

# Creating a (CAR) Credentialing Assistance Funding Request - 'Exam':

ArmyIgnitED – Service Member

**NOTE: EACH exam taken will deduct from the remaining credits of the CA Goal**

Dashboard -> locate appropriate 'Active Education Goal' -> 'Apply for Funding':

The dashboard shows the following information:

- Fiscal Year Cap:** \$1,000.00 (Funding Remaining: \$1,000.00, Credits Remaining: 4)
- Undergraduate:** 130 Credits Remaining (GPA: N/A)
- Graduate:** 39 Credits Remaining (GPA: N/A)

**ACTIVE EDUCATION GOALS**

- Designer:** APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Active TA. 10% COMPLETE. Required Credits: 120.00, Completed Credits: 12.00, Transferred Credits: 0.00, Remaining Credits: 108.00.
- Aggregate/Soils Base Testing Technician:** APPROVED • Credentialing Assistance - MOS Related • Eligible for Active CA. 50% COMPLETE. Required Credits: 2.00, Completed Credits: 1.00, Transferred Credits: 0.00, Remaining Credits: 1.00.

Red arrows in the image point to the 'APPLY FOR FUNDING' buttons for both goals, with a specific focus on the 'Aggregate/Soils Base Testing Technician' goal.

Verify ALL 'Contact Information' is correct. **IF incorrect**, click the 'yellow pencil' to update information -> 'Verify and Proceed':

The form shows the following contact information:

- Email:** Hiep.Nguyen@bamtech.net
- Personal Email:** Barry.GeneratedAdams51@test2.net
- Work Phone:** 8245022712
- Mobile Phone:** 8296964660

The address section is also visible:

- Street 1:** 5504 Filomena Light
- Street 2:** 6138 Renner Centers
- City:** New Francescahaven
- State:** IL
- Zip:** 67495

Red arrows in the image point to the 'VERIFY AND PROCEED' button and the 'Mobile Phone' field.

## Agree to ALL conditions -> 'I Agree, Continue':

**< Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician**

**User Agreement**

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/loan title, course/loan cost, and custom quote from the vendor for the course/loan (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/loan or current course/loan in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

**ACADEMIC**

- I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (ArmyGHR/ED). Grades that are 90 days past course/loan end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-502). I grant permission for the Army to share my training and academic information as needed with Army Civilians and Army Contractors whose responsibilities and contracts include education services and programs.
- I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

**FINANCIAL**

- I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for failing a course/loan; non-completions (failing to attend a course or sit for an exam in the timeframe requested); incomplete "I" grades unresolved 180 days after the course/loan end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing Office.
- I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

**PRIVACY ACT STATEMENT:**

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.  
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice AG021-1-AHRC. <https://oig.dod.mil/privacy/SORN/News/DOC-wide/SORN-Article-View/Article/570092/AG021-1-ahrc.aspx>  
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.  
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

**PENALTY STATEMENT:**

There are severe criminal and/or civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

**I AGREE, CONTINUE**    **CANCEL**

## Identify if 'Deployed' -> 'Next':

**< Create Credentialing Assistance Request: Agg**

**1 Demographic**

**Are you applying for funding from a deployed location?**

Yes     No

**NEXT**    **CANCEL**

Identify 'Vendor' and 'Campus' from drop-down menu -> 'Next':

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic 2 Vendor 3 Dates 4 Exam

What is your Exam Center?

Due to the numerous testing providers, not all may be listed. If you are attempting to test at an exam center not listed, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging and provide the following information: testing providers name, physical mailing address, phone number, and website address.

Vendor\*  
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Campus\*  
EMBRY RIDDLE AERONAUTICAL UNIVERSITY

BACK NEXT CANCEL

Input the appropriate 'Start' and 'End' dates:

**NOTE:** The 'Start Date' **MUST** be within 45 days or greater than 90 days from the course or exam start date. 'End Date' must be within 365 days from your estimated start date.

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic 2 Vendor 3 Dates 4 Exam

What are your estimated start and end dates?

You have up to 365 days to prepare for your training or exam. Within the 365 days, you are required to apply for tuition for your training or exam(s). If you do not apply for funding for your training or exam, you will be required to reimburse the government for the costs associated to your book and material. If your preparation takes longer than 365 days, please forward information to the Credentialing Assistance office via ArmyIgnitED messaging.

Estimated Start Date\*  
10/31/2022

Estimated End Date\*  
10/31/2023

BACK NEXT CANCEL

Select the appropriate 'funding':

← Create Credentialing Assistance Request: Aggregate/Soils Base Testing Technician

Demographic Vendor

What do you need funding for?

ADD EXAM ADD BOOKS AND MATERIALS ADD TRAINING

BACK SUBMIT CANCEL

Click 'Select Exam':

← Create Credentialing Assistance Request: Accredited Legal Professional (ALP)

Demographic Vendor Dates Exam

Add Exam

Written - Accredited Legal Professional (ALP)

Description: N/A  
Category: Written

BACK

SELECT EXAM

Remaining Funding  
Fiscal Year: \$4,000.00  
Fiscal Year Credits: 0

Select appropriate 'Location':

- DL
- N/A
- Off Installation
- On Installation
- Other

Input 'Cost' -> 'Add Exam':

← Create Credentialing Assistance Request: Accredited Legal Professional (ALP)

Demographic Vendor Dates Exam

Exam Title  
Written - Accredited Legal Professional (ALP)

Location \* Off Installation Cost \* \$150.00

ADD EXAM BACK

Remaining Funding  
Fiscal Year \$4,000.00  
Fiscal Year Credits 0

Review ALL information and add additional exam if applicable -> otherwise click 'Submit':

← Create Credentialing Assistance Request: Accredited Legal Professional (ALP)

Demographic Vendor Dates Exam

EXAM - Written - Accredited Legal Professional (ALP)

Government Cost	Student Cost
\$150.00	\$0.00

ADD FEE

ADD EXAM

Costs

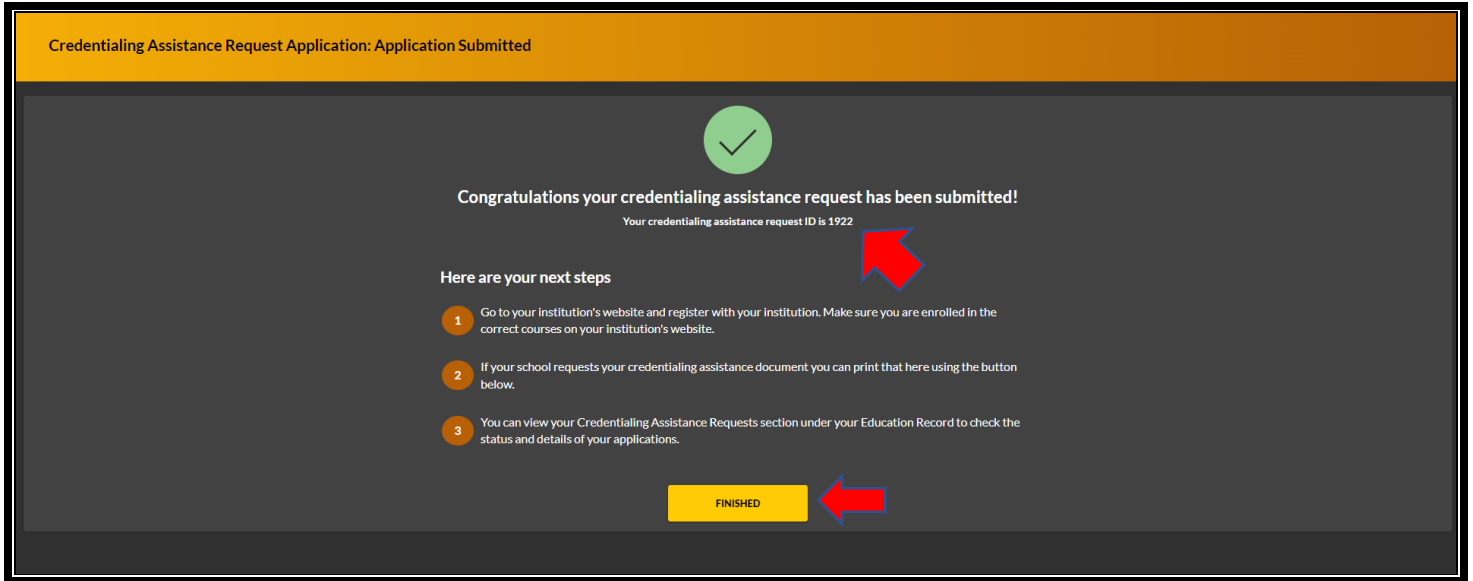
Total Costs	Government Costs	Student Costs
\$150.00	\$150.00	\$0.00

BACK SUBMIT CANCEL

Remaining Funding  
Fiscal Year \$4,000.00  
Fiscal Year Credits 0

Click **'Finished'** verifying that your CA Request has been submitted.

**Document your Credentialing Assistance Request ID!**



Confirm that CA Request is reflected under **'Tuition Assistance Requests'** on ArmyIgnitED Dashboard reflecting **'Pending ACAPO Review'**:

