

Spouse Education and Career Opportunities

MyCAA Scholarship Education and Training Plan (ETP)

Prior to requesting MyCAA financial assistance (FA), schools/organizations and military spouses are required to work together to develop an Education and Training Plan (ETP). Before any funding can be approved, this plan will be uploaded by the spouse into their MyCAA Account for review. Decisions on the approval or disapproval of these plans can take up to 14 calendar days.

Spouse Education and Career Opportunities (SECO) program staff check to ensure the plan created supports the spouse's career goal listed in their MYCAA account.

Required information on the ETP Template:

1. Student's Name
2. School or Organization Contact Information -Correct name of school and campus location, address, website, phone number
3. Contact information for the person creating the ETP for student to include title, phone number, and e-mail address
4. Program name as listed in the school or organization's course catalog
5. Program Type (see guidance below on acceptable program types)
6. Detail of all required education - All courses (or the block of study) for which MyCAA financial assistance may be used (include course names/titles/codes).
7. Program Duration or Estimated Start and Completion dates of degree, certificate, or license courses (approximate date student will start the first class/module and approximate date student will complete the last class/module)

NOTE: Only courses listed in the ETP will be approved for MyCAA funding. Be sure to list a range of possible "elective" courses that meet academic requirements. Once approved, spouses cannot add additional courses to plan.

Acceptable Source Formats:

- The MyCAA ETP Template located on the For Institution page or click on the following link: <https://mycaa.militaryonesource.mil/mycaa/school-resources/download/plan-template>
- The ETP Template can be used immediately but will be required for all plans for MyCAA starting on 1 Oct 2019.

Acceptable File Formats:

- The final ETP should be converted to PDF (.pdf) format and can be digitally signed in Adobe.

Non-acceptable File Formats:

- All other formats

Guidance on Program types:

Associate Degrees

A. The degree must have a clear major or concentration (no emphasis) supporting the career field. Associate degrees in General Studies, Liberal Arts, and Interdisciplinary studies are not eligible for My Career Advancement Account Scholarship funding.

B. List Course titles & codes

C. Classes the spouse has already registered for and any transfer credits

D. Per credit hour charge, breakdown of all tuition and fees or link to school's website with tuition charges

E. A **nursing ETP** must meet ALL the following criteria to be approved for MyCAA Program funds:

- Nursing is specifically stated in the program title
- The program must have nursing-specific coursework listed
- Plan must state successful completion of the program results in NCLEX exam eligibility

NOTE: There may be schools who will provide an ETP for a nursing program that includes pre-requisite courses. If this is the case and the plan includes both nursing coursework and pre-requisite coursework, as well as the verbiage above, this is an approvable plan.

Certificates

A. List all courses, blocks of study, modules, topics, or program outline

B. Program and/or course codes issued by the school

C. All "self-paced" programs will need to clearly list the longest recommended duration for completion

D. Cost of tuition or a breakdown of all charges and/or certificate duration

E. A **yoga ETP** must show all the training hours to be in the **physical presence** of the trainer. MyCAA will not approve distance learning/online only programs.

F. For a **make-up artist ETP** the spouse must provide a copy of their cosmetology license for a SECO staff member to assist with plan creation

Credentials

Plans resulting in a credential needed for employment may be approved even if the plan has master's courses on the plan. The credential to be earned must be clearly stated on the plan.

An Internship must be part of an Education and Training plan and must result in a credential needed for employment. No bachelor's degree courses are allowed.

Licenses/Certifications

A. These ETP are for tests/exams only

B. Name of the license (i.e. CPA license)

Current as of 17 July 2019

- C. An indication if the license will require additional study
- D. Cost of test fee or a breakdown of all charges
- E. CEUs to maintain a standing license or certification must identify the specific classes and must be accompanied by a valid license
- F. Per credit hour charge, breakdown of all tuition and fees, or link to school's website with tuition charges

GED/ESL Courses

- A. Must be part of a certificate or associate degree related to occupation, career goal, and match the plan type in the ETP.
- B. Program plans for GED/ESL must be a part of a plan which details how these classes support a career goal.
- C. Name of the designation of study (continuing education, GED, ESL)
- D. Why these courses or blocks of study are needed

NOTE: Once uploaded into spouse's MyCAA Account, SECO staff will review and confirm the ETP contains coursework that will help the spouse pursue gainful employment in a Portable Career Field and an occupation of their choosing.

Spouses will receive a notice through their MyCAA account when their plan has either been approved or deferred. Notification may take up to 14 calendar days. Each spouse must request MyCAA financial assistance (FA) on a course-by-course basis after the ETP is approved and course start/end dates are known. FA must be requested no more than 60 days prior to the course start date.