



US Army Combined Arms Center

SOLDIERS AND LEADERS - OUR ASYMMETRIC ADVANTAGE

The Army Credentialing Assistance Program



The Army Credentialing Assistance Program Vendor Process



What is Credentialing Assistance (CA)?

Much like the Army's Tuition Assistance (TA) funding, which is provided to eligible Soldiers working towards an academic degree, CA funds allows Soldiers to pursue voluntary credentials.

CA is a voluntary, off-duty program that directly contributes to improving Total Army readiness, supporting Soldiers' professional development, retaining quality Soldiers, and preparing Soldiers for meaningful employment upon transition from military service.



ARMY CREDENTIALING
ASSISTANCE



ARMYIGNITED

ArmyIgnitED:

- System used by Soldiers to submit CA Requests for funding



Army COOL (Credentiaing Opportunities On-Line):

- Repository for all credentials Soldiers are authorized to pursue (different process than sister Services)
- **Army Credentialing Assistance Program Office (ACAPO):**
- Army's educational team responsible for administering the CA Program

All training providers, colleges, universities, and credentialing agencies will be referred to as "Vendors"



- Regular Army, Army National Guard, United States Army Reserve:
 - Officers
 - Warrant Officers
 - Noncommissioned Officers
 - Enlisted
- Eligible Soldiers may use both TA and CA, up to the fiscal year limit of \$4000
- CA may pay for training, books, mandatory fees, materials, exams, and recertification
- CA does NOT have to align with a Soldier's MOS
- Soldiers may only request CA funding for credentials listed in Army COOL
- Soldiers will not receive reimbursement for any out-of-pocket costs paid
- Soldiers **CANNOT begin courses/exam until they are notified by the CA Billing Office (CBO), ACCESS, ArmyU**





- Soldiers navigate through Army COOL to search for credentials they wish to pursue
- Soldiers will complete a CA Request in ArmyIgnitED. Once submitted, ArmyIgnitED will route the CA Request through to ACAPO
- Soldiers are instructed to contact vendors to secure seat for course if possible. Please provide information on required materials, books, fees, training dates without requiring payment
- All Soldiers are REQUIRED to upload a quote that matches what vendors list in ArmyIgnitED-

NOTE! the quote must have Soldier's name, start and end date of course (if there is a set timeframe), the total cost, shipping (if applicable) and must have the vendor company name (can be an email with all details)

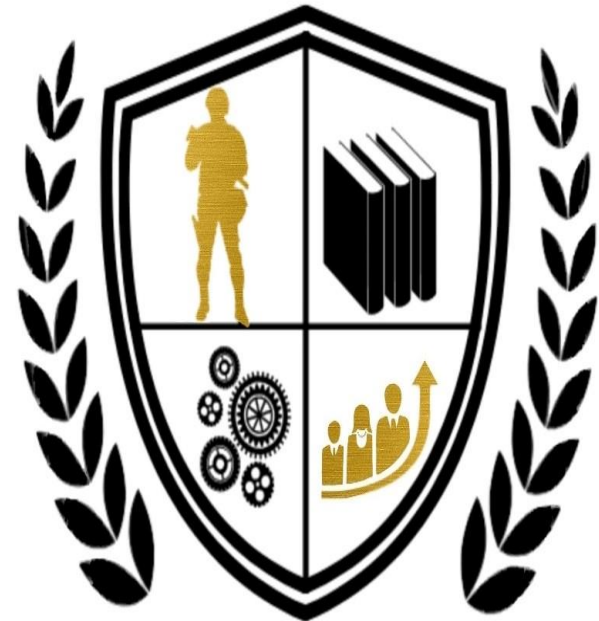
- The CBO team will contact vendor for payment
- The CBO will inform Soldier of approval and will inform vendor when to make contact

NOTE!! Soldiers are NOT allowed to start a course before payment, or they will be liable for the total cost of the course



- Before creating an account in ArmyIgnitED, it is important to have the following mandatory items:
- CAGE Code- this must be obtained from SAM.GOV. We are not associated with SAM.GOV so any questions on this must be addressed to them.
- You must be in business at least for 2 years
- Business License
- List of all courses/exams with cost that you wish to add
- If you are not the Credentialing Body, a letter from them stating your company is authorized to provide the training or statistics on successful completion of the CREDENTIAL after taking your training

If you do not have the above, you will not be able to participate in the CA program. There are other requirements when you complete the application but the above 2 items are take the longest to obtain.



