



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!



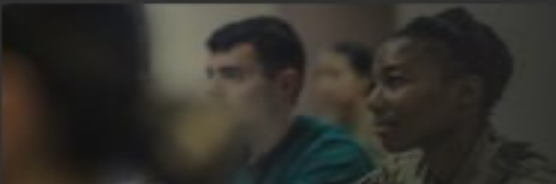
CREDENTIALING ASSISTANCE

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

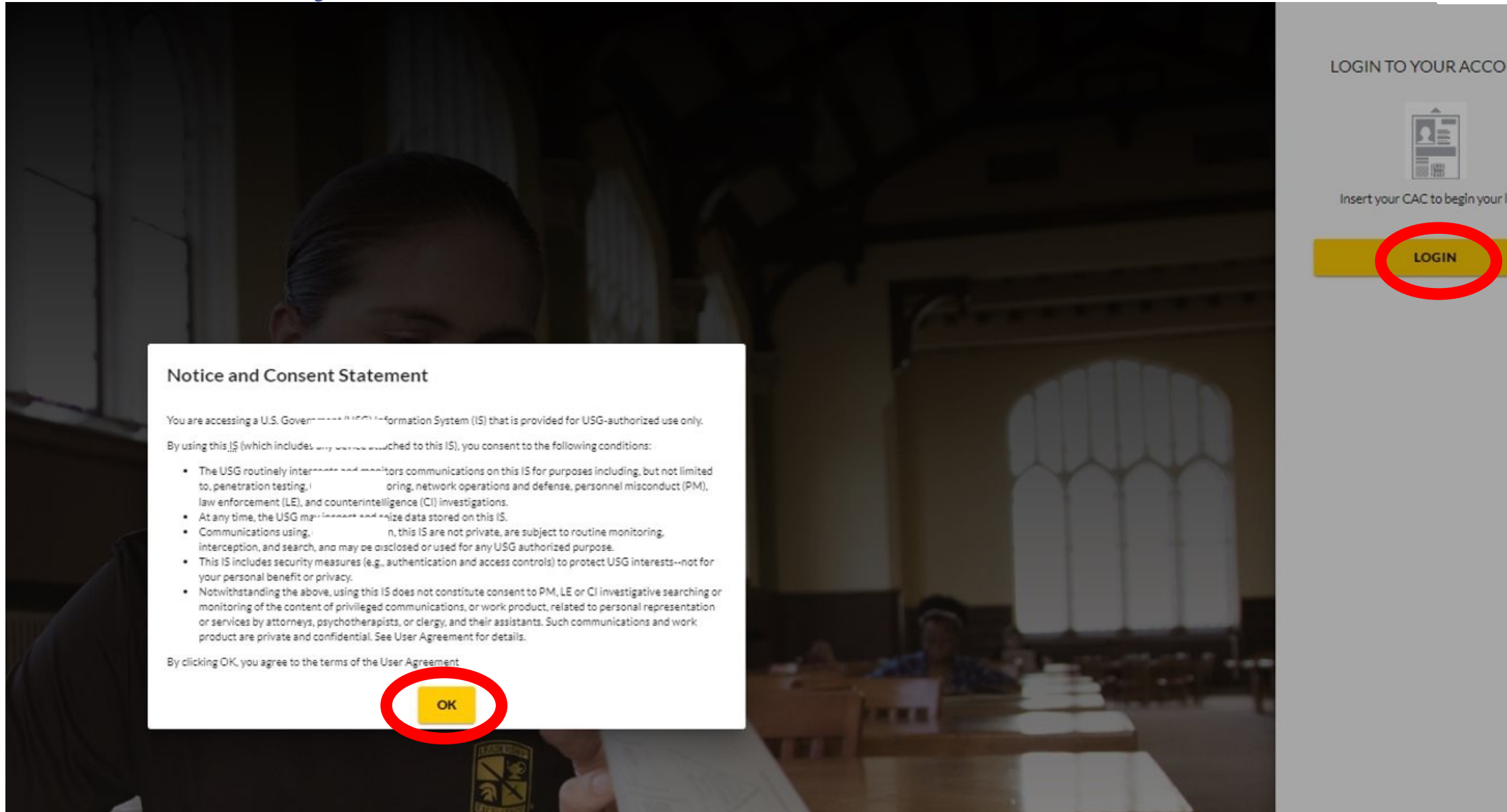
(coming soon)
Army ROTC scholarships and stipends help you focus on what's important - getting that college degree. Begin your Cadet scholarship funding through ArmyIgnited and become the leader you were meant to be!



