



ARMY CREDENTIALING
ASSISTANCE

Army Credentialing Assistance Program

Application Checklist

- Attend Credentialing brief or request Credentialing Assistance counseling session with an Education Counselor to verify eligibility.**
- Research Army COOL (<https://www.cool.osd.mil/army/>) for Credential requirements/eligibility and Select your credential/licensure of choice.**
- Identify your school/online training facility/credentialing agency for your desired credential/licensure. You may select the training provider of your choice.**
- Contact Vendor for course/exam details, start and end dates, and prerequisites**
(obtain itemized invoice and detailed class/exam schedule with locations)
Approved Vendor link: https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm
***Vendor Prerequisites link:**
https://home.army.mil/imcom/application/files/4715/5872/6090/Vendor_Prerequisites_Questions.pdf
- ArmyIgnitED Student Account Creation at www.ArmyIgnitED.com**
Account Creation Link (labeled Soldier CA Process Guide):
https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm
- Complete a Credential Path and a separate CA Request for each training course and exam for desired Credential**
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
- Submit completed Credential Plan at least 30 business days before the class/exam start date**
- Monitor email for correspondence from ACCESS, Army University representative(s).**
- Monitor status of CA Request via ArmyIgnitED via www.ArmyIgnitED.com**

Contact your Education Center for additional assistance

***Documents are available on the IMCOM CA website at:**
home.army.mil/imcom/index.php/customers/credentialing-assistance