

ARMY NATIONAL GUARD ★

Updated: 4 October 2019



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 <https://www.cool.army.mil/>

2. How Do I Qualify?

- Soldiers may begin work on their **first** 'credential pathway' upon successful completion of AIT, WOBC or BOLC (Tier 1).
- Soldiers establish eligibility for a **second** 'credential pathway' upon successful completion of ALC, WOAC or CCC or equivalent (Tier 2).
- Soldiers assigned to the following states (including TX and KY) are eligible for the CA program;
 - Effective 1 Oct 2019: CO, KS, NY and WA
 - Effective 1 Nov 2019: GA, HI and NC
 - Effective 1 Dec 2019: AZ, CA, LA, PA, SC and VA
 - Effective 1 Jan 2020: All States/Territories

3. What Do I Get?

- CA will provide Soldiers up to \$4,000 each year to pay for an eligible 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 <https://www.cool.army.mil/> but 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.

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)
- Emergency Medical Technician (EMT)
- Lean Six Sigma
- Project Mgt 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 <https://www.cool.army.mil/>.
- Identify your school/training facility/credentialing agency.
- Establish your GoArmyEd account at: www.goarmyed.com
 - New Users: Click "Request TA Access" OR For reactivations: Click "Change Degree/School"
 - Establish your degree plan by selecting "Credentialing Pathway"
 - Establish your school by selecting "Credential School" (click on green search button to enter these selections)
- Open a GoArmyEd Helpdesk case and select "Credentialing Request" as case type.
- Download and save the Credentialing Plan (CP) and Statement of Understanding (SOU).
 - You may close the case/window if you are not able to upload the CP and SOU.
- Complete the Credential Plan for each training course and exam.
 - The CP has 3 tabs
 - Pathway Plan (list all required training courses and exam)
 - Main Tab (all yellow shaded blocks must be completed)
 - ***Start date must be 30 business days from submission.***
 - Cost Details Tab (all yellow shaded blocks must be completed)
- Using your CAC, sign your Statement of Understanding.
- Open a GoArmyEd helpdesk again and upload the CP 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)

6. Where Can I Go For 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:

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

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