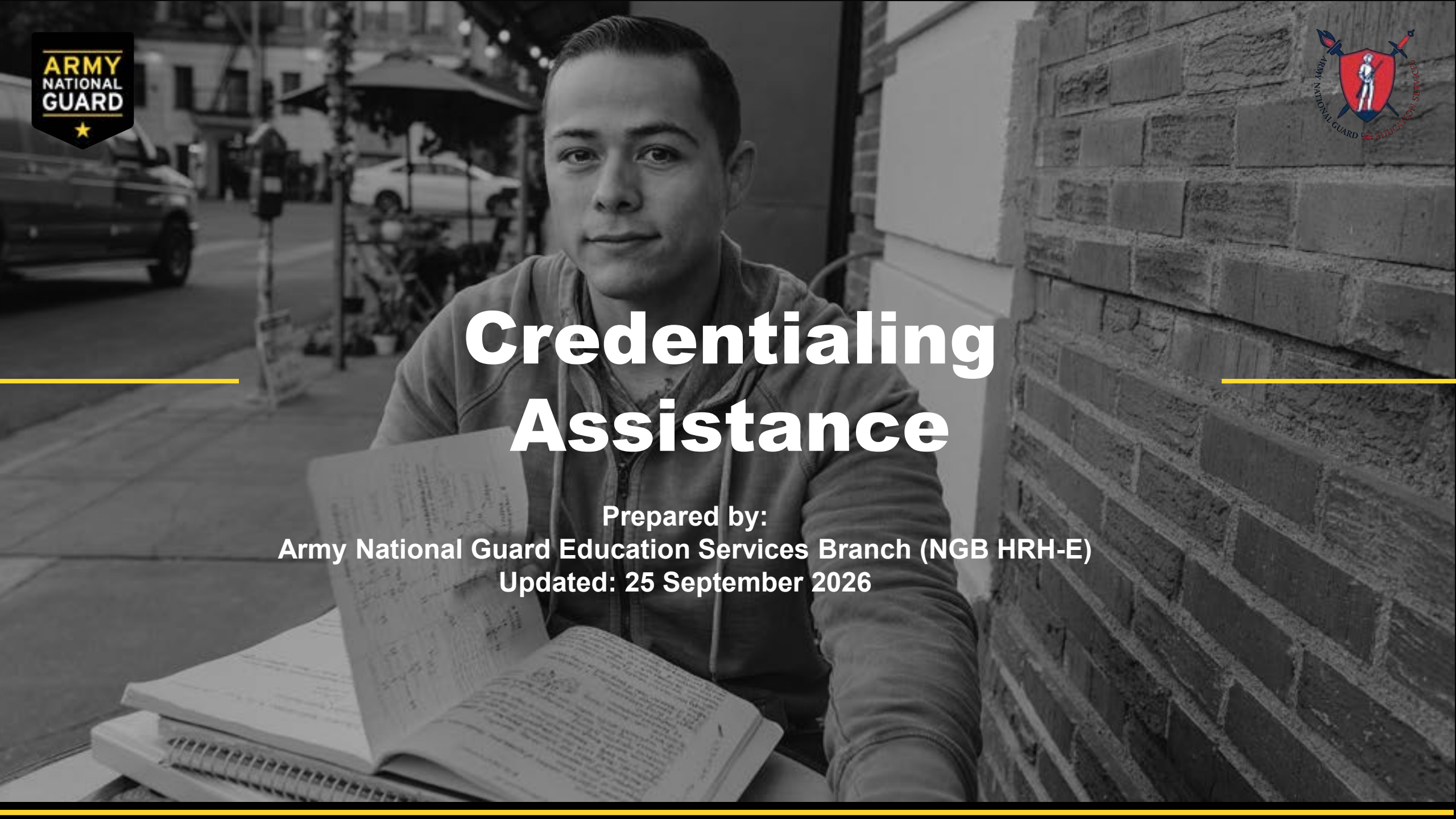
