

# Standard Operating Procedure (SOP)

Army National Guard

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Certification and Licensure  
Reimbursement Program

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As of December 2011, DANTES no longer processes and reimburses Army National Guard Soldiers for licensure or certification exams. In order to continue the program, licensure and certification reimbursement requests will be processed through NGB.

### Eligibility

The Army National Guard will offer reimbursement for costs associated with earning a licensure or certification, to include: preparatory courses, cost of study materials, exam, fee, and registration fee. This reimbursement is only available for current ARNG service members; spouses, civilians, and contractors are not eligible. Reimbursements are subject to the availability of funding and priority is first come, first served. Service members must successfully pass the exam in order to be eligible for reimbursement. The following restrictions also apply:

- Costs for preparatory courses and study materials will only be reimbursed if they are not currently available for free through Army e-learning.
- Courses that are eligible for Federal Tuition Assistance are not eligible for reimbursement through this program.
- Only examinations in which a Soldier received a passing score will be eligible for reimbursement.
- No retakes will be eligible for reimbursement.
- A Soldier may only be reimbursed once for costs associated with earning a particular licensure or certification.
- Each part of a multiple step certification and licensure exam will be eligible for reimbursement.
- The former DANTES restriction of only one reimbursement per Soldier, per lifetime has been lifted. Soldiers are eligible to submit multiple reimbursement requests.
- Medical and dental certification or licensure reimbursement will only be available to current AMEDD students, or recent graduates. Recent graduates will be eligible for reimbursement if the certification or licensure exam has been taken within a year of graduation.
- Requests for reimbursement must be submitted within 180 calendar days of the exam date with the exclusion of exams taken during FY12 must be requested by 15 September 2012.
- Service members must have a [GoArmyEd](#) account in order to be eligible for reimbursement.

### Reimbursement Process

1. Soldier verifies that the licensure/certification exam is on the list of eligible exams.
2. Soldier takes the exam.
3. Soldier requests GoArmyEd account, if one is not already established.

4. Soldier provides the following documents to the State Education Office.
  - a. A copy of the score report.
  - b. Proof of payment for any preparatory courses, study materials, registration fee, and exam fee.
    - i. Proof of payment must show:
      1. What was purchased,
      2. The cost of the purchase, and a
      3. Transaction id, or comparable, showing the payment was processed.
  - c. Completed reimbursement form.
  - d. Current ASR students must also provide a copy of their orders assigning them as students. Current PA students must provide a copy of their 70B orders. Recent graduates must provide a copy of the graduation certificate and diploma showing the date of graduation.
5. The State Education Office will:
  - a. Verify the status of the Soldier.
  - b. Verify eligibility of the exam for reimbursement.
  - c. Enter the test score in GoArmyEd.
  - d. Work with the USPFO and the Soldier to complete the SF1034 (sample copy provided).
    - i. Since reimbursement requests will be processed through GFEBS, the State will be required to include a Vendor ID on the SF1034 for each Soldier.
    - ii. If a Soldier does not currently have a Vendor ID, one will need to be created for them.
    - iii. As of FY13, Vendor IDs will be established for all ARNG Soldiers.
  - e. Send the reimbursement packet containing the following items to [ngtesting@ng.army.mil](mailto:ngtesting@ng.army.mil):
    - i. Copy of score report
    - ii. Proof of payment
    - iii. Completed reimbursement form
    - iv. Completed SF1034
    - v. For ASR students, orders showing student status
    - vi. For recent ASR graduates, graduation certificate or diploma
6. The Testing, Licensing, and Certification Program at NGB will:
  - a. Log all incoming reimbursement requests
  - b. Verify eligibility of reimbursement requests
  - c. Review reimbursement packet for accuracy and completion
  - d. Ensure all test scores are reporting in GoArmyEd
  - e. Route for internal processing

## **Eligible Certification/Licensure Exams**

The following list contains licensure and certification exams eligible for reimbursement. Soldiers may request reimbursement for licensure or certification exams not listed below to be considered on a case by case basis.

