



# Army Credentialing Assistance Program

## Application Checklist

- Attend Credentialing brief or request Credentialing Assistance counseling session with an Education Counselor to verify eligibility.**
  
- ArmyIgnitED Student Account Creation at [www.ArmyIgnitED.army.mil](http://www.ArmyIgnitED.army.mil).**  
*\*Account Creation Link (labeled Soldier CA Process Guide):*  
[https://www.cool.osd.mil/army/costs\\_and\\_funding/army\\_credential\\_assistance.htm](https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm)
  
- Research Army COOL ([www.cool.army.mil/army](http://www.cool.army.mil/army)) for Credential requirements/eligibility and identify your credential/licensure of choice.** (Note: Soldiers who are undecided and want options- use the Army Decision Support Tool (DST): <https://milgears.osd.mil/ArmyDST> )
  
- Identify your school/online training facility/credentialing agency for your desired credential/licensure. You may select the vendor of your choice.**  
*\*Approved Vendor List link:*  
[https://www.cool.osd.mil/army/costs\\_and\\_funding/army\\_credential\\_assistance.htm](https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm)  
(Note: Vendor must be an Army CA approved Vendor before CA funds will be disbursed)
  
- Contact Vendor for course/exam details, start & end dates, prerequisites and invoice.**  
(Obtain itemized invoice and detailed class/exam schedule with locations and submit Education Goal for CA)  
*\*Questions to ask your Vendor link:*  
[https://home.army.mil/imcom/application/files/4715/5872/6090/Vendor\\_Prerequisites\\_Questions.pdf](https://home.army.mil/imcom/application/files/4715/5872/6090/Vendor_Prerequisites_Questions.pdf)
  
- Submit an Education Goal through ArmyIgnitEd. Upon approval, request a separate CA Request for each training course and exam for your desired Credential at least 45-90 calendar days before the class/exam start date.**  
*\*Credential Path/CA Request link: (found within the Soldier CA Process Guide):*  
[https://www.cool.osd.mil/army/costs\\_and\\_funding/army\\_credential\\_assistance.htm](https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm)
  
- Monitor the status of your CA request in ArmyIgnitED.**

**Contact your Education Center for additional assistance**

**\*Documents are available on the IMCOM ACES website at:**

[home.army.mil/imcom/index.php/customers/ACES](http://home.army.mil/imcom/index.php/customers/ACES)