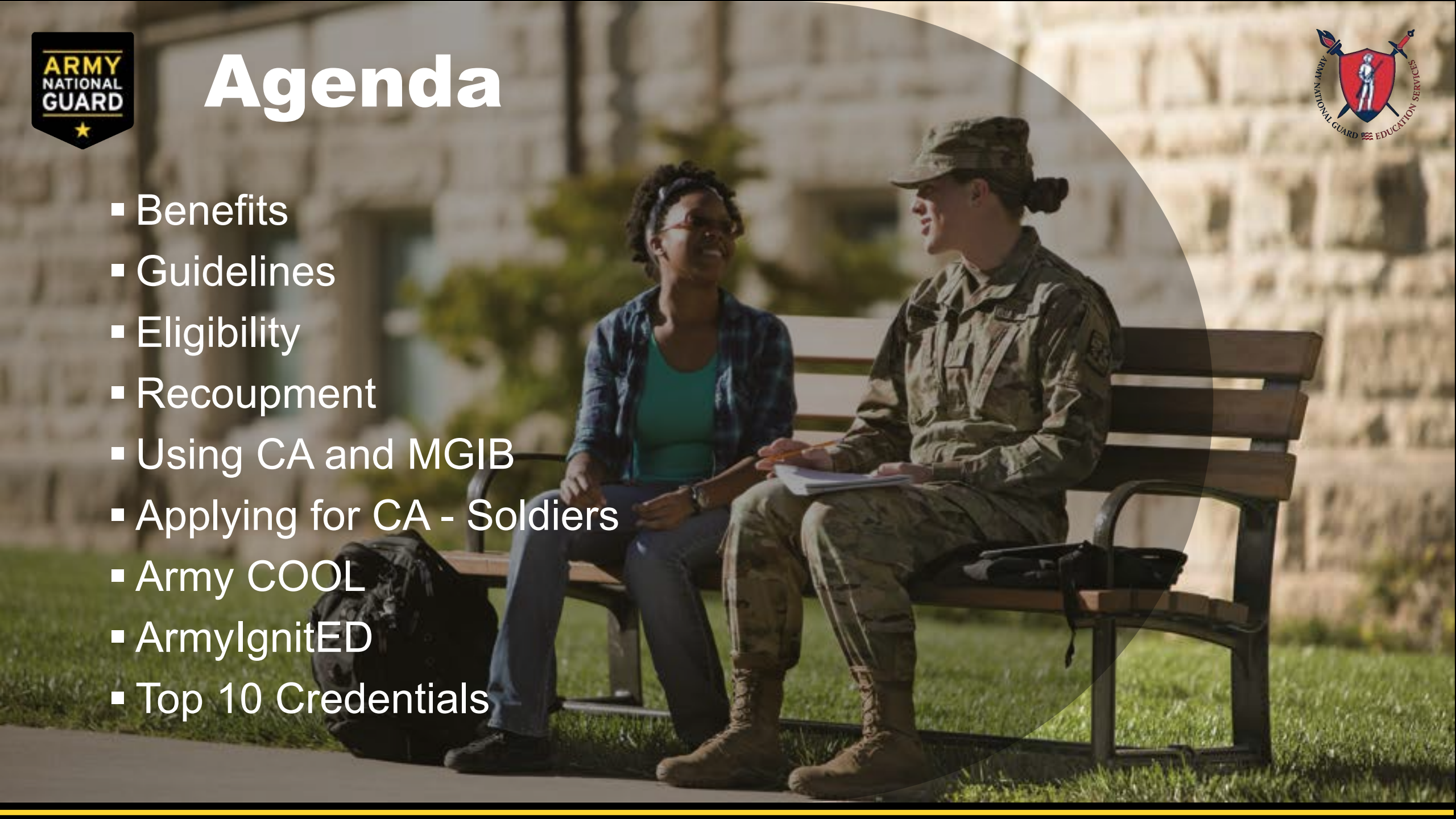


