



Mastering Strategy:

Strategic Management Performance System Certification Program

Step by Step Process for ArmyIgnitED



- ❑ Please complete the ArmyIgnitED process right after You pre-register with LBL Strategies.
- ❑ Your start date must be no earlier than 90 days and no later than 45 days prior to start date of the course, this is an ACCESS requirement.
- ❑ You will need to upload a quote. Please send an email to contact@lblstrategies.com to receive your quote.
- ❑ Once you receive confirmation that your request is being sent to Finance, please forward email to contact@lblstrategies.com.

Step 1, Let's get started....look for the red circles throughout

Empower yourself and your career

WELCOME TO ARMY**IGNITED**

GET STARTED



Step 2, choose your funding method

CHOOSE YOUR FUNDING METHOD



TUITION ASSISTANCE

The Army's Tuition Assistance Program is a tailored, intuitive program which funds eligible Soldiers' college courses leading to a degree. Get started on your college education now!



CREDENTIALING ASSISTANCE

The Army's Credentialing Assistance Program is a multi-faceted program that provides eligible Soldiers the opportunity to earn professional and technical certifications and licenses. Begin your credentialing and licensure journey today!



CADET SCHOLARSHIP

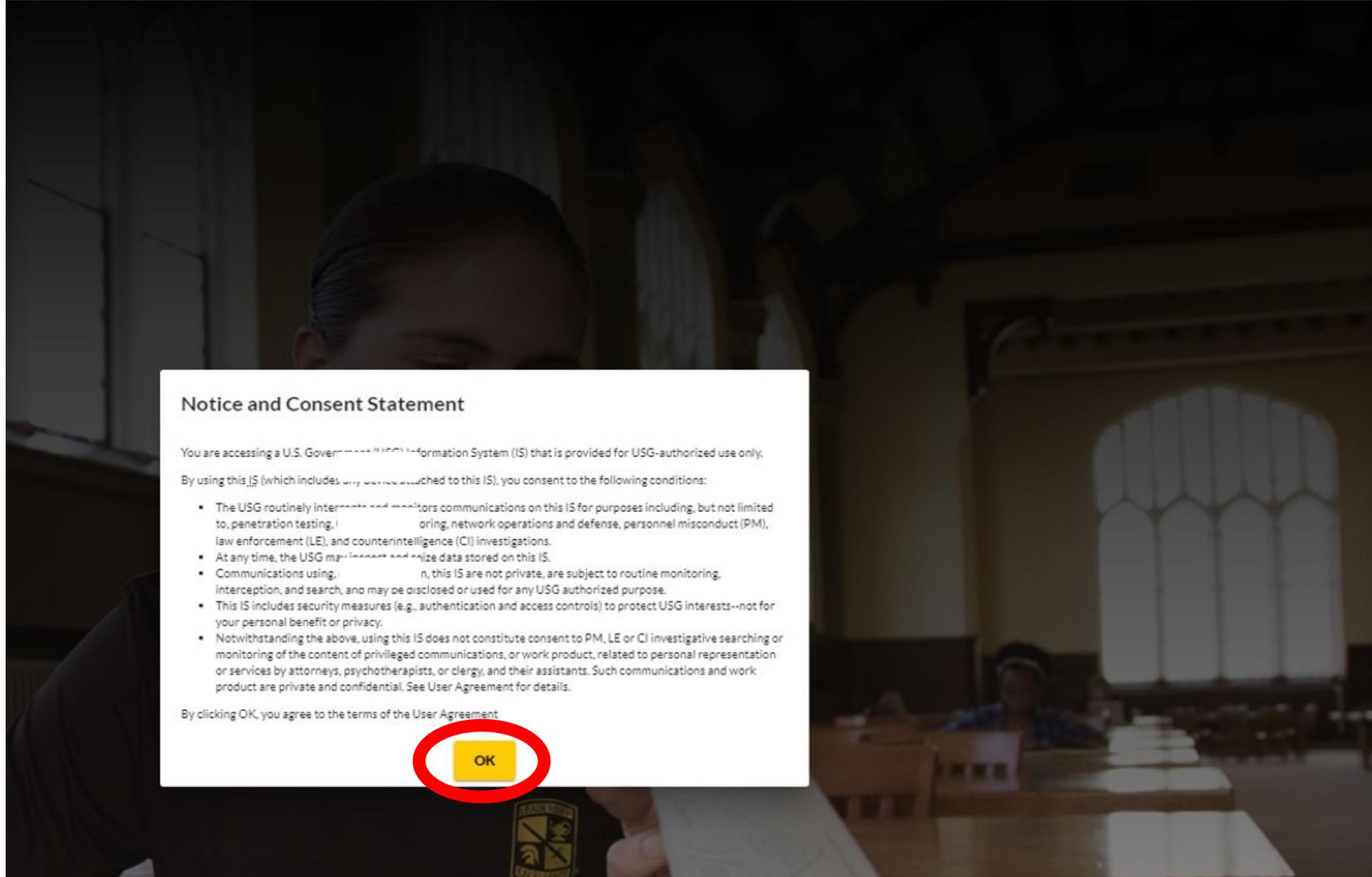
(coming soon)
Army ROTC scholarships and stipends help you focus on what's important - getting that college degree. Begin your Cadet scholarship funding through ArmyIgnitED and become the leader you were meant to be!



