

# USCG Credentialing Assistance (CA) User Guide for Service Members

20 May 2021

Education and  
Training Quota  
Management  
Command (ETQC)

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## A. Credentialing Basics.

1. Voluntary Credentialing Program (VCP). The Coast Guard Voluntary Credentialing Program Instruction (COMDTINST 1540.10) establishes the policy on program eligibility, credentials and occupations covered, oversight mechanisms for the payment of expenses and benefits, as well as limitations, roles, and responsibilities for implementing the VCP. The VCP allows eligible members to obtain credentials, certifications, and licenses while serving in the U.S. Coast Guard. The VCP employs Credentialing Assistance (CA), executed by Education and Training Quota Management Command (ETQC), to reimburse members for authorized fees in the pursuit of credentials.
2. Importance of Credentials. Credentials increase chances of promotions and improves the professionalism and expertise of personnel within their respective ratings. Federal, state, or local law may require specific credentials to legally perform some jobs. Obtaining credentials – certifications and licenses – demonstrates that members meet industry standards. Credentials may be required for a job, can increase the likelihood of employment, and/or a higher salary. They aid career advancement and streamline the transition of separating members entering the civilian workforce. Certifications and licensures ensures the Coast Guard workforce remains Relevant, Ready, and Responsive.
3. Eligible members. Credentialing Assistance (CA) is authorized for qualified Active Duty and SELRES members (Enlisted and Officers) who meet VCP eligibility requirements as outlined in COMDTINST 1540.10.
4. Coverage & Limitations. CA funds licenses and certifications listed on the CG COOL website.
  - a. The CG COOL website displays credentials authorized for reimbursement under the voluntary credentialing program (<https://www.cool.osd.mil/uscg/index.htm>). Credentials not listed on CG COOL are not authorized for reimbursement.
  - b. Enlisted and Officers are eligible for CA up to \$4500 per Fiscal Year (FY)
  - c. CA will be provided on a first-come, first-served basis to the extent that funding is available.

Table A.1. Authorization Criteria

<b>AUTHORIZED</b>	<b>NOT AUTHORIZED</b>
Exam fees	Credentials not listed on CG COOL
State license fees	Credentials paid under other federally funded program that constitute duplicate of benefits
Application and Membership fees	Credentialing fees paid under a training program
Renewal/Maintenance fees	Credentials required for a Coast Guard position or condition of employment
MMC Training Courses	Fees incurred without authorization from ETQC
Books and Study Guides	Subsequent attempts if previously reimbursed and failed
Up to \$4500/FY for Enlisted and Officers	Courses not completed from an approved training provider.

B. Request Credentialing Assistance (CA) in Five Easy Steps.

1. Find and select related credential
2. Request approval in [MyCG Ed](#)
3. Pay for approved fees and request reimbursement
4. Get your credential
5. Report results

### C. Step 1 - Find and Select Related Credential.



1. The Credentialing Opportunities On-Line (COOL) website is the primary source to search approved certifications and licenses (<https://www.cool.osd.mil/uscg/index.htm>).
  - a. Review the site with your Education Services Officer (ESO) and research options related to your rating, out-of-rate assignment, collateral duty, and/or academic degree.
2. Use the various tabs, search filters, and icons to narrow your choices. Search all credentials by selecting, “Full Credential Search” in the middle of the homepage.

ET - Electronics Technician

RATING INFO

RELATED CREDENTIALS

RELATED OCCUPATIONS

CONTINUING EDUCATION

NATIONAL CERTIFICATIONS AND FEDERAL LICENSES

[STATE LICENSES](#)
[APPRENTICESHIP](#)
[USCG LICENSES GENERAL INFORMATION](#)

Specialized Information For...

Select One

Early Career

Mid Career

Late Career

related to ET - Electronics Technician requirements that a

click on the credential title below.

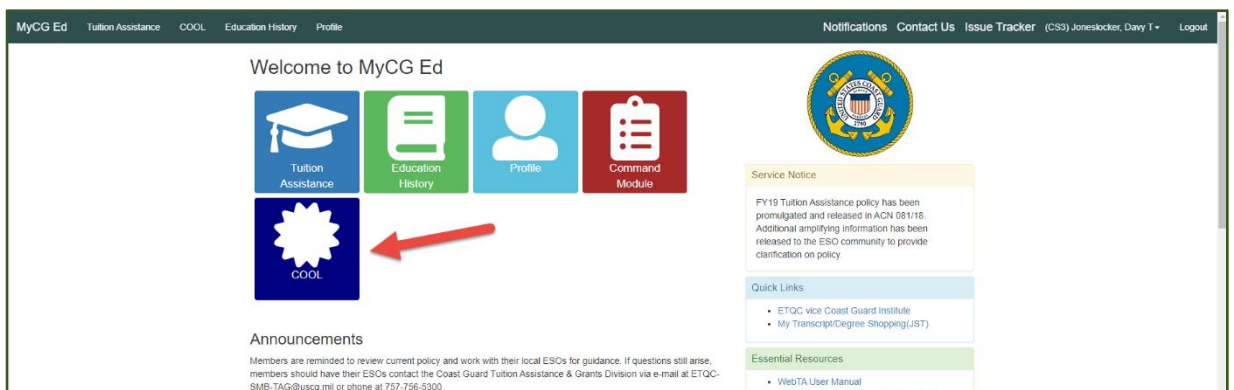
Compare	Credential	Agency	Related As	Career Phase	CGS	GI BILL®	Accreditation
<input type="checkbox"/>	<a href="#">Associate Electronics Technician (CETA)</a>	Electronics Technicians Association, International (ETA-I)	MOST	EARLY			
<input type="checkbox"/>	<a href="#">Basic Electricity and Electronics - Alternating Current (BEE-AC)</a>	Certifying Technical Employee Competence (CertTEC)	MOST	EARLY			

