



Educate to Win!

Army Credentialing and Continuing Education
Services for Soldiers (ACCESS), ArmyU

Overall Classification is Controlled Unclassified Information or CUI



To help navigate the slides:

Slides 3-13: Creating a CA Request for Training

Slides 14-15: Creating a CA Request for Training Manually

Slides 16-21: Creating a CA Request for Books or Materials

Slides 22-28: Creating a CA Request for Exams

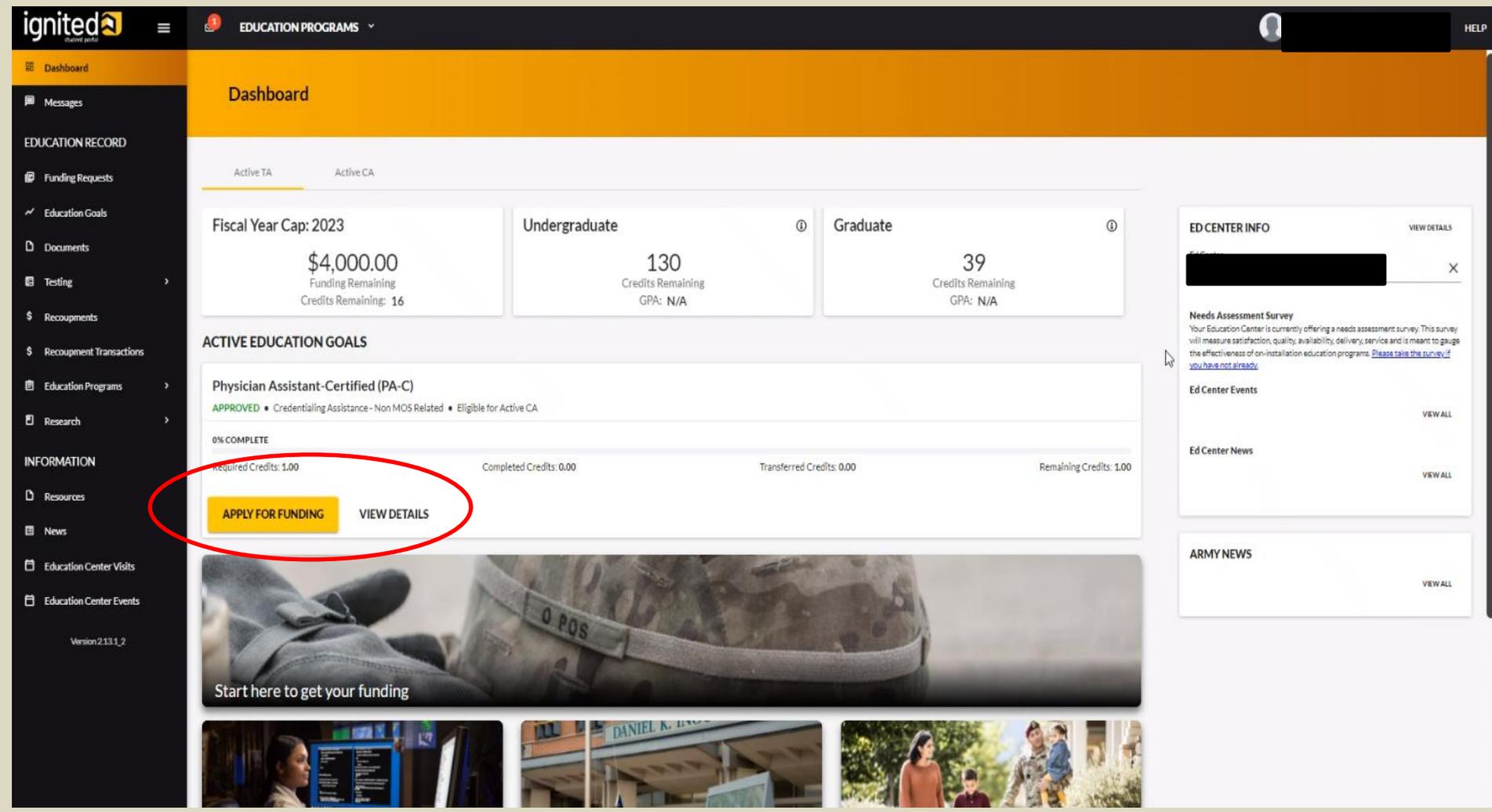
Slide 29- Need Assistance or Counseling? Schedule your appointment with a CA Counselor now!



