



**Educate to Win!**

**The Army Credentialing Assistance Program Office  
(ACAPO)**

**Army Credentialing and Continuing Education Services for  
Soldiers (ACCESS), Army University, Ft Knox, KY**

To help navigate the slides:

**Slides 3-16:** Creating a CA Request for Training

**Slides 17-21:** Creating a CA Request for Training Manually

**Slides 22-29:** Creating a CA Request for Books or Materials

**Slides 30-39:** Creating a CA Request for Exams

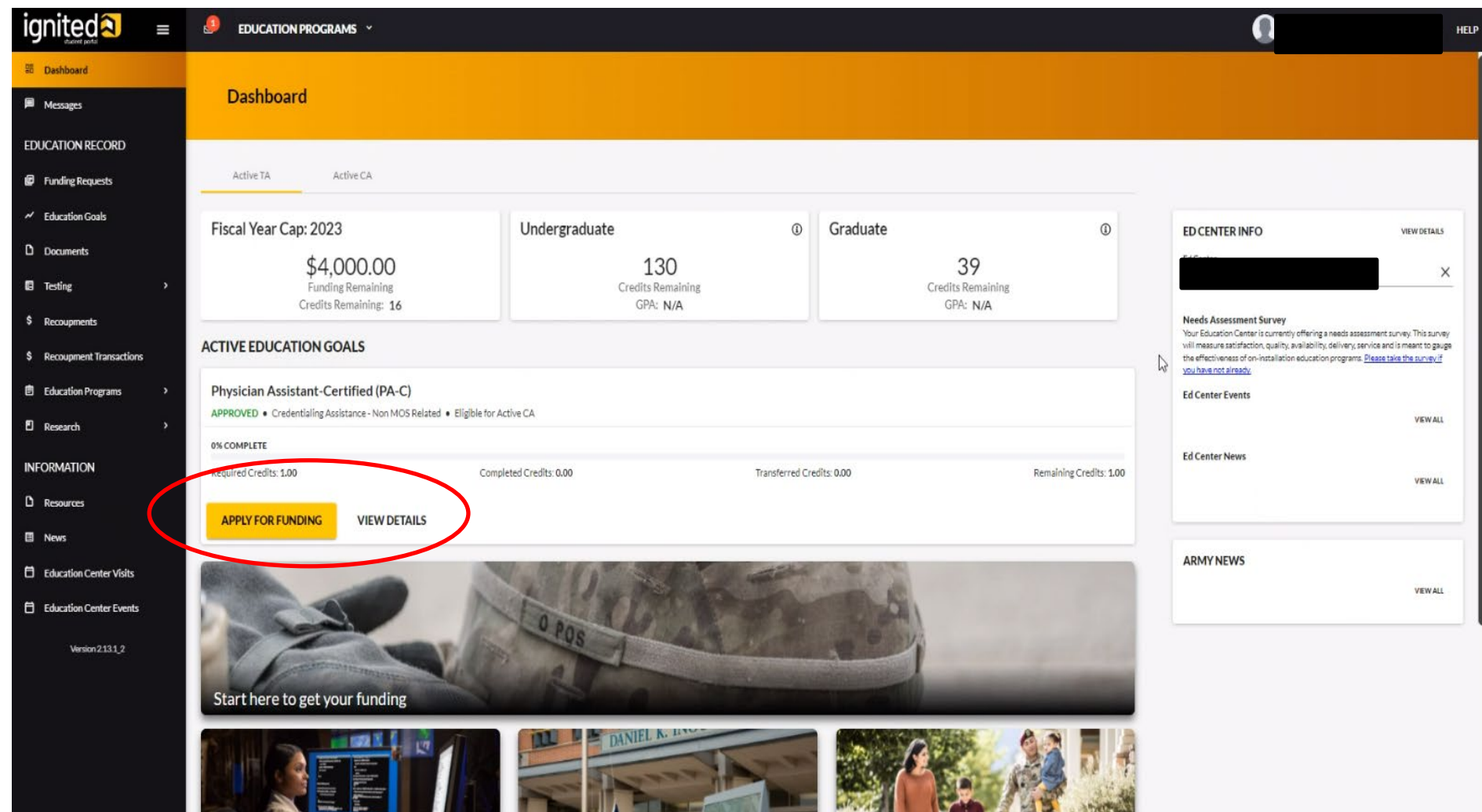
**Slide 40-** Need Assistance or Counseling? Schedule your appointment with a CA Counselor now!



# CREATING CA REQUEST FOR TRAINING



After the Goal has been approved, Soldiers can click on “Apply For Funding”



The screenshot shows the Ignited portal dashboard for a user. The left sidebar contains navigation links: Dashboard, Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research, INFORMATION, Resources, News, Education Center Visits, and Education Center Events. The main content area is titled "Dashboard" and has tabs for "Active TA" and "Active CA". Under "Active CA", there are three cards: "Fiscal Year Cap: 2023" with a funding remaining of \$4,000.00 and 16 credits remaining; "Undergraduate" with 130 credits remaining and GPA N/A; and "Graduate" with 39 credits remaining and GPA N/A. Below these is the "ACTIVE EDUCATION GOALS" section, featuring a goal for "Physician Assistant-Certified (PA-C)" which is "APPROVED" and eligible for Active CA. A progress bar shows 0% completion. At the bottom of this section, the "APPLY FOR FUNDING" button is circled in red. The right sidebar contains "ED CENTER INFO", "Needs Assessment Survey", "Ed Center Events", "Ed Center News", and "ARMY NEWS". A banner at the bottom of the main content area says "Start here to get your funding" with an image of a soldier's helmet.

