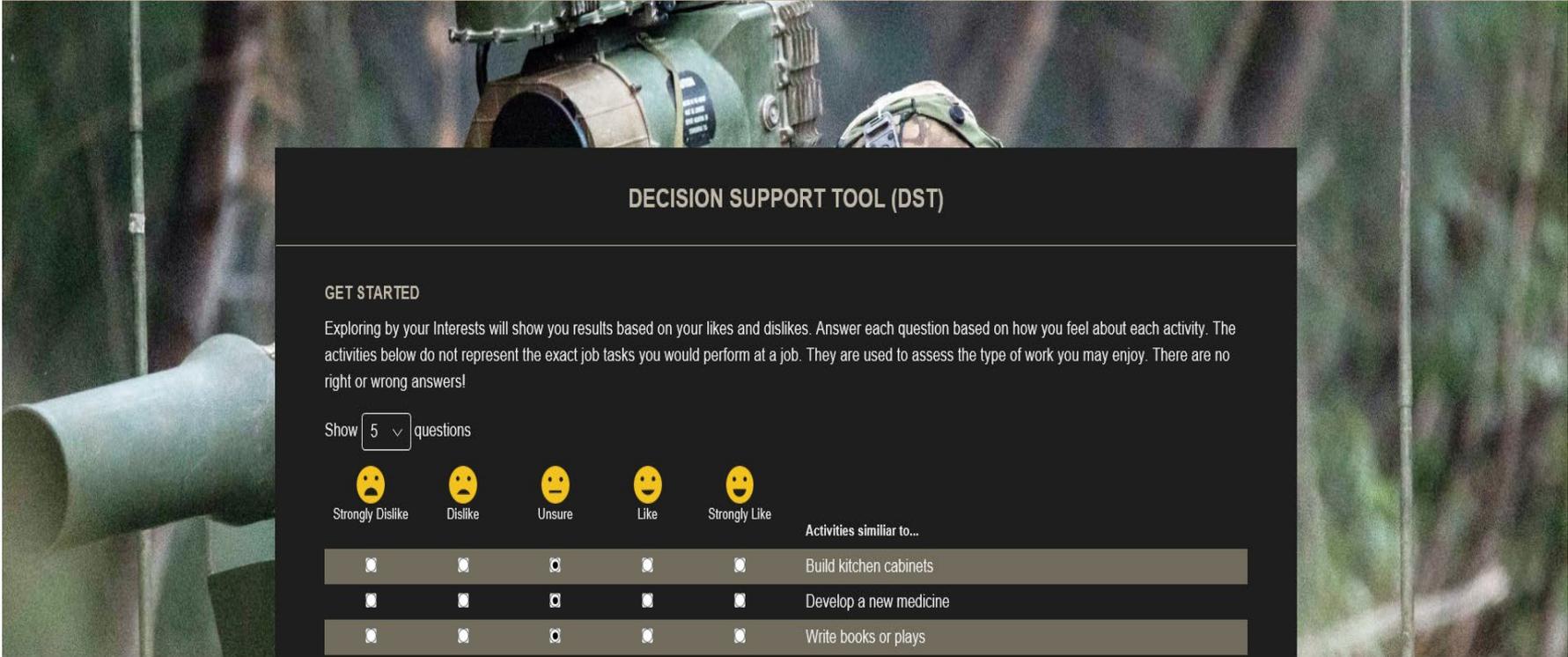
- **Medical** - Discover fast-tracked career opportunities at the VA for health professionals
→ [Learn More](#)
- **Truck Drivers** - Interested in pursuing a Commercial Driver's career?
→ [Learn More](#)
- **Information Technology** - Connect to free IT training offered through the VA's VET TEC program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

Related Links

- [Soldier CA Process Guide](#) (how to apply for CA in Army/ignitED)
- [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)

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	Activities similar to...
<input type="radio"/>	Build kitchen cabinets				
<input type="radio"/>	Develop a new medicine				
<input type="radio"/>	Write books or plays				
<input type="radio"/>	Help people with personal or emotional problems				
<input type="radio"/>	Manage a department within a large company				

Showing 1 to 5 of 30 questions

Previous 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.



ARMY COOL

Credentialing Opportunities On-Line

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

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[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

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

COOL (Credentialing 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 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

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

Active Filters: Clear All Filters

Showing 1 to 20 of 41 records Display:    Sort by Related As

Records per page: 20

« **1** 2 3 »

Search by keyword

 EVT Ambulance Technician Level I Agency: Emergency Vehicle Technician (EVT) Certification Commission Inc. Credential Type: National Certification  Credential Details page	 ETA Associate Electronics Technician (CETA) Agency: ETA International (ETA) Credential Type: National Certification  Credential Details page	 IHMM Certified Hazardous Materials Manager (CHMM) Agency: Institute of Hazardous Materials Management (IHMM) Credential Type: National Certification  Credential Details page	 IHMM Certified Hazardous Materials Practitioner (CHMP) Agency: Institute of Hazardous Materials Management (IHMM) Credential Type: National Certification  Credential Details page
 AIIM Certified Information Professional (CIP)	 ISACA Certified Information Security Manager (CISM)	 ISACA Certified Information Systems Auditor (CISA)	 ISC2 Certified Information Systems Security Professional (CISSP)



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

13M - Multiple Launch Rocket System (MLRS)/High Mobility Artillery Rocket System (HMARS)/Crewmember MOS			
<p>Select another MOC</p> <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</p> <p>ETA Electronics Associate AC (EM2)</p> <p>Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>ETA Electronics Associate Analog (EM3)</p> <p>Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>ETA Electronics Associate Comprehensive (EM5)</p> <p>Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>ETA Electronics Associate DC (EM1)</p> <p>Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>
<p>CA Eligible</p> <p>ETA Electronics Associate Digital (EM4)</p> <p>Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>NREMT Emergency Medical Technician (EMT)</p> <p>Agency: National Registry of Emergency Medical Technicians (NREMT) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>ETA General Communications Technician - Level 1 (GCT1)</p> <p>Agency: ETA International (ETA) Credential Type: National Certification</p> <p>Credential Details page</p>	<p>CA Eligible</p> <p>GIAC GIAC Information Security Fundamentals (GISF)</p> <p>Agency: Global Information Assurance Certification (GIAC) Credential Type: National Certification</p> <p>Credential Details page</p>



Red chili pepper denotes "In Demand" credential



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STEP 1
Find and Select Cred.



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



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 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
Showing 1 - 20 of 1688 results

 1 2 3 ... 85 >>

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

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

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)



Accredited Financial Counselor (AFC)

Summary

Certification: [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 equitability 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

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**

Eligibility (View Details)

- Education: Approved Program
- Experiences: 1000 hours
- Training
- Other
- Fee Required

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.

Exam (View Details)

Written

Exam Administration (View Details)

- In-Person Exam
- Third Party Test Vendor

Recertification (View Details)

- Renewal Period: 2 years
- Continuing Education
- Other
- Recertification Fee

Agency Contact Information

Association for Financial Counseling and Planning Education (AFCPE)

79 S. State St
Suite D3
Westerville, OH 43081

Phone: 614-368-1055
Fax: (703) 684-4485
Email: certification@afcpe.org

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.



CHOOSE YOUR FUNDING METHOD



TUITION ASSISTANCE

The Army's Tuition Assistance Program is a tailored, intuitive program which funds eligible Soldiers' college courses leading to a degree. Get started on your college education now!



CREDENTIALING ASSISTANCE

The Army's Credentialing Assistance Program is a multi-faceted program that provides eligible Soldiers the opportunity to earn professional and technical certifications and licenses. Begin your credentialing and licensure journey today!



CADET SCHOLARSHIP

(coming soon)
Army ROTC scholarships and stipends help you focus on what's important - getting that college degree. Begin your Cadet scholarship funding through ArmyIgnitED and become the leader you were meant to be!



CIVILIAN TRAINING

(coming soon)
ArmyIgnitED is a tailored, intuitive resource that empowers you to achieve your educational goals. Start here to explore Army Civilian education and professional development opportunities across all civilian functional communities. Apply for training and begin enhancing your Army Civilian career!

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



Click Ok, then Log In using your CAC card

The screenshot shows the ArmyIgnitED login interface. On the left, the 'ignited student portal' logo is visible. The main content area is a dark background with a student in a classroom. A white modal window titled 'Notice and Consent Statement' is centered on the screen. The modal contains the following text:

Notice and Consent Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

By clicking OK, you agree to the terms of the User Agreement.