## D. Step 2 - Request Approval in MyCG Ed.

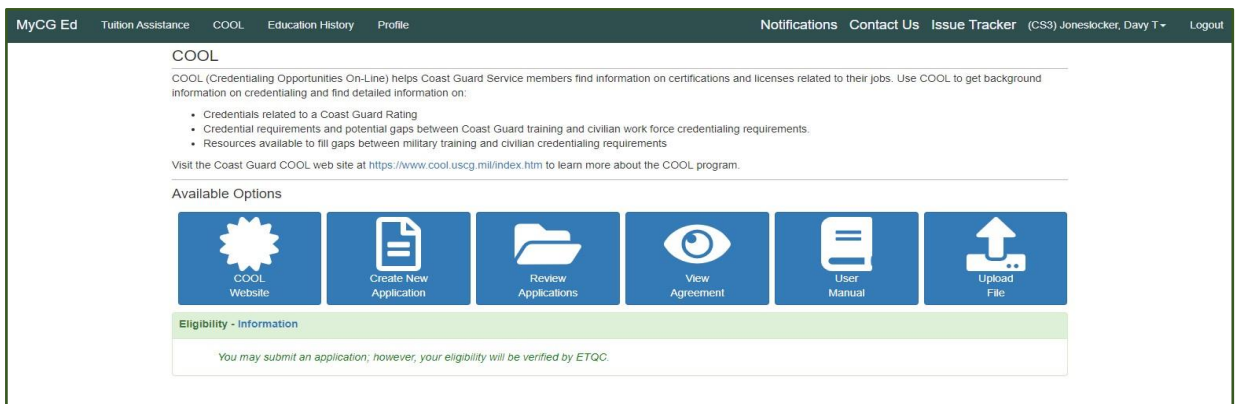
1. Login with CAC or DoD ID number (<https://myeducation.netc.navy.mil>):

The screenshot shows the 'Shared Authentication Service' login page. It features a central yellow box with 'DEERS Information' and a 'Login with:' section. Below this, there are radio buttons for 'DoD EDI' (selected) and 'SSN'. Fields for 'First Name', 'Last Name', and 'Date of Birth (yyyymmdd)' are provided, along with a 'Login' button. To the left of the form is a 'CAC Login' button. On the right side of the page, there are links for 'Account Management' (including 'I forgot my CAC PIN' and 'Download Security Certificate'), 'Support', 'Navy Tuition Assistance/Counseling' (with three numbered steps), 'My Education/NCMIS Technical' (with a link to the NCP Website), 'US Coast Guard Tuition Assistance' (with four numbered steps and email/phone contacts), and 'USMAP Support' (with a phone number and option).

2. Select the “COOL” icon on the MyCG Ed home page:



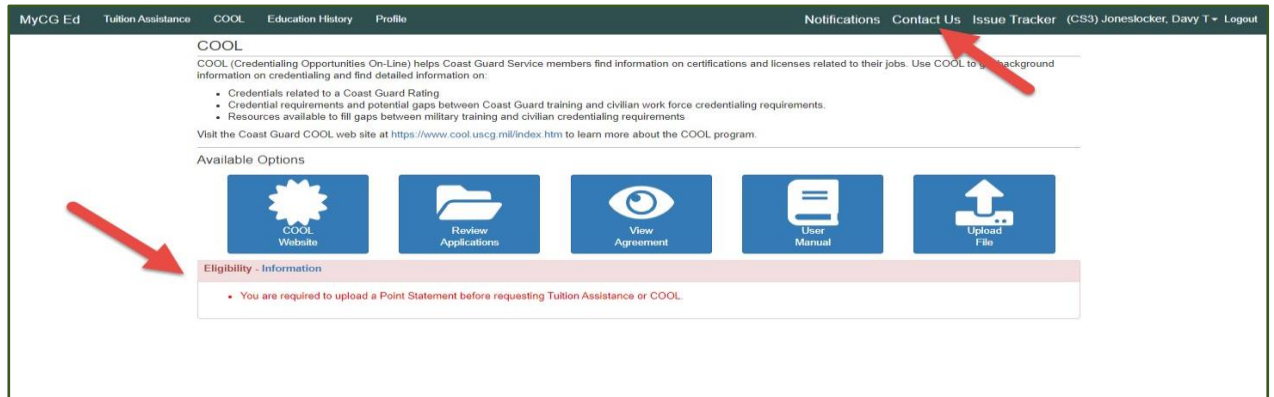
3. The COOL landing page:



- The COOL landing page displays the following:

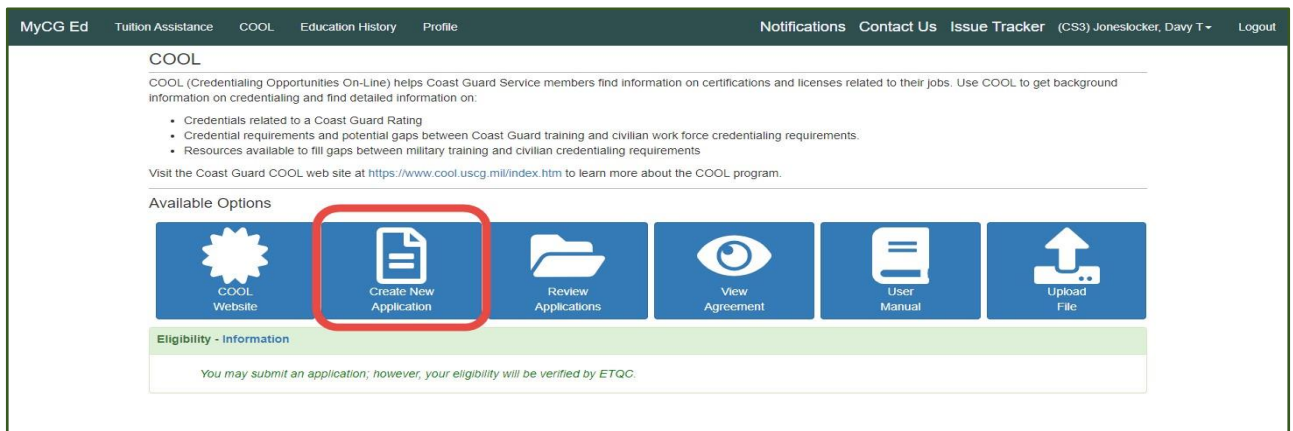
- CG COOL Website – search eligible credentials
- Create New Application and Review Prior CA Applications
- View Agreement and User Manual
- Upload Files: SELRES Point Statement, OF-1164, Receipts, Exam Results, Completed Credentials

