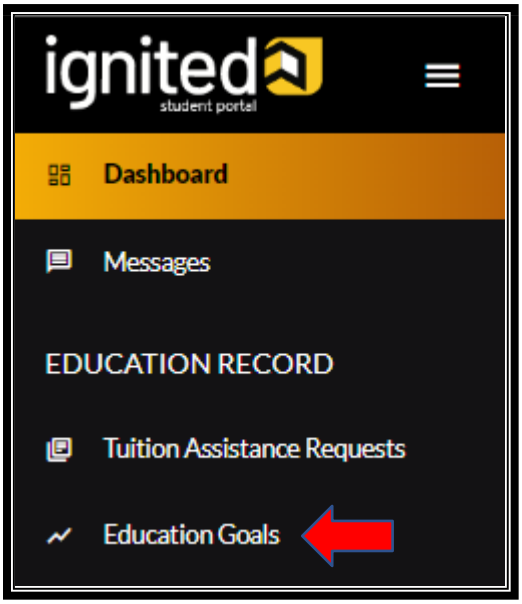
Creating a (CA) Credentialing Assistance Ed Goal – NON-MOS Related:

ArmyIgnitED – SM

Dashboard > Education Programs > Credentialing Assistance:



Click **'Create New Goal'**:

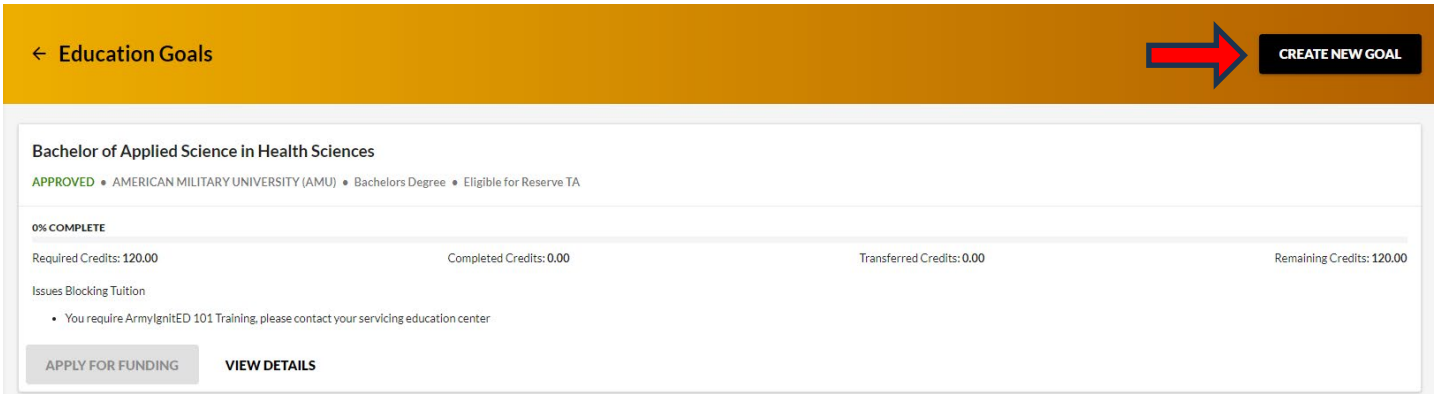
SMs who have ***NEVER*** used CA before:

- You must use the MilGears tool and obtain a plan document before you can create an ed goal. See MilGears Tutorial.
- You must contact the Army Credentialing Assistance Program Office (ACAPO) to have CA 101 Training noted on your student record (before or after the education goal is created).

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 an SM has a CA goal without a CAR, as of 11 Dec 2024, that goal will be automatically deleted.

