

MyCAA Education Training Plan (ETP)

[See ETP Guidance sheet for full instructions.](#)

Required fields are in red.

School Contact Information:

School Name and Campus:	
Campus Street Address:	
Campus City, State, ZIP Code:	
Campus Phone Number:	
School Website URL:	

Student Information:

Student Name:	
School Issued Student ID:	
Program/Degree Name:	
Program/Degree Type:	
Program/Degree Duration:	
Scheduled Start Date:	
Estimated Completion Date:	
Course Delivery Format	

Program/Degree Overview:

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Degree/Certification/Licensure Earned Upon Completion:

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Tuition Cost + Student Cost:

Tuition Cost	Student Cost	Total

Course Breakdown:

List either program code/title or individual course codes and titles below for which MyCAA financial assistance is being requested. Insert additional rows as needed to accommodate all required coursework or a complete course listing can be attached in PDF form for associate degree programs

Course/Program Code	Course/Program Title	Course Credits (if applicable)

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number

End of form

Spouse Education and Career Opportunities MyCAA Scholarship Education and Training Plan Guidance

Prior to requesting My Career Advancement Account (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 to their MyCAA Account for review in PDF format. Spouse Education and Career Opportunities (SECO) program staff will review the plan to ensure it contains coursework that will help the spouse pursue gainful employment in a career field and occupation of their choosing. **Decisions on the approval or disapproval of these plans can take up to 14 calendar days** and may require the spouse to consult with a SECO Career Coach.

Education and Training Plan Completion Instructions:

NOTE: Document must be completed by school official.

Before entering data into the ETP template, it is recommended that the template be saved as an original and that a copy is used for data entry. The completed form must be provided to the student in PDF format.

School Contact Information

1. Enter school name **including campus that student will attend**.
2. Enter campus address, phone number, and website.

Student Information

1. Enter student name (student name must match name exactly as registered in DEERS).
2. Enter student's school issued ID # if applicable. If school does not issue student ID, N/A can be entered in this field.
3. Enter **program/degree name as listed in school catalog**.
4. Enter program/degree type as certification, associate degree, or license (see further guidance below as needed).
5. Enter program/degree duration (total estimated length of the program in days, weeks, months, or years (see further guidance below as needed)).
6. Enter scheduled or approximate program start date (consider MyCAA approval may take up to 14 calendar days when scheduling student start date).
7. Enter estimated program completion date.
8. Enter the delivery of the courses or program (on-site, distance learning/online, hybrid)

Program/Degree Overview

1. Enter a complete program description including any specific information required according to guidance below.

Degree/Certification/Licensure Eligibility

1. Enter name of the degree, certification, or license that the student will receive or may be eligible for upon completion of this program (i.e. NCLEX, CNA, Dental Hygienist, Radiology Technician, Pharmacy Technician, Real Estate Sales Agent, etc.).

Tuition/Student Cost

1. Enter total cost of tuition to include a breakdown of per credit hour charges if applicable.
2. Enter spouse cost for books, supplies, equipment, uniforms, computers, and/or electronic devices.
3. The MyCAA Scholarship pays for up to \$4,000 of tuition only.

Course Breakdown

1. Enter program code and title or each course code and title for which MyCAA financial assistance is being requested in this section.
2. To allow for multiple courses, additional rows can be added to this section by selecting the row # to the left of any empty row in the data table and right clicking. From there click on insert and an additional row will be added. A PDF with full course listing can also be attached for associate degree programs.
3. Only courses listed in this section can be approved for MyCAA funding. It is recommended that a range of possible "elective" courses that meet academic requirements be listed to ensure this coursework is considered for approval. **Once the plan has been approved, the student is not able to add additional coursework to this document. An updated ETP document must be submitted with updated coursework.**
4. A course or program code for each course or block of study must be listed (column 1 of this section) along with the course/program title (column 2 of this section) to be considered for approval. If your institution/organization doesn't have a course code, then a course code will have to be created.

Example of Subject=ENG for English

5. Enter number of credits for each course (if applicable) in column 3 of this section. Formula for converting contact hours to semester hours: Divide total number of contact/class hours by 45 = semester hours

School Official Certification

1. The ETP must be generated by an authorized school official. Authorized individuals are determined by the school. The school official must sign the document attesting to the validity of the information presented in the document.

Additional Guidance by Program Type:

Associate Degrees

1. The concentration or major for the associate degree cannot be in Associates of Science, Arts, General Studies, Liberal Arts, Health Sciences, Social Sciences and Interdisciplinary Studies unless there is a specific concentration, such as general studies- teaching.

2. All previously completed coursework or transferred credits from another institution should be noted and listed accordingly on the document.
3. No bachelor's or master's degree courses will be accepted.

Licenses/Certifications

1. All courses, blocks of study, or modules must be listed on the ETP document.
2. The name of the license/certification must be listed on the document (e.g. CPA license).
3. The credential must be needed for employment.
4. All "self-paced" programs will need to clearly list the longest recommended duration for completion on the document.
5. The document must include language indicating the license/certification will require additional study if applicable.
6. The document must include the cost of the testing fee or a breakdown of all associated charges.
7. Certifications must be industry recognized.

NOTE: 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 but must be requested at least one day prior to course start date.

Last Updated: May 2020

