jTask

Join jTask CCMP Training Through ARMYIGNITED
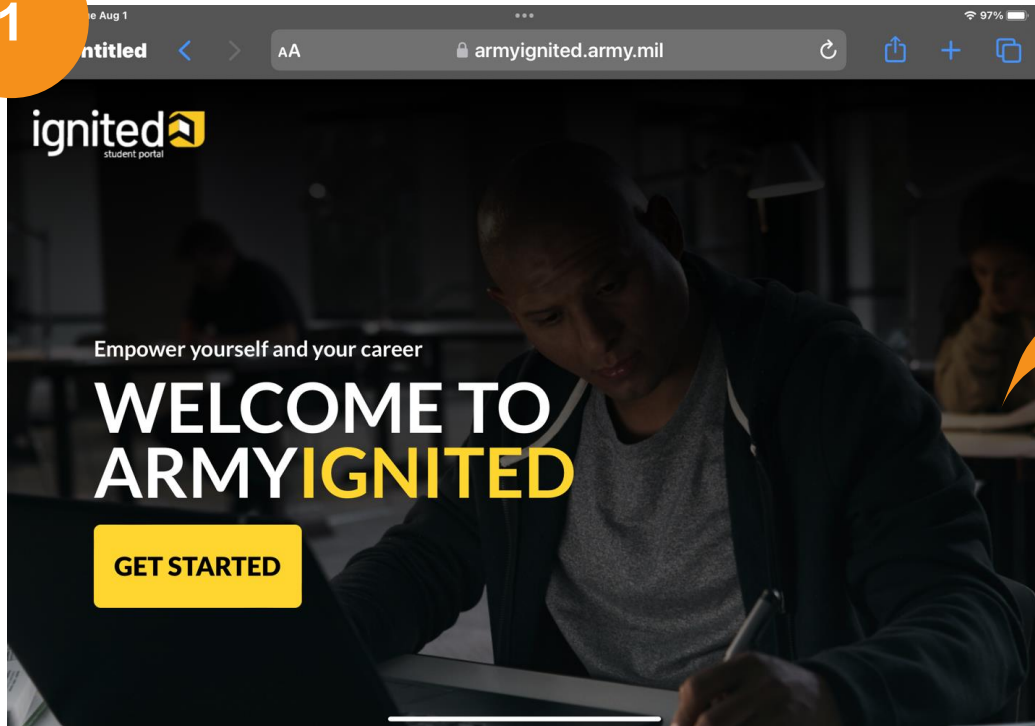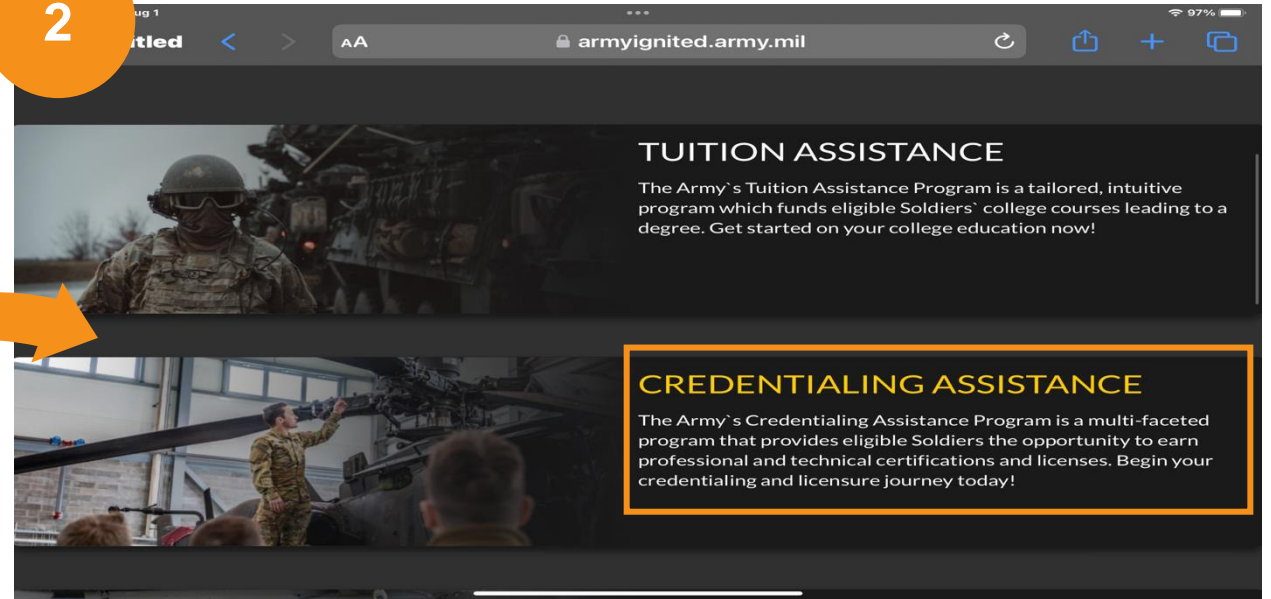
Before Proceeding