CREATING CA REQUEST FOR TRAINING



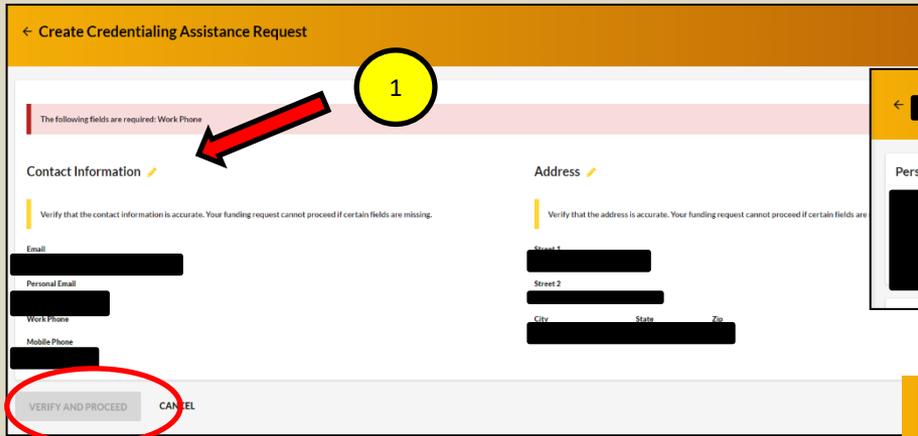
When the Goal has been approved by ACAPO, Soldier can click on "Apply For Funding"



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, INFORMATION, Resources, News, Education Center Visits, and Education Center Events. The main content area is titled "Dashboard" and has tabs for "Active TA" and "Active CA". It displays three summary cards: "Fiscal Year Cap: 2023" with \$4,000.00 funding remaining and 16 credits remaining; "Undergraduate" with 130 credits remaining and N/A GPA; and "Graduate" with 39 credits remaining and N/A GPA. Below these is the "ACTIVE EDUCATION GOALS" section, featuring a goal for "Physician Assistant-Certified (PA-C)" which is "APPROVED" and eligible for Active CA. A progress bar shows 0% completion. At the bottom of this section, the "APPLY FOR FUNDING" button is circled in red. A banner at the bottom of the dashboard reads "Start here to get your funding" with an image of a soldier's gear. The right sidebar contains "ED CENTER INFO" (with a redacted name), "Needs Assessment Survey" information, "Ed Center Events", "Ed Center News", and "ARMY NEWS".



If "Verify and Proceed" is not yellow, Soldiers must 1. Click on Edit pencil 2. Click update 3. Click the back arrow next to Soldier's name 4. Click Verify and Proceed



← Create Credentialing Assistance Request

The following fields are required: Work Phone

Contact Information ✓

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

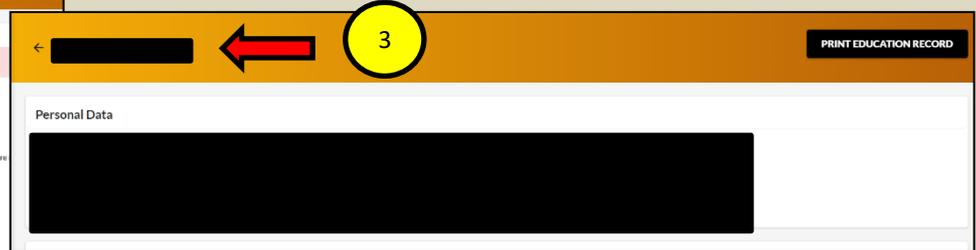
Email
Personal Email
Work Phone
Mobile Phone