Credentialing Assistance

Prepared by:
Army National Guard Education Services Branch (NGB HRH-E)
Updated: 25 September 2026

Agenda

- Benefits
- Guidelines
- Eligibility
- Recoupment
- Using CA and MGIB
- Applying for CA - Soldiers
- Army COOL
- ArmyIgnitED
- Top 10 Credentials



Overview

- Credentialing Assistance (CA) is a program that Soldiers can use to obtain a credential or licensure to enhance your military and/or civilian career

- CA may be used to pay for training, materials, books, fees, test/exam costs (but exam must be taken after training)

Benefits

- $2K per Soldier per FY ($4,500 max FTA and CA)
- CA is limited to one credential per Soldier per FY
- CA cap of three credentials every 10 years of service

Guidelines

- Credential **MUST** be listed in **Army COOL web site**
- Credentials do **NOT** have to be related to Soldier's MOS
- All expenses paid **PRIOR** to the start of the course/exam
- Soldiers who pay out of pocket will **NOT** be reimbursed
- Request must be submitted in ArmyIgnitED at least 45-90 days **PRIOR** to test, course, or credential start date; end date must be NLT **one year** after start date
- Soldiers who receive CA funding for training are required to take associated examinations and are recouped the cost of failed exams
- Soldiers are required to take CA 101 training and use MilGears decision support tools prior to requesting CA goal (first time CA users only)

Eligibility

- Must be serving in the ARNG and have a Common Access Card (CAC) (Completion of BT and AIT no longer required for traditional drilling Soldiers)
- Cannot be flagged
- Ranks E1-E9 and WO1-CW5 are eligible for program
- Must have an ArmyIgnitED account
- There is no service obligation for using Credentialing Assistance
  - Must have sufficient time in service remaining to complete all courses 31+ days before separating

Recoupment

- Soldiers are subject to recoupment if they:
  - Fail an exam/training course
  - Withdraw from a course of instruction*
  - Fail to sit for an exam in the timeframe required to earn the credential
  - Do not complete their MSO (if required)

