NAVY CREDENTIALING PROGRAM
PROFESSIONAL CERTIFICATION AND LICENSING VOUCHER REQUEST

EMAIL

Or Fax
(850)452-6897

PRIVACY ACT STATEMENT

"For Official Use Only - Privacy Sensitive - Any misuse or unauthorized disclosure may result in civil or criminal penalties."

AUTHORITY: 10 USC 5013, 10 USC 2015; 5 USC 301; and SORN NM01560-01.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing certification exam vouchers submitted by Department of the Navy (DON) personnel.

ROUTINE USE(S): The requested information will be used by Department of Defense (DOD) and Department of the Navy (DON) military, civilian and contractor personnel who have a need to know in the performance of their official duties for the administration of the Navy Credentialing/Navy COOL Program.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in denial of voucher request.

PENALTY STATEMENT

Any person knowingly making false, fictitious, or fraudulent claims upon or against the United States Government may be imprisoned for up to five years (18 USC 287 and 1001, and 31 USC 3729).

PART 1 - EMPLOYEE INFORMATION

1. FULL NAME *(LAST FIRST MIDDLE - ALL CAPS)*:	2.EDIPI:

MILITARY:	CIVILIAN (Information Assurance workforce ONLY):
3. Paygrade *(i.e. E6, 03)*:	4. Paygrade *(i.e. GS-11)*:
Enlisted Rating *(i.e. HM)*:	
Officer Designator *(i.e. 1650)*:	Job Series *(i.e. 0343)*:

5. If request is for a certification **required IAW DOD 8570.1M** - Information assurance Workforce, please indicate your IA position and IA Level *(i.e. IAT-2) (you must be properly registered in TWMS)*: IAT- IAM- CND- IASAE-

6. If requesting exam funding for a credential that is **NOT** mapped to your rating, in which rating or occupation *(as listed on Navy DOOL Search Page)* are you performing duties?

7. COMMAND UIC:	8. COMMAND NAME *(i.e. CVN 68 NIMITZ)*:

9. APPLICANT OFFICIAL "**.mil**" EMAIL ADDRESS:

DUTY STATUS *(Check One)*:	OFFICE PHONE	FAX
10. ACTIVE DUTY: ☐	11. COUNTRY CODE *(If Applicable)*:	12. COUNTRY CODE *(If Applicable)*:
RESERVE: FTS ☐ SELRES ☐	Commercial: *(Include Extension)*	Commercial: *(Include Extension)*
EAOS *(dd mmm yyyy)*:	DSN: *(Include Extension)*	DSN: *(Include Extension)*

* Military members - If EAOS is less than 1 year - see highlighted note on page 3 of this voucher request document

PART 2 - CERTIFICATION/LICENSE HISTORY

13. PROFESSIONAL CERTIFICATION/LICENSES HELD *(List)*:	DATE AWARDED *(dd mmm yyyy)*	EXPIRATION DATE *(dd mmm yyyy)*
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

14. FULL NAME *(LAST FIRST MIDDLE - ALL CAPS)*:	2. EDIPI:

PART 3 - REQUEST FOR CERTIFICATION/LICENSE EXAM VOUCHER

15. NAME OF CERTIFICATION/LICENSE EXAM YOU WANT FUNDED *(As found on COOL)*: *(i.e. Certified Technical Trainer (CTT+) or Six Sigma Green Belt (SSGB))*	
	NEW/FIRST TIME TAKING EXAM ☐
	RECERT OF CREDENTIAL IN PART 2 ☐
	MAINTENANCE FEE OF CREDENTIAL IN PART 2 ☐
	EXAM RE-TAKE *(IA Workforce Only)* ☐

16. CREDENTIALING ORGANIZATION/COMPANY *(i.e. CompTI)*:

17. TESTING LOCATION *(i.e. on-base, off-base, oconus and City/Couhntry)*:

18. DATE YOU INTEND TO TAKE EXAM *(Let us know in comments below why if beyond 60 calendar days)*:

19. COMMENTS:

PART 4 - ACKNOWLEGEMENTS *(Completed By Applicant **And** Verified In Part 5 By Command Approving Official)*