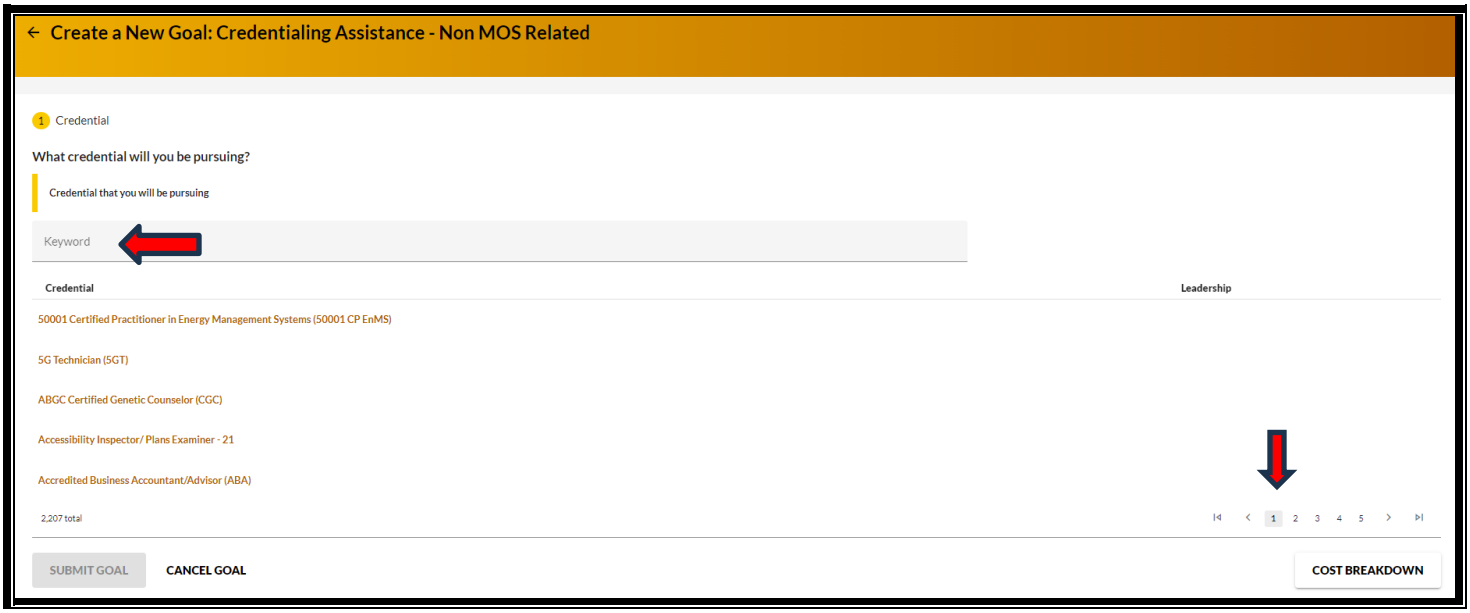
Only $2000 can be used for CA.



Click the appropriate **‘Education Goal’**:



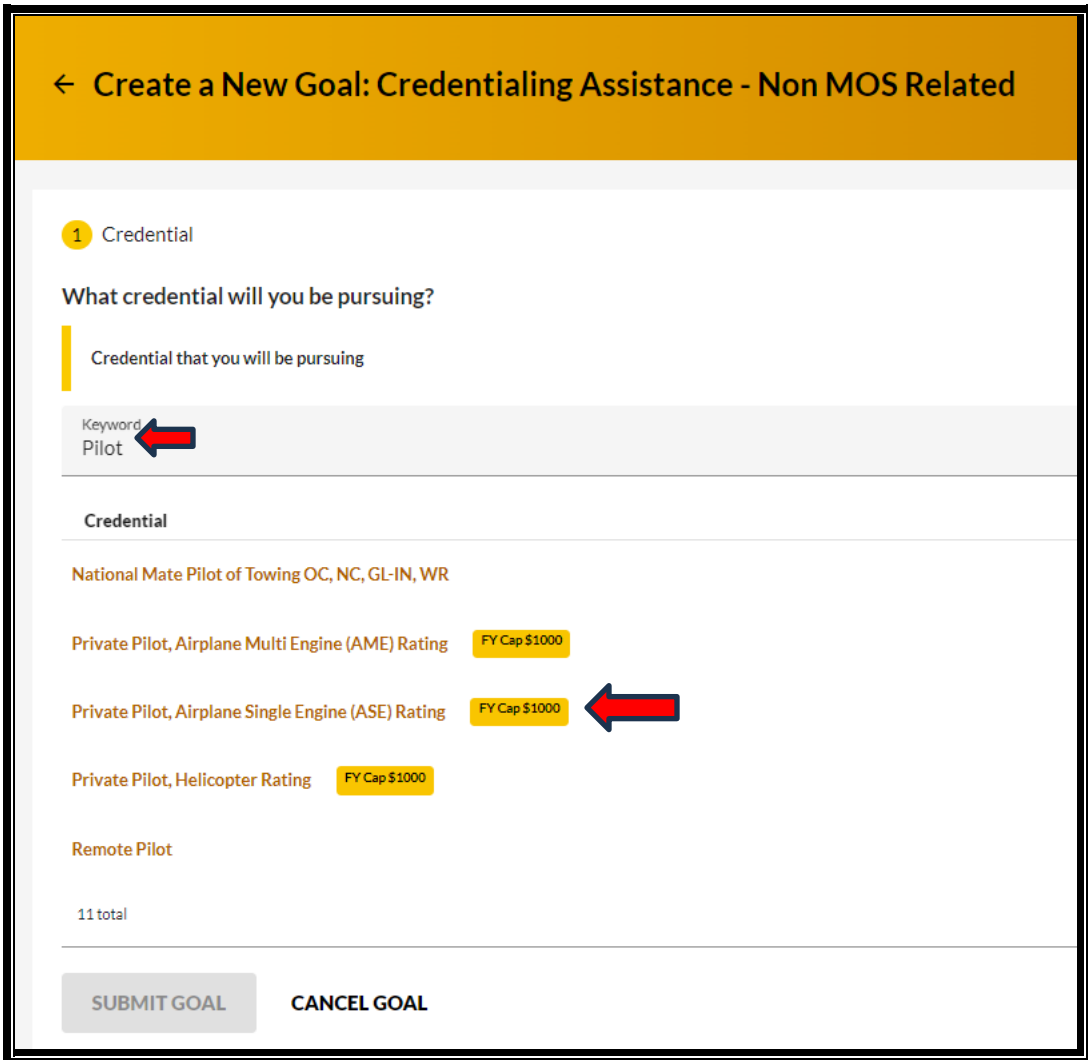
Search for the desired Credential utilizing the **‘Keyword’** or utilize the **‘Search’** tabs:



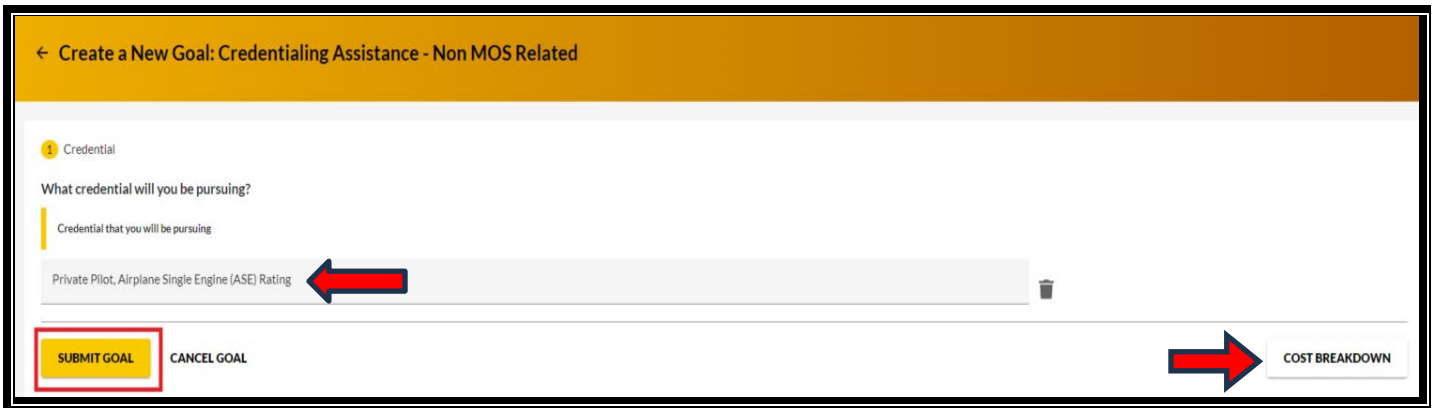
When utilizing the '**Keyword**' search; type in desired Credential, select the desired Credential then click **'Submit Goal'**:

(There are a few Flights training programs that have a $,1000 cap).

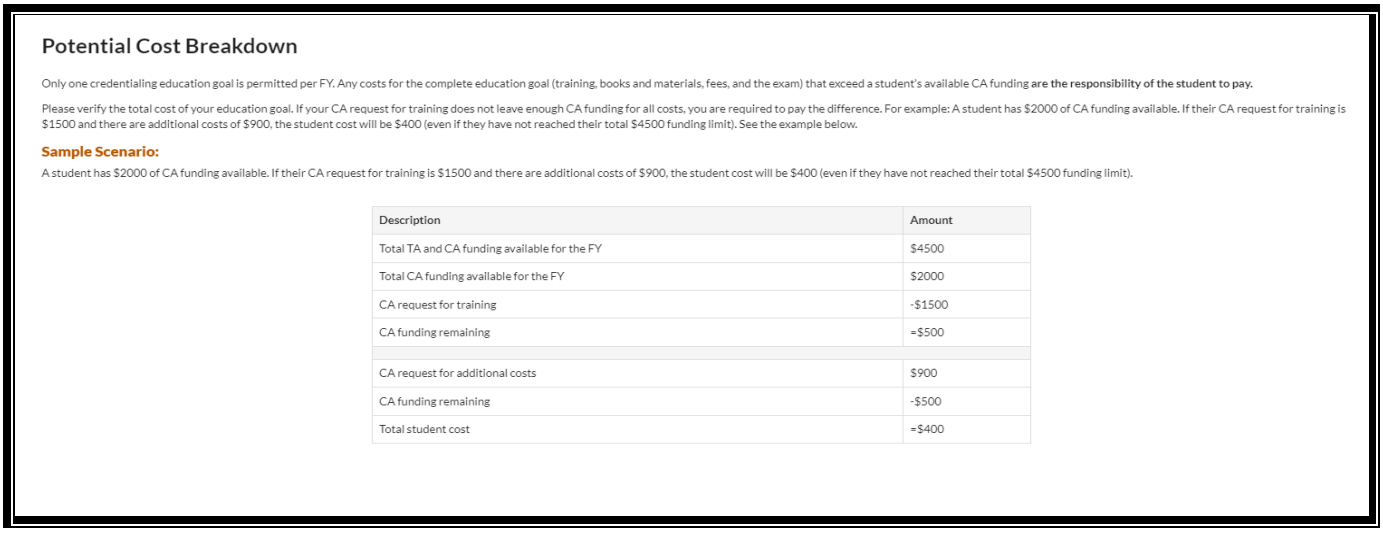
NOTE: All pilot credentials will have an FY limit of $1,000. All non-pilot credentials will have an FY limit of $2,000.