#### 4. Complete outstanding eligibility requirements:



➤ For eligibility questions, click on “Contact Us” for ETQC information.

#### 5. Select, “Create New Application:”



## 6. Read and accept the agreement:

MyCG Ed Tuition Assistance COOL Education History Profile Notifications Contact Us Issue Tracker (CS3) Joneslocker, Davy T Logout

COOL Application Agreement

print this page

Under authority of 5 USC 301, personal data is requested for use in the processing of your application. Your Educational Digital Identification (EDI), Department of Defense (DoD) identification number, or Social Security Number (SSN) will be used for identification. This information will be included in your Electronic Navy College Management Information System (NCMIS) Education Record and will be used by the Education and Training Quota Management Command (ETQC) to identify you. Any personal data collected will not be divulged without your written consent to anyone other than the U.S. Government and/or credentialing agency involved with a credential. You are not required to provide this information; however, failure to do so will result in not being considered for Credentialing Assistance (CA).

Furthermore, Coast Guard paper applications are not maintained at ETQC. Copies of Credentialing Applications and/or Authorizations for Coast Guard personnel are maintained indefinitely (in electronic format) within the Navy College NCMIS.

Note: The use of Coast Guard Credentialing requires your review and acceptance of the credentialing application agreement prior to continuing.

This Credentialing Application is a request to the ETQC's Voluntary Education Division for an authorization providing federal funds for my credential. By agreeing to the following, I understand the current policies and procedures governing the use of Coast Guard Credentialing Opportunities On-Line (CG COOL) and this agreement may be subject to change and/or superseded by updated regulations. I understand that I am responsible for reviewing the most recent/relevant ALCOAST policy(s) to ensure that I am compliant with the regulations governing CA.

**I AGREE TO THE FOLLOWING OBLIGATIONS:**

1. I must submit the CA Request (ETQC-4148-1) to an authorized official (E7/GS-9 or above) for verification of eligibility. Submission of a CA Request does not constitute an authorization. Credentialing is not paid retroactively. If I pay for the credential without prior authorization, I assume all financial responsibility and will not be reimbursed. A complete application must be received by ETQC NO LESS than 14 days prior to the exam date. ETQC will not grant waivers and NO exceptions will be made to this policy.
2. I understand the following obligated service requirements based on my service component:
  - a. I must have 6 months remaining in service.
  - b. If I am a reservist, I acknowledge that I met participation standards and readiness for 12 months prior.
3. I understand that I shall comply with weight standards in accordance with Coast Guard Weight and Body Fat Standards (COMDTINST M1020.8 (series)).
4. I understand that on my most recent Enlisted Evaluation Review (EER), I must have "Ready (R) or Not Ready (X) for advancement.

e. Second attempts for a credential where the service member utilized CA but failed to obtain the credential during the first attempt.

f. Service members awaiting punitive discharge, in confinement, on appellate leave, or awaiting administrative separation other than honorable or general discharge under honorable conditions. Service member's convicted by foreign or domestic courts, serving sentences in foreign prisons, or administrative punitive discharges.

g. Service members with misconduct in the last 12 months, to include judicial, non-judicial, or court-martial punishments; civil arrest, and violation of CG regulations or offenses under the Uniform Code of Military Justice (UCMJ).

12. I understand that failure to report exam results within 90 days of authorization will lead to formal resolution/ collection efforts such as a letter of indebtedness to my commanding officer and possible pay garnishment. If I have separated, my indebtedness will be referred to the Coast Guard Pay and Personnel Center (PPC) for collection.

13. I must reimburse the U. S. Coast Guard for any fees paid on my behalf if any of the following conditions exist: a. Voluntarily decide not complete the credential. b. Fail to submit the credential within 30 days of attainment.

14. I understand that I am responsible for any overpayment of the credential reimbursement.

15. Penalties for knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crimes(s):

- a. Making false, fictitious or fraudulent claim, 18 USC Section 287 (Penalty: Fine not exceeding \$10,000 and/or imprisonment for not more than 10 years).
- b. Theft of Public money, 18 USC Section 641 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years; lesser penalties if the value of the theft is less than \$100).
- c. Larceny and wrongful appropriation, Article 121, UCMJ.

16. I certify that the information on this application is complete and correct, and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of fee reimbursement, and/or appropriate disciplinary action.

