

Army IPAP Applicants PA-CAT Funds Request Process

*****You must be eligible to receive credentialing assistance (CA) funds to request payment for the PA-CAT. If you are not sure if you are eligible your education center should be able to help answer that question.**

*****You will NOT be reimbursed for the PA-CAT if you pay out of pocket to register and then request CA funds.**

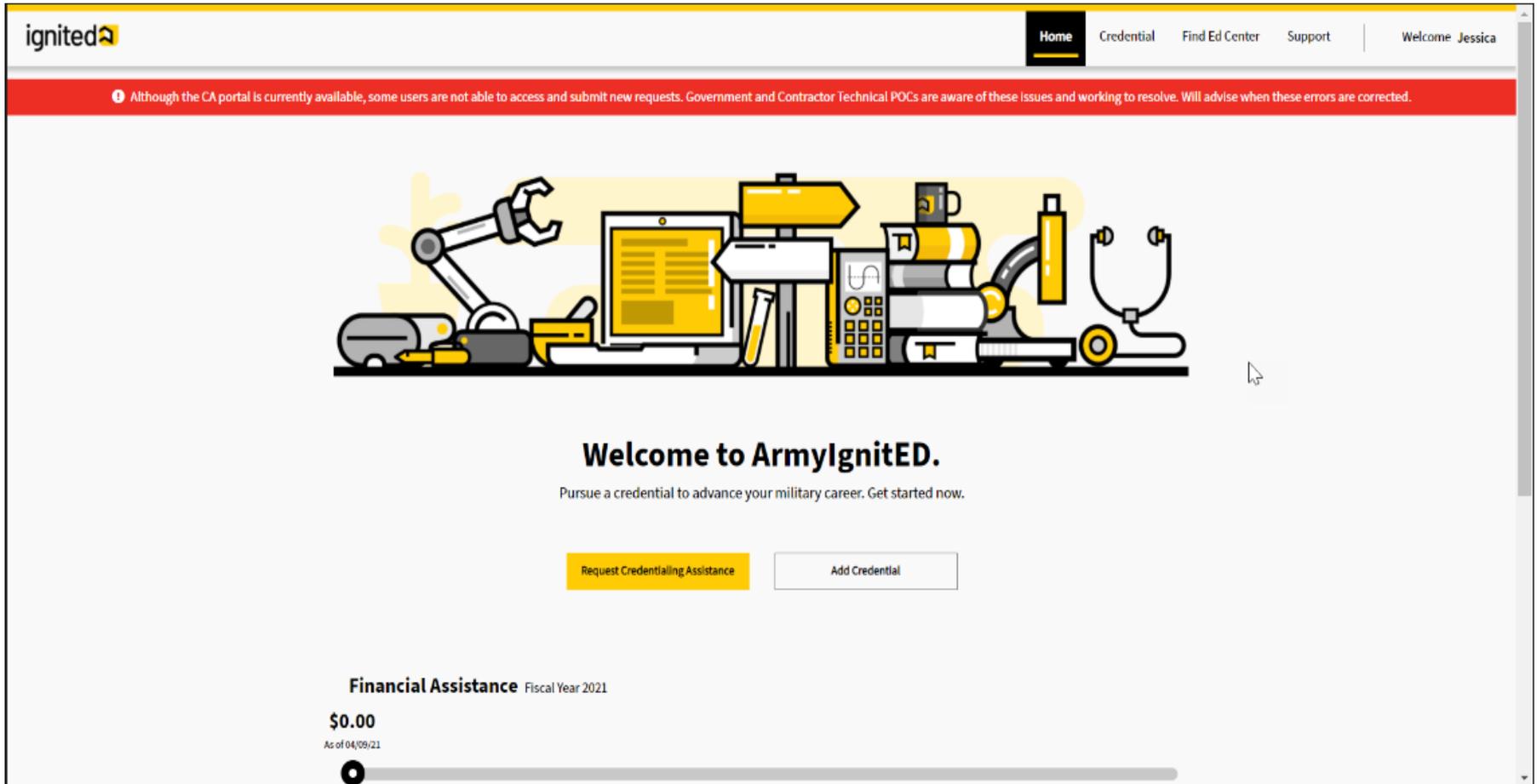
If Eligible to receive CA Funds follow the steps below:

1. Request quote for PA-CAT from Exam Master using this link:
<https://exammastercorporation.quickbase.com/db/brw6cdky7?a=nwr&ifv=1>
2. When you have the quote from Exam Master you can initiate your CA funds request. This is available only through ArmyIgnitED (www.armyignited.com) and you submit your request, not the education center. See Slides on Page 13-21 for step by step instructions on how to complete the CA funds request. Likely you will need to also complete the steps on pages 2-12 to select your credential (Physician Assistant-Certified (PA-C)).