*Unless Soldier obtains an approved recoupment waiver

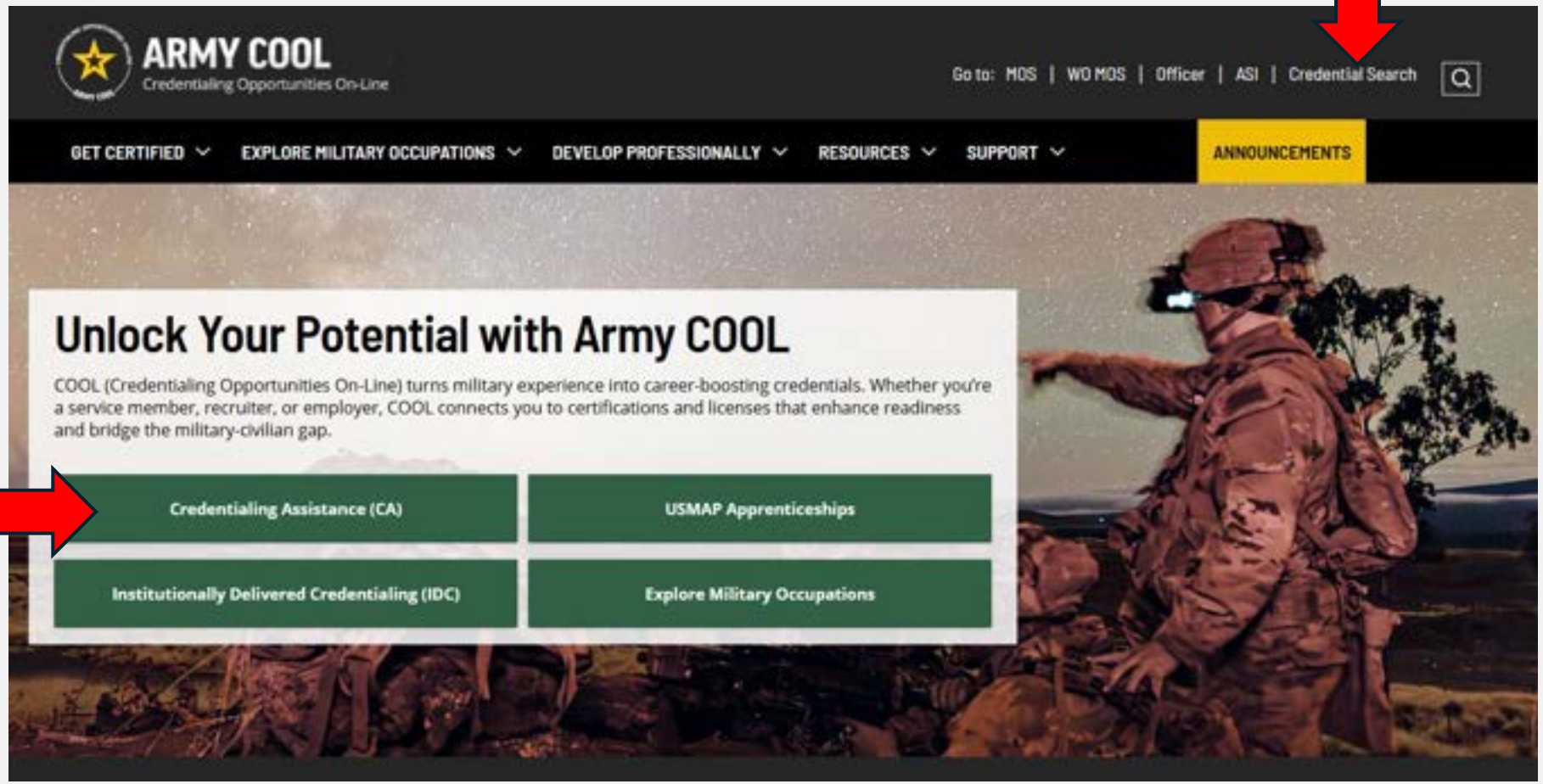
Using CA and GI Bill

- Soldiers cannot use CA and GI Bill benefits to pay for the **same expenses**
- However, Soldiers can use their GI Bill benefits to request reimbursement for exam related fees/costs that CA did not pay
- Soldier must pay out-of-pocket for the exam and request reimbursement from VA (VA Form 22-0803)

