

# ARMY NATIONAL GUARD ★

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## Credentialing Assistance (CA)

### 1. What Is It?

- The Army's Credentialing Assistance (CA) Program provides Soldiers with funding for more than 1,500 credentials listed on Army COOL:  
<https://www.cool.osd.mil/army>.

### 2. How Do I Qualify?

- Complete AIT, WOBC or BOLC.
- Not be flagged.
- Have an active GoArmyEd (GAE) account (acceptable GAE holds: Tier, Civ. Ed, GPA, and Student Agreement).
- Be able to finish the training/exam prior to ETS or MRD.
- Officers (CW2, 2LT and above) incur a Military Service Obligation: AD/2 yrs; M-Day/4 yrs (MSOs do not apply to exams or recertification).

### 3. What Do I Get?

- CA provides up to \$4,000/per FY to complete as many credentials as desired.
- Soldiers may use both Federal Tuition Assistance (FTA) and Credentialing Assistance (CA); however, the combined usage shall not exceed \$4,000 per FY.
- CA can be used for any credential listed on Army COOL: <https://www.cool.osd.mil/army>.
- 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.
- Soldiers may request reimbursement from VA using their GI Bill benefits to pay for exams only.
  - Important! Soldiers may only request reimbursement from VA if CA is not used to pay for the exam. The combined use of CA and VA benefits to pay for an exam is a duplication of benefits and is subject to recoupment.

### 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)
- Lean Six Sigma
- Project Mgmt Professional (PMP)
- Emergency Medical Technician (EMT)
- 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: [www.cool.osd.mil/army](http://www.cool.osd.mil/army)
- If you don't have a GAE account, create an account at: [www.goarmyed.com](http://www.goarmyed.com)
  - When the GAE VIA decision tool launches:
  - Select **“Credential School”** and **“Credentialing Pathway”** degree program to pursue a credential program.
- Check the listed of approved training providers on GAE or select your own.
- Open a helpdesk case in GAE to retrieve the Credential Plan and Statement of Understanding (SOU).
- Electronically sign the SOU and upload all completed documents to a helpdesk case in GAE and check back for status updates.
- Soldiers can pursue multiple credentials simultaneously, but each request must be submitted a minimum of 10 business days apart.
- Your local education office will review the documents for completion and escalate it to ACCESS AU for payment and approval.
- Important! CA is paid up front. Soldiers will NOT be reimbursed for any payments made to the training provider.
- ACCESS AU will notify Soldiers directly if approved/disapproved.
- All CA requests must be submitted no later than 30 business days (45 calendar days), prior to course start date, no exceptions.
- Step-by-Step instructions are available for each of these directions, contact your ESO/ESS for more information/assistance.

## 6. Where Can I Go For Testing?

- Testing locations vary based on the exam. Check with your credentialing agency to find out where they offer 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.osd.mil/army](http://www.cool.osd.mil/army)
- Apply On Line: [www.goarmyed.com](http://www.goarmyed.com)
- Contact your ESO: <https://www.tn.gov/military/programs-benefits/education-incentives.html>
- Visit Us Online: [www.nationalguard.com/education](http://www.nationalguard.com/education)

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