

The Army Credentialing Assistance (CA) Program

Purpose

Provide information and step-by-step instruction on how to submit an Army CA Request.

Agenda

- > **Slides 2-15:** Creating a CA Request for Training
- > **Slides 16-20:** Creating a CA Request for Training Manually
- > **Slides 21-29:** Creating a CA Request for Books or Materials
- > **Slides 30-38:** Creating a CA Request for Exams
- > **Slide 39-51:** Creating a CA Request for Recertification
- > **Slide 52-55:** Checking the Status of a CA Request
- > **Slide 56:** Need Assistance or Counseling? Schedule your appointment with a CA Counselor now!

The Army Credentialing Assistance Program Office (ACAPO)

1 October 2025

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, INFORMATION, Resources, News, and Education Center Visits. The main content area is titled 'Dashboard' and is divided into two sections: 'Funding Remaining' and 'TA Credits Remaining'. The 'Funding Remaining' section displays a 'Fiscal Year Cap: 2025' and a summary table:

| | | |
|--|--|---|
| Total Funding Remaining: \$4,490.00 | Total TA Funding Spent: \$10.00 | Total CA Funding Spent: \$10.00 |
| | | Remaining CA Funding Available: \$1,990.00 |
| | | Lifetime CA Credentials Used: 1 / 6 |

Below the table is a link: [How does my Funding breakdown work?](#)

The 'TA Credits Remaining' section is currently empty.

The 'ACTIVE EDUCATION GOALS' section shows a goal for '5G Technician (5GT)' with a status of 'APPROVED'. It includes details: 'Credentialed Assistance - Non MOS Related' and 'Eligible for Active CA'. A progress bar indicates '0% COMPLETE'. Below the progress bar, a summary shows: 'Required Credits: 1.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. A yellow button labeled 'APPLY FOR FUNDING' is circled in red, and a 'VIEW DETAILS' link is also present.

On the right side of the dashboard, there are three informational panels: 'ED CENTER INFO' (Fort Knox Education Center), 'Needs Assessment Survey' (with a link to take the survey), and 'Ed Center Events' (Annual Graduation Ceremony on 11/01/2024). There are also 'VIEW ALL' links for each panel.

At the bottom of the dashboard, there is an 'ARMY NEWS' section with a 'VIEW ALL' link.



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

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://dodld.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).

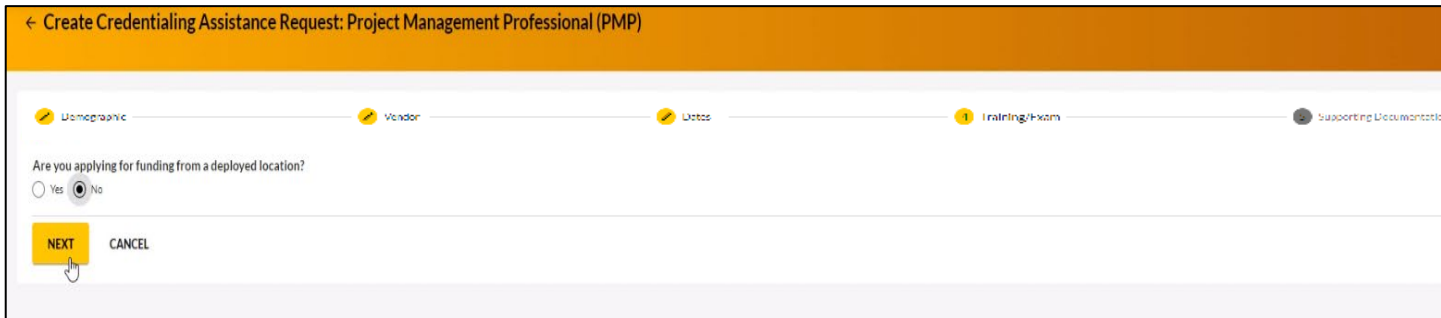
PENALTY STATEMENT:

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)

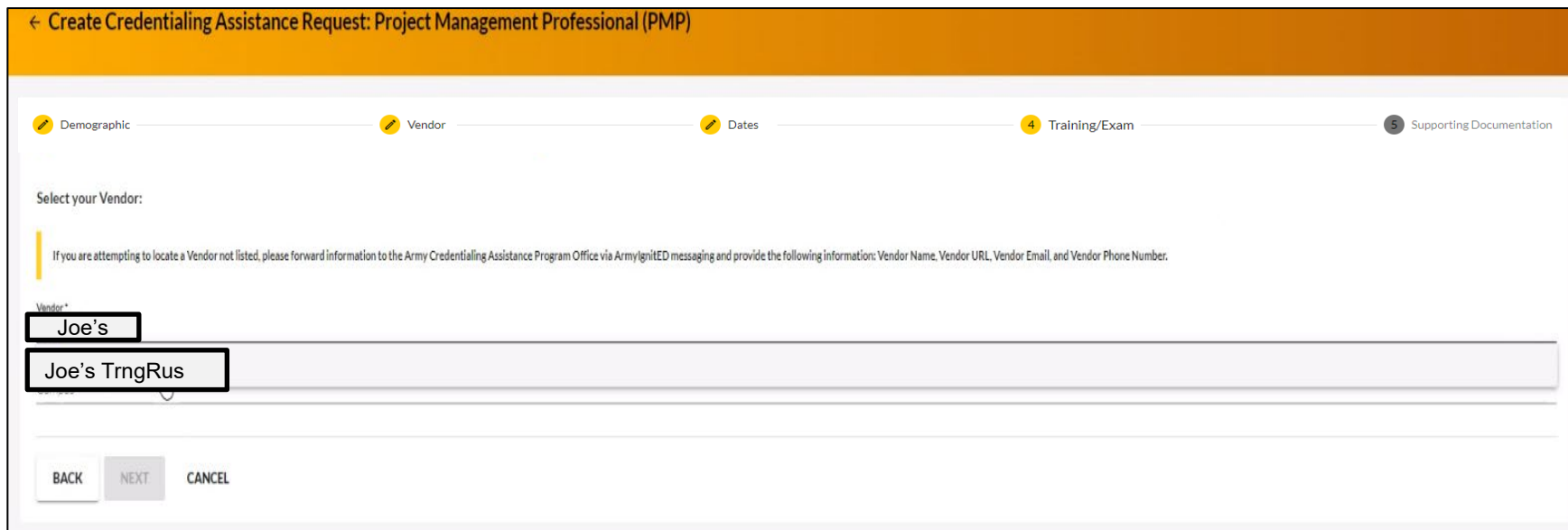
Demographic Vendor Dates **1 Training/Exam** Supporting Documentation

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 **4 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

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
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?



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 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 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 | Government Costs | Student Costs |
|----------------------------------|-------------------|-------------------|
| Total 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

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: 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

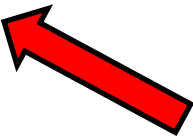
Other Documents from Vendor (Optional)

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 \$35.00 | Government Costs \$35.00 | Student Costs \$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
- 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 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

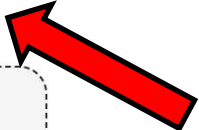
Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

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

A large red arrow with a black outline points from the bottom center towards the "ADD BOOKS AND MATERIALS" button.



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

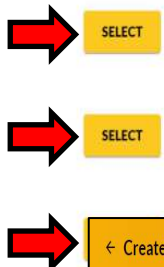
Demographic Vendor Dates

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

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

Remaining Funding
Fiscal Year
\$0.00

Costs

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

BACK NEXT CANCEL





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.

