ARMY NATIONAL GUARD ★

Credentialing Assistance (CA)

1. What Is It?

➢ The Army's Credentialing Assistance (CA) Program provides Soldiers with funding for more than 2,100 credentials listed on the Army Credentialing Opportunities On-Line website (COOL): https://www.cool.osd.mil/army.

2. How Do I Qualify?

➢ Issued a CAC card.
➢ Cannot be flagged.
➢ Have an active ArmyIgnitED account
➢ Be able to finish the training/exam at least 31 days prior to ETS or MRD.
➢ No service obligation for Officers using Credentialing Assistance after 13 OCT 21.

3. What Do I Get?

➢ CA provides up to $2,000/per FY to complete any 1 credential of your choice each year.
   o Aviation certifications limited to $1,000
   o May fund up to 3 credentials within a 10-year period of service
➢ Soldiers may use Federal Tuition Assistance (FTA) and Credentialing Assistance (CA); however, the combined usage shall not exceed $4,500 per FY.
➢ CA can be used for any credential listed on Army COOL: https://www.cool.osd.mil/army.
   o Click "Find a Credential"
➢ 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 must pass the certification exam within 180 days of course completion.
➢ Credentialing Assistance and GI Bill may not be used at the same time to pay for the certification.

4. 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. Bolin, 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
  o 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.

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:
  o Pearson VUE: https://home.pearsonvue.com/
  o Prometric: https://www.prometric.com/en-us/Pages/home.aspx

7. May I transfer Credentialing Assistance to dependents?

➤ CA may be used by current Soldiers only. However, certifications listed with the GI Bill icon (🎓) are also reimbursable from VA (exam only). This is useful for dependents and spouses transferred Post 9-11 GI Bill.
https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/test-fees/index.html

For More Information:

➤ **Contact Mr. Thomas Bolin, thomas.r.bolin2.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/