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).

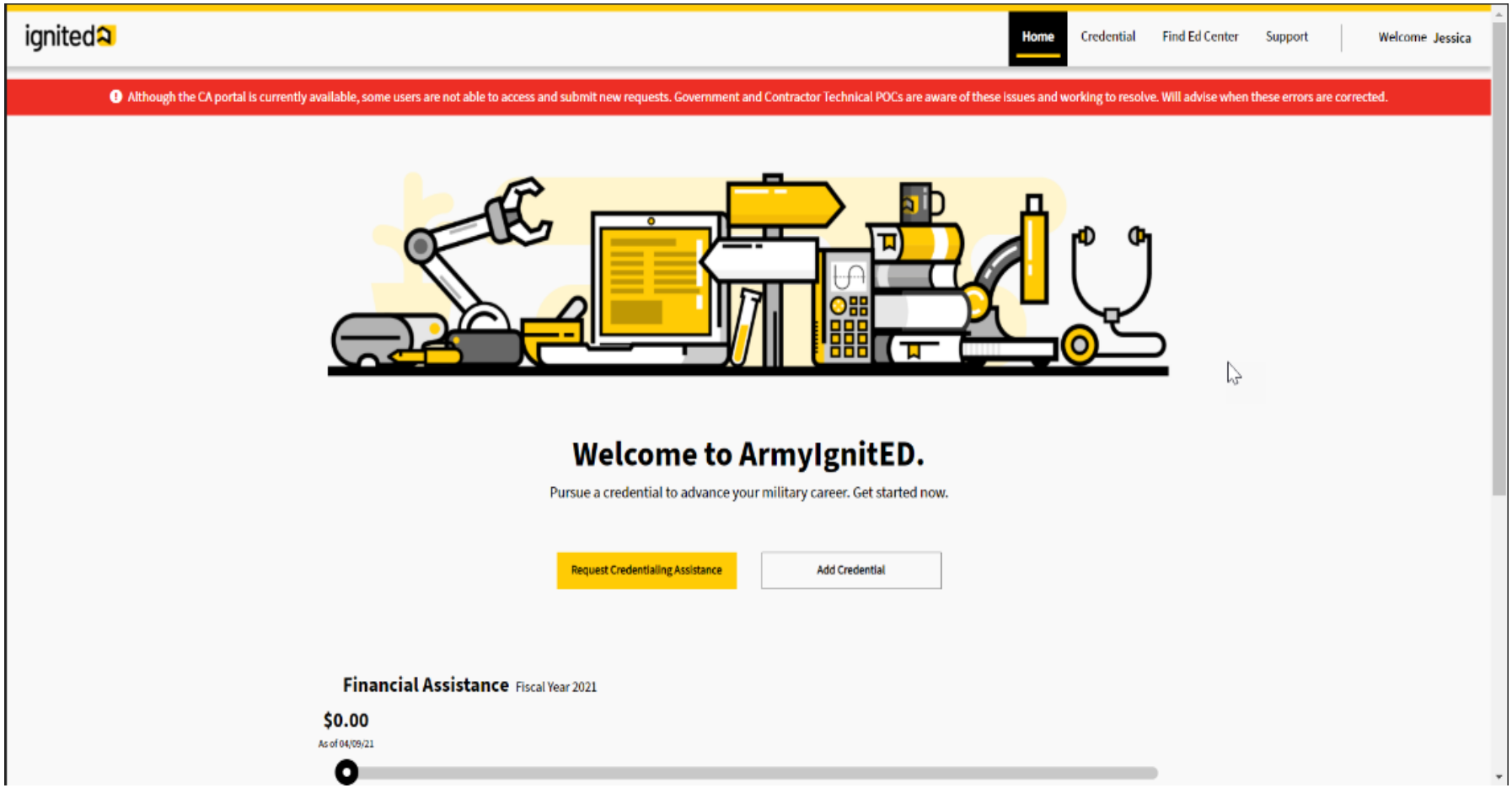
   ***Make sure the end date for your test in the system is approximately 9 months after the start date. The expected exam date should be about 3 months prior to the end date on the funds request.

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.

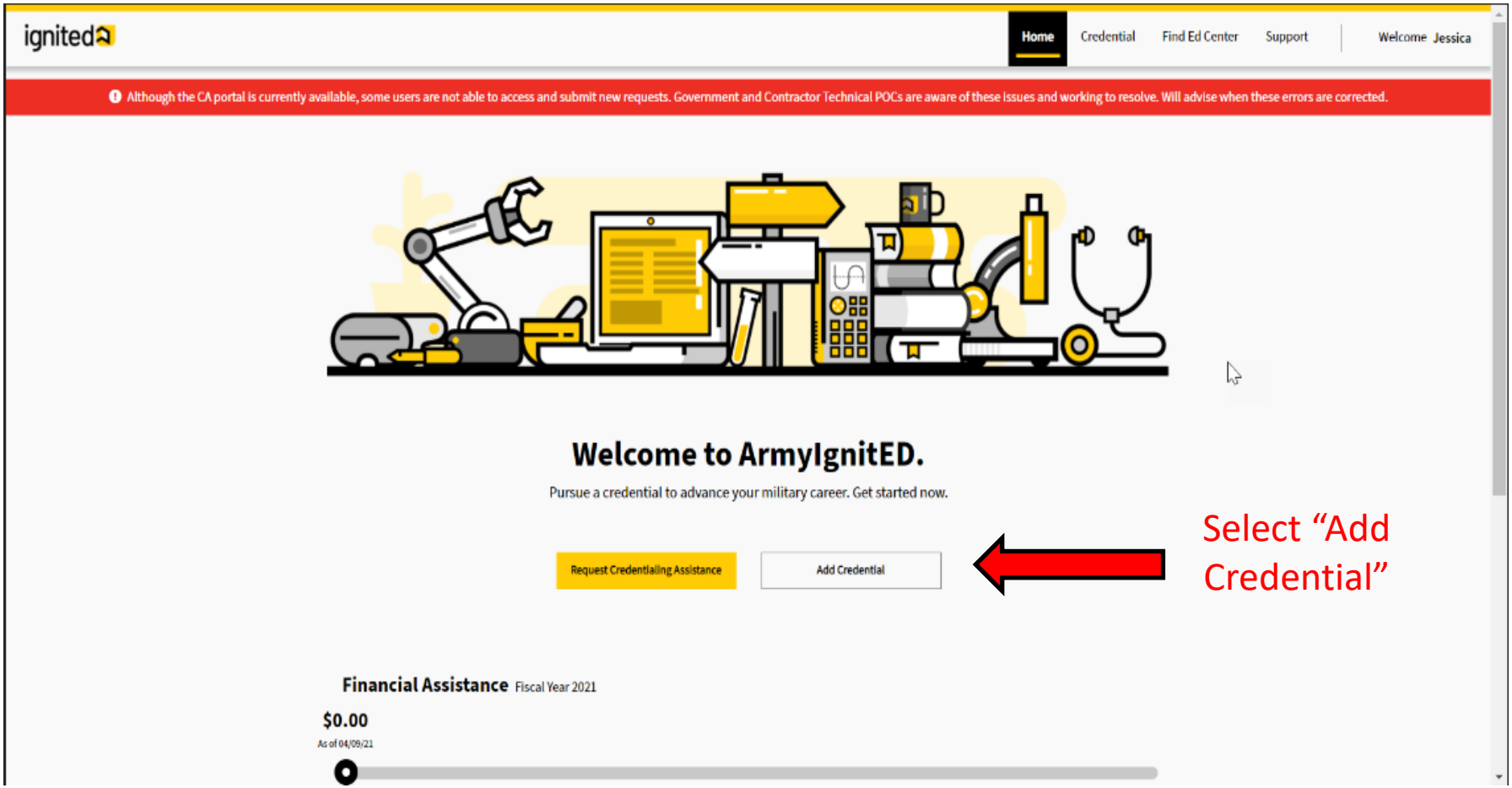
Selecting a Credential

Home Page when first logged in



Selecting a Credential cont.