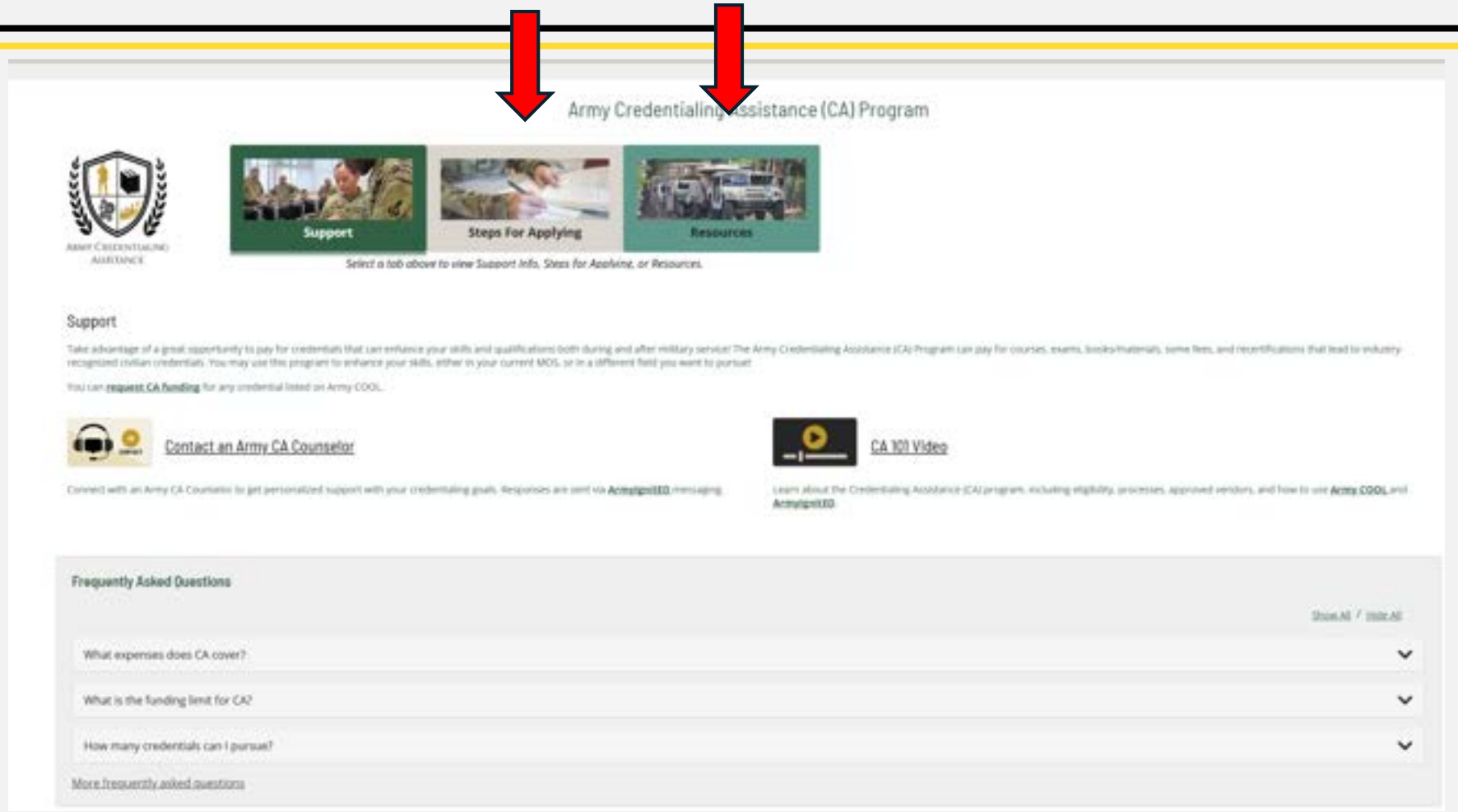
Applying for CA - Soldiers

- Contact the state's Education Services Specialist to receive counseling/guidance/information
  - www.NationalGuard.com/Select-your-State.com
- Find the credential on the Army COOL website
  - https://www.cool.osd.mil/army/index.html
- Create an ArmyIgnitED account at: https://www.armyignited.army.mil
- Select a training provider and request CA at least 45 days prior to course start date
- Upload the Certificate of Completion NLT 30 days after end date