At the bottom of the modal is a yellow 'OK' button. To the right of the modal, a mouse cursor is visible.

On the right side of the login page, there is a 'LOGIN TO YOUR ACCOUNT' section. It features a CAC card icon, the text 'Insert your CAC to begin your login', and a yellow 'LOGIN' button. At the bottom right of the page, there is a link for 'Privacy Act Statement | User Agreement'.

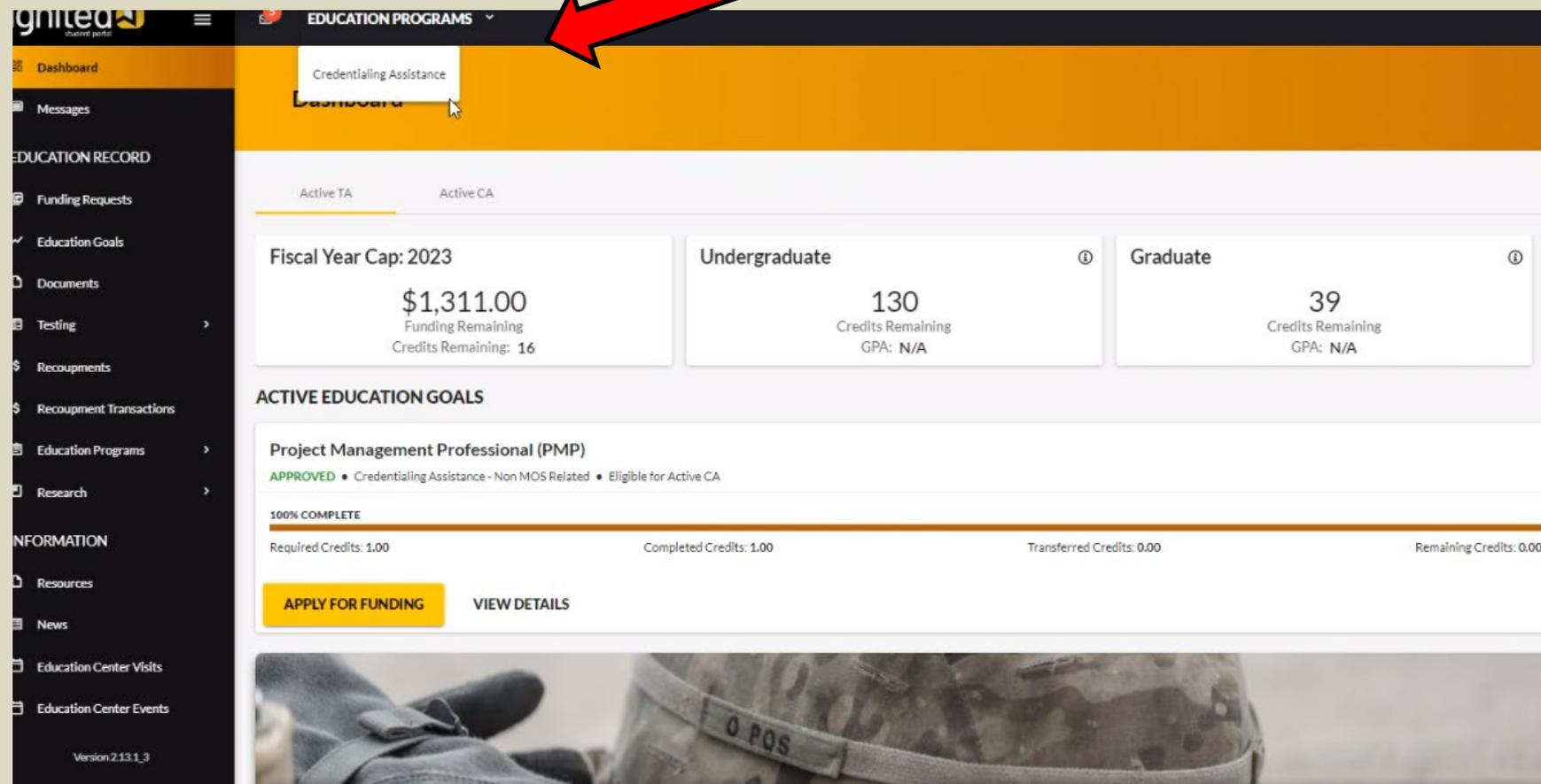


If you have new messages, they will appear here. You can also send messages

From this page, you can click on "Help" for FAQs or "Add Ticket" for any technical issues/other issues you may have



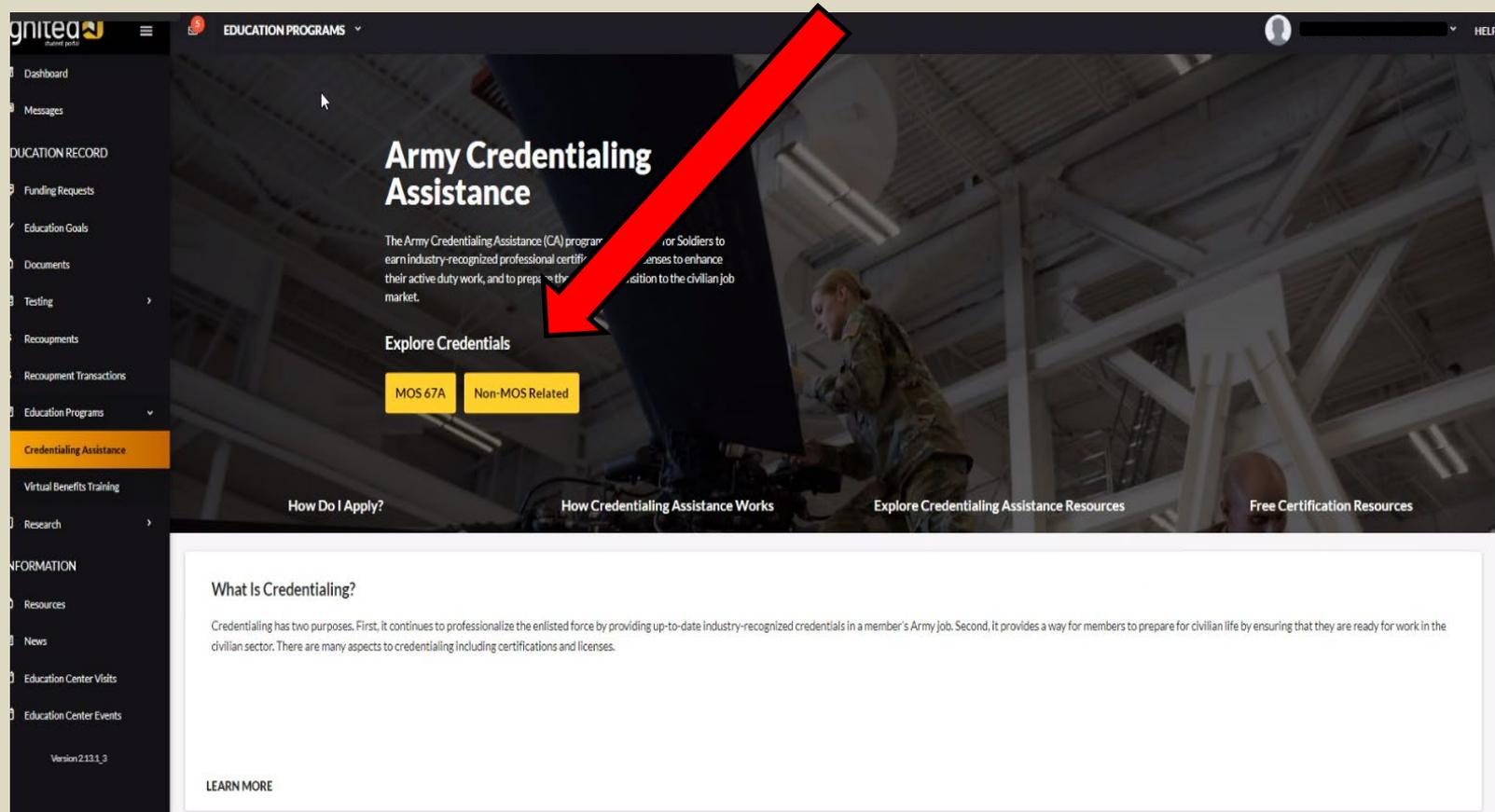
If you are looking for In-person classes, you can see what may be available by clicking on “Education Programs” dropdown, then select “Credentialing Assistance”