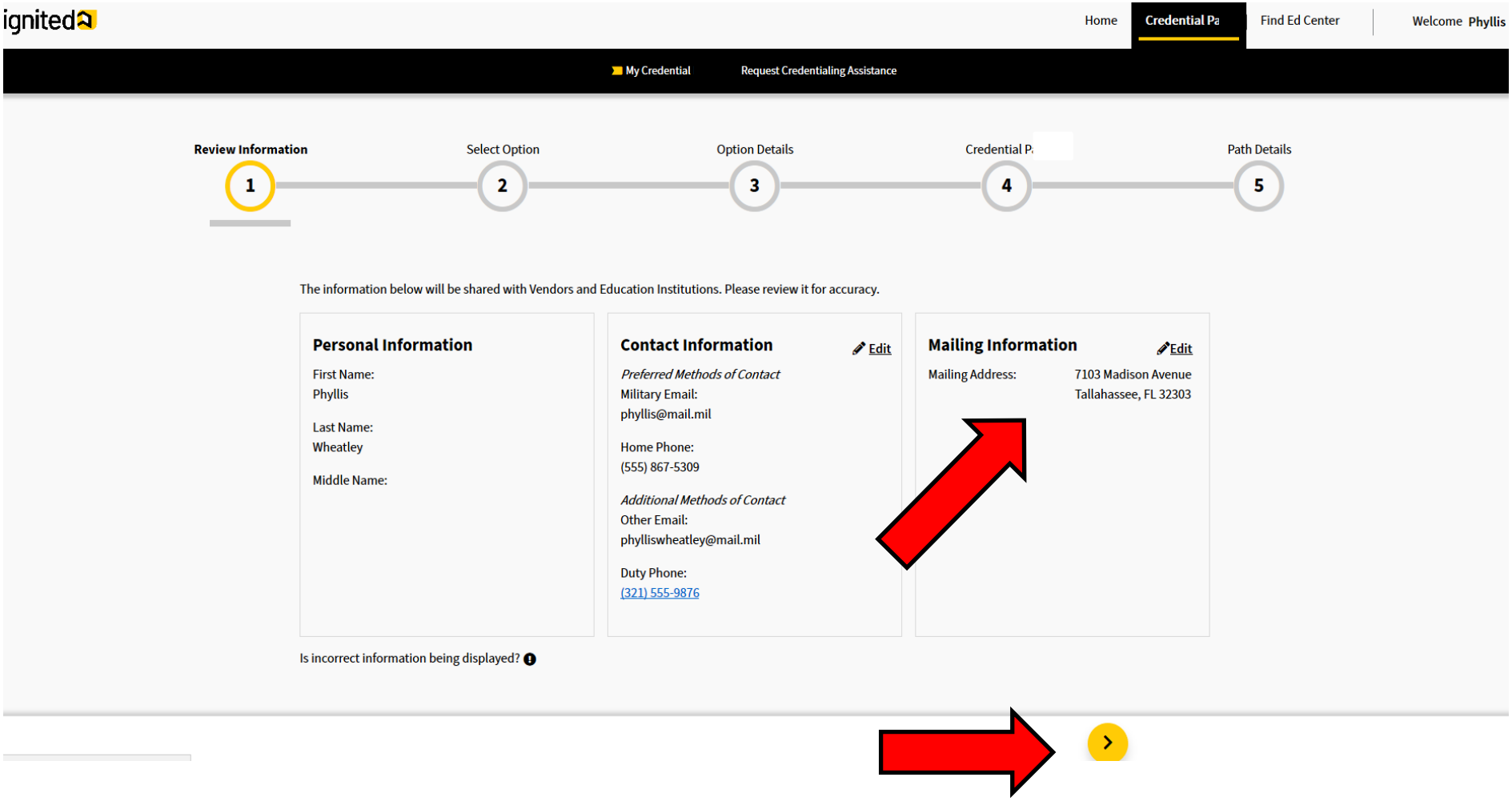
If you don't need to go to your profile page, you can begin the process with selecting your Credential from your home page



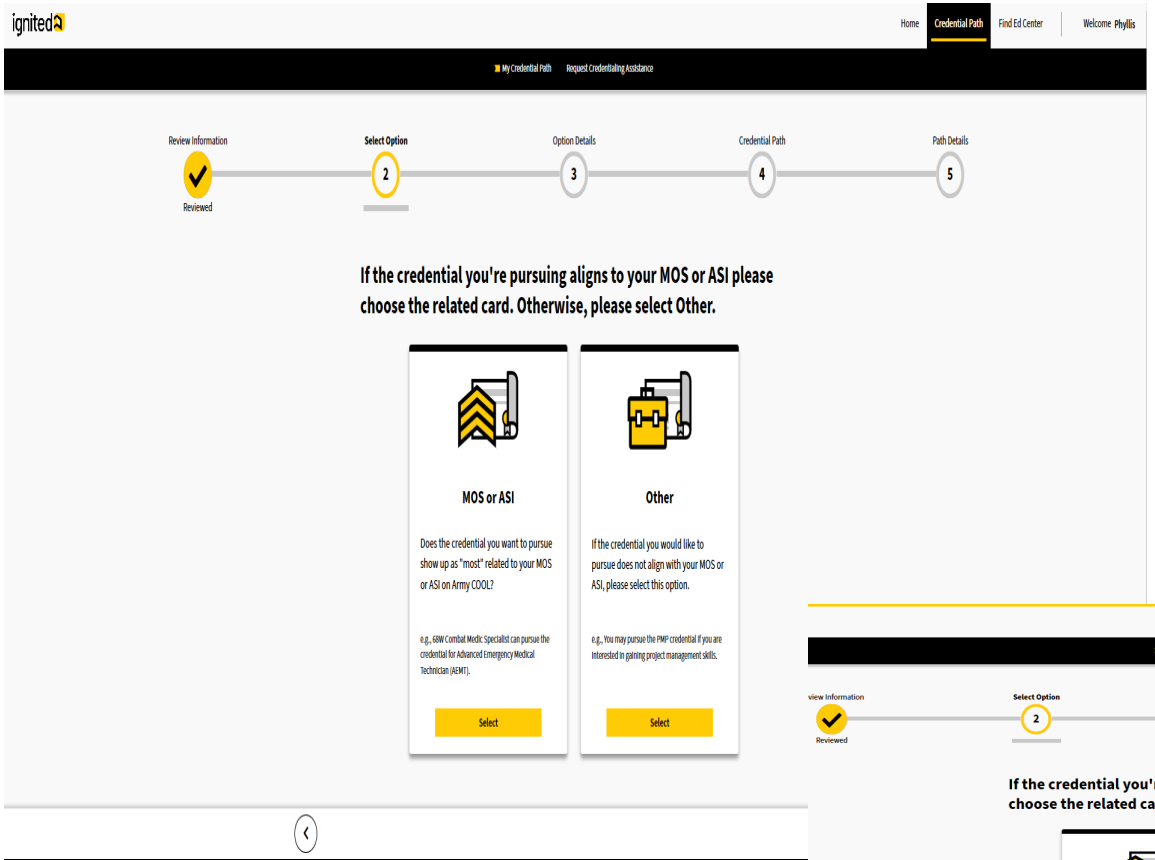
Select "Add Credential"

Selecting a Credential cont.

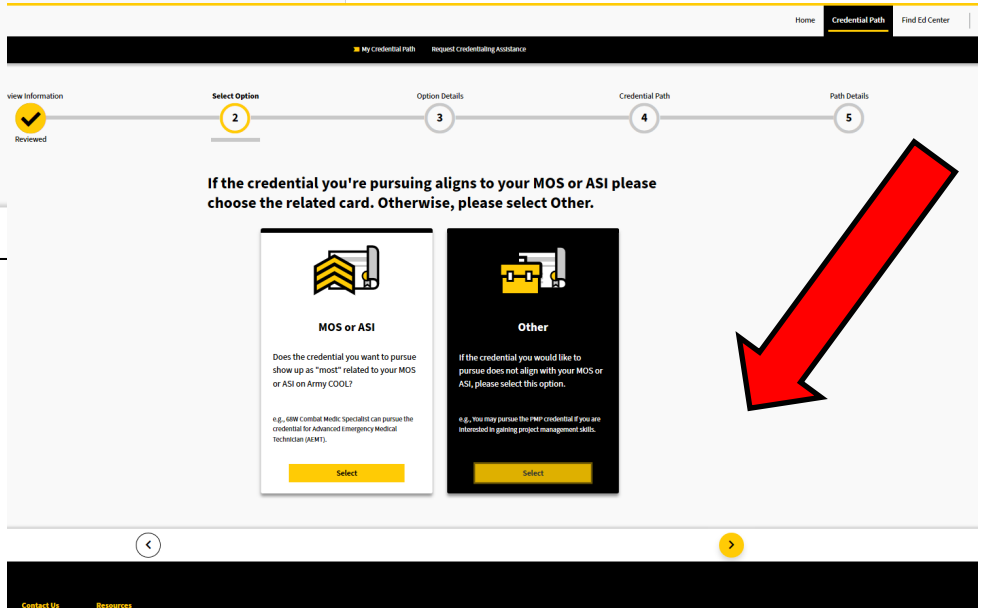
Make edits here. When done, click on the next arrow



Selecting a Credential cont.