Address ✓

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

Street 1
Street 2
City State Zip

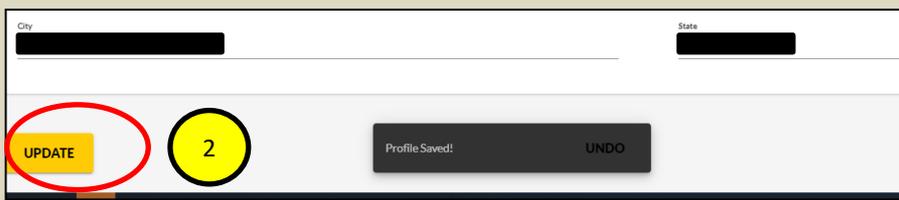
VERIFY AND PROCEED CANCEL



← [Redacted Name] PRINT EDUCATION RECORD

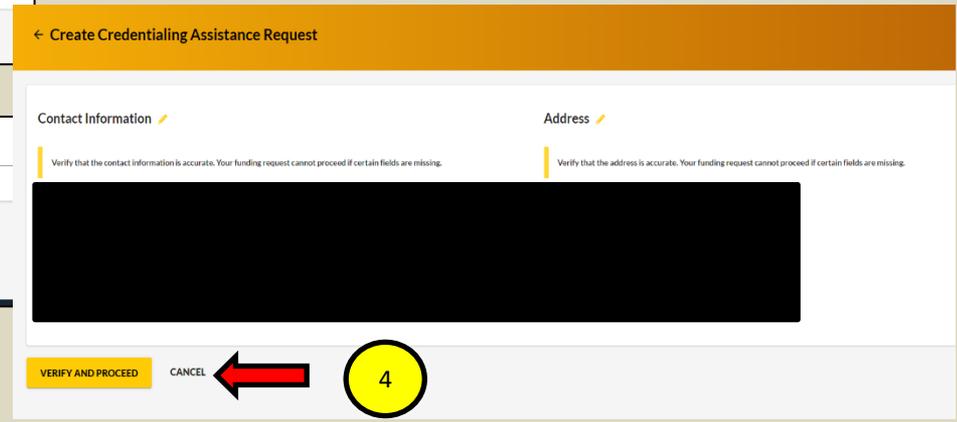
Personal Data

[Redacted Personal Data]



City State

UPDATE Profile Saved! UNDO



← Create Credentialing Assistance Request

Contact Information ✓

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

Address ✓

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

[Redacted Personal Data]

VERIFY AND PROCEED CANCEL



Soldiers must read ALL!! They must understand what they 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 (Army/ignited). 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://dpold.defense.gov/Privacy/SORN/index/DOD-wide-SORN-Article-View/Article/570092/0621-1-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

Once done, they will check the boxes, then click on "I Agree, Continue"



Soldier will 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

Soldier will 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



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

The screenshot shows a multi-step process for creating a CA request. The progress bar at the top indicates four steps: 1. Demographic, 2. Vendor, 3. Dates (current step), and 4. Training/Exam. The main heading is "What are your exact start and end dates?". Below this is a policy note: "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." There are two date input fields: "Start Date*" with the value "1/11/2023" and "End Date*" with the value "1/31/2023". At the bottom, there are three buttons: "BACK", "NEXT" (highlighted in yellow with a mouse cursor), and "CANCEL".



To request funding for Training Courses, Soldier will select “Training”

NOTE!! Soldier 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?

ADD EXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

Training

BACK

SUBMIT

CANCEL



Some vendors have added courses into the system. If the Soldier sees some courses that have “AF” in front of the title, they must not select it, or it will be rejected. Soldiers must 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**

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



Once the Soldier verifies 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



They 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 Soldier is 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

\$ Cost*



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

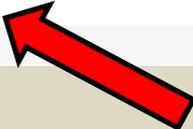
Type*
Administrative

Cost*
\$20

Description*
APPLICATION

11 / 250

ADD-FEE BACK





When complete, Soldier will 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		
Total Costs	Government Costs	Student Costs
\$2,119.00	\$2,119.00	\$0.00

BACK **SUBMIT** CANCEL

Soldier can now click Finished!
They 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, Soldier will follow the same steps as previously described. If there are no courses listed to select, it will prompt the Soldier to add the course. Soldier will type in the title, cost, and description. This must match their quote. They can then 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



The Soldier will follow the previous steps until they get to this page, then they will 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, the Soldier can select here. If not, they 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



They will select either Books or Materials

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

Demographic Vendor Dates Training/Exam

Add Book or Material

Books
Materials

\$ Cost*

Select Associated Training or Exam*

Remaining Funding
Fiscal Year: 2023
\$1,881.00

ADD BOOK OR MATERIAL BACK

Add the title of the book or material, the cost, a description (need ISBN number if it is a book) then they 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

Description*
0 / 250

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

Remaining Funding
Fiscal Year: 2023
\$1,881.00

ADD BOOK OR MATERIAL BACK



Once complete, they will 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, they will 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

BACK SUBMIT CANCEL

Remaining Funding
Fiscal Year: 2023
\$1,861.00

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



The Soldier can now 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



The Soldier will follow the previous steps until they get to this page, then they will select “ADD EXAM”

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

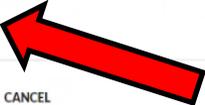
Demographic Vendor Dates Training/Exam

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



They will then click “SELECT EXAM”

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

Demographic Vendor Dates Training/Exam

Add Exam

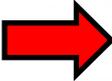
Written - Project Management Professional (PMP)

Description: N/A
Category: Written

SELECT EXAM

BACK

Remaining Funding
Fiscal Year: 2023
\$1,861.00





They will 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

They will then 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



The Soldier can 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

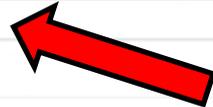
EXAM - Written - Project Management Professional (PMP) X

Government Cost	Student Cost
\$500.00	\$0.00

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

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

BACK **SUBMIT** CANCEL



Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!

