



Educate to Win!

The Army Credentialing Assistance Program Office (ACAPO)

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

Overall Classification is Controlled Unclassified Information or CUI



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 30-37: Creating a CA Request for Exams

Slide 38-50: Creating a CA Request for Recertification

Slide 51-54: Checking the Status of a CA Request

Slide 55: Need Assistance or Counseling? Schedule your appointment with a CA Counselor now!

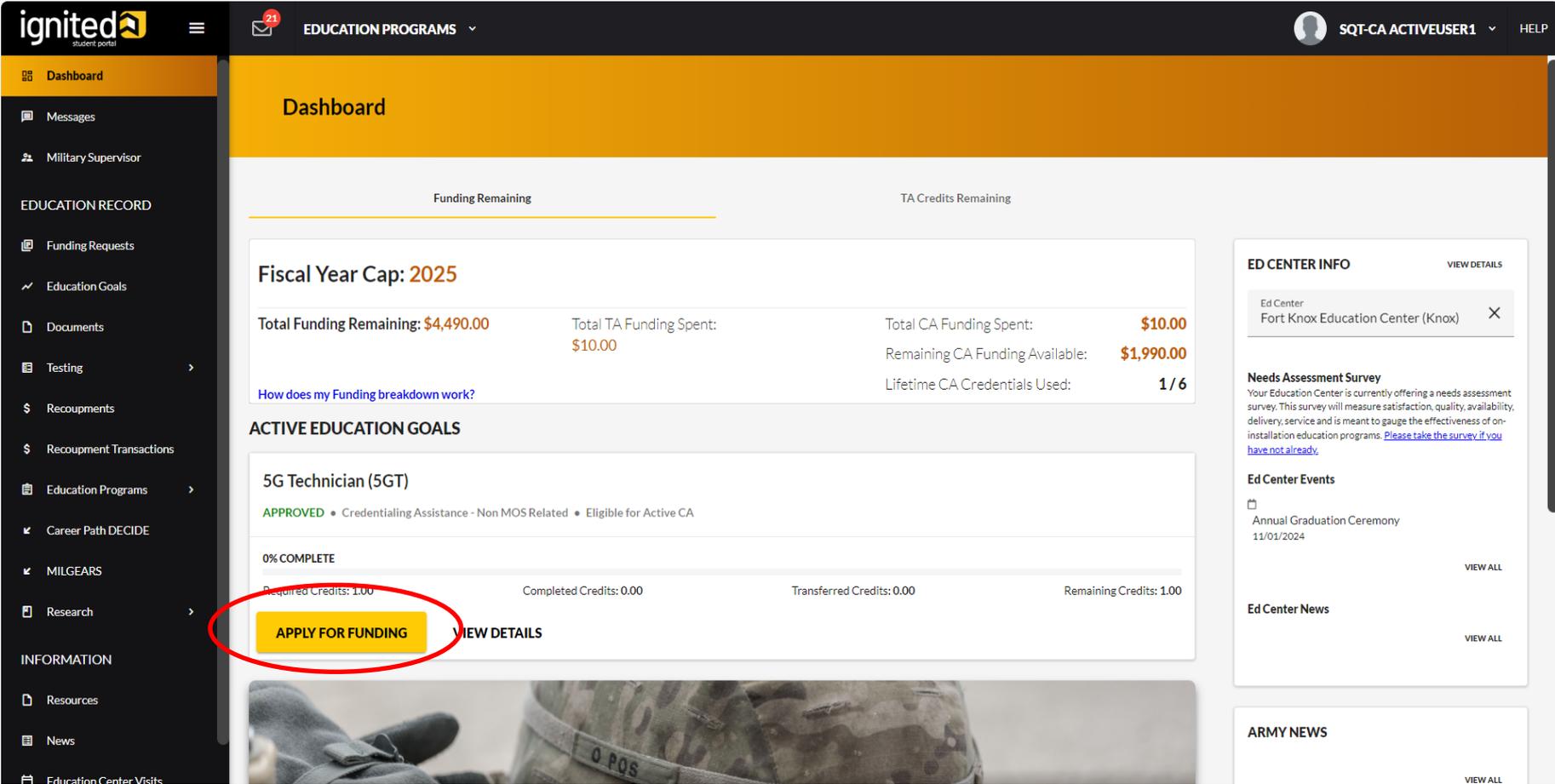


CREATING CA REQUEST FOR TRAINING



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

NOTE: Dashboard provides information on lifetime limits, total spent between TA/CA, and “How does my Funding breakdown work?” link to provide explanation



The screenshot shows the Ignited student portal dashboard. The left sidebar contains navigation options: Dashboard, Messages, Military Supervisor, EDUCATION RECORD (Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Career Path DECIDE, MILGEARS, Research), and INFORMATION (Resources, News, Education Center Visits). The main content area is titled "Dashboard" and is divided into two columns: "Funding Remaining" and "TA Credits Remaining".

Funding Remaining

- Fiscal Year Cap: 2025
- Total Funding Remaining: \$4,490.00
- Total TA Funding Spent: \$10.00
- How does my Funding breakdown work?

TA Credits Remaining

- Total CA Funding Spent: \$10.00
- Remaining CA Funding Available: \$1,990.00
- Lifetime CA Credentials Used: 1 / 6

ACTIVE EDUCATION GOALS

- 5G Technician (5GT)
- 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** (highlighted with a red circle) | VIEW DETAILS

ED CENTER INFO

- Ed Center: Fort Knox Education Center (Knox)
- Needs Assessment Survey: Your Education Center is currently offering a needs assessment survey. This survey will measure satisfaction, quality, availability, delivery, service and is meant to gauge the effectiveness of on-installation education programs. [Please take the survey if you have not already.](#)
- Ed Center Events: Annual Graduation Ceremony 11/01/2024
- Ed Center News

ARMY NEWS



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.