**ignited** EDUCATION PROGRAMS

Dashboard

Active TA Active CA

Fiscal Year Cap: 2023

\$4,000.00  
Funding Remaining  
Credits Remaining: 16

Undergraduate

130  
Credits Remaining  
GPA: N/A

Graduate

39  
Credits Remaining  
GPA: N/A

ACTIVE EDUCATION GOALS

Physician Assistant-Certified (PA-C)

APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

0% COMPLETE

Required Credits: 1.00 Completed Credits: 0.00 Transferred Credits: 0.00 Remaining Credits: 1.00

APPLY FOR FUNDING VIEW DETAILS

ED CENTER INFO

Needs Assessment Survey

Ed Center Events

Ed Center News

ARMY NEWS

Start here to get your funding

If “Verify and Proceed” is not yellow, Soldiers must 1. Click on Edit pencil 2. Click update 3. Click the back arrow next to Soldier’s name 4. Click Verify and Proceed

← Create Credentialing Assistance Request

The following fields are required: Work Phone

Contact Information ✓

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

Email  
Personal Email  
Work Phone  
Mobile Phone

Address ✓

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

Street 1  
Street 2  
City State Zip

VERIFY AND PROCEED CANCEL

City State

UPDATE

2

Profile Saved! UNDO

← [Redacted] ← 3

PRINT EDUCATION RECORD

Personal Data

[Redacted]

← Create Credentialing Assistance Request

Contact Information ✓

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

Address ✓

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

[Redacted]

VERIFY AND PROCEED CANCEL

4

**Soldiers must read ALL!! Understand what is being agreed upon!**

← Create Credentialing Assistance Request: Project Management Professional (PMP)

**User Agreement**

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/exam title, course/exam cost, and custom quote from the vendor for the course/exam (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/exam or current course/exam in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

**ACADEMIC**

- ☒ I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (ArmyIgnitED). Grades that are 60 days past course/exam end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- ☒ I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-568). I grant permission for the Army to share my training and academic information as needed with Army Civilians and Army Contractors whose responsibilities and contracts include education services and programs.
- ☒ I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

**FINANCIAL**

- ☒ I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- ☒ I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- ☒ I understand that I will reimburse the Total Government Cost above for failing a course/exam, non-completions (failing to attend a course or sit for an exam in the timeframe requested); incomplete "I" grades unresolved 180 days after the course/exam end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.
- ☒ I understand that this application does not guarantee that funds are available, the US Army has no obligation to fund this application, and I may not attend a course or sit for an exam until it has been paid by the ACCESS CA Finance Office.
- ☒ I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- ☒ I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

**PRIVACY ACT STATEMENT:**

AUTHORITY: 10 USC 2007: Payment of Tuition for Off-Duty Training or Education: AR 621-5, Army Continuing Education System.  
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC, <https://dod.defense.gov/Privacy/SORN/index/DOO-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.aspx>  
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.  
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

**PENALTY STATEMENT:**

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

**I AGREE, CONTINUE**    **CANCEL**

**Once done, check the boxes, then click on "I Agree, Continue"**



Soldier will select an answer, then click “Next”

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Are you applying for funding from a deployed location?

☐ Yes ☒ No

**NEXT** CANCEL

Soldier will type in the Vendor’s name until it appears, then select it from the drop down. Select it again for Campus.

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Select your Vendor:

If you are attempting to locate a Vendor not listed, please forward information to the Army Credentialing Assistance Program Office via ArmyIgnitED messaging and provide the following information: Vendor Name, Vendor URL, Vendor Email, and Vendor Phone Number.