The screenshot shows the 'gnited' Education Programs interface. A red arrow points to the 'Credentialing Assistance' dropdown menu under the 'EDUCATION PROGRAMS' header. The interface includes a sidebar with navigation options like 'Dashboard', 'Messages', 'EDUCATION RECORD', and 'ACTIVE EDUCATION GOALS'. The main content area displays 'Active TA' and 'Active CA' tabs, with 'Active CA' selected. It shows a 'Fiscal Year Cap: 2023' with '\$1,311.00 Funding Remaining' and 'Credits Remaining: 16'. Below this are three cards for 'Undergraduate' (130 Credits Remaining, GPA: N/A) and 'Graduate' (39 Credits Remaining, GPA: N/A). The 'ACTIVE EDUCATION GOALS' section features a 'Project Management Professional (PMP)' goal, which is 'APPROVED' and 'Eligible for Active CA'. A progress bar shows '100% COMPLETE' with 'Required Credits: 1.00', 'Completed Credits: 1.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 0.00'. Buttons for 'APPLY FOR FUNDING' and 'VIEW DETAILS' are visible. The bottom of the page shows a partial image of a soldier's uniform with '0 POS' on the belt.



From here, select either MOS for credentials that may be aligned to your MOS or Non-MOS Related to see what is not aligned. If you don't see a credential listed in MOS related, it will be in the Non-MOS related tab (or vice-versa)



gnitea EDUCATION PROGRAMS

Army Credentialing Assistance

The Army Credentialing Assistance (CA) program provides funding for Soldiers to earn industry-recognized professional certifications and licenses to enhance their active duty work, and to prepare for the transition to the civilian job market.

Explore Credentials

MOS 67A Non-MOS Related

How Do I Apply? How Credentialing Assistance Works Explore Credentialing Assistance Resources Free Certification Resources

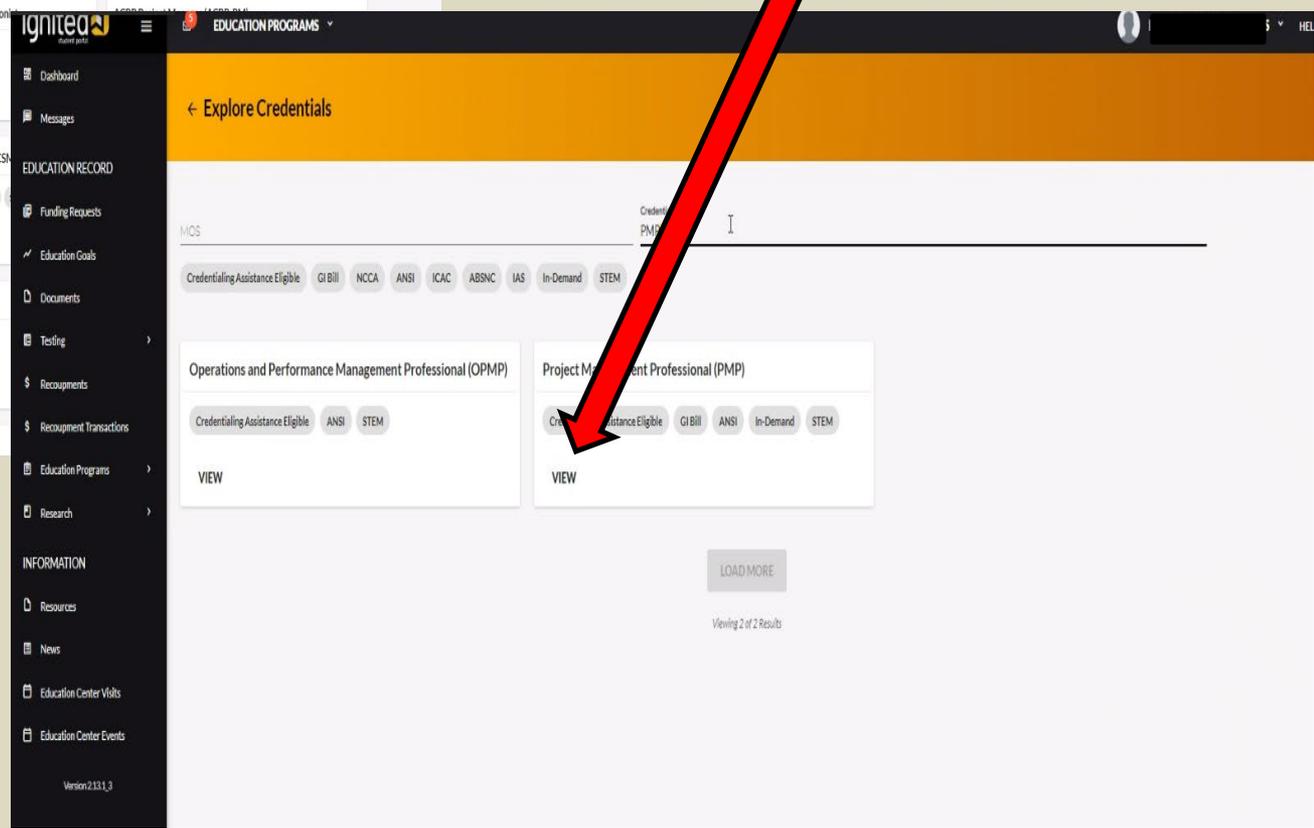
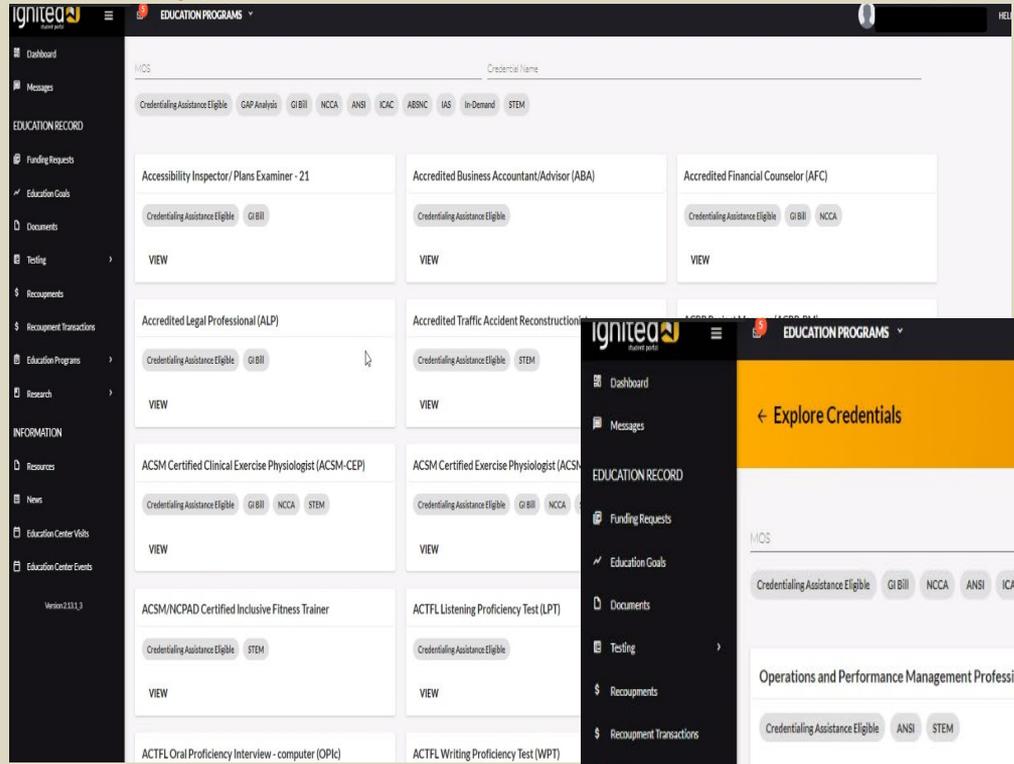
What Is Credentialing?

Credentialing has two purposes. First, it continues to professionalize the enlisted force by providing up-to-date industry-recognized credentials in a member's Army job. Second, it provides a way for members to prepare for civilian life by ensuring that they are ready for work in the civilian sector. There are many aspects to credentialing including certifications and licenses.

