



Military Spouse

Career Advancement

Am I Eligible?

MyCAA is earmarked for spouses of active duty service members, or activated National Guard and Reserve members, in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their sponsor is on Title 10 military orders. For a full list of eligibility requirements, view the MyCAA Fact Sheet.

How Can I Apply for MyCAA Funding?

Create an account on the MyCAA website and complete the required information. A real-time DEERS eligibility check will confirm if you're eligible so you can move forward with establishing an account.

The MyCAA website uses a DoD certificate. Visitors to the MyCAA site, who do not have the certificate installed on their computer, will receive a warning from their browser informing them that the security certificate presented by the website is not issued by a trusted certificate authority.

Users are responsible for establishing trust between the browser and website. This trust can be established by a user clicking through to view the website (recommended) or by installing the Server Security Certificate. The Security Certificate installation instructions are available at <http://telework.dema.mil/installroot.cfm> and users should follow the "right click" instructions that appear under the "Installing the Certificates" section.

Create an account on ACEfitness.org. Your ACE account number will now serve as your student ID.

Once you have determined which certification or continuing education you would like to pursue, contact ACE military support at 800-825-3636 ext.785 to receive your personalized education plan. MyCAA requires you to submit this personalized plan in order to be eligible for funding. If you need assistance in deciding the correct path to take with regard to certification or continuing education, you may also contact ACE military support for assistance.

Log on to the MyCAA website and submit your ACE Course information. You can find all required course information within your personalized education plan.

- + Use the Product/Course Name listed in your personalized education plan as the Course Title.
- + Use today's date as the Course Start Date.
- + Use 6 months from today's date as the Course End Date.
- + Use Course Cost listed in the education plan for the Course Cost.

Submit your request to MyCAA online and allow up to five business days for processing. Once approved, you will be contacted by an ACE representative to verify your shipping information is correct. After verification, ACE will ship your study materials and upload all online courses to your ACE account.

Complete the study process and sit for your ACE Certification Exam.

To maintain your certification, you'll need to complete 2.0 continuing education credits (20 hours) within two years. MyCAA funding can also cover associated costs regarding continuing education.

For questions about applying for MyCAA funding for your ACE materials,
give us a call at: **(888) 825-3636, ext. 785.**