

Hello,

Thank you for your interest in the Army Credentialing Assistance Program. Our program provides \$4000 per fiscal year for you to use toward credentials, and it covers tuition, books, exam fees and recertification fees. Anything above the \$4000, will be paid by you out of pocket. And most importantly, CA is off duty hours program. If you are an officer, you will incur a 2-year ADSO for every credential you plan to complete. However, if you complete training on your own, we can cover your exam fees without any ADSO incurred. If you are enlisted, there is no ADSO incurred by you. Do note that CA has transitioned most like TA: do not finish, fail, withdraw for no reason, there will be recoupment. Please be sure to read the SOU once you create the CA Request in Army Ignited.

Also, if you are transitioning any time soon, all training needs to be completed before transition. If you encounter a deployment, please be sure to request a CA Military Withdrawal. All our credentials are hosted on Army Cool (<https://www.cool.osd.mil/army/>), if you do not find a credential hosted on Army Cool, then CA will not be covering any training at all. As of 17 August, all requests must be processed through Army IgnITED for approval. This means you will be required to create an Army Ignited account (please see attachments). The How-To guides will then appear are all attached in this email, so please do check out the information. As per our conversation, you will find everything needed in this email.

**In order to do a CA request, you will need to:**

1. Create an ArmyIgnitED account through the Login.gov website using the "create student account" instructions attached. Be sure to use a government computer along with your CAC access card. (PDF create a user account attached). You have already created an Army Ignited account, so this will not apply to you.
2. Log into your new ArmyIgnited account to set up your profile using the "student overview" instructions. (PDF student overview document attached).
3. Navigate to the Army COOL website (<https://www.cool.osd.mil/army/index.htm>) to see if the credential you want is listed, and to find out what the eligibility criteria is. Note: The credential you want must be on ArmyCOOL and you must meet the eligibility criteria listed in order to get your request approved. [https://www.cool.osd.mil/army/search/CERT\\_CRP6016.htm](https://www.cool.osd.mil/army/search/CERT_CRP6016.htm)
4. Now that you have a credential selected, you need to find an approved provider for the training and/or test. Please look at the attached excel document to locate a provider. If the provider you want is not on this list, you can select a button to state that you do not see your vendor listed. Add in the recommended vendor you are thinking about. HQ will contact this vendor to get them approved and inform you of the status. If the vendor chooses not to participate, you will be informed to select a new vendor. When choosing a vendor choose ST. Michaels Learning Academy for Lean 6, PMP, and CompTIA. For more information

log on to <https://smla.me>

**IMPORTANT** - You will need to call the provider, tell them you are doing a CA request, and get all of the details for the class (cost, start/end dates, address/phone number of providers, website URL) This will be considered your invoice that will be required to be uploaded along with your case.

5. Once you confirm you are eligible, the provider is approved, and you have all the details about the training, and the credential you want is on the Army COOL site, you can now submit your request for the credential in ArmyIgnitED with the "create Credential Path" instructions.

\*\*\* For technical issues on Army Ignited website call 1-877-272-1330 to submit a remedy ticket.

Should you have any additional questions, please do not hesitate to contact me. I have inserted a CA Application checklist for your review and guidance as well. [rthomas@smla.me](mailto:rthomas@smla.me) or 254-727-5520