Air Force Credentialing Opportunities On-Line
Application for Credential and Licensure Approval

This form is required for AF COOL approval. Complete form in black or blue ink. Return completed form, with all required signatures under the member's educational goal, in the supporting documents section along with the member's itemized price quote.

☐ AFSC Related   ☐ Non-AFSC Related   ☐ Leadership Certification

☐ Degree Related   ☐ 180 Day Credential Applicant (***member reimbursed upon completion***)

Name: _____

Name of Credentialing body: _____

Credential Name: _____

Anticipated Date of Test Completion: _____

STUDENT SIGNATURE

I have read all the requirements and regulations required by my annual virtual TA and AF COOL training requirements and I am prepared to take this exam and report my results to AF COOL upon completion. Failure to do so will make me financially responsible for any debt incurred on my behalf.

_____
Date

CREDENTIALING PROVIDER CERTIFICATION

Is the Above member eligible to test?   (Y) (N)

Member was provided an Itemized Price Quote and instructions for completing this certification? (Y) (N)

Member is aware of available testing locations near their current duty station   (Y) (N)

Member and Credentialing Provider understand that the member is not to test without authorization that payment has been approved by the AF COOL CPO (Y) (N)

Member has been advised of the credentialing provider's refund policy (Y) (N)

Credentialing Agency Signatures

We certify that the above member is eligible to proceed with the selected credential and have identified to the member our policies on refunds, our available testing centers, and have provided them an itemized price quote for the credential and/or study material they are pursing through AF COOL.

Agency Representative _____   Date _____

Standard Requirements

Members are authorized to participate in the AF COOL program as long as they meet the following guidelines.

- Must ensure approval of funding before taking any actions that would obligate the expenditure of funds, to include registering for, scheduling or partaking in an exam or other credentialing expense.
- Submit request for payment not earlier than 60 days and not later than 30 days prior to the anticipated exam date.
- Submissions submitted after the start date will be the financial responsibility of the member.
- Member is required to submit exam results (pass or fail) within 30 days of course completion date.
- Member is required to review and understand credentialing agencies refund policy prior to taking an exam.
- Member will update personal email, contact number and address as well as the supervisor's email and phone number prior to submitting an educational goal or funding request.
- Payments **will not** be made for CEU/PEU, failed exam retakes, conference attendance, travel, hotel expenses, per diem, airfare, etc.
- If payments are required to be made through a student portal and not a public facing site, the Airmen must be provided a login and password to give the Purchasing Agent to make these payments on their behalf. Failing to do so will result in disapproval.

Eligibility Requirements

Members are required to meet these eligibility standards for AF COOL approval. The following policies apply:

- Enlisted, RegAF, ANG, AFRS* (ANG and AFRS must be on title 10 or title 32 (502)f orders for **entire** duration of the certification. ANG/AFRS members must have a copy of their orders uploaded to their digital file folder by their local base education office and their Activated End Date updated prior to creating an educational goal.
- Possess a 5-skill level in the Airmen's assigned Primary Air Force Specialty Code to which credential is mapped.
- Must not have an Unfavorable Information File (UIF), a failed or overdue physical fitness test, a Referral Enlisted Performance Report (EPR), nor be on a control roster at the time of application for AF COOL.
- Must have a record in the Air Force Automated Education Management System with an approved credentialing goal.
- Must complete credential while in RegAF status, (with the exception of those who fall under the 180 day rule).

Process Requirement

Below are the processes required by the member to utilize and complete the AF COOL Program:

- Select a certification under the approved AF COOL listing in AFVEC, and create an Educational Goal
- Member's Supervisor reviews to ensure member is eligible and has no factors limiting their ability to complete the certification.
- Member uploads supporting documents (at minimal itemized price quote and AF COOL Credentialing Agency Approval document) under their educational goal in AFVEC.
- Member creates two funding request, if required, the first for study material and the second for exam(s).
- Funding Request will be reviewed by the AF COOL CPO, and if approved then sent to the Purchasing Agents for payment. Purchasing agent will notify the member that they are cleared to test.
- Member takes the test and uploads results under the supporting documents section of their educational goal
- Member emails AF COOL CPO to notify results have been uploaded (ccaf.deao.afcool@us.af.mil)
- AF COOL CPO verifies, post results, and close educational goal.