CIVILIAN TRAINING

(coming soon)
ArmyIgnitED is a tailored, intuitive resource that empowers you to achieve your educational goals. Start here to explore Army Civilian education and professional development opportunities across all civilian functional communities. Apply for training and begin

Step 3, select "OK" on the Notice and Consent Statement, then LOGIN with your CAC



Notice and Consent Statement

You are accessing a U.S. Government Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any service attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, intrusion detection, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may intercept and analyze data stored on this IS.
- Communications using, on, or through this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

By clicking OK, you agree to the terms of the User Agreement.

OK

LOGIN TO YOUR ACCOUNT



Insert your CAC to begin your login

LOGIN

Step 4, Select Credentialing Assistance

Dashboard

Reserve TA

Reserve CA

Fiscal Year Cap: 2023

\$4,000.00
Funding Remaining
Credits Remaining: **16**

Undergraduate

130
Credits Remaining
GPA: N/A

Graduate

39
Credits Remaining
GPA: N/A

Start here to get your funding

Explore Programs

Explore Institutions

Career Path Decide

Credentialing Assistance

Step 5, From your Dashboard, under Education Programs, complete the Virtual Benefits Training not completed, then select Credentialing Assistance

The screenshot shows the Ignited user portal interface. The left sidebar contains a navigation menu with the following items: Dashboard, Messages, EDUCATION RECORD (Tuition Assistance Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions), Education Programs (circled in red), Credentialing Assistance, Virtual Benefits Training (highlighted in orange), Research, INFORMATION (Resources, News, Education Center Visits, Education Center Events), and Version 2.12.11.2. The main content area is titled 'EDUCATION PROGRAMS' and 'Virtual Benefits Training'. It displays a table with the following data:

Title	Created	Completed
Virtual Benefits Training	08/31/2022	
USAR VBT (as of 3 OCT 2022)		
Annual Virtual Credentialing Assistance (CA) Training	10/21/2022	10/25/2022
Annual Virtual Credentialing Assistance (CA) Training		
Annual Virtual Credentialing Assistance (CA) Training	10/21/2022	
3 total		

Step 6, select Non-MOS Related

Army Credentialing Assistance

The Army Credentialing Assistance (CA) program is a pathway for Soldiers to earn industry-recognized professional certifications and licenses to enhance their active duty work, and to prepare them as they transition to the civilian job market.

Explore Credentials

MOS 42A

Non-MOS Related

How Do I Apply?

How Credentialing Assistance Works

Step 7a, under Credential Name type Strategic

← Explore Credentials

MOS

Credential Name

- Credentialing Assistance Eligible
- GAP Analysis
- GI Bill
- NCCA
- ANSI
- ICAC
- ABSNC
- IAS
- In-Demand
- STEM

Accessibility Inspector/ Plans Examiner - 21

GI Bill

VIEW

Accredited Business Accountant/Advisor (ABA)

Credentialing Assistance Eligible

VIEW

Accredited Financial Counselor (AFC)

Credentialing Assistance Eligible

GI Bill

NCCA

VIEW

Accredited Legal Professional (ALP)

Credentialing Assistance Eligible

GI Bill

VIEW

Accredited Traffic Accident Reconstructionist

Credentialing Assistance Eligible

STEM

VIEW

ACRP Project Manager (ACRP-PM)

VIEW

ACSM Certified Clinical Exercise Physiologist (ACSM-CEP)