### **AACE International (AACEI)**

<http://www.aacei.org>

- Certified Cost Consultant (CCC)

### **American Association of Bioanalysts (AAB) Board of Registry**

(Formerly The Credentialing Commission of the International Society for Clinical Laboratory Technology (ISCLT). <http://www.aab.org>)

- Registered Medical Technologists MT (AAB)
- Medical Laboratory Technician MLT (AAB)
- Physicians Office Laboratory Technician POLT (AAB)
- Phlebotomy Technician PBT (AAB)

### **American Board for Certification of Teacher Excellence (ABCTE)**

<http://www.abcte.org>

- Passport to Teaching Certification
- American Board Reading Endorsement
- Master Teacher Certification
- Longitudinal Study

### **American Board General Dentistry (ABGD)**

(Formerly The Certified Board of General Dentistry (CBGD))

<http://www.agd.org>

- Certified General Dentist

### **American College of Forensic Examiners International**

[http://www.acfei.com/forensic\\_certifications/crfa](http://www.acfei.com/forensic_certifications/crfa)

- Certified Forensic Accountant (Cr.FA)

### **American College of Healthcare Executives (ACHE)**

<http://www.ache.org>

- Board of Governors Examination in Healthcare Management (BOG)

## **American Correctional Association (ACA)**

<http://www.aca.org>

- Certified Corrections Executive (CCE)
- Certified Corrections Manager (CCM)
- Certified Corrections Supervisor (CCS)
- Certified Corrections Officer (CCO)
- Certified Corrections Executive/Juvenile (CCE/Juv)
- Certified Corrections Manager/Juvenile (CCM/Juv)
- Certified Corrections Supervisor/Juvenile (CCS/Juv)
- Certified Corrections Officer/Juvenile (CCO/Juv)
- Certified Corrections Manager (CCM/STG)
- Certified Corrections Supervisor (CCS/STG)

## **Accredited Council of Accountancy for Taxation (ACAT)**

<http://www.acatcredentials.org/credentials/ABA.htm>

- Accredited Business Accountant (ABA)

## **American Council on Exercise (ACE)**

<http://www.acefitness.org>

- Group Fitness Instructor Certification
- Personal Trainer
- Lifestyle & Weight Management Consultant
- Clinical Exercise Specialist Certification

## **American Hotel & Lodging Educational Institute (AH&LA)**

<http://www.ei-ahma.org>

- Certified Hotel Administrator (CHA)
- Certified Hospitality Instructor (CHI)
- Certified Lodging Manager (CLM)
- Certified Lodging Security Director (CLSD)
- Certified Hotel Administrator (CHA)
- Certified Hospitality Instructor (CHI)
- Certified Lodging Manager (CLM)
- Certified Lodging Security Director (CLSD)
- Certified Rooms Division Executive (CRDE)
- Certified Food and Beverage Executive (CFBE)
- Certified Hospitality Housekeeping Executive (CHHE)

- Certified Human Resources Executive (CHRE)
- Certified Engineering Operations Executive (CEOE)
- Certified Hospitality Sales Professional (CHSP)
- Certified Hospitality Department Trainer (CHDT)
- Certified Hospitality Supervisor (CHS)
- Certified Lodging Security Supervisor (CLSS)
- Certified Lodging Security Officer (CLSO)
- Master Hotel Supplier (MHS)
- Certified Hospitality Trainer (CHT)
- Certified Gaming Supervisor (CGS)
- Certified Government Property Supervisor (CGPS)
- Certified Government Property Technician (CGPT)
- Certified Government Property Manager (CGPM)
- Certified Hospitality Educator (CHE)
- Hospitality Financial & Technology Professionals (HFTP)

#### **American Institute of Constructors (AIC)**

<http://www.aicnet.org>

- Certified Professional Constructor (CPC)
- Associate Constructor (AC)

#### **American Institute of CPAs (AICPA)**

<http://www.aicpa.org/Pages/Default.aspx>

- Accredited in Business Valuation (ABV)
- Certified in Financial Forensics (CFF)
- Certified Public Accountant (CPA)