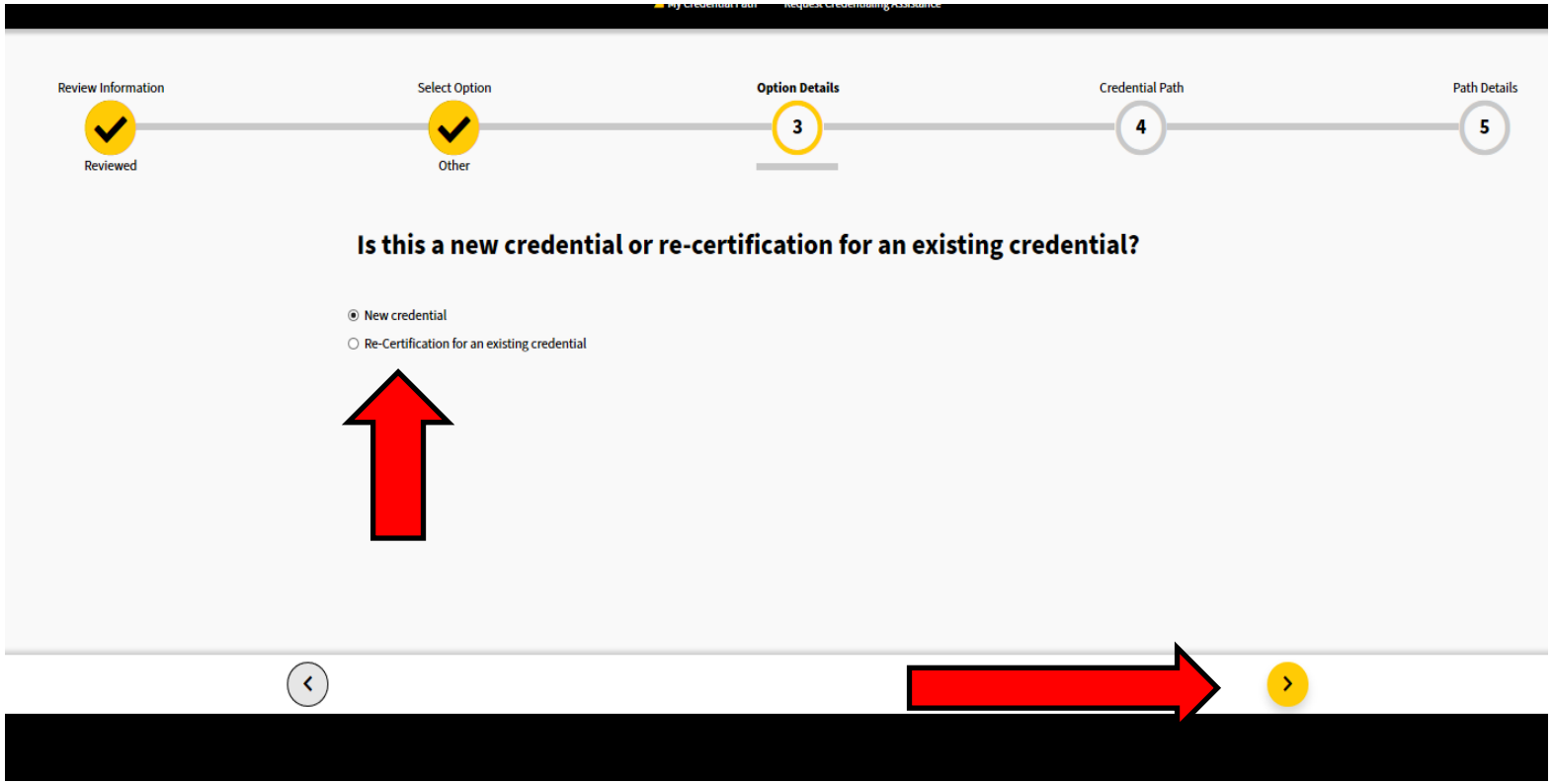


Choose an option. For the PA-CAT you should choose "Other" then click the next arrow

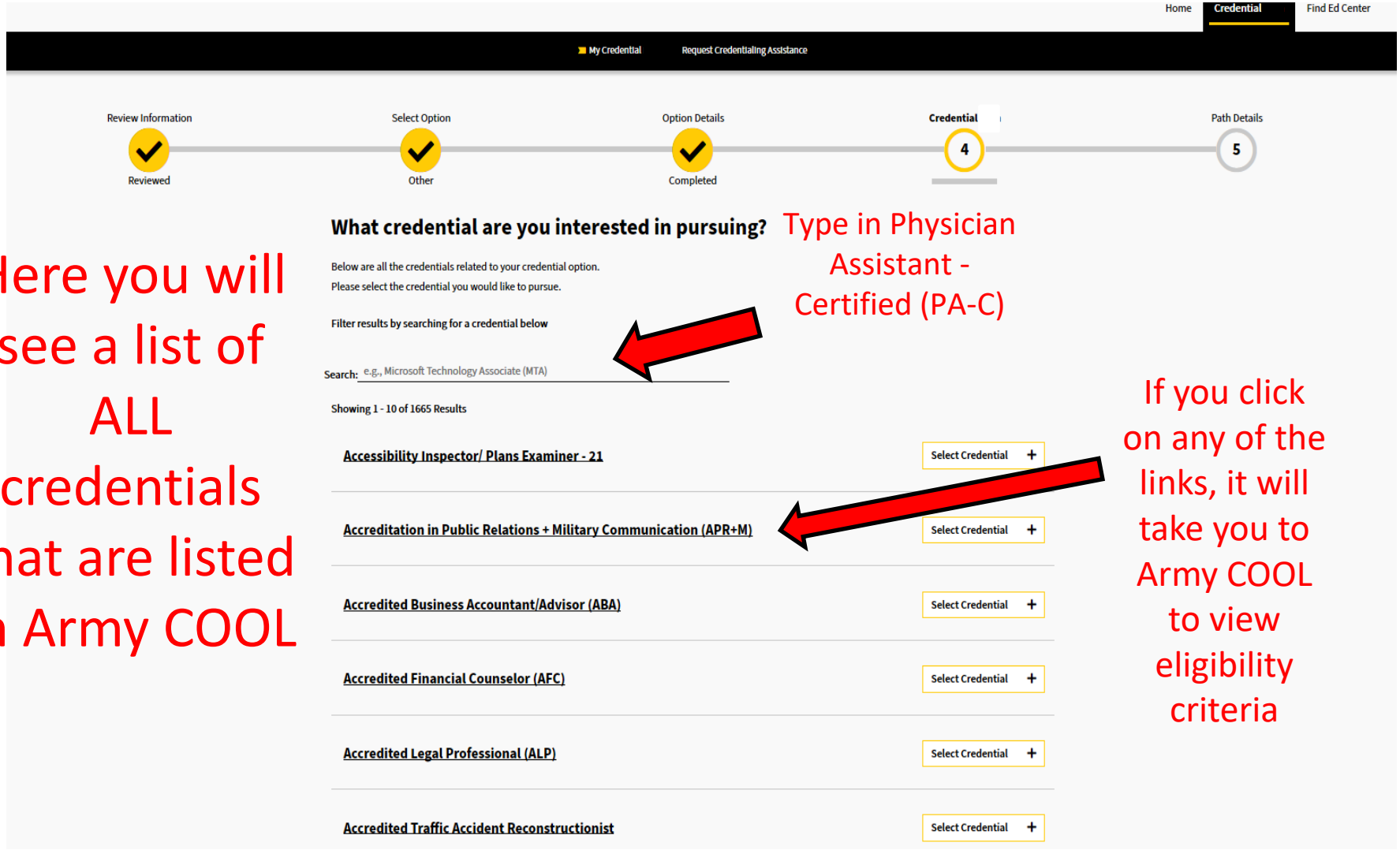


Selecting a Credential cont.

Select whether this is a new credential
then the next arrow



Selecting a Credential cont.

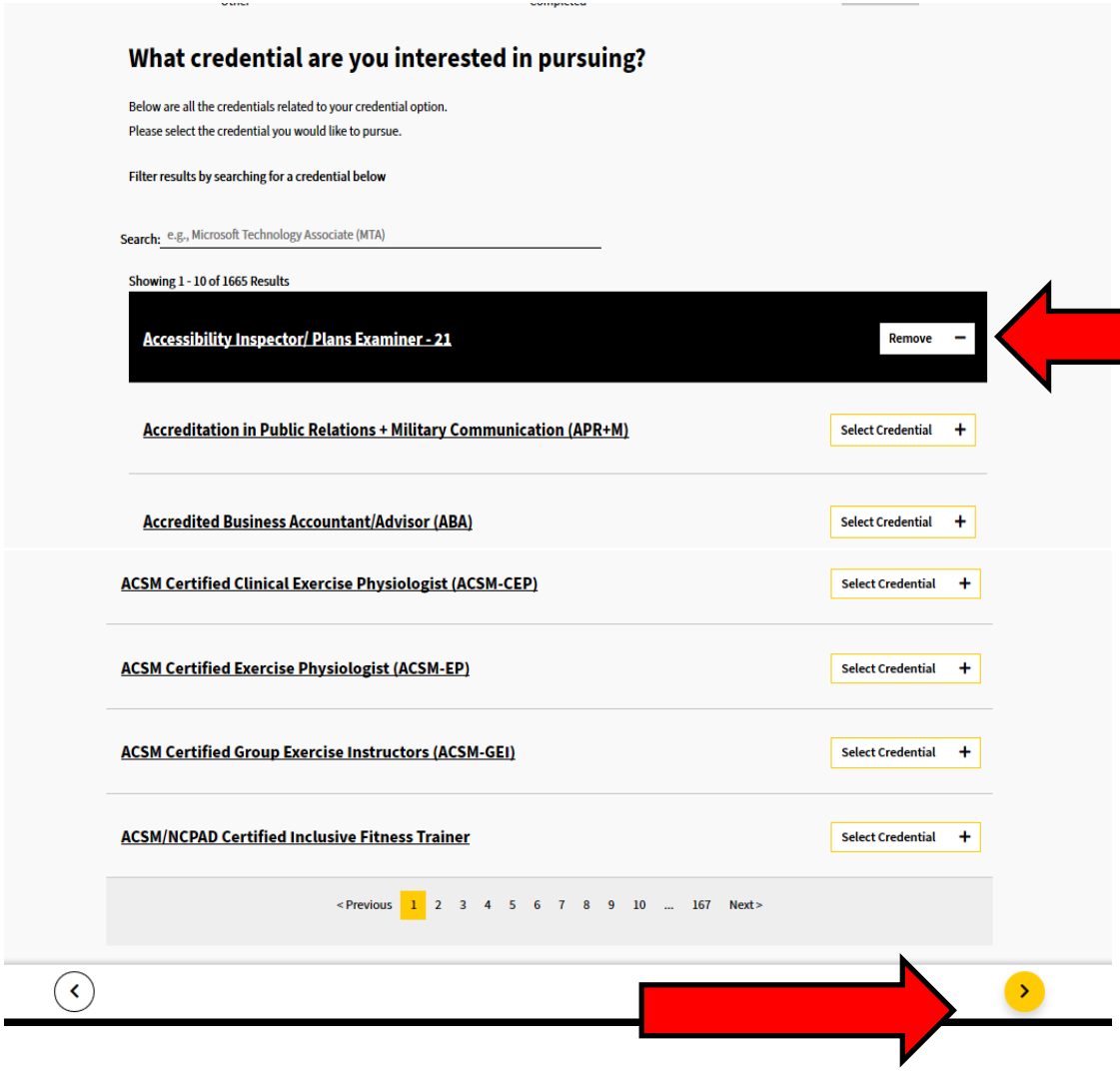


Here you will see a list of ALL credentials that are listed in Army COOL

Type in Physician Assistant - Certified (PA-C)

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

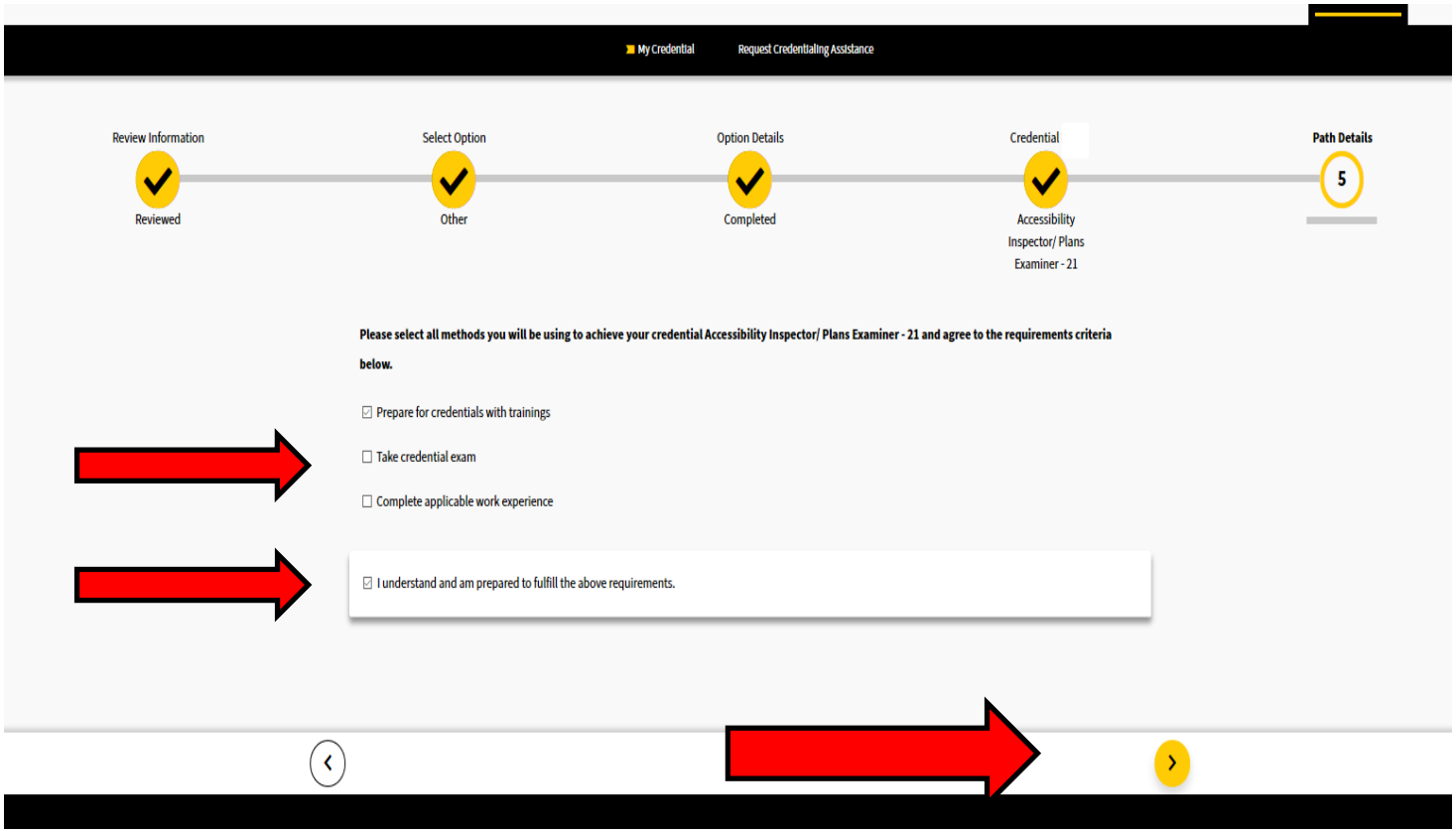
Selecting a Credential cont.



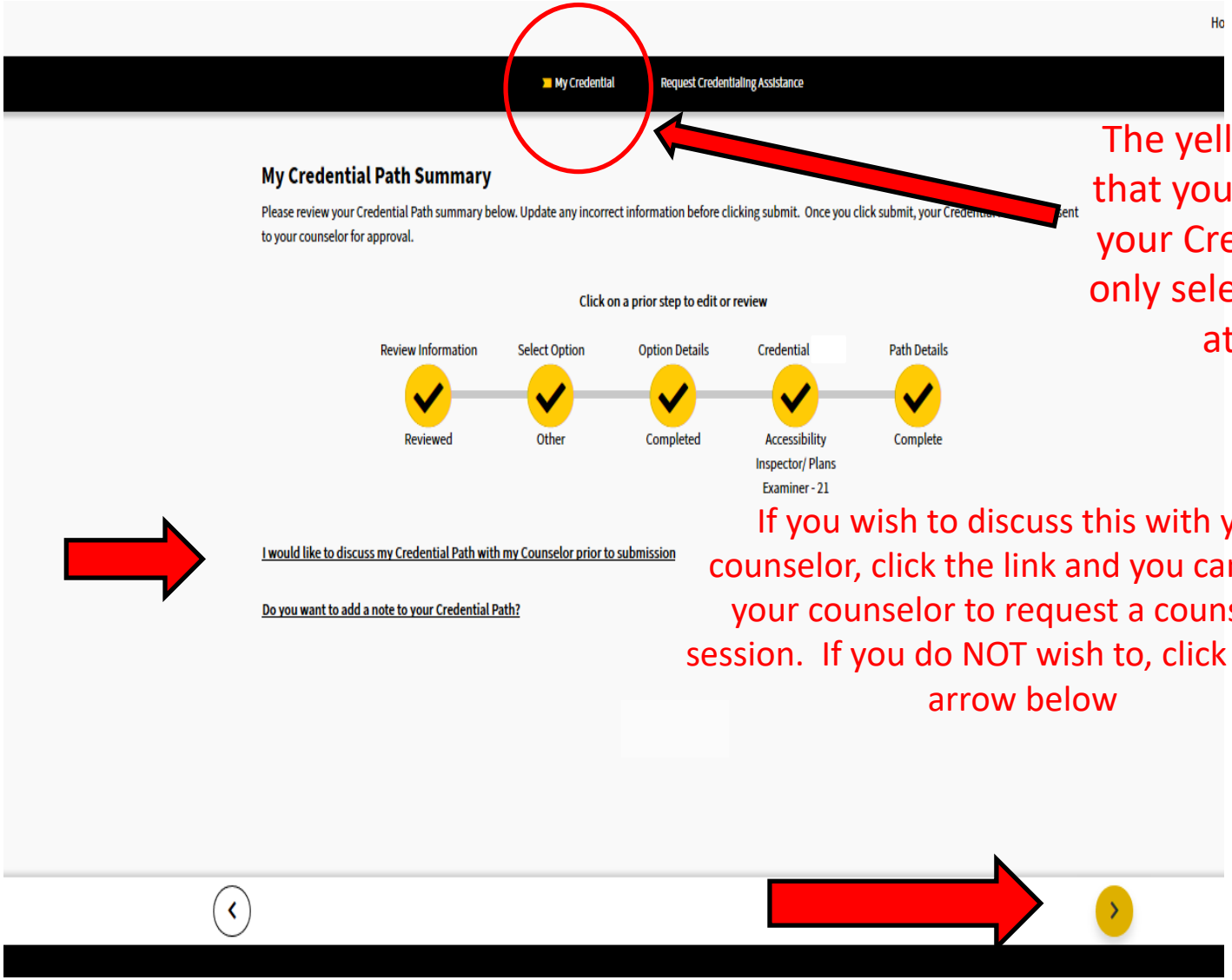
Select the credential Physician Assistant - Certified (PA-C) then next arrow. If you make a mistake, just click remove

Selecting a Credential cont.

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



Selecting a Credential cont.

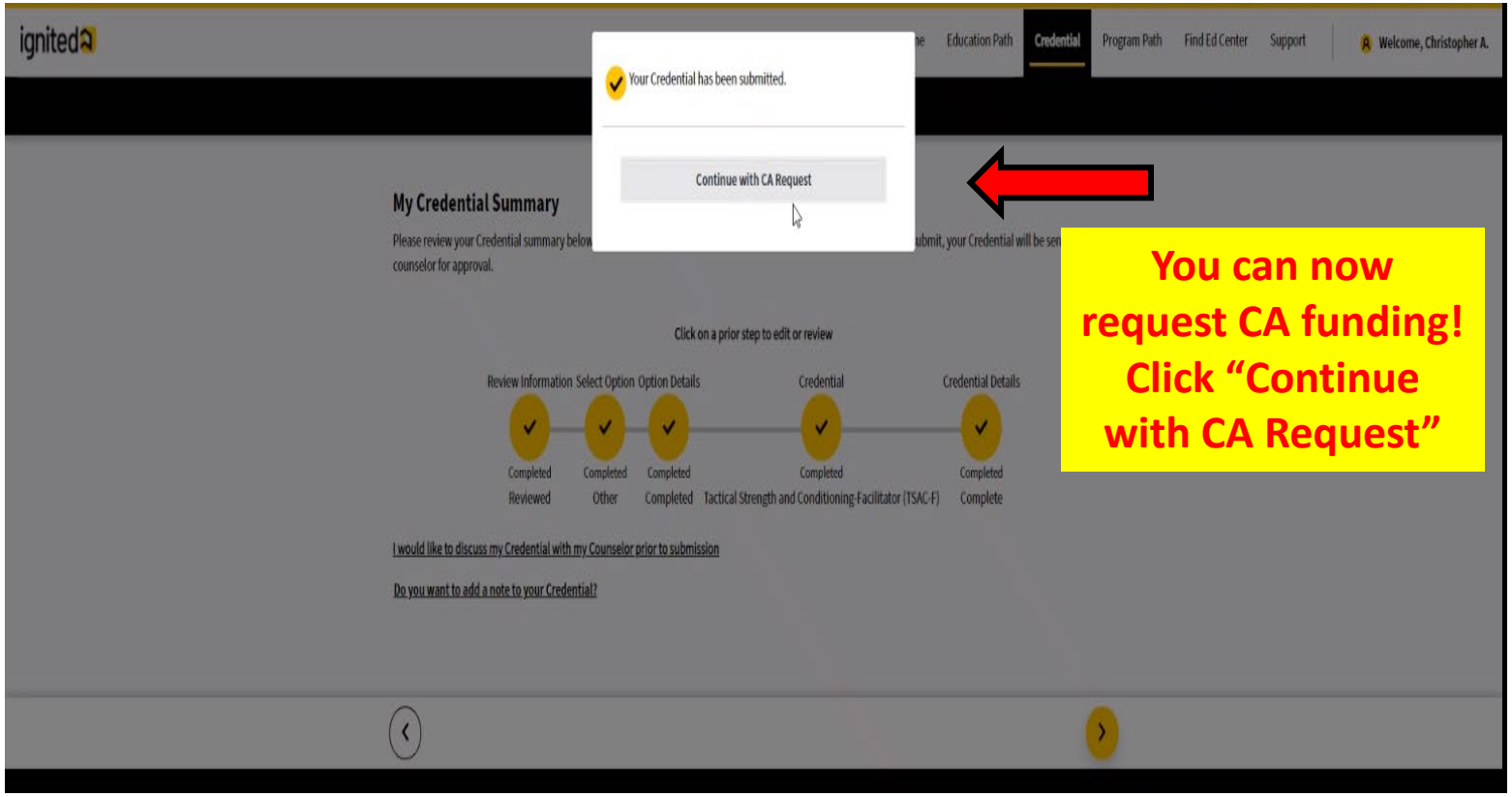


The yellow flag indicates that you are still selecting your Credential… you are only selecting a credential at this point.

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

Selecting a Credential cont.

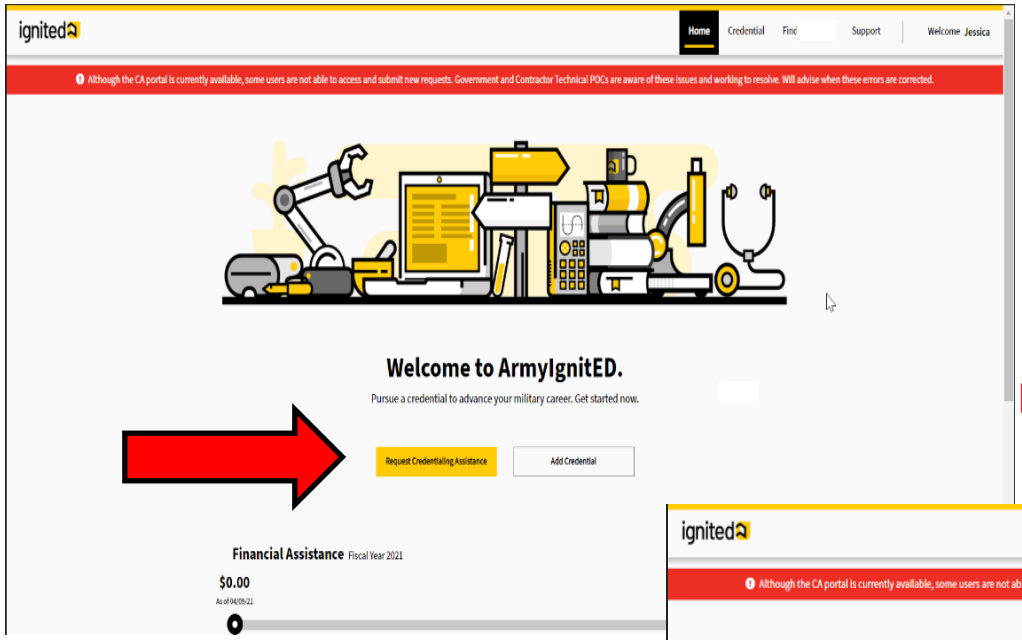
You have now successfully selected your Credential. YOU HAVE NOT YET REQUESTED CA FUNDS- That is the next step. Click on “Continue with CA Request”



How to Complete Your Credentialing Assistance Request for Funding

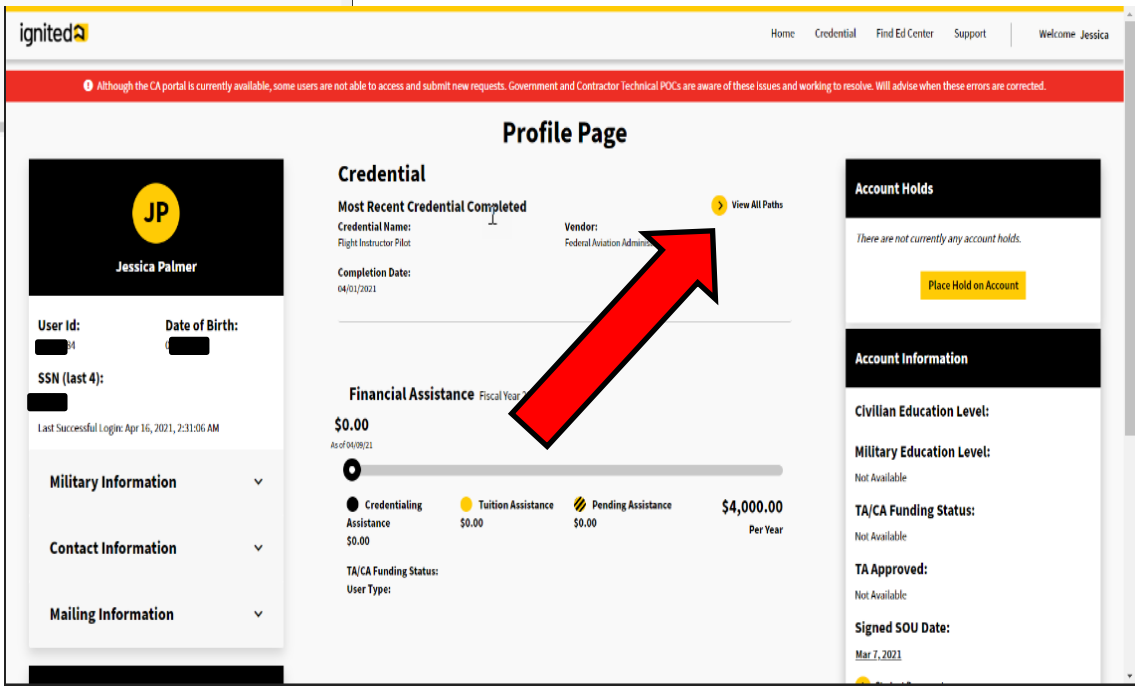
CA Request – ArmyIgnitED

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



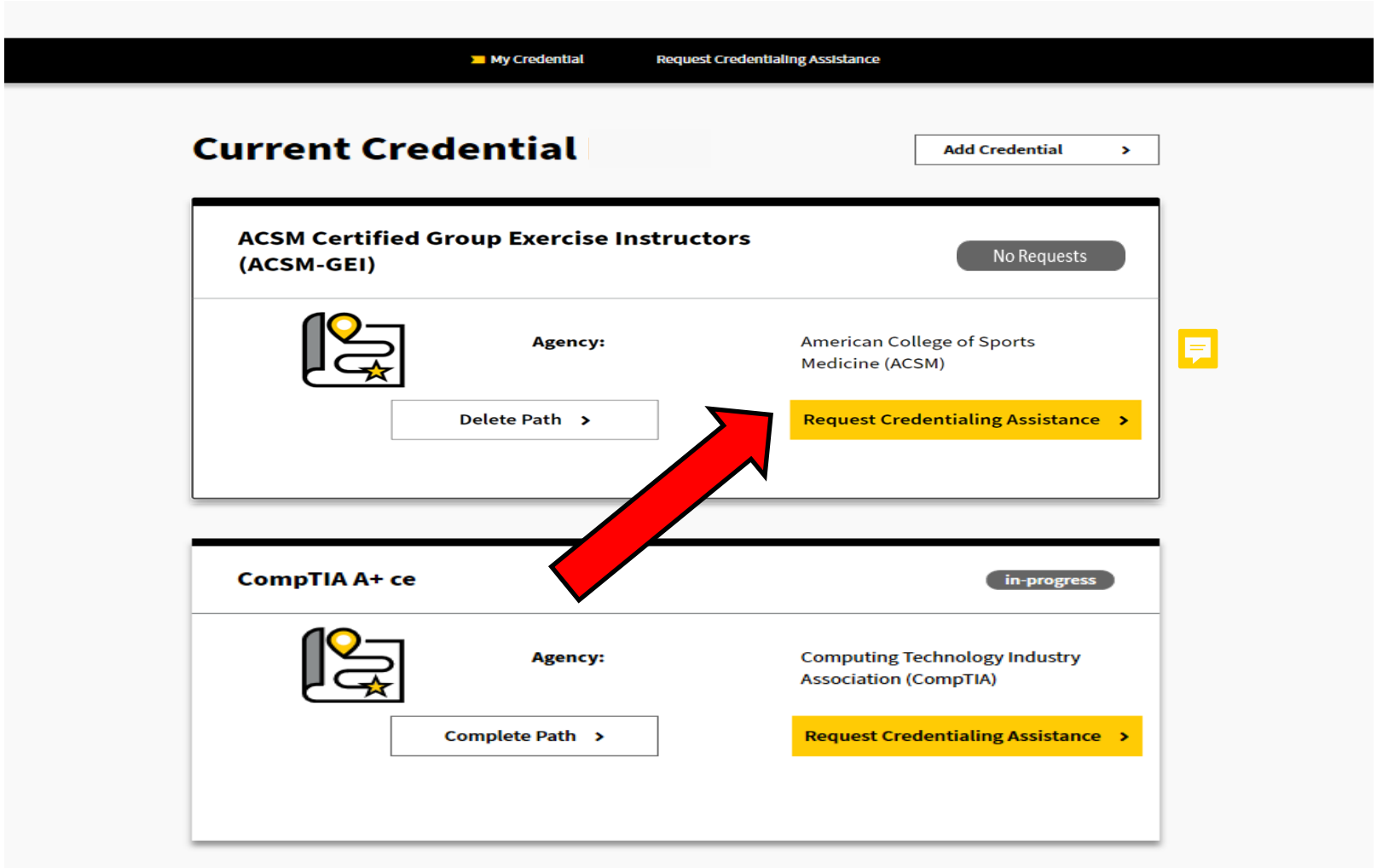
OR

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

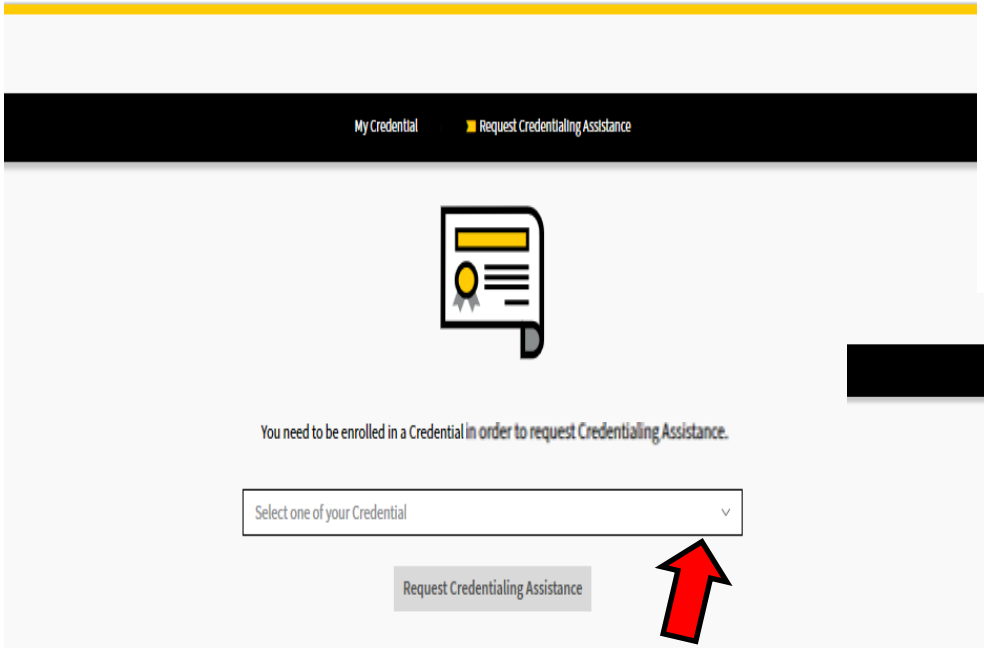


CA Request – ArmyIgnitED cont.

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))

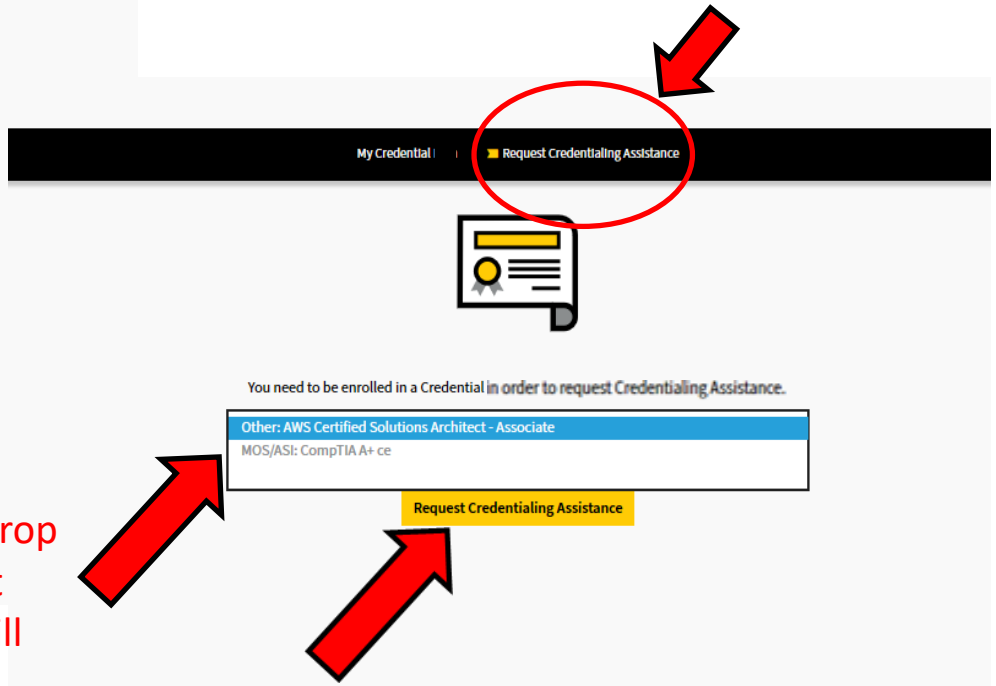


Click on the dropdown arrow to select the credential you wish to pursue then click on “Request Credentialing Assistance”



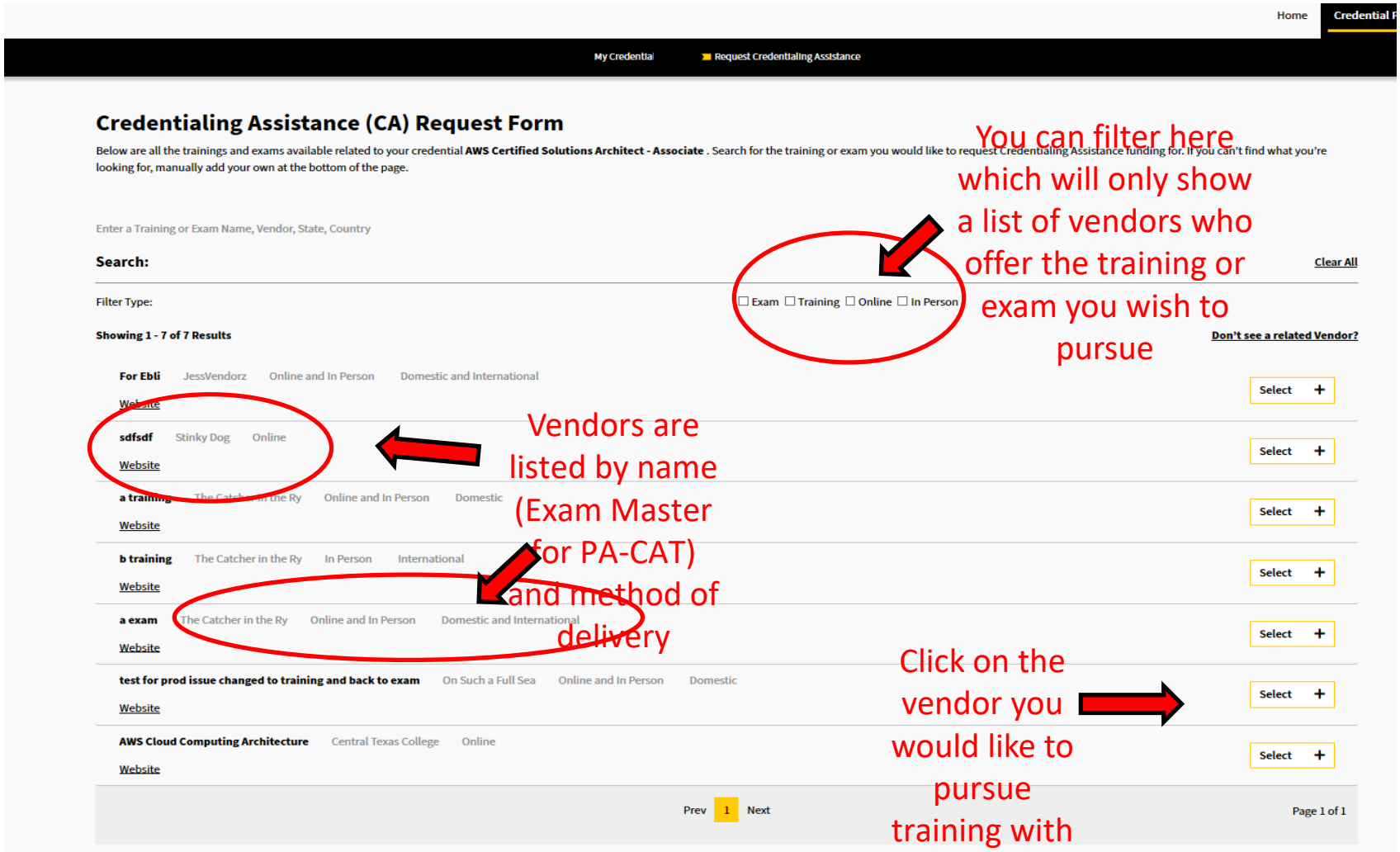
Please note, if you only have one Credential listed, there will be no drop down and you will be able to select the credential that appears. This will only appear if you have more than one Credential selected - this should be Physician Assistant-Certified (PA-C)

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



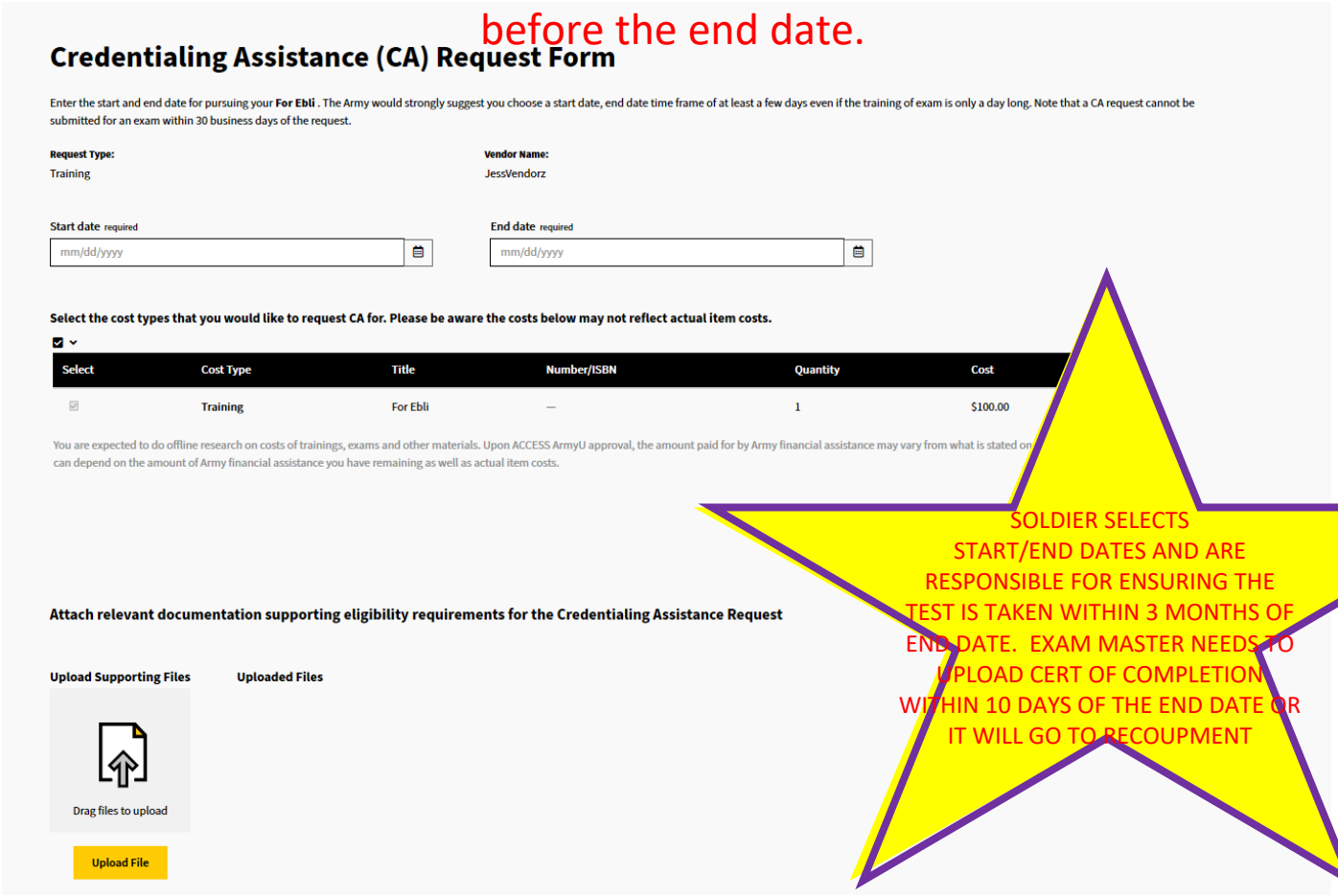
CA Request – ArmyIgnitED cont.

Options to Filter (if desired but not necessary)



CA Request – ArmyIgnitED cont.

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
mm/dd/yyyy

End date required
mm/dd/yyyy

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
☑	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

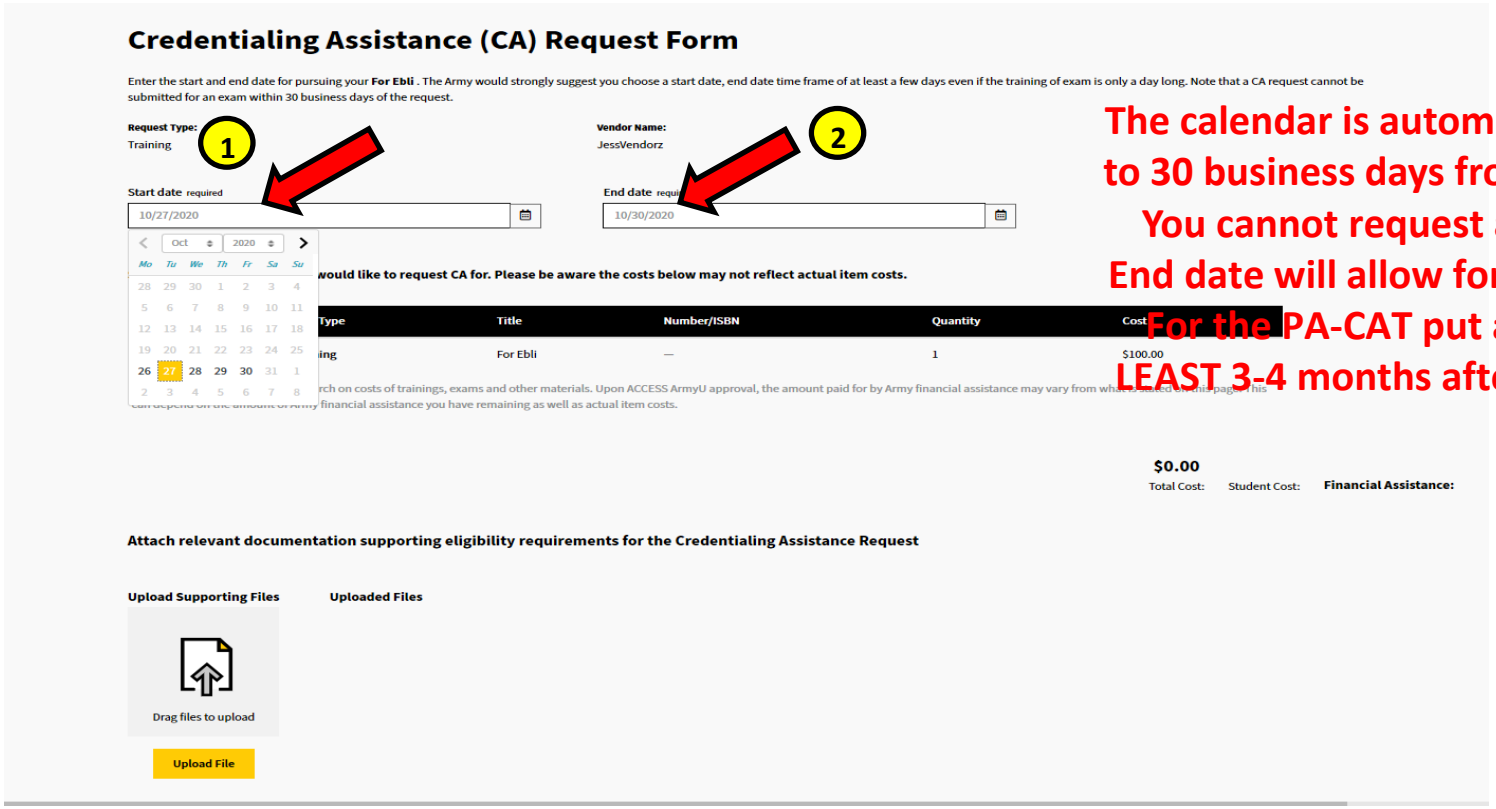
Drag files to upload

Upload File

Uploaded Files

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 RECOUPMENT

CA Request – ArmyIgnitED cont.



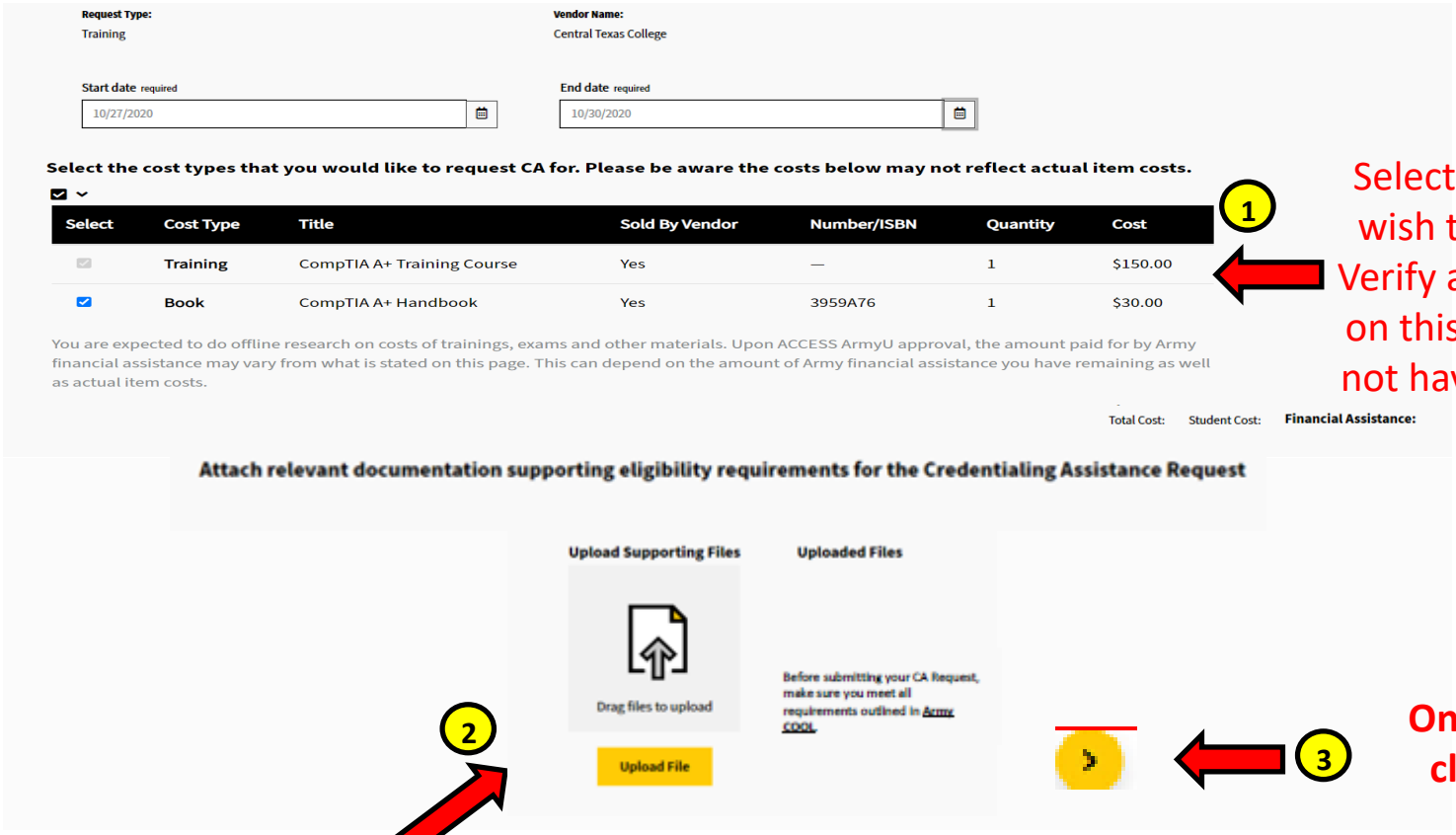
The calendar is automatically defaulted to 30 business days from the start date.

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.

CA Request – ArmyIgnitED cont.



1

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

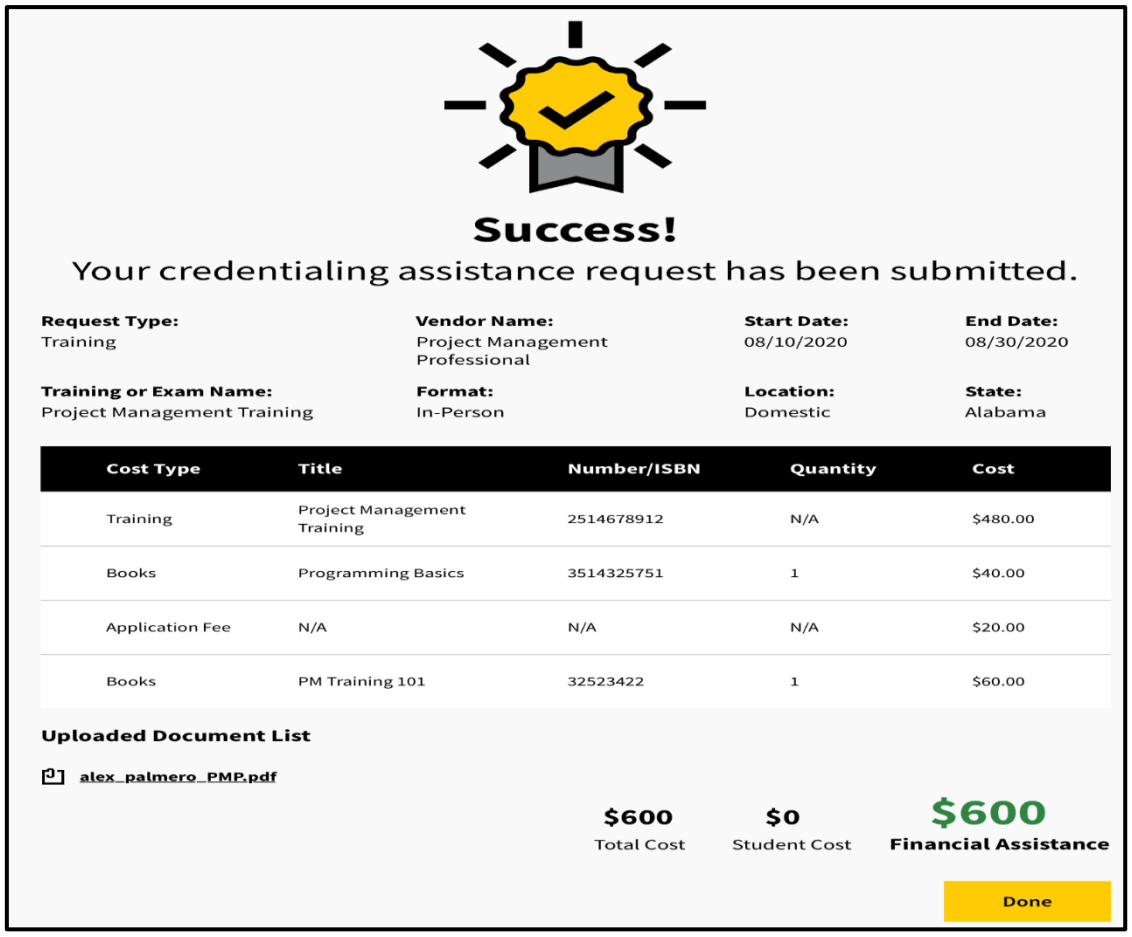
2

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.

3

Once complete, click the next arrow

CA Request – ArmyIgnitED cont.



Success!

Your credentialing assistance request has been submitted.

Request Type:	Vendor Name:	Start Date:	End Date:
Training	Project Management Professional	08/10/2020	08/30/2020

Training or Exam Name:	Format:	Location:	State:
Project Management Training	In-Person	Domestic	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.