Address ✓

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

City State Zip

VERIFY AND PROCEED CANCEL

← [Redacted Name] ←

PRINT EDUCATION RECORD

Personal Data

[Redacted Personal Data]

City State Zip

UPDATE Profile Saved! UNDO

← 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 Contact and Address Information]

VERIFY AND PROCEED CANCEL ←



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 (Army/ignited). 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://dodid.defense.gov/Privacy/SORNs/index/DOD-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”

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

Demographic Vendor **3** Dates 4 Training/Exam 5 Supporting Documentation

What are your exact start and end dates?

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.

2/20/2025 

2/28/2025 

BACK

NEXT

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: 5G Technician (5GT)

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

Please select the applicable funding request; (Training, Exam, Books and Materials)
Selecting an incorrect type will result in your request being disapproved. Thereby requiring a new submission.

What do you need funding for?

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

BACK NEXT 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.

NOTE!!! The banner in blue provides information on the mandatory requirement to request the exam within 180 of the end date. If there are multiple training requests needed prior to the exam, please contact ACAPO within ArmyIgnitED using the “Credentialing Assistance (CA) Office” category

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

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

1 IAW Army policy, you are required to submit a CAR for, and take, the exam associated with this credential training. You must submit another CAR to take the related credentialing exam within 180 days of successfully completing the training.

Remaining Funding
Fiscal Year: 2025
\$1,000.00

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

Items per page: 10 1 of 1 < >

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
- 4 Training/Exam**
- Supporting Documentation

IAW Army policy, you are required to submit a CAR for, and take, the exam associated with this credential training. You must submit another CAR to take the related credentialing exam within 180 days of successfully completing the training.

Add Training

Army CA - Project Management Professional (PMP) Certification Training \$ 2099

Description*
N/A

3 / 1000

Remaining Funding
Fiscal Year: 2025
\$1,000.00

ADD TRAINING BACK



Soldiers can add any application fee or membership fee if needed (if funding is available). Soldiers must keep in mind that an exam must be requested, and funding must be available. Contact ACAPO or VCC for further guidance if needed

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

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

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

Government Cost \$1,000.00	Student Cost \$1,099.00
-------------------------------	----------------------------

ADD FEE

Remaining Funding
Fiscal Year: 2025
\$0.00

Costs

Total Costs	Government Costs	Student Costs
\$2,099.00	\$1,000.00	\$1,099.00



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

Type* \$ Cost*

Administrative Application Shipping

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: 5G Technician (5GT)

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

TRAINING - test training			
Government Cost	Student Cost		
\$15.00	\$0.00		
Fee Type	Government Cost	Student Cost	
FEE - Administrative	\$5.00	\$0.00	REMOVE FEE
ADD FEE			

Remaining Funding
Fiscal Year: 2025
\$1,970.00

Costs		
Total Costs	Government Costs	Student Costs
\$20.00	\$20.00	\$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 and CompTIA 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

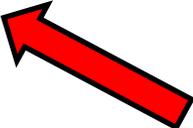
Other Documents from Vendor (Optional)

 **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 4908861

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



Credentialing Assistance Request Submitted!



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: 5G Technician (5GT)

Demographic Vendor Dates Training/Exam Supporting Documentation

IAW Army policy, you are required to submit a CAR for, and take, the exam associated with this credential training. You must submit another CAR to take the related credentialing exam within 180 days of successfully completing the training.

Add Training

Title \$ Cost

Description*
0 / 1000

ADD TRAINING BACK

Remaining Funding
Fiscal Year: 2025
\$1,990.00



← 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

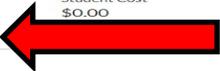
Costs

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

BACK NEXT CANCEL

Remaining Funding
Fiscal Year:
\$3,330.00

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 and CompTIA where screenshot is allowed*) to request a custom quote for the CA Request

← Create Credentialing Assistance Request: 5G Technician (5GT)

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 upload the correct one to your existing CA Request (while in "Pending ACAPO Review" Status). If the quote is incorrect when ACAPO reviews your CA Request, it will be rejected, and you will have to submit a new CA request with new start and end dates. ACAPO cannot revert a rejected CA Request to the original submission.

The quote must come from the vendor, and it MUST match what is listed in the CA request(exceptions-Pearson Vue, CompTIA, IBSC).

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 files here

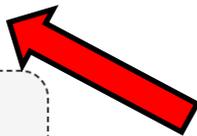
Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Other Documents from Vendor (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf





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 4908861

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



Credentialing Assistance Request Submitted!



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: 5G Technician (5GT)

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

Please select the applicable funding request; (Training, Exam, Books and Materials)
Selecting an incorrect type will result in your request being disapproved. Thereby requiring a new submission.

What do you need funding for?

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

BACK NEXT CANCEL



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

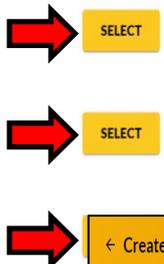
Demographic Vendor Dates

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

Theory Book
Description: N/A

Public Relations Book
Description: N/A

BACK



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

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

Type *
Books
Materials

\$ Cost *

Select Associated Training or Exam *

Remaining Funding
Fiscal Year: 2023
\$1,881.00

ADD BOOK OR MATERIAL BACK

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

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

Remaining Funding
Fiscal Year: 2023
\$1,881.00

ADD BOOK OR MATERIAL BACK



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, 6th 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	Government Costs	Student Costs
Total Costs	\$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 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

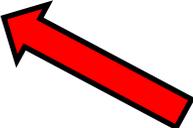
Other Documents from Vendor (Optional)

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 4908861

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



Credentialing Assistance Request Submitted!



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: 5G Technician (5GT)

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

Please select the applicable funding request; (Training, Exam, Books and Materials)
Selecting an incorrect type will result in your request being disapproved. Thereby requiring a new submission.

What do you need funding for?

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

BACK NEXT CANCEL



They will then click "SELECT EXAM"

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

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

Add Exam

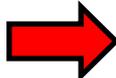
Written Exam - Project Management Professional (PMP)

Description: N/A
Category: Written

SELECT EXAM

Remaining Funding
Fiscal Year: 2025
\$1,000.00

BACK





They will select Location and add cost

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

Demographic Vendor Dates 4 Training/Exam 5 Supporting Documentation

Exam Title
Written Exam - Project Management Professional (PMP)

Location*
DL/Online \$ 188

ADD EXAM **BACK**

Remaining Funding
Fiscal Year: 2025
\$1,000.00

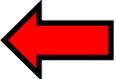
They will then click "ADD EXAM"

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

Demographic Vendor Dates 4 Training/Exam 5 Supporting Documentation

Exam Title
Written Exam - Project Management Professional (PMP)

Location*
DL/Online \$ 188

ADD EXAM **BACK** 

Remaining Funding
Fiscal Year: 2025
\$1,000.00



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

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

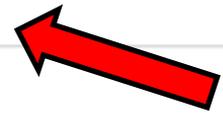
- Demographic
- Vendor
- Dates
- 4 Training/Exam**
- 5 Supporting Documentation

EXAM - Written Exam - Project Management Professional (PMP)	
Government Cost	Student Cost
\$188.00	\$0.00
ADD FEE	

Remaining Funding
Fiscal Year: 2025
\$812.00

Costs		
Total Costs	Government Costs	Student Costs
\$188.00	\$188.00	\$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 and CompTIA where screenshot is allowed*) to request a custom quote for the CA Request

← Create Credentialing Assistance Request: 5G Technician (5GT)

- 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 upload the correct one to your existing CA Request (while in "Pending ACAPO Review" Status). If the quote is incorrect when ACAPO reviews your CA Request, it will be rejected, and you will have to submit a new CA request with new start and end dates. ACAPO cannot revert a rejected CA Request to the original submission.

The quote must come from the vendor, and it MUST match what is listed in the CA request(exceptions-Pearson Vue, CompTIA, IBSC).

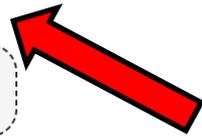
Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Custom Quote from Vendor

 **CHOOSE FILE**

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf



Other Documents from Vendor (Optional)

 **CHOOSE FILE**

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf



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 4908861

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



Credentialing Assistance Request Submitted!



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 ArmyIgnitED Education Programs interface. The top navigation bar includes the 'ignited' logo, 'EDUCATION PROGRAMS', and the user profile 'MIKE PURNELL ACTIVETA'. The main content area is divided into two sections: 'Funding Remaining' and 'TA Credits Remaining'.

Funding Remaining:

- Fiscal Year Cap: 2025
- Total Funding Remaining: \$3,490.00
- Total Funding Spent: \$1,010.00
- Remaining CA Funding Available: \$990.00

TA Credits Remaining:

- Total TA Spent: \$0.00
- Total CA Spent: \$1,010.00
- CA Credentials: \$10.00
- Pilot Credentials: \$1,000.00
- Pilot Credential Funds Remaining: \$0.00
- Lifetime CA Credentials Used: 2 / 6

ACTIVE EDUCATION GOALS:

- Commercial Pilot, Airplane Multi-Engine (AME) Rating:** APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA. 0% COMPLETE. Required Credits: 2.00, Completed Credits: 0.00, Transferred Credits: 0.00, Remaining Credits: 2.00.
- Accounting:** APPROVED • ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY • Bachelors Degree • Eligible for Active TA. 0% COMPLETE. Required Credits: 126.00, Completed Credits: 0.00, Transferred Credits: 0.00, Remaining Credits: 126.00.
- Project Management Professional:** APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA. 100% COMPLETE. Required Credits: 1.00, Completed Credits: 1.00, Transferred Credits: 0.00, Remaining Credits: 0.00.

A red arrow points to the 'Project Management Professional' goal, highlighting its completion status.

ED CENTER INFO:

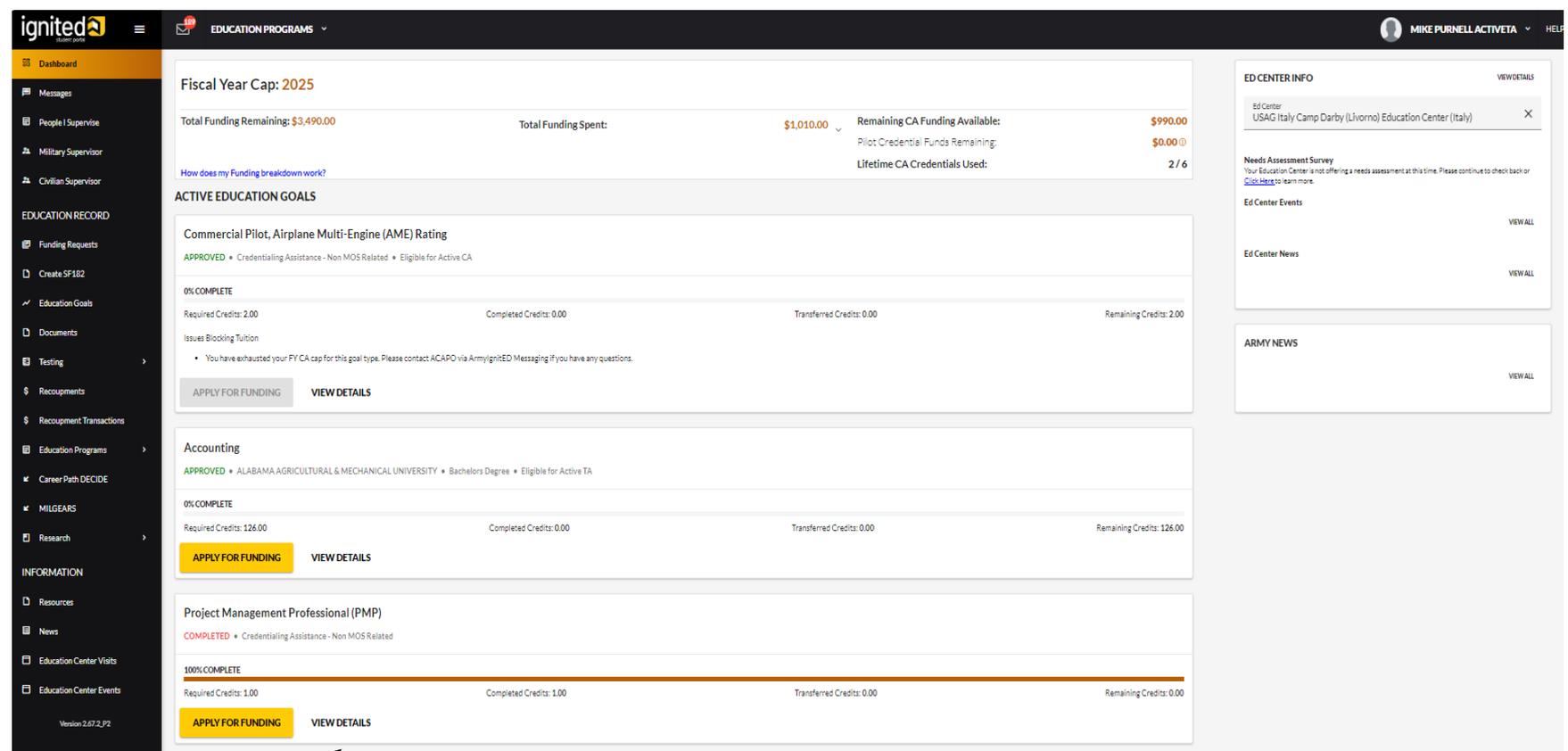
- Ed Center: USAG Italy Camp Darby (Livorno) Education Center (Italy)
- Needs Assessment Survey: Your Education Center is not offering a needs assessment at this time. Please continue to check back or click here to learn more.
- Ed Center Events: VIEW ALL
- Ed Center News: VIEW ALL
- ARMY NEWS: VIEW ALL



CREATING CA REQUEST FOR RECERTIFICATION



To request a Recertification, click on “Apply for Funding” from a “Completed” goal



The screenshot shows the Ignited Education Programs dashboard. The top navigation bar includes the Ignited logo, a hamburger menu, 'EDUCATION PROGRAMS', and a user profile for 'MIKE PURNELL ACTIVETA'. The left sidebar lists various navigation options like Dashboard, Messages, People | Supervise, Military Supervisor, Civilian Supervisor, EDUCATION RECORD, Funding Requests, Create SF182, Education Goals, Documents, Testing, Recupments, Recupment Transactions, Education Programs, Career Path DECIDE, MILGEARS, Research, INFORMATION, Resources, News, Education Center Visits, and Education Center Events. The main content area is titled 'Fiscal Year Cap: 2025' and displays a summary of funding: Total Funding Remaining: \$3,490.00, Total Funding Spent: \$1,010.00, Remaining CA Funding Available: \$990.00, Pilot Credential Funds Remaining: \$0.00, and Lifetime CA Credentials Used: 2 / 6. Below this, there are three education goal cards. The first is 'Commercial Pilot, Airplane Multi-Engine (AME) Rating' (APPROVED), the second is 'Accounting' (APPROVED), and the third is 'Project Management Professional (PMP)' (COMPLETED). Each card shows progress bars and credit requirements. The 'Project Management Professional (PMP)' card is 100% complete and has a yellow 'APPLY FOR FUNDING' button. A red arrow points to this button.

Goal Name	Status	Required Credits	Completed Credits	Transferred Credits	Remaining Credits
Commercial Pilot, Airplane Multi-Engine (AME) Rating	APPROVED	2.00	0.00	0.00	2.00
Accounting	APPROVED	126.00	0.00	0.00	126.00
Project Management Professional (PMP)	COMPLETED	1.00	1.00	0.00	0.00



Edit or click "Verify and Proceed"

← Create Credentialing Assistance Request

Contact Information

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

Email
mike.purnell@bamtech.net

Personal Email
MambaOut@DSL.edu

Work Phone
(555) 555-5555

Mobile Phone
(282) 013-6407

Address

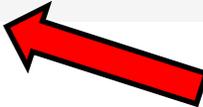
Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.
Zip Code must have 5 digits with an optional - and 4 more digits. Ex: 12345 or 12345-1234

Street 1
1467 Princess Ave

Street 2

City	State	Zip
Philadelphia	AL	08167

VERIFY AND PROCEED CANCEL





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 (Army/ignited). 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://dodid.defense.gov/Privacy/SORNs/index/DOD-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”

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

Demographic Vendor **3** Dates 4 Training/Exam 5 Supporting Documentation

What are your exact start and end dates?