You can begin requesting credential financial assistance starting 45 days before the course starts.

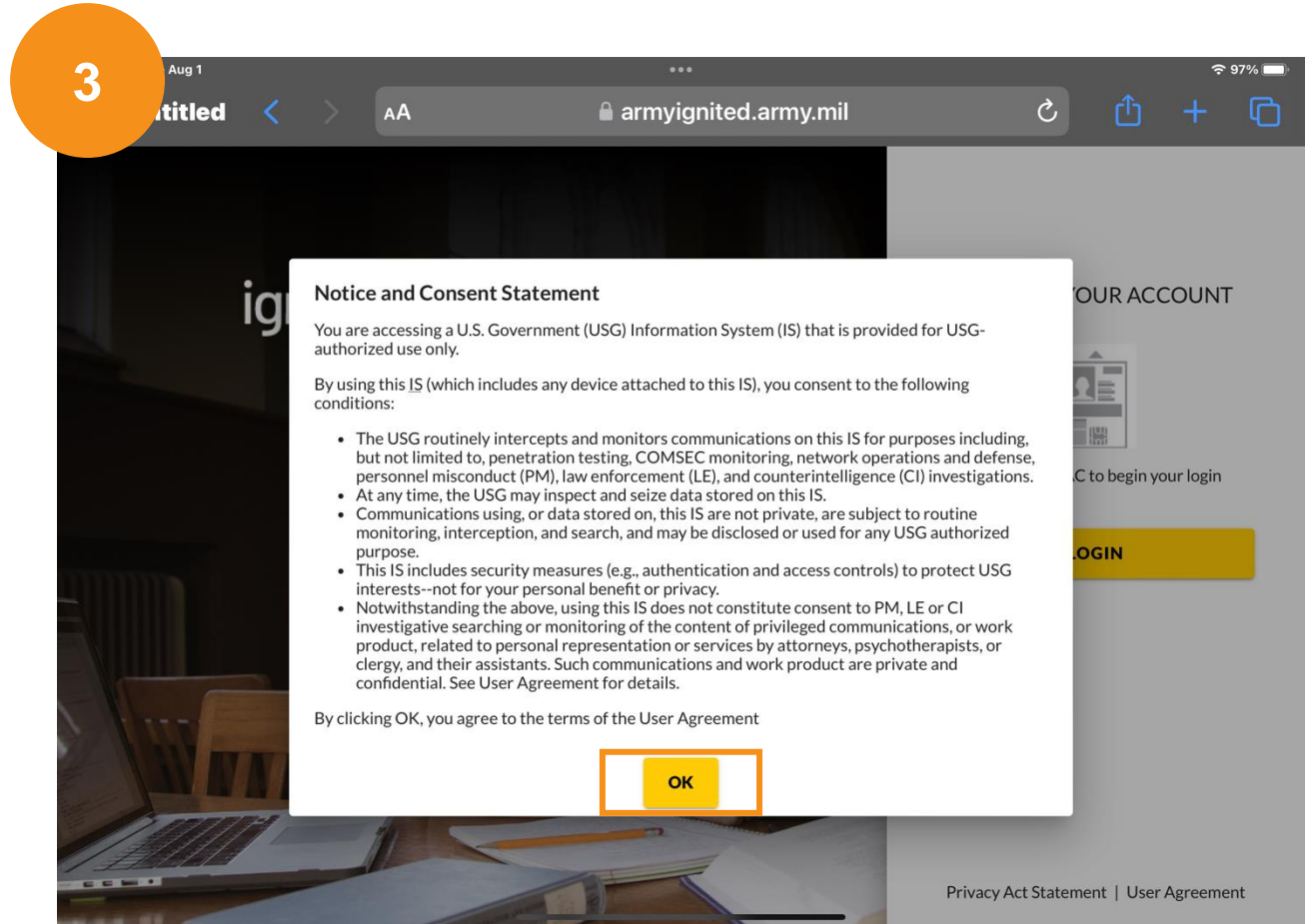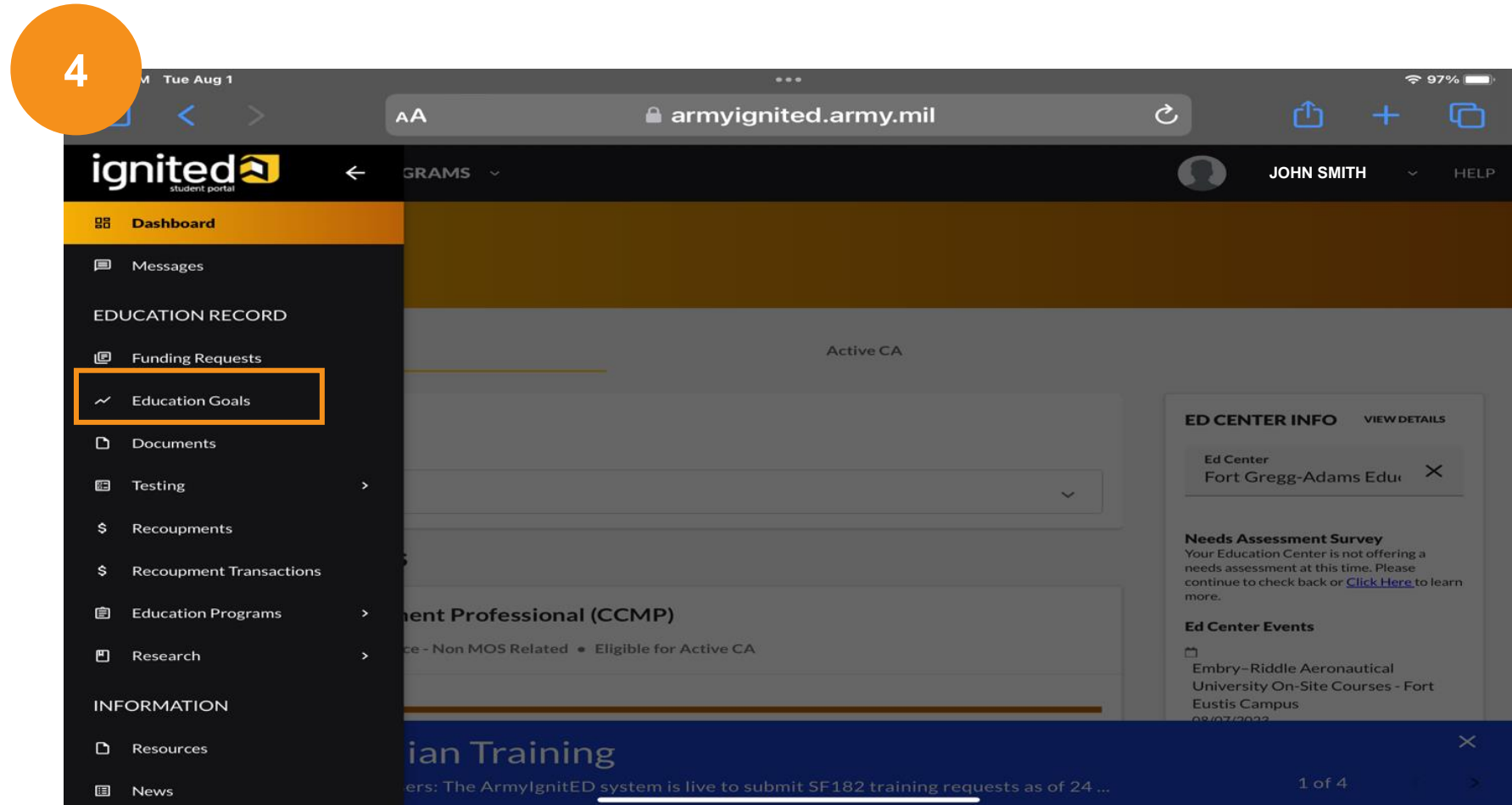| 45 Days Before Course Start Date	Course Start Date (Materials Available)	Training Start Date
Friday, May 17, 2024	Monday, July 1, 2024	Friday, July 5, 2024
Friday, June 21, 2024	Monday, August 5, 2024	Friday, August 9, 2024
Friday, July 19, 2024	Monday, September 2, 2024	Friday, September 6, 2024
Friday, August 16, 2024	Monday, September 30, 2024	Friday, October 4, 2024
Friday, September 13, 2024	Monday, October 28, 2024	Friday, November 1, 2024

