



Army Credentialing Assistance Program

Application Checklist (As of: 15MAR20)

- ☐ **Contact your State ESO/ESS to schedule a Credentialing Assistance counseling session:** https://www.goarmyed.com/public/public_goarmyed-education_centers.aspx -OR- www.nationalguard.com/select-your-state
- ☐ **Research Army COOL at:** <https://www.cool.osd.mil/army> **for Credential requirements/eligibility and to select your credential/licensure of choice.**
- ☐ **Identify your school/training facility/credentialing agency. You may select the training provider of your choice. Contact training provider for course/exam details and prerequisites.** Obtain itemized invoice and detailed class/exam schedule with locations.
- ☐ **Establish your GoArmyEd account at:** www.goarmyed.com
To find out if your account is already active, log-in to GoArmyEd and click "My Education Record". If your account status says: Active: TA eligible, move to the next step.
New Users: Click "Request TA Access" OR For reactivations: Click "Change Degree/School"
 1. Establish your degree plan by selecting "Credentialing Pathway"
 2. Establish your school by selecting "Credential School"
- ☐ **Open a GoArmyEd Helpdesk case and select "Credentialing Request" as case type. Download and save the Credential Request (CR) and Statement of Understanding (SOU).** You may close the browser if you are not able to upload the CR and SOU immediately.
- ☐ **Complete the Credential Request for each training course and exam.**
The CR has 3 tabs -Credential (select your credential)
 - Admin (all yellow shaded blocks must be completed)
Start date must be **45 days** from submission.
 - Cost (Exam Costs that are separate from the training, materials, books must be submitted on two separate CA requests)
- ☐ **Using your CAC, sign your Statement of Understanding.**
- ☐ **Open a GoArmyEd helpdesk again and upload the CR and SOU. Select "add a note" to attach the digitally signed SOU.** You can add any supporting documentation such as an invoice, prerequisite info, etc., by selecting "add note".
- ☐ **Monitor the status of your request via the helpdesk case. You will also receive email updates to your default email address you provided GoArmyEd.** (Military or Civilian)