

Creating a (CAR) Credentialing Assistance Request Funding - 'Training Course':

ArmyIgnitED – Service Member

Dashboard -> locate appropriate 'Active Education Goal' -> 'Apply for Funding':

Dashboard

Active TA Active CA

Fiscal Year Cap
\$1,000.00
Funding Remaining
Credits Remaining: 4

Undergraduate ⓘ
130
Credits Remaining
GPA: N/A

Graduate ⓘ
39
Credits Remaining
GPA: N/A

ACTIVE EDUCATION GOALS

Designer
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA

10% COMPLETE

Required Credits: 120.00 Completed Credits: 12.00 Transferred Credits: 0.00 Remaining Credits: 108.00

APPLY FOR FUNDING VIEW DETAILS

Aggregate/Soils Base Testing Technician ⓘ
APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA

50% COMPLETE

Required Credits: 2.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 1.00

APPLY FOR FUNDING VIEW DETAILS

Verify ALL 'Contact Information' is correct. If incorrect, click the 'yellow pencil' to update information -> 'Verify and Proceed':

← Create Credentialing Assistance Request

Contact Information ✎

Email
Hiep.Nguyen@bamtech.net

Personal Email
Barry.GeneratedAdams51@test2.net

Work Phone
8245022712

Mobile Phone
8296964660

Address ✎

Street 1
5504 Filomena Light

Street 2
6138 Renner Centers

City
New Francescahaven

State
IL

Zip
67495

VERIFY AND PROCEED CANCEL

Agree to **ALL** conditions -> 'I Agree, Continue':

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/loan title, course/loan cost, and custom quote from the vendor for the course/loan (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/loan or current course/loan in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

ACADEMIC

- ☒ I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (ArmyGHEED). Grades that are 60 days past course/loan end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- ☒ I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-508). I grant permission for the Army to share my training and academic information as needed with Army Civilian and Army Contractors whose responsibilities and contracts include education services and programs.
- ☒ I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

FINANCIAL

- ☒ I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- ☒ I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- ☒ I understand that I will reimburse the Total Government Cost above for failing a course/loan; non-completions (failing to attend a course or sit for an exam in the timeframe requested); incomplete "Y" grades unresolved 180 days after the course/loan end date; or withdrawal if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.
- ☒ I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing Office.
- ☒ I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- ☒ I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 USC 2607; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0021-1-AHRC, <https://oigdd.defense.gov/Privacy/SORN/index/DOO-wide-SORN-Article-View/Article/570092/a0021-1-ahrc.aspx>.
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE **CANCEL**

Identify if 'Deployed' > 'Next':

← Create Credentialing Assistance Request: Agg

1 Demographic

Are you applying for funding from a deployed location?

☐ Yes ☒ No

NEXT **CANCEL**

Identify **'Vendor'** and **'Campus'** from drop-down menu -> **'Next'**:

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic 2 Vendor 3 Dates 4 Exam

What is your Exam Center?

Due to the numerous testing providers, not all may be listed. If you are attempting to test at an exam center not listed, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging and provide the following information: testing providers name, physical mailing address, phone number, and website address.

Vendor *
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Campus *
EMBRY RIDDLE AERONAUTICAL UNIVERSITY

BACK NEXT CANCEL

Input the appropriate **'Start'** and **'End'** dates:

NOTE: The **'Start Date'** **MUST** be no less than 45 days and no greater than 90 days from the course or exam start date. **'End Date'** must be within 365 days from your estimated start date.

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor 3 Dates 4 Exam

What are your estimated start and end dates?

