



US Army Combined Arms Center

SOLDIERS AND LEADERS - OUR ASYMMETRIC ADVANTAGE

The Army Credentialing Assistance Program



The Army Credentialing Assistance Program Vendor Process



What is Credentialing Assistance (CA)?

Much like the Army's Tuition Assistance (TA) funding, which is provided to eligible Soldiers working towards an academic degree, CA funds allows Soldiers to pursue voluntary credentials.

CA is a voluntary, off-duty program that directly contributes to improving Total Army readiness, supporting Soldiers' professional development, retaining quality Soldiers, and preparing Soldiers for meaningful employment upon transition from military service.



ARMY CREDENTIALING
ASSISTANCE



ARMY CREDENTIALING
ASSISTANCE

Army Credentialing Assistance Program:

Program that supports the use of funding to obtain industry recognized credentials



Army COOL (Credentialing Opportunities On-Line):

Repository for all credentials Soldiers are authorized to pursue (Library) <https://www.cool.osd.mil/army/index.html>



AI Portal:

Platform for Vendors to add courses/exams/books/materials
<https://aiportal.us.af.mil/>



Army Ignited:

Platform for where Soldiers will submit their CA Requests
<https://www.armyignited.army.mil/>

All training providers, colleges, universities, and credentialing agencies will be referred to as “Vendors”



➤ Regular Army, Army National Guard, United States Army Reserve:

- Officers
- Warrant Officers
- Noncommissioned Officers
- Enlisted

➤ Eligible Soldiers may use both TA and CA, up to the fiscal year limit of \$4000



➤ CA may pay for training, books, mandatory fees, materials, exams, and recertification

➤ CA does NOT have to align with a Soldier's MOS

➤ Soldiers may only request CA funding for credentials listed in Army COOL

➤ Soldiers will not receive reimbursement for any out-of-pocket costs paid

➤ Soldiers **CANNOT begin courses/exam until they are notified by the CA Billing Office (CABO) team at ACCESS, ArmyU**



- Soldiers navigate through Army COOL to search for credentials they wish to pursue
- Soldiers will complete a CA Request in ArmyIgnitED. Once submitted, ArmyIgnitED will route the CA Request through to the Army Credentialing Assistance Program Office (ACAPO) ACCESS, ArmyU
- Soldier are instructed to contact vendors to request a custom quote and secure seat for course if possible. Please provide information on required materials, books, fees, training dates without requiring payment
- All Soldiers are REQUIRED to upload a quote that matches what vendors list in ArmyIgnitED-

NOTE! the quote must have Soldier's name, start and end date of course (if there is a set timeframe), all items they will receive, the total cost (TO INCLUDE SHIPPING, if applicable), and must have the vendor company name (can be an email with all details)

- CABO will contact vendor for payment
- CABO will inform Soldier of approval and will inform vendor when to make contact

NOTE!! Soldiers are NOT allowed to start a course before payment, or they will be liable for the total cost of the course



- Before creating an account in ArmyIgnitED, it is important to have the following mandatory items:
- CAGE Code- this must be obtained from SAM.GOV. We are not associated with SAM.GOV so any questions on this must be addressed to them.
- You must be in business at least for 2 years

If you do not have the above, you will not be able to participate in the CA program. There are other requirements when you complete the application but the above 2 items are take the longest to obtain.



ARMYIGNITED

Establishing Vendor/User
Accounts



ARMY CREDENTIALING
ASSISTANCE



You have successfully logged out

Login

Username

Password

[Reset Password](#)

[Login](#) [Register](#)

[Contact your User Account Controller](#)

ATTENTION: The information accessed and displayed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.

User Agreement | Security and Privacy Notice

Version: 3.229 0-DEV-17

If creating a new account or user profile, select Register.



The screenshot shows a web browser window with the URL <https://dev.bamtech.net/aiportal/Registration>. The page has a blue header with the AI Portal logo and navigation links: Home, About, and Register. The main content area is titled "Registration" and contains two light blue boxes. The first box is titled "New User Account" with a person icon and the text "If your institution is already a part of the AI Portal, you can apply for a new user account." It has an "Apply Now" button. A red arrow points from a red callout box to this section. The second box is titled "New Institution Account" with a building icon and the text "If your institution is not yet a part of the AI Portal, you can apply for a new institution account." It also has an "Apply Now" button. A red arrow points from a second red callout box to this section. The bottom of the page features a blue silhouette banner of graduates. The Windows taskbar is visible at the bottom with the search bar and various application icons. The system clock shows 12:19 PM on 9/13/2022.

