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

Systems Used

ArmyIgnitED:

- System used by Soldiers to submit CA Requests for funding

Army COOL (Credentialing 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"

Soldier Eligibility Criteria / Rules

- 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**

CA Request Process for Soldiers

- 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
- Soldier 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

Becoming A Vendor for CA

- 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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Establishing Vendor/User Accounts

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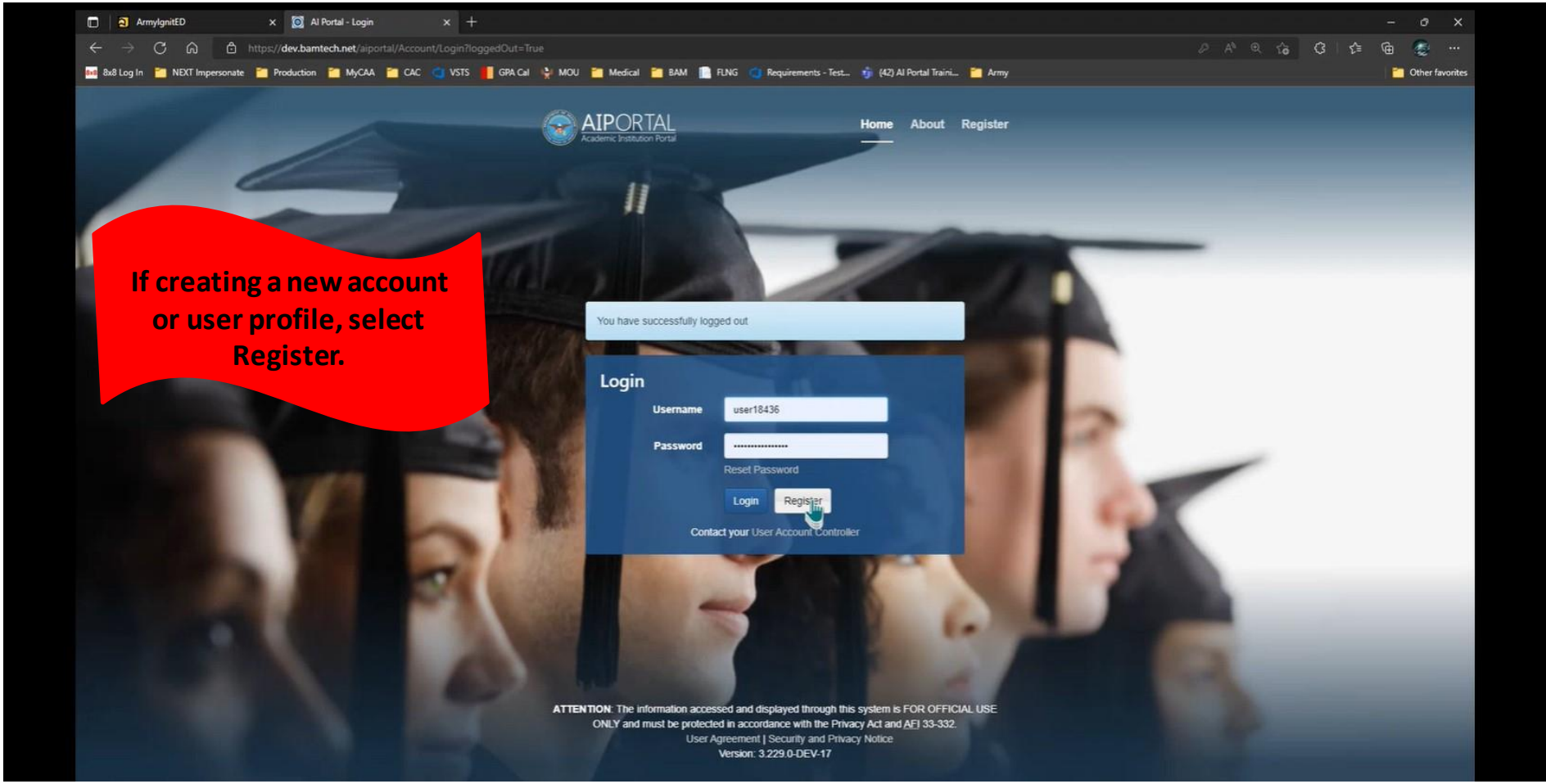
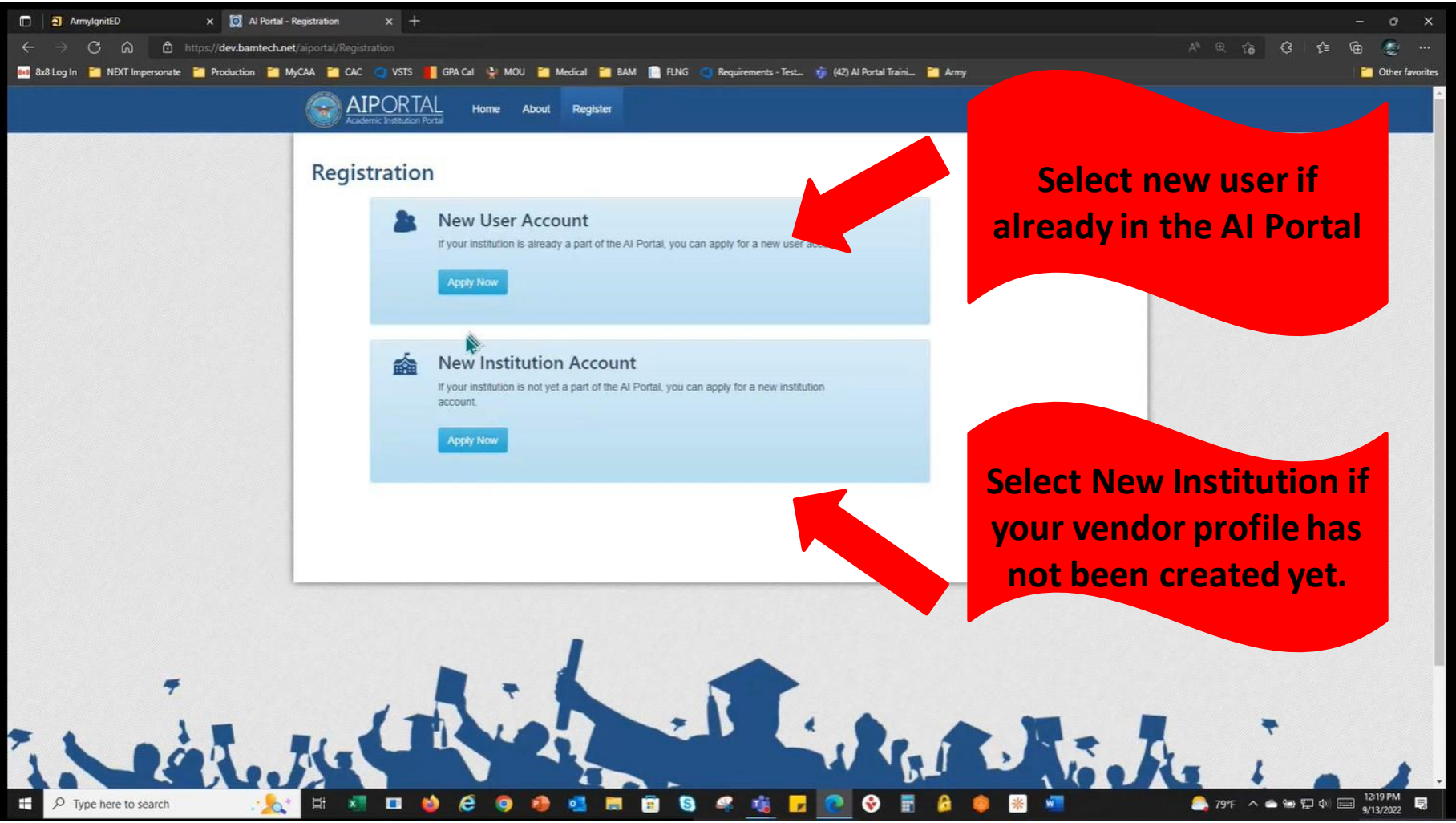
Vendor Establishes Account



Vendor Establishes Account



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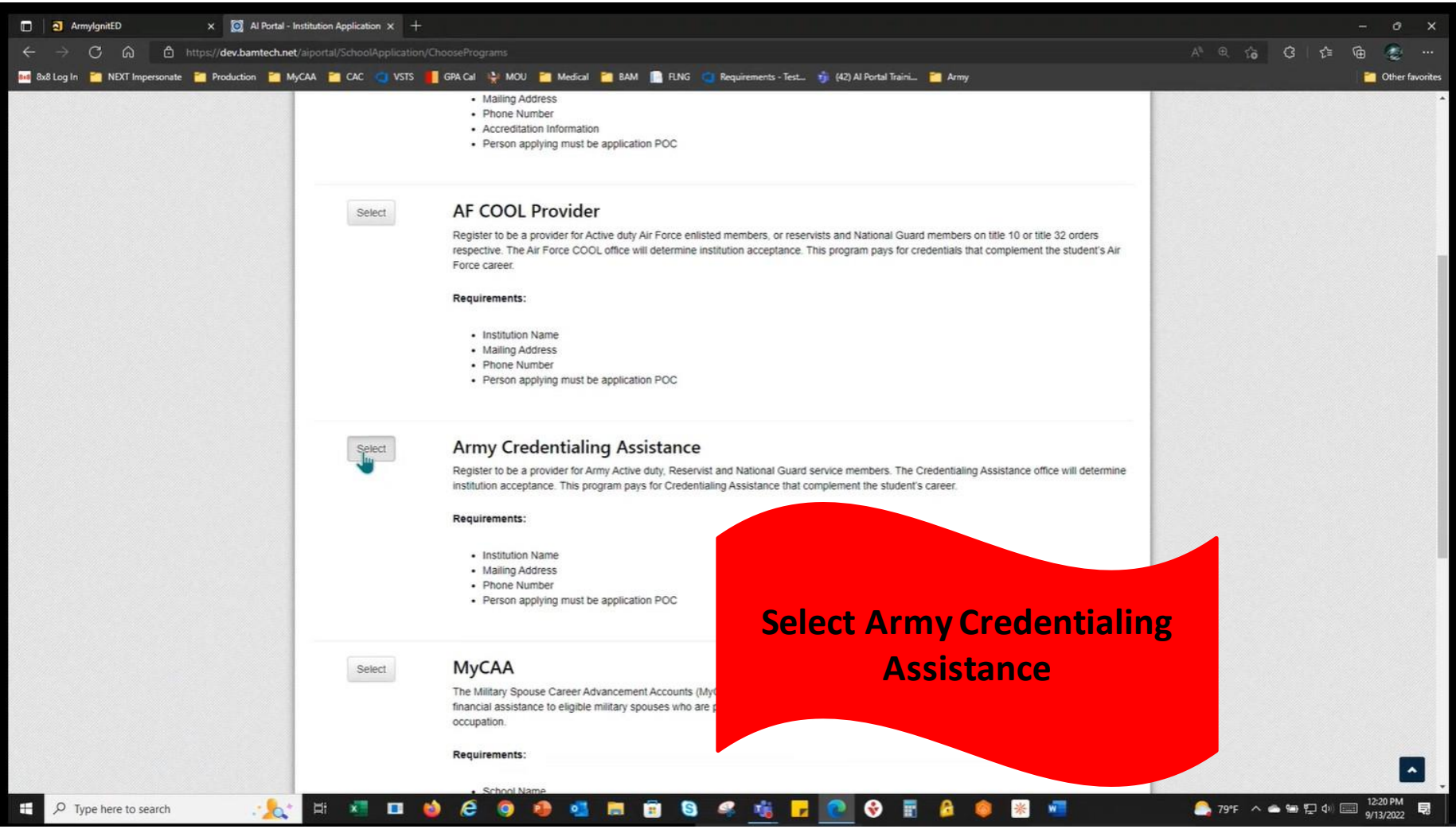

