



Army Credentialing Assistance Program

Application Checklist (As of: 04OCT19)

- Contact your State ESO/ESS to schedule a Credentialing Assistance counseling session:** www.nationalguard.com/select-your-state
- Research Army COOL at:** <https://www.cool.army.mil/> **for Credential requirements/eligibility and select your credential/licensure of choice.**
- Identify your school/training facility/credentialing agency. You may select the training provider of your choice. Contact training provider for course/exam details and prerequisites.** Obtain itemized invoice and detailed class/exam schedule with locations.
- Establish your GoArmyEd account at:** www.goarmyed.com
New Users: Click "Request TA Access" OR For reactivations: Click "Change Degree/School"
1. Establish your degree plan by selecting "Credentialing Pathway"
2. 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 immediately.
- 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)