

# 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

**FUNDING**  
Through Credentialing Assistance

### COURSE OVERVIEW

<p><b>AWS</b></p> <ul style="list-style-type: none"> <li>✓ Cloud Practitioner</li> <li>✓ Solutions Architect Associate</li> </ul> <p><b>CompTIA</b></p> <ul style="list-style-type: none"> <li>✓ A+</li> <li>✓ Network+</li> <li>✓ Security+</li> <li>✓ Project+</li> </ul>	<p><b>Microsoft Azure</b></p> <ul style="list-style-type: none"> <li>✓ AI Fundamentals</li> <li>✓ AI Solutions</li> </ul> <p><b>PMI®</b></p> <ul style="list-style-type: none"> <li>✓ Project Management Professional (PMP)</li> </ul>
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## 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.

# Your Guide to Army COOL



## STEP 1: CREATE AN EDUCATION GOAL

- Go to your [ArmyIgnitED portal](#) and click **Get Started**.
- Under *Choose Your Funding Method* Select **Credentialing Assistance**.
- Read and accept the Notice and Consent Statement, then login with your CAC card.
- Once at the ArmyIgnitED dashboard. Click **Active CA** to view the remaining funding.
- On the lefthand menu, click **Education Goals**.
- Click **Create a New Goal**.
- Click on **Credentialing Assistance - Non MOS Related**.
- Use the *Keyword* search bar to select the credential you'll be pursuing.
- Once selected, click the **Submit Goal**.

## 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

- Request a custom quote for your chosen course from SkillStorm
- Log into your ArmyIgnitED.
- On your ArmyIgnitED dashboard, you'll see a message that says, "You are missing virtual benefits training. Click [HERE](#) to access training." Complete the virtual benefits training.
- Once completed, click **Apply for Funding** on your dashboard
- Upload the custom quote from SkillStorm to your CA request.
- Verify your information, then click **Verify and Proceed**.
- Select your vendor, start date and end date, training and/or books and materials. Then click **Submit**.

## STEP 4: COMPLETE TRAINING OR EXAM

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.



# Your Guide to Air Force COOL



## STEP 1: EXPLORE AF COOL CREDENTIALS

- Log in to your **AFVEC** account using your CAC Card.
- 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.

## STEP 2: CREATE AN EDUCATION GOAL

- Once you have found the Credentials you are interested in, click **Create Education Goal**.
  - You must upload all supporting documentation listed on your eligibility tab within your Credential.

## 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 to complete 2 funding requests - one for training and one for the exam.
- 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: TAKE EXAM AND REPORT RESULTS

- After taking your exam, you must report the results to the AF COOL office.
  - To report the results, upload your grades to your supporting documentation on your AF COOL goal and **email the AF COOL office**.
- 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.

**\*Please verify the test results deadline with your Ed Office when you enroll**



# Your Guide to Coast Guard COOL



## STEP 1: FIND AND SELECT RELATED CREDENTIALS

- Schedule a counseling session with your Education Services Officer (ESO). Your ESO can help you find and select credentialing opportunities and guide you through the Credentialing Assistance (CA) process. The ESO list can be found on the [ETQC SharePoint page](#).

## 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.
  - After command approval by the ESO, ETQC will review the application and generate the Credentialing Assistance Authorization.

## STEP 3: PAY FOR APPROVED FEES AND REQUEST REIMBURSEMENT

- After CA authorization from ETQC, pay for approved credentialing fees. Upload receipts, and electronically endorsed Request for Miscellaneous Reimbursement (OF-1164) to MyCG Ed Portal within 30 calendar days of payment.

## STEP 4: GET A CREDENTIAL

- Complete the credentialing requirements through the credentialing agency.
- 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 a commercial test vendor.
  - 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 credential name into the Search box above the credential list
    - Click the **credential details list** to go to the credential information page
  - Click on the **Testing Info** section (when available)
  - For credentials that use a test vendor, visit the test vendor websites for messages.
- Provide ETQC with exam results within 90 calendar days of initial CA authorization.

## STEP 5: REPORT RESULTS TO COST GUARD COOL

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

**\*Please verify the test results deadline with your Ed Office when you enroll**