'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.**

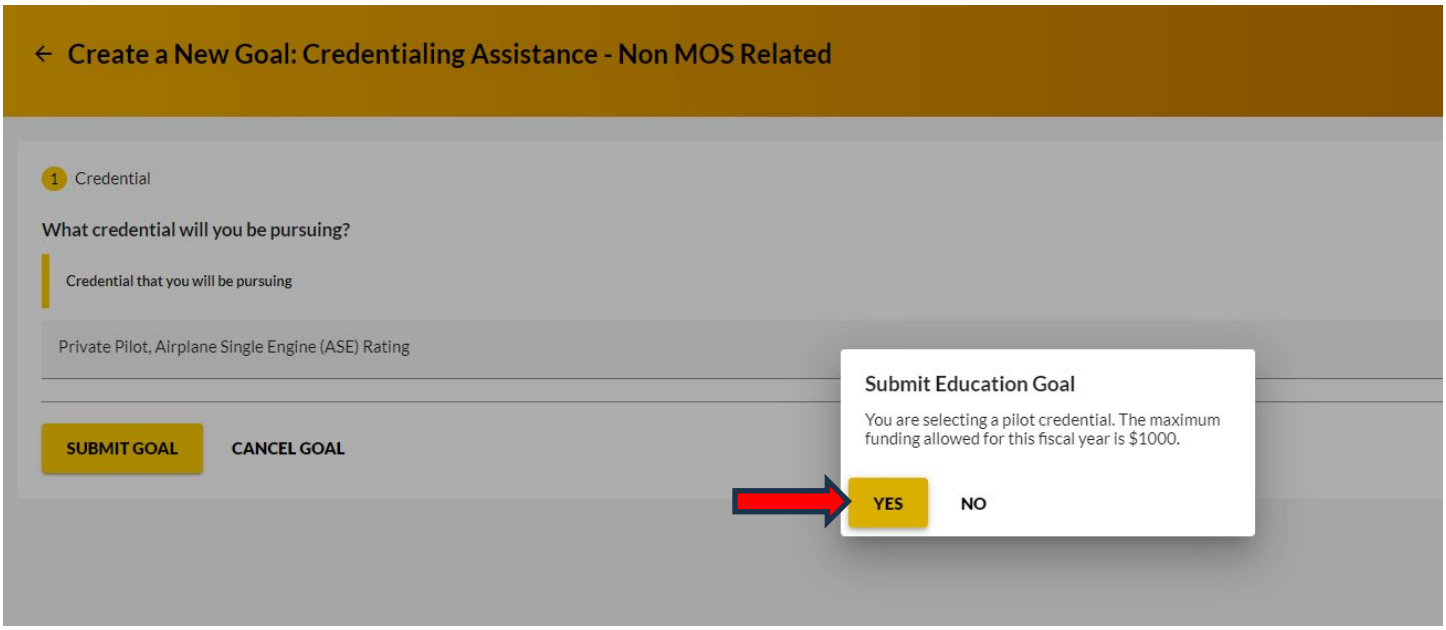
Please verify the total cost of your education goal. If your CA request for training does not leave enough CA funding for all costs, you are required to pay the difference. For example: A student has $2000 of CA funding available. If their CA request for training is $1500 and there are additional costs 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:

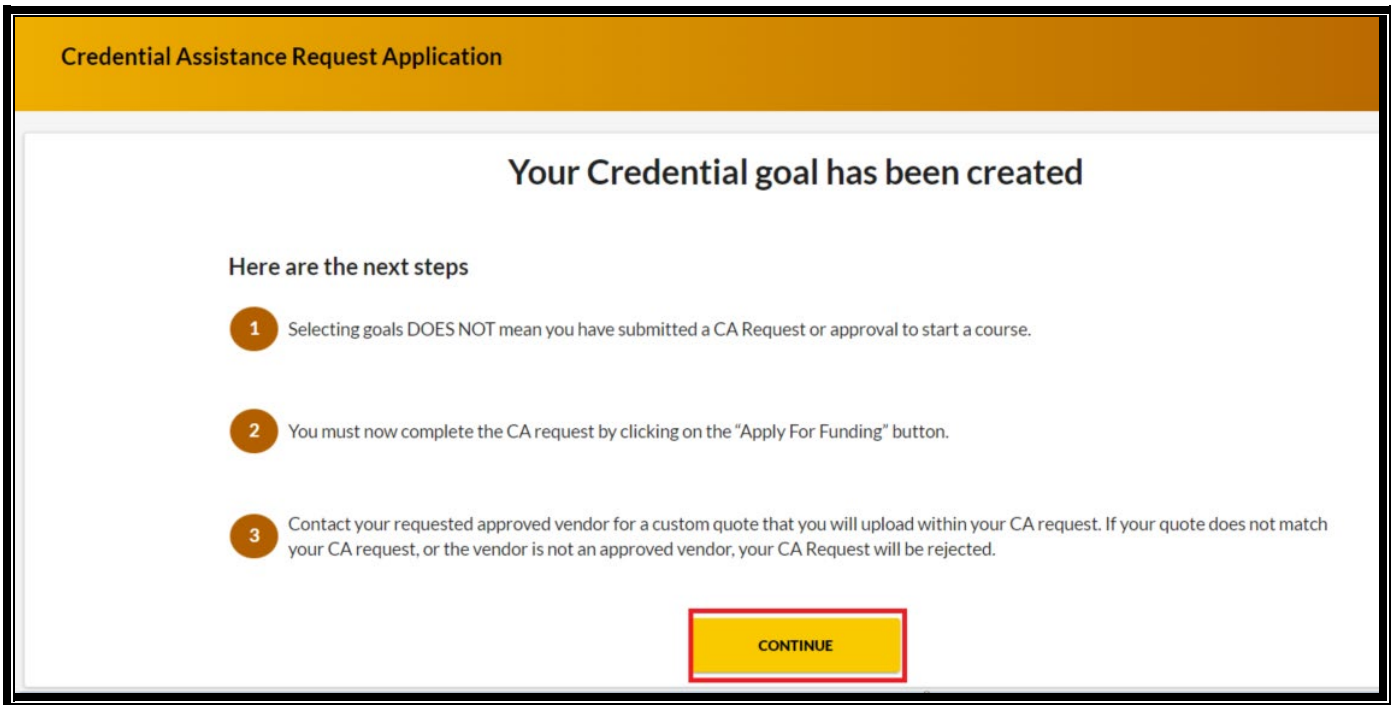
A student has $2000 of CA funding available. If their CA request for training is $1500 and there are additional costs of $900, the student cost will be $400 (even if they have not reached their total $4500 funding limit).

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

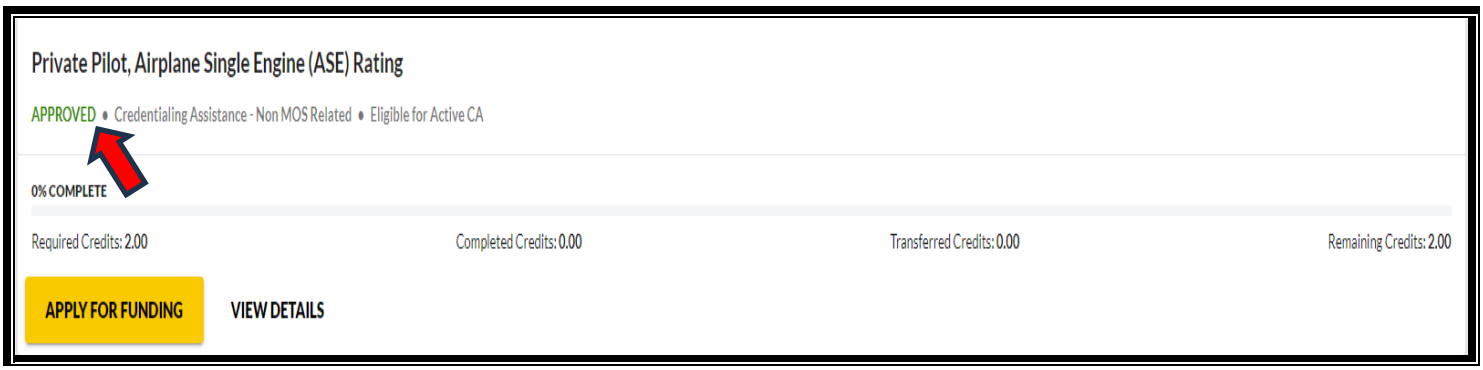
Confirm your submission by selecting '**Yes**' to the terms shown in the screen:



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



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



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.