



U.S. Department of Defense

**my** Career  
Advancement  
Account



## ETP Template

### SPOUSE EDUCATION AND CAREER OPPORTUNITIES • MY CAREER ADVANCEMENT ACCOUNT SCHOLARSHIP

## Education and Training Plan

Prior to requesting financial assistance from the My Career Advancement Account Scholarship, schools/organizations and military spouses are required to work together to develop an Education and Training Plan. Before any funding can be approved, this plan will be uploaded in PDF format by the spouse to their MyCAA account for review. Spouse Education and Career Opportunities program staff will review the ETP to ensure it contains coursework required for the spouse's training and education goals and will lead to employment in their chosen career field. Decisions on the approval or disapproval of this plan can take up to 14 calendar days and may require the spouse to consult with a SECO career coach.

#### Student Information

Student Name:

School-issued Student ID:

#### School Information

Name Including Campus:

Street Address:

City, State, ZIP Code:

Phone Number:

School Website URL:

Program and type of education OR training being funded (see instructions for additional information)	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

MyCAA Plan Type (check one)	Enter Additional Goal Details	Certification or Licensure Information (if applicable)
<input type="checkbox"/> Associate Degree		
<input type="checkbox"/> Certification		
<input type="checkbox"/> License		
<input type="checkbox"/> CEU		

List all individual courses required for degree or program. You can insert a complete course listing within this PDF for associate degree programs.

[illegible]

### Previously Completed Coursework or Transferred Credits

List all previously completed coursework or transferred credits from previously attended colleges and/or universities.

Institution	Course Title	Credit Hours	Year Attended

Total Tuition Cost:

Program/Degree Duration:

Program/Degree Start Date:

Estimated Completion Date:

Course Delivery Format:

Program/Degree Overview:

### School Official Verification

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 Email and Phone Number

# Education and Training Plan Guidance

## 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.

### STUDENT INFORMATION

1. Enter student name that must exactly match the name as registered in Defense Enrollment Eligibility Reporting System.
2. Enter student's school-issued ID number, if applicable. If school does not issue student ID, enter N/A in this field.

### SCHOOL CONTACT INFORMATION

1. Enter school name, including campus that student will attend.
2. Enter location of the school or campus.

### PROGRAM AND TYPE OF EDUCATION OR TRAINING BEING FUNDED (SEE INSTRUCTIONS FOR ADDITIONAL INFORMATION):

1. Check program type and add the name of program/degree or name of license being supported by CEUs.
2. List certification or licensure student is pursuing after program completion.

### COURSE BREAKDOWN

1. Enter program code and title or each course code and title required for the degree/program. Include all transfer credits and previously completed coursework.
2. A complete course listing may be attached within this document 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  
Example of number = 1001
5. Enter number of credits for each course (if applicable) in Column 3 of this section. Use this formula for converting contact hours to semester hours: Divide total number of contact/class hours by 45 = semester hours.
6. The MyCAA Scholarship will pay for a maximum of nine hours of remedial coursework. The courses must be listed on the plan along with a separate document stating the spouse must take the courses.

### TOTAL TUITION COST

Include course tuition only and exclude fees of any kind, books, supplies, equipment, uniforms, computers and electronic devices of any kind. Certification or license exam voucher can be included.

### PROGRAM/DEGREE DURATION

Duration of program/degree from start to finish stated in days, weeks, months, years or clock hours.

### **PROGRAM/DEGREE START DATE**

Date student will attend first program/degree course (even if in the past for associate degrees) stated as day, month and year.

### **ESTIMATED PROGRAM/DEGREE COMPLETION DATE**

Date student is anticipated to complete program/degree coursework stated as day, month and year.

### **COURSE DELIVERY FORMAT**

Enter online, on campus or hybrid.

### **PROGRAM/DEGREE OVERVIEW**

Enter a complete program/degree overview including any specific information required according to guidance below.

### **SCHOOL OFFICIAL CERTIFICATION**

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. All previously completed coursework or transferred credits from another institution should be noted and listed accordingly on the document. Coursework listed should equate to a full associate degree.
2. No bachelor's or master's degree courses will be accepted.
3. The duration of an associate degree course cannot exceed 12 months.

### **LICENSES/CERTIFICATIONS**

1. All courses, blocks of study or modules must be listed on the ETP document.
2. The name of the license/certification and certifying agency 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 duration of a license or certification program cannot exceed 18 months.

**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 on a course-by-course basis after the ETP is approved and course start/end dates are known. Financial assistance 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.