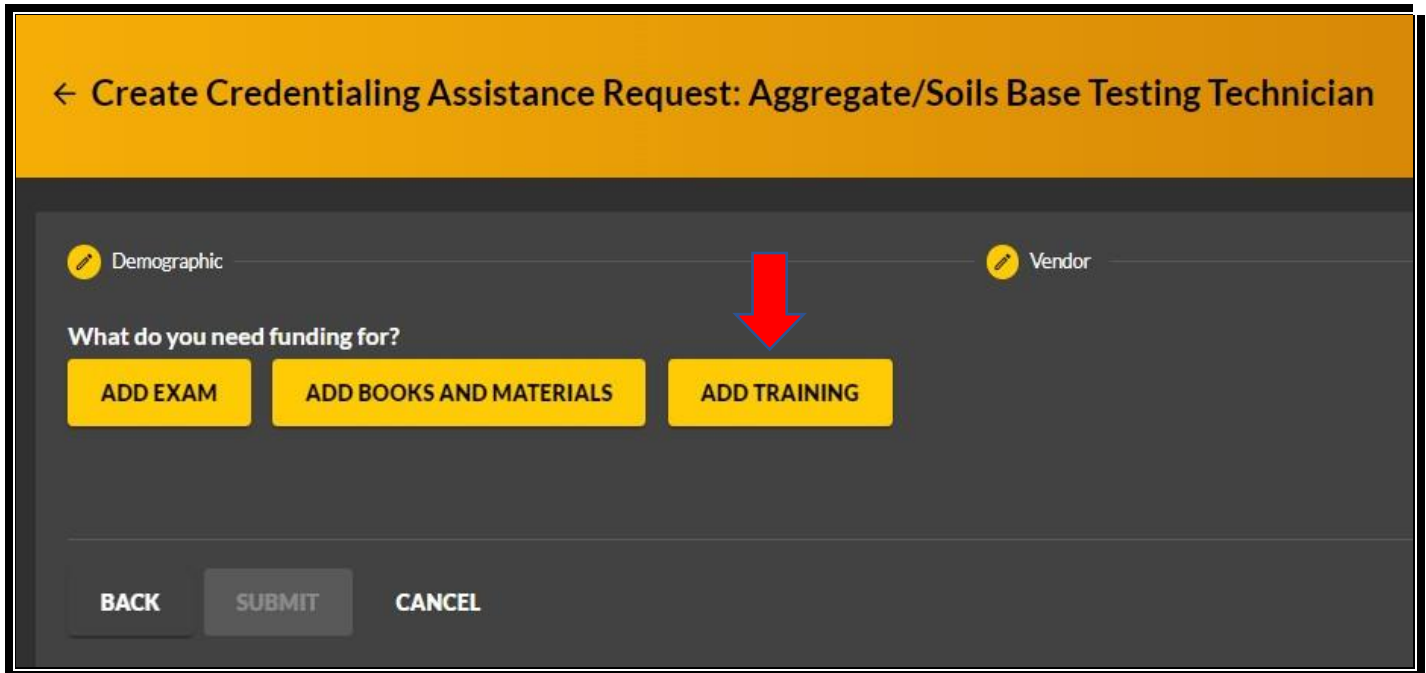
You have up to 365 days to prepare for your training or exam. Within the 365 days, you are required to apply for tuition for your training or exam(s). If you do not apply for funding for your training or exam, you will be required to reimburse the government for the costs associated to your book and material. If your preparation takes longer than 365 days, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging.

Estimated Start Date *
10/31/2022

Estimated End Date *
10/31/2023

BACK NEXT CANCEL

Select **Add Training** as needed funding:



← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor

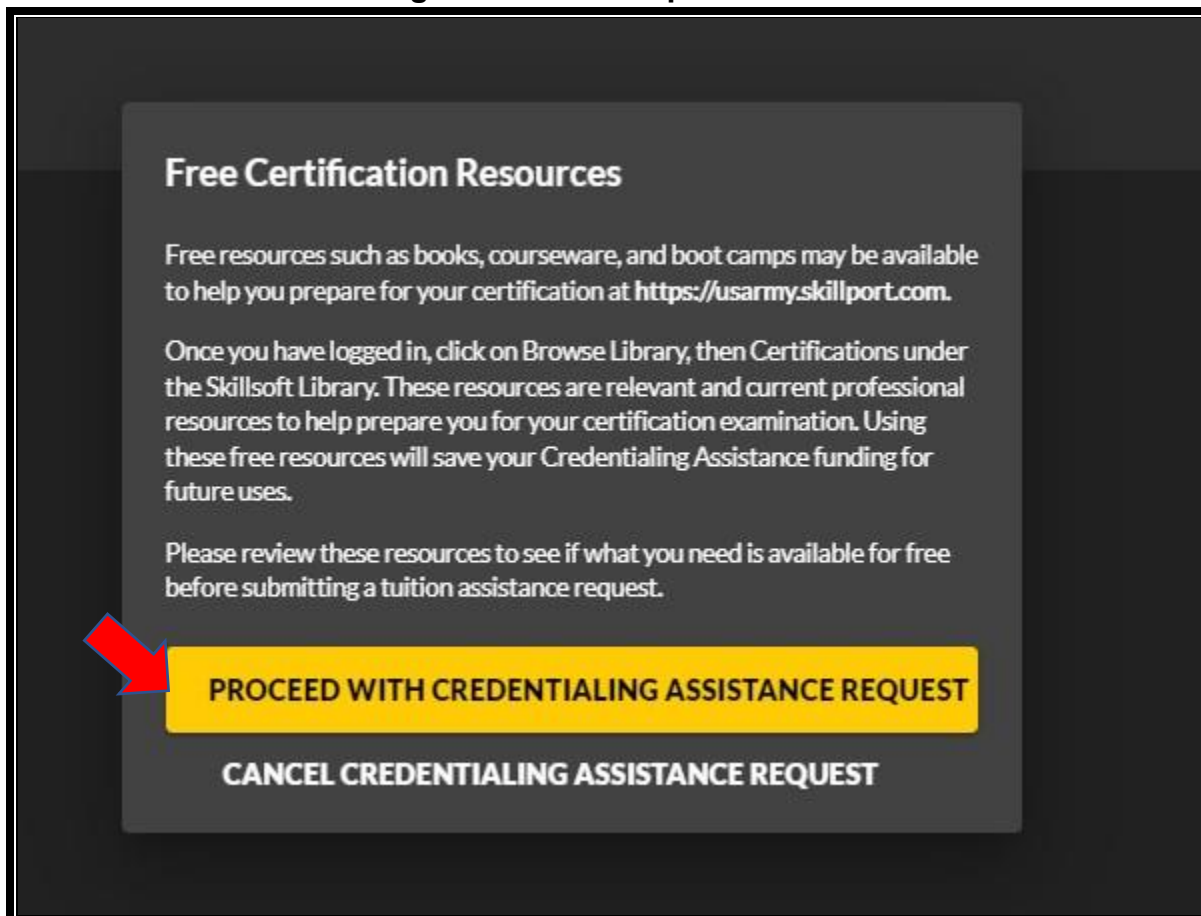
What do you need funding for?