GI Bill

NCCA

STEM

VIEW

ACSM Certified Exercise Physiologist (ACSM-EP)

GI Bill

NCCA

STEM

VIEW

ACSM/NCPAD Certified Inclusive Fitness Trainer

STEM

VIEW

ACTFL Listening Proficiency Test (LPT)

Credentialing Assistance Eligible

VIEW

ACTFL Oral Proficiency Interview (OPI)

Credentialing Assistance Eligible

VIEW

ACTFL Oral Proficiency Interview - computer (OPIC)

Credentialing Assistance Eligible

VIEW

Step 7b, depending on experience, select Strategic Planning Professional Level 1 or Strategic Management Professional Level II

← Explore Credentials

MOS

Credential Name
Strategic

Credentialing Assistance Eligible GI Bill NCCA ANSI ICAC ABSNC IAS In-Demand STEM

GIAC Strategic Planning, Policy, and Leadership (GSTRT)

Credentialing Assistance Eligible STEM

VIEW

Strategic Communication Management Professional (SCMP)

Credentialing Assistance Eligible ANSI

VIEW

Strategic Management Professional Level II

Credentialing Assistance Eligible STEM

VIEW

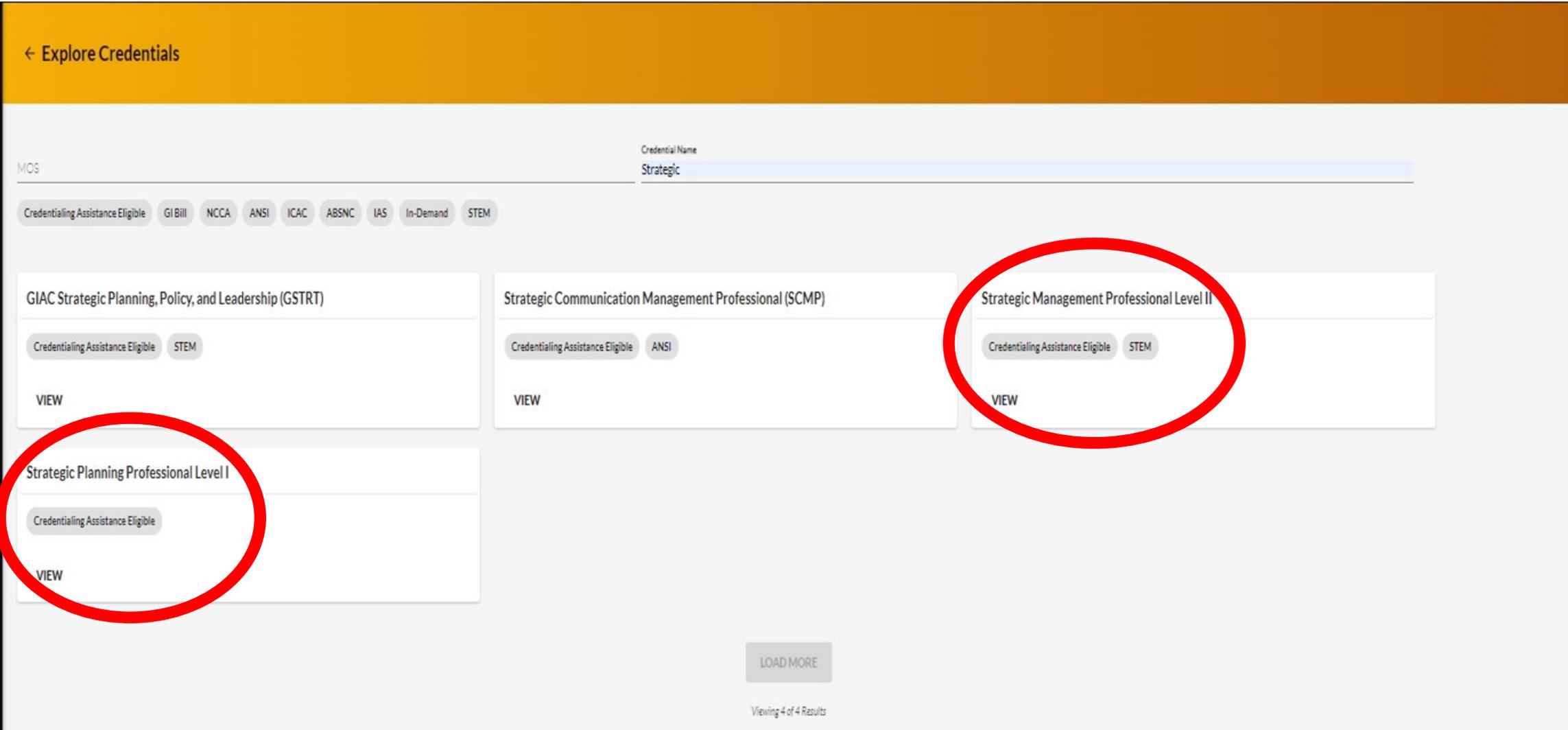
Strategic Planning Professional Level I

Credentialing Assistance Eligible

VIEW

LOAD MORE

Viewing 4 of 4 Results



Step 8, select Create Education Goal

← View Credential

Strategic Planning Professional Level I

Credentiaing Agency: Association for Strategic Planning (ASP)

<p>The Association for Strategic Planning (ASP) Strategic Planning Professional Level I (SPP) certification is for strategy professionals who work with executives, managers, and their teams to develop strategy. The SPP is responsible for supporting staff company-wide with training, feedback, and strategy follow-through. Candidates must meet a combination of education and experience requirements. Candidates must pass a written exam.</p>

Credentiaing Assistance Eligible

CREATE EDUCATION GOAL CREDENTIAL WEBSITE

Requirements Summary

Requirements have not yet been collected for this credential. You can view the credential website using the button at the top of the page for more information about the general requirements for this credential from the credentialing agency.

Agency Contact Information

Association for Strategic Planning (ASP)
200-411 Richmond Street East
Toronto, ON M5A 2S5
19443452828
4169295256

AGENCY WEBSITE

Vendors Eligibility Comments Exams Other Related Occupations

Vendor Name Teaching Method Type: All Location: All Exam: All Sort: Vendor Name

COMPARE SELECTED RESET

LBL Strategies, LTD

Both (Traditional Classroom & Distance Learning) • Chicago, IL
☆☆☆☆☆

Exams	Trainings
\$1,020.00	\$2,960.00

VIEW COMPARE

LOAD MORE

Viewing 1 of 1 Results

Step 9, select next

← Create a New Goal: Credentialing Assistance - Non MOS Related

1 Credential

2 Supporting Documentation

