

# AF Credentialing Opportunities On-Line

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Please log on to the site @ <https://auservicedesk.af.edu> and use your email address as your user name and create a password. Select Student Request, CCAF Request, and use the inquiry type in the request drop down menu to select AF COOL or Professional Certifications.

## **Basic Airmen Eligibility Criteria**

The AF COOL is a Total Force Enlisted program. It includes all enlisted AFSCs for RegAF, AFRES, ANG, and USSF. Funding will be provided for RegAF, USSF, AFRES, and ANG members on Title 10 or Title 32 (502F) active duty orders. Funding will not exceed a maximum of \$4,500 per lifetime per Air and Space professional.

Enlisted RegAF, USSF, AFRES, and ANG component members participating in the Air Force COOL program must meet the following eligibility requirements:

- Possess a 5-skill level in their Primary Air Force Specialty Code
- Do not have an UIF
- Not on a Control Roster
- Current on their most recent Fitness test at the time of application
- Have a profile in AFVEC with an

approved credentialing goal

- Must obtain supervisor approval and complete the entire credential while on active duty status

Although the AF COOL program has expanded to allow Air and Space professionals to obtain unlimited credentials and licenses with their \$4,500 cap, eligible members may attain only one credential at a time per category, i.e., Primary AFSC/Leadership, at AF expense. The AF will pay for the exam(s), books (NTE \$500), admin/application fees, and recertification fees necessary for that one credential. Once the credentialing goal has been approved by the supervisor and supporting documentation uploaded into the educational goal (itemized price quote, vendor approval template, application, etc.), the member must create a separate funding request for each item – exams and/or books – and ensure the request matches the provided price quote. Senior NCOs (E-7 through E-9) may also be eligible for leadership and management credentials.

The AF COOL Program has also expanded to allow for one non-AFSC related credential and one completed degree-associated credential, bachelors or higher.

If a member fails the non-AFSC credential, he/she will be required to repay the cost of the credential. However, the maximum allowable lifetime benefit per Air and Space professional is still \$4,500. This includes Senior NCO leadership, non-AFSC, and degree-associated credentials, and any re-certifications (if applicable, and with certain restrictions). Some exams may be very expensive while others are relatively inexpensive. Regardless of the cost, Air and Space professionals may only complete one AFSC-related credential, non-AFSC credential, or degree-associated credential at a time and, if eligible, one leadership credential. (NOTE: Recertification costs are paid by AF COOL only if the initial certification was also paid for with AF COOL funding).

Air and Space professionals cannot choose another certification until their results for previously taken exam(s), pass or fail, have been submitted. It is imperative that members choose a credential wisely and prepare for the exam. Members who fail to submit their grades within 120 days of test completion may be responsible for recoupment of some or all funding. For more information, consult with your base Education and Training Office or AF COOL Credentialing Program Office.

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