Vendor \*

Joe's

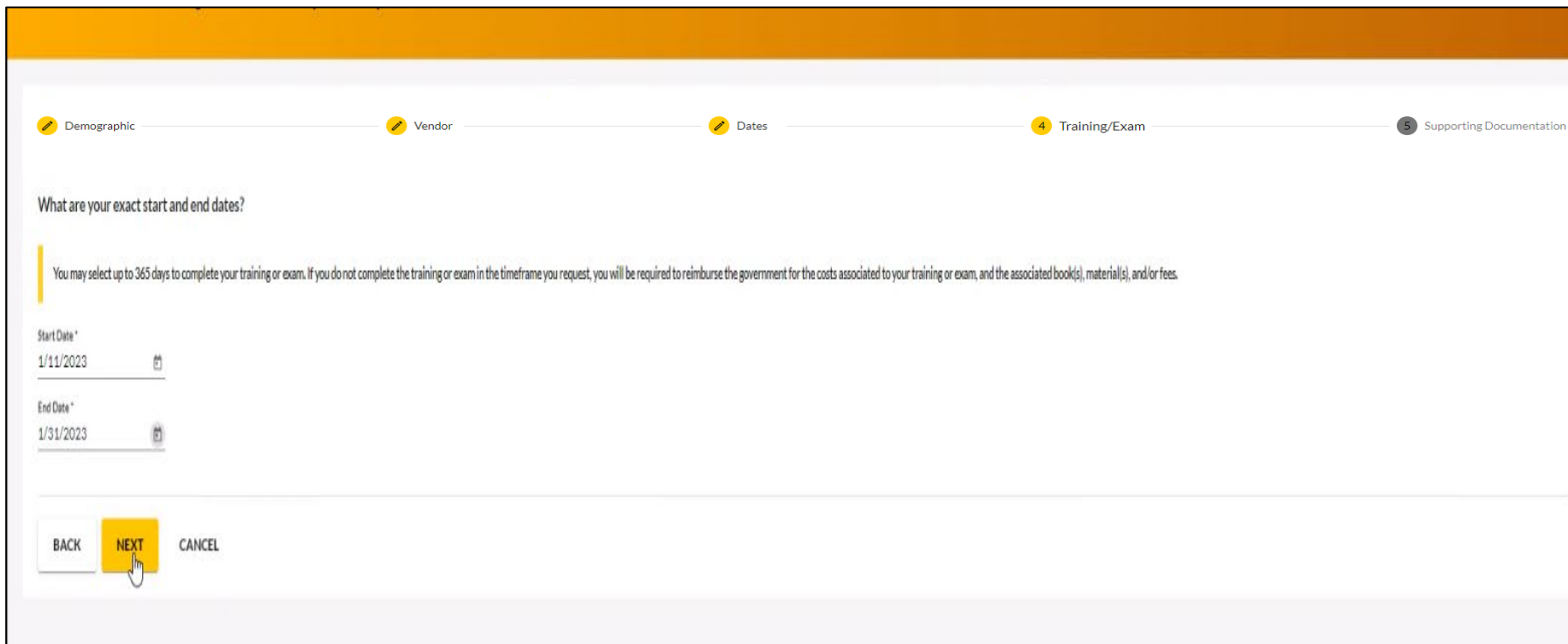
Joe's TrngRus

Campus

BACK **NEXT** CANCEL



Soldier will select start and end date (review policy on this!), then click “Next”



The screenshot shows a web form titled "What are your exact start and end dates?". At the top, there is a progress bar with five steps: Demographic, Vendor, Dates, Training/Exam, and Supporting Documentation. The "Dates" step is currently active, indicated by a yellow checkmark icon. Below the progress bar, the text reads: "You may select up to 365 days to complete your training or exam. If you do not complete the training or exam in the timeframe you request, you will be required to reimburse the government for the costs associated to your training or exam, and the associated book(s), material(s), and/or fees." There are two date input fields: "Start Date\*" with the value "1/11/2023" and "End Date\*" with the value "1/31/2023". At the bottom, there are three buttons: "BACK", "NEXT" (highlighted in yellow with a mouse cursor pointing to it), and "CANCEL".





To request funding for Training Courses, Soldier will select “Training”

*NOTE!! Soldier cannot request books and/or Materials without requesting Training or Exam first!*

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates **4 Training/Exam** 5 Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?

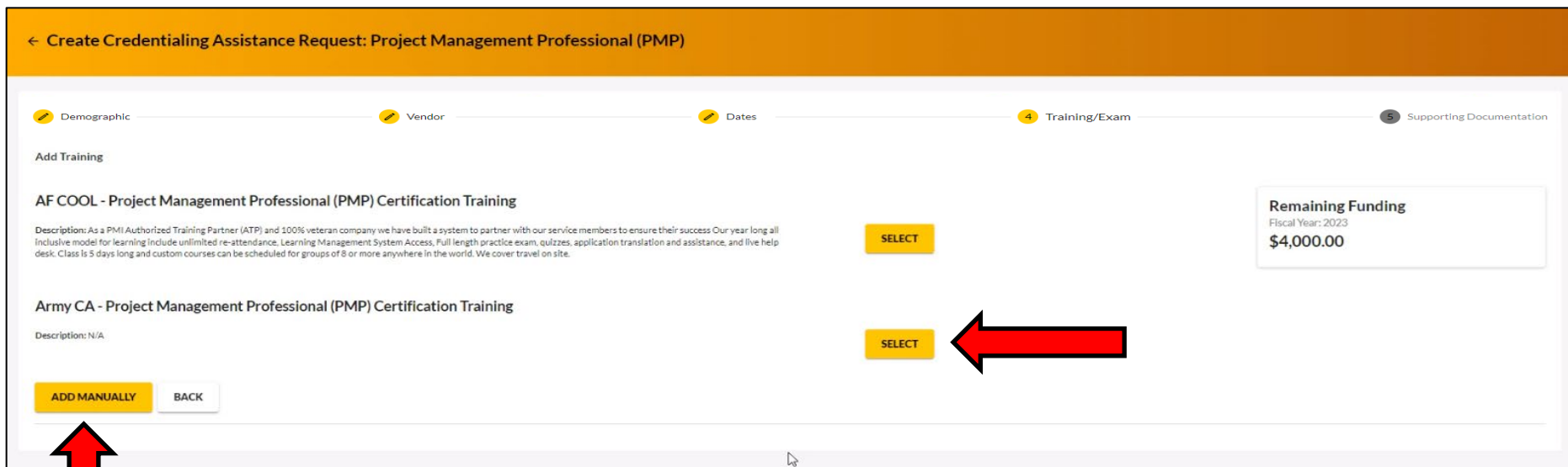
**ADD EXAM** **ADD BOOKS AND MATERIALS** **ADD TRAINING**

Training

**BACK** **SUBMIT** **CANCEL**



Some vendors have added courses into the system. If the Soldier sees some courses that have “AF” in front of the title, they must not select it, or it will be rejected. Soldiers must select courses that either have “Army” in front of the title or have neither AF or Army in front of the title.



← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Add Training

**AF COOL - Project Management Professional (PMP) Certification Training**

Description: As a PMI Authorized Training Partner (ATP) and 100% veteran company we have built a system to partner with our service members to ensure their success Our year long all inclusive model for learning include unlimited re-attendance, Learning Management System Access, Full length practice exam, quizzes, application translation and assistance, and live help desk. Class is 5 days long and custom courses can be scheduled for groups of 8 or more anywhere in the world. We cover travel on site.

**SELECT**

**Army CA - Project Management Professional (PMP) Certification Training**

Description: N/A

**SELECT**

**Remaining Funding**  
Fiscal Year: 2023  
**\$4,000.00**

**ADD MANUALLY** **BACK**

Soldier will select the yellow “Select” button. If they do not see what they are looking for, they can click on “Add Manually” (addressed in future slides)



Once the Soldier verifies it is the course, click on “Add Training”

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

**Add Training**

Title\*  
Army CA - Project Management Professional (PMP) Certification Training

Cost\*  
\$ 2099

Description\*  
N/A

3 / 5000

**ADD TRAINING** **BACK**

**Remaining Funding**  
Fiscal Year: 2023  
\$4,000.00



Soldiers can add any application fee or membership fee if needed

← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates Training/Exam Supporting Documentation

**TRAINING - TEST**

Government Cost \$35.00 Student Cost \$0.00

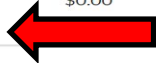
**ADD FEE**

**Remaining Funding**  
Fiscal Year: 2023  
\$3,330.00

**Costs**

Total Costs	Government Costs	Student Costs
\$35.00	\$35.00	\$0.00

**BACK** **NEXT** **CANCEL**





If Soldier is adding fees, select the type of fee

← Create Credentialing Assistance Request: Project Management Professional (PMP)


Demographic Vendor Dates Training/Exam Supporting Documentation

Credentialing Assistance funding will only pay for fees associated with administrative, application, or shipping costs. Please ensure your vendor provides you with a description of the fees you are being charged and annotate in the fee description box.

Add Fee

Administrative Application Shipping

\$ Cost \*



Add the cost, a description, then click on "Add Fee"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Credentialing Assistance funding will only pay for fees associated with administrative, application, or shipping costs. Please ensure your vendor provides you with a description of the fees you are being charged and annotate in the fee description box.

Add Fee

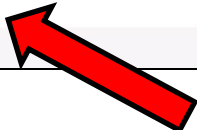
Type \* Administrative

Cost \* \$20

Description \* APPLICATION

11 / 250

ADD FEE BACK





When complete, Soldier will click “Next”

[← Create Credentialing Assistance Request: CompTIA A+](#)

Demographic

Vendor

Dates

4 Training/Exam

5 Supporting Documentation

TRAINING - test

Government Cost	Student Cost
\$35.00	\$0.00

Fee Type	Government Cost	Student Cost
FEE - Administrative	\$10.00	\$0.00

⊕ ADD FEE

Remaining Funding

Fiscal Year

\$3,320.00


Costs

Total Costs	Government Costs	Student Costs
\$45.00	\$45.00	\$0.00

BACK

NEXT

CANCEL





Soldiers must now add the custom quote that was received from the selected vendor.

**NOTE!!** The quote must match the CA Request when it is submitted. If quote is itemized, or bundled, it will be rejected. Soldiers must contact the vendor (*exceptions- Pearson Vue, CompTIA, International Board of Specialty Certification where screenshot is allowed*) to request a custom quote for the CA Request


← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates Training/Exam **5** Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.


Custom Quote from Vendor

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

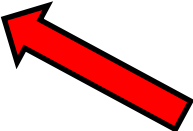
Other Documents from Vendor (Optional)

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

**BACK** **SUBMIT** **CANCEL**





Once the custom quote is uploaded, the button will turn yellow. Hit "Submit"

← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates Training/Exam Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.

Custom Quote from Vendor - test.doc.pdf ↻

Custom Quote from Vendor

📎 CHOOSE FILE

Drop file here

Supported file types are: .pdf


Other Documents from Vendor (Optional)

📎 CHOOSE FILE

Drop file here


Supported file types are: .pdf

BACK SUBMIT CANCEL



**Soldier can now click Finished! They will now have an ID number (CA Request number) for this case!**

Credentialing Assistance Request Application: Application Submitted




**Congratulations your credentialing assistance request has been submitted!**

Your credentialing assistance request ID is 4081805

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

**FINISHED** 





# CREATING CA REQUEST FOR TRAINING

## MANUALLY



To add a course manually, Soldier will follow the same steps as previously described. If there are no courses listed to select, it will prompt the Soldier to add the course. Soldier will type in the title, cost, and description. This must match their quote. They can then click “Add Training”

← Create Credentialing Assistance Request: Physician Assistant-Certified (PA-C)

Demographic Vendor Dates **4 Training/Exam** Supporting Documentation

Add Training

Title\*  
PA-CAT

Description\*  
ENTRY EXAM

Cost\*  
\$ 250

Remaining Funding  
Fiscal Year: 2023  
\$4,000.00

ADD TRAINING BACK

← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates **4 Training/Exam** Supporting Documentation

TRAINING - TEST

Government Cost \$35.00 Student Cost \$0.00

ADD FEE

Remaining Funding  
Fiscal Year:  
\$3,330.00

Costs

Total Costs	Government Costs	Student Costs
\$35.00	\$35.00	\$0.00

BACK **NEXT** CANCEL

Add any fees, then click “Next”



Soldiers must now add the custom quote that was received from the selected vendor.