17. If I am Active Duty or Reserve Coast Guard Employee:

- a. I request credentialing reimbursement under the conditions listed above. I understand that the Coast Guard's share will vary depending on limits established by the Commandant. I have read, understand, and will comply with all provisions and conditions listed above. I authorize the Coast Guard Education and Training Quota Management Command to release information covered under the Privacy Act. By selecting the I Accept below, I release the U. S. Coast Guard from any responsibility or liability for sending an authorization for the request listed above via the Internet. I may request to have my CA authorization be sent to me at the personal email address listed in my user profile. All questions and concerns pertaining to your CA Request and Voluntary Credentialing Program Policy shall be directed to your local ESO. Additional resources are available at ETQC's portal page: <https://cg.portal.uscg.mil/units/forcecom/ETQC/SitePages/VolED%20Service%20Page.aspx>

## 7. Ensure profile information is correct:

MyCG Ed Tuition Assistance COOL Education History Profile Notifications Contact Us Issue Tracker (K9C) Sinbad, Guard M Logout

COOL Application

Help

**Review for accuracy**

**Service Member**

Name (K9C) Sinbad, Guard M	Work Phone (111) 222-2222	DSN Phone 459-1001	Personal Phone (223) 222-2223
EDID/OD ID   ID/EMPLID USCG ID not found.	Work Email guardmutt.sinbad@uscg.mil	Personal Email guardmutt.sinbad@gmail.com	

**Approver Information** [Add Approver](#)

An Approver is required. [Search Approvers](#)

Request for Credential Funding

Certification/License Exam Title

Credentialing Agency

Credentialing Request Relates to My

Credentialing Fee Type

Requested Fees \$ 0.00

Exam/Fee Due Date

Self Evaluation and Acknowledgement

## 8. Enter ESO (Command Approver) information:

## 9. Enter Credential information:

- Choose the correct option in the drop-down list.
- If requesting books or study guides, enter the total amount of all associated fees (exam and prep materials) in the “Requested Fees” section. The OF-1164 and itemized receipt(s) must accurately reflect authorized fees.

## 10. Self-Evaluation and Policy Acknowledgement.

- Read and acknowledge the self-evaluation.

- Save the application. It will remain in an “under edit” status until submitted.
- All boxes must be checked before submitting, regardless if SELRES or active duty.

## 11. Digitally sign and submit application to your ESO:

Submission Confirmation
X

By submitting this document I am agreeing to have it digitally signed. I understand that changes to the document do NOT invalidate my digital signature. My signature remains valid after these changes.

Submit
Cancel

## 12. Verify submission:

MyCG Ed
Tuition Assistance
COOL
Education History
Profile
Notifications
Contact Us
Issue Tracker
(CS3) Joneslocker, Davy T
Logout

COOL

Command Approval Notification email sent

COOL (Credentiaing Opportunities On-Line) helps Coast Guard Service members find information on certifications and licenses related to their jobs. Use COOL to get background information on credentialing and find detailed information on:

- Credentials related to a Coast Guard Rating
- Credential requirements and potential gaps between Coast Guard training and civilian work force credentialing requirements
- Resources available to fill gaps between military training and civilian credentialing requirements

Visit the Coast Guard COOL web site at <https://www.cool.uscg.mil/index.htm> to learn more about the COOL program.

Available Options

COOL Website
Review Applications
View Agreement
User Manual
Upload File

Only one active application is allowed at a time.

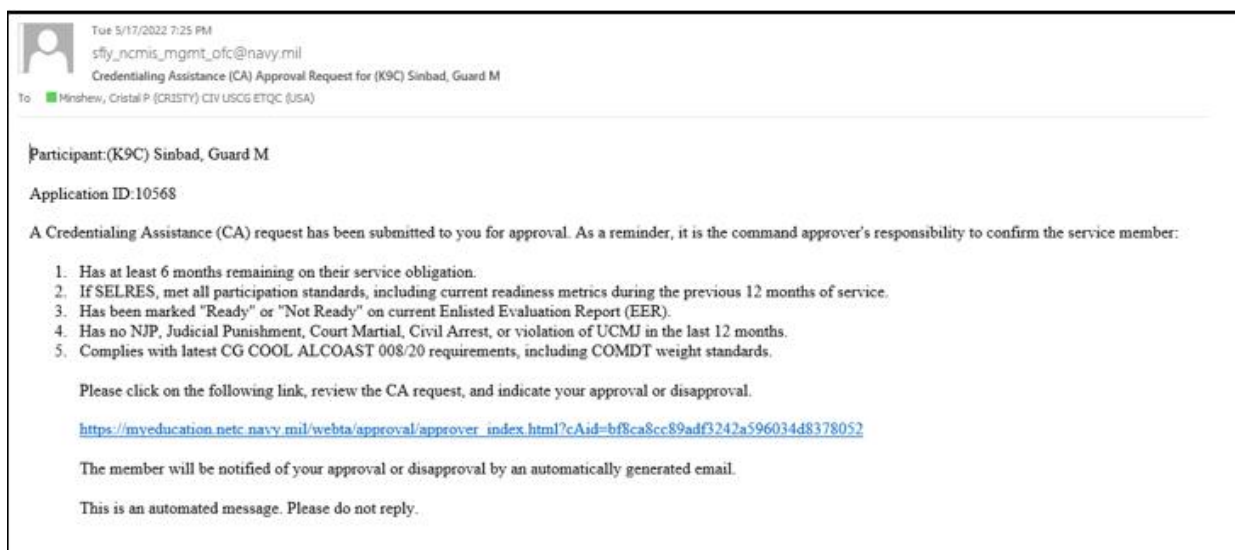
Current Applications( Review All Applications )

App ID	Created Date	Updated Date	Credential	Agency	Exam/Fee Due Date	Status
462	2020-01-10 1125	2020-01-10 1125	Emergency Medical Responder (EMR)	National Registry of Emergency Medical Technicians (NREMT)	2020-02-03 2400	Submitted

Eligibility - Information

You may submit an application; however, your eligibility will be verified by ETQC.

### 13. ESO (Command Approver) notified by email:



- A link in the email will direct the ESO to approve or deny the request. Before approving, the ESO will verify eligibility.

