

COOL

APPROVED TECH CERTIFICATION COURSES

COOL (Credentialing Opportunities On-Line) helps military service members find information on certifications and licenses related to their military occupation and civilian careers.



4-8
Week Courses

NO
Experience Needed

100%
Online, Instructor-Led

FREE
Through Credentialing Assistance

COURSE OVERVIEW

AWS

- ✔ Cloud Practitioner
- ✔ Solutions Architect Associate

CompTIA

- ✔ A+
- ✔ Network+
- ✔ Security+
- ✔ Project+

Microsoft Azure

- ✔ AI Fundamentals
- ✔ AI Solutions

PMI®

- ✔ Project Management Professional (PMP)

Check Your Eligibility for COOL

Army COOL:

- The CA program is available to enlisted, warrant officers, and officers.
- Regular U.S. Army, the U.S. Army National Guard/U.S. Army National Guard of the United States, and the U.S. Army Reserve can participate in the Army CA Program.
- Officers who have graduated from Basic Officer Leader Course are eligible to use CA.
- Please note: Veterans are not authorized to participate in the CA program.
 - Eligible veterans may be able to use their GI Bill benefits to pay for credentialing related expenses. Information about the GI Bill can be found on Army COOL and the VA's Education and Training website.
- U.S. Army family members are not authorized to participate in the CA program.

Air Force COOL:

Enlisted members participating in the Air Force COOL program must meet the following eligibility requirements:

- Possess a 5-skill level in their Primary Air Force Specialty Code
- Do not have an Unfavorable Information File (UIF), are not on a Control Roster, and are current on their most recent fitness test at the time of application
- Have a profile in AFVEC with an approved credentialing goal
- Must obtain supervisor approval and complete the entire credential while on active duty status

Coast Guard COOL:

- CA is available to eligible officer and enlisted personnel (active duty and SELRES) as well as eligible GS and WG Coast Guard civilian employees.
 - Civilian employees who are occupying a position, or seeking to qualify for a position, that is excepted due to the confidential, policy-making nature of the position are ineligible for CA funding
- Officer and Enlisted Personnel: Meet established weight and body fat standards and have at least 6 months remaining on service obligation.
- Enlisted Personnel: Must be marked "Ready" or "Not Ready" on their most recent employee reviews.
- Civilian Personnel: Have at least **90 days** of prior, continuous CG service; received or expected to receive "Achieved Expectations" or higher on most recent annual appraisal or interim rating; received supervisor approval to participate in CA program.
- All Personnel: No misconduct.

How to Apply: Army COOL

Step 1: Create an Education Goal

- Open a reliable browser like Google Chrome or Mozilla Firefox and navigate to the [ArmyIgnitED portal](#).
 - Click the *Get Started* button, then under *Choose Your Funding Method*, select *Credentialing Assistance*.
 - Read and accept the Notice and Consent Statement, then insert your CAC card into a reader to log in.
- You'll be redirected to your Army Ignited dashboard. Here, you'll click *Active CA* to view the remaining funding you have available for the current fiscal year.
- Then, on the lefthand menu, click *Education Goals*.
 - Once on the Education Goals page, click the *Create a New Goal* button.
 - Next, click on Credentialing Assistance - Non MOS Related
 - Use the *Keyword* search bar to select the credential you'll be pursuing.
 - After selecting your credential, click the *Submit Goal* button. Your education goal is now created!

Step 2: Wait for Your Education Goal to be Approved

Your education goal will be reviewed by your immediate supervisor or the education office. It typically takes 24-48 hours for approval. Once approved, you will be able to apply for CA funding.

Step 3: Apply for CA Funding

- You must submit a separate CA request for each course required for a credential at least **45 days prior** to the course start date. Please note:
 - The **45 day** window for the review process begins when you submit the request in ArmyIgnitED.
 - CA Requests must be made within no more than **90 days** and no less than **45 days**.

- Soldiers may withdraw via ArmyIgnitED messaging if CAR has been paid. If CAR has not been paid and it is prior to the start date, soldiers can delete their CAR in their account.
- First, request a custom quote for your chosen course from SkillStorm
- Log into ArmyIgnitED account [here](#).
- Once the education goal is approved by your immediate supervisor or education office, you can apply for funding.
- On your Army IgnitED dashboard, you'll see a message that says, "You are missing virtual benefits training. Please click [HERE](#) to access training." Click and complete the virtual benefits training.
- Once completed, an *Apply for Funding* button should appear on your dashboard under the credential you're pursuing. Click on this button.
- Now, you will upload the custom quote from SkillStorm to your CA request.
- Verify that your information is correct, then click *Verify and Proceed*.
- Finally, select your vendor, start date and end date, training and/or books and materials. Then click *Submit*.
 - Your request will be received and reviewed by your immediate supervisor or education office. ArmyIgnitED messaging will notify you once your CA request is approved (typically within 45 days of submitting the request). All books and materials will be sent to you directly.