#### **American Medical Technologists (AMT)**

<http://www.amt1.com>

- Registered Medical Assistant (RMA)
- Medical Technologists (MT)
- Medical Laboratory Technician (MLT)
- Registered Dental Assistant (RDA)
- Registered Phlebotomy Technician (RPT)
- Certified Medical Administrative Specialist (CMAS)
- Certified Office Laboratory Technician (COLT)
- Allied Health Instructor (AHI)
- Certified Laboratory Consultant (CLC)

## **American Institute of Professional Bookkeepers (AIPB)**

<http://www.aipb.org>

- Certified Bookkeeper (CB)
- Adjusting Entries
- Error Correction
- Payroll
- Depreciation
- Inventory
- Internal Control and Fraud Prevention

## **American Nurses Credentialing Center (ANCC)**

<http://www.ana.org/ancc>

- Registered Nurse, Certified
- Registered Nurse, Certified Specialist

## **American Payroll Association (APA)**

<http://www.americanpayroll.org/certification/certification-cppinfo/>

- Certified Payroll Professional (CPP)

## **American Society for Industrial Security (ASIS)**

<http://www.asisonline.org>

- Certified Protection Professional (CPP)
- Professional Certified Investigator (PCI)
- Physical Security Professional (PSP)

## **American Society for Quality (ASQ)**

<http://www.asq.org>

- Calibration Technician (CCT)
- HACCP Auditor (CHA)
- Mechanical Inspector (CMI)
- Quality Auditor (CQA)
- Quality Inspector (CQI)
- Certified Biomedical Auditor (CBA)
- Quality Engineer (CQE)
- Quality Improvement Associate (CQIA)
- Quality Manager
- Quality Process Analyst (CQPA)

- Quality Technician (CQT)
- Reliability Engineer (CRE)
- Six Sigma Black Belt (SSBB)
- Six Sigma Green Belt (SSGB)
- Software Quality Engineer (CSQE)
- Manager of Quality/Organizational Excellence (CMQ/OE)

### **American Society of Military Comptrollers (ASMC)**

<http://www.asmconline.org>

- Certified Defense Financial Manager (CDFM)

### **American Speech-Language-Hearing Association (ASHA)**

<http://www.asha.org>

- Certificate of Clinical Competence

### **Association of Boards of Certification-Uniform Program for Reciprocity (ABC)**

<http://www.abccert.org>

- Water Treatment Distribution
- Wastewater Treatment
- Wastewater Lab Analysis
- Industrial Wastewater
- Physical/Chemical
- Very Small Water System
- Small Wastewater Systems/Lagoons
- Water Lab Analysis

### **Association of Certified Fraud Examiners (ACFE)**

<http://www.acfe.com>

- Certified Fraud Examiner (CFE)

### **Association of Government Accountants (AGA)**

<http://www.agacgfm.org>

- Certified Government Financial Manager (CGFM)

**Association of Professionals in Business Management (APBM)**

<http://www.apbm.org>

- Certified Business Manager (CBM)

**Association of State and Provincial Psychology Boards (ASPPB)**

<http://www.asppb.org>

- Psychologist

**Association for Financial Professionals (AFP)**

<http://www.afponline.org/pub/cert/ctp/html>

- Certified Treasury Professional (CTP)

**Board of Certification for Emergency Nursing (BCEN)**

<http://www.ena.org>

- Certified Emergency Nurse (CEN)
- Certified Flight Registered Nurse (CFRN)
- Certified Transport Registered Nurse (CTRN)

**Board of Certified Safety Professionals (BCSP)**

<http://www.bcsp.org>

- Certified Safety Professional (CSP)

**Business Espionage Controls & Countermeasures Association (BECCA)**

<http://www.becca-online.org>

- Certified Confidentiality Officer (CCO)