Army COOL

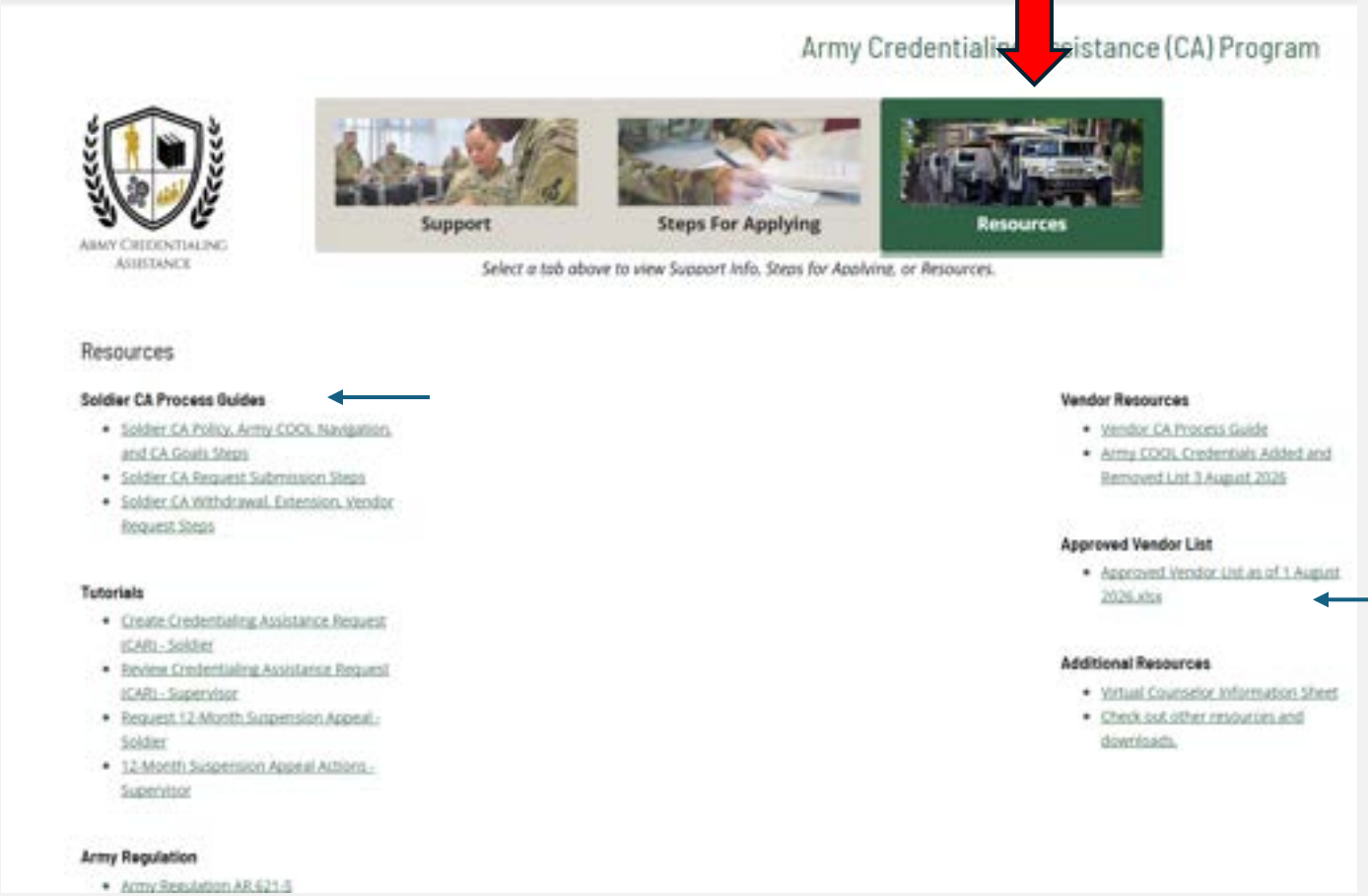

ARMY COOL
Credentialing Opportunities On-Line
Go to: MOS | WO MOS | Officer | ASI | Credential Search
GET CERTIFIED
EXPLORE MILITARY OCCUPATIONS
DEVELOP PROFESSIONALLY
RESOURCES
SUPPORT
ANNOUNCEMENTS
Unlock Your Potential with Army COOL
COOL (Credentialing Opportunities On-Line) turns military experience into career-boosting credentials. Whether you're a service member, recruiter, or employer, COOL connects you to certifications and licenses that enhance readiness and bridge the military-civilian gap.
Credentialing Assistance (CA)
USMAP Apprenticeships
Institutionally Delivered Credentialing (IDC)
Explore Military Occupations

Army COOL


Army Credentialing Assistance (CA) Program
Support
Steps For Applying
Resources
Select a tab above to view Support Info, Steps for Applying, or Resources.
Support
Contact an Army CA Counselor
CA 101 Video
Frequently Asked Questions
What expenses does CA cover?
What is the funding limit for CA?
How many credentials can I pursue?
More frequently asked questions