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The screenshot shows a web browser window with the URL `https://dev.bamtech.net/aiportal/Account/Login?loggedOut=True`. The page features the AI Portal logo and navigation links for Home, About, and Register. A login form is displayed with fields for Username (filled with 'user18436') and Password (masked with dots). Below the password field is a 'Reset Password' link and two buttons: 'Login' and 'Register'. A red callout box on the left contains the text: 'If creating a new account or user profile, select Register.' A hand cursor is positioned over the 'Register' button. A blue notification banner at the top of the form reads 'You have successfully logged out'. At the bottom of the page, there is an attention notice: 'ATTENTION: The information accessed and displayed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFJ 33-332. User Agreement | Security and Privacy Notice. Version: 3.229.0-DEV-17'.





The screenshot shows a web browser window with the URL <https://dev.bamtech.net/aiportal/Registration>. The page title is "Registration" and it features two main options:

- New User Account**: "If your institution is already a part of the AI Portal, you can apply for a new user account." Includes an "Apply Now" button.
- New Institution Account**: "If your institution is not yet a part of the AI Portal, you can apply for a new institution account." Includes an "Apply Now" button.

Two red callout boxes with arrows provide instructions:

- The top callout box points to the "New User Account" option and contains the text: **Select new user if already in the AI Portal**
- The bottom callout box points to the "New Institution Account" option and contains the text: **Select New Institution if your vendor profile has not been created yet.**





Browser tabs: ArmyIgnitED, AI Portal - Institution Application

URL: <https://dev.bamtech.net/aiportal/SchoolApplication/ChoosePrograms>

- Mailing Address
- Phone Number
- Accreditation Information
- Person applying must be application POC

AF COOL Provider

Register to be a provider for Active duty Air Force enlisted members, or reservists and National Guard members on title 10 or title 32 orders respective. The Air Force COOL office will determine institution acceptance. This program pays for credentials that complement the student's Air Force career.

Requirements:

- Institution Name
- Mailing Address
- Phone Number
- Person applying must be application POC

Army Credentialing Assistance

Register to be a provider for Army Active duty, Reservist and National Guard service members. The Credentialing Assistance office will determine institution acceptance. This program pays for Credentialing Assistance that complement the student's career.

Requirements:

- Institution Name
- Mailing Address
- Phone Number
- Person applying must be application POC

MyCAA

The Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance to eligible military spouses who are in an occupation.

Requirements:

School Name

Select Army Credentialing Assistance

Windows taskbar: Type here to search, 79°F, 12:20 PM 9/13/2022





Institution Application Institution Name

Provide the name of the institution you are applying for below.

Institution Name *

Next Cancel

Type your Institution Name. If your Institution is already in the system, it will auto populate.



Institution Application Institution Information

Institution Information

Institution Name
Vendor New Name

Institution Tax Status * Private - For Profit

Institution Teaching Method Type * Both (Traditional Classroom & Distance Learning)

Website *
https://vendor.edu

Institution Address

Street 1 *
1467 Princess Ave

Street 2

City * Philadelphia

State * Arizona

Zip Code * 08167

Supporting Documents

Business License *

File Restrictions

- File size is restricted to a maximum of 4 megabytes

Select files...

Business License Expires Date *

- Select Tax Status
- Select Teaching Method
- Type vendor mailing address





- Upload Business License and expiration date
- Provide Cage Code and Expiration Date



The screenshot shows a web browser window with the URL <https://dev.bamtech.net/aiportal/SchoolApplication/SchoolInformation>. The form contains the following fields:

- Street 1: 1467 Princess Ave
- Street 2: (empty)
- City: Philadelphia
- State: Arizona
- Zip Code: 08167
- Supporting Documents: Business License *
- File Restrictions: File size is restricted to a maximum of 4 megabytes
- Business License Expires Date: *
- Comments: *
- Additional Comments: *

An 'Open' file dialog is open, showing the contents of the 'Army' folder on the desktop. The file 'CA Website Corrections without imprecis...' is selected. The file list includes:

Name	Date modified	Type	Size
ArmygnitED_BAM_Status_Report_example	6/17/2022 9:15 AM	Microsoft PowerP...	
Authorization_Letter_671899	6/21/2022 7:23 AM	Microsoft Word D...	
CA Updates for How Do I Apply	8/18/2022 3:33 PM	Microsoft Word D...	
CA Website Corrections without imprecis...	9/13/2022 10:10 AM	Microsoft Word D...	5...
COOL	6/7/2022 8:22 AM	Microsoft Word D...	
Copy of Ed Center IMCOM Name Chang...	7/26/2022 8:40 AM	Microsoft Excel W...	
Copy of Issues Tracker as of 29 Aug 2022	8/30/2022 2:14 PM	Microsoft Excel W...	
Does the file we are being sent contain th...	8/3/2022 6:30 AM	Microsoft Word D...	
FINAL_GAT Defects-Issues as of Day 4	8/15/2022 12:33 PM	Microsoft Excel W...	
GAT Volunteers BAM Response	7/20/2022 2:26 PM	Microsoft Word D...	
GPC	6/8/2022 10:39 AM	Microsoft Word D...	