***Make sure the end date for your test in the system is approximately 9 months after the start date. The expected exam date should be about 3 months prior to the end date on the funds request.
3. Once you have submitted your request in ArmyIgnitED and it has been processed you will get an email that the request has been sent to finance. You will then get an email that payment was received for your test. The next email will be from Exam master with instructions on how to schedule your test.
4. You must ensure your test is taken at least 3 months before the end date in ArmyIgnitED. Once you have completed taking the test Exam Master will upload your proof of completion to ArmyIgnitED.



Home Page when first logged in



The screenshot shows the ArmyIgnitED home page. At the top left is the 'ignited' logo. The navigation bar includes 'Home', 'Credential', 'Find Ed Center', 'Support', and 'Welcome Jessica'. A red banner contains a message: 'Although the CA portal is currently available, some users are not able to access and submit new requests. Government and Contractor Technical POCs are aware of these issues and working to resolve. Will advise when these errors are corrected.' Below this is a large illustration of various tools and equipment including a robotic arm, a laptop, a signpost, a calculator, a microscope, and a stethoscope. The main heading is 'Welcome to ArmyIgnitED.' followed by the text 'Pursue a credential to advance your military career. Get started now.' There are two buttons: 'Request Credentialing Assistance' (yellow) and 'Add Credential' (white). At the bottom left, there is a 'Financial Assistance' section for 'Fiscal Year 2021' showing '\$0.00' as of 04/09/21 with a progress bar below it.



If you don't need to go to your profile page, you can begin the process with selecting your Credential from your home page

ignited

Home Credential Find Ed Center Support Welcome Jessica

Although the CA portal is currently available, some users are not able to access and submit new requests. Government and Contractor Technical POCs are aware of these issues and working to resolve. Will advise when these errors are corrected.

Welcome to ArmyIgnitED.

Pursue a credential to advance your military career. Get started now.

Request Credentialing Assistance Add Credential

Financial Assistance Fiscal Year 2021

\$0.00
As of 04/09/21

Select "Add Credential"



Make edits here. When done, click on the next arrow

ignited Home **Credential Pa** Find Ed Center Welcome Phyllis

My Credential Request Credentialing Assistance

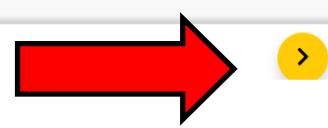
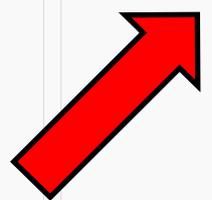
Review Information Select Option Option Details Credential P. Path Details

1 2 3 4 5

The information below will be shared with Vendors and Education Institutions. Please review it for accuracy.

<p>Personal Information</p> <p>First Name: Phyllis</p> <p>Last Name: Wheatley</p> <p>Middle Name:</p>	<p>Contact Information Edit</p> <p><i>Preferred Methods of Contact</i></p> <p>Military Email: phyllis@mail.mil</p> <p>Home Phone: (555) 867-5309</p> <p><i>Additional Methods of Contact</i></p> <p>Other Email: phylliswheatley@mail.mil</p> <p>Duty Phone: (321) 555-9876</p>	<p>Mailing Information Edit</p> <p>Mailing Address: 7103 Madison Avenue Tallahassee, FL 32303</p>
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Is incorrect information being displayed? ❗





Choose an option. For the PA-CAT you should choose "Other" then click the next arrow

Home **Credential Path** Find Ed Center Welcome Phyllis

My Credential Path Request Credentialing Assistance

Review Information **Select Option** Option Details Credential Path Path Details

Reviewed 2 3 4 5

If the credential you're pursuing aligns to your MOS or ASI please choose the related card. Otherwise, please select Other.