### 14. ESO (Command Approver) Approves or Rejects the Application:

COOL Application(301) - Command Approval

Application(301)			
Name	Work Phone	DSN Phone	Personal Phone
EDIDDD ID	USCG Employee ID	Work Email	Personal Email

Approver Information

Name	Work Email	Work Phone	DSN Phone

Credentialing Information

Certification/License Exam Title Certified Safety Specialist (WSO-CSS)		Credentialing Agency World Safety Organization (WSO)	
Relates to My COLLATERAL_DUTY	Fee Type MAINTENANCE	Requested Fees \$100.00	Exam/Fee Due Date 2020-01-13 2400

It is the command approver's responsibility to confirm the service member:

1. Has at least 6 months remaining on their service obligation.
2. If SELRES, met all participation standards, including current readiness metrics during the previous 12 months of service.
3. Has been marked "Ready" or "Not Ready" on current Enlisted Evaluation Report (EER).
4. Has no NJP, Judicial Punishment, Court Martial, Civil Arrest, or violation of UCMJ in the last 12 months.
5. Is in compliance with latest CG COOL ALCOAST requirements, including COMDT weight standards.

As the command approver, I endorse this service member meets the above listed eligibility requirements. I have reviewed the credentialing assistance request for completeness and accuracy. I understand that command endorsement does not guarantee credentialing assistance for this service member.

Approve Application    Reject Application

15. Once approved by the ESO (Command Approver), it's forwarded to ETQC:

From: My Education  
Subject: Credentialing Assistance (CA) request Command Approved and Forwarded to ETQC for Authorization

Entered on 2020-01-10 1148

Delete
Close

(CS3) Joneslocker, Davy T.

Your Credentialing Assistance (CA) request has been conditionally approved and forwarded to the credentialing office at Education and Training Quota Management Command (ETQC) for final adjudication.

Check the status of your request in MyCG Ed.

Once your CA request has been authorized by ETQC, login to MyCG Ed to view and print the authorization voucher.

<https://qa-myeducation.ncdc.navy.mil/webta/>

Comment: Approved by Guillemette, Kimberlie with comment: Great Job!

This is an automated message. Please do not reply.

16. Member will be notified by email at each stage of the application process.  
Additionally, status may be tracked in MyCG Ed under “Review Applications”:

Website
Review Applications
Agreement
Manual
Upload File

Only one active application is allowed at a time.

Current Applications( [Review All Applications](#) )

App ID	Created Date	Updated Date	Credential	Agency	Exam\Fee Due Date	Status
21	2019-12-05 1425	2019-12-10 1337	Registered Dental Assistant (RDA)	American Medical Technologists (AMT)	2019-12-25 2400	Submitted

**Eligibility - Information**

You may submit an application; however, your eligibility will be verified by ETQC.

17. Document History:

**Self Evaluation and Acknowledgement**

have fully read CG COOL ACN XXX/19 and understand credentialing opportunities must receive preapproval for reimbursement. ☒

have reviewed the CG COOL website & verified that all eligibility requirements for CA are met. ☒

If a SELERES, I certify I meet and have met participation standards during the previous 12 months. ☒

I understand that I must upload official exam results within 90 days of submission of OF-1164. ☒

I understand that I must upload receipts and endorse OF-1164 for reimbursement within 30 days. ☒

I understand that I must submit a copy of my credential within 30 days of attainment. I understand that failure to do so may result in a recoupment of all funds reimbursed. ☒

I have not received funding from any other government source that would constitute duplication of payment (e.g., GI Bill, local command funding). ☒

[Application History\(3 Events\)](#)

**Cancelled on 2020-01-09 1242**  
Comment: Participant has cancelled document.

**Command Approved on 2020-01-08 0900**  
Comment: Approved by Guillemette, Kimberlie with comment: TESTING

**Submitted for Command Approval on 2020-01-08 0858**  
Comment: Participant has submitted application to kim.guillemette@navy.mil

**Application created on 2020-01-08 0855**

➤ Review application status under “Application History.”

## 18. ETQC will authorize (or deny) the request. View/print the authorization voucher:

From: My Education  
Subject: Your Credentialing Assistance (CA) Request Has Been Authorized by ETQC

Entered on 2020-01-10 1213  

DeleteClose

(CS3) Joneslocker, Davy T,

Your request for credentialing assistance has been authorized by the credentialing office at Education and Training Quota Management Command (ETQC).

Log in to <https://myeducation.netc.navy.mil/webta/home.html#nbb> to view and print your Credentialing Assistance authorization.

Notify ETQC immediately at [ETQC-SMB-CGCOOL@USCG.MIL](mailto:ETQC-SMB-CGCOOL@USCG.MIL) with any changes or cancellations (i.e. exam cancellation, date changes, cost changes, etc).

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Credential: Emergency Medical Responder (EMR)  
Agency: National Registry of Emergency Medical Technicians (NREMT)  
Exam/Fee Due Date: 2020-02-03 2400  
This is an automated message. Please do not reply.

ETQC FORM 1540(01/2020) **CREDENTIALING ASSISTANCE (CA) AUTHORIZATION**

ID: \_\_\_\_\_ RATE/RANK: \_\_\_\_\_ NAME: \_\_\_\_\_

CERTIFICATION/LICENSE EXAM TITLE:  
CREDENTIALING AGENCY:  
CREDENTIALING FEE TYPE:  
REQUESTED FEES:  
EXAM/FEE DUE DATE:  
AUTHORIZED AMOUNT:

I have read, understand, and will comply with the provisions of the Coast Guard Voluntary Credentialing Program Policy, COMDTINST 1540.36, ACN 214.18, National Defense Authorization Act for FY2015. I understand this authorization is valid only for the credential, certification, or license title listed above. I am responsible for contacting the credentialing agency to complete all requirements for Credentialing, Certification, or License Title prior to requesting CA. Failure to notify ETQC-SMB-CGCOOL of changes, corrections and status updates may result in a collection against me via my Commanding Officer. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection. If I fail to submit my official credentialing exam results, I will not be able to receive additional CA settlements.

