



# **Join jTask CCMP Training Through ARMYIGNITED**

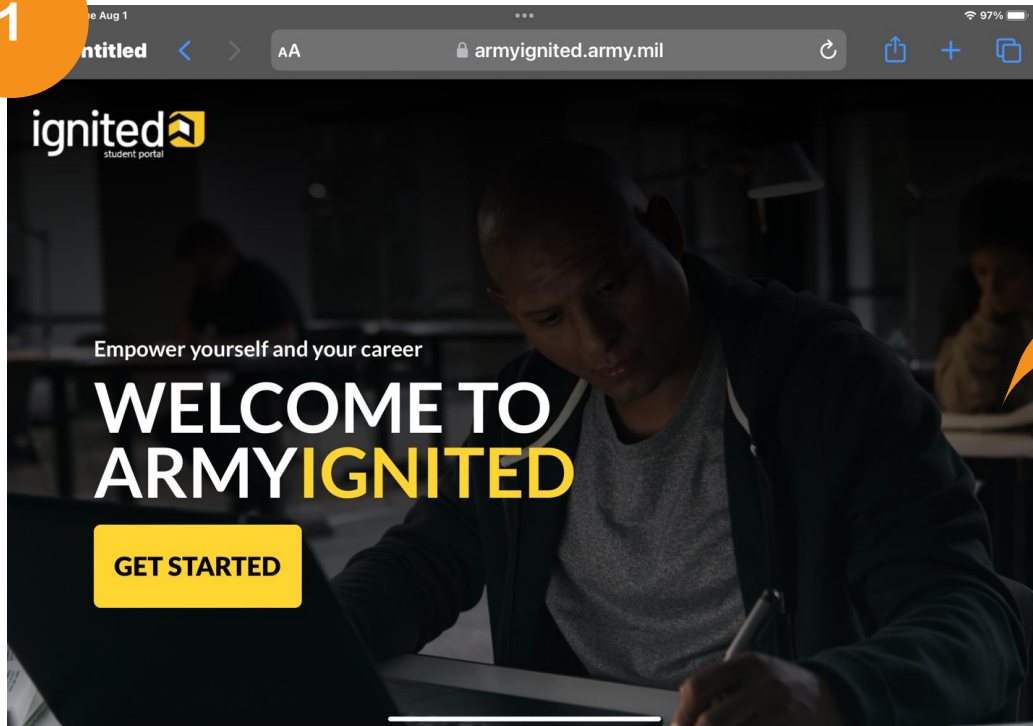


# Before Proceeding

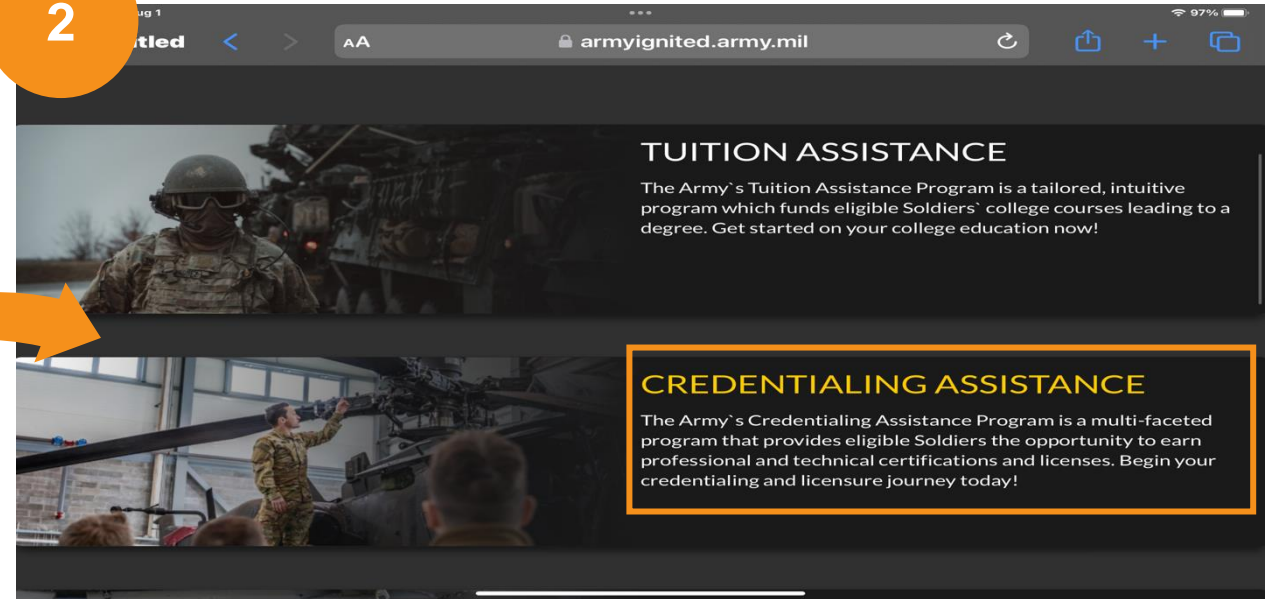
**You can begin requesting credential financial assistance starting 45 days before the course starts.**