MOS or ASI

Does the credential you want to pursue show up as "most" related to your MOS or ASI on Army COOL?

e.g., 68W Combat Medic Specialist can pursue the credential for Advanced Emergency Medical Technician (AEMT).

Select



Other

If the credential you would like to pursue does not align with your MOS or ASI, please select this option.

e.g., You may pursue the PMP credential if you are interested in gaining project management skills.

Select

<

Home **Credential Path** Find Ed Center

My Credential Path Request Credentialing Assistance

view Information **Select Option** Option Details Credential Path Path Details

Reviewed 2 3 4 5

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Select



Other

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e.g., You may pursue the PMP credential if you are interested in gaining project management skills.

Select

< >



Select whether this is a new credential
then the next arrow

Review Information Select Option **Option Details** Credential Path Path Details

Reviewed Other 3 4 5

Is this a new credential or re-certification for an existing credential?

New credential
 Re-Certification for an existing credential

< >



Review Information
Reviewed

Select Option
Other

Option Details
Completed

Credential
4

Path Details
5

What credential are you interested in pursuing? Type in Physician Assistant - Certified (PA-C)

Below are all the credentials related to your credential option.
Please select the credential you would like to pursue.

Filter results by searching for a credential below

Search: e.g., Microsoft Technology Associate (MTA)

Showing 1 - 10 of 1665 Results

Accessibility Inspector/ Plans Examiner - 21

Select Credential +

Accreditation in Public Relations + Military Communication (APR+M)

Select Credential +

Accredited Business Accountant/Advisor (ABA)

Select Credential +

Accredited Financial Counselor (AFC)

Select Credential +

Accredited Legal Professional (ALP)

Select Credential +

Accredited Traffic Accident Reconstructionist

Select Credential +

Here you will see a list of ALL credentials that are listed in Army COOL

If you click on any of the links, it will take you to Army COOL to view eligibility criteria



What credential are you interested in pursuing?

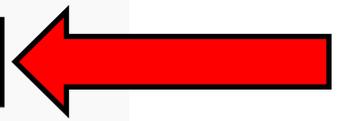
Below are all the credentials related to your credential option.
Please select the credential you would like to pursue.

Filter results by searching for a credential below

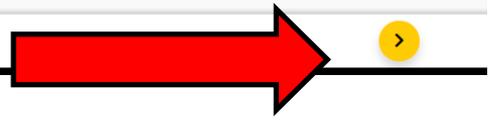
Search: e.g., Microsoft Technology Associate (MTA)

Showing 1 - 10 of 1665 Results

- Accessibility Inspector/ Plans Examiner - 21** Remove -
 - Accreditation in Public Relations + Military Communication (APR+M)** Select Credential +
 - Accredited Business Accountant/Advisor (ABA)** Select Credential +
 - ACSM Certified Clinical Exercise Physiologist (ACSM-CEP)** Select Credential +
 - ACSM Certified Exercise Physiologist (ACSM-EP)** Select Credential +
 - ACSM Certified Group Exercise Instructors (ACSM-GEI)** Select Credential +
 - ACSM/NCPAD Certified Inclusive Fitness Trainer** Select Credential +
- < Previous **1** 2 3 4 5 6 7 8 9 10 ... 167 Next >



Select the credential
Physician Assistant -
Certified (PA-C) then
next arrow. If you make
a mistake, just click
remove





Select Take Credential Exam, then click I understand, then select the next arrow

My Credential Request Credentialing Assistance

Review Information Reviewed

Select Option Other

Option Details Completed

Credential Accessibility Inspector/ Plans Examiner - 21

Path Details 5

Please select all methods you will be using to achieve your credential Accessibility Inspector/ Plans Examiner - 21 and agree to the requirements criteria below.

- Prepare for credentials with trainings
- Take credential exam
- Complete applicable work experience

I understand and am prepared to fulfill the above requirements.

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My Credential Request Credentialing Assistance

My Credential Path Summary

Please review your Credential Path summary below. Update any incorrect information before clicking submit. Once you click submit, your Credential Path will be sent to your counselor for approval.