Applicant's Signature \_\_\_\_\_

Phone \_\_\_\_\_

AUTHORIZATION NUMBER \_\_\_\_\_

DATE AUTHORIZED \_\_\_\_\_

SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL \_\_\_\_\_

The purpose of this form is to advise a member that they have been approved for the settlement of the exam fee, application fee, or maintenance fees listed on the authorization. I understand that I have 30 days to request settlement by updating the official payment receipt from my credentialing, certification, or licensing agency as well as a Claim for Reimbursement of Expenses on Official Business (OP-1150) to NACCBG portal. I understand that I have up to 30 calendar days to submit pass/fail results to ETQC-SMB-CGCOOL and 30 calendar days upon agency notification of report completion of the credential.

ETQC FORM 1540(01/2020)  
Students may email [ETQC-SMB-CGCOOL@uscg.mil](mailto:ETQC-SMB-CGCOOL@uscg.mil) if assistance is needed.

## E. Step 3 - Pay for Approved Fees and Request Reimbursement

1. After authorization by ETQC, view/print Official Form (OF)-1164 within the authorized application in MyCG Ed. The form will be prefilled with specific information.

**Self Evaluation and Acknowledgement**

I have fully read CG COOL ACN XXX/19 and understand credentialing opportunities must receive preapproval for reimbursement. ☒

I have reviewed the CG COOL website & verified that all eligibility requirements for CA are met. ☒

If a SELERES, I certify I meet and have met participation standards during the previous 12 months. ☒

I understand that I must upload official exam results within 90 days of submission of OF-1164. ☒

**Print 1164** **Upload 1164**

[Application History\(3 Events\)](#)

### a. Example of Miscellaneous Reimbursement Official Form (OF-1164):

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
		USCG, ETQC	Completed by ETQC
			3. SCHEDULE NUMBER Leave Blank
		5. PAID BY Leave Blank	
<b>Read the Privacy Act Statement on the back of this form.</b>			
CLAIMANT	4. a. NAME (Last, first, middle initial)	b. EMPLOYEE ID NUMBER	
	Name	EMPLID	
	c. MAILING ADDRESS (Include ZIP Code)	d. OFFICE TELEPHONE NUMBER	
	Mailing or Unit Address	Phone	
6. EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)			
DATE	C O D E	DATE	AMOUNT CLAIMED
Date	A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized) D. Funeral Honors Detail E. Specialty Care	MILEAGE RATE (Enter Whole Numbers Only)	
(a)	(b) (c) FROM (d) TO	NUMBER OF MILES (e)	MILEAGE (f) FARE OR TOLL (g) ADD PERSONS (h) TIPS AND MISCELLANEOUS (i)
	Reimbursement: (type of reimbursement fees)		
	Reimbursement: (type of reimbursement fees)...if needed		
	Invoice/Reference or receipt number VCP- (Last, First, MI)		

### b. Enter date, types of fees, cost, and digitally sign:

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

**Sign Original Only**

APPROVING OFFICIAL SIGN HERE  DATE

9. This claim is certified correct and proper for payment.

**Sign Original Only**

AUTHORIZED CERTIFYING OFFICER SIGN HERE  DATE

ACCOUNTING CLASSIFICATION

Document ID: Completed by ETQC  
Acct String: System Generated

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

**Sign Original Only**

CLAIMANT SIGN HERE  DATE

11. CASH PAYMENT RECEIPT

a. PAYEE (Signature)  b. DATE RECEIVED

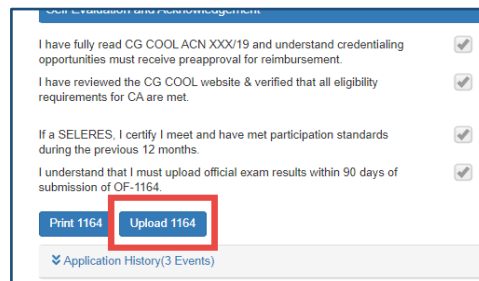
c. AMOUNT \$

12. PAYMENT MADE BY CHECK NUMBER

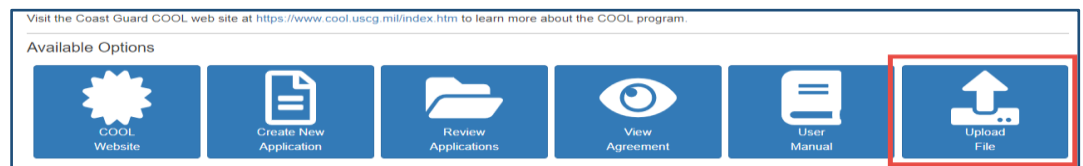
2. Submit the OF-1164 with valid receipt(s) within 30 days of exam/fee payment.  
Upload signed OF-1164 and receipt(s) as one document in MyCG Ed or email to ETQC-SMB-CGCOOL@uscg.mil.