Note!! Per CA Policy, Books and/or Materials cannot have a split cost (government cost /student cost). The ArmyIgnitED system will show a pop-up box that will inform Soldiers that the funding limit has been exceeded. Soldier must contact ACAPO to discuss options (if any). If there is no other way to reduce this cost so the total cost is not split, ACAPO will reject the CA request, even if the Soldier selects “Acknowledged”.

← Create Credentialing Assistance Request: ACSM Certified Personal Trainer (ACSM-CPT)

Demographic Vendor Dates Training/Exam Supporting Documentation

| BOOK AND MATERIAL - Books | | |
|---------------------------|--------------|-----------------------------|
| Government Cost | Student Cost | Associated Training or Exam |
| \$1,956.00 | \$44.00 | test5 |
| ADD FEE | | |
| ADD BOOKS AND MATERIALS | | |

Remaining Funding

Fiscal Year: 2025

\$0.00

| Costs | | |
|-------------|------------------|---------------|
| Total Costs | Government Costs | Student Costs |
| \$2,000.00 | \$1,956.00 | \$44.00 |

BACK
NEXT
CANCEL

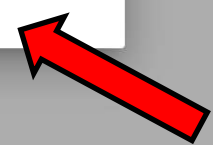
Funding Request Exceeds Available Funding

Your CA requests exceeds your remaining annual funding limit, resulting in a shared cost for this request. This CAR can still be submitted, but please contact the Army Credentialing Assistance Program Office (ACAPO) to discuss your options to complete the requirement.

If you have questions about credentialing assistance, please contact ACAPO within ArmyIgnitED messaging using the Credentialing Assistance (CA) Office category.

Thank-you,
ArmyIgnitED System Administrator

ACKNOWLEDGED



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

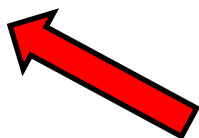
Other Documents from Vendor (Optional)

 **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 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)

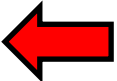
Demographic Vendor Dates 4 Training/Exam 5 Supporting Documentation

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

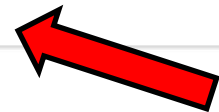
Fiscal Year: 2025

\$812.00

Costs

| Total Costs | Government Costs | Student Costs |
|-------------|------------------|---------------|
| \$188.00 | \$188.00 | \$0.00 |

BACK **NEXT** CANCEL





Note!! Per CA Policy, Exams cannot have a split cost (government cost /student cost). The ArmyIgnitED system will show a pop-up box that will inform Soldiers that the funding limit has been exceeded. Soldier must contact ACAPO to discuss options (if any). If there is no other way to reduce this cost so the total cost is not split, ACAPO will reject the CA request, even if the Soldier selects “Acknowledged”.

← Create Credentialing Assistance Request: ACSM Certified Personal Trainer (ACSM-CPT)

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

EXAM - Written Exam - ACSM Certified Personal Trainer (ACSM-CPT)

| Government Cost | Student Cost |
|-----------------|--------------|
| \$1,956.00 | \$44.00 |

ADD FEE

Funding Request Exceeds Available Funding

Your CA exam request exceeds your remaining annual funding limit, resulting in a shared cost for this exam. This CAR can still be submitted, but please contact the Army Credentialing Assistance Program Office (ACAPO) to discuss your options to complete the exam requirement.

If you have questions about credentialing assistance, please contact ACAPO within ArmyIgnitED messaging using the Credentialing Assistance (CA) Office category.

Thank-you,
ArmyIgnitED System Administrator

ACKNOWLEDGED

↖

| Costs |
|-------------|
| Total Costs |
| \$2,000.00 |

| Government Costs | Student Costs |
|------------------|---------------|
| \$1,956.00 | \$44.00 |

Remaining Funding

Fiscal Year: 2025

\$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

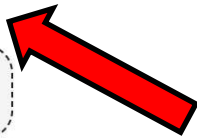
Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

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 'ignited', 'EDUCATION PROGRAMS', and user information for 'MIKE PURNELL ACTIVETA'. The main content area is divided into 'Funding Remaining' and 'TA Credits Remaining' sections.