Registration

New User Account
If your institution is already a part of the AI Portal, you can apply for a new user account.
[Apply Now](#)

New Institution Account
If your institution is not yet a part of the AI Portal, you can apply for a new institution account.
[Apply Now](#)

Select new user if already in the AI Portal

Select New Institution if your vendor profile has not been created yet.



AI Portal - Institution Application

https://dev.bamtech.net/aiportal/SchoolApplication/ChoosePrograms

- Mailing Address
- Phone Number
- Accreditation Information
- Person applying must be application POC

Select

AF COOL Provider

Register to be a provider for Active duty Air Force enlisted members, or reservists and National Guard members on title 10 or title 32 orders respective. The Air Force COOL office will determine institution acceptance. This program pays for credentials that complement the student's Air Force career.

Requirements:

- Institution Name
- Mailing Address
- Phone Number
- Person applying must be application POC

Select

Army Credentialing Assistance

Register to be a provider for Army Active duty, Reservist and National Guard service members. The Credentialing Assistance office will determine institution acceptance. This program pays for Credentialing Assistance that complement the student's career.

Requirements:

- Institution Name
- Mailing Address
- Phone Number
- Person applying must be application POC

Select

MyCAA

The Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance to eligible military spouses who are in occupation.

Requirements:

School Name

Type here to search

79°F 12:20 PM 9/13/2022





ArmyIgnitED

AI Portal - Institution Application

https://dev.bamtech.net/alportal/SchoolApplication/NameSearch

Home About Register

Institution Application Institution Name

Provide the name of the institution you are applying for below.

Institution Name *

Next Cancel

Type your Institution Name. If your Institution is already in the system, it will auto populate.



Institution Application *Institution Information*

Institution Information

Institution Name
Vendor New Name

Institution Tax Status * **Institution Teaching Method Type ***

Private - For Profit Both (Traditional Classroom & Distance Learning)

Website *
https://vendor.edu

Institution Address

Street 1 *
1467 Princess Ave

Street 2

City * **State *** **Zip Code ***

Philadelphia Arizona 08167

Supporting Documents

Business License *

File Restrictions
• File size is restricted to a maximum of 4 megabytes

Select files...

Business License Expires Date *

- Upload Business License and expiration date
- Provide Cage Code and Expiration Date

- Select Tax Status
- Select Teaching Method
- Type vendor mailing address

NOTE!!! You will be required to add all courses and/or exams you wish to add for the CA Program. Please ensure you add prices to all.



AIPORTAL
Academic Institution Portal

Home School Online Services CCAF Programs Admin DANTES Support

School Directory [Edit Contact](#)

Contact Settings

Associated Systems *

- ☐ Air Force
- ☐ MYCAA
- ☐ Florida NG
- ☒ **Army**

Department List * [Department Descriptions](#)

- ☐ AUABC
- ☐ GEM
- ☐ Grades
- ☐ Complaints
- ☐ Policy Director
- ☐ Degree Completions
- ☐ General Questions
- ☒ **Invoicing**
- ☐ Degree Programs
- ☒ **COOL**

Allow Student to View ☒

Contact Information

First Name *

Last Name *

Email *

Phone *

Fax

Last updated by Ancona, Susan on 2022-11-02

Ensure you select the following under the School Directory tab:

- ✓ **Army**
- ✓ **Invoicing**
- ✓ **COOL**
- ✓ **Allow Student to View**

- ✓ **UACs- invoicing allows finance to see the POC to call for payment**



ArmyIgnitED AI Portal - Institution Application x

https://dev.bamtech.net/aiportal/SchoolApplication/UserAgreement

8x8 Log In NEXT Impersonate Production MyCAA CAC VSTS GPA Cal MOU Medical BAM FLNG Requirements - Test... (42) AI Portal Train... Army Other favorites

AI PORTAL
Academic Institution Portal

Home About Register

Institution Application User Agreement

Department of Defense AI Portal User Agreement

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

By using this IS, you consent to the following conditions:

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the U.S. Government may inspect and seize data stored on this information system. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose. This information includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.

Understanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

- The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.
- Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.
- Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.
- A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.
- These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys

- Fully Review the User Agreement and Agree at the bottom.