**Cardiovascular Credentialing International (CCI)**

<http://www.cci-online.org>

- Certified Cardiographic Technician (CCT)
- Registered Vascular Specialist (RVS)
- Registered Cardiac Sonographer (RCS)
- Registered Cardiovascular Invasive Specialist (RCIS)

## **The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)**

<http://www.sterileprocessing.org>

- Certified Sterile Processing and Distribution Technician
- Certified Sterile Processing and Distribution Supervisor
- Certified Sterile Processing and Distribution Manager
- Certified Surgical Instrument Technician
- Certified Sterile Processing and Distribution Ambulatory
- Surgery Technician

## **Certified Wireless Network Professional Program (CWNP)**

<http://www.cwnp.com>

- Wireless #
- Certified Wireless Network Administrator (CWNA)
- Certified Wireless Security Professional (CWSP)
- Certified Wireless Analysis Professional (CWAP)

## **Computing Technology Industry Association (CompTIA)**

<http://www.comptia.org>

- A+-Entry-Level Computer Service
- Network+-Network Support and Administration
- Server+-Server Hardware Technology
- Security +-Computer and Information Security
- HTI +-Home Technology Integration
- CTT+-Certified Trainer
- CDIA+-Document Imaging and Management
- i-Net+-Internet and Online Technologies
- Linux+-Linux Operating Systems
- RFID+-Integration Services of RFID Systems
- Project+-Project Management
- Convergence+

## **Council on Certification of Health, Environmental and Safety Technologists (CCHESST)**

<http://www.CCHESST.org>

- Occupational Health and Safety Technologist (OHST)
- Construction Health and Safety Technician (CHST)
- Safety Trained Supervisor (STS)

- Loss Control Specialist (LCS)

### **Dental Assisting National Board (DANB)**

<http://www.danb.org>

- Certified Dental Assistant (CDA)
- Certified Oral and Maxillofacial Surgery
- Certified Dental Practice Management Administrator
- (CDPMA)
- Certified Orthodontic Assistant (COA)

### **Electronics Technicians Association International (ETA-I) Electronics**

<http://www.eta-i.org>

- Basic/Entry Level Certification
- Certified Electronics Technician
- Certified Service Manager Computers
- Customer Service Specialist
- Fiber Optics and Data Cabling
- Satellite
- Computers
- FCC Licensing

### **Federal Aviation Administration (FAA)**

<http://www.faa.gov>

- FAA Airman Knowledge Mechanic Tests
  - Aviation Mechanic General (AMG)
- Aviation Mechanic Airframe (AMA)
  - Aviation Mechanic Power plant (AMP)

### **Forensic Certified Public Accountant Society (FCPAS)**

<http://www.fcpas.org>

- Forensic Certified Public Accountant (FCPA)

### **Healthcare Quality Certification Board (HQCB)**

<http://www.cphq.org>

- Certified Professional in Healthcare Quality (CPHQ)

## **Human Resource Certification Institute (HRCI)**

<http://www.hrci.org>

- Senior Professional in Human Resources (SPHR)
- Professional in Human Resources (PHR)
- Global Professional in Human Resources (GPHR)

## **Information Systems Audit and Control Association (ISACA)**

<http://www.isaca.org>

- Certified Information Systems Auditor (CISA)
- Certified Information Security Manager (CISM)

## **Institute for the Certification of Computing Professionals (ICCP)**

<http://www.iccp.org>

- Certificate in Data Processing (CDP)
- Certified Computer Programmer (CCP)
- Certified Systems Professional (CSP)

## **Institute for Personal Finance (IPF)**

<http://www.afcpe.org>

- Accredited Financial Counselor (AFC)
- Certified Housing Counselor (CHC)

## **Institute of Certified Professional Managers (ICPM)**

<http://www.icpm.biz>

- Certified Manager (CM)
- Certified Manager of Animal Resources (CMAR)

## **The Institute of Financial Operations (IFO)**

<http://www.iappnet.org>

- Certified Accounts Payable Professional (CAPP)