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



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

ignited

cluster point

Dashboard

Messages

EDUCATION RECORD

Tuition Assistance Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Credentialing Assistance

Virtual Benefits Training

Research

INFORMATION

Resources

News

Education Center Visits

Education Center Events

Version 2.12.11.2

EDUCATION PROGRAMS

Virtual Benefits Training

Title	Created	Completed
Virtual Benefits Training	08/31/2022	
USAR VBT (as of 3 OCT 2022)		
Annual Virtual Credentialing Assistance (ICA) Training	10/21/2022	10/25/2022
Annual Virtual Credentialing Assistance (CA) Training		
Annual Virtual Credentialing Assistance (ICA) Training	10/21/2022	
5 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

Credentialed 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.

Credentialed 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 3S5
18443452828
4169295256

AGENCY WEBSITE

Vendors

Eligibility

Comments

Exams

Other

Related Occupations

Vendor Name

Teaching Method Type

Location

Exam

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 I

NEXT

CANCEL GOAL

Step 10, upload CA Quote from LBL Strategies

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

Credential

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.

Upload each custom quote from vendor:

CHOOSE FILE

Drop files here

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

Upload 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

Credential

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.

Attach 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

SUBMIT GOAL

Cancel Goal

Submit Education Goal

Are you sure you want to submit this goal?

YES

NO

< Education Goals

CREATE NEW GOAL

Strategic Planning Professional Level I

SUBMITTED FOR REVIEW

Credentialing Assistance - Non-MOS Related

Eligible for Reserve CA

Required Credits: 1.00

Completed Credits: 0.00

Transferred Credits: 0.00

Remaining Credits: 1.00

Issues Blocking Tuition

Your goal must be approved to apply for funding.

APPLY FOR FUNDING

VIEW DETAILS

Step 12, Review ArmyIgnitEd Inbox for Education Goal Approval

← My Inbox

CREATE MESSAGE

Select Category

All

☐ Has Suspense Date

Conversations

Sent

Education Goal Approved

Tue 10/25/2022

Your education goal has been created

Tue 10/25/2022

2 total

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

ignited

customer portal

Dashboard

Messages

EDUCATION RECORD

Tuition Assistance Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

EDUCATION PROGRAMS

CATHERINE MURILLO

HELP

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

← Create Credentialing Assistance Request

Contact Information

Email

@permy.mil

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 screenshots are acceptable).
- Exact dates for your training course and/or exams. The Credentialing Assistance (CA) request date must be 75-100 days prior to the exam or training course start date. The end 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:

INDICATE

- ☒ 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 nonpayment of CA.
- ☒ I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (AR 15-260). 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 621-7 apply.

FINANCIAL

- ☒ I agree that no charges 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 any 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-completions/failing to attend a course or exam in the timeframe requested, incomplete "T" grades received 120 days 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 15-222-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDPMR, Vol TA, Chapter SE.
- ☒ 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 AD621-1-4-WRC, <https://oig.dod.mil/defense.gov/Privacy/SOR/index.cfm?DOD-WRC-SORN-A-621-1-4-WRC-Article1570092&id621-1-4-WRC-Article1570092>

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 routing procedures 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

1 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 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 20, select PROCEED WITH CREDENTIALING ASSISTANCE REQUEST

← Create Credentialing Assistance Request: Strategic Planning Professional Level I

Demographic Vendor Dates 4 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 CANCEL REQUEST

Step 21, select which course you received a quote for

Demographic

Vendor

Dates

4

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@iblstrategies.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@iblstrategies.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@iblstrategies.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)

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

Cost *

\$ 2960

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

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

@permy.mil

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 75-100 days prior to the exam or training course start date. The end 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:

INDICATE

- ☒ 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 nonpayment of CA.
- ☒ I authorize the release of training and academic information (course grades, exam completions, etc.) by the above institution to the Army (AR 15-260). 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 comply with my Commander and/or supervisor's 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 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 any 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-completions/failing to attend a course or sit for an exam in the timeframe requested; incomplete "T" grades received 120 days 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 15-222-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDPM, Vol TA, Chapter SE.
- ☒ 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-WRC, <https://oig.dod.mil/defense.gov/Privacy/SOR/index.cfm?DOD-Wide-SORN-A-Notice/Article/570092/wd621-1-a-wrc.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 routing procedures 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

1 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

4 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

Demographic

Vendor

Dates

4 Training/Exam

Exam Title
Written - Strategic Planning Professional Level I

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.

Dashboard

Messages

EDUCATION RECORD

Tuition Assistance Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Research

INFORMATION

Resources

News

Education Center Visits

Education Center Events

← Tuition Assistance Requests

Tuition Assistance RequestsOther Funded Enrollments

Filter By

ID #4060513-LBL Strategies, LTD

PENDING ACAPO REVIEW • RESERVE CA

EXAM - Written - Strategic Planning Professional Level I12/16/2022 - 12/15/2023Level: Tech/OCCGrade:Credits: 1Government Cost: \$1,020.00Student 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 - 12/15/2023Level: OtherGrade:Credits: 1Government Cost: \$2,960.00Student Cost: \$0.00

CANCEL

Thank You for Your Service.



We appreciate You!