

ARMY NATIONAL GUARD ★

Updated: 25 OCT 22



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 the Army Credentialing Opportunities On-Line website (COOL): <https://www.cool.osd.mil/army>.

2. How Do I Qualify?

- Complete AIT, WOBC or BOLC.
- Cannot be flagged.
- Have an active ArmyIgnitED account
- Be able to finish the training/exam prior to ETS or MRD.
- Officers (CW2, 2LT and above) incur a Military Service Obligation: AD/2 years and Reserves/4 years (does not apply to exams or recertification). No obligations incurred for any use after 13 OCT 21.

3. What Do I Get?

- CA provides up to \$4,000/per FY to complete as many credentials as desired.
- Soldiers may use Federal Tuition Assistance (FTA) and Credentialing Assistance (CA); however, the combined usage shall not exceed \$4,000 per FY.
- CA can be used for any credential listed on Army COOL: <https://www.cool.osd.mil/army>.
 - Click "Full Credential Search" at the bottom of the website.
- 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.
- Soldiers/dependents with GI Bill may request reimbursement from VA (exam only) for certifications with the GI Bill icon.
 - Important! The combined use of CA and VA benefits to pay for an exam is a duplication of benefits and is subject to recoupment.

➤ What Are The Most Popular Certifications?

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

5. How Do I Apply?

- Contact Mr. McClanahan, Education Services Specialist, to discuss the CA application process and verify eligibility.
- Ensure your credential is listed on Army Cool at: www.cool.osd.mil/army
- Create an ArmyIgnitED account, create an account at: www.armyignited.army.mil
 - When the ArmyIgnitED site launches, click **Get Started**
- Once your account is created, log on and select **Add Credential Path**
- Once your path is in the system, you will click **Request Credentialing Assistance** and select the credential path your request relates to,
- Follow the four easy steps to create your Credentialing Assistance request and select your training provider/vendor.
- If your training provider/vendor does not appear in the list of approved vendors, Clicking **Don't see a related vendor?** will allow you to send an email to ACCESS for more information regarding the missing vendor.
- **IMPORTANT!** CA is paid up front. Soldiers will NOT be reimbursed for any payments made to the training provider.
- ACCESS Army University will notify Soldiers directly if approved/disapproved.
- All CA requests must be submitted no later than 30 business days (45 calendar days), prior to course start date, no exceptions.
- Step-by-Step instructions are available for each of these directions, contact your ESO/ESS for more information/assistance.

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: <https://home.pearsonvue.com/>
 - Prometric: <https://www.prometric.com/en-us/Pages/home.aspx>

For More Information:

- **Contact Mr. James McClanahan, james.n.mcclanahan.civ@army.mil**
- Go to Army Cool: www.cool.osd.mil/army
- Apply On Line: www.armyignited.army.mil
- KYARNG Education & Incentives Office email address: ng.ky.kyarng.mbx.education-services-office-mailbox@army.mil
- KYARNG Education & Incentives Facebook: www.facebook.com/KYNGEducation
- KYARNG Education & Incentives Instagram: <https://www.instagram.com/kyngeducation/>