• Fully Review the User Agreement and Agree at the bottom.





Home About Register

Institution Application User Information

User Information

Username * **Confirm Username ***

Personal Information

Title *

First Name * **Last Name *** **Phone ***

Email * **Confirm Email ***

I certify that I am an employee or authorized representative. *

Security Check



Please enter total of the numbers above *

- Provide Personal information for your user account

- Add the Security Check and provide the sum

- Note: Every member of your team will have to create a separate User Account.





Institution Application Terms and Conditions

Please review all terms and conditions below.

• Fully Review the DOA MOU and Agree at the bottom.

MEMORANDUM OF UNDERSTANDING BETWEEN

THE DEPARTMENT OF THE

Army

AND

NAME OF AF COOL TRAINING AND CREDENTIALING PROVIDER

This Memorandum of Understanding (MOU) is between the Department of the Air Force (DAF) and (Name of AF COOL Training and Credential Provider), hereinafter referred to as "Provider".

1. PURPOSE:

The purpose of this agreement is to provide COOL Program which provides educational obligation of the DAF to provide funds to Vendor. Federal law and the rules, guidelines, and regulations will be resolved in favor of the Federal Government.

NOTE!! The signature must come from the CEO, President, Signature Authority, etc. It cannot be from an instructor or admin personnel who may not be authorized to sign for the company

Credentialing Opportunities On-Line (AF COOL) Program. This MOU is subject at all times to Federal law, rules, guidelines, and regulations.

2. AUTHORITY:

2.1. 10 U.S. Code § 2015, Program to assist

I Agree Cancel



Institution Application Funding Program Eligibility

Below you can see the funding programs you applied for and which ones you are eligible for based on your application information. To complete your application click the 'Submit' button below.



Army Credentialing Assistance

Register to be a provider for Army Active duty, Reservist and National Guard service members. The Credentialing Assistance office will determine institution acceptance. This program pays for Credentialing Assistance that complement the student's career.

Select Submit to Send your application to ACAPO for review






[Home](#) [About](#) [Register](#)

Application has been submitted successfully.

Institution Application Summary

 **Your application has been submitted!**

You will receive an email in the next 24 to 48 hours giving you access to the AI Portal to review the status of your application and view messages regarding your application.

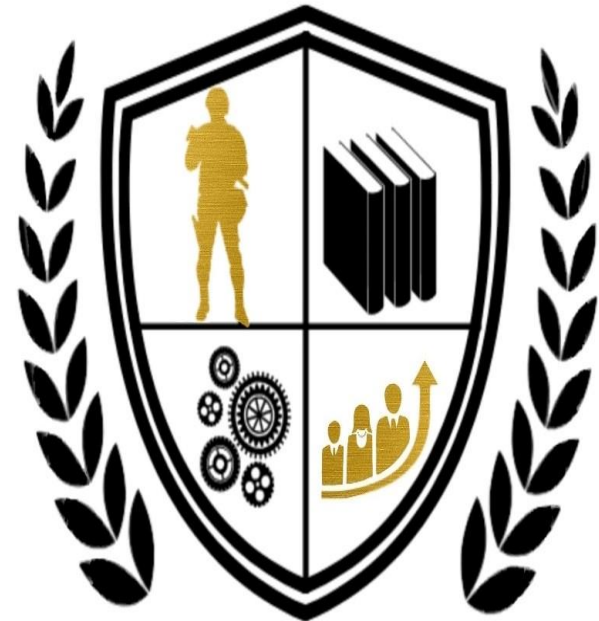
[View PDF](#)

[Close Application](#)





**Adding Exams and Prep
Materials**



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• Once Approved by the ACAPO, begin by logging into the AI Portal

You have been logged out due to inactivity

Login

Username

Password

[Reset Password](#)

[Contact your User Account Controller](#)

ATTENTION: The information accessed and displayed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFJ 33-332.
User Agreement | Security and Privacy Notice
Version: 3.229.0-DEV-16