LEARN MORE



Once here, you can either look through all the credentials, or you can type in the credential name on the line, then click "View" on the credential





Once it is selected, if there are vendors that provide training or exam toward this credential, they will appear. If not, there are no vendors for that credential. If you wish to request a vendor be added to the list, submit an ArmyIgniteED message to the Credentialing Assistance team.

NOTE!!!! Not all vendors that will appear on this page are Army Vendors. You MUST confirm they are approved by going to https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance and downloading the “Approved Vendor List as of ___” to verify.

IgniteED EDUCATION PROGRAMS

← View Credential

Project Management Professional (PMP)

Credentialing Agency: Project Management Institute (PMI)

The Project Management Institute (PMI), Project Management Professional (PMP) is an advanced skill level credential for professionals who lead and direct projects. PMPs demonstrate strong interpersonal skills and the ability to lead, and an understanding of technical processes and the business environment. Candidates for the PMP must meet a combination of educational, experiential and training requirements and must pass a written exam.

Credentialing Assistance Eligible | GI Bill | ANSI | In-Demand | STEM

CREATE EDUCATION GOAL CREDENTIAL WEBSITE

Requirements Summary

Requirements have not yet been collected for this credential. You can view the credential website using the button at the top of the page for more information about the general requirements for this credential from the credentialing agency.

Agency Contact Information

Project Management Institute (PMI)
14 Campus Blvd.
Newtown Square, PA 19073-3299
6103564600
6103564647
customercare@pmi.org

AGENCY WEBSITE

Vendors | Eligibility | Comments | Exams | Other | Related Occupations

Vendor Name | Teaching Method Type | Location | Exam | Sort

COMPARE SELECTED | RESET

Exams | Trainings | Exams | Trainings | Exams | Trainings



You can compare vendors and their offering by checking the box to compare

The screenshot shows the 'Education Programs' interface with a grid of program cards. Each card includes the following information:

- Location:** Spearfish, SD; Boise, ID; Both (Traditional Classroom & Distance Learning) • Scott AFB, IL; Distance Learning • Traditional Classroom • No Location Specified; Distance Learning • MONTGOMERY, AL; (Distance Learning) • San Antonio, TX
- Ratings:** 5 stars (1), 5 stars (13), 5 stars (74), 5 stars (2), 5 stars (10)
- Exams:** N/A, \$3,999.00, \$588.30, \$555.00, N/A
- Trainings:** \$3,945.00, \$1,299.00 - \$1,799.00, \$1,800.00, \$3,999.00, \$3,000.00, N/A, \$1,694.00, \$1,295.00, N/A, \$906.81 - \$3,324.97, \$1,999.00, \$4,000.00
- Actions:** VIEW, COMPARE or COMPARE

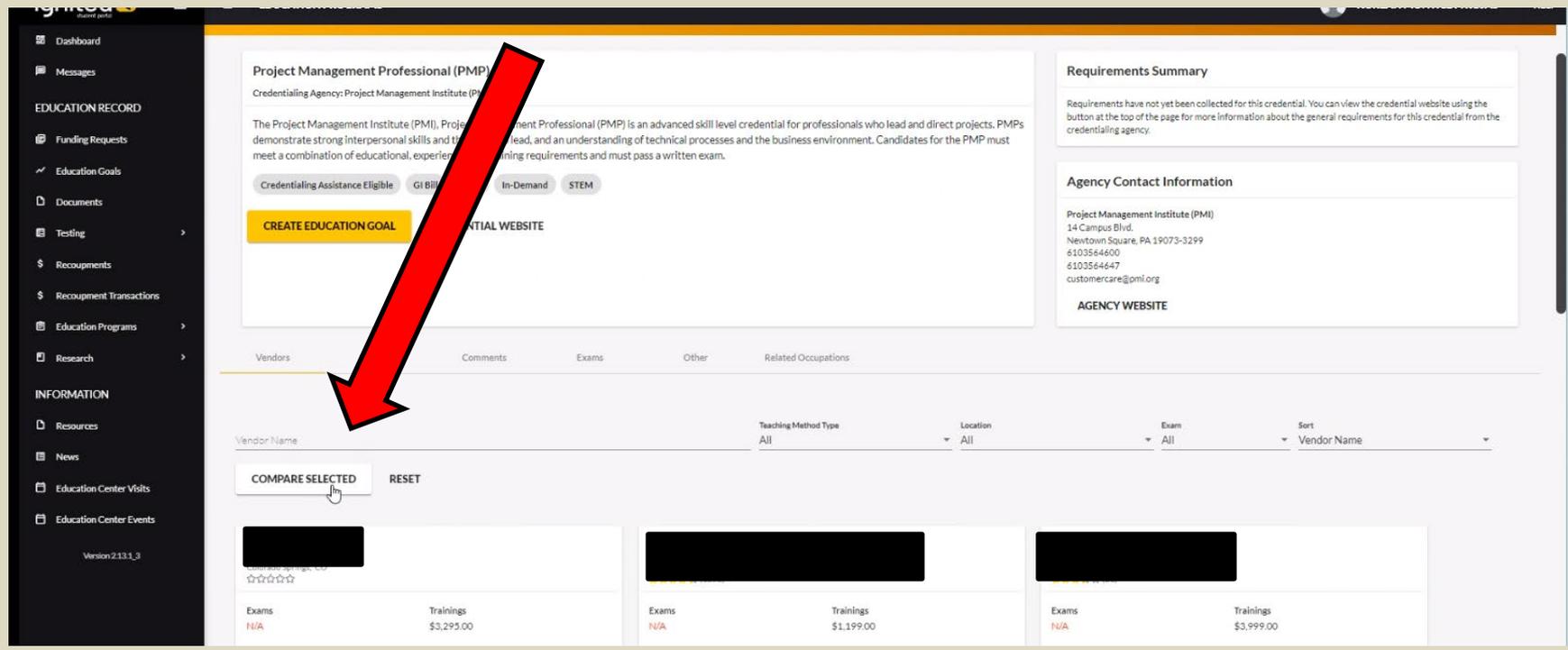
Red arrows highlight the 'COMPARE' checkboxes on the following cards:

- Boise, ID (middle row, second column)
- Both (Traditional Classroom & Distance Learning) • Scott AFB, IL (middle row, third column)
- Distance Learning • Traditional Classroom • No Location Specified (bottom row, first column)



Scroll back up to the top and click on “Compare Selected”

NOTE-from this page, if you wanted to get started here, you can click on “Create Educational Goal”



Project Management Professional (PMP)
Credentialing Agency: Project Management Institute (PMI)

The Project Management Institute (PMI), Project Management Professional (PMP) is an advanced skill level credential for professionals who lead and direct projects. PMPs demonstrate strong interpersonal skills and the ability to lead, and an understanding of technical processes and the business environment. Candidates for the PMP must meet a combination of educational, experiential, and training requirements and must pass a written exam.

Credentialing Assistance Eligible | GI Bill | In-Demand | STEM

CREATE EDUCATION GOAL | **AGENCY WEBSITE**

Requirements Summary
Requirements have not yet been collected for this credential. You can view the credential website using the button at the top of the page for more information about the general requirements for this credential from the credentialing agency.