- Provide Personal information for your user account
- **Add** the Security Check and provide the sum

AI PORTAL Academic Institution Portal Home About Register

Institution Application User Information

User Information

Username * Confirm Username *

Personal Information


Title *

First Name * Last Name * Phone *

Email * Confirm Email *

☒ I certify that I am an employee or authorized representative. *

Security Check

 598 46 [Get New Image](#)

Please enter total of the numbers above *

- Note: Every member of your team will have to create a separate User Account.

Add these numbers and add to box



Institution Application Terms and Conditions

Please review all terms and conditions below.

- Fully Review the DOA MOA and Agree at the bottom.

MEMORANDUM OF UNDERSTANDING BETWEEN

THE DEPARTMENT OF THE

Army

AND

NAME OF Army TRAINING AND CREDENTIALING PROVIDER

This Memorandum of Understanding (MOU) is between the Department of the Air Force (DAF) and (Name of AF COOL Training and Credential Provider), hereinafter referred to as "Provider".

1. PURPOSE:

The purpose of this agreement is to provide guidelines and procedures for the delivery of credentialing services under the Air Force Credentialing Opportunities On-Line (AF COOL) Program which provides educational opportunities to the DAF Members and Guardians. This MOU is not to be construed in any way as giving rise to a contractual obligation of the DAF to provide funds to Vendor New Name that would be contrary to federal law and the Federal Acquisition Regulation. This MOU is subject at all times to Federal law and the rules, guidelines, and regulations of the Department of Defense (DoD). Any conflicts between this MOU and such Federal law, rules, guidelines, and regulations will be resolved in favor of the Federal law, rules, guidelines, or regulations.

2. AUTHORITY:

2.1. 10 U.S. Code § 2015, Program to assist members in obtaining professional credentials

I Agree

Cancel

NOTE!! The person that signs this MOA, MUST be the Signature Authority



[Home](#) [About](#) [Register](#)

Institution Application **Funding Program Eligibility**

Below you can see the funding programs you applied for and which ones you are eligible for based on your application information. To complete your application click the 'Submit' button below.



Army Credentialing Assistance

Register to be a provider for Army Active duty, Reservist and National Guard service members. The Credentialing Assistance office will determine institution acceptance. This program pays for Credentialing Assistance that complement the student's career.

Submit

Cancel





[Home](#) [About](#) [Register](#)

Application has been submitted successfully.

Institution Application Summary

✓ **Your application has been submitted!**

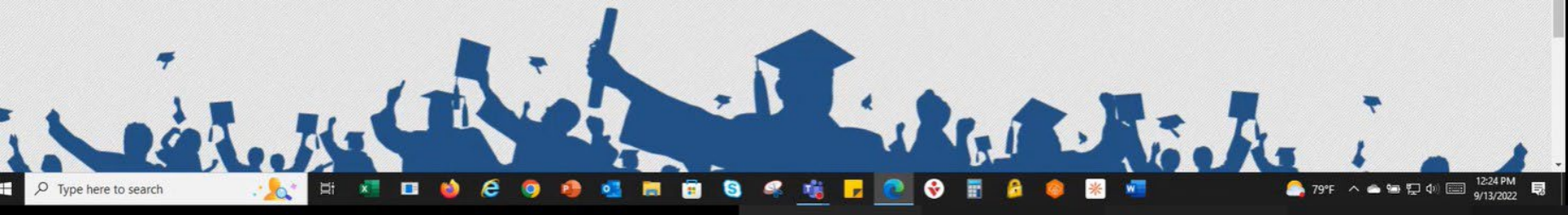
You will receive an email in the next 24 to 48 hours giving you access to the AI Portal to review the status of your application and view messages regarding your application.

[View PDF](#)

[Close Application](#)



Once submitted, ACAPO will be in contact via email with the next steps





Questions? Send emails to: usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@army.mil

To locate the list of credentials: <https://www.cool.osd.mil/army/index.htm>

Credentialing Assistance Page in Army COOL:

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

Guidelines on DoD Logos: <https://dod.defense.gov/Resources/Trademarks/>

Commercial And Government Entity Code (CAGE) Code- <https://sam.gov>

AI Portal- <https://aiportal.us.af.mil/>

AI Portal helpdesk:

0900-1800, EST/0800-1700, CST- Phone: (276) 231-0938, Email: army@bamtech.net



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Questions?

ACCESS, ArmyU CA Email:

usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@army.mil



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