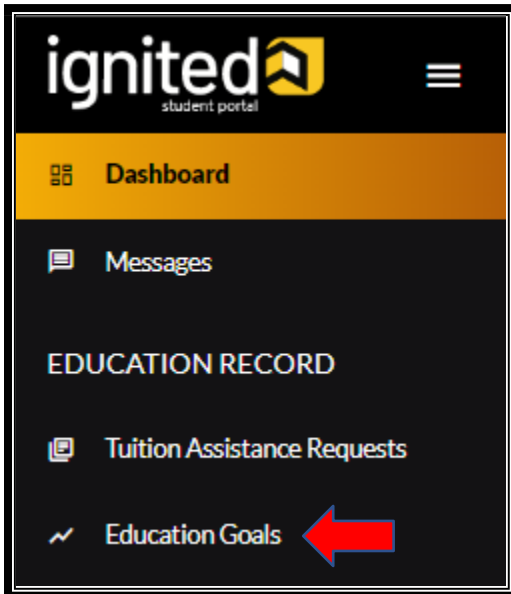


# Creating a (CA) Credentialing Assistance Ed Goal – MOS Related:

ArmyIgnitED – SM

Dashboard > Education Programs > Credentialing Assistance:



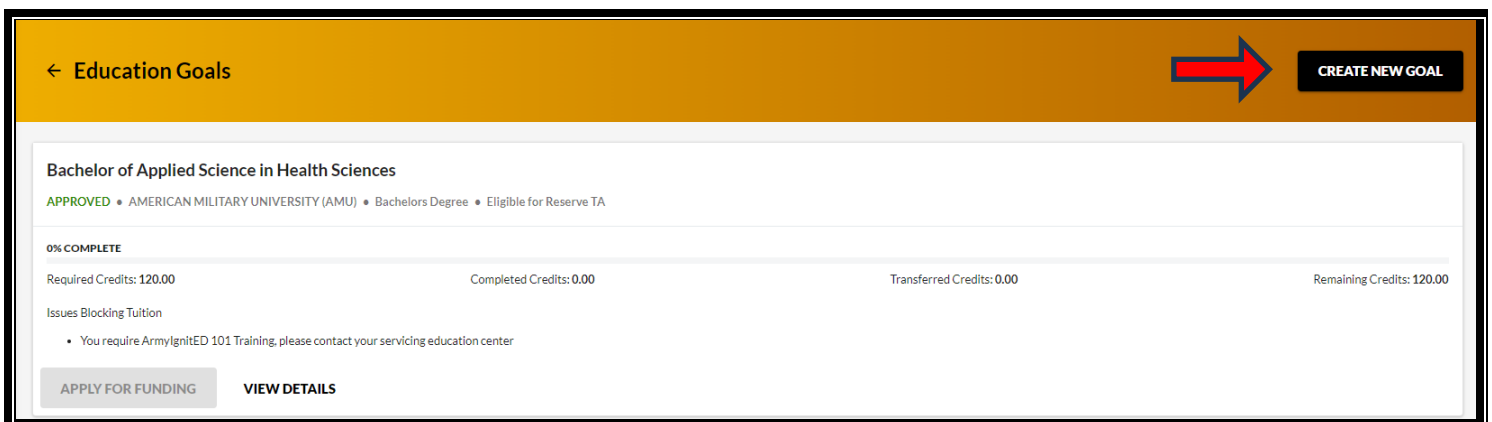
Click 'Create New Goal':

For new users you are required to complete **MILGEARS** process and complete 101 training at your Servicing Education center before CA goal can be created. (See MILGEARS tutorial for further information).

Note: Service Members can only pursue one CA goal per fiscal year and only 3 per 10 years of service. If an SM has multiple approved CA goals and has a CAR-Credential Assistance Request against any of them prior to 11 Dec 2024, they can continue to pursue those goals.

If you have a CA goal without a CAR, as of 11 Dec 2024, that goal will be automatically deleted.


Only \$2000 can be used for Credentialing Assistance.



Click the appropriate 'Education Goal':

### Create a New Goal

First, Choose an Education Goal

Associates Degree <small>Not Eligible</small>	Bachelors Degree <small>Not Eligible</small>
Masters Degree <small>Not Eligible</small>	Undergraduate Academic Certificate <small>Not Eligible</small>
Graduate Academic Certificate <small>Not Eligible</small>	Foreign Language - Army Strategic
Foreign Language - Host Country	 Credentialing Assistance - MOS Related
Credentialing Assistance - Non MOS Related	

Search for the desired Credential utilizing the 'Keyword' or utilize the 'Search' tabs:


**NOTE: All pilot credentials will have an FY limit of \$1,000. All non-pilot credentials will have an FY limit of \$2,000.**

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential

What credential will you be pursuing?


Credential that you will be pursuing

Keyword 

Credential	Leadership
50001 Certified Practitioner in Energy Management Systems (50001 CP EnMS)	
Certified Energy Manager (CEM)	
Certified Fire Protection Specialist (CFPS)	
Council-certified Fire and Smoke Damage Technician (CFST)	
Emergency Medical Responder (EMR)	

22 total

14 < 1 2 3 4 5 > 11



SUBMIT GOAL CANCEL GOAL COST BREAKDOWN

Select the desired Credential then click 'Submit Goal':

'Submit Goal':

Note: The Cost Breakdown Tab is an overview of the potential Cost Break down for the requested training.

**Potential Cost Breakdown**

Only one credentialing education goal is permitted per FY. Any costs for the complete education goal (training, books and materials, fees, and the exam) that exceed a student's available CA funding are the responsibility of the student to pay.

Please verify the total cost of your education goal. If your CA request for training does not leave enough CA funding for all costs, you are required to pay the difference. For example: A student has \$2000 of CA funding available. If their CA request for training is \$1500 and there are additional costs of \$900, the student cost will be \$400 (even if they have not reached their total \$4500 funding limit). See the example below.

**Sample Scenario:**  
A student has \$2000 of CA funding available. If their CA request for training is \$1500 and there are additional costs of \$900, the student cost will be \$400 (even if they have not reached their total \$4500 funding limit).

Description	Amount
Total TA and CA funding available for the FY	\$4500
Total CA funding available for the FY	\$2000
CA request for training	-\$1500
CA funding remaining	=\$500
CA request for additional costs	\$900
CA funding remaining	-\$500
Total student cost	=\$400

Confirm your submission by selecting **Yes**:

← Create a New Goal: Credentialing Assistance - MOS Related

1 Credential

What credential will you be pursuing?

Credential that you will be pursuing

Certified Energy Manager (CEM)

SUBMIT GOAL CANCEL GOAL

Submit Education Goal  
Are you sure you want to submit this goal?

YES NO

Select **Continue** to complete your credentialing educational goal. Once approved you will then be able to create your CA funding request.

Credential Assistance Request Application

## Your Credential goal has been created

Here are the next steps

- 1 Selecting goals DOES NOT mean you have submitted a CA Request or approval to start a course.
- 2 You must now complete the CA request by clicking on the "Apply For Funding" button.
- 3 Contact your requested approved vendor for a custom quote that you will upload within your CA request. If your quote does not match your CA request, or the vendor is not an approved vendor, your CA Request will be rejected.

CONTINUE

Confirm that Education Goal is reflected under 'Education Goals':

Certified Energy Manager (CEM)

APPROVED • Credentialing Assistance - MOS Related • Eligible for Reserve CA

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0% COMPLETE 

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

[APPLY FOR FUNDING](#)    [VIEW DETAILS](#)

**Note: After submission of CA ed goal, soldiers have 90 days to submit CAR- Credentialing Assistance Funding Request from the time the CA goal is approved.**