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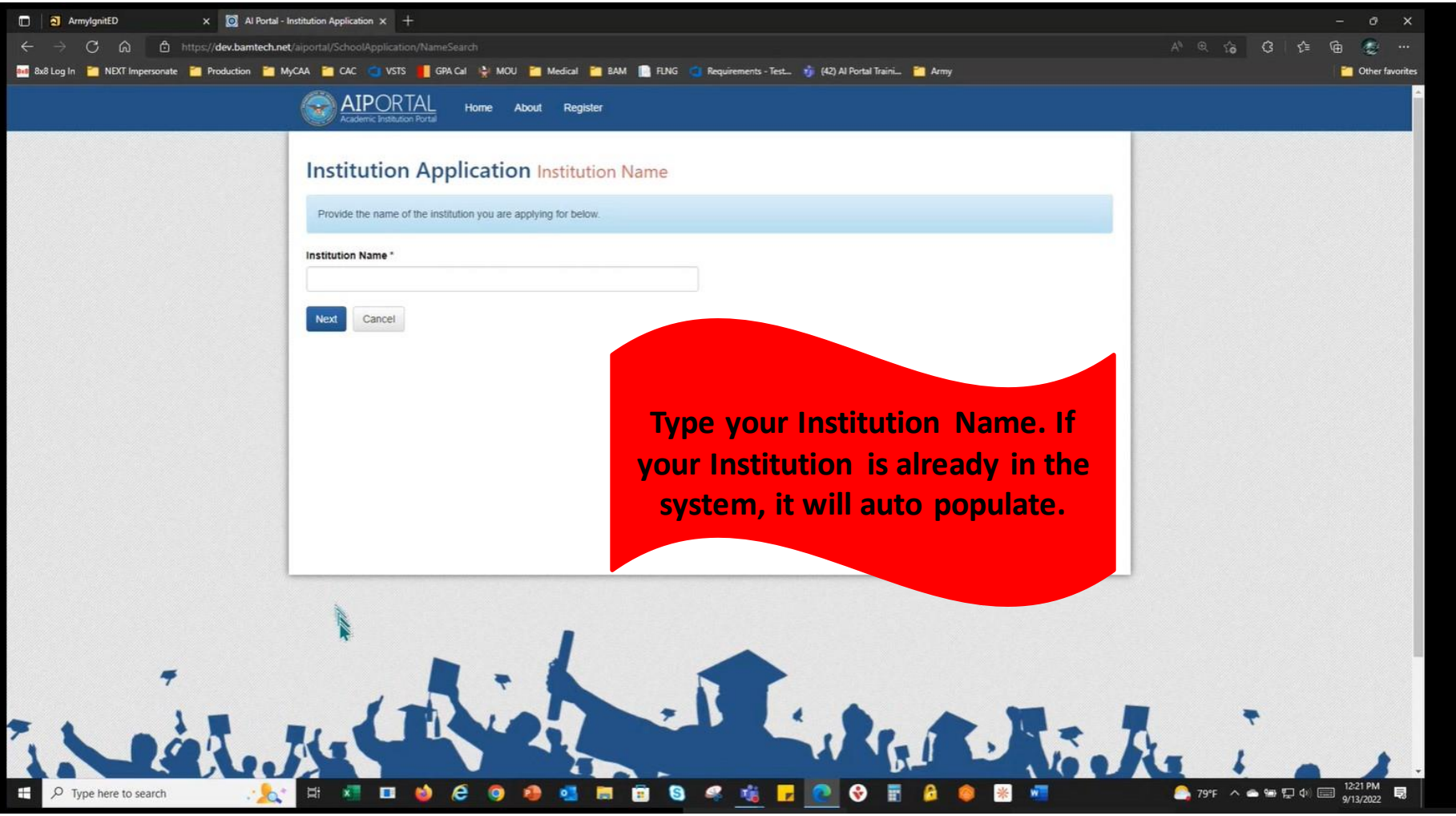

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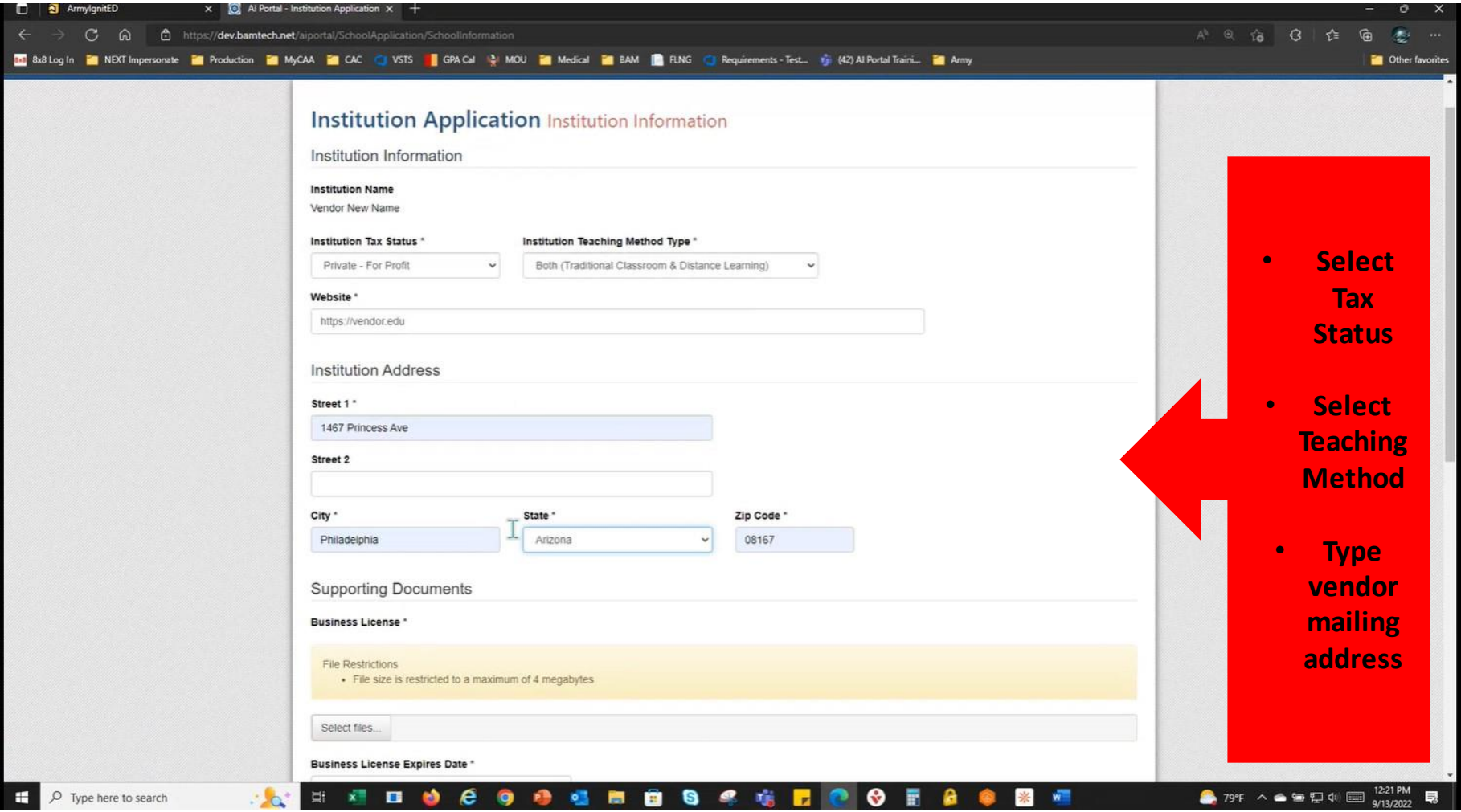
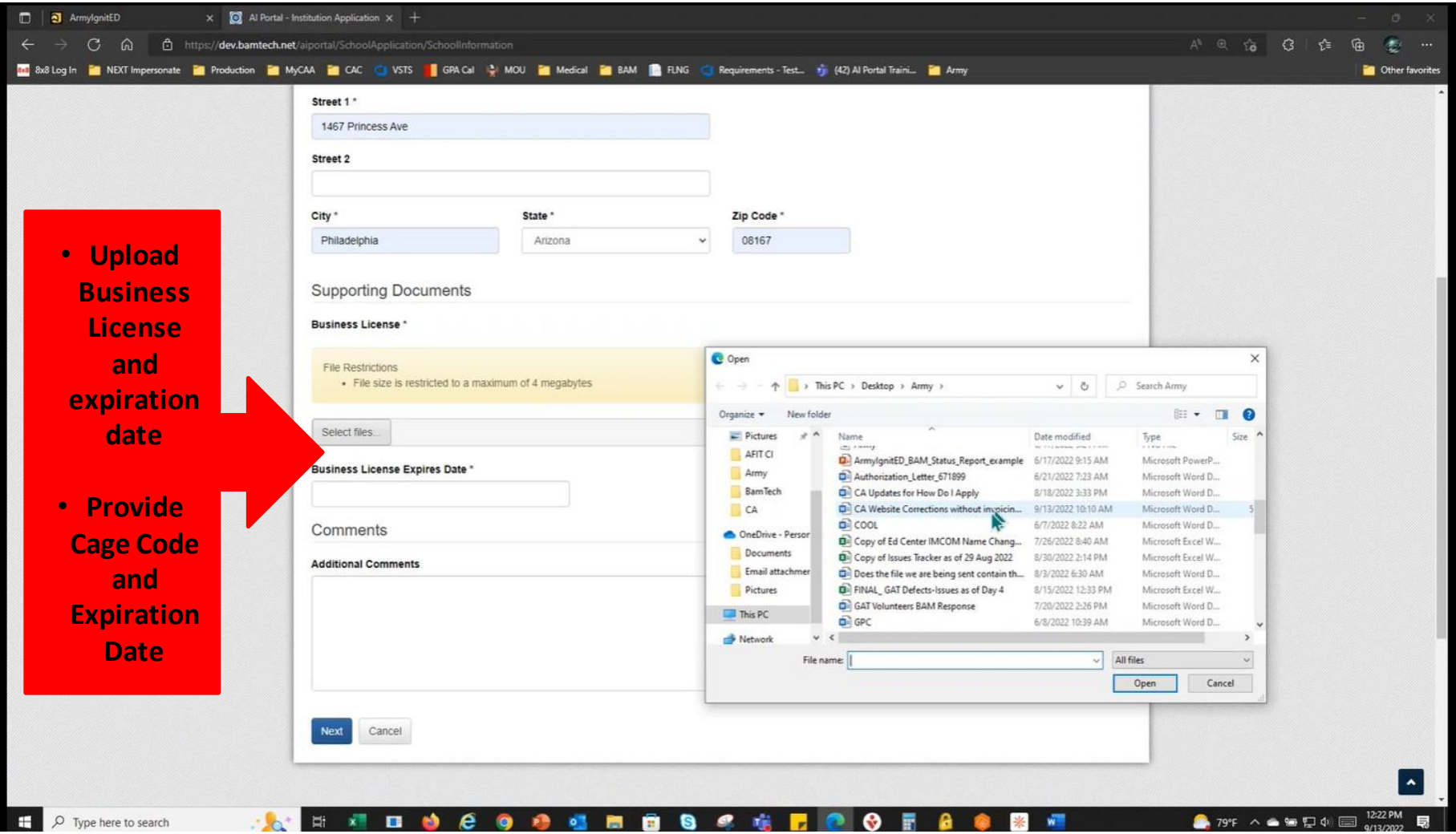