What credential will you be pursuing?

Credential that you will be pursuing

Strategic Planning Professional Level

NEXT

CANCEL GOAL

Step 10, upload CA Quote from LBL Strategies

← Create a New Goal: Credentialing Assistance - Non MOS Related

Credential 2 Supporting Documentation

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). The Army Credentialing Assistance Program Office will not approve CA goals without the custom price quote uploaded to this request. If you submit multiple CA requests or future CA requests, you can upload additional custom price quotes to your approved goal by viewing your education goal on the dashboard and clicking "View Details". Then click Supporting Documents / Add.

The quote must come from the vendor, and it MUST match what is listed in the CA request (exceptions-Pearson Vue/CompTIA, IBSC).

Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Each custom quote from vendor:

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

Other documents from vendor: (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

PREVIOUS STEP **SUBMIT GOAL** CANCEL GOAL

Step 11, select Submit Goal and YES. The next screen will show the Education Goal has been SUBMITTED FOR REVIEW

The screenshot shows a web interface for submitting an education goal. At the top, there are two tabs: 'Credential' (active) and 'Supporting Documentation'. Below the tabs, there is a detailed instruction: '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 fees(s). The Army Credentialing Assistance Program Office will not approve CA goals without the custom price quote uploaded to this request. If you submit multiple CA requests or future CA requests, you can upload additional custom price quotes to your approved goal by viewing your education goal on the dashboard and clicking "View Details". Then click Supporting Documents / Add.' Below this, there are two file upload sections, each with a 'CHOOSE FILE' button and a 'Drop files here' area. A red circle highlights the 'SUBMIT GOAL' button in the bottom navigation bar. A modal dialog titled 'Submit Education Goal' is open, asking 'Are you sure you want to submit this goal?' with 'YES' and 'NO' buttons. A red circle highlights the 'YES' button. Below the dialog, the 'Education Goals' dashboard is visible, showing a goal titled 'Strategic Planning Professional Level I' with a status of 'SUBMITTED FOR REVIEW'. The dashboard also displays credit information: 'Required Credits: 1.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. There is a section for 'Issues Blocking Tuition' with a note: 'Your goal must be approved to apply for funding.' At the bottom, there are buttons for 'APPLY FOR FUNDING' and 'VIEW DETAILS'.