Click on a prior step to edit or review

Review Information	Select Option	Option Details	Credential	Path Details
Reviewed	Other	Completed	Accessibility Inspector/ Plans Examiner - 21	Complete

[I would like to discuss my Credential Path with my Counselor prior to submission](#)

[Do you want to add a note to your Credential Path?](#)

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The yellow flag indicates that you are still selecting your Credential... you are only selecting a credential at this point.

If you wish to discuss this with your counselor, click the link and you can email your counselor to request a counseling session. If you do NOT wish to, click the next arrow below



You have now successfully selected your Credential. YOU HAVE NOT YET REQUESTED CA FUNDS- That is the next step. Click on “Continue with CA Request”

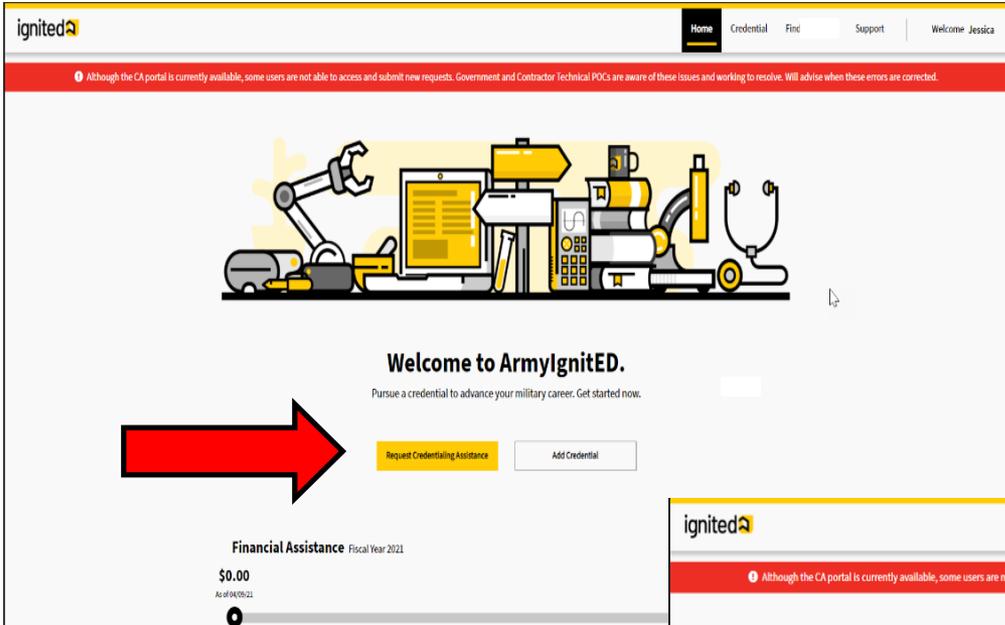
The screenshot shows the Ignited portal interface. At the top, there is a navigation bar with the Ignited logo and several menu items: Education Path, Credential (highlighted), Program Path, Find Ed Center, and Support. A user greeting 'Welcome, Christopher A.' is visible on the right. A central modal window displays a success message: 'Your Credential has been submitted.' Below this message is a button labeled 'Continue with CA Request', which is pointed to by a large red arrow. The main content area is titled 'My Credential Summary' and includes a progress indicator with five steps: 'Review Information' (Completed/Reviewed), 'Select Option' (Completed/Other), 'Option Details' (Completed), 'Credential' (Completed/Tactical Strength and Conditioning-Facilitator (TSAC-F)), and 'Credential Details' (Completed/Complete). A yellow callout box on the right side of the screen contains the text: 'You can now request CA funding! Click "Continue with CA Request"'. At the bottom of the page, there are two navigation arrows: a left-pointing arrow and a right-pointing arrow.



How to Complete Your Credentialing Assistance Request for Funding

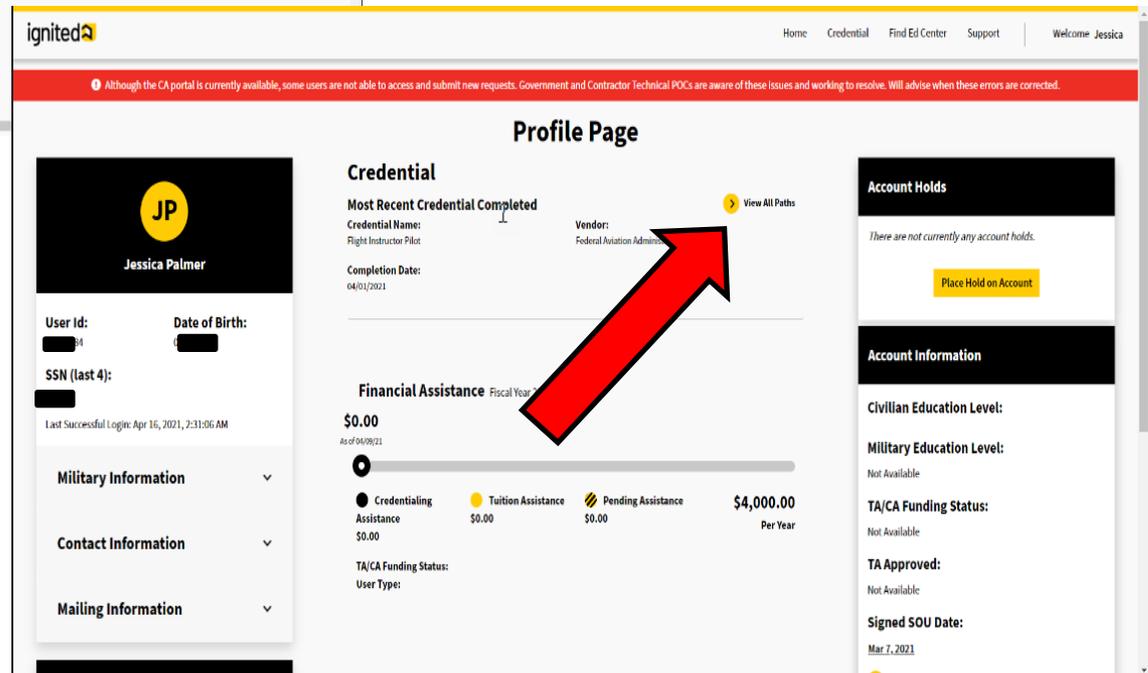


From your home page, click on “Request Credentialing Assistance”



OR

From your profile page, click on “View All Paths”





Select a credential you have created that you wish to request CA funds for (the PA-CAT credential should be Physician Assistant - Certified (PA-C))

My Credential Request Credentialing Assistance

Current Credential

Add Credential >

ACSM Certified Group Exercise Instructors (ACSM-GEI) No Requests

 Agency: American College of Sports Medicine (ACSM)

Delete Path > Request Credentialing Assistance >

CompTIA A+ ce in-progress

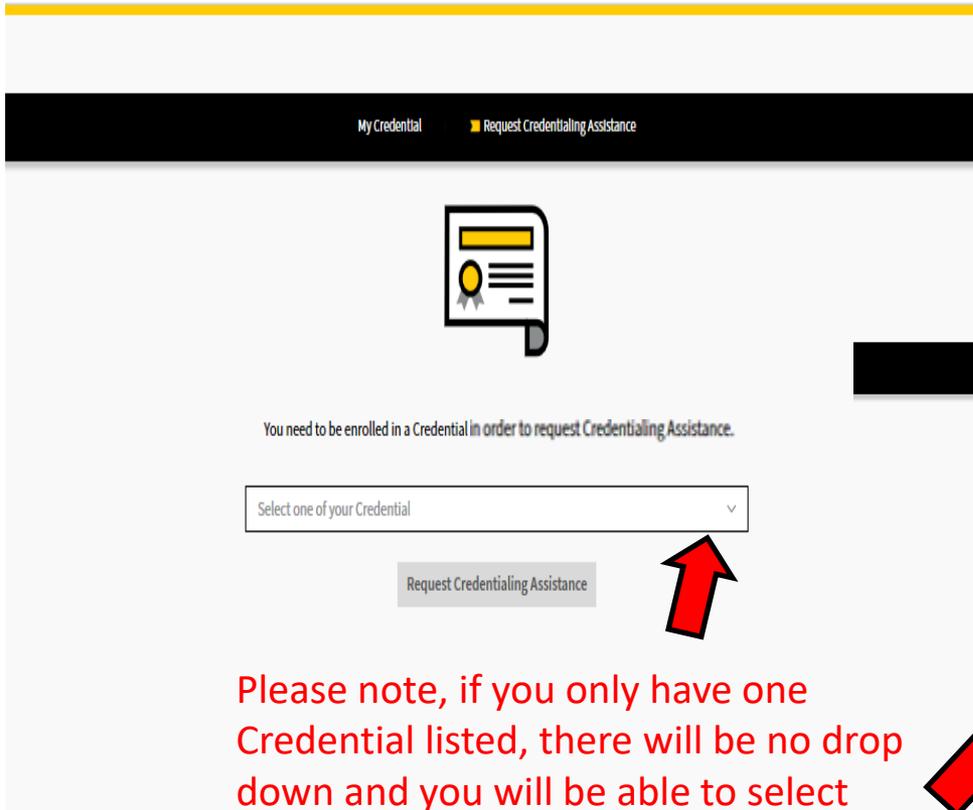
 Agency: Computing Technology Industry Association (CompTIA)