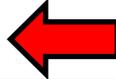
Your credentialing assistance request ID is 4081825

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 the Soldier submits a CA request for an Exam, it will remove credits from the “Required Credits”. This will NOT affect their Semester hour limit for TA. Required Credits are just the number of Exams for this credential.

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

The screenshot displays the 'Active TA' and 'Active CA' sections of the web application. 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 a 'Fiscal Year Cap: 2023' with a funding remaining of \$1,311.00 and 16 credits remaining. It also displays 'Undergraduate' (130 credits remaining, GPA: N/A) and 'Graduate' (39 credits remaining, GPA: N/A) sections. Under 'ACTIVE EDUCATION GOALS', a goal for 'Project Management Professional (PMP)' is shown as '100% COMPLETE' with a red arrow pointing to the progress bar. Below the goal, it lists 'Required Credits: 1.00', 'Completed Credits: 1.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 0.00'. There are buttons for 'APPLY FOR FUNDING' and 'VIEW DETAILS'. The bottom of the page features a banner image of a soldier's gear.

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



Soldiers will receive notifications through their ArmyIgnitED account when a Goal has been created (this is just the goal, not the CA request), when ACAPO moves a case to finance for payment, then when finance makes the payment.
 Soldiers are responsible for checking their cases!

← My Inbox
CREATE MESSAGE

Select Category: All Has Suspense Date

Conversations | Sent

[Redacted]	Thu 11/10/2022
Army Credentialing Assistance Concurred	
[Redacted]	Thu 11/10/2022
Education Goal Approved	
[Redacted]	Thu 11/10/2022
Your education goal has been created	
3 total	

Army Credentialing Assistance Concurred

Category: Education Goals

From: Administrator System
 To: [Redacted]
 Created: 11/10/2022

*** Attention: Do not reply to this message. If you have questions, please contact the Army Credentialing Assistance Program Office (ACAPO).***

*** Do not proceed to testing or training without email confirmation from the CA Finance Office that your funding request has been paid. ***

Hello,
 Your application for Credentialing Assistance (CA) has been reviewed and concurred by ACAPO. Your CA request is now being reviewed for payment by the CA Finance Office. Currently, you do not have approved funding. Your CA request must be paid by CA Finance before you can start your training or exam. You will receive another message once the CA Finance Office processes your CA.

Please login into ArmyIgnitED to view your CA Requests.
 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications. You may also be required to digitally sign your CA Request.

Reason: test

Credentialing Assistance Application Details:
 Application ID: [Redacted]
 Institution: Exam Master
 Course(s):

- Course: TRAINING
 Title: PA-CAT
 Dates: 1/10/2023-4/13/2023

V/r:
 ArmyIgnitED System Administrator

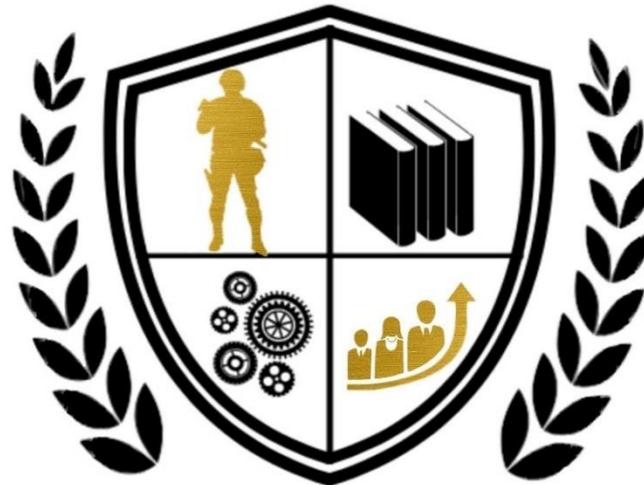


Army Credentialing Assistance Program Page:

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

ArmyIgnitED:

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



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