System Announcements

Title / Announcement	Updated
Next AI Portal Training 31 Mar 2022 AI Portal training is con...	02-25
AF COOL ACTION REQUIRED Some schools may see a ba...	02-18
Billing Office Contact Information Hello, if you are look...	01-14

Essential Resources

Title	Last Updated
Tutorial - AI Portal MIITA - Grades	2022-08-05
Tutorial - AI Portal MIITA - Course Catalog	2022-08-04
Tutorial - AI Portal MIITA - Invoicing	2022-07-13

Action Items

- 191 CLEP Items With Errors
- CCAF Export
- Invoicing
 - 2 Courses Available
 - 1 Resumable
 - 13 Pending Credit Card Charge
 - 0 Pending Receipt & Auth Code / Date
- School
- Grades
- NCMIS Export
- Messages
- Installation Access
 - 0 Pending Completion

Navigation Menu: Profile, Course Catalog, **COOL Prep Courses**, COOL Study Materials, COOL Exams, Degree Programs, Ratings, Pay Centers, Directory, Course Credit Costs, School Terms, GEM Plan, CCAF Applications, Funding Programs, Reports, Authorized Users, Messaging.

Callout Box: On your vendor homepage, select School, then select either Prep Course, Study Material, or Exam





AIPORTAL
Academic Institution Portal

Home School Online Services CCAF Programs Admin DANTES Support Michael 1Purnell

COOL Exams

Exam	Credential	Cost	
Financial Accounting and Financial Accounting Preparation, Presenting and Reporting	Accredited Business Accountant/Advisor (ABA)	\$500.00	<input type="checkbox"/>
Written - Adobe Certified Professional in Digital	Adobe Certified Professional in Digital Video Using Adobe Premiere Pro	\$200.00	<input type="checkbox"/>
Written - ACSM/NCPAD Certified Inclusive Fitness T	ACSM/NCPAD Certified Inclusive Fitness Trainer	\$125.00	<input type="checkbox"/>
Perform - Aggregate/Soils Base Testing Technician	Aggregate/Soils Base Testing Technician	\$1,000.00	<input type="checkbox"/>
Written - Aggregate/Soils Base Testing Technician	Aggregate/Soils Base Testing Technician	\$500.00	<input type="checkbox"/>

1 - 5 of 5 items

0 Exam(s) selected.

[Add Exam](#) [Select All](#) [Delete Selected Exam\(s\)](#)

• Exams previously loaded will show here

• Select Add Exams to add new items





Add Exam Choose Credential

Title

Search

Reset

Business Accountant/Advisor (ABA)	+
Traffic Accident Reconstructionist	+
Certified Clinical Exercise Physiologist (ACSM-CEP)	+
ACSM Certified Exercise Physiologist (ACSM-EP)	+
ACSM/NCPAD Certified Inclusive Fitness Trainer	+
ACSM/NPAS Physical Activity in Public Health Specialist (ACSM/NPAS PAPHS)	+
ACTFL Oral Proficiency Interview (OPI)	+
ACTFL Writing Proficiency Test (WPT)	+
ADEX Dental Exam	+
ADEX Dental Hygiene Exam	+
Adjudicator Professional Certification (APC)	+
Adobe Certified Expert: Adobe Analytics Business Practitioner	+
Adobe Certified Expert: Adobe Analytics Developer	+
Adobe Certified Expert: Adobe Audience Manager Business Practitioner	+
Adobe Certified Expert: Adobe Experience Manager Dev/Ops Engineer	+
Adobe Certified Expert: Adobe Experience Manager Forms Developer	+

- Manually type credential name that exam/training ties to
- Select from list of approved credentials

- Select the (+) to see approved exams or training tied to credential



AIPORTAL Academic Institution Portal

Home School Online Services CCAF Programs Admin DANTES Support Michael 1Purnell

Add Exam Choose Credential

Title

Search **Reset**

Title	
Accredited Business Accountant/Advisor (ABA)	+
Adobe Certified Expert: Adobe Analytics Business Practitioner	+
Adobe Certified Expert: Adobe Audience Manager Business Practitioner	+
Adobe Certified Expert: Adobe Target Business Practitioner	+
Business Class Services Specialist (BCSS)	+
Certification of Capability in Business Analysis (CCBA)	+
Certified Business Analysis Professional (CBAP)	+
Certified Software Business Analyst (CSBA)	+
PMI Professional in Business Analysis (PMI-PBA)	+

1 - 9 of 9 items





Home

School

Online Services

CCAF Programs


Admin

DANTES

Support

Michael 1Purnell

Add Exam Choose Exam

Title	
AD0-E401	
<p>Navigation: < 1 ></p>	1 - 1 of 1 items

Add approved exam/training to your list



https://dev.bamtech.net/aiportal/School/CoorCredentials/AddExam?credentialid=8340&examid=6005086





Add Exam

AD0-E401 Details

Website *

https://vendor.com

Teaching Method *

Both (Traditional Classroom & Di

Cost

250.00

Description *

Brief description

SAVE!