**NOTE!!** The quote must match the CA Request when it is submitted. If quote is itemized, or bundled, it will be rejected. Soldiers must contact the vendor (*exceptions- Pearson Vue, CompTIA, International Board of Specialty Certification where screenshot is allowed*) to request a custom quote for the CA Request


← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates Training/Exam **5** Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.


Custom Quote from Vendor

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

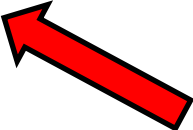
Other Documents from Vendor (Optional)

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

**BACK** **SUBMIT** **CANCEL**





Once the custom quote is uploaded, the button will turn yellow. Hit "Submit"

[← Create Credentialing Assistance Request: CompTIA A+](#)

Demographic

Vendor

Dates

Training/Exam

Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.

Custom Quote from Vendor - test.doc.pdf ↻

Custom Quote from Vendor

**CHOOSE FILE**

Drop file here

Supported file types are: .pdf

Other Documents from Vendor (Optional)

**CHOOSE FILE**

Drop file here


Supported file types are: .pdf

[BACK](#) [SUBMIT](#) [CANCEL](#)



**Soldier can now click Finished! They will now have an ID number (CA Request number) for this case!**

Credentialing Assistance Request Application: Application Submitted





Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 4081805

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.



# CREATING CA REQUEST FOR BOOKS OR MATERIALS



The Soldier will follow the previous steps until they get to this page, then they will select “Add Books and Materials”

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates **4 Training/Exam** Supporting Documentation


You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?

**ADD EXAM** **ADD BOOKS AND MATERIALS** **ADD TRAINING**

Note: You must first have an Exam or Training CA Request before you can create a Books or Material CA Request.

BACK SUBMIT CANCEL





If the vendor has added books and/or materials, the Soldier can select here. If not, they will have to add them manually

Demographic Vendor Dates

Add Book and Material  
Study Material Test  
Description: N/A

Theory Book  
Description: N/A

Public Relations Book  
Description: N/A

BACK



SELECT



SELECT



Click the Select button on the book/material you wish to add to your request

**NOTE:** You can only select one on this screen

← Create Credentialing Assistance Request: Senior Professional in Human Resources (SPHR)

Demographic Vendor Dates Training/Exam Supporting Documentation

BOOK AND MATERIAL - Books x

Government Cost	Student Cost	Associated Training or Exam
\$1.00	\$0.00	Senior Professional in Human Resources sPHR

ADD FEE

ADD BOOKS AND MATERIALS

Costs

Total Costs	Government Costs	Student Costs
\$1.00	\$1.00	\$0.00

BACK NEXT CANCEL

Remaining Funding  
Fiscal Year  
\$0.00







## Select either Books or Materials

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Add Book or Material

Books  
Materials

\$ Cost \*

Select Associated Training or Exam \*

ADD BOOK OR MATERIAL BACK

**Remaining Funding**  
Fiscal Year: 2023  
\$1,881.00

Add the title of the book or material, the cost, a description (need ISBN number if it is a book) then the Soldier must associate these books with a training or exam previously submitted

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Add Book or Material

Type \*  
Books

Cost \*  
\$ 20.  
Must be number or decimal

Description \*

0 / 250

ADD BOOK OR MATERIAL BACK

Army CA - Project Management Professional (PMP) Certification Training - TRAINING

**Remaining Funding**  
Fiscal Year: 2023  
\$1,881.00

Once complete, they will click “Add Book or Material”

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Add Book or Material

Type\* Books Cost\* \$20 Select Associated Training or Exam\* Army CA - Project Management Professional (PMP) Certification Training - TRAINING

Description\* PMBOK, 6<sup>th</sup> Ed., ISBN# 1123022FL21V2 5 / 250

ADD BOOK OR MATERIAL BACK

Remaining Funding  
Fiscal Year: 2023  
\$1,881.00

Once complete, they will click “Next”

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

BOOK AND MATERIAL - Books

Government Cost	Student Cost	Associated Training or Exam
\$20.00	\$0.00	Army CA - Project Management Professional (PMP) Certification Training

ADD FEE

ADD BOOKS AND MATERIALS

You are only permitted to add 1 items to your Credentialing assistance request.

Costs

Total Costs	Government Costs	Student Costs
\$20.00	\$20.00	\$0.00

BACK NEXT CANCEL

Remaining Funding  
Fiscal Year: 2023  
\$1,861.00

The Soldier should make sure to add **shipping fees!!!** Failure to do so if there is a fee will result in a rejected CA request.



**Soldiers must now add the custom quote that was received from the selected vendor.**

**NOTE!! The quote must match the CA Request when it is submitted. If purchasing books/materials from Amazon (or similar), Soldier must provide screenshot of cart with items, shipping cost, link to purchase in the quote. Failure to provide details that will help Finance find the items, will result in rejection.**

[← Create Credentialing Assistance Request: CompTIA A+](#)

Demographic

Vendor

Dates


Training/Exam

5 Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.