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.

2/20/2025 

2/28/2025 

BACK **NEXT** CANCEL



Select "Add Recertification"

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

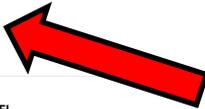
Demographic ✓ Vendor ✓ Dates ✓ Training/Exam 4 Supporting Documentation 5

Please select the applicable funding request; (Training, Exam, Books and Materials)
Selecting an incorrect type will result in your request being disapproved. Thereby requiring a new submission.

What do you need funding for?

ADD RECERTIFICATION ⓘ

BACK NEXT CANCEL



Select the location and add the cost, then click "Add Recertification"

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

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

Title
RECERTIFICATION

Location* Cost* \$ 10

- DL/Online ✓
- N/A
- Off Installation
- On Installation
- Other

Remaining Funding
Fiscal Year: 2025
\$990.00



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

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

Demographic Vendor Dates 4 Training/Exam 5 Supporting Documentation

RECERTIFICATION - RECERTIFICATION [X]

Government Cost	Student Cost
\$1.00	\$0.00

ADD FEE

ADD RECERTIFICATION

Remaining Funding
Fiscal Year: 2025
\$989.00

Costs

Total Costs	Government Costs	Student Costs
\$1.00	\$1.00	\$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 and CompTIA where screenshot is allowed*) to request a custom quote for the CA Request

← Create Credentialing Assistance Request: 5G Technician (5GT)

- 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 upload the correct one to your existing CA Request (while in "Pending ACAPO Review" Status). If the quote is incorrect when ACAPO reviews your CA Request, it will be rejected, and you will have to submit a new CA request with new start and end dates. ACAPO cannot revert a rejected CA Request to the original submission.

The quote must come from the vendor, and it MUST match what is listed in the CA request(exceptions-Pearson Vue, CompTIA, IBSC).

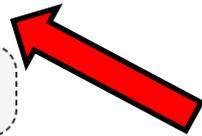
Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Custom Quote from Vendor

 **CHOOSE FILE**

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf



Other Documents from Vendor (Optional)

 **CHOOSE FILE**

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf



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 4908861

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



Credentialing Assistance Request Submitted!



If you are unable to request a Recertification, or you only need to recertify and are unable to add the credential goal, please contact ACAPO in ArmyIgnitED using the “Credentialing Assistance (CA) Office” category

The screenshot displays the 'EDUCATION PROGRAMS' section of the ArmyIgnitED system. The user is logged in as MIKE PURNELL (ACTIVETA). The interface shows a 'Fiscal Year Cap: 2025' summary with the following funding details:

Total Funding Remaining:	\$3,490.00	Total Funding Spent:	\$1,010.00	Remaining CA Funding Available:	\$990.00
				Pilot Credential Funds Remaining:	\$0.00
				Lifetime CA Credentials Used:	2 / 6

Below the funding summary, there are three active education goals:

- Commercial Pilot, Airplane Multi-Engine (AME) Rating:** APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA. 0% COMPLETE. Required Credits: 2.00, Completed Credits: 0.00, Transferred Credits: 0.00, Remaining Credits: 2.00. Issues: Blooming Tuition. Note: You have exhausted your FY CA cap for this goal type. Please contact ACAPO via ArmyIgnitED Messaging if you have any questions.
- Accounting:** APPROVED • ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY • Bachelors Degree • Eligible for Active TA. 0% COMPLETE. Required Credits: 126.00, Completed Credits: 0.00, Transferred Credits: 0.00, Remaining Credits: 126.00.
- Project Management Professional (PMP):** COMPLETED • Credentialing Assistance - Non MOS Related. 100% COMPLETE. Required Credits: 1.00, Completed Credits: 1.00, Transferred Credits: 0.00, Remaining Credits: 0.00. A red arrow points to this goal.

On the right side, there is an 'ED CENTER INFO' section showing 'USAG Italy Camp Darby (Livorno) Education Center (Italy)' and 'ARMY NEWS'.



From your homepage, click on “Messages” on the left side of the page, then click “Create Message” Select “Credentialing Assistance (CA) Office” from the dropdown to contact ACAPO

This screenshot shows the 'Create Message' form with the 'Category' dropdown menu open. A red arrow points to the 'Credentialing Assistance (CA) Office' option. The form includes a 'Subject' field, a rich text editor, and an 'Attachments' section with a 'CHOOSE FILE' button and a 'Drop files here' area. The 'SEND' and 'CLOSE' buttons are visible at the bottom.

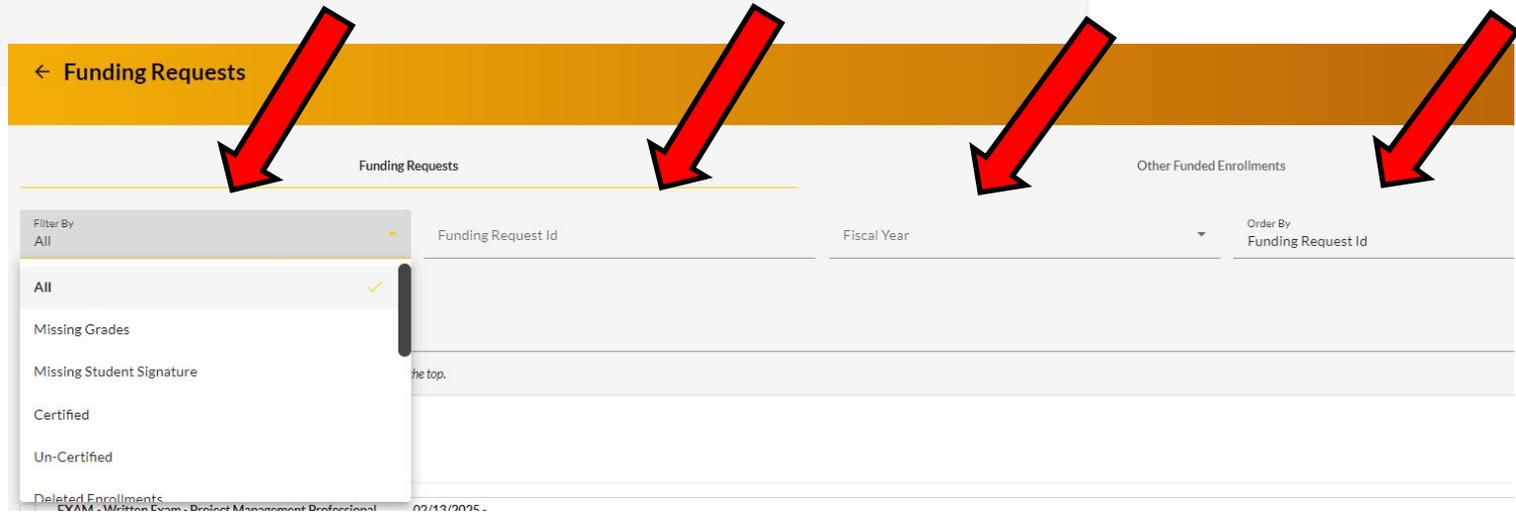
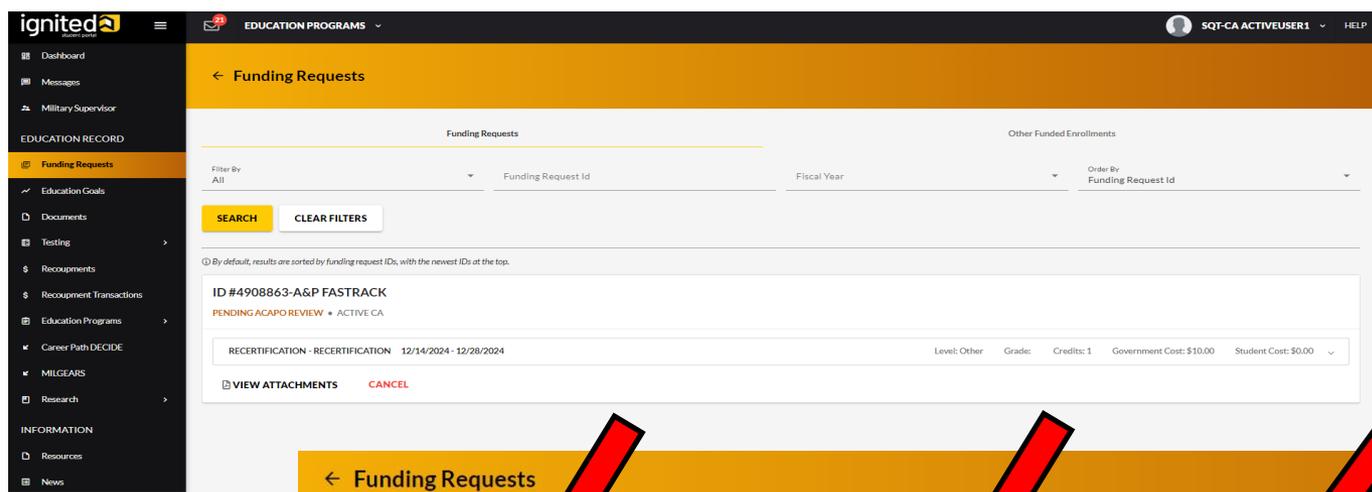
NOTE!! If you were instructed to submit your recertification previously as a training or exam, please contact ACAPO so it can be fixed so it does not count towards your lifetime limit!!!

This screenshot shows the 'Create Message' form with the 'Category' dropdown set to 'Credentialing Assistance (CA) Office' and the 'Subject' field set to 'Need assistance with Recertification'. The message content in the rich text editor reads: 'Help. My goal does not show as "Completed". I cannot submit my recertification request. Help. I submitted my goal as training or exam in this system previously because there was no option for recertification. It is now counting against my lifetime limit and needs to be fixed.' The 'Attachments' section is also visible with a 'CHOOSE FILE' button and a 'Drop files here' area. The 'SEND' and 'CLOSE' buttons are visible at the bottom.