Complete Path > Request Credentialing Assistance >

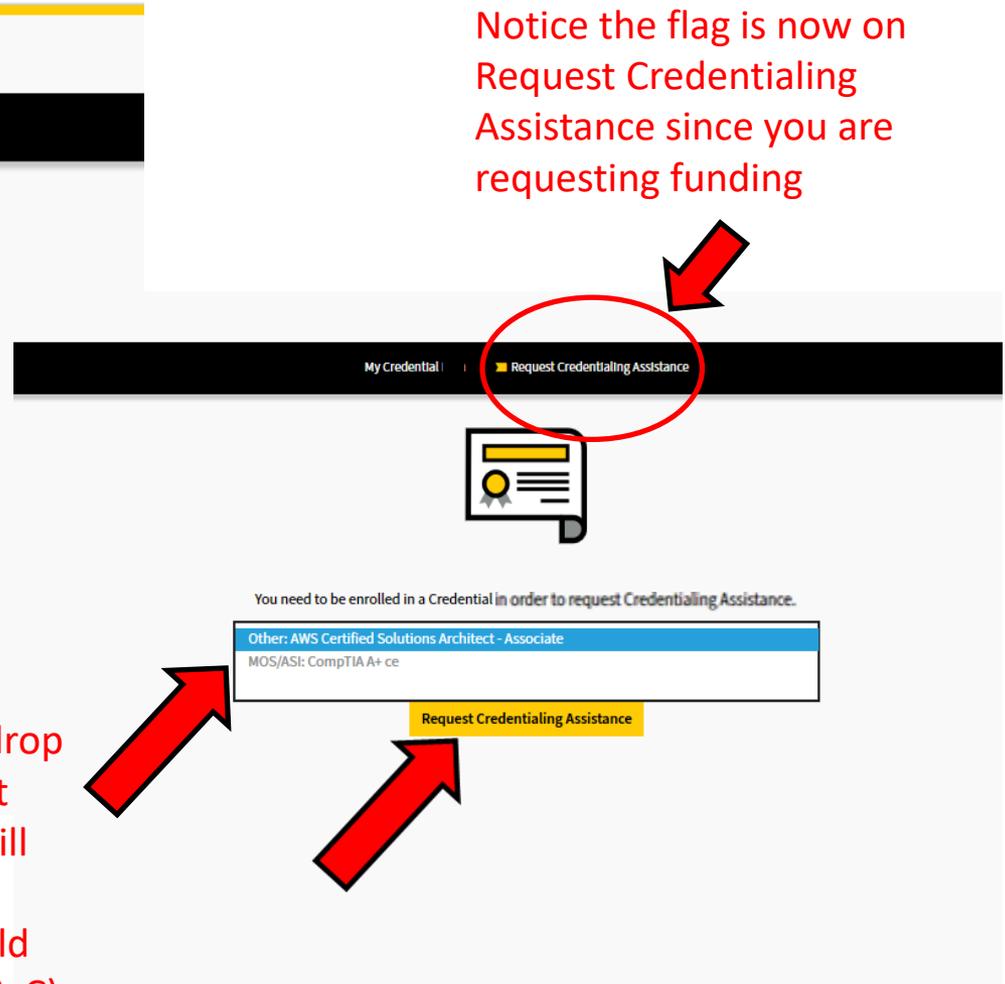




Click on the dropdown arrow to select the credential you wish to pursue then click on “Request Credentialing Assistance”