Save

Back

- Add vendor website where training is located
- Select teaching method
- Add cost

- Add description of exam/training



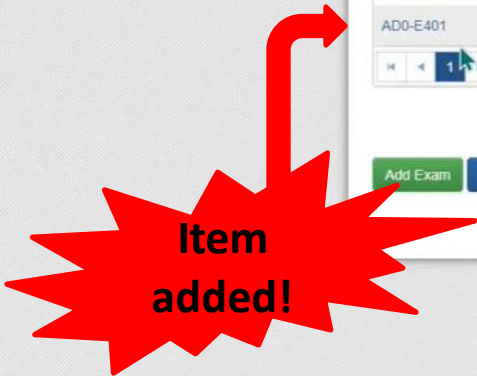
COOL Exams

Exam	Credential	Cost	
Financial Accounting and Financial Accounting Preparation, Presenting and Reporting	Accredited Business Accountant/Advisor (ABA)	\$500.00	<input type="checkbox"/>
Written - Adobe Certified Professional in Digital	Adobe Certified Professional in Digital Video Using Adobe Premiere Pro	\$200.00	<input type="checkbox"/>
Written - ACSM/NCPAD Certified Inclusive Fitness T	ACSM/NCPAD Certified Inclusive Fitness Trainer	\$125.00	<input type="checkbox"/>
Perform - Aggregate/Soils Base Testing Technician	Aggregate/Soils Base Testing Technician	\$1,000.00	<input type="checkbox"/>
Written - Aggregate/Soils Base Testing Technician	Aggregate/Soils Base Testing Technician	\$500.00	<input type="checkbox"/>
AD0-E401	Adobe Certified Expert: Adobe Target Business Practitioner	\$250.00	<input type="checkbox"/>

1 - 6 of 6 items

0 Exam(s) selected.

Add Exam Select All Delete Selected Exam(s)





Add Prep Course Add

Subject	Number
PREP	COURSE

Long Title * Teaching Method * Cost

Prerequisites

Materials

Description

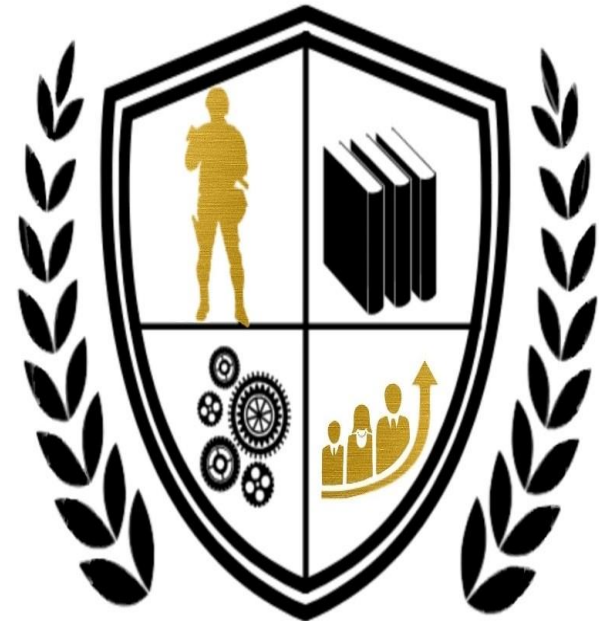
- Add Long Title, Teaching Method, and Cost

- Add prerequisites, Materials required, and description of course

- *Any item that is left blank, leave as N/A.



