

Fort Hood

Education Services Division

Credentialing Assistance Checklist

LIMITS

CA WILL BE CAPPED AT \$2000/FY

ONE CREDENTIAL/FY

AVIATION RELATED CREDENTIALS WILL BE CAPPED AT \$1000/FY

NO MORE THAN THREE CREDENTIALS FOR EVERY 10 YEARS OF SERVICES

*RECERTIFICATIONS DO NOT COUNT TOWARDS LIFE TIME LIMITS

GRADES

GRADES OR A CERTIFICATE OF COMPLETION MUST BE POSTED TO ARMYIGNITED WITHIN 30 DAYS OF THE END DATE OF THE TRAINING OR EXAM DATE TO AVOID RECOUPMENT.

RECOUPMENT

FAILING A TRAINING OR EXAM WILL RESULT IN RECOUPMENT



RECOUPMENT

WAIVER REQUEST

SOLDIERS MUST WITHDRAW FROM CREDENTIAL TRAININGS TO REQUEST A RECOUPMENT WAIVER. THE WAIVER MUST BE SUBMITTED NO MORE THAN 30 DAYS FROM THE WITHDRAWAL DATE.

CREATE AN EDUCATION GOAL



MILGEARS:

<https://milgears.osd.mil/>

mandatory for 1st time users

CONTACT CA COUNSELOR FOR ASSISTANCE



<https://coolcontactus.com/ContactUs?service=R&subject=R>



CREATE A CA REQUEST

90-45 days prior to start date of the training or exam

All requests must be approved prior to the start of the training or exam

Do not begin the training or take the exam prior to finance distributing funds.

IF YOU REQUEST CA FOR TRAINING YOU MUST TAKE THE EXAM

ARMYIGNITED STEPS

<https://armyignited.army.mil/student/account/login>

- ☐ RESEARCH CREDENTIALS THROUGH:
[HTTPS://WWW.COOL.OSD.MIL/ARMY/INDEX.HTML](https://www.cool.osd.mil/army/index.html)
- ☐ VIEW CA 101 TRAINING VIDEO ON ARMYCOOL
- ☐ COMPLETE MILGEARS
- ☐ NOTIFY CA COUNSELOR OF COMPLETION OF STEPS 2&3 VIA YELLOW BUTTON ON ARMYCOOL
- ☐ RESEARCH TRAINING PROVIDERS ON THE APPROVED VENDOR LIST
- ☐ CONTACT POTENTIAL TRAINING PROVIDERS
- ☐ REQUEST SEPERATE ITEMIZED INVOICES FOR THE TRAINING, BOOKS, MATERIALS AND EXAMS
- ☐ CREATE A CA EDUCATION GOAL
- ☐ APPLY FOR FUNDING THROUGH ARMYIGNITED
- ☐ UPLOAD INVOICES TO EACH CA REQUEST
- ☐ WAIT FOR APPROVAL UP TO 1-3 DAYS PRIOR TO THE START