## **The Institute of Internal Auditors (IIA)**

<http://www.theiia.org>

- Certified Government Audit Professional (CGAP)
- Certified Internal Auditor (CIA)

## **The Institute of Management Accountants (IMA)**

<http://www.imanet.org>

- Certified Management Accountant (CMA)

## **International Association of Administrative Professionals (IAAP)**

*(Formerly Professional Secretaries International (PSI))*

<http://www.iaap-hq.org>

- Certified Professional Secretary (CPS)
- Certified Administrative Professional (CAP)

## **International Computer Driving License - United States (ICDL-US)**

<http://www2.icdlus.com>

- Computer skills (concepts of IT file management, word processing, spreadsheets, database, presentation, Internet and e-mail.)

## **International Food Service Executives Association (IFSEA)**

<http://www.ifsea.com>

- Certified Food Executive (CFE)
- Certified Food Manager (CFM)
- Certified Bar Manager (CBM)
- Master Certified Food Executive (MCFE)

## **International Information Systems Security Certification Consortium, Inc (ISC)2**

<http://www.isc2.org>

- Certified Information Systems Security Professional (CISSP)
- System Security Certified Practitioner (SSCP)

## **The Liaison Council on Certification for the Surgical Technologist (LCC-ST)**

<http://www.lcc-st.org>

- Certified Surgical Technologist
- Certified First Assistant

## **Microsoft**

<http://www.microsoft.com>

- Microsoft Certified Professional (MCP)

- 070-016 - Designing and Implementing Desktop Applications with Microsoft Visual C++ 6.0
- 070-028 - Administering Microsoft SQL Server 7.0
- 070-086 - Implementing and Supporting Microsoft Systems Management Server 2.0
- 070-100 - Analyzing Requirements and Defining Solution Architectures-Colombia Delivery Only
- 070-175 - Designing and Implementing Distributed Applications with Microsoft Visual Basic 6.0
- 070-176 - Designing and Implementing Desktop Applications with Microsoft Visual Basic 6.0
- 070-210 - Installing, Configuring, and Administering Microsoft Windows 2000 Professional
- 070-214 - Implementing and Administering Security in a Microsoft Windows 2000 Network
- 070-215 - Installing, Configuring, and Administering Microsoft Windows 2000 Server
- 070-216 - Implementing and Administering a Microsoft Windows 2000 Network Infrastructure
- 070-217 - Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure
- 070-218 - Managing a Microsoft Windows 2000 Network Environment
- 070-219 - Designing a Microsoft Windows 2000 Directory Services Infrastructure
- 070-220 - Designing Security for a Microsoft Windows 2000 Network
- 070-221 - Designing a Microsoft Windows 2000 Network Infrastructure
- 070-222 - Migrating from Microsoft Windows NT to Microsoft Windows 2000
- 070-223 - Installing, Configuring, and Administering Microsoft Clustering Services by Using Microsoft Windows 2000 Advanced Server
- 070-224 - Installing, Configuring, and Administering Microsoft Exchange 2000 Server
- 070-225 - Designing and Deploying a Messaging Infrastructure with Microsoft Exchange 2000 Server
- 070-226 - Designing Highly Available Web Solutions with Microsoft Windows 2000 Server Technologies
- 070-227 - Installing, Configuring, and Administering Microsoft Internet Security and Acceleration (ISA) Server 2000, Enterprise Edition
- 070-228 - Installing, Configuring, and Administering Microsoft SQL Server 2000 Enterprise Edition
- 070-229 - Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition
- 070-230 - Designing and Implementing Solutions with Microsoft BizTalk Server 2000, Enterprise Edition