Agency Contact Information
Project Management Institute (PMI)
14 Campus Blvd.
Newtown Square, PA 19073-3299
6103564600
6103564647
customercare@pmi.org
AGENCY WEBSITE

Vendors | Comments | Exams | Other | Related Occupations

Vendor Name | Teaching Method Type | Location | Exam | Sort

Vendor Name | All | All | All | Vendor Name

COMPARE SELECTED | **RESET**

Vendor Name	Teaching Method Type	Location	Exam	Sort
[REDACTED]	All	All	All	Vendor Name
[REDACTED]	All	All	All	Vendor Name
[REDACTED]	All	All	All	Vendor Name

Exams	Trainings
N/A	\$3,295.00
N/A	\$1,199.00
N/A	\$3,999.00



Here you can compare what is offered by each vendor and cost of courses/exams

ignited
EDUCATION PROGRAMS

Project Management Professional (PMP)

Credentialing Agency: Project Management Institute (PMI)

Requirements Summary

Compare Vendors
X

Vendor Information			
Books and Materials	None Provided	None Provided	Project Management (U.S. Army) - Project Leadership (U.S. Army) -
Trainings	Army - Project Management Professional (PMP) Program - \$3,000.00	Project Management Professional (PMP) Exam Prep with Exam Voucher - \$1,694.00	(U.S. Army Only) Critical Thinking - \$1,813.62 (U.S. Army Only) Data Analytics - \$906.81 (U.S. Army Only) Executive Leadership - \$2,438.16 (U.S. Army Only) Finance Management - \$1,813.62 (U.S. Army Only) Product Management for Engineers - \$1,813.62 (U.S. Army Only) Public Sector Leadership - \$1,813.62 (U.S. Army Only) Product Management - \$1,813.62
Exams	None Provided	None Provided	None Provided

VIEW COMPARE
VIEW COMPARE
VIEW COMPARE

- Dashboard
 - Messages
 - EDUCATION RECORD
 - Funding Requests
 - Education Goals
 - Documents
 - Testing
 - Recoupments
 - Recoupment Transactions
 - Education Programs
 - Research
 - INFORMATION
 - Resources
 - News
 - Education Center Visits
 - Education Center Events
- Version 2.13.1.3

al website using the
his credential from the



To view a specific vendor of interest, click on "View". Here you can view the delivery method, the location and what is offered

The screenshot shows a web application interface for education programs. At the top, there is a navigation bar with a menu icon, a notification badge with the number '5', and the text 'EDUCATION PROGRAMS'. On the right side of the navigation bar, there is a user profile icon and a 'HELP' link. Below the navigation bar, there is a list of education programs. Each program card has a 'VIEW' button and a 'COMPARE' button with a dropdown arrow. A modal window titled 'View Vendor Information' is open, displaying details for a specific vendor. The modal has a close button (X) in the top right corner. The vendor information is as follows:

Vendor Name	Delivery Method	Location	Rating
[REDACTED]	Traditional Classroom	[REDACTED]	★★★★☆ (56)

Below the vendor information, there are sections for 'Exams', 'Books and Materials', and 'Trainings'. The 'Exams' section shows 'None Provided'. The 'Books and Materials' section shows 'None Provided'. The 'Trainings' section shows a table of training programs:

Training	Price
Project Management Professional (PMP) Exam Prep	\$1,694.00

In the background, other education programs are visible, including one for 'COLLEGE' with a price of \$1,694.00 and another for 'Trainings' with a price of \$2,895.00.



CREATING EDUCATION GOALS

MOS Related or Non-MOS Related



After you have completed your research and requested a custom quote from the vendor you wish to take training or exam with, click on “Education Goals”

ignited EDUCATION PROGRAMS

Dashboard

Active TA Active CA

\$4,000.00
Funding Remaining
Credits Remaining: 16

130
Credits Remaining
GPA: N/A

39
Credits Remaining
GPA: N/A

ACTIVE EDUCATION GOALS

Physician Assistant-Certified (PA-C)
APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

0% COMPLETE

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

APPLY FOR FUNDING **VIEW DETAILS**

ED CENTER INFO [VIEW DETAILS](#)

Ed Center: [REDACTED] [X](#)

Needs Assessment Survey
Your Education Center is currently offering a needs assessment survey. This survey will measure satisfaction, quality, availability, delivery, service and is meant to gauge the effectiveness of on-installation education programs. [Please take the survey, if you have not already.](#)

Ed Center Events [VIEW ALL](#)

Ed Center News [VIEW ALL](#)

ARMY NEWS [VIEW ALL](#)

Start here to get your funding

Version 2.131.2



Please select either MOS or Non-MOS

EDUCATION PROGRAMS ▾

← Create a New Goal

Create a New Goal

First, Choose an Education Goal

- Associates Degree
Not Eligible
- Masters Degree
- Foreign Language - Host Country
- Credentialing Assistance - Non MOS Related
- Bachelors Degree
Not Eligible
- Foreign Language - Army Strategic
- Credentialing Assistance - MOS Related



Select from the list or type in the name of the credential you wish to pursue

EDUCATION PROGRAMS

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

1 Credential Supporting Documentation

What credential will you be pursuing?

Credential that you will be pursuing

Keyword
PMP

Credential Leadership

Operations and Performance Management Professional (OPMP)

Project Management Professional (PMP)

2 total

NEXT CANCEL GOAL

Then click "Next"

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

1 Credential Supporting Documentation

What credential will you be pursuing?

Credential that you will be pursuing

Project Management Professional (PMP)

NEXT CANCEL GOAL



Once here, you must upload a custom quote from the vendor

NOTE!! This quote must match your CA Request when you submit it

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

1 Credentialing 2 Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). The Army Credentialing Assistance Program Office will not approve CA goals without the custom price quote uploaded to this request. If you submit multiple CA requests or future CA requests, you can upload additional custom price quotes to your approved goal by viewing your education goal on the dashboard and clicking "View Details". Then click Supporting Documents / Add.

The quote must come from the vendor, and it MUST match what is listed in the CA request (exceptions-Pearson Vue/CompTIA, IBSC).

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

Attach custom quote from vendor:

📎 CHOOSE FILE

Drop files here

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

Other documents from vendor: (Optional)

📎 CHOOSE FILE

Drop files here

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

PREVIOUS STEP **SUBMIT GOAL** CANCEL GOAL

You will be prompted to select "Yes" to confirm you wish to submit this goal

Submit Education Goal

Are you sure you want to submit this goal?

YES **NO**



After submission, it will appear in your account as “Submitted for Review”.

This DOES NOT mean your CA Request has been submitted, this is just the Goal

EDUCATION PROGRAMS ▾

← Education Goals CREATE NEW GOAL

Project Management Professional (PMP)
SUBMITTED FOR REVIEW • Credentialing Assistance - Non MOS Related • Eligible for Active 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

You can now confirm your Education Goal was submitted, and pending approval. If you see an “Issue Blocking Tuition” - read the note!



- To check the status of a case:

GOAL was submitted for ACAPO to review:

Physician Assistant-Certified (PA-C)
SUBMITTED FOR REVIEW • Credentialing Assistance - Non MOS Related • Eligible for Active 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**

GOAL was Approved but still grey- Soldier needs to complete training:

Physician Assistant-Certified (PA-C)
APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

0% COMPLETE

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

Issues Blocking Tuition

- You are missing virtual benefits training. Please click [HERE](#) to access training.

APPLY FOR FUNDING **VIEW DETAILS**

GOAL was approved by ACAPO, now Soldier can submit CA request:

Physician Assistant-Certified (PA-C)
APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

0% COMPLETE

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

APPLY FOR FUNDING **VIEW DETAILS**



CREATING CA REQUEST FOR TRAINING



When the Goal has been approved by ACAPO, you can click on "Apply For Funding"

The screenshot shows the Ignited Education Programs dashboard. The left sidebar contains navigation options: Dashboard, Messages, EDUCATION RECORD (Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research), and INFORMATION (Resources, News, Education Center Visits, Education Center Events). The main content area is titled "Dashboard" and includes tabs for "Active TA" and "Active CA".

Key metrics displayed include:

- Fiscal Year Cap: 2023**: \$4,000.00 Funding Remaining, Credits Remaining: 16
- Undergraduate**: 130 Credits Remaining, GPA: N/A
- Graduate**: 39 Credits Remaining, GPA: N/A

The "ACTIVE EDUCATION GOALS" section features a goal for "Physician Assistant-Certified (PA-C)" which is marked as "APPROVED". Below the goal name, it states "Credentialed Assistance - Non MOS Related" and "Eligible for Active CA". A progress bar shows "0% COMPLETE" with "Required Credits: 1.00", "Completed Credits: 0.00", "Transferred Credits: 0.00", and "Remaining Credits: 1.00". Two buttons are present: "APPLY FOR FUNDING" (highlighted with a red circle) and "VIEW DETAILS".

At the bottom, a banner reads "Start here to get your funding" with a background image of a soldier's gear. Below the banner are three small images: a woman at a computer, a building entrance, and a family.

On the right side, there are sections for "ED CENTER INFO" (with a "VIEW DETAILS" link), "Needs Assessment Survey" (with a survey description and a "you have not already" link), "Ed Center Events" (with a "VIEW ALL" link), "Ed Center News" (with a "VIEW ALL" link), and "ARMY NEWS" (with a "VIEW ALL" link).



If "Verify and Proceed" is not yellow, click on the edit pencil, update, then come back to this page. It will be yellow.