Custom Quote from Vendor

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

Other Documents from Vendor (Optional)

 **CHOOSE FILE**

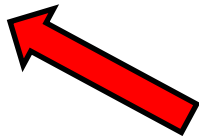
Drop file here

Supported file types are: .pdf

BACK

SUBMIT

CANCEL





Once the custom quote is uploaded, the button will turn yellow. Hit "Submit"

[←](#) Create Credentialing Assistance Request: CompTIA A+

Demographic

Vendor

Dates

Training/Exam

Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.

Custom Quote from Vendor - test.doc.pdf ↻

Custom Quote from Vendor

**CHOOSE FILE**

Drop file here

Supported file types are: .pdf

Other Documents from Vendor (Optional)

**CHOOSE FILE**

Drop file here


Supported file types are: .pdf

[BACK](#) [SUBMIT](#) [CANCEL](#)



The Soldier can now click Finished!

Credentialing Assistance Request Application: Application Submitted



**Congratulations your credentialing assistance request has been submitted!**

Your credentialing assistance request ID is 4081819

**Here are the next steps**

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

**FINISHED**





# CREATING CA REQUEST FOR EXAMS



The Soldier will follow the previous steps until they get to this page, then they will select “ADD EXAM”

← Create Credentialing Assistance Request: Project Management Professional (PMP)


Demographic Vendor Dates Training/Exam Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote MUST match what is listed in the CA request.

What do you need funding for?

ADD EXAM ADD BOOKS AND MATERIALS ADD TRAINING

BACK SUBMIT CANCEL



They will then click “SELECT EXAM”

← Create Credentialing Assistance Request: Certified Lean Six Sigma Black Belt (ICBB)

Demographic Vendor Dates Training/Exam Supporting Documentation

Add Exam

Can't find the exam? ADD EXAM INFORMATION MANUALLY

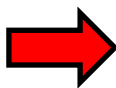
Written Exam - Certified Lean Six Sigma Black Belt (ICBB)  
Description: N/A  
Category: Written

BACK

SELECT EXAM

Remaining Funding

Fiscal Year  
\$3,381.00





They will select Location and add cost

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Exam Title  
Written - Project Management Professional (PMP)

Location \*

- DL
- N/A
- Off Installation
- On Installation

\$ Cost \*

Remaining Funding  
Fiscal Year: 2023  
\$1,861.00

They will then click "ADD EXAM"

← Create Credentialing Assistance Request: Project Management Professional (PMP)

Demographic Vendor Dates Training/Exam Supporting Documentation

Exam Title  
Written - Project Management Professional (PMP)

Location \*  
DL

Cost \*  
\$ 500

ADD EXAM BACK

Remaining Funding  
Fiscal Year: 2023  
\$1,861.00





The Soldier can add any fees, such as application or membership fees, then click  
“Next”

← Create Credentialing Assistance Request: Certified Lean Six Sigma Black Belt (ICBB)

Demographic

Vendor

Dates

4 Training/Exam

5 Supporting Documentation

EXAM - Written Exam - Certified Lean Six Sigma Black Belt (ICBB)

Government Cost	Student Cost
\$1.00	\$0.00

⊕ ADD FEE

Remaining Funding

Fiscal Year

**\$3,380.00**

Costs

Total Costs	Government Costs	Student Costs
<b>\$1.00</b>	<b>\$1.00</b>	<b>\$0.00</b>

BACK

**NEXT**

CANCEL





Soldiers must now add the custom quote that was received from the selected vendor.

**NOTE!!** The quote must match the CA Request when it is submitted. If quote is itemized, or bundled, it will be rejected. Soldiers must contact the vendor (*exceptions- Pearson Vue, CompTIA, International Board of Specialty Certification where screenshot is allowed*) to request a custom quote for the CA Request


← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates Training/Exam **5** Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.


Custom Quote from Vendor

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

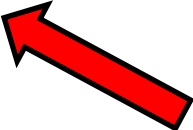
Other Documents from Vendor (Optional)

 **CHOOSE FILE**

Drop file here

Supported file types are: .pdf

**BACK** **SUBMIT** **CANCEL**





Once the custom quote is uploaded, the button will turn yellow. Hit "Submit"

← Create Credentialing Assistance Request: CompTIA A+

Demographic Vendor Dates Training/Exam Supporting Documentation

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can submit the correct one to your student documents.

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.

Custom Quote from Vendor - test.doc.pdf ↻

Custom Quote from Vendor

📎 CHOOSE FILE

Drop file here

Supported file types are: .pdf


Other Documents from Vendor (Optional)