Vendor Establishes Account

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



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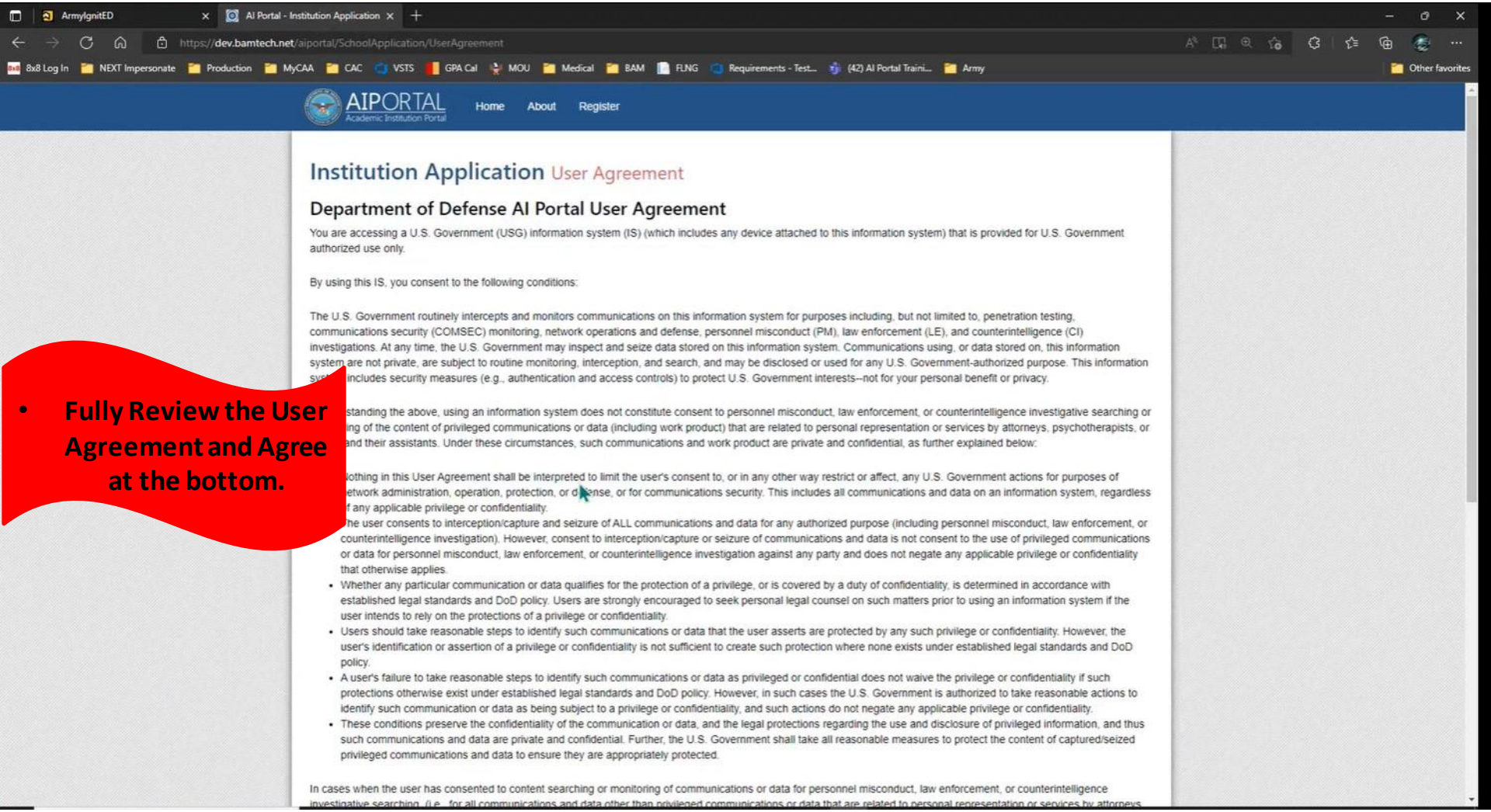
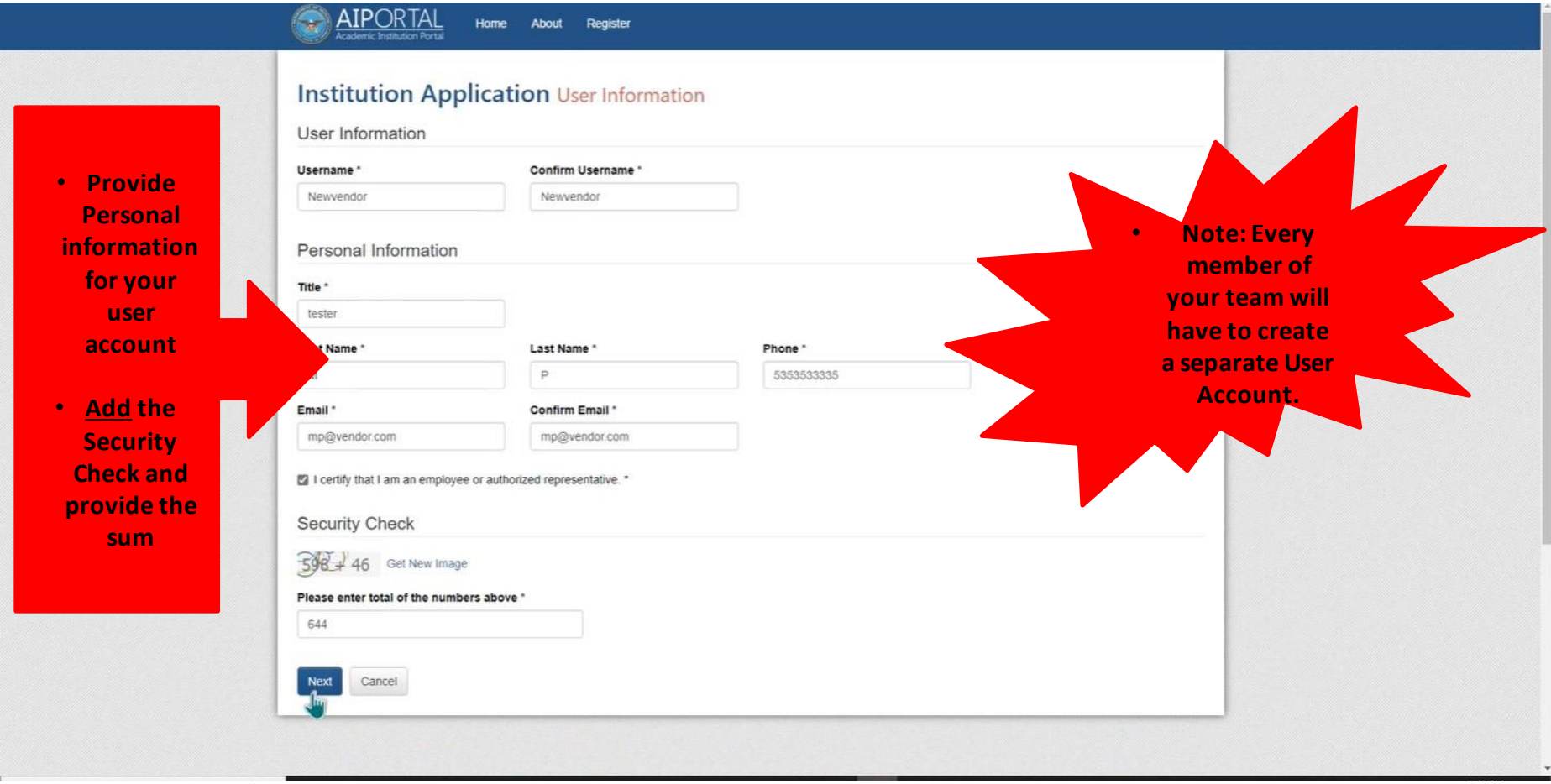


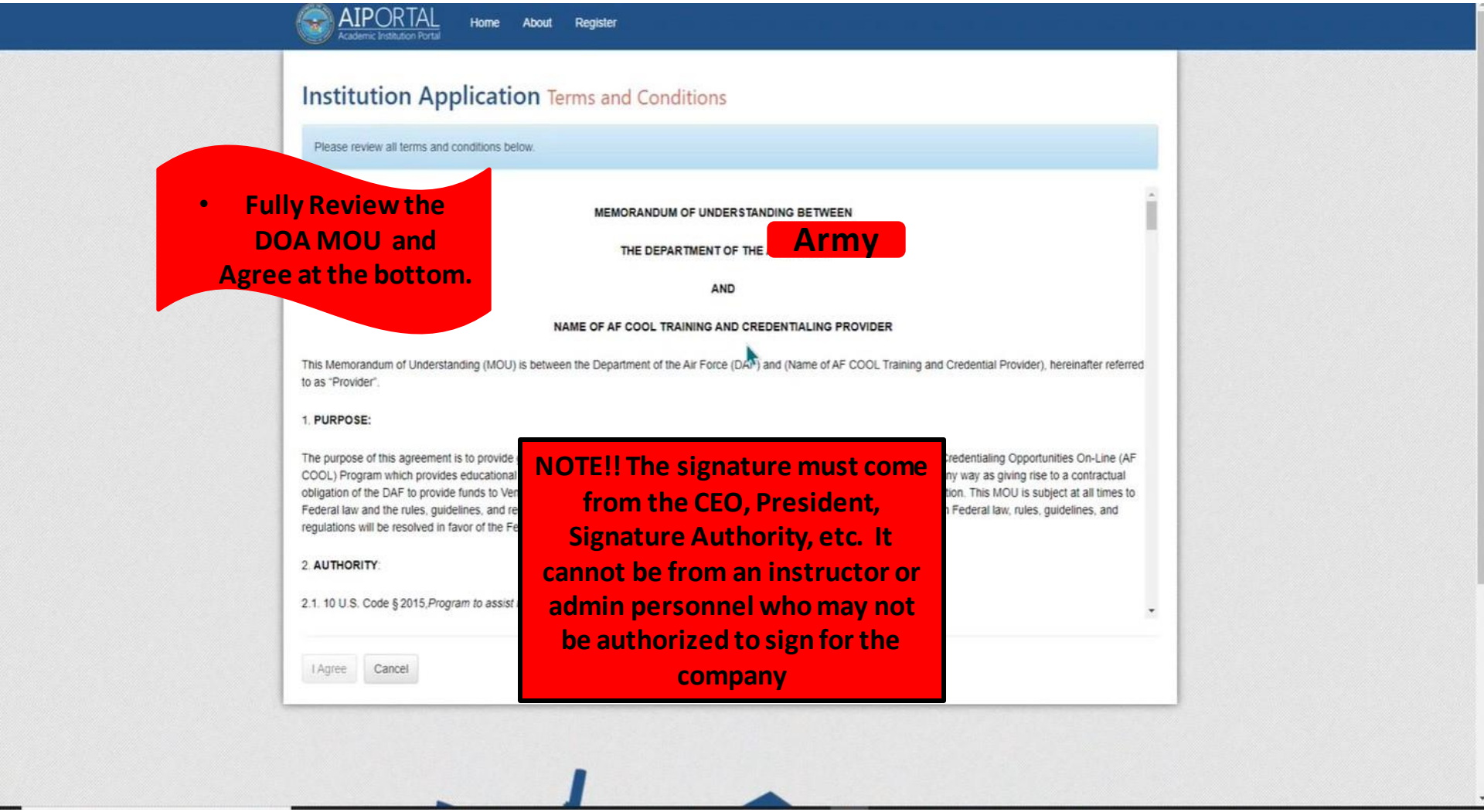
Vendor Establishes Account

- 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.