There are two areas in MyCG Ed to upload:

- Within the application under “Review Applications”



- The COOL landing page, “Upload File:”



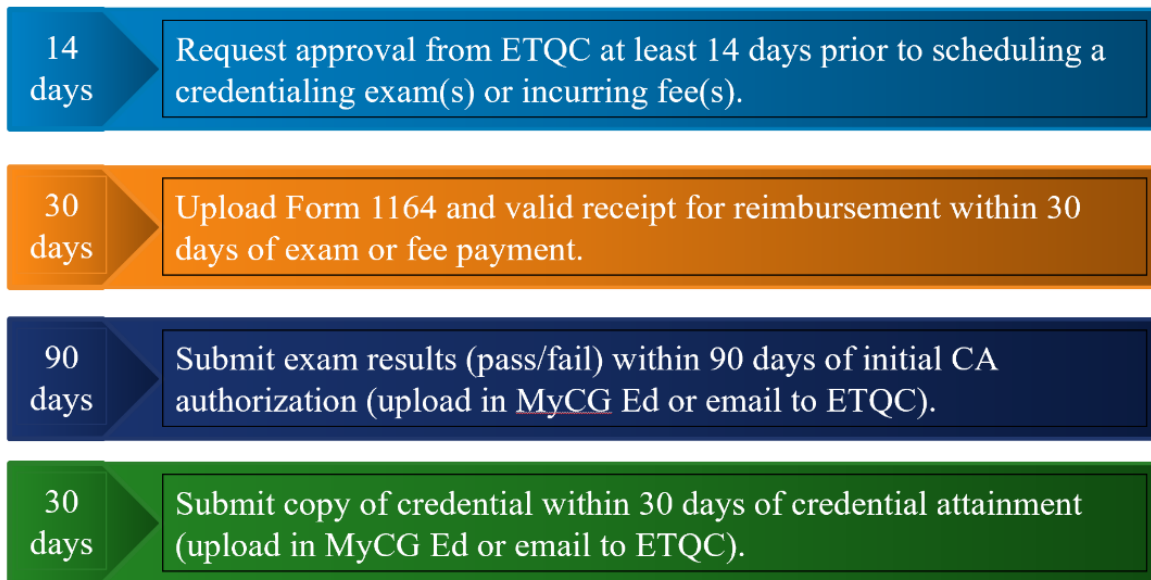
#### F. Step 4 - Get Your Credential.

1. After the credentialing assistance (CA) request has been authorized and fees have been paid, complete the credentialing requirements through the credentialing agency.
2. Arrange exams, renewals, etc. through the agency/organization responsible for the credential.
3. Ensure you understand the requirements to keep the credential(s) current.

#### G. Step 5 – Report Results.

1. Submit a legible copy of your credential within 30 calendar days of attainment.
2. Exam results and completed credential can be uploaded in MyCG Ed or emailed to ETQC.
3. ETQC will enter completed credential into Direct Access and the Joint Services Transcript (JST).

#### H. Timeline.



1. **Request approval from ETQC at least 14 calendar days prior to and no more than 90 days prior to scheduling a credentialing exam(s) or incurring any fee(s) (i.e., including registering for, scheduling, or taking an exam). Payment of credentialing fees prior to authorization from ETQC is at the member's expense and will not be reimbursed.**
2. Electronically endorse and submit Request for Miscellaneous Reimbursement (OF-1164) with valid receipts to ETQC within 30 calendar days of exam/fee date.
3. Submit legible copy of official pass or fail exam results (as applicable), on official agency letterhead (if applicable), to ETQC within 90 calendar days of authorization of CA. Failure to provide a copy of official exam results (if applicable) may result in recoupment of funds.
4. Submit a legible copy of credential(s) to ETQC within 30 calendar days of credential attainment, for entry into Direct Access. Failure to provide a legible copy of credential(s) may result in recoupment of funds.

#### I. Repayment Procedures.

If exam results and/or completed credential is not submitted in accordance with COMDTINST 1540.10, ETQC will initiate the recoupment process. Pay garnishment will be determined by PPC-MAS IAW the COMDTINST M7220.29 and the Personnel & Pay Procedures Manual, PPCINST M1000.2 (series).

J. Merchant Mariner Credentials (MMC).

1. Submit application request in MyCG Ed and ETQC will coordinate with the Military to Mariner (M2M) program office to ensure eligibility. The M2M office will contact you to review policies, procedures, and options.
2. The National Maritime Center (NMC) has waived MMC fees for most active duty members. NMC - [National Maritime Center \(NMC\) Home Page \(uscg.mil\)](https://www.uscg.mil/nmc/home)  
NMC Policy Letter:  
  
<https://cg.portal.uscg.mil/units/forcecom/VCP/M2M%20Library/CG-MMC-Policy-Letter-02-20.pdf>
3. IAW ALCOAST 177/22, Credentialing Assistance has been expanded to pay for training courses required for merchant mariner credentials. The training provider for M2M/MMC related training must be approved by the National Maritime Center (NMC) - [https://www.dco.uscg.mil/nmc/training\\_assessments/](https://www.dco.uscg.mil/nmc/training_assessments/)
4. Submit training certificate of completion to ETQC.
5. For MMC questions, send message to [CGM2M@USCG.MIL](mailto:CGM2M@USCG.MIL)

K. Credentialing Assistance Support.

1. ETQC Support. ETQC is available to assist members and ESOs with questions regarding MyCG Ed, processes, and procedures. ETQC authorizes CA requests and records completed credentials in Direct Access (DA) and the Joint Services Transcript (JST).
2. Inquiries. Inquiries should be sent to the primary customer service shared mailbox at [ETQC-SMB@CGCOOL.MIL](mailto:ETQC-SMB@CGCOOL.MIL).
3. Credentials not on CG COOL. If a credential is not listed on the CG COOL website, send request to [CGCOOL@USCG.MIL](mailto:CGCOOL@USCG.MIL) and include certification name and credentialing agency's website. The request will be evaluated and reviewed by the Joint COOL consortium to determine if the credential meets the DOD eligibility requirements.
4. Changes and Cancellations of the CA request. Notify ETQC as soon as possible with any changes or cancellations.