45 Days Before Course Start Date	Course Start Date (Materials Available)	Training Start Date
Friday, February 14, 2025	Monday, March 31, 2025	Friday, April 4, 2025
Friday, March 14, 2025	Monday, April 28, 2025	Friday, May 2, 2025
Friday, April 18, 2025	Monday, June 2, 2025	Friday, June 6, 2025

1



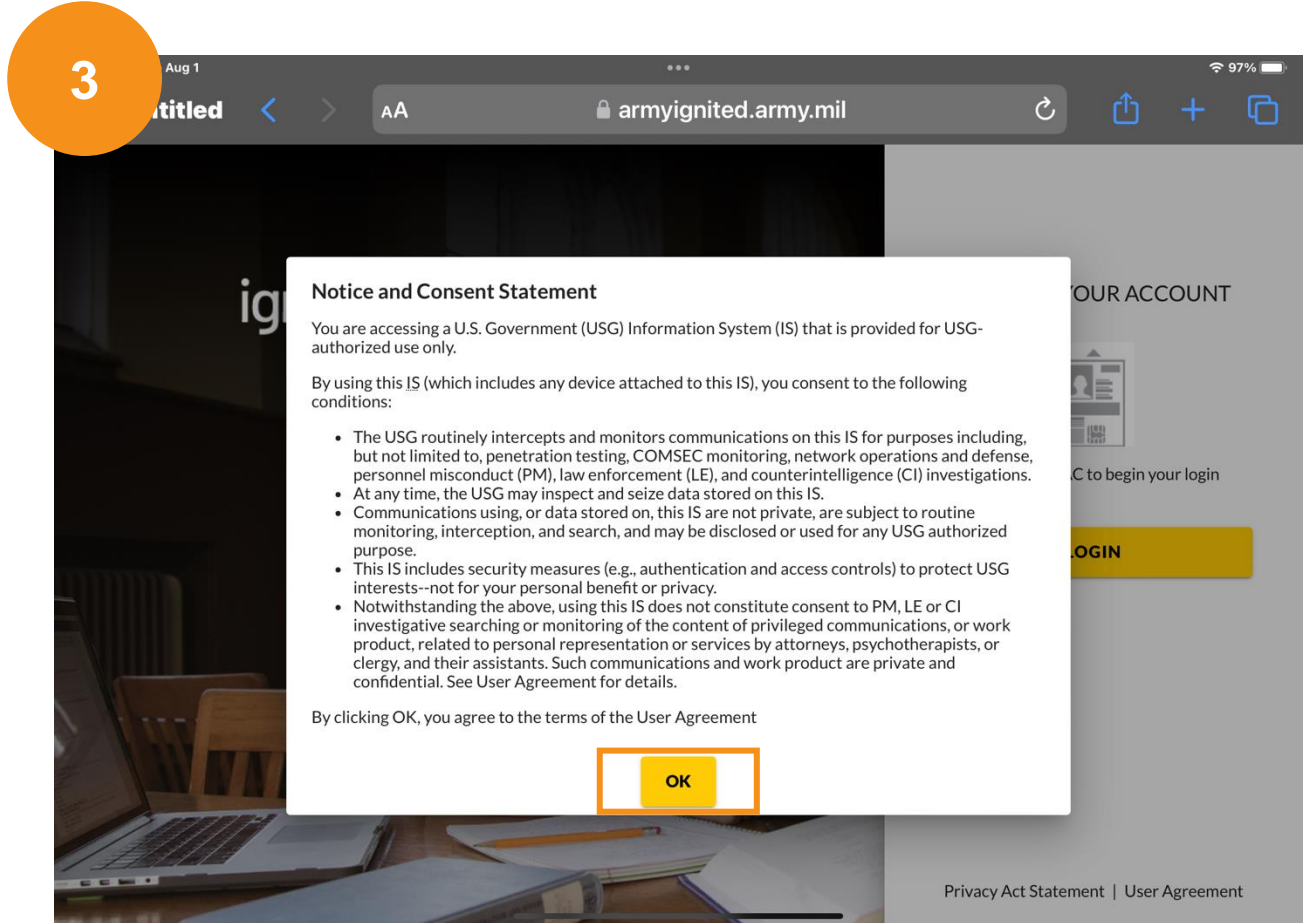
2



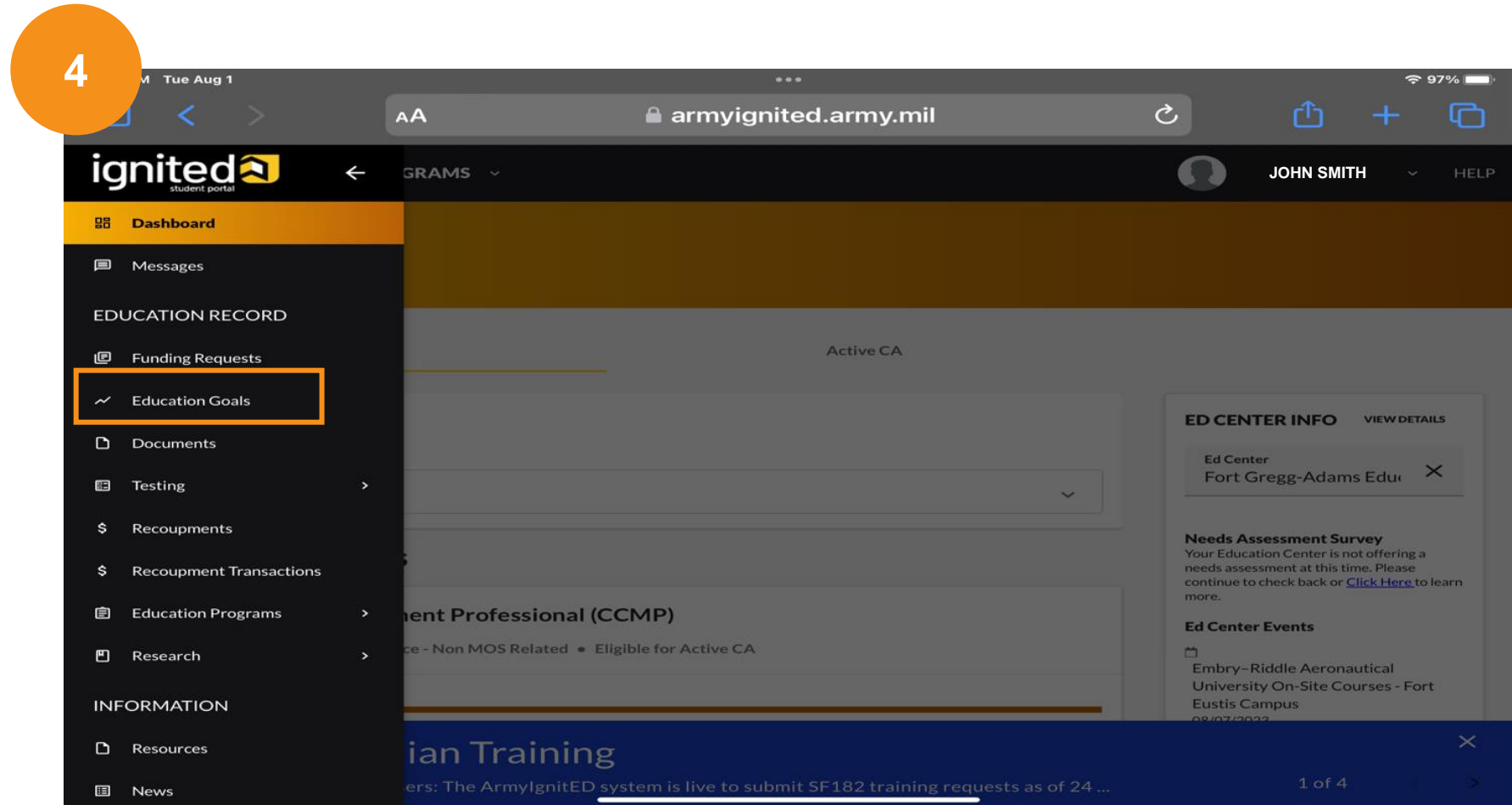
Click 'Credential Assistance' Section.