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





Please read ALL!! Understand what you are signing!!

← Create Credentialing Assistance Request: Project Management Professional (PMP)

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.
- I understand that this application does not guarantee that funds are available, the US Army has no obligation to fund this application, and I may not attend a course or sit for an exam until it has been paid by the ACCESS CA Finance 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 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/SORNs/index/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 the 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

Check the boxes, then click on "I Agree, Continue"



Select an answer, then click "Next"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

1 Demographic 2 Vendor 3 Dates 4 Training/Exam

Are you applying for funding from a deployed location?

Yes No

NEXT CANCEL

Type in the Vendor's name until it appears, then select it from the drop down. Select it again for Campus.

← Create Credentialing Assistance Request: Project Management Professional (PMP)

1 Demographic 2 Vendor 3 Dates 4 Training/Exam

Select your Vendor:

If you are attempting to locate a Vendor not listed, please forward information to the Army Credentialing Assistance Program Office via ArmyIgnitED messaging and provide the following information: Vendor Name, Vendor URL, Vendor Email, and Vendor Phone Number.

Vendor *

Joe's

Joe's TrngRus

campus

BACK **NEXT** CANCEL



Select start and end date (review policy on this!), then click “Next”

Demographic Vendor **3** Dates Training/Exam

What are your exact start and end dates?

You may select up to 365 days to complete your training or exam. If you do not complete the training or exam in the timeframe you request, you will be required to reimburse the government for the costs associated to your training or exam, and the associated book(s), material(s), and/or fees.

Start Date*
1/11/2023

End Date*
1/31/2023

BACK **NEXT** CANCEL



To request funding for Training Courses, select “Training”

NOTE!! You cannot request books and/or Materials without requesting Training or Exam first!

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates **4 Training/Exam**

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?



Some vendors have added courses into the system. If you see some courses that have “AF” in front of the title, do not select it or it will be rejected. Select courses that either have “Army” in front of the title or have neither AF or Army in front of the title.

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Add Training

AF COOL - Project Management Professional (PMP) Certification Training

Description: As a PMI Authorized Training Partner (ATP) and 100% veteran company we have built a system to partner with our service members to ensure their success Our year long all inclusive model for learning include unlimited re-attendance, Learning Management System Access, Full length practice exam, quizzes, application translation and assistance, and live help desk. Class is 5 days long and custom courses can be scheduled for groups of 8 or more anywhere in the world. We cover travel on site.

SELECT

Remaining Funding
Fiscal Year: 2023
\$4,000.00

Army CA - Project Management Professional (PMP) Certification Training

Description: N/A

SELECT

ADD MANUALLY **BACK**



Select the yellow “Select” button. If you do not see what you are looking for, you can click on “Add Manually” (addressed in future slides)



Once you verify it is the course, click on "Add Training"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Add Training

Title* Army CA - Project Management Professional (PMP) Certification Training Cost* \$ 2099

Description* N/A

3 / 1000

ADD TRAINING **BACK**

Remaining Funding
Fiscal Year: 2023
\$4,000.00



You can add any application fee or membership fee if needed, if not, click "Submit"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

TRAINING - Army CA - Project Management Professional (PMP) Certification Training

Government Cost	Student Cost
\$2,099.00	\$0.00

ADD FEE

Remaining Funding
Fiscal Year: 2023
\$1,901.00

Costs		
Total Costs	Government Costs	Student Costs
\$2,099.00	\$2,099.00	\$0.00

BACK **SUBMIT** **CANCEL**





If adding fees, select the type of fee

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Credentialing Assistance funding will only pay for fees associated with administrative, application, or shipping costs. Please ensure your vendor provides you with a description of the fees you are being charged and annotate in the fee description box.

Add Fee

Type* 

Administrative
Application
Shipping

Add the cost, a description, then click on "Add Fee"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

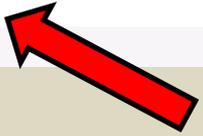
Credentialing Assistance funding will only pay for fees associated with administrative, application, or shipping costs. Please ensure your vendor provides you with a description of the fees you are being charged and annotate in the fee description box.

Add Fee

Type* Administrative Cost* \$20 

Description* APPLICATION

11 / 250

ADD-FEE BACK 



When complete, click "Submit"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

TRAINING - Army CA - Project Management Professional (PMP) Certification Training

Government Cost	Student Cost
\$2,099.00	\$0.00

Fee Type	Government Cost	Student Cost	
FEE - Administrative	\$20.00	\$0.00	REMOVE FEE

ADD FEE

Remaining Funding
Fiscal Year: 2023
\$1,881.00

Costs	Government Costs	Student Costs
Total Costs	\$2,119.00	\$0.00

BACK **SUBMIT** CANCEL

Click Finished! You will now have an ID number for this case!

Credentialing Assistance Request Application: Application Submitted

Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 4081805

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (In your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 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

MANUALLY



To add a course manually, follow the same steps as previously described. If there are no courses listed to select, it will prompt you to add the course. Type in the title, cost, and description. Remember, this must match your quote. Click “Add Training”

← Create Credentialing Assistance Request: Physician Assistant-Certified (PA-C)

Demographic Vendor Dates Training/Exam

Add Training

Title* PA-CAT Cost* \$ 250

Description* ENTRY EXAM

10 / 1000

ADD TRAINING BACK

Remaining Funding
Fiscal Year: 2023
\$4,000.00

← Create Credentialing Assistance Request: Physician Assistant-Certified (PA-C)

Demographic Vendor Dates Training/Exam

TRAINING - PA-CAT

Government Cost	Student Cost
\$250.00	\$0.00

ADD FEE

Remaining Funding
Fiscal Year: 2023
\$3,750.00

Costs

Total Costs	Government Costs	Student Costs
\$250.00	\$250.00	\$0.00

BACK SUBMIT CANCEL

Add any fees, then click “Submit”



CREATING CA REQUEST FOR BOOKS OR MATERIALS



Follow the previous steps until you get to this page, then select “Add Books and Materials”

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?

ADD EXAM ADD BOOKS AND MATERIALS ADD TRAINING

Note: You must first have an Exam or Training CA Request before you can create a Books or Material CA Request.

BACK SUBMIT CANCEL





If the vendor has added books and/or materials, you can select here. If not, you will have to add them manually (as demonstrated on the next slides)

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



Select either Books or Materials

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Add Book or Material

Type* \$ Cost* Select Associated Training or Exam*

Books
Materials

ADD BOOK OR MATERIAL BACK

Remaining Funding
Fiscal Year: 2023
\$1,881.00

Add the title of the book or material, the cost, a description (need ISBN number if it is a book) then you must associate these books with a training or exam previously submitted

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Add Book or Material

Type* Books Cost* \$20. Must be number or decimal Select Associated Training or Exam* Army CA - Project Management Professional (PMP) Certification Training - TRAINING

Description* 0/250

ADD BOOK OR MATERIAL BACK

Remaining Funding
Fiscal Year: 2023
\$1,881.00



Once complete, click "Add Book or Material"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Add Book or Material

Type* Books Cost* \$20 Select Associated Training or Exam* Army CA - Project Management Professional (PMP) Certification Training - TRAINING

Description* PMBOK, 6th Ed., ISBN# 1123022FL21V2

5 / 250

ADD BOOK OR MATERIAL BACK

Remaining Funding
Fiscal Year: 2023
\$1,881.00

Once complete, click "Submit"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

BOOK AND MATERIAL - Books

Government Cost	Student Cost	Associated Training or Exam
\$20.00	\$0.00	Army CA - Project Management Professional (PMP) Certification Training

ADD FEE

ADD BOOKS AND MATERIALS

You are only permitted to add 1 items to your Credentialing assistance request.

Costs	Government Costs	Student Costs
Total Costs	\$20.00	\$0.00
\$20.00		

BACK SUBMIT CANCEL

Remaining Funding
Fiscal Year: 2023
\$1,861.00

Make sure to add **shipping fees!!!**
Failure to do so if there is a fee will result in a rejected CA request.



Click Finished!

Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 4081819

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 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 EXAMS



Follow the previous steps until you get to this page, then select "ADD EXAM"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

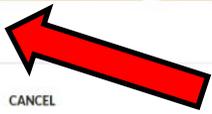
Demographic Vendor Dates Training/Exam

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?

