



Army Credentialing Assistance Program

Application Checklist

(Select items in red for further assistance/instructions)

- Attend Credentialing brief or request Credentialing Assistance counseling session with an Education Counselor to verify eligibility**
- Research Army COOL (www.cool.army.mil) for Credential requirements/eligibility and Select your credential/licensure of choice** (if not MOS related, identify the **Credentialing Occupational Pathway** the selected credential is a part of that you'd like to further pursue)
- Identify your school/online training facility/credentialing agency for your desired credential/licensure. You may select the training provider of your choice. Contact training provider for course/exam details and prerequisites** (obtain itemized invoice and detailed class/exam schedule with locations)
- Complete a separate Credential Plan for each training course and exam for desired Credential**
 - Credential Plan (list all required training courses and exam)
 - Main Tab (all yellow shaded blocks must be completed)
 - Page_2_Cost_Details Tab (all yellow shaded blocks must be completed)
- Digitally sign your Credentialing Assistance Statement of Understanding (SOU)** (may need to save the SOU first, then digitally sign)
- Activate/reactivate your GoArmyEd account (www.goarmyed.com)**
****ONLY if your GoArmyEd account is NOT active****
 - GoArmyEd Credentialing Assistance Home School: Credential School
 - GoArmyEd Credentialing Assistance Degree Plan: Credentialing Pathway
- Open a GoArmyEd Helpdesk case, select "Credentialing Request" as case type and attach completed Credential Plan at least 30 business days before the class/exam start date**
- Add a note to the GoArmyEd Helpdesk case and attach digitally signed SOU**
- eFile additional documentation** (invoice, prerequisite info, orders, etc.)
- Monitor status of request via GoArmyEd Helpdesk case**

Contact your Education Center for additional assistance

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