Step 12, Review ArmyIgnitEd Inbox for Education Goal Approval

The screenshot displays the 'My Inbox' interface. At the top left, there is a back arrow and the text 'My Inbox'. At the top right, there is a 'CREATE MESSAGE' button. Below the header, there is a 'Select Category' dropdown menu set to 'All' and a checkbox for 'Has Suspense Date'. The main content area is divided into two tabs: 'Conversations' (active) and 'Sent'. A list of messages is shown, with the top message titled 'Education Goal Approved' circled in red. The message content is as follows:

Education Goal Approved
Category: Education Goals
From: Administrator, System
Created: 10/25/2022

Your education goal Strategic Planning Professional Level I has been approved. You must now submit a funding request.

Comments: Your education goal has been approved. Please proceed with submitting your CA Request. Respectfully, ACAPO

If you have questions about your Tuition Assistance education goal, please contact your Education Center.
Contact: Clark, Kristin kristin.m.clark10.civ@army.mil
DSN Phone:
Office Phone: [ArmyIgnitED user Commercial]

If you have questions about your Credentialing Assistance education goal, please contact the Army Credentialing Assistance Program Office via ArmyIgnitED Messaging.

Regards,
ArmyIgnitED System Administrator

Step 13, under EDUCATION RECORD select Education Goals and APPLY FOR FUNDING

The screenshot shows the Ignited Career Portal interface. On the left is a dark sidebar with a menu. The 'EDUCATION RECORD' menu item is circled in red. Below it are 'Tuition Assistance Requests' and 'Education Goals', which is highlighted in orange. Other menu items include 'Dashboard', 'Messages', 'Documents', 'Testing', 'Recoupments', 'Recoupment Transactions', and 'Education Programs'. The main content area has a dark header with 'EDUCATION PROGRAMS' and a user profile for 'CATHERINE MURILLO'. Below the header is a yellow bar with '← Education Goals' and a 'CREATE NEW GOAL' button. The main content displays a goal titled 'Strategic Planning Professional Level I' with a status of 'APPROVED' and eligibility for 'Reserve CA'. A progress bar shows '0% COMPLETE' with 'Required Credits: 1.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. At the bottom of the goal card, the 'APPLY FOR FUNDING' button is circled in red, along with a 'VIEW DETAILS' link.

Step 14, verify contact information, make any updates then select VERIFY AND PROCEEDCA Request Form

← Create Credentialing Assistance Request

Contact Information

Email

@permyuni

Personal Email

@gmail.com

Work Phone

Mobile Phone

910

Address

Street 1

3733 Forest Lakes Drive

Street 2

City

Monument

State

CO

Zip

80132

VERIFY AND PROCEED

CANCEL

Step 15, complete User Agreement , then select I AGREE, CONTINUE

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

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/lesson title, course/lesson cost, and custom quote from the vendor for the course/lesson (exceptions: Pearson VUE, CompTIA, and International Board of Specialty Certification where screen resolutions are acceptable).
- Exact dates for your training course and/or exams. The Credentialing Assistance (CA) request date must be 75-90 days prior to the exam or training course start date. This date cannot exceed 300 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/lesson or current course/lesson in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is critical to ensure your funding request flows properly.

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

INDIVIDUAL

- I understand that it is my responsibility to ensure my grades (certificates of completion) are updated in the Army official system of record (Army Ignite). Grades that are 60 days past course/lesson end date are considered overdue and will prevent us from applying for CA and will result in suspension of CA.
 - I authorize the release of training and academic information (course grades, exam completions, etc.) to the above institution to the Army (AR, TS, SDC). 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 understand my Commander and/or supervisor in the above course(s) or exam(s), all policies and conditions in AR 621-7 apply.
- #### FINANCIAL
- I agree that no charges will be made in the above course(s) or exam(s) or other amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and to 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/lesson, non-completion, failing to attend a course or exam in the timeframe requested, incomplete "T" grades, unmet SDC date after the course/lesson end date, or withdrawal if determined that the failure to complete the course was not due to reasons beyond my control (AR 621-7-2). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol TA, Chapter 5E.
 - I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing 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.