- 070-232 - Implementing and Maintaining Highly Available Web Solutions with Microsoft Windows
- 2000 Server Technologies and Microsoft Application Center 2000
- 070-234 - Designing and Implementing Solutions with Microsoft Commerce Server 2000
- 070-244 - Supporting and Maintaining a Microsoft Windows NT Server 4.0 Network
- 070-270 - Installing, Configuring, and Administering Microsoft Windows XP Professional
- 070-271 - Supporting Users and Troubleshooting a Microsoft Windows XP Operating System
- 070-272 - Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System
- 070-281 - Planning, Deploying, and Managing an Enterprise Project Management Solution
- 070-282 - Designing, Deploying, and Managing a Network Solution for a Small- and Medium-Sized Business
- 070-284 - Implementing and Managing Microsoft Exchange Server 2003
- 070-285 - Designing a Microsoft Exchange Server 2003 Organization
- 070-290 - Managing and Maintaining a Microsoft Windows Server 2003 Environment
- 070-291 - Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infra structure
- 070-292 - Managing and Maintaining a Microsoft Windows Server 2003 Environment for an MCSA Certified on Windows 2000
- 070-293 - Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- 070-294 - Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure
- 070-296 - Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Environment for an MCSE Certified on Windows 2000
- 070-297 - Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure
- 070-298 - Designing Security for a Microsoft Windows Server 2003 Network
- 070-299 - Implementing Security in a Microsoft Windows Server 2003 Network
- 070-300 - Analyzing Requirements and Defining Microsoft .NET Solution Architectures
- 070-305 - Developing and Implementing Web Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio .NET
- 070-306 - Developing and Implementing Windowsbased Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio .NET
- 070-310 - Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework

- 070-315 - Developing and Implementing Web Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET
- 070-316 - Developing and Implementing Windowsbased Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET
- 070-320 - Developing XML Web Services and Server Components with Microsoft Visual C# .NET and the Microsoft .NET Framework
- 070-330 - Implementing Security for Applications with Microsoft Visual Basic .NET
- 070-340 - Implementing Security for Applications with Microsoft Visual C# .NET

### **National Association of Legal Assistants (NALA)**

<http://www.nala.org>

- Certified Legal Assistant (CLA)
- Certified Legal Assistant Specialty (CLAS)
- Certified Paralegal (CP)

### **The National Association of Radio and Telecommunications Engineers, Inc (NARTE)**

<http://www.narte.org>

- Telecommunications: Class I, Class II, Class III, Class IV
- EMC-Engineering Technician
- ESD- Engineering Technician
- Wireless Systems Installations
- FCC-All Elements
- Product Safety (PS)

### **National Association of Social Workers (NASW)**

<http://www.socialworkers.org>

- Academy of Certified Social Workers (ACSW)
- Qualified Clinical Social Worker (QCSW)
- Diplomat in Clinical Social Work (DCSW)
- Certified Advance Social Work Case Manager (CASWCM) (Specialty)

### **National Board for the Certification of Orthopedic Technologists (NBCOT)**

<http://www.nbcot.net>

- Certified Orthopedic Technologist
- Orthopedic Technologists Surgery Certified

### **National Board for Certification in Occupational Therapy, Inc. (NBCOT, Inc.)**

<http://www.nbcot.org>

- Occupational Therapist Registered (OTR)
- Certified Occupational Therapy Assistant (COTA)

### **National Board for Respiratory Care (NBRC)**

<http://www.nbrc.org>

- Certified Respiratory Therapy Technician (CRTT)
- Registered Respiratory Therapist (RRT)
- Certified Pulmonary Function Technologist (CPFT)
- Registered Pulmonary Function Technologist (RPFT)
- Perinatal/Pediatric Respiratory Care Specialist

### **National Commission for the Certification of Crane Operators (NCCCO)**

<http://www.nccco.org>

- Certified Crane Operators

### **National Contract Management Association (NCMA)**

<http://www.ncmahq.org>

- Certified Professional Contract Manager (CPCM)
- Certified Associate Contracts Manager (CACM)

### **National Environmental Health Association (NEHA)**

<http://www.neha.org>

- Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS)
- Certified Environmental Health Technician (CEHT)
- Registered Hazardous Substances Professional (RHSP)
- Registered Environmental Health Specialist (REHS)
- Certified Food Safety Professional (CFSP)
- Radon Measurement Proficiency Credential
- Radon Mitigation Proficiency Credential
- Registered Environmental Technician (RET)