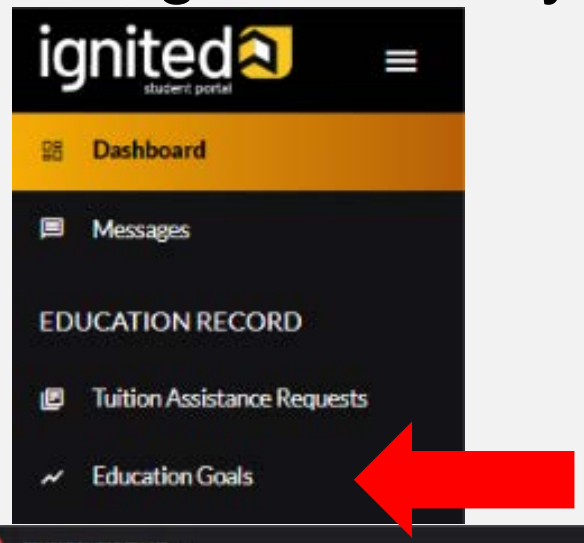
Army COOL

See all downloadable information such as the Soldier CA Process Guide (step by step on how to apply for CA funds), Army CA Policy, Approved vendors, video, etc.



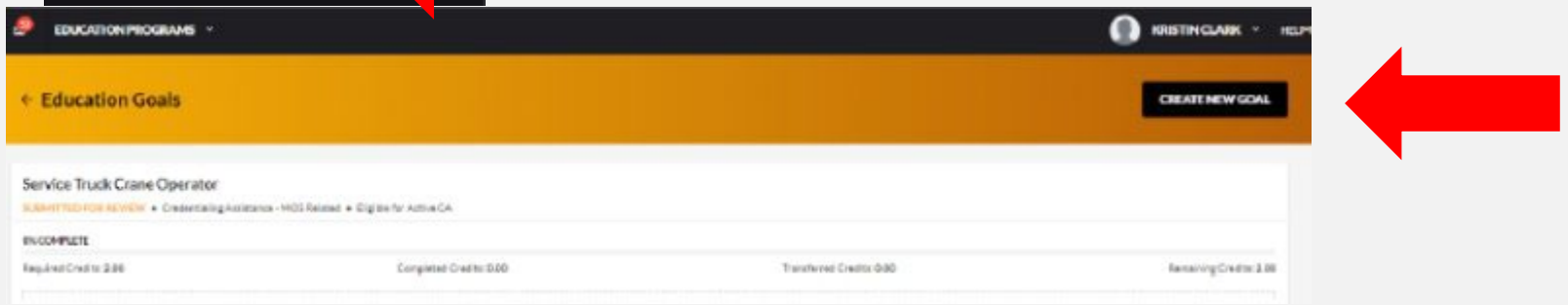
ArmyIgnitED

- Log on to ArmyIgnitED at https://www.armyignited.army.mil



From the dashboard, on the left panel click on “Education Goals”
Inside the Education Goals tab, Select “Create New Goal” on the top right of the screen

Next screen: Select Credentialing Assistance



Top 10 Credentials

- CompTIA A+, Security +ce, Network +
- Associate Professional in HR (aPHR)
- Certified Logistics Technician (CLT)
- Certified Personal Trainer (CPT)
- Certified Welder (CW) Commercial
- Commercial Driver License (CDL)
- Lean Six Sigma
- Project MGMT Professional (PMP)
- Emergency Medical Technician (EMT)