ADD EXAM ADD BOOKS AND MATERIALS ADD TRAINING

BACK SUBMIT CANCEL



Click "SELECT EXAM"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Add Exam

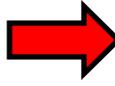
Written - Project Management Professional (PMP)

Description: N/A
Category: Written

SELECT EXAM

BACK

Remaining Funding
Fiscal Year: 2023
\$1,861.00





Select Location and add cost

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Exam Title
Written - Project Management Professional (PMP)

Location *

- DL
- N/A
- Off Installation
- On Installation

\$ Cost *

Remaining Funding
Fiscal Year: 2023
\$1,861.00

Click "ADD EXAM"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

Exam Title
Written - Project Management Professional (PMP)

Location *
DL

Cost *
\$ 500

ADD EXAM BACK

Remaining Funding
Fiscal Year: 2023
\$1,861.00



Add any fees, such as application or membership fees, then click "Submit"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam

EXAM - Written - Project Management Professional (PMP) X

Government Cost	Student Cost
\$500.00	\$0.00

Remaining Funding
Fiscal Year: 2023
\$1,311.00

Fee Type	Government Cost	Student Cost	
FEE - Application	\$50.00	\$0.00	REMOVE FEE
ADD FEE			

Costs

Total Costs	Government Costs	Student Costs
\$550.00	\$550.00	\$0.00

BACK **SUBMIT** CANCEL

Credentialing Assistance Request Application: Application Submitted

Congratulations your credentialing assistance request has been submitted!

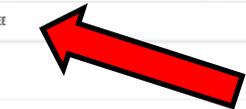
Your credentialing assistance request ID is 4081825

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

Click "FINISHED"

FINISHED





Any time you submit a CA request for an Exam, it will remove credits from the "Required Credits". This will NOT affect your Semester hour limit for TA. Required Credits are just the number of Exams for this credential.

You can continue to submit CA Requests (books/materials) from the same Goal, unless that goal is completed. If you needed to submit for another Exam after the current goal is completed (*Why would you do this? Could be for recertification study materials or CEU/PDU refresher requirement*), you can submit a new Education Goal.

The screenshot displays the 'Active TA' and 'Active CA' sections of the Army Education Center. It includes a navigation sidebar on the left with categories like 'Funding Requests', 'Education Goals', 'Documents', 'Testing', 'Recupments', 'Recupment Transactions', 'Education Programs', 'Research', 'INFORMATION', 'Resources', 'News', 'Education Center Visits', and 'Education Center Events'. The main content area shows:

- Fiscal Year Cap: 2023** with a funding remaining of **\$1,311.00** and 16 credits remaining.
- Undergraduate** with 130 credits remaining and a GPA of N/A.
- Graduate** with 39 credits remaining and a GPA of N/A.
- ACTIVE EDUCATION GOALS** section featuring a goal for **Project Management Professional (PMP)**, which is **APPROVED** and **100% COMPLETE**. A red arrow points to the '100% COMPLETE' status.
- A progress bar for the PMP goal shows: Required Credits: 1.00, Completed Credits: 1.00, Transferred Credits: 0.00, and Remaining Credits: 0.00.
- Buttons for **APPLY FOR FUNDING** and **VIEW DETAILS** are visible below the progress bar.

At the bottom of the page, there is a banner image showing a close-up of a soldier's helmet with '0 POS' on the chin strap.



Soldier submitted CA Request- waiting on ACAPO to review:

ID #4067366-Exam Master
PENDING ACAPO REVIEW • ACTIVE CA

TRAINING - PA-CAT 01/10/2023 - 04/13/2023 Level: Other Grade: Credits: 1 Government Cost: \$250.00 Student Cost: \$0.00

CANCEL

ACAPO reviewed case and move it to finance (CABO) for payment:

ACAPO CONCURS / PENDING FINANCE PAYMENT • ACTIVE CA

EXAM - SY0-601 12/15/2022 - 01/10/2023 Level: Tech/OCC Grade: Credits: 1 Government Cost: \$282.00 Student Cost: \$0.00

Finance (CABO) creating invoice but not paid yet:

ACAPO CONCURS / PENDING FINANCE PAYMENT • ACTIVE CA **Certified**

EXAM - SY0-601 12/15/2022 - 01/10/2023 Level: Tech/OCC Grade: Credits: 1 Government Cost: \$282.00 Student Cost: \$0.00

Payment was made by finance (CABO)- Soldier can contact vendor and begin:

APPROVED AND PAID • ACTIVE CA **Certified**

TRAINING - CompTIA CertMaster Learn for Security+ (SY0-601) - Individual License with Labs and Hand-on 12/09/2022 - 01/01/2023 Level: Other Grade: Credits: 1 Government Cost: \$977.00 Student Cost: \$0.00

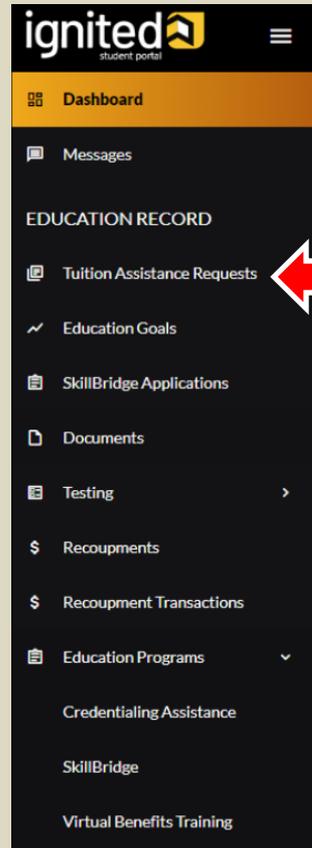


CANCELING A CA REQUEST

BEFORE PAYMENT



Canceling CA Request



On the Dashboard, select
Tuition Assistance Requests



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**

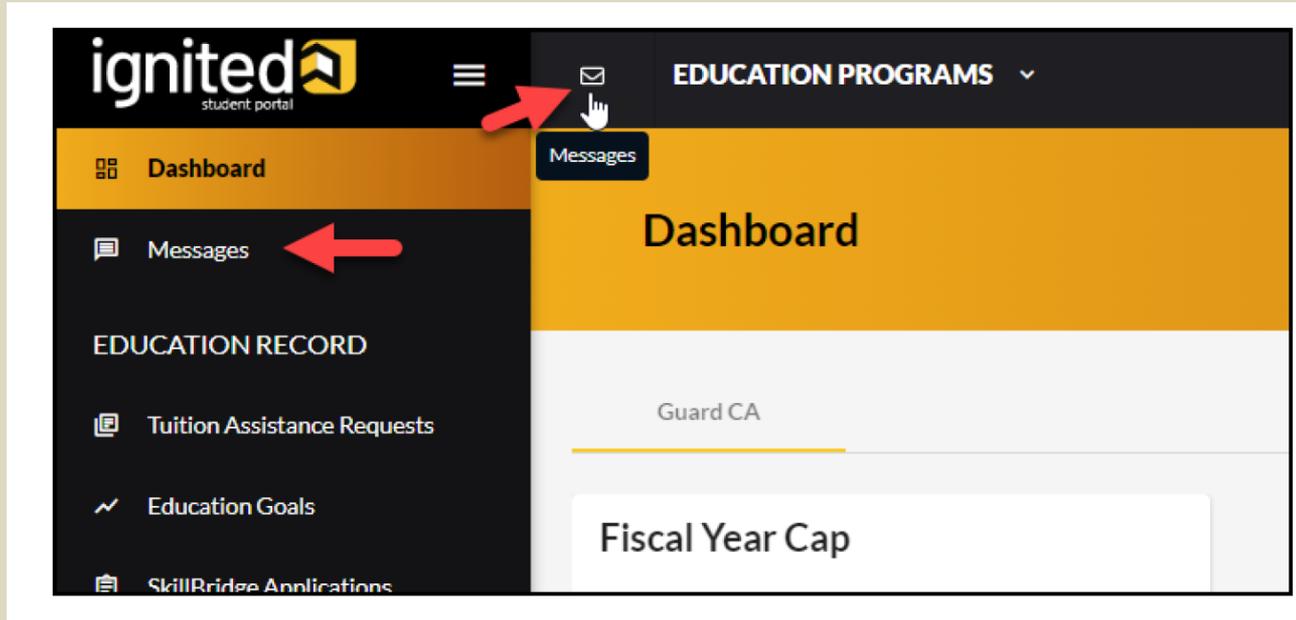


**REQUESTING A
WITHDRAWAL FROM A CA
REQUEST**

**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



← My Inbox

CREATE MESSAGE

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



The screenshot shows a 'Create Message' form with the following elements and red arrows pointing to them:

- Category***: A dropdown menu.
- Subject***: A text input field.
- Body**: A large text area with a rich text editor toolbar (Bold, Italic, Underline, Format, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Insert Image).
- Attachments**: A section with a 'CHOOSE FILE' button and a 'Drop files here' area.
- Buttons**: 'SEND' and 'CLOSE' buttons at the bottom.

Category: Credentialing Assistance

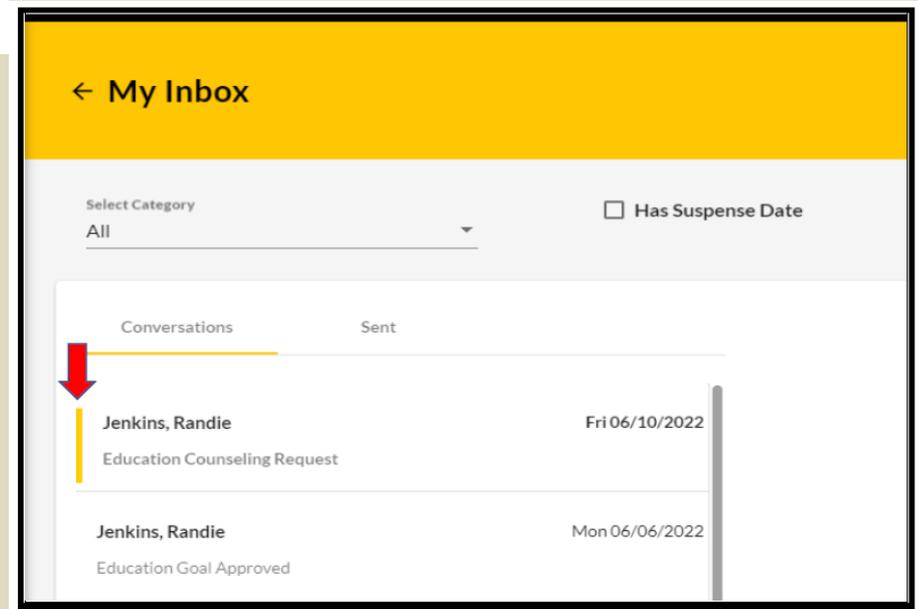
Subject: Request for Withdrawal

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.



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.





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 625-5, students are required to reimburse the Army for a course in which Military Tuition Assistance was used and a satisfactory course completion was not obtained.
- You have no more than 30 days (your suspension date) from the date of receipt of the unsatisfactory course completion to:
 - Sign a recoupment action through dokadocera from your military pay.
 - Request a Recoupment Waiver (only for a "W" withdrawal grade). Refer to the Student, Tutor or Army level ID Recoupment Waiver Process for more information.
- If you do not choose and sign one of the above actions prior to your suspension date, an automatic deduction of the full amount will be initiated against your pay.
- As per DA Form 5322-25 and AR 625-5, unsatisfactory course completion grades include: "W" for withdrawal, "F" for less than 100% of course including "D" or "F" undergraduate courses; "C", "D" or "F" for graduate courses; any other non-passing grade or status; and no grade posted in MyArmyPHED account.
- If you believe the unsatisfactory grade is in error, you have until the suspension date to provide an updated satisfactory grade. Recoupments processed after the suspension date will not be stopped or refunded even if a satisfactory grade is submitted.
- If you have questions regarding a submitted recoupment plan or request for waiver, please contact the Central Office at Army, ME, IA, Ft. Belvoir.
- 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
DXAM - Practical - Advanced Concrete Network Installer	11/07/2022 - 02/26/2023	F	\$754.00	\$0.00	\$754.00	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.
- You may 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: Permission TDY is not a valid consideration for waiver.
 - Emergency leave (IAW AR 600-8-50, 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 suspension 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 Sines 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.
 - Satisfactory 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, and departure date.
 - 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 (IAW AR 600-8-50, para. 4-2) 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 73 Request and Authority for Leave granting convalescent leave showing name, start date, and stop date.
 - Change of 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, and the reason for the change. Note: Change in military duties will not be considered if the course is asynchronous 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 Requested 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**



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: **Waiver**

BACK SUBMIT CANCEL



The screenshot shows the 'Individual Placement' form. It includes a 'Reason/Check' section with a dropdown menu for 'Waiver' and a 'Recoupment Waiver Reason' dropdown. Below these are five 'Supporting Documentation' upload areas. At the bottom, there are 'Back' and 'Submit' buttons. Red arrows point to the 'Waiver' dropdown, the 'Recoupment Waiver Reason' dropdown, the first three 'Supporting Documentation' upload areas, and the 'Submit' button.

'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!!!



**DON'T SEE YOUR
VENDOR?**



If you are looking for a specific vendor and don't see them, please send an ArmyIgnitED message!

Category: Credentialing Assistance

Subject: Request to Add Vendor

Body: Provide information: Vendor name, Vendor URL, Vendor POC, Vendor Email, Vendor phone number.

ACAPO will reach out to the vendor to request they participate



REQUESTING AN EXTENSION



If you need to extend, and you haven't exceeded 1 year from your start date and are not at your ETS date, you can submit an ArmyIgnitED message

Category: Credentialing Assistance

Subject: Request for extension

Body: Provide:
Name, case number (ID number), title of course, and exact date of extension (example- 8 Nov 22).

For cases started in **ArmyIgnitED 1.0:**
CA Request number, title of course, email as listed in ArmyIgnitED 1.0, and exact date of extension requested

ACAPO will review to ensure they can extend.



**TURNING IN CERTIFICATE
OF COMPLETION
(GRADES) FOR A CA
REQUEST**



- If Certificate of Completion is not uploaded within **30 days** after the end date, messages for recoupment will begin
- Vendors can provide pass/fail grades for courses they provide or exams they receive. If they do not receive the grade, it is the Soldier's responsibility to send to ACAPO. ACAPO will then apply the grade in the Soldier's account



To turn in your certificate of completion (grade), send it through an ArmyIgnitED message

The screenshot shows the 'Create Message' interface. It includes a yellow header bar with the title 'Create Message' and a close button. Below the header are two required fields: 'Category*' with a dropdown arrow and 'Subject*' with a text input field. A rich text editor follows, featuring a toolbar with options for bold (B), italic (I), underline (U), and a 'Format' dropdown, along with icons for bulleted and numbered lists, indent, outdent, link, unlink, and image insertion. The main body of the message is a large white text area. Below this is an 'Attachments' section with a 'CHOOSE FILE' button. A dashed blue box labeled 'Drop files here' is positioned below the attachments. At the bottom, there are 'SEND' and 'CLOSE' buttons.

Category: Credentialing Assistance

Subject: Request to add Certificate of Completion

Body: Provide:
Name, case number, title of course.

For cases started in **ArmyIgnitED 1.0:**
CA Request number, title of course, email as listed in ArmyIgnitED 1.0

ACAPO will review and close in ArmyIgnitED 2.0.

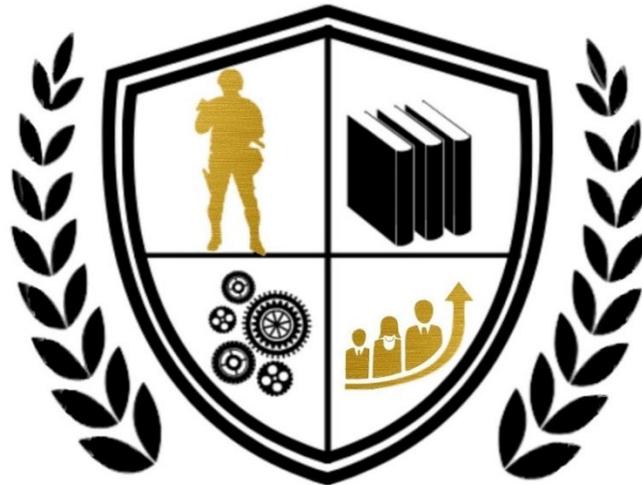


Army Credentialing Assistance Program Page:

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

ArmyIgnitED:

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



ARMY CREDENTIALING
ASSISTANCE