#### L. Preparation and Resources.

1. There are many credentials available that relate to members training and experience. Therefore, it is important to thoroughly research and determine how training, education, and experience relates to the credential being sought. When researching credentials, consider the following:
  - a. Experience and background. Work experience and background may fulfill the requirements for the licensure/certification. While searching for a credential using CG COOL, note your rating, designator, collateral duty, out-of-rate assignment, and/or academic accomplishments. As you advance through your career, each advancement may relate to the subsequent level credential.
  - b. Timing. Consider how long a credential might take to achieve as a part of your decision-making process. It is important to take into consideration that experience equates to time and some credentials may require you to earn and maintain a credential for a specific amount of time before you can apply for the next level. For example, a Journeyman electrician is required to serve an hourly equivalent of two years before the next credentialing level.
  - c. Credentialing Eligibility. Each credentialing agency establishes their specific requirements (pre-requisites). These requirements include education, training, experience, etc. Carefully consider the required pre-requisites listed on the CG COOL site and ensure you have the required experience and training.
  - d. Preparation Resources. There are many resources available to assist members with preparation and training:
    1. SkillPort. A leading commercial provider of on-demand training and e-learning solutions for global enterprises, government and education agencies. <https://uscg.skillport.com/skillportfe/main.action#whatshappening>
    2. Department of Labor O\*Net. Detailed descriptions of the world-of-work for use by job seekers, workforce development and HR professionals, students, researchers, and more. <https://www.onetonline.org/>
    3. DoD MWR Library. Offers a vast array of study materials, books, and peer reviewed journal articles. <https://www.navymwrdigitallibrary.org>
    4. USMAP. The United Services Military Apprenticeship Program (USMAP) website provides active duty members of the Navy, Marines, Coast Guard, and Army with a streamlined ability to identify and register for Apprenticeships. <https://usmap.netc.navy.mil/usmapss/static/index.htm>

5. Career Path Decide. See pathway options based on your skills, interests, and values. Find apprenticeships, licenses, certificates, and degrees.  
<https://www.dantes.doded.mil/EducationPrograms/PrepForCollege/CareerPathDecide.html>
6. MilGears. MilGears helps service members connect their learning and experience to career and education opportunities. The Engage My Career (EMC) tool helps service member's make a record of their education, training, & skills, see how their experience compare to the requirements for civilian & federal occupations, & access job postings/opportunities.  
<https://milgears.osd.mil/>

M. Additional Information and Important Reminders.

1. Meet with your Education Services Officer (ESO) to discuss career goals, options, resources, and to review your MilGears assessment.
2. If multiple fees are required for exams (application fee, books, exam), include all fees in the SAME application. Additionally, submit fees (and itemized receipts) on the OF-1164. Contact ETQC to add the additional fee(s) to the application if not included in the original submission.
3. Submit separate applications for training courses and exams. Select the appropriate choices in the CA application related to your request.
4. Books, Study Guides, Prep Materials should be entered with the exam fee. Submit itemized receipt(s) with the OF-1164 reflecting prep materials and exam fees.
5. Waivers: Send request to ETQC's shared mailbox ([ETQC-SMB@CGCOOL.MIL](mailto:ETQC-SMB@CGCOOL.MIL)) for review and consideration.

N. References.

1. National Defense Authorization Act (NDAA) 2015, Section 551.
2. Coast Guard Voluntary Credentialing Program (VCP) Policy - [COMDTINST 1540.10](#)
3. Policy Update - [ALCOAST 011/22](#)
4. Policy Update - [ALCOAST 177/22](#)

Table M.1. Websites and Contacts

CG COOL Website	<a href="https://www.cool.osd.mil/uscg/">https://www.cool.osd.mil/uscg/</a>
Questions about approved credentials and agencies displayed on CG COOL website	<a href="mailto:CGCOOL@USCG.MIL">CGCOOL@USCG.MIL</a>
Customer Service for ESOs and Members	<a href="mailto:ETQC-SMB-CGCOOL@USCG.MIL">ETQC-SMB-CGCOOL@USCG.MIL</a> 757-756-5300
ETQC Portal Site	<a href="https://cg.portal.uscg.mil/units/forcecom/ETQC/credentialingsite/SitePages/Home.aspx">https://cg.portal.uscg.mil/units/forcecom/ETQC/credentialingsite/SitePages/Home.aspx</a>
ETQC Public Site	<a href="https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Coast-Guard-Credentialing-Online-COOL/">https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Coast-Guard-Credentialing-Online-COOL/</a>
Merchant Mariner (M2M) Portal	<a href="https://cg.portal.uscg.mil/units/forcecom/VCP/SitePages/Military%20to%20Mariner%20(M2M).aspx">https://cg.portal.uscg.mil/units/forcecom/VCP/SitePages/Military%20to%20Mariner%20(M2M).aspx</a>
Military- to- Mariner (M2M) Office	<a href="mailto:HQS-SMB-CGM2M@USCG.MIL">HQS-SMB-CGM2M@USCG.MIL</a>
MilGears	<a href="https://milgears.osd.mil/">https://milgears.osd.mil/</a>
MyCG Ed Portal	<a href="https://myeducation.netc.navy.mil">https://myeducation.netc.navy.mil</a>
Approved Training Courses	MMC Courses - <a href="https://www.dco.uscg.mil/nmc/training_assessments/">https://www.dco.uscg.mil/nmc/training_assessments/</a> Dept of Veteran's Affairs - <a href="https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do">https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do</a> Dept of Labor Site - <a href="https://www.careeronestop.org/LocalHelp/EmploymentAndTraining/find-WIOA-training-programs.aspx">https://www.careeronestop.org/LocalHelp/EmploymentAndTraining/find-WIOA-training-programs.aspx</a>