### **National Glass Association (NGA)**

<http://www.glass.org>

- Business Accreditation

- Certified Auto Glass Technician
- Certified Auto Glass Repair Technician
- Certified Glass Installer

### **National Institute for Automotive Service Excellence (ASE)**

<http://www.asecert.org>

- Automobile Technician
- Master Automobile Technician
- Medium/Heavy Truck Technician
- Master Medium/Heavy Truck Technician
- Auto Body/Paint Technician
- Master Auto Body/Paint Technician
- Engine Machinist Technician
- Master Engine Machinist Technician
- School Bus Technician

### **National Institute for Certification in Engineering Technologies (NICET)**

<http://www.nicet.org>

- Technician Trainee (TT)
- Associate Engineering Technician (ET)
- Senior Engineering Technician (SET)

### **National Institute for Metalworking Skills, Inc, (NIMS)**

<http://www.nims-skills.org>

- Level I Credentials
- Level II Credentials
- Special Credentials

### **The National Registry of Emergency Medical Technicians (EMT)**

<http://www.nremt.org>

- EMT Basic
- EMT Intermediate (Not available at DAN TES Test Centers)
- EMT Paramedic (Not available at DAN TES Test Centers)

### **National Strength and Conditioning Association (NSCA)**

<http://www.nsca-cc.org>

- Certified Strength and Conditioning Specialist (CSCS)
- Certified Personal Trainer (CPT)

### **U.S. Navy Certification Board (USNCB)**

- Alcohol and Drug Counselor I (ADCI)
- Alcohol and Drug Counselor II (ADC II)
- Certified Clinical Supervision (CCS)
- Certified Prevention Specialist (CPS)

### **North American Technician Excellence, Inc (NATE)**

<http://www.natex.org>

*Series of residential and light commercial tests for the HV AC/R industry*

- Air Conditioning Service
- Air Distribution Service
- Air to Air Heat Pump Service
- Oil Heating (Air) Service
- Hydronics Gas Service
- Hydronics Oil Service
- Air Conditioning Installation
- Air Distribution Installation
- Air to Air Heat Pump Installation
- Gas Heating (Air) Installation
- Oil Heating (Air) Installation

### **Pharmacy Technician Certification Board (PTCB)**

<http://www.ptcb.org>

- Pharmacy Technician (PTCE)

### **Society of Broadcast Engineers (SBE)**

<http://www.sbe.org>

- Broadcast Technologist
- Broadcast Engineer
- Senior Broadcast Engineer
- Professional Broadcast Engineer
- Broadcast Networking Technologist

### **The Society of Cost Estimating and Analysis (SCEA)**

<http://www.sceaonline.org>

- Certified Cost Estimator/Analyst (CCE/A)

## **Eligible Exams for Reimbursement by Medical, Dental Students/AMEDD Student Recruiter (ASR) Physician Assistant Students**

The following certification and licensure exams are only eligible to ARNG service members currently coded and serving as a medical/dental student or ASR physician assistant student, or recent graduates. Soldiers requesting reimbursement for medical or dental exams must follow the same process outlined under [Certification/Licensure Reimbursement](#). Service members must successfully pass the exam in order to be eligible for reimbursement. This reimbursement will only cover the initial certification exam and initial licensing exam; no retakes will be eligible for reimbursement. Missed exams will also be eligible for reimbursement. Service members must have a GoArmyEd account in order to be eligible for reimbursement. The exam date must correspond to the current FY reimbursement period.

### **United States Medical Licensing Exam (USMLE) Step 1**

#### **USMLE Step 2 Clinical Skills (CS)**

#### **USMLE Step 2 Clinical Knowledge (CK)**

#### **USMLE Step 3**

### **Comprehensive Osteopathic Medical Licensing Examination (COMLEX) 1**

#### **COMLEX 2 PE**

### **National Board Dental Exam (NBDE) 1**

#### **NBDE 2**

### **Western Regional Examination Board (WREB) licensure exam**

### **Southern