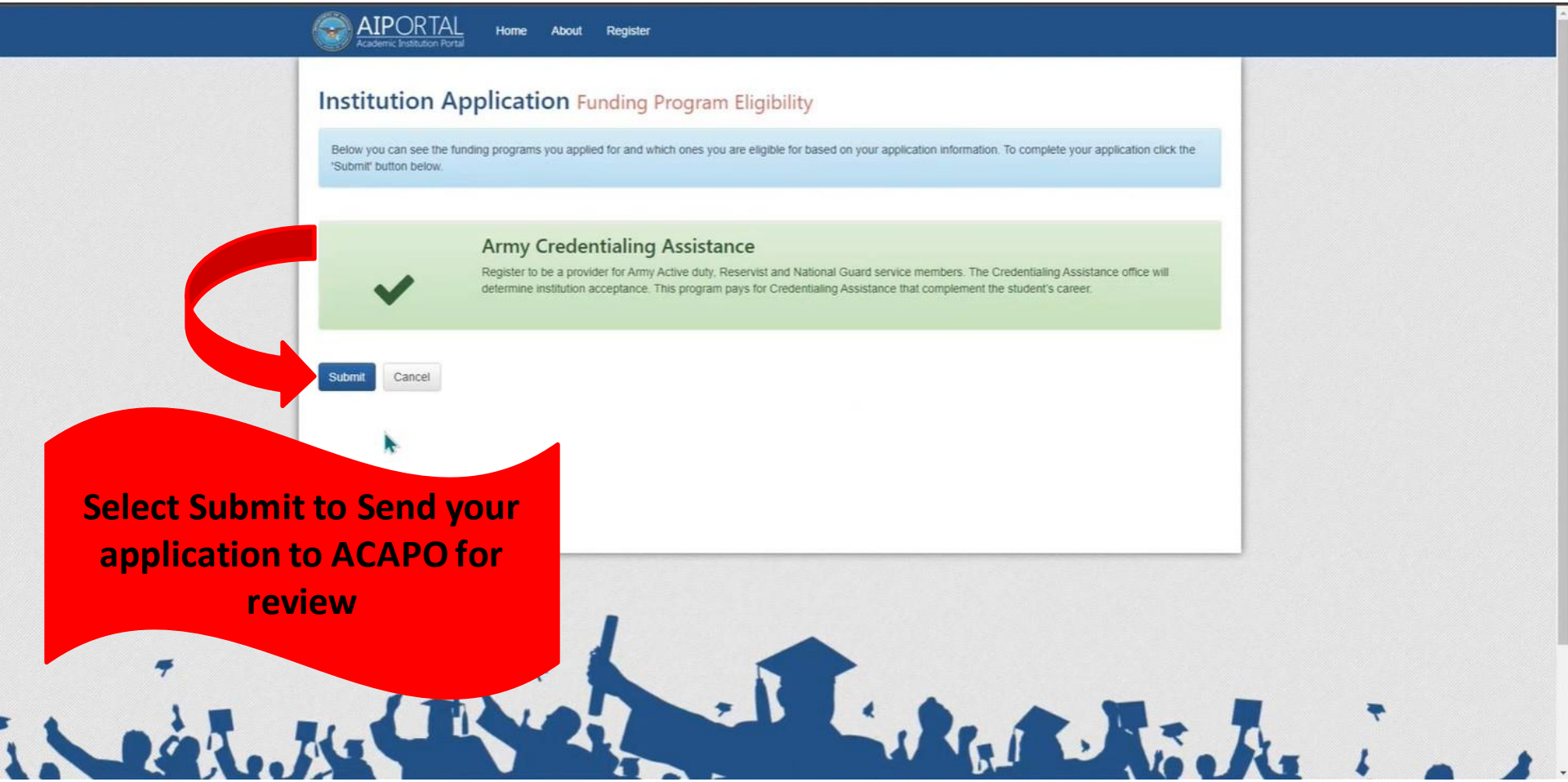
Vendor Establishes Account



- **Fully Review the DOA MOU and Agree at the bottom.**

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

Vendor Establishes Account



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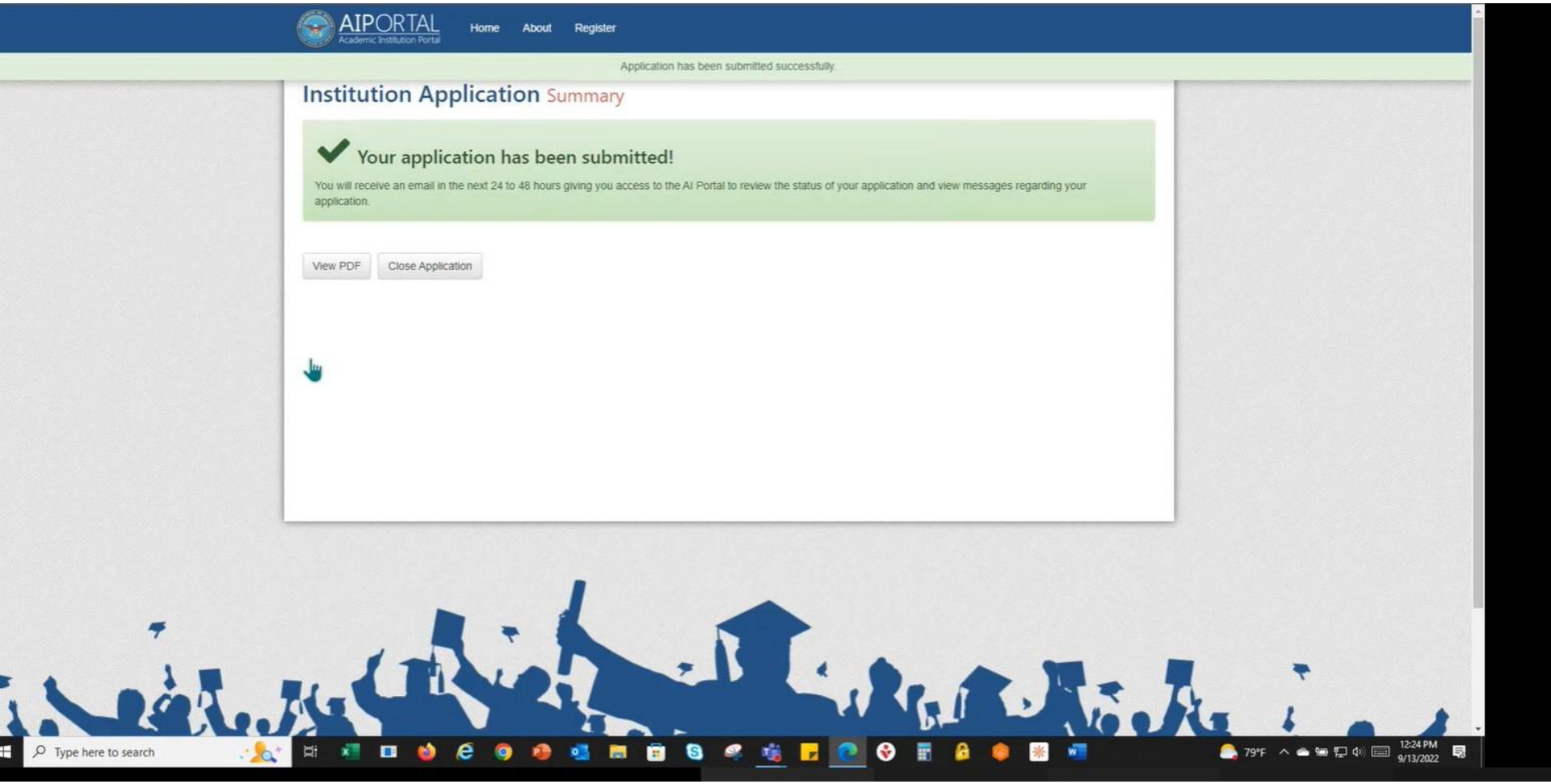

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Adding Exams and Prep Materials

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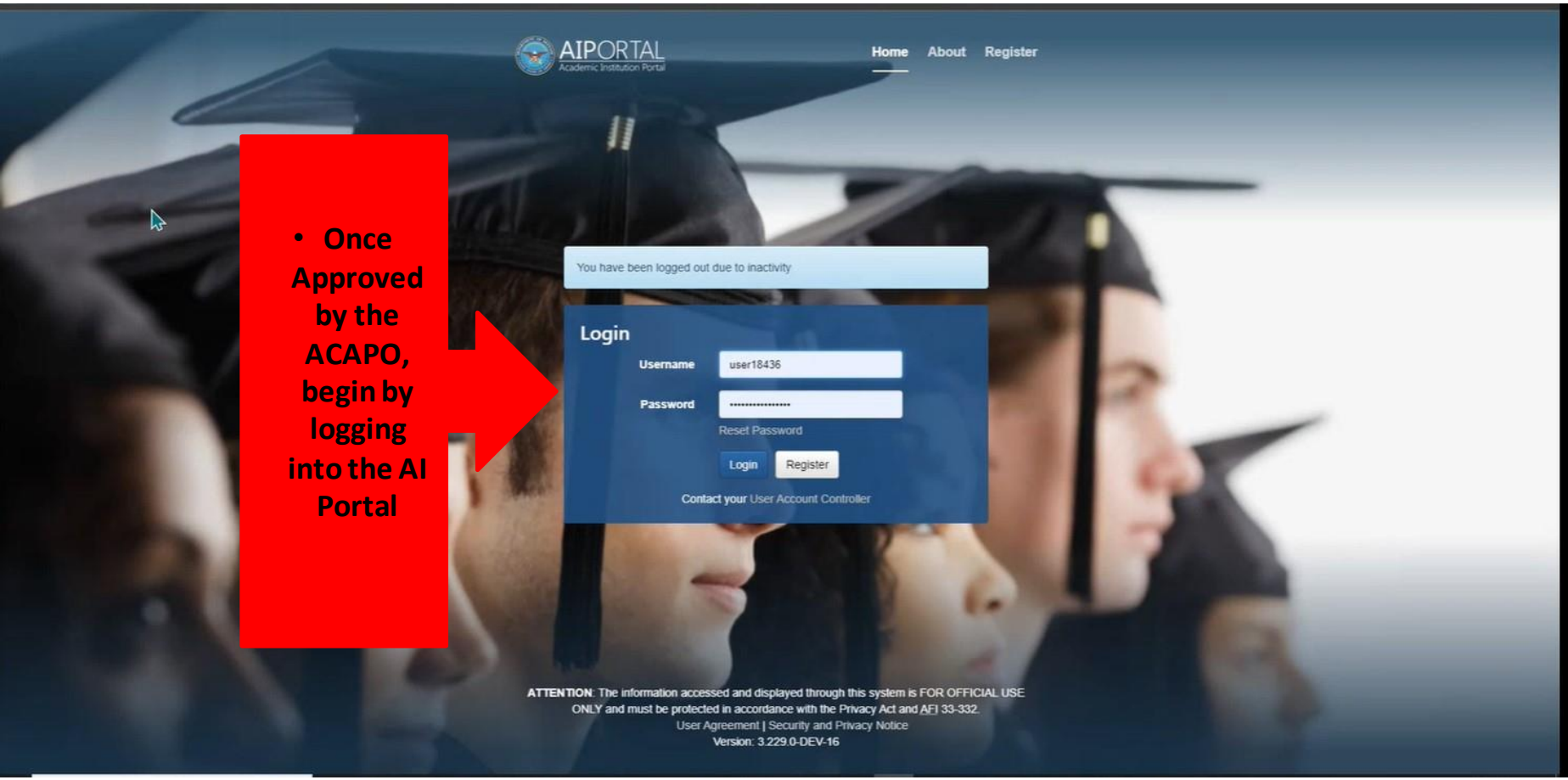
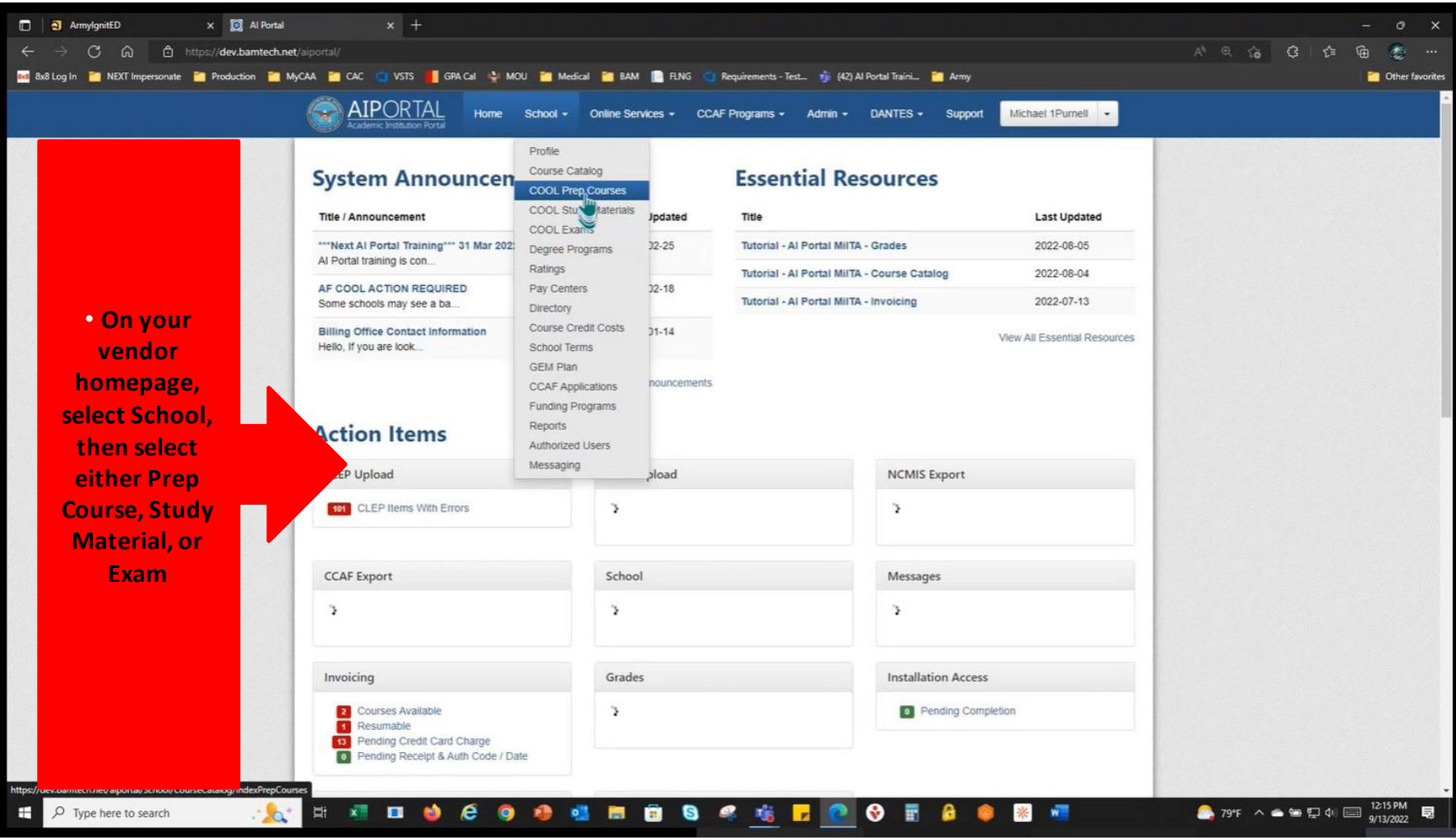
Adding Exams and Prep Materials