Uploading Pass/Fail Grades



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AI Portal training is con...
AF COOL ACTION REQUIRED 2022-02-18
Some schools may see a ba...
Billing Office Contact Information 2022-01-14
Hello, If you are look...
View All System Announcements

Tutorial - AI Portal MiITA - Course Catalog 2022-08-04
Tutorial - AI Portal MiITA - Invoicing 2022-07-13
View All Essential Resources

Action Items

CLEP Upload 101 CLEP Items With Errors	DSST Upload 726 DSST Items With Errors	NCMIS Export 65 NCMIS CLEP Items To Be Exported NCMIS DSST Items To Be Exported
CCAF Export 0 CCAF CLEP Items To Be Exported 0 CCAF DSST Items To Be Exported	Scho Messages Messages	
Invoicing 2 Courses Available 1 Resumable 13 Pending Credit Card Charge 0 Pending Receipt & Auth Code / Date	Grades 0 Missing 0 Incomplete 0 Overdue	Access 0 Pending Completion
CCAF Programs 18 Pending CCAF Programs 21 Pending GEM Plans 0 Pending GEM CCAF Registration	Admin 13 User Request 1 School Request 0 Program Eligibility 14 Campus Request	

Under Action Items, Grades, select RED action to complete.

dev.bamtech.net/aiportal/School/Grades/ChooseFundingProgram?status=Missing





Submit Grades Choose Funding Program

Funding Program	Grades to submit
Air Force - Military TA	15328
Air Force - Reserve TA	755
Air Force - Civilian Acquisition	14
Air Force - CCAF Instructor TA	20
Air Force - Civilian TA	103
Air Force - PAQ TA	1
Air Force - Air National Guard TA	4
MyCAA - Spouse Education	4
Army - Active TA	No grades to submit to submit
Army - Reserve TA	1
Army - Guard TA	0
Army - Active Credentialing Assistance	0
Army - Reserve Credentialing Assistance	0
Army - Guard Credentialing Assistance	0

Box will be black and gold when grades need to be updated.





Home

School ▾

Online Services ▾

CCAF Programs ▾

Admin ▾

DANTES ▾

Support

Michael 1Purnell ▾

Submit Missing Grades Choose Method



Back

Cancel

Select Online Form to upload results





Submit Missing Grades Manual Entry

Student Last Name Student First Name School Student ID

Document ID Grade Status *

School Student Id	Student	Course Code	Title	Term Dates	Grade
7878700	GradesReserveTa, MikeP	ACCT400	Auditing	2022-05-09 - 2022-06-28	<input type="text"/>

1 - 1 of 1 items

Select members from the list below or manually search for students





The screenshot shows the AIPortal 'Submit Grades' page. A white dialog box titled 'Submit Grades' is overlaid on the page, asking 'Are you sure you want to submit these grades?' with 'Yes' and 'No' buttons. A red arrow points from a large thumbs-up emoji in the foreground to the 'Yes' button. The background interface includes a search bar, a user profile for 'Michael 1Purnell', and a table with columns for 'Document ID', 'Grade Status', 'Term Dates', and 'Grade'. The table contains one row with '2022-05-09 - 2022-06-28' and a grade of 'P'. A footer indicates '1 - 1 of 1 items'.



For Questions send emails to: usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@army.mil

To locate the list of credentials: <https://www.cool.osd.mil/army/index.htm>

Credentialing Assistance Page in Army COOL:

https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm

Guidelines on DoD Logos: <https://dod.defense.gov/Resources/Trademarks/>

Installation Access-<https://aiportal.us.af.mil/aiportal>

AI Portal- <https://aiportal.us.af.mil/aiportal>

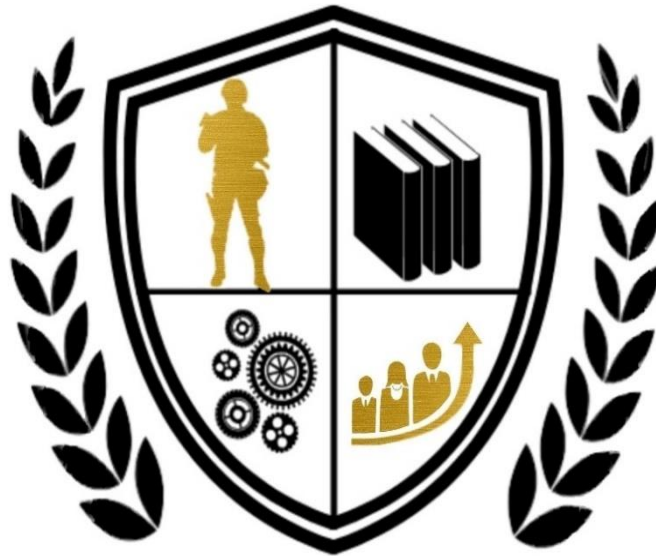
Commercial And Government Entity Code (CAGE) Code- <https://sam.gov>



Questions?

ACCESS, ArmyU CA Email:

usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@army.mil



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