20. The command approving official must verify member is currently working, and has experience, in the position for which the credential is tied to. * Command Approving Official must be Command IAM (for IA voucher), or Command Career Counselor, or E7 or above, or DON Civil Service designated by the Commanding Officer. ☐	21. The credential being sought is specifically identified as Navy-funded on the Navy COOL Web site for the member's rating, job, or occupation identified with the NAVY $ icon. Navy $ ☐
22. The member has reviewed the credentialing agency's Web site and verified that he/she has met all the agency's pre-requisites, application requirements, education, and experience requirements to be eligible for the exam. ☐	23. The member must not have received exam funding from any other source that would constitute a duplication of payment, such as, GI Bill, local Command funding, or DANTES. ☐
24. The Navy Credentials Program Office must receive the voucher request from the member of command approving Official - NO LESS THAN seven (7) business days PRIOR to the exam date. - Exceptions may be reviewed on a case-by-case basis. ☐	25. The member shall have, at a minimum, one year remaining employment/service obligation.. ☐
26. Under no circumstances shall the member (or member's command/organization) register, take, participate in, schedule, or otherwise obligate the member or Government in any Navy-funded credentialing program or exam without completed and comfirmed funding from the Navy Credentials Program Office. ☐	27. The member must report examination results (pass, fail) to Credentials Program Office within 30 calendar days of taking the Exam. If pass, also notify personnel office to get entry into Service Record and provide certification or license document to Navy College Office for input to SMART/ETJ. ☐

PART 5 - CERTIFICATION AND SIGNATURE OF APPLICANT

* I agree to allow the Credentialing Provider and/or Testing Center to release my credentialing exam pass/fail results and/or credentialing status to the Credentials Program Office.
* I will take the exam within 60 days & report pass/fail results to navycool@navy.mil within 30 days of the exam.
* I certify that all statements in my application are true and correct to the best of my knowledge and belief.

28. FULL NAME *(Printed/Typed)*:

29. DATE SIGNED *(dd mmm yyyy)*:	30. SIGNATURE OF APPLICANT:

PART 6 - COMMAND APPROVAL (Command Approving Official)

I certify applicant was counseled and determined eligible for the stated credentialing examination.
I have reviewed this form and applicant meets prerequisites, EAOS, and credential requirements stated in PART 4 above.

As Command Approving Official, I will ensure applicant reports exam results within 90 days of my signature.

31. **APPROVED** VOUCHER REQUEST: ☐	32. **DISAPPROVED** VOUCHER REQUEST: ☐
33. FULL NAME *(Last, First MI)*:	36. RANK OR OFFICE TITLE:
37. OFFICIAL EMAIL ADDRESS:	38. OFFICE PHONE NUMBER: *(Include Extension)*
39. DATE SIGNED *(dd mmm yyyy)*:	40. SIGNATURE:

IF ELECTRONIC (.PDF) APPLICATION IS EMAILED, SIGNATURE BLOCKS IN PARTS 5 AND 6 MUST INCLUDE CAC DIGITAL SIGNATURES. IF FAXED, OR SCANNED INTO AN EMAIL, PARTS 5 AND 6 MUST HAVE A WET SIGNATURE (HAND-SIGNED).

Credentials Program Office Contact Information:

U.S. Navy Credentials Program Office
Center for Information Dominance
Corry Station, Bldg 502 Rm 104E
Pensacola, FL 32511

Voice Comm: (850)-452-6683, 6664, 6324, 6287
Voice DSN: 922-6683, 6664, 6324, 6287
Fax Comm: (850) 452-6897
Fax DSN: 922-6897

E-Mail: navycool@navy.mil

Office Hours: Monday - Friday 0700 - 1600 (Central Time Zone)

Voucher Request Tips:

- Send in one voucher request form for each certification (If certification requires multiple exams, indicate this in Part 3)

- Ensure form Parts 1 through 6 are complete - Command approving official must verify entire form.

- Ensure your e-mail address is correct and is a ".mil" e-mail address. (This is how we will communicate your exam payment to you)

- Ensure EAOS reflects a minimum of one year remaining in-service.

  ***Military Members - If EAOS is less than one year and you intend to reenlist/extend, you must submit a special request or other official documentation approved by your chain of command, reflecting your intent to reenlist/extend. Submit/fax your completed Special Request Chit/documents along with this voucher request form. Example of wording on the chit request:**

  "Respectfully request to participate in Navy-funded credentialing program. I intend to reenlist/extend to meet EAOS requirement"

- E-mailed forms must come from command approving official's ".mil" e-mail address. (This is our way to validate that the request is approved and from a trusted source).

- In most cases, you must schedule and take the credential exam within 60 calendar days from acceptance of your application. If your certification/license exam process takes longer than 60 days please call or e-mail the Navy Credentials Program Office so we can make a note in your record. Vouchers not used in the timeframe you have coordinated with us will be recalled and you will no longer be authorized to use the voucher. A time waiver for going beyond 60 calendar days can be done, but we do this on a case-by-case basis.

IMPORTANT NOTE - If the Navy Credentials Program is expected to fund the credentialing exam -
Under no circumstances shall the member (or member's command/organization) register, take, participate in, schedule, or other wise obligate the member or Government in any Navy-funded credentialing program or exam without completed and confirmed funding from the Navy Credentials Program Office.