Helpful Links

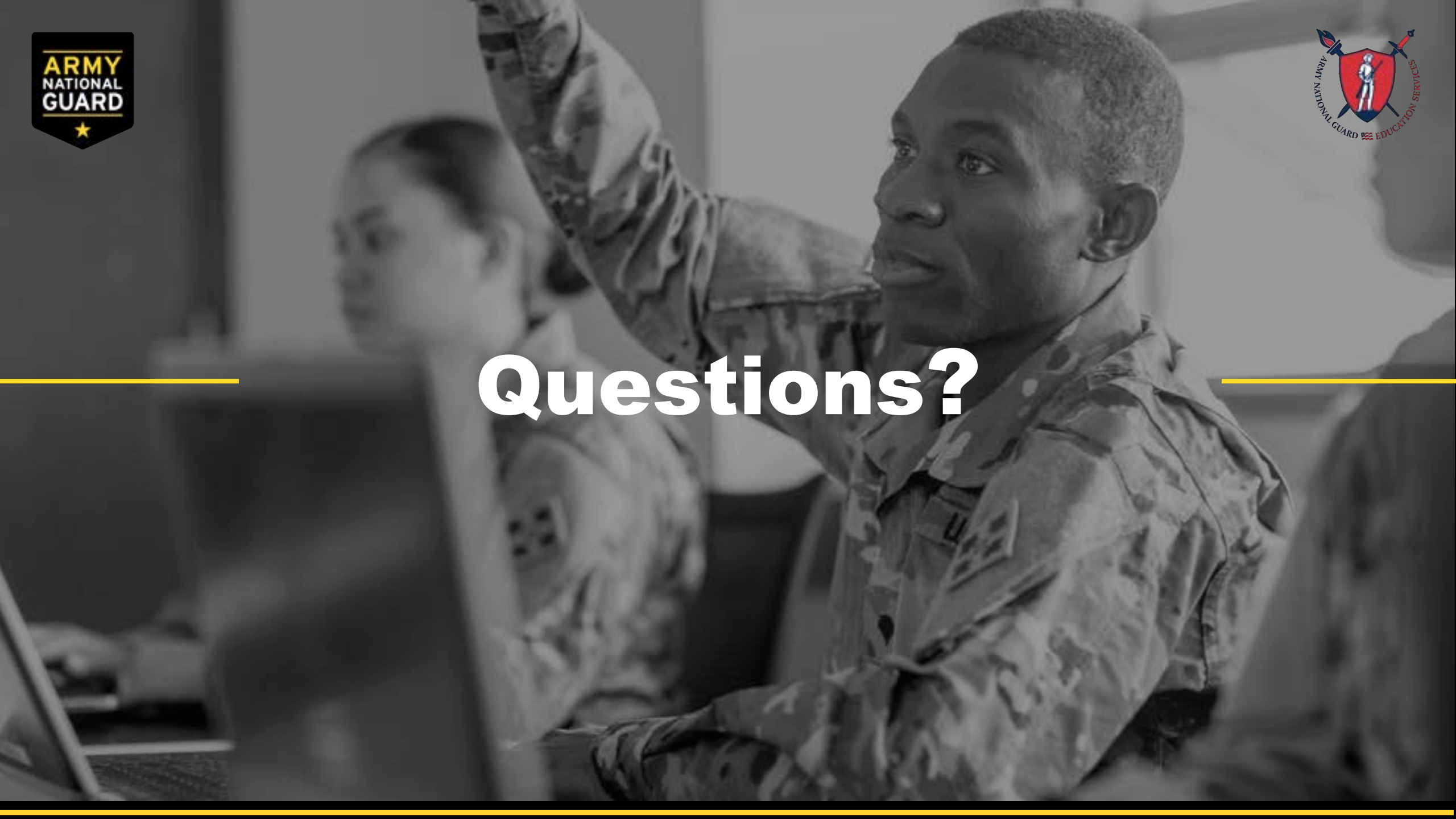
- ArmyIgnitED: https://www.armyignited.army.mil
- Army COOL: https://www.cool.osd.mil/army/index.html
- MilGears: https://milgears.osd.mil/

Points of Contact

- ACED Virtual Counseling Cell
  - https://coolcontactus.com/ContactUs?service=R&subject=R
- State Education Services Office
  - www.nationalguard.com/select-your-state
- ARNG Education Support Center
  - Email: arng.edu@army.mil or 1-866-276-4338 (ARNG-EDU)

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- **National Guard.Mil**
  - https://www.nationalguard.mil/About-the-Guard/Army-National-Guard/Education/
- **Facebook**
  - https://www.facebook.com/groups/arngeducation


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Questions?