

MyCAA Spouse Education and Training Plan Guidance

Prior to requesting MyCAA financial assistance (FA), military spouses are required to develop an Education and Training Plan (E&TP) and upload it to their MyCAA Account for approval by a Spouse Education and Career Opportunities (SECO) Counselor. This package may contain several pages of information (see samples).

Required information:

- ✓ Correct name of school and campus location
- ✓ School's website URL (for plans that are copied from a school website)
- ✓ Program name
- ✓ All courses (or the block of study) for which MyCAA financial assistance will be used (include course names/titles/codes). NOTE: Only courses listed in the spouse's Education & Training Plan (E&TP) will be approved for MyCAA funding. Be sure to list a range of possible "elective" courses that meet academic requirements. Once approved, spouses cannot add additional courses to plan.

Acceptable Source Formats:

- ✓ School letterhead with program of study course information, or
- ✓ School brochure with program of study course information, or
- ✓ School's course catalog (pertinent pages only) that clearly identifies school and program name, or
- ✓ School's website (pertinent pages only) that clearly identifies school name (e.g. URL), or
- ✓ School's Student Education Plan with program of study information

Acceptable File Formats:

- ✓ Word Document (.doc)
- ✓ Excel Spreadsheet (.xls)
- ✓ PDF (.pdf)

NOTE: Once spouses have uploaded their plan into their MyCAA Account, a SECO Counselor will review and approve the E&TP to confirm that it:

- Leads to a recognized license, certificate, certification or Associate's degree (not in General Studies or Liberal Arts).
- Contains coursework that will help the spouse pursue gainful employment in a Portable Career Field and Occupation.

Spouses will receive a notice in their MyCAA Account Message Box when their plan is approved. Approval can take up to 14 calendar days. Remember to request MyCAA financial assistance (FA) on a course-by-course basis after the E&TP is approved and course start/end dates are known.