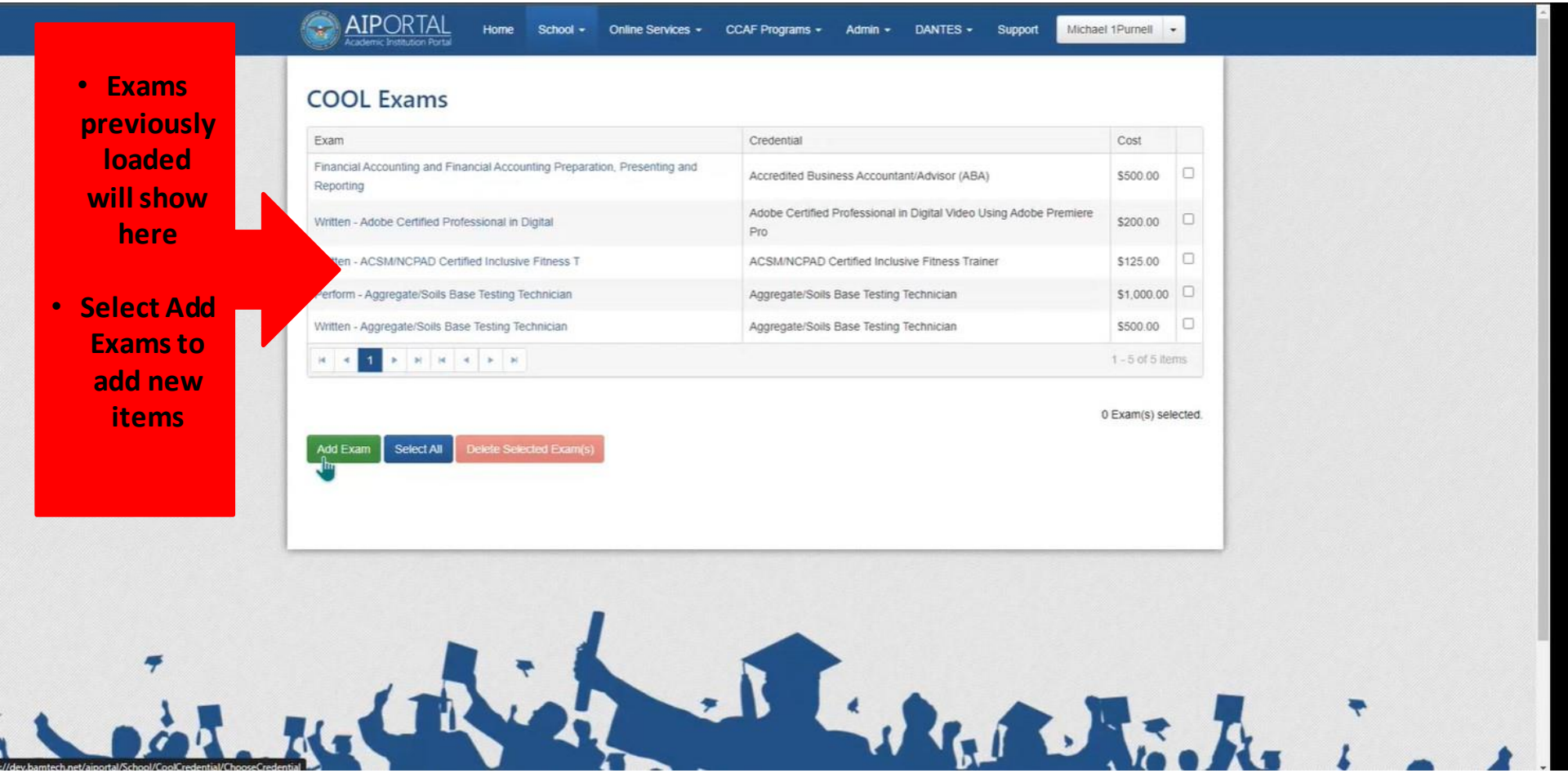
- Once Approved by the ACAPO, begin by logging into the AI Portal

Adding Exams and Prep Materials



Adding Exams and Prep Materials

- Exams previously loaded will show here
- Select Add Exams to add new items



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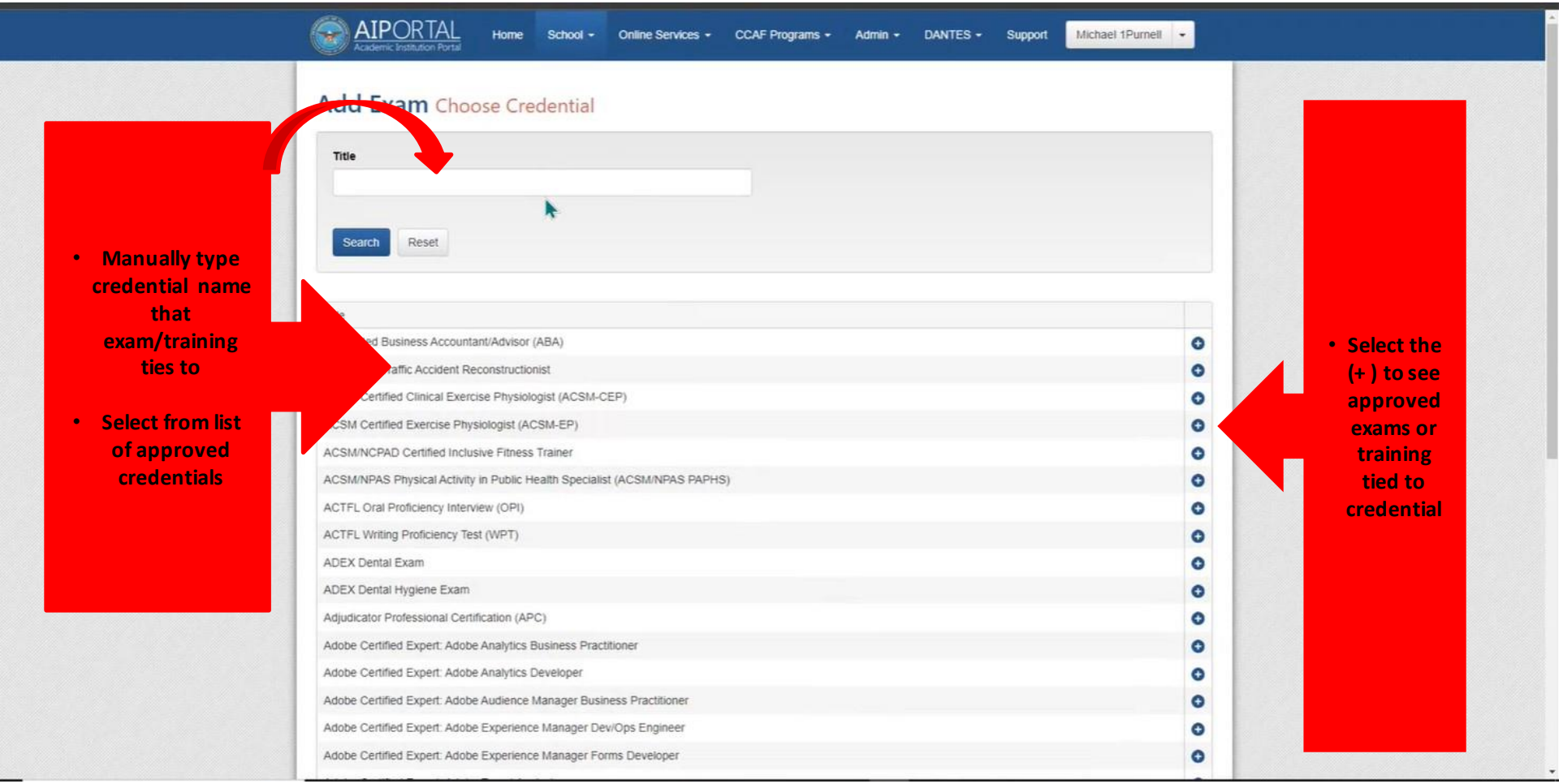
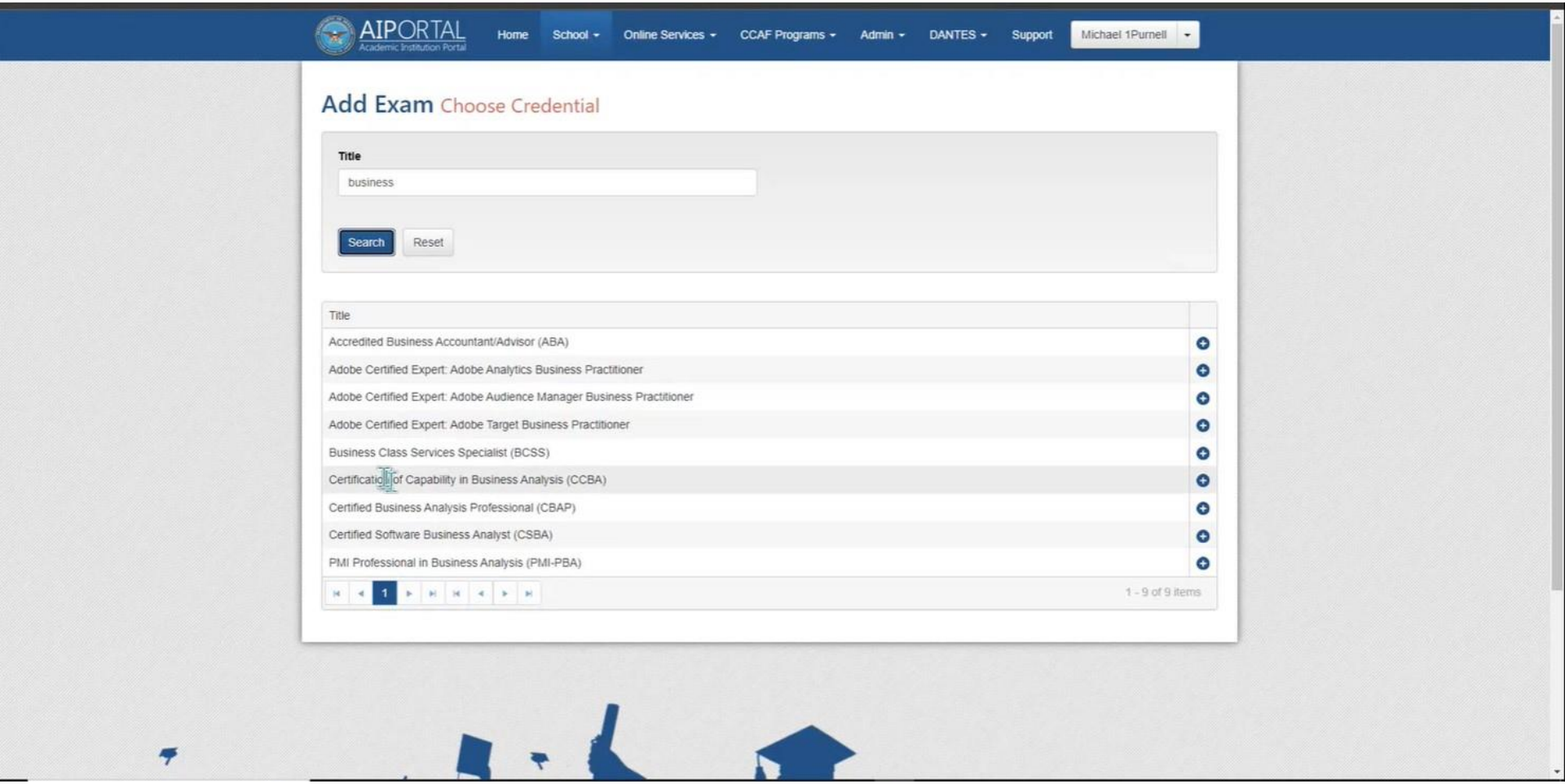