Funding Remaining:

- Fiscal Year Cap: 2025
- 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

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, which is fully completed. The interface also includes a sidebar with navigation options like 'Dashboard', 'Messages', 'People I Supervise', and 'EDUCATION RECORD'. A right-hand panel shows 'ED CENTER INFO' and 'ARMY NEWS'.

CREATING CA REQUEST FOR RECERTIFICATION

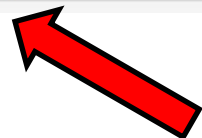


To request a Recertification, click on “Apply for Funding” from a “Completed” goal

The screenshot displays the Ignited Education Programs interface. On the left is a navigation sidebar with categories like Dashboard, Messages, People | Supervise, Military Supervisor, Civilian Supervisor, EDUCATION RECORD, and INFORMATION. The main content area is titled 'EDUCATION PROGRAMS' and shows a 'Fiscal Year Cap: 2025' summary with funding metrics: 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 are three education goals:

- Commercial Pilot, Airplane Multi-Engine (AME) Rating**: APPROVED. 0% COMPLETE. Required Credits: 2.00, Completed Credits: 0.00, Transferred Credits: 0.00, Remaining Credits: 2.00. Includes a note: 'You have exhausted your FY CA cap for this goal type. Please contact ACAPO via ArmyIgnited Messaging if you have any questions.' An 'APPLY FOR FUNDING' button is highlighted.
- Accounting**: APPROVED. 0% COMPLETE. Required Credits: 126.00, Completed Credits: 0.00, Transferred Credits: 0.00, Remaining Credits: 126.00. An 'APPLY FOR FUNDING' button is highlighted.
- Project Management Professional (PMP)**: COMPLETED. 100% COMPLETE. Required Credits: 1.00, Completed Credits: 1.00, Transferred Credits: 0.00, Remaining Credits: 0.00. An 'APPLY FOR FUNDING' button is highlighted.

On the right side, there are sections for 'ED CENTER INFO' (USAG Italy Camp Darby), 'Needs Assessment Survey', 'ED Center Events', 'ED Center News', and 'ARMY NEWS'. A red arrow points to the 'APPLY FOR FUNDING' button for the PMP goal.





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://dodld.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 **1 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 **4 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

Tim Rus

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 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 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 Supporting Documentation

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 Supporting Documentation

RECERTIFICATION - RECERTIFICATION

| | |
|-----------------|--------------|
| 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).

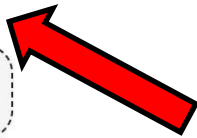
Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

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!

