Army Credentialing Assistance Program

The Army Credentialing Assistance (CA) Program provides funding for voluntary off-duty courses and/or exams leadings to an industry-recognized academic or vocational credential/license.

What Do I Get?
- $4000 per fiscal year. You can use CA and TA together, but not exceed $4000.
- Pays for classroom, online/blended plus associated exams, materials and all required fees (i.e., manuals, books, supplies, study guides, and recertification of credentials).

Eligibility:
- First Credential Plan – completed AIT, WOBC, or BOLC.
- Second Credential Plan – completed ALC, WOAC, or Captains Career Course.
- No negative/adverse action flags or HOLDs that would prevent usage of TA.
- Officers/Warrant – you will incur an ADSO of 2-years starting your completion date.

Three Credentialing Options for each Credential Plan
1. Civilian Occupation Related – you can stack certifications under your Credential Plan.
2. Academic Related – One certification per degree.
3. MOS Related – Cannot be a MOS requirement. In that case, you will use proponent funding.

Credential Eligibility:
1. Must be completed before Soldier's ETS date (watch your terminal leave).
2. Is an Army vetted vendor/school.

Checklist

- ☐ Speak to a counselor.
- ☐ Research www.cool.osd.mil/army for your credential/license requirements/eligibility.
- ☐ Identify your vendor/school and contact them for course/exam details. Get an itemized invoice or quote emailed to you.
- ☐ Set up an account via www.armyignited.com and complete a Credential Path.
- ☐ Ensure you have an active GoArmyEd account with homeschool listed. If you are using TA, you will already have a school listed. If you do not, you will choose Credential School.
- ☐ Complete your CA funding request **AT LEAST 30 BUSINESS DAYS** prior to your start. No exceptions. The system is designed to block you requesting a date that is not at least 30 business days.
- ☐ Once you submit your request, monitor your email and ArmyIgnitED account.
- ☐ When you have completed your credential/exam, you will have 10 days to submit your proof though ArmyIgnitED. It must be in the form of certificate, license, exam results, etc. directly from your vendor.

#1 Tip: Separate your training/class from your exam. In the case you fail the exam, you will only need to pay back the exam and not the entirety.