PRIVACY ACT STATEMENT:

AUTHORITY: 38 USC 3807; Payment of Tuition for Off-Duty Training or Education, AR 621-3, 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 AD621-1-A-01FC, <https://oig.dod.mil/Privacy/DOIT/Records/DOC-W/AR-CORN-A-621-3-A-01FC/Article/5700923d621-1-ahr-usar>

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

Step 16, complete Demographic, then select NEXT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

1 Demographic 2 Vendor 3 Dates 4 Training/Exam

Are you applying for funding from a deployed location?

Yes No

NEXT CANCEL

Step 17, under Vendor type LBL, then select name; Under Campus select Main Campus, then select NEXT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic **2** Vendor **3** Dates **4** Training/Exam

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 *

LBL Strategies, LTD

Campus *

LBL Strategies, LTD Main Campus

BACK

NEXT

CANCEL

Step 18, enter Start and End Dates for the course, then select NEXT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic

Vendor

3 Dates

4 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.

Start Date *

12/16/2022



End Date *

12/15/2023

BACK

NEXT

CANCEL

Step 19, select ADD TRAINING then select SUBMIT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic Vendor Dates 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?

ADDEXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

BACK

SUBMIT

CANCEL

Step 20, select PROCEED WITH CREDENTIALING ASSISTANCE REQUEST

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic Vendor Dates Training/Exam

BACK SUBMIT CANCEL

Free Certification Resources

Free resources such as books, courseware, and boot camps may be available to help you prepare for your certification at <https://usarmy.skillport.com>.

Once you have logged in, click on Browse Library, then Certifications under the Skillsoft Library. These resources are relevant and current professional resources to help prepare you for your certification examination. Using these free resources will save your Credentialing Assistance funding for future uses.

Please review these resources to see if what you need is available for free before submitting your request.

PROCEED WITH CREDENTIALING ASSISTANCE REQUEST

CANCEL CREDENTIALING ASSISTANCE REQUEST

Step 21, select which course you received a quote for

Demographic Vendor Dates Training/Exam

Add Training

Mastering Strategy - IASP Certification Preparation Course (SELF-PACED)

Description: The Mastering Strategy: Strategic Management Performance System SELF-PACED Certification Training Program, offered in association with the George Washington University's Center for Excellence in Public Leadership, part of the College of Professional Studies, is an intensive hands-on continuing professional education for working professionals looking to build their knowledge base and skill sets in strategic planning and management. Participants learn at their own pace with sixteen highly interactive, on-demand modules. This course is recognized by the International Association for Strategy Professionals (formerly ASP) as a preparation course for those who desire to sit for either Strategic Planning Professional Level 1 (SPP) and/or Strategic Management Professional Level 2 (SMP). We recommend bundling this course with the IASP Exam. For more information, please email us: Contact@lbstrategies.com

SELECT

Remaining Funding

Fiscal Year: 2023

\$4,000.00

Mastering Strategy - IASP Certification Preparation Course (10-WEEK LIVE ONLINE)

Description: The Mastering Strategy: Strategic Management Performance System 10-WEEK LIVE ONLINE Certification Training Program, offered in association with the George Washington University's Center for Excellence in Public Leadership, part of the College of Professional Studies, is an intensive hands-on continuing professional education for working professionals looking to build their knowledge base and skill sets in strategic planning and management. Participants learn and interact with colleagues from around the world, as well as our subject matter experts, on ten consecutive Tuesdays (1000 - 1200 ET) This course is recognized by the International Association for Strategy Professionals (formerly ASP) as a preparation course for those who desire to sit for either Strategic Planning Professional Level 1 (SPP) and/or Strategic Management Professional Level 2 (SMP). We recommend bundling this course with the IASP Exam. For more information and dates, email us: Contact@lbstrategies.com

SELECT

Mastering Strategy - IASP Certification Preparation Course (5-DAY BOOTCAMP)

Description: The Mastering Strategy: Strategic Management Performance System 5-DAY BOOTCAMP Certification Training Program, offered in association with the George Washington University's Center for Excellence in Public Leadership, part of the College of Professional Studies, is an intensive hands-on continuing professional education for working professionals looking to build their knowledge base and skill sets in strategic planning and management. Learn with colleagues from around the world in a bootcamp offered both in live online and in-person formats. This course is recognized by the International Association for Strategy Professionals (formerly ASP) as a preparation course for those who desire to sit for either Strategic Planning Professional Level 1 (SPP) and/or Strategic Management Professional Level 2 (SMP). We recommend bundling this course with the IASP Exam. For more information and upcoming dates, please email us: Contact@lbstrategies.com