CHECKING STATUS OF CA REQUEST

From your homepage, click on “Funding Requests”
From this page, you can see all the CA Requests, but if you are looking for something in particular, you can click on the dropdowns, then hit “Search”





Soldier submitted CA Request- waiting on ACAPO to review:

ID #4908008-ACI LEARNING
PENDING ACAPO REVIEW • ACTIVE CA

EXAM - Written Exam - Project Management Professional (PMP) 02/13/2025 - 02/20/2025 Level: Tech/OCC Grade: Credits: 1 Government Cost: \$10.00 Student Cost: \$0.00

[VIEW ATTACHMENTS](#) [CANCEL](#)

ACAPO reviewed case and move it to finance (CABO) for payment (no certified box):

ID #4908993-A&P FASTRACK
ACAPO CONCURS / PENDING FINANCE PAYMENT • ACTIVE CA

TRAINING - test 01/20/2025 - 02/01/2025 Level: Other Grade: Credits: 1 Government Cost: \$1,000.00 Student Cost: \$200.00

[PRINT PDF](#) [VIEW ATTACHMENTS](#)

With Vendor/Finance (CABO) invoice created but not paid yet (certified box):

ID #4908912-Aerolanding LLC
ACAPO CONCURS / PENDING FINANCE PAYMENT • GUARD CA Certified

TRAINING - tst ppl 12/27/2024 - 12/31/2024 Level: Other Grade: Credits: 1 Government Cost: \$22.00 Student Cost: \$0.00

[PRINT PDF](#) [VIEW ATTACHMENTS](#)

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

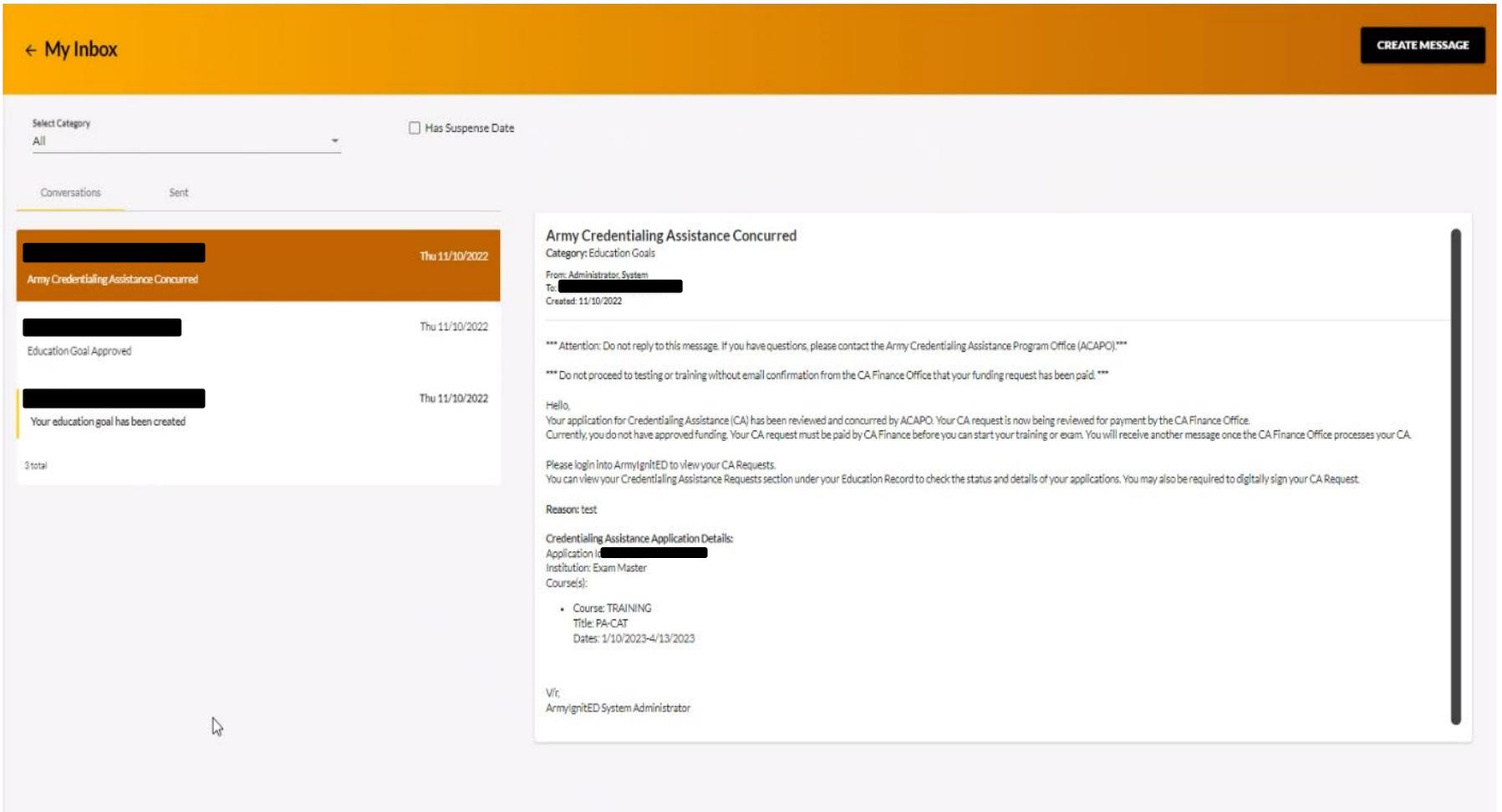
ID #4908931-ALL AMERICAN AVIATION
APPROVED AND PAID • GUARD CA Certified

TRAINING - test ppl2 09/26/2024 - 09/27/2024 Level: Other Grade: P Credits: 1 Government Cost: \$50.00 Student Cost: \$0.00

[PRINT PDF](#) [VIEW ATTACHMENTS](#)



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

- Army Credentialing Assistance Concurred** Thu 11/10/2022
- Education Goal Approved Thu 11/10/2022
- Your education goal has been created Thu 11/10/2022

3 total

Army Credentialing Assistance Concurred
Category: Education Goals

From: Administrator System
To: [Redacted]
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

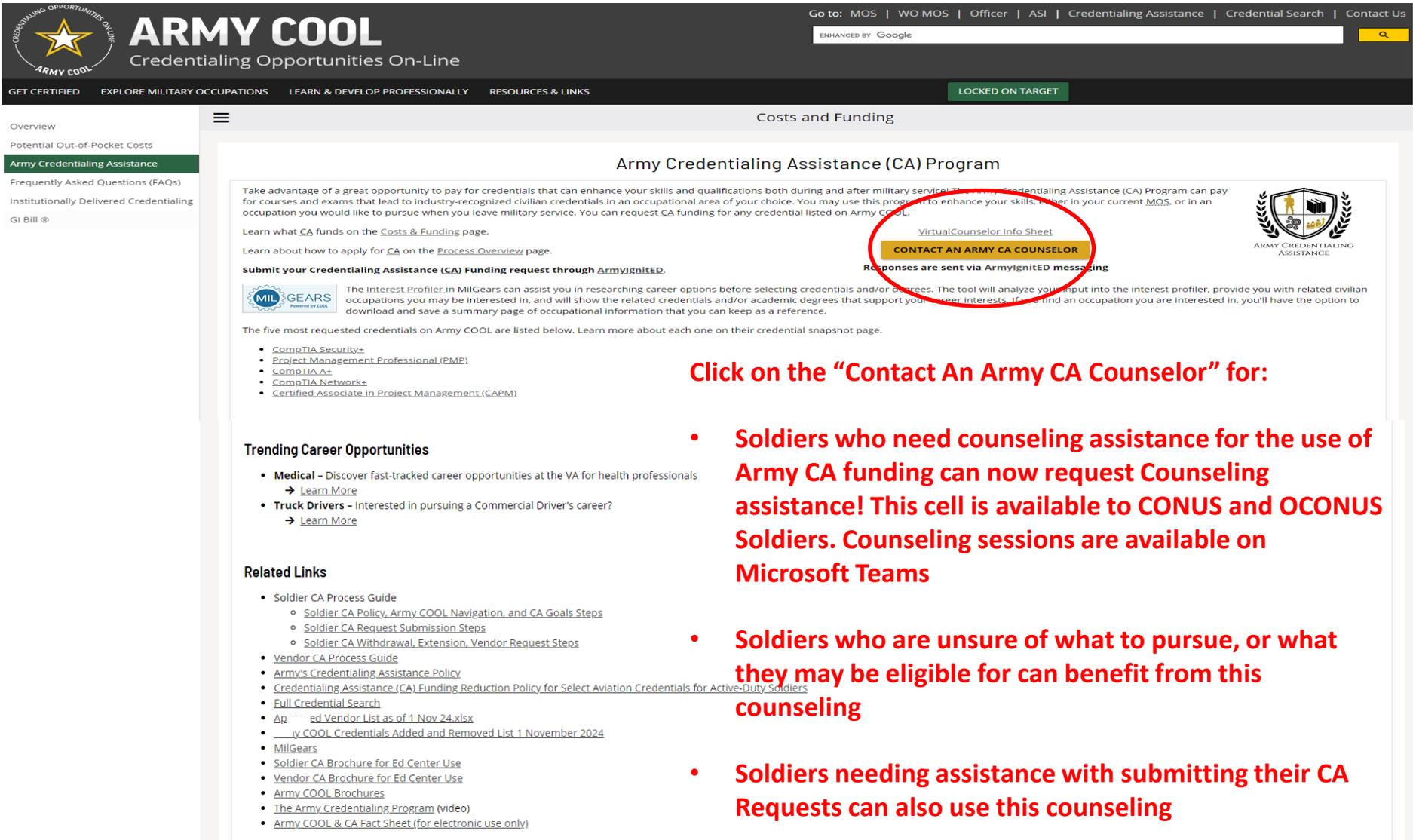
Credentialing Assistance Application Details:
Application #: [Redacted]
Institution: Exam Master
Course(s):

- 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

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

ENHANCED BY Google

GET CERTIFIED | EXPLORE MILITARY OCCUPATIONS | LEARN & DEVELOP PROFESSIONALLY | RESOURCES & LINKS | **LOCKED ON TARGET**

Overview
Potential Out-of-Pocket Costs
Army Credentialing Assistance
Frequently Asked Questions (FAQs)
Institutionally Delivered Credentialing
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.

Submit your Credentialing Assistance (CA) Funding request through ArmyIgnitED.

[Virtual Counselor Info Sheet](#)
CONTACT AN ARMY CA COUNSELOR
Responses are sent via ArmyIgnitED messaging

 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.

The five most requested credentials on Army COOL are listed below. Learn more about each one on their credential snapshot page.

- [CompTIA Security+](#)
- [Project Management Professional \(PMP\)](#)
- [CompTIA A+](#)
- [CompTIA Network+](#)
- [Certified Associate in Project Management \(CAPM\)](#)

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](#)

Related Links

- [Soldier CA Process Guide](#)
 - [Soldier CA Policy, Army COOL Navigation, and CA Goals Steps](#)
 - [Soldier CA Request Submission Steps](#)
 - [Soldier CA Withdrawal, Extension, Vendor Request Steps](#)
- [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 as of 1 Nov 24.xlsx](#)
- [Army COOL Credentials Added and Removed List 1 November 2024](#)
- [MilGears](#)
- [Soldier CA Brochure for Ed Center Use](#)
- [Vendor CA Brochure for Ed Center Use](#)
- [Army COOL Brochures](#)
- [The Army Credentialing Program](#) (video)
- [Army COOL & CA Fact Sheet \(for electronic use only\)](#)


ARMY CREDENTIALING ASSISTANCE

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



ARMY CREDENTIALING
ASSISTANCE