Go to [www.ArmyIgnitED.army.mil](http://www.ArmyIgnitED.army.mil)  
Click 'Get Started' Button.

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



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



5

Aug 1

AA armyignited.army.mil

EDUCATION PROGRAMS

JOHN SMITH

HELP

### Create a New Goal

First, Choose an Education Goal

Associates Degree <small>Not Eligible</small>	Bachelors Degree <small>Not Eligible</small>
Masters Degree <small>Not Eligible</small>	Undergraduate Academic Certificate
Graduate Academic Certificate	Foreign Language - Army Strategic
Foreign Language - Host Country	Credentialing Assistance - MOS Related
<b>Credentialing Assistance - Non MOS Related</b>	

Army Civilian Training

For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...

1 of 4

Select 'Credentialing Assistance – Non MOS Related'

6

Aug 1

AA armyignited.army.mil

EDUCATION PROGRAMS

JOHN SMITH

HELP

### 1 Credential

### 2 Supporting Documentation

What credential will you be pursuing?

Credential that you will be pursuing

Keyword  
ccmp

Credential

**Certified Change Management Professional (CCMP)**

Certified Collection Management Professional - Fundamental (CCMP-F)

2 total

NEXT CANCEL GOAL

Army Civilian Training

For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...

1 of 4

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.

7

Tue Aug 1

armyignited.army.mil

EDUCATION PROGRAMS

JOHN SMITH

HELP

Credentialing Assistance (CA) request

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.

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)

Army Civilian Training

For Army Civilians users: The ArmyIgnitED system is live to submit SF182 training requests as of 24 ...

1 of 4

8

AM Tue Aug 1

AA armyignited.army.mil

EDUCATION PROGRAMS

JOHN SMITH HELP

**Certified Change Management Professional (CCMP)**  
APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

100% COMPLETE

Required Credits: 1.00 Completed Credits: 1.00 Transferred Credits: 0.00 Remaining Credits: 0.00

APPLY FOR FUNDING VIEW DETAILS

**Certified Change Management Professional (CCMP)**  
APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

0% COMPLETE

Required Credits: 1.00 Completed Credits: 0.00 Transferred Credits: 0.00 Remaining Credits: 1.00

APPLY FOR FUNDING VIEW DETAILS

continue to check back or [Click Here](#) to learn more.

**Ed Center Events**

- Embry-Riddle Aeronautical University On-Site Courses - Fort Eustis Campus 08/07/2023
- Virtual ArmyIgnitEd 101 Briefing on MS Teams 08/08/2023
- Graduation Recognition Ceremony 11/17/2023

VIEW ALL

**Ed Center News**

- TA Requests for FY23 year-end close out. 07/27/2023
- TA migration and FY21 & 22 past TA funding 07/27/2023

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

1 of 4

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'.

9

Aug 1

AA armyignited.army.mil

**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

10

Aug 1

AA armyignited.army.mil

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://dpcid.defense.gov/Privacy/SORNIndex/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'.

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

11

Aug 1  
AA armyignited.army.mil

### ← 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" of 4

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

12

Aug 1  
AA armyignited.army.mil

### ← 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

Army Civilian For Army Civilians use I'm You of 4

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

13

13

AA armyignited.army.mil

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

Demographic Vendor **3 Dates** 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

End Date

BACK **NEXT** CANCEL

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

Enter course start and end dates.

**CHECK DATES TO REQUEST FUNDING.**

11:41 AM Tue Aug 1

AA armyignited.army.mil

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

Demographic Vendor **3 Dates** 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.

8/2/2023

8/18/2023

Credentialing Assistance requests must be submitted no earlier than 90 days and no later than 45 days prior to the start date of the training, exam, or books and materials

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

**This is the warning you will receive if dates are out of the time frame.**

14

AM Tue Aug 1

AA armyignited.army.mil

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

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 BOOKS AND MATERIALS ADD TRAINING

Army Civilian Training

For Army Civilians users: The ArmyIgnited system is live to submit SF182 training requests as of 24 ...

1 of 4

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