Please note, if you only have one Credential listed, there will be no drop down and you will be able to select the credential that appears. This will only appear if you have more than one Credential selected - this should be Physician Assistant-Certified (PA-C)



Notice the flag is now on Request Credentialing Assistance since you are requesting funding



Options to Filter (if desired but not necessary)

Home **Credentialing Assistance**

My Credentialing Request Credentialing Assistance

Credentialing Assistance (CA) Request Form

Below are all the trainings and exams available related to your credential **AWS Certified Solutions Architect - Associate**. Search for the training or exam you would like to request Credentialing Assistance funding for. If you can't find what you're looking for, manually add your own at the bottom of the page.

Enter a Training or Exam Name, Vendor, State, Country

Search: [Clear All](#)

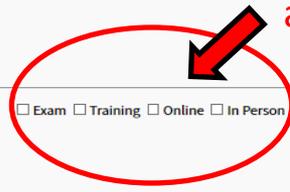
Filter Type: Exam Training Online In Person

Showing 1 - 7 of 7 Results

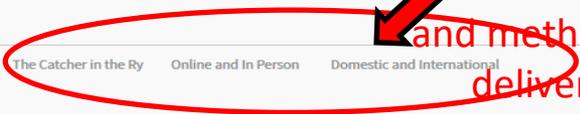
For Ebl	JessVendorz	Online and In Person	Domestic and International	Select
Website				<input type="button" value="Select +"/>
sdfsdf	Stinky Dog	Online		<input type="button" value="Select +"/>
Website				<input type="button" value="Select +"/>
a training	The Catcher in the Ry	Online and In Person	Domestic	<input type="button" value="Select +"/>
Website				<input type="button" value="Select +"/>
b training	The Catcher in the Ry	In Person	International	<input type="button" value="Select +"/>
Website				<input type="button" value="Select +"/>
a exam	The Catcher in the Ry	Online and In Person	Domestic and International	<input type="button" value="Select +"/>
Website				<input type="button" value="Select +"/>
test for prod issue changed to training and back to exam	On Such a Full Sea	Online and In Person	Domestic	<input type="button" value="Select +"/>
Website				<input type="button" value="Select +"/>
AWS Cloud Computing Architecture	Central Texas College	Online		<input type="button" value="Select +"/>
Website				<input type="button" value="Select +"/>

Prev **1** Next Page 1 of 1

You can filter here which will only show a list of vendors who offer the training or exam you wish to pursue



Vendors are listed by name (Exam Master for PA-CAT) and method of delivery



Click on the vendor you would like to pursue training with (Exam Master)





Once selected, you will now select a start and end date. Every request must have a start and end date. Soldiers have a maximum of 1 calendar year from their start date to complete what is requested. Ensure your End date approximately 9 months after the start date. A good guide is to take the test about 3 months before the end date.

Credentialing Assistance (CA) Request Form

Enter the start and end date for pursuing your For Ebli. The Army would strongly suggest you choose a start date, end date time frame of at least a few days even if the training of exam is only a day long. Note that a CA request cannot be submitted for an exam within 30 business days of the request.

Request Type: Training **Vendor Name:** JessVendorz

Start date required:

End date required:

Select the cost types that you would like to request CA for. Please be aware the costs below may not reflect actual item costs.

Select	Cost Type	Title	Number/ISBN	Quantity	Cost
<input checked="" type="checkbox"/>	Training	For Ebli	—	1	\$100.00

You are expected to do offline research on costs of trainings, exams and other materials. Upon ACCESS ArmyU approval, the amount paid for by Army financial assistance may vary from what is stated on can depend on the amount of Army financial assistance you have remaining as well as actual item costs.

Attach relevant documentation supporting eligibility requirements for the Credentialing Assistance Request

Upload Supporting Files **Uploaded Files**



Drag files to upload

Upload File

SOLDIER SELECTS START/END DATES AND ARE RESPONSIBLE FOR ENSURING THE TEST IS TAKEN WITHIN 3 MONTHS OF END DATE. EXAM MASTER NEEDS TO UPLOAD CERT OF COMPLETION WITHIN 10 DAYS OF THE END DATE OR IT WILL GO TO RECOURPMENT



Credentialing Assistance (CA) Request Form

Enter the start and end date for pursuing your For Ebli. The Army would strongly suggest you choose a start date, end date time frame of at least a few days even if the training of exam is only a day long. Note that a CA request cannot be submitted for an exam within 30 business days of the request.

Request Type:
Training



Vendor Name:
JessVendorz



Start date required

10/27/2020

End date required

10/30/2020



would like to request CA for. Please be aware the costs below may not reflect actual item costs.

Type	Title	Number/ISBN	Quantity	Cost
ing	For Ebli	—	1	\$100.00

rch on costs of trainings, exams and other materials. Upon ACCESS ArmyU approval, the amount paid for by Army financial assistance may vary from what is listed on this page. This financial assistance you have remaining as well as actual item costs.

The calendar is automatically defaulted to 30 business days from the start date. You cannot request an earlier date. End date will allow for 1 calendar year. For the PA-CAT put an end date AT LEAST 3-4 months after the start date.

\$0.00

Total Cost: Student Cost: Financial Assistance:

Attach relevant documentation supporting eligibility requirements for the Credentialing Assistance Request

Upload Supporting Files

Uploaded Files



Drag files to upload

Upload File



Request Type: Training
 Vendor Name: Central Texas College

Start date required: 10/27/2020
 End date required: 10/30/2020

Select the cost types that you would like to request CA for. Please be aware the costs below may not reflect actual item costs.

Select	Cost Type	Title	Sold By Vendor	Number/ISBN	Quantity	Cost
<input type="checkbox"/>	Training	CompTIA A+ Training Course	Yes	—	1	\$150.00
<input checked="" type="checkbox"/>	Book	CompTIA A+ Handbook	Yes	3959A76	1	\$30.00

You are expected to do offline research on costs of trainings, exams and other materials. Upon ACCESS ArmyU approval, the amount paid for by Army financial assistance may vary from what is stated on this page. This can depend on the amount of Army financial assistance you have remaining as well as actual item costs.

Total Cost: Student Cost: Financial Assistance:

Attach relevant documentation supporting eligibility requirements for the Credentialing Assistance Request

Upload Supporting Files


 Drag files to upload

Uploaded Files

Before submitting your CA Request, make sure you meet all requirements outlined in [Army CDOL](#).



1

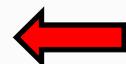
Select all items you wish to be funded. Verify all information on this page. You do not have to select all items



2



3



Once complete, click the next arrow

Please upload a quote from Exam Master (this is mandatory). Soldiers MUST contact the Exam Master to request the quote. Once funding is approved Soldier will get an email from Exam Master with instructions to schedule exam. Soldiers will not be reimbursed for anything paid out of pocket.



Success!

Your credentialing assistance request has been submitted.

Request Type: Training	Vendor Name: Project Management Professional	Start Date: 08/10/2020	End Date: 08/30/2020
Training or Exam Name: Project Management Training	Format: In-Person	Location: Domestic	State: Alabama

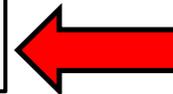
Cost Type	Title	Number/ISBN	Quantity	Cost
Training	Project Management Training	2514678912	N/A	\$480.00
Books	Programming Basics	3514325751	1	\$40.00
Application Fee	N/A	N/A	N/A	\$20.00
Books	PM Training 101	32523422	1	\$60.00

Uploaded Document List

alex_palmero_PMP.pdf

\$600	\$0	\$600
Total Cost	Student Cost	Financial Assistance

Done



Once complete, click “Done” and you will see it in your Profile Page as “Pending” – you are now done!

NOTE- Once your CA Request has been submitted, you can no longer upload documents. If the wrong document is added and you want to replace it with the correct document, upload in “Student Documents” on profile page.