

ARMY NATIONAL GUARD ★

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Credentialing Assistance (CA)

1. What Is It?

- The Army's Credentialing Assistance (CA) Program provides Soldiers with funding for more than 1,600 credentials listed on www.cool.osd.mil/army

2. How Do I Qualify?

- Soldiers request credentialing assistance upon successful completion of AIT, WOBC or BOLC
- Have an active ArmyIgnitED account and not be on hold (acceptable holds are: Tier, Civ. Ed. Student Agreement, GPA)
- Cannot be flagged
- Military Service Obligation (MSO):
 - Enlisted: Must complete the credential prior to separation or ETS
 - Active Duty Officer: Two-year MSO after last day of course
 - Reserve Officers: Four-year MSO after last day of course
 - Testing/Recertification: Officers and Warrant Officers using CA for **TESTING OR RECERTIFICATION ONLY**, do not incur a service obligation (capped at \$2,000 on their last year of service).
- Using CA and GI Bill: Soldiers cannot use CA and GI Bill benefits to pay for the **same expenses**
 - However, Soldiers can use their GI Bill benefits to request reimbursement for exam related fees/costs that CA did not pay
 - Soldier must pay out-of-pocket for the exam and request reimbursement from VA

3. What Do I Get?

- CA will provide Soldiers up to \$4,000 each year to pay for a credential
- Soldiers may use both Federal Tuition Assistance (FTA) and Army Credentialing Assistance (CA); however, the combined usage shall not exceed \$4,000 per FY
- CA can be used for any credential listed on www.cool.osd.mil/army, and does not have to be related to the Soldier's MOS
- CA will pay expenses for classroom, hands-on, online/blended training and associated materials to include: manuals, study guides, textbooks, processing fees, test fees, related fees for continuing education requirements, and recertification of credentials
- All expenses are paid prior to course/exam start date by Army University. Soldiers who pay out of pocket will not be reimbursed

4. What Are The Most Popular Certifications?

- Associate Professional in HR (aPHR)
- Certified Logistics Technician (CLT)
- Certified Personal Trainer (CPT)
- Certified Welder Commercial (CW)
- Commercial Driver License (CDL)
- Emergency Medical Technician (EMT)
- Lean Six Sigma
- Project Mgmt Professional (PMP)
- Private Pilot, Airplane Single Engine
- CompTIA A+ CompTIA Security +ce

5. How Do I Apply?

- Contact your State ESO/ESS to discuss the CA application process and verify eligibility
- Ensure your credential is listed on Army COOL at www.cool.osd.mil/army
- If you don't have an ArmyIgnitED account, create an account at www.armyignited.com
- Select a credentialing pathway, there are two credentialing options:
 - MOS or ASI: Credentials related to MOS (PMOS, SMOS, AMOS) or Additional Skill Identifier
 - Other: Any credential not related to the MOS or ASI
- Search for the credential in ArmyIgnitED within the pathway selected
- Select a training provider (filter results by: Exam, Training, Online, In Person)
- Enter course information to include start and end dates, cost types, and upload any relevant documentation
- All requests must be submitted a minimum of 30 days prior to course/exam start date
- Verify all information to include funding, vendor, are credential is correct in the 'Credential Path Summary', and submit

6. Where Can I Go For Testing?

- Testing locations vary based on the exam. Check with your credentialing agency to find out where they offer testing. There are two major companies that offer certification and licensure exams. You can find local test centers on their websites:
 - Pearson VUE: www.home.pearsonvue.com/
 - Prometric: www.prometric.com/en-us/Pages/home.aspx

For More Information:

- Go to Army COOL: www.cool.osd.mil/army
- Apply On Line: www.armyignited.com
- Contact your ESO: www.nationalguard.com/select-your-state
- Visit Us Online: www.nationalguard.com/education

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