SELECT

ADD MANUALLY

BACK

Step 23, select ADD TRAINING

Demographic Vendor Dates 4 Training/Exam

Add Training

Title* Mastering Strategy - IASP Certification Preparation Course (10-WEEK LIVE ONLINE) Cost* \$ 2960

Description*
The Mastering Strategy: Strategic Management Performance System 10-WEEK LIVE ONLINE Certification Training Program, offered in association with the George Washington University's Center for Excellence in Public Leadership, part of the College of Professional Studies, is an intensive hands-on continuing professional education for working professionals looking to build their knowledge base and skill sets in strategic planning and management.

Participants learn and interact with colleagues from around the world, as well as our subject matter experts, on ten consecutive Tuesdays (1000 - 1200 ET)

This course is recognized by the International

999 / 1000

ADD TRAINING

BACK

Remaining Funding

Fiscal Year: 2023

\$4,000.00

Step 24, select SUBMIT

Demographic Vendor Dates 4 Training/Exam

TRAINING - Mastering Strategy - IASP Certification Preparation Course (10-WEEK LIVE ONLINE) ×

Government Cost	Student Cost
\$2,960.00	\$0.00

ADD FEE

Remaining Funding
Fiscal Year: 2023
\$1,040.00

Costs

Total Costs	Government Costs	Student Costs
\$2,960.00	\$2,960.00	\$0.00

BACK **SUBMIT** CANCEL

Step 25, select FINISHED

Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 4060484

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.

FINISHED

Step 27, Add Exam Funding. On Dashboard, under EDUCATION RECORD select Education Goals and APPLY FOR FUNDING

The screenshot displays a dashboard interface for 'Education Goals'. On the left, a navigation menu includes 'Dashboard', 'Messages', 'EDUCATION RECORD', 'Tuition Assistance Requests', 'Education Goals', 'Documents', 'Testing', and 'Recoupments'. The 'EDUCATION RECORD' item is circled in red. The main content area shows a goal titled 'Strategic Planning Professional Level I' with a status of 'APPROVED' and eligibility for 'Reserve CA'. A progress bar indicates '0% COMPLETE' with a total of 'Required Credits: 1.00'. Below the progress bar, a table shows 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. At the bottom, a yellow button labeled 'APPLY FOR FUNDING' is circled in red, next to a 'VIEW DETAILS' link. A 'CREATE NEW GOAL' button is visible in the top right corner.

Dashboard

Messages

EDUCATION RECORD

Tuition Assistance Requests

Education Goals

Documents

Testing

Recoupments

← Education Goals

CREATE NEW GOAL

Strategic Planning Professional Level I

APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Reserve CA

0% COMPLETE

Required Credits: 1.00	Completed Credits: 0.00	Transferred Credits: 0.00	Remaining Credits: 1.00
------------------------	-------------------------	---------------------------	-------------------------

APPLY FOR FUNDING

VIEW DETAILS

Step 28, verify contact information, make any updates then select VERIFY AND PROCEEDCA Request Form

← Create Credentialing Assistance Request

Contact Information

Email

@permyuni

Personal Email

@gmail.com

Work Phone

Mobile Phone

910

Address

Street 1

3733 Forest Lakes Drive

Street 2

City

Monument

State

CO

Zip

80132

VERIFY AND PROCEED

CANCEL

Step 29, complete User Agreement , then select I AGREE, CONTINUE

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

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/lesson title, course/lesson cost, and custom quote from the vendor for the course/lesson (exceptions: Pearson VUE, CompTIA, and International Board of Specialty Certification where screenshots are acceptable).
- Exact dates for your training course and/or exams. The Credentialing Assistance (CA) request date must be 75-90 days prior to the exam or training course start date. This date cannot exceed 300 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/lesson or current course/lesson in progress for the same credential.
- Ensure your personal data is up to date on your education record. This is critical to ensure your funding request flows properly.