- Manually type credential name that exam/training ties to
- Select from list of approved credentials

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

Adding Exams and Prep Materials



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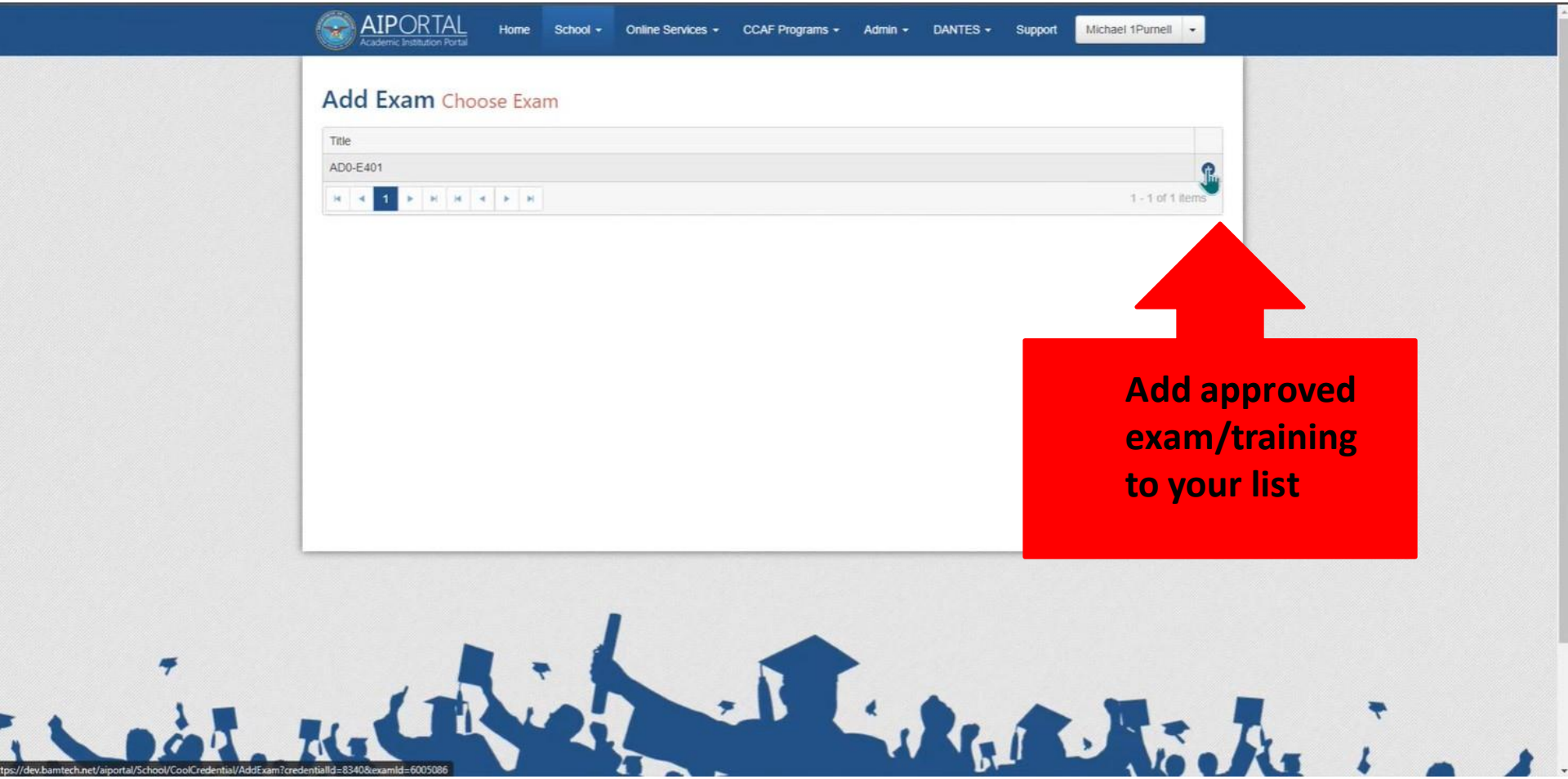

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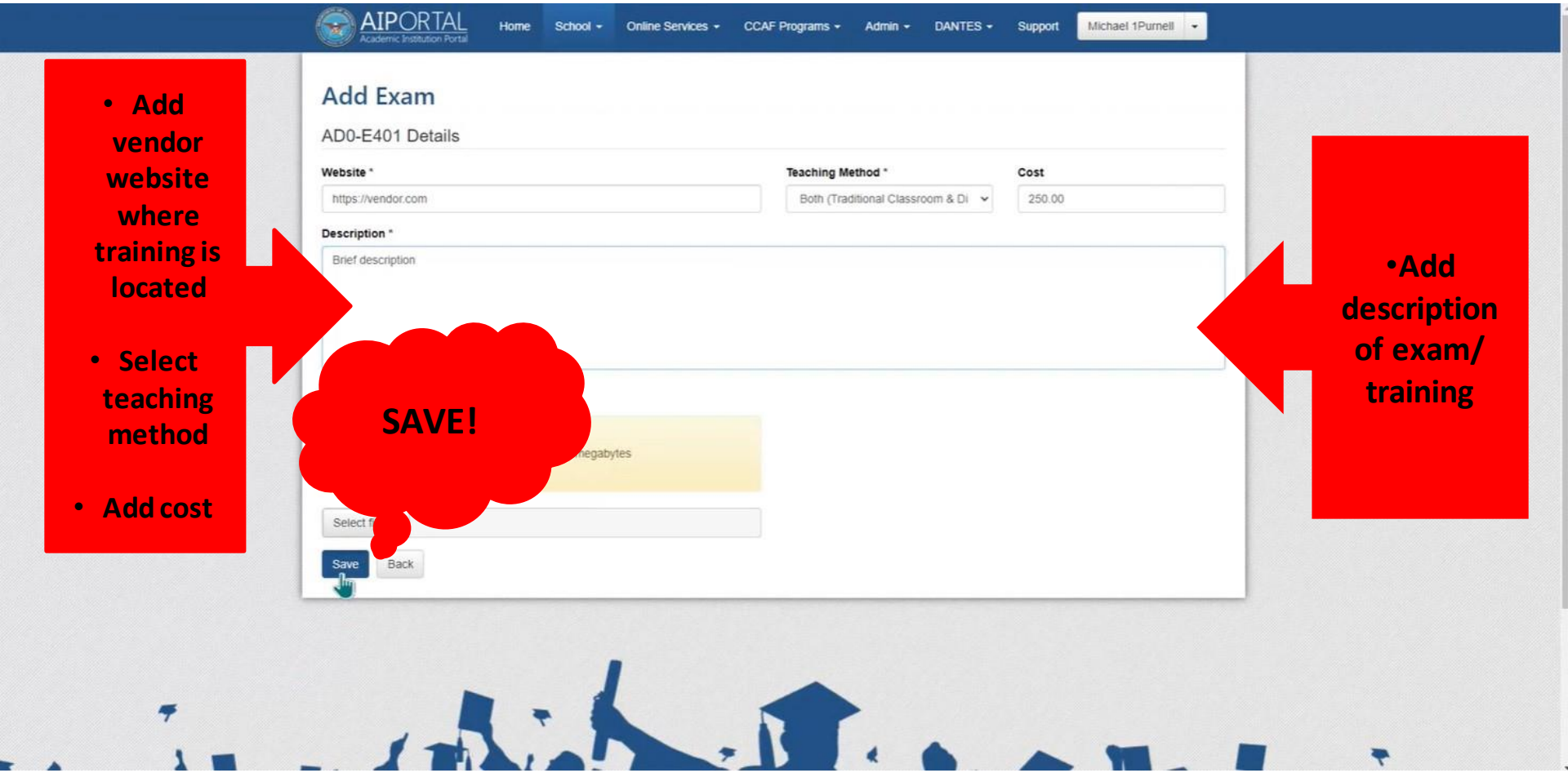

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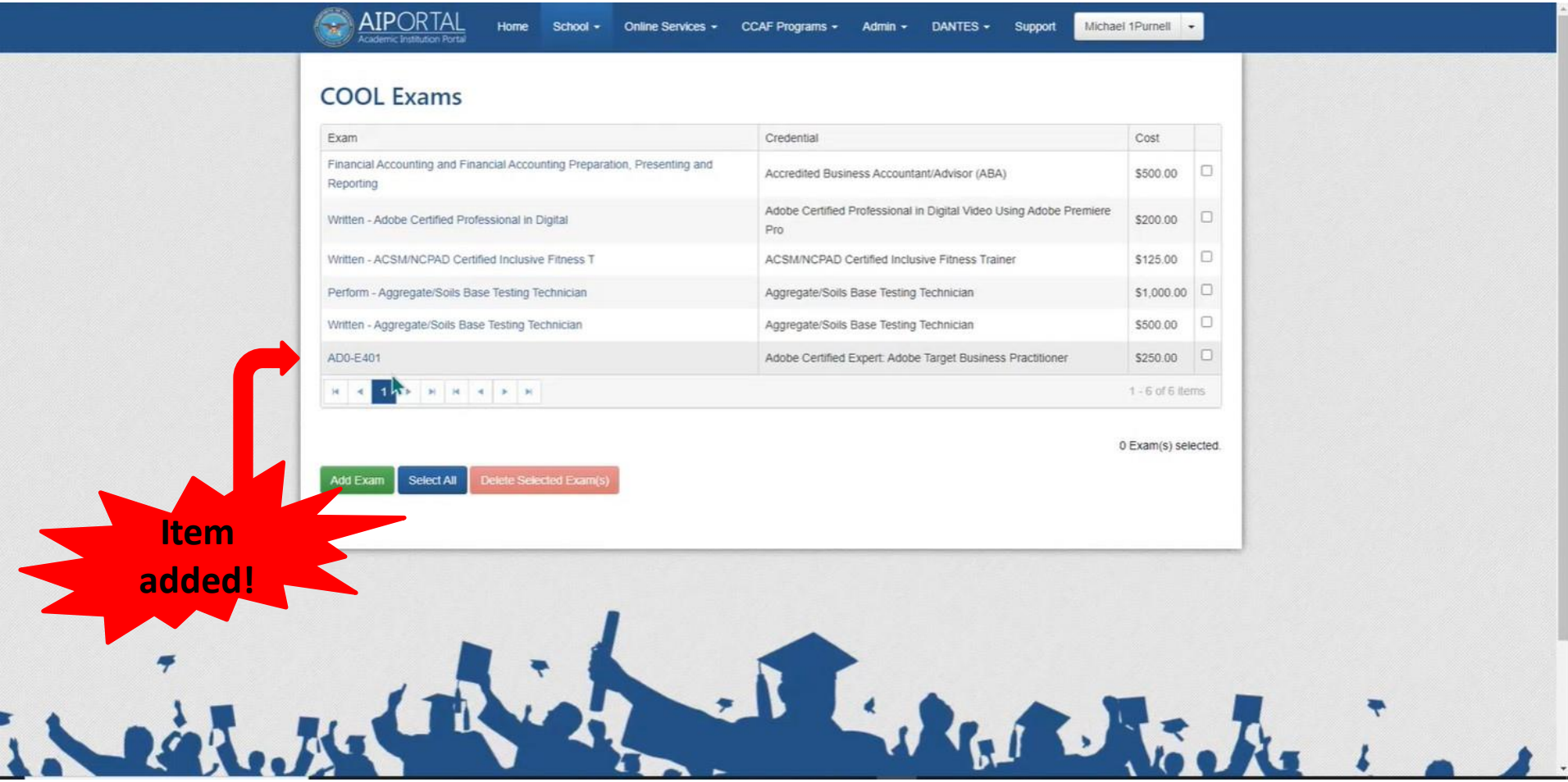
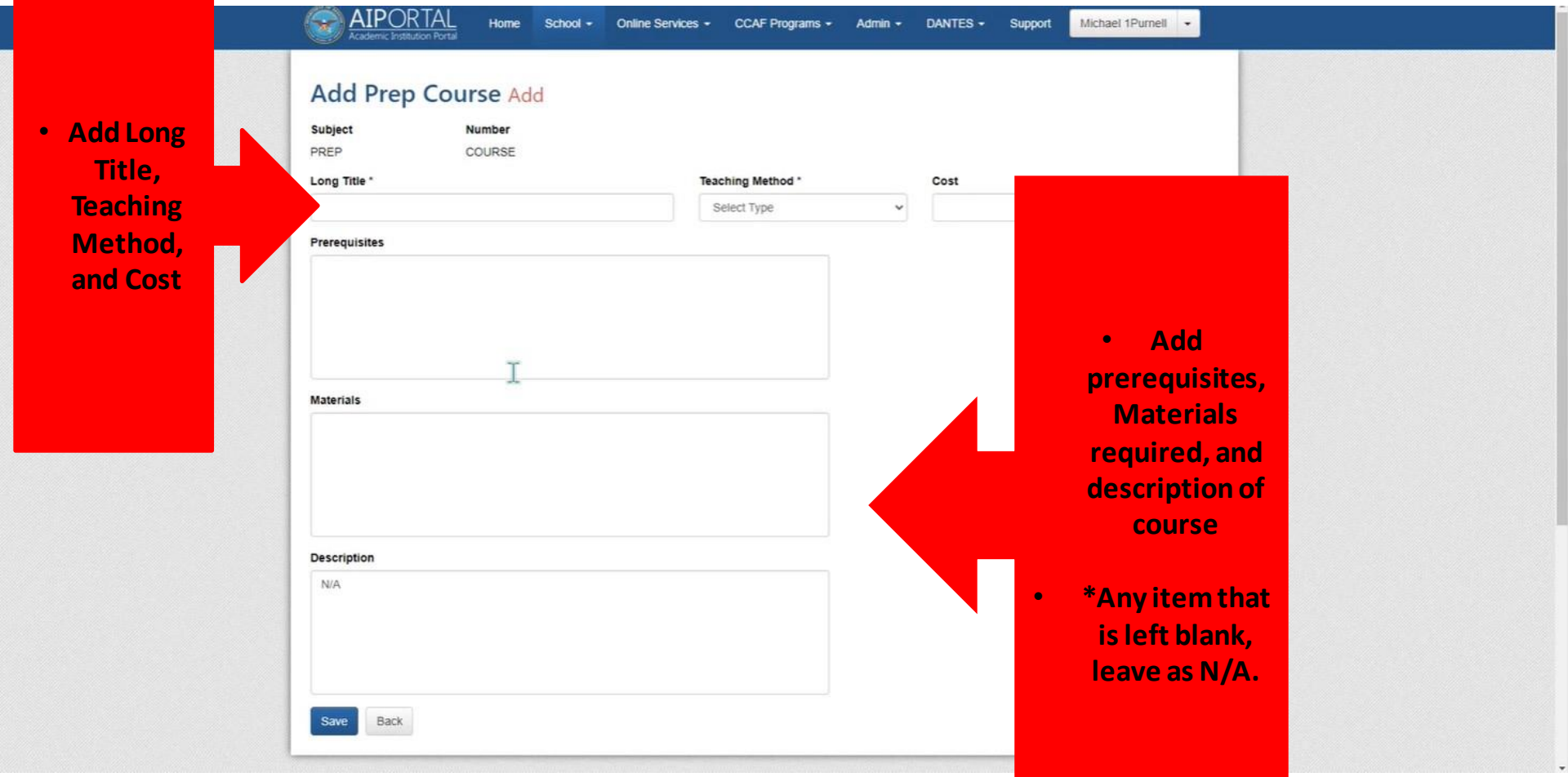


Adding Exams and Prep Materials

- 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.

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Uploading Pass/Fail Grades

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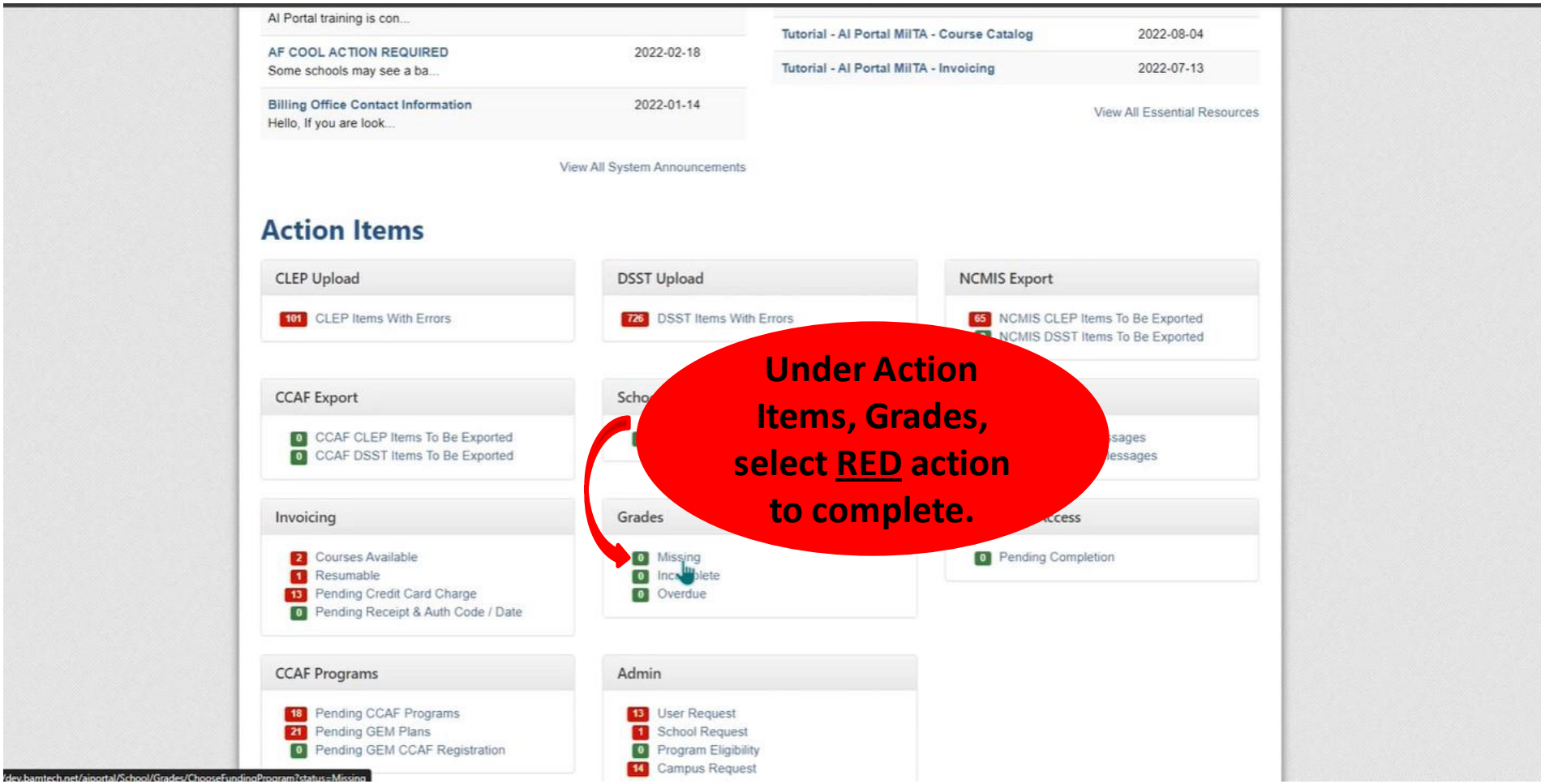
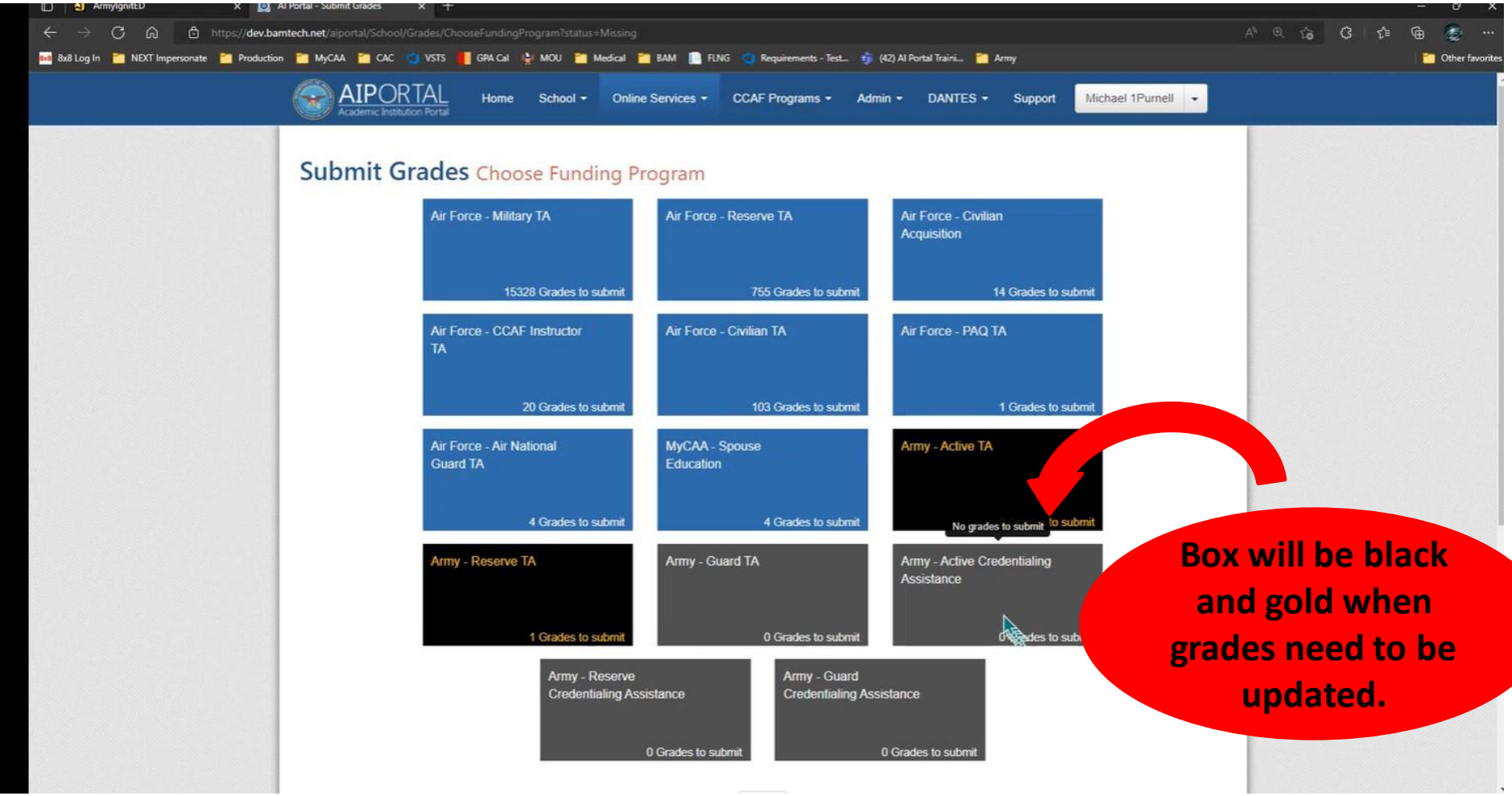
Uploading Pass/Fail



Uploading Pass/Fail



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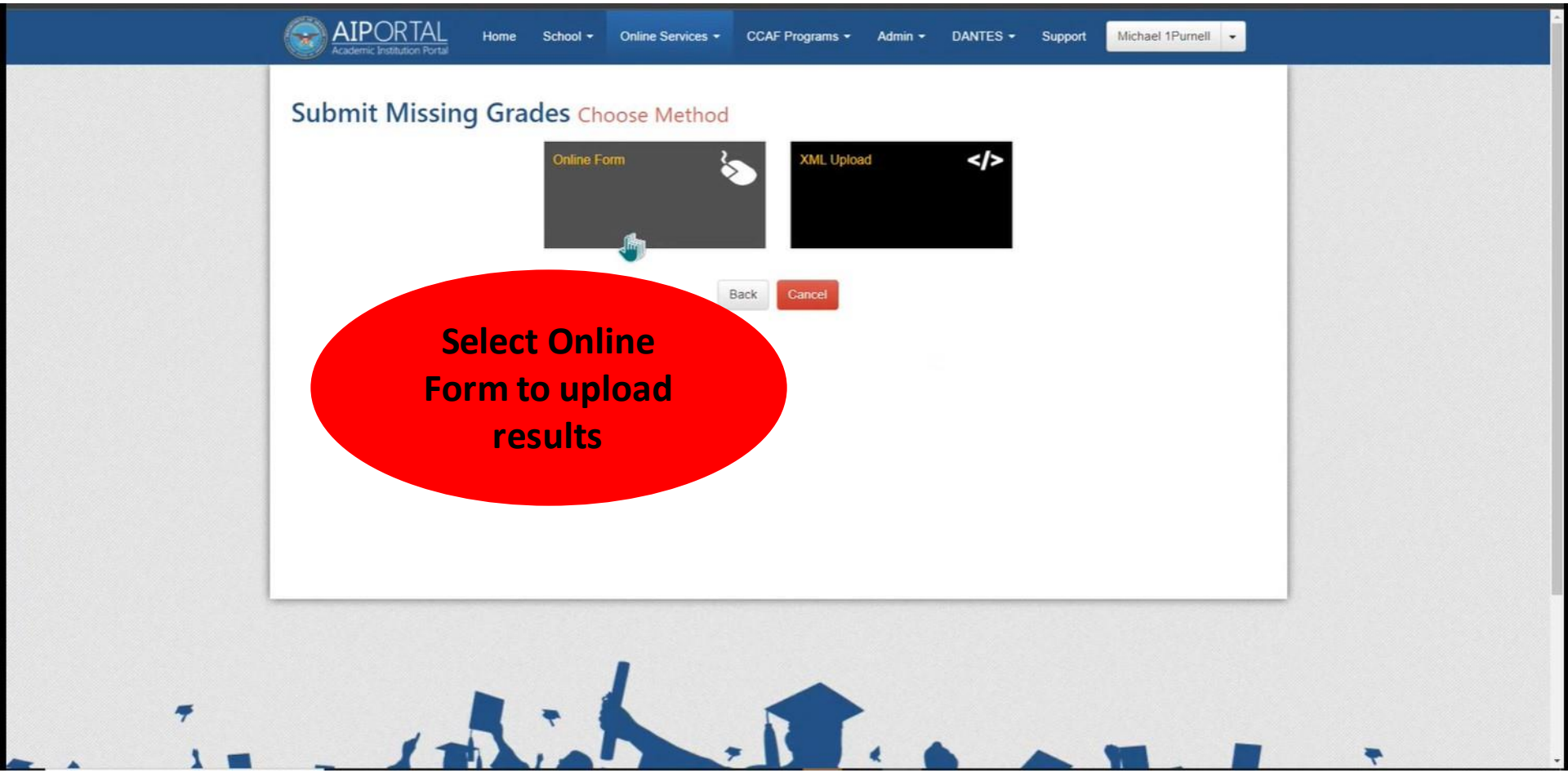

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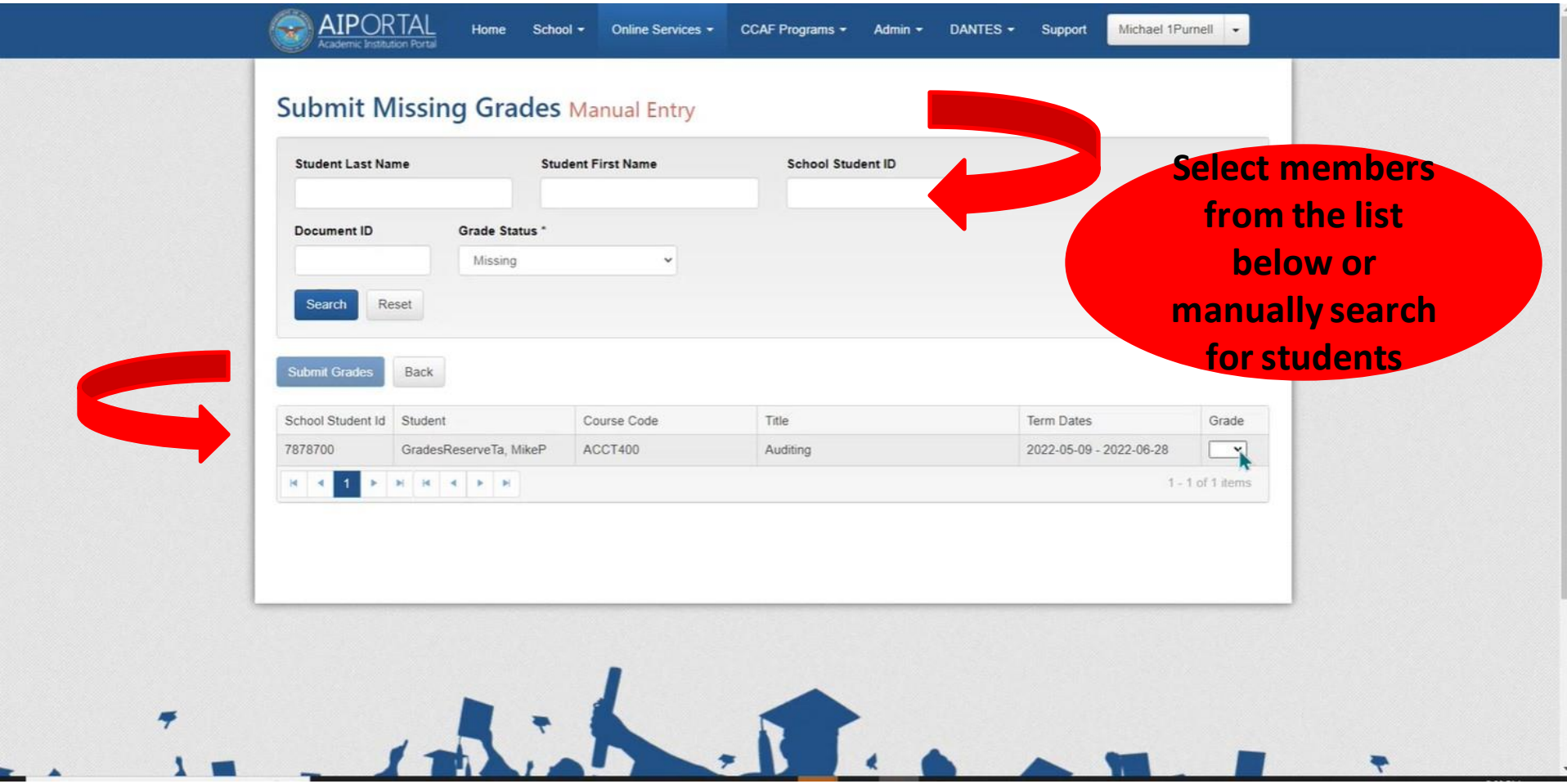

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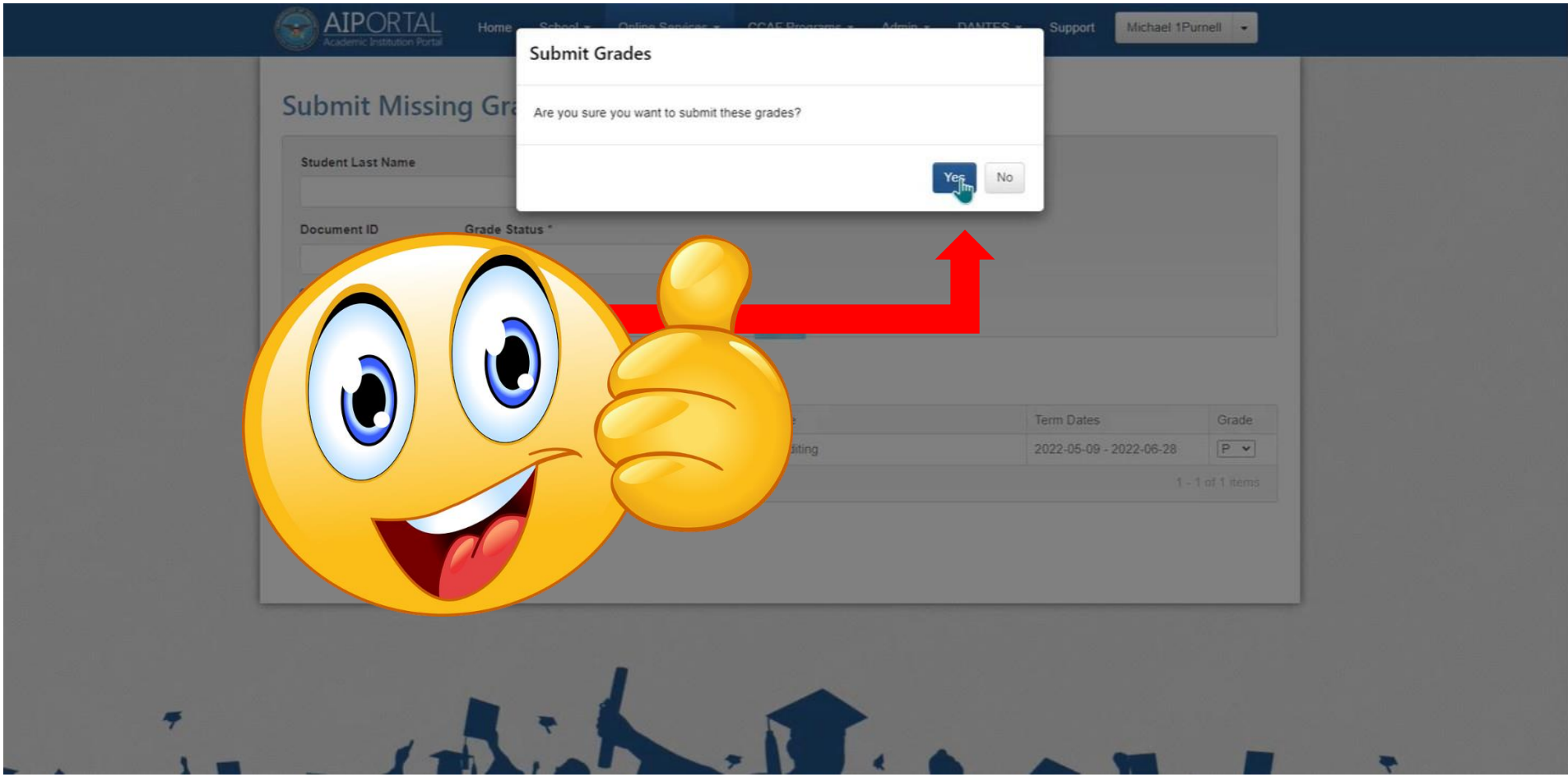

Links / Emails

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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