📎 CHOOSE FILE

Drop file here


Supported file types are: .pdf

BACK SUBMIT CANCEL



**Soldier can now click Finished! They will now have an ID number (CA Request number) for this case!**

Credentialing Assistance Request Application: Application Submitted





Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 4081805

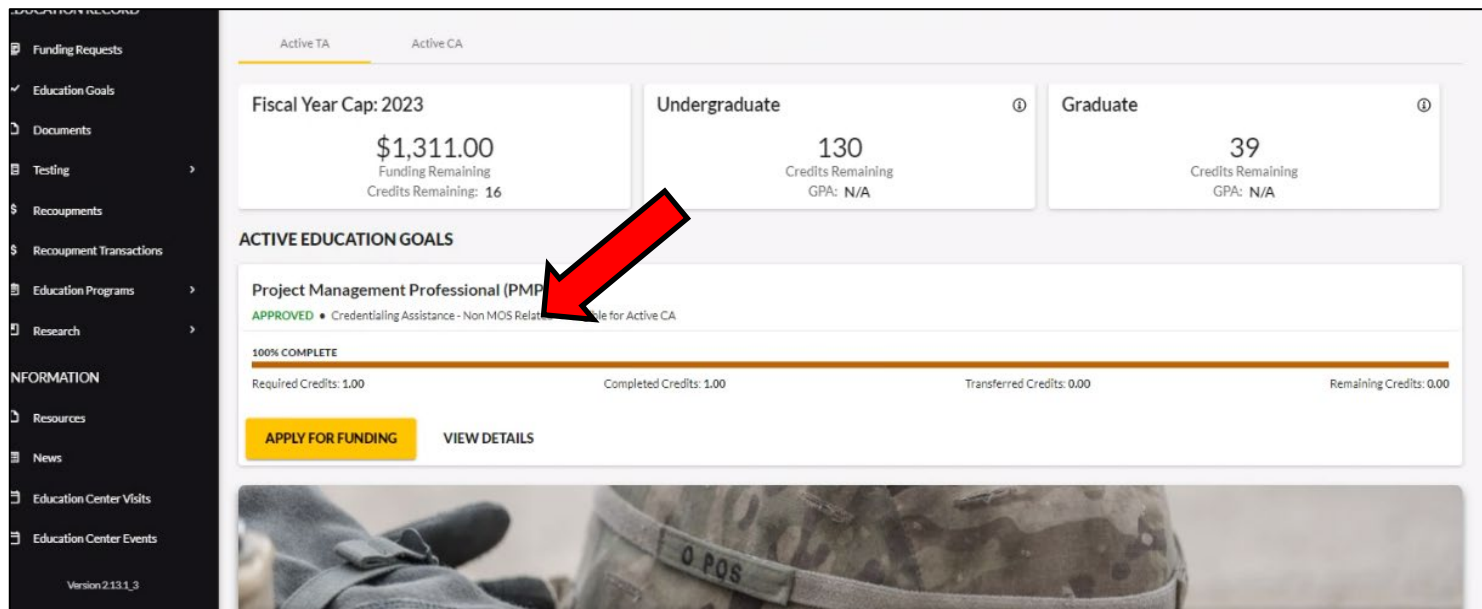
Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

Anytime a Soldier submits a CA request for an Exam, it will remove credits from the “Required Credits”. This will NOT affect the Semester hour limit for TA. Required Credits are just the number of Exams for this credential.

Soldiers can continue to submit CA Requests (books/materials) from the same Goal, unless that goal is completed. If a Soldier needed to submit for another Exam after the current goal is completed (*Why would they do this? Could be for recertification study materials or CEU/PDU refresher requirement*), they can submit a new Education Goal. If an exam was not completed successfully, the Soldier must submit an ArmyIgnitED message to ACAPO in ArmyIgnitED using the “Credentialing Assistance (CA) Office” category to request ACAPO add another exam to their goal.



The screenshot displays the 'Active CA' (Credentialing Assistance) section of the Army IgnitED system. A sidebar on the left lists various navigation options like 'Funding Requests', 'Education Goals', and 'Documents'. The main content area shows the 'Active CA' tab with a 'Fiscal Year Cap: 2023' and a funding amount of '\$1,311.00'. Below this, there are three boxes for 'Undergraduate' (130 Credits Remaining) and 'Graduate' (39 Credits Remaining). The 'ACTIVE EDUCATION GOALS' section features a goal for 'Project Management Professional (PMP)' which is 'APPROVED' and '100% COMPLETE'. A progress bar indicates that all required credits (1.00) have been completed. A red arrow points to the goal's status. At the bottom of the goal section are buttons for 'APPLY FOR FUNDING' and 'VIEW DETAILS'. The footer of the interface shows 'Version 2.13.1.3'.



Soldier submitted CA Request- waiting on ACAPO to review:

ID #4067366-Exam Master  
PENDING ACAPO REVIEW • ACTIVE CA

TRAINING - PA-CAT 01/10/2023 - 04/13/2023

Level: Other Grade: Credits: 1 Government Cost: \$250.00 Student Cost: \$0.00

CANCEL

ACAPO reviewed case and move it to finance (CABO) for payment:

ACAPO CONCURS / PENDING FINANCE PAYMENT • ACTIVE CA

EXAM - SY0-601 12/15/2022 - 01/10/2023

Level: Tech/OCC Grade: Credits: 1 Government Cost: \$282.00 Student Cost: \$0.00

Finance (CABO) creating invoice but not paid yet:

ACAPO CONCURS / PENDING FINANCE PAYMENT • ACTIVE CA Certified

EXAM - SY0-601 12/15/2022 - 01/10/2023

Level: Tech/OCC Grade: Credits: 1 Government Cost: \$282.00 Student Cost: \$0.00

Payment was made by finance (CABO)- Soldier can contact vendor and begin:

APPROVED AND PAID • ACTIVE CA Certified

TRAINING - CompTIA CertMaster Learn for Security+ (SY0-601) - Individual License with Labs and Hand-on 12/09/2022 - 01/01/2023

Level: Other Grade: Credits: 1 Government Cost: \$977.00 Student Cost: \$0.00



Soldiers will receive notifications through their ArmyIgnitED account when a Goal has been created (this is just the goal, not the CA request), when ACAPO moves a case to finance for payment, then when finance makes the payment.  
Soldiers are responsible for checking their cases!