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

INDIVIDUAL

- I understand that it is my responsibility to ensure my grades (certificates of completion) are updated in the Army official system of record (Army Ignite). Grades that are 60 days past course/lesson end date are considered overdue and will prevent us from applying for CA and will result in suspension of CA.
 - I authorize the release of training and academic information (course grades, exam completions, etc.) to the above institution to the Army (AR, TS-200). 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 in the above course(s) or exam(s) of all policies and conditions in AR 621-7 apply.
- #### FINANCIAL
- I agree that no charges will be made in the above course(s) or exam(s) or other amounts without the approval of the Army Credentialing Assistance Program Office (ACAPO) staff; otherwise, I will pay the difference to the Army and to 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/lesson, non-completion, failing to attend a course or exam in the timeframe requested, incomplete "T" grades, unexpired GED data after the course/lesson end date, or withdrawal if determined that the failure to complete the course was not due to reasons beyond my control (AR 621-7-2). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol TA, Chapter 5E.
 - I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the Army CA Central Billing 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.

PRIVACY ACT STATEMENT:

AUTHORITY: 38 USC 3807; Payment of Tuition for Off-Duty Training or Education, AR 621-3, 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 AD621-1-A-RC, <https://oig.dod.mil/Privacy/DOIR/index/DOC-W/6-CORN-A-604-Y/Article/570092/w621-1-ahr-usar>

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 use 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

Step 30, complete Demographic, then select NEXT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

1 Demographic 2 Vendor 3 Dates 4 Training/Exam

Are you applying for funding from a deployed location?

Yes No

NEXT CANCEL

Step 31, under Vendor type LBL, then select name; Under Campus select Main Campus, then select NEXT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic

2 Vendor

3 Dates

4 Training/Exam

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 *

LBL Strategies, LTD

Campus *

LBL Strategies, LTD Main Campus

BACK

NEXT

CANCEL

Step 32, enter Start and End Dates for the course, then select NEXT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic

Vendor

3 Dates

4 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.

Start Date *

12/16/2022

End Date *

12/15/2023

BACK

NEXT

CANCEL

Step 33, select ADD EXAM

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

 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

BACK

SUBMIT

CANCEL

Step 34, SELECT EXAM, enter Location as "DL," and enter Exam Cost, then select ADD EXAM

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic Vendor Dates Training/Exam

Add Exam

Written - Strategic Planning Professional Level I

Description: N/A
Category: Written

SELECT EXAM

Remaining Funding

Fiscal Year: 2023

\$4,000.00

BACK

Demographic Vendor Dates Training/Exam

Exam Title

Written - Strategic Planning Professional Level I

Description: N/A

Category: Written

Location*

DL

\$ 1020

ADD EXAM

BACK

Remaining Funding

Fiscal Year: 2023

\$4,000.00

Step 35, SELECT SUBMIT

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

 Demographic  Vendor  Dates  4 Training/Exam

EXAM - Written - Strategic Planning Professional Level I ×

Government Cost	Student Cost
\$1,020.00	\$0.00

ADD FEE

Remaining Funding

Fiscal Year: 2023

\$20.00

Costs

Total Costs	Government Costs	Student Costs
\$1,020.00	\$1,020.00	\$0.00

BAC **SUBMIT** CANCEL

Step 36, select FINISHED

Credentialing Assistance Request Application: Application Submitted



Congratulations your credentialing assistance request has been submitted!

Your credentialing assistance request ID is 4060484

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.

FINISHED

Step 37, review CA Request Submissions. An email will be sent to Service Member by ArmyIgnitEd once requests have been approved.

← Tuition Assistance Requests

Tuition Assistance Requests Other Funded Enrollments

Filter By ▼

ID #4060513-LBL Strategies, LTD
PENDING ACAPO REVIEW • RESERVE CA

EXAM - Written - Strategic Planning Professional Level I 12/16/2022 - 12/15/2023 Level: Tech/OCC Grade: Credits: 1 Government Cost: \$1,020.00 Student Cost: \$0.00 ▼

CANCEL

ID #4060484-LBL Strategies, LTD
PENDING ACAPO REVIEW • RESERVE CA

TRAINING - Mastering Strategy - IASP Certification Preparation Course (10-WEEK LIVE ONLINE) 12/16/2022 - 12/15/2023 Level: Other Grade: Credits: 1 Government Cost: \$2,960.00 Student Cost: \$0.00 ▼

CANCEL

Thank You for Your Service.



We appreciate You!