



# Army Credentialing Assistance (CA)

## Getting Started Guide

The Department of Defense began the Army Credentialing Assistance Program in 2019 as part of their effort to help Service members improve their lives. Credentialing Soldiers helps with retention, enhancing career progression, and a smoother transition into civilian life. The program creates opportunities for Service members to earn professional credits.

\*Benefits NOT eligible for Medical Transcription, Dental Office Assistant, Home Health Aide, Veterinary Assistant, Legal Nurse Consultant or Child Care Provider Programs.

As of January 2020, the Army Credentialing Assistance Program is available at bases nationwide. Servicemembers need to meet the following criteria:

- Soldiers must meet basic Federal TA eligibility requirements
- Soldiers cannot be flagged under provisions of AR 600-8-2
- Soldiers cannot be a contracted ROTC scholarship cadet (receiving tuition and fees or room and board) or Green to Gold ROTC program cadet
- Soldiers must have enough time remaining in service to complete the credential before separating from the Army

### Getting Started with Army Credentialing Assistance (CA)

#### 1. Verify Credentialing Assistance(CA) Program Eligibility

Visit the [ArmyCOOL website](#) to check your eligibility and contact the credentialing agency (CA) to validate that you meet their eligibility criteria.

#### 2. Enroll and Start Your Studies

Once the CA Central Billing Office (CBO) approves the CA request. Students should enroll online. When enrolling, select ArmyCOOL as the payment option. After we receive the enrollment, students can start their studies.

#### 3. Complete a CA Request

Once the student has selected the credential, they will complete a CA request in ArmyIgnitED. Please note that there is a \$2,000 limit per fiscal year.

#### 4. Report Your Results

Once completed, Blackstone will provide students with their transcript and certificate so that it can be uploaded to their ArmyIgnitED account.



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