Step 4: Complete Training

- Once the CA Central Billing Office (CBO) approves the CA request, you will be enrolled and given the required course materials.

Step 5: Report Your Results

- Grades must be uploaded by the vendor within **30 days** of the end date. You must complete all assignments and quizzes to receive a pass for the training course. It is the Soldier's responsibility to upload exam results into the ArmyIgnitED CA Request if prompted to do so.

For more information, please contact your SkillStorm recruiter or the [Army COOL office](#).

How to Apply: Air Force COOL

Step 1: Explore AF COOL Credentials

- Log in to your AFVEC account using your CAC Card [here](#).
- Click on *Education Programs*, then select AF COOL.
- Navigate to the AF COOL homepage and explore the credentials you may be qualified for.
- Select the credential you wish to pursue through the AF COOL program.
- When you open each credential, you will see the following tabs: *Summary, Eligibility, Comments, Exams Other and Related Occupations*

Step 2: Create an Education Goal

- Once you have found the Credentials you are interested in, click on *Create Education Goal*.
 - You must upload all supporting documentation listed on your eligibility tab within your Credential.
 - Failure to do so will result in delays or denial of your tuition assistance requests.

Step 3: Start a Funding Request

- In your AFVEC account, locate your AF COOL goal and click *Apply for Funding*.
 - Follow prompts to complete the application.
 - You will need: Exam Center (provided by the credentialing agency's website), cost for exam including admin fees, testing window (**120 days**).
- After the funding request is complete, an email will be sent to your supervisor who will approve or deny it. You will be notified via email regarding your supervisor's decision.

Step 4: AF COOL Approval Process

- Once your funding request is accepted by your supervisor, it is electronically routed to the AF COOL office which will make the payment on your behalf.

Step 5: Study, Take Exam and Report Results

- After taking your exam, you must report the results to the AF COOL office. A copy of your grade and/or your Certificate of Completion will suffice. Failure to do so could require reimbursement of government cost.
 - To report the results, you may upload your grades to your supporting documentation on your AF COOL goal and email the AF COOL office [here](#).
- When your grades have been uploaded to your AF COOL goal, please notify the AF COOL office.
- Finally, you will be sent a voluntary End-of-Course survey which is used to assist the AF COOL office in providing better service for future applicants.

For more information, please visit the [AF COOL website](#) or contact the [AF COOL office](#).

How to Apply: Coast Guard COOL

Step 1: Find and Select Related Credentials

- Schedule a counseling session with your Education Services Officer (ESO). Your ESO can assist you with finding and selecting credentialing opportunities and will guide you through the Credentialing Assistance (CA) process. The Full-time ESO list can be found on the [ETQC SharePoint page](#) (CAC required).

Step 2: Request Approval via MyCG Ed

- To prepare to complete your credentialing assistance (CA) funding:
 - [Check your eligibility](#).
 - Submit application in [MyCG Ed Portal](#). Separate CA applications are required for training courses and exams.
 - Ensure your command approver (ESO) approves the application. Follow-up with your ESO to ensure they approve your application. After command approval by the ESO, ETQC will review the application and generate the Credentialing Assistance Authorization.
- Applications for CA must be submitted **14 calendar days** prior to scheduling an exam(s) or incurring any fee(s).

Step 3: Pay for Approved Fees and Request Reimbursement

- After CA authorization from ETQC, pay for approved credentialing fees. Once payment is made, upload applicable receipts, along with an electronically endorsed Request for Miscellaneous Reimbursement (OF-1164) to MyCG Ed Portal within **30 calendar days** of payment.

Step 4: Get a Credential

- After CA authorization from ETQC and payment of fees, complete the credentialing requirements (e.g., take exam, submit application package, etc.) through the credentialing agency.

Step 4 Continued: Get a Credential

- Register for the exam
 - Use the credentialing agency links provided on the Credential Snapshot pages to register and pay for an exam. Follow the credentialing board's application procedures which include:
 - Submitting an application to agency
 - Submitting documentation of training and experience
 - How to pay for application and exam fees
- Schedule and take the exam
 - Schedule exams through the credentialing agency, or use a commercial test vendor.
 - You can find test vendor information for a specific credential, where available, on COOL's credential information page. Note that some credentialing agencies do not use test vendors and may not have information in this tab. To find the information page for a credential:
 - Click on *Get Certified* in the main menu
 - Click on *Full Credential Search*
 - Type the credential name into the Search box on the right above the credential list
 - Click the *credential details list* in the results to go to the credential information page
 - On the credential information page, click on the *Testing Info* section (when available)
 - For credentials that use a test vendor, please visit the test vendor websites for important messages.
- Provide ETQC with exam results within **90 calendar days** of initial CA authorization.

Step 5: Report Results to Coast Guard COOL

- Upload a legible copy of your credential to the [MyCG Ed Portal](#) within **30 calendar days** of attainment.

For more information, please visit the [Coast Guard COOL website](#).