

← Create Credentialing Assistance Request: CompTIA Security+

Once your Education Goal is approved, visit the website: www.armyignited.army.mil/student/funding-request/create and read thorough the User Agreement

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the information needed for your funding request. You will need the following information: credential name, course/exam title, course/exam cost, and custom quote from the vendor for the course/exam (exceptions: Pearson Vue, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training courses and/or exams. The Credentialing Assistance (CA) request date must be 90-45 days prior to the exam or training course start date. The end date cannot exceed 365 calendar days from the start date. These dates can be retrieved from your vendor.
- Register with the vendor if registration is required prior to the start date, but do not pay anything out of pocket as it will not be reimbursed.
- Submit requests for books and material in conjunction with a request for a course or exam. Requests for books or material alone will be rejected unless there is a pending request for a course/exam or current course/exam in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is crucial to ensure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

ACADEMIC

- I understand that it is my responsibility to ensure my grades (certificate of completion) are updated in the Army official system of record (ArmyIgnitED). Grades that are 60 days past course/exam end date are considered overdue and will prevent me from applying for CA and will result in recoupment of CA.
- I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (PL 93-568). I grant permission for the Army to share my training and academic information as needed with Army Civilians and Army Contractors whose responsibilities and contracts include education services and programs.
- I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

FINANCIAL

- I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the vendor.



I will inform my Commander and/or supervisor of my enrollment in the above course(s) or exam(s). All policies and conditions in AR 621-5 apply.

FINANCIAL

- I agree that no changes will be made in the above course(s) or exam(s) or dollar amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and/or the vendor.
- I understand that the Army will pay what is authorized for my Credentialing Assistance (CA) request not to exceed the fiscal year (FY) limit. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance and CA; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for failing a course/exam; non-completions (failing to attend a course or sit for an exam in the timeframe requested); incomplete "I" grades unresolved 180 days after the course/exam end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.
- I understand that this application does not guarantee that funds are available. the US Army has no obligation to fund this application, and I may not attend a course or sit for an exam until it has been paid by the ACCESS CA Finance Office.
- I understand that it is my responsibility to coordinate with the vendor before requesting an extension from the ACAPO to ensure the vendor will authorize an extension. I will pay all extension fees to the vendor.
- I understand that CA for courses starting in the next FY is conditional until receipt of the CA funds.

Check each condition and click "I AGREE, CONTINUE"

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2007: Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.

PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC. <https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.aspx>

ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.

DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE

CANCEL



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Select your Vendor:

If you are attempting to locate a Vendor not listed, please forward information to the Army Credentialing Assistance Program Office via ArmyIgnitED messaging and provide the following information: Vendor Name, Vendor URL, Vendor Email, and Vendor Phone Number.

Vendor

Campus

Type in the Vendor box "Hero Cyber" and select the campus, click NEXT



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Demographic Vendor **3 Dates** Training/Exam

What are your exact start and end dates?

You may select up to 365 days to complete your training or exam. If you do not complete the training or exam in the timeframe you request, you will be required to reimburse the government for the costs associated to your training or exam, and the associated book(s), material(s), and/or fees.

Select your start date and end date. Your start date should be at least 45 days from when you submit your request.

8/1/2023



7/31/2024



Please keep in mind, your training course is good for up to one year so enter your end date a year from your start date.

BACK

NEXT

CANCEL

HERO
CYBER



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 Demographic —  Vendor —  Dates — **4** Training/Exam

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include exam(s), training(s), or book(s) and material(s), and all administrative, application and shipping fee(s). All items on the CA Request and custom quote must be from the same Vendor. Upload the vendor's custom quote to your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide the Vendor's custom quote will result in rejection of your CA request. The quote **MUST** match what is listed in the CA request.

What do you need funding for?

ADD EXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

Click "ADD TRAINING"

BACK

SUBMIT

CANCEL

Add Training

Ten-day, Live-Online, Security+ (SY0-601) Training

Description: CompTIA Security+ certification is 100% focused on Cybersecurity. It covers the foundational principles for network and operation security, threats and vulnerabilities, access control and identity management and cryptography.

SELECT

Self-Paced , 1 Year Access, Security+ 601 Training

Description: CompTIA Security+ certification is 100% focused on Cybersecurity. It covers the foundational principles for network and operation security, threats and vulnerabilities, access control and identity management and cryptography. Security+ incorporates best practices in hands-on trouble-shooting to ensure security professionals have practical security problem-solving skills. Cybersecurity professionals with Security+ know how to address security incidents - not just identify them.

SELECT

Remaining Funding
Fiscal Year: 2023
\$4,000.00

Select the training you are requesting

ADD MANUALLY

BACK

Add Training

Self-Paced , 1 Year Access, Security+ 601 Training

\$ 2000

Remaining Funding

Fiscal Year: 2023

\$4,000.00

Description*

CompTIA Security+ certification is 100% focused on Cybersecurity. It covers the foundational principles for network and operation security, threats and vulnerabilities, access control and identity management and cryptography. Security+ incorporates best practices in hands-on troubleshooting to ensure security professionals have practical security problem-solving skills. Cybersecurity professionals with Security+ know how to address security incidents - not just identify them.

481 / 1000

Verify course and click "ADD TRAINING"

ADD TRAINING

BACK

TRAINING - Self-Paced , 1 Year Access, Security+ 601 Training ×

Government Cost	Student Cost
\$2,000.00	\$0.00

ADD FEE

Remaining Funding
Fiscal Year: 2023
\$2,000.00

Costs

Total Costs	Government Costs	Student Costs
\$2,000.00	\$2,000.00	\$0.00

Click "SUBMIT"



YOU'RE DONE!

Congratulations your credentialing assistance request has been submitted!

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.



Credentialing Assistance Request Submitted!