ADD EXAM ADD BOOKS AND MATERIALS ADD TRAINING

BACK SUBMIT CANCEL

Read pop-up box and **select either**:

- 'Proceed with Credentialing Assistance Request'
- 'Cancel Credentialing Assistance Request'



Free Certification Resources

Free resources such as books, courseware, and boot camps may be available to help you prepare for your certification at <https://usarmy.skillport.com>.

Once you have logged in, click on Browse Library, then Certifications under the Skillsoft Library. These resources are relevant and current professional resources to help prepare you for your certification examination. Using these free resources will save your Credentialing Assistance funding for future uses.

Please review these resources to see if what you need is available for free before submitting a tuition assistance request.

PROCEED WITH CREDENTIALING ASSISTANCE REQUEST

CANCEL CREDENTIALING ASSISTANCE REQUEST

Input 'Training':

- Title
- \$ Cost - Include all applicable fees (including shipping fees)
- Description

Click 'Add Training':

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates Exam

Add Training

Title * Test

Cost * \$425.00

Description * Test

4 / 1000

ADD TRAINING BACK

Remaining Funding

Fiscal Year

\$1,000.00

Fiscal Year Credits

0

Note: SMs are required to submit a CAR for, and take the exam associated with this credential training. SMs must submit an exam CAR within 180 days of successfully completing the training.

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates Training/Exam

IAW Army policy, you are required to submit a CAR for, and take, the exam associated with this credential training. You must submit another CAR to take the related credentialing exam within 180 days of successfully completing the training.

Add Training

Title

\$ Cost

Required

Description*

0 / 1000

ADD TRAINING BACK

Review **ALL** information and **add additional training if applicable** -> otherwise click **'Submit'**:

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor Dates Exam

TRAINING - Test

Government Cost	Student Cost
\$425.00	\$0.00

ADD FEE

ADD TRAINING

Costs

Total Costs	Government Costs	Student Costs
\$425.00	\$425.00	\$0.00

BACK **SUBMIT** CANCEL

Remaining Funding

Fiscal Year
\$1,000.00

Fiscal Year Credits
0

Click **'Finished'** verifying that your CA Request has been submitted.

Document your CA Request ID!

Credentialing Assistance Request Application: Application Submitted

Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 1921

Here are your next steps

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
- 2 If your school requests your credentialing assistance document you can print that here using the button below.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

FINISHED

Confirm that CA Request is reflected under **'Tuition Assistance Requests'** on ArmyIgnitED Dashboard reflecting **'Pending ACAPO Review'**:

The screenshot displays the ArmyIgnitED dashboard interface. On the left is a dark sidebar with a menu including 'Dashboard', 'Messages', 'EDUCATION RECORD', 'Tuition Assistance Requests' (highlighted), 'Education Goals', 'SkillBridge Applications', 'Documents', 'Testing', 'Recoupments', 'Recoupment Transactions', and 'Education Programs'. The top header shows the 'ignited' logo, a hamburger menu, a notification bell, and the user profile 'HIIEP NGUYENCAR'. The main content area is titled 'EDUCATION PROGRAMS' and 'Tuition Assistance Requests'. It features two tabs: 'Tuition Assistance Requests' and 'Other Funded Enrollments'. A 'Filter By' dropdown is present. The primary entry is for 'ID #1921-EMBRY-RIDDLE AERONAUTICAL UNIVERSITY', with the status 'PENDING ACAPO REVIEW' and 'ACTIVE CA' highlighted by a red arrow. Below this, a table lists program details: 'TRAINING - Test' for the period '10/31/2022 - 10/31/2023', with 'Level: Other', 'Grade: Credits: 1', 'Government Cost: \$425.00', and 'Student Cost: \$0.00'. A red 'CANCEL' button is located at the bottom left of the entry.

Program	Start Date	End Date	Level	Grade	Credits	Government Cost	Student Cost
TRAINING - Test	10/31/2022	10/31/2023	Other		1	\$425.00	\$0.00