← My Inbox

CREATE MESSAGE

Select Category  
All

☐ Has Suspense Date

Conversations

Sent

████████████████████

Thu 11/10/2022

Army Credentialing Assistance Concurred

████████████████████

Thu 11/10/2022

Education Goal Approved

████████████████████

Thu 11/10/2022

Your education goal has been created

3 total

Army Credentialing Assistance Concurred

Category: Education Goals

From: Administrator System

To: ████████████████████

Created: 11/10/2022

\*\*\* Attention: Do not reply to this message. If you have questions, please contact the Army Credentialing Assistance Program Office (ACAPO).\*\*\*

\*\*\* Do not proceed to testing or training without email confirmation from the CA Finance Office that your funding request has been paid.\*\*\*

Hello,  
Your application for Credentialing Assistance (CA) has been reviewed and concurred by ACAPO. Your CA request is now being reviewed for payment by the CA Finance Office. Currently, you do not have approved funding. Your CA request must be paid by CA Finance before you can start your training or exam. You will receive another message once the CA Finance Office processes your CA.

Please login into ArmyIgnitED to view your CA Requests.  
You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications. You may also be required to digitally sign your CA Request.


Reason: test

Credentialing Assistance Application Details:  
Application ID: ████████████████████  
Institution: Exam Master  
Course(s):

- Course: TRAINING  
Title: PA-CAT  
Dates: 1/10/2023-4/13/2023

V/c:  
ArmyIgnitED System Administrator

- **Need counseling or assistance with CA?**



**ARMY COOL**  
Credentialing Opportunities On-Line

GET CERTIFIED | EXPLORE MILITARY OCCUPATIONS | LEARN & DEVELOP PROFESSIONALLY | RESOURCES & LINKS

WELCOME TO THE NEW COOL

Go to: MOS | WO MOS | Officer | ASI | Credentialing Assistance | Credential Search | Contact Us

Overview

Potential Out-of-Pocket Costs

**Army Credentialing Assistance**

Frequently Asked Questions (FAQs)

MOS Proponent Funded

GI Bill ®

Costs and Funding

### Army Credentialing Assistance (CA) Program

Take advantage of a great opportunity to pay for credentials that can enhance your skills and qualifications both during and after military service! The Army Credentialing Assistance (CA) Program can pay for courses and exams that lead to industry-recognized civilian credentials in an occupational area of your choice. You may use this program to enhance your skills, either in your current MOS, or in an occupation you would like to pursue when you leave military service. You can request CA funding for any credential listed on Army COOL.

Learn what CA funds on the [Costs & Funding](#) page.

Learn about how to apply for CA on the [Process Overview](#) page.

The [Interest Profiler](#) in MilGears can assist you in researching career options before selecting credentials and/or degrees. The tool will analyze your input into the interest profiler, provide you with related civilian occupations you may be interested in, and will show the related credentials and/or academic degrees that support your career interests. If you find an occupation you are interested in, you'll have the option to download and save a summary page of occupational information that you can keep as a reference.


- [CompTIA Security+](#)
- [Certified Personal Trainer \(NASM-CPT\)](#)
- [Project Management Professional \(PMP\)](#)
- [CompTIA Network+](#)
- [CompTIA A+](#)

**Trending Career Opportunities**

- **Medical** - Discover fast-tracked career opportunities at the VA for health professionals  
→ [Learn More](#)
- **Truck Drivers** - Interested in pursuing a Commercial Driver's career?  
→ [Learn More](#)
- **Information Technology** - Connect to free IT training offered through the VA's VET TEC program  
→ [Learn More](#)

**Related Links**

- [Soldier CA Process Guide](#) (how to apply for CA in ArmyIgnitED)
- [Vendor CA Process Guide](#)
- [Army's Credentialing Assistance Policy](#)
- [Credentialing Assistance \(CA\) Funding Reduction Policy for Select Aviation Credentials for Active-Duty Soldiers](#)
- [Full Credential Search](#)
- [Approved Vendor List 1 August 2022](#)
- [Army COOL Credentials Added and Removed List 1 October 2022](#)
- **MilGears**
- [Soldier CA Brochure for Ed Center Use](#)
- [Vendor CA Brochure for Ed Center Use](#)
- [Army COOL Brochure](#)
- [The Army Credentialing Program](#) (video)
- [Army COOL & CA Fact Sheet](#) (for electronic use only)



[Virtual Counselor Info Sheet](#)

**CONTACT AN ARMY CA COUNSELOR**

**Click on the “Contact An Army CA Counselor” for:**

- **Soldiers who need counseling assistance for the use of Army CA funding can now request Counseling assistance! This cell is available to CONUS and OCONUS Soldiers. Counseling sessions are available on Microsoft Teams**
- **Soldiers who are unsure of what to pursue, or what they may be eligible for can benefit from this counseling**
- **Soldiers needing assistance with submitting their CA Requests can also use this counseling**



## Army Credentialing Assistance Program Page:

[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)

ArmyIgnitED:

<https://www.armyignited.army.mil/>



ARMY CREDENTIALING  
ASSISTANCE