

OPERATION: CREDENTIAL ADVANCE

Indiana National Guard – CA Execution Checklist

Status	STEP	MISSION OBJECTIVE	EXECUTION DETAILS
☐	1: Intel Brief	Request CA 101 Training in ArmyIgnitED	Use the ArmyIgnitED messaging portal to request the CA101 Training. Contact a CA Counselor Here or Army Cool select Credentialing Assistance
☐	2: Pre-Mission Training	Complete Virtual Benefits Training	In ArmyIgnitED, find the "Education Programs" section and complete the Virtual Benefits Training. Access Virtual Benefits Training
☐	3: Target Analysis	Research and Select a Credential	Use Army COOL or MilGears to explore and select a credential that aligns with your goals. • 3a Conduct your credential research on the COOL Website • 3b Complete a Army MilGears plan on ArmyIgnitED
☐	4: Logistics Plan	Obtain a Quote From an Approved Vendor and upload into ArmyIgnitED	The quote must include your name, full credential title, course/exam dates, and a detailed cost breakdown.
☐	5: Mission Prep	Create a "Credential" Education Goal	Log into ArmyIgnitED, create an Education Goal for your chosen credential, and upload the official vendor quote to your profile.  Ignited Tutorial - Creating a (CA) Cred
☐	6: COC Integration	Ensure Supervisor Approval for FTA	Ensure supervisor's information is correct, and that your supervisor has CAC access and is aware of your pending TA request. Insert Supervisor Info.  Tutorial - Create Tuition Assistance R
☐	7: Call for Fire	Submit Credentialing Assistance Request (CAR)	You must submit your CA request between 90 to 45 days before the start date. If you are within the submission window, log in to ArmyIgnitED and submit your request.

			 Tutorial - Create Credentialing Assist
☐	8: Final Approval	Provide Approved CAR to Your Vendor	Once the CAR is fully approved in ArmyIgnitED, provide the signed document to your vendor to finalize your registration and payment.
	9: After Action	Complete and Document	Complete your training/exam as scheduled. Upload your completion documents (certificate, score report, etc.) to ArmyIgnitED within 30 days of course or exam completion.