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Go to www.ArmyIgnitED.army.mil
Click 'Get Started' Button.

2

Click 'Credential Assistance' Section.

Ensure CAC is inserted and select OK to enter your CAC PIN

Open menu on upper left side and select 'Education Goals'

5

Select '**Credentialing Assistance – Non MOS Related**'

6

Enter keyword '**CCMP**' and select '**Certified Change Management Professional (CCMP)**'

Upload Invoices as **SEPARATE ITEMS**

After uploading, wait for a response from Army ignited stating if your request has been approved or more information is required.

Once invoice upload has completed select submit goal to request approval.

Once approval for funding email is received you will see your approved courses. You will need to apply twice, **once for training** and **once for the exam funding**. Select 'Apply For Funding'.

Contact Information ✏️

| Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

Email
JOHNSMITH.MIL@ARMY.MIL

Personal Email
JOHNSMITH@GMAIL.COM

Work Phone
123-456-7889

Mobile Phone
321-654-1098

Address ✏️

| Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

Street 1
123 Smith Rd.

Street 2

City   **State**   **Zip**
Los Angeles   CA   12345

VERIFY AND PROCEED   CANCEL

Army Civilian Training   ×
For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...   1 of 4   < >

Make sure the contact information is correct before clicking 'Verify and Proceed'.

accordance with DoDFMR, Vol 7A, Chapter 50.

☑ I understand that this application does not guarantee that funds are available, the US Army has no obligation to fund this application, and I may not attend a course or sit for an exam until it has been paid by the ACCESS CA Finance 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: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, 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 A0621-1-AHRC. https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.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 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 applications and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE   CANCEL

Army Civilian Training   ×
For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...   1 of 4   >

Read and check each box before clicking '**I Agree, Continue**'.

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← **Create Credentialing Assistance Request: Certified Change Management Professional (CCMP)**

✎ 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.

Jta

JTASK, INC

BACK | NEXT | CANCEL

AutoFill Contact | "Jta"

Search '**jTask INC**', select it, and click '**Next**'.

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← **Create Credentialing Assistance Request: Certified Change Management Professional (CCMP)**

✎ 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.

JTASK, INC

Campus

JTASK, INC - MAIN CAMPUS

BACK | NEXT | CANCEL

I | I'm | You

Select '**jTask INC - Main Campus**' and click '**Next**'.

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Enter course start and end dates.

MAKE SURE DATES ARE NOT WITHING 45 DAYS OF REQUESTING FUNDING.

This is the warning you will receive if dates are earlier than 90 days or 45 days prior to the start date.

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Select '**Add Training**' and upload invoice for the course **received from jTask**.
Repeat these steps to apply for exam funding request.