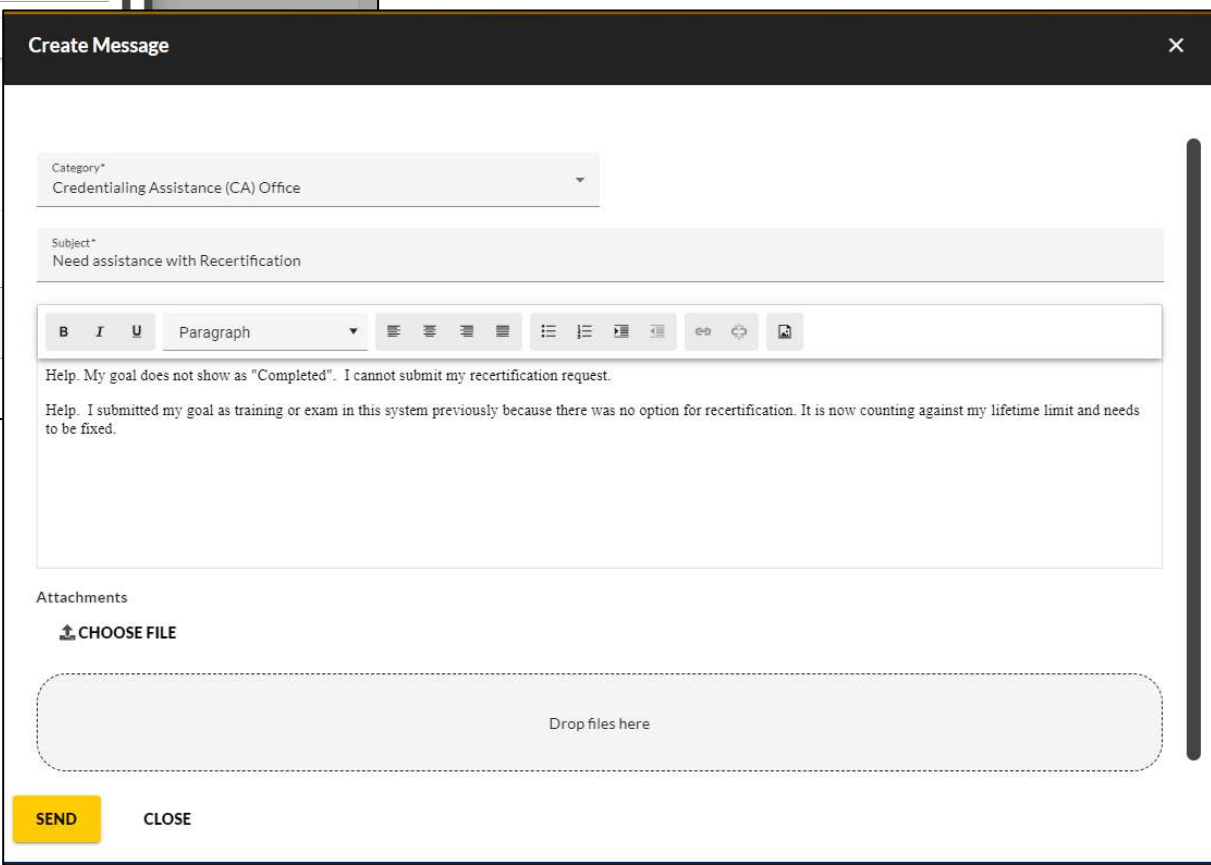
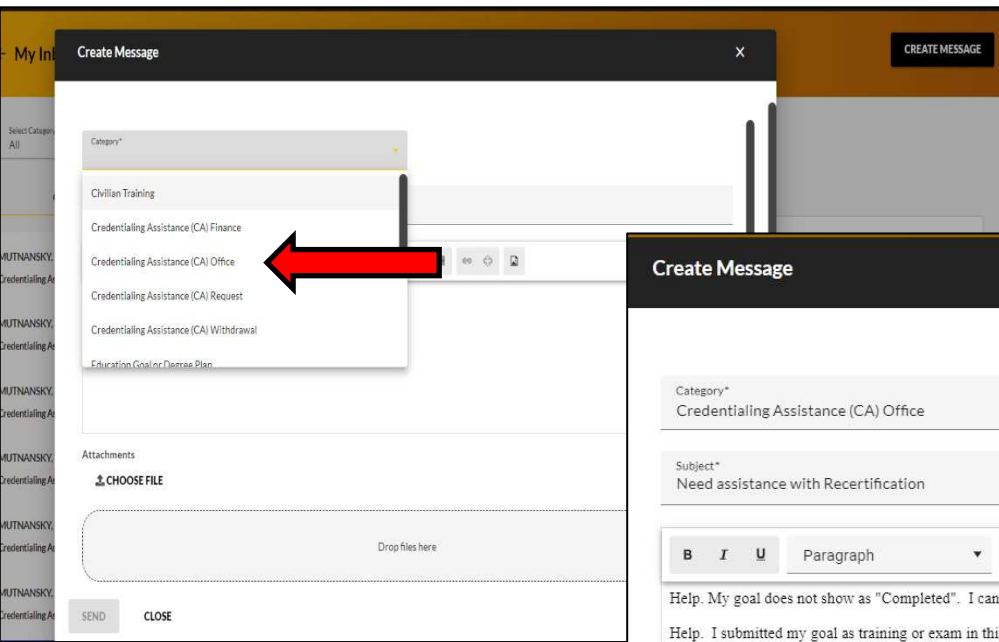


If you are unable to request a Recertification, or you only need to recertify and are unable to add the credential goal, please contact ACAPO in ArmyIgnitED using the “Credentialing Assistance (CA) Office” category

The screenshot shows the ArmyIgnitED interface for Education Programs. The left sidebar contains navigation options like Dashboard, Messages, People I Supervise, Military Supervisor, Civilian Supervisor, EDUCATION RECORD, Funding Requests, Create SF192, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Career Path DECIDE, MILGears, Research, INFORMATION, Resources, News, Education Center Visits, and Education Center Events. The main content area is titled 'EDUCATION PROGRAMS' and shows a 'Fiscal Year Cap: 2025' summary with 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, and Lifetime CA Credentials Used: 2/6. Below this are three education goal cards: 1. 'Commercial Pilot, Airplane Multi-Engine (AME) Rating' (APPROVED), 2. 'Accounting' (APPROVED), and 3. 'Project Management Professional (PMP)' (COMPLETED). A red arrow points to the 'Project Management Professional (PMP)' card, which shows 100% completion. The right sidebar contains 'ED CENTER INFO' (USAG Italy Camp Darby), 'Needs Assessment Survey', 'Ed Center Events', 'Ed Center News', 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



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!!!

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 #4909008-ACU EARNING
 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

| | |
|---|----------------|
| ██████████ | 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 #: ██████████
 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?

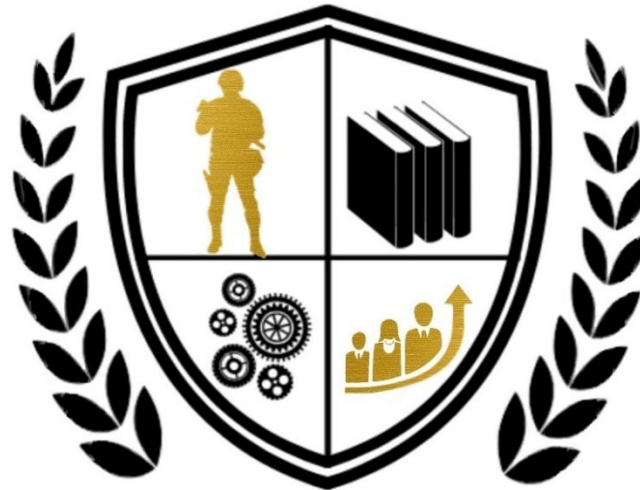
Click on the “Contact An Army CA Counselor” for:

- **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/Phone**
- **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**

The screenshot shows the Army COOL website interface. At the top, there's a navigation bar with 'Go to: MOS | WO MOS | Officer | ASI | Credential Search'. Below that, a menu bar includes 'GET CERTIFIED', 'EXPLORE MILITARY OCCUPATIONS', 'DEVELOP PROFESSIONALLY', 'RESOURCES', 'SUPPORT', and 'ANNOUNCEMENTS'. The main content area is titled 'Army Credentialing Assistance (CA) Program' and features three tiles: 'Support' (circled in red), 'Steps For Applying', and 'Resources'. Below the tiles, there's a 'Support' section with text explaining the program and a 'Contact an Army CA Counselor' button (indicated by a red arrow). There's also a 'CA 101 Video' link and a 'Frequently Asked Questions' section with expandable questions.

Army Credentialing Assistance Program Page:

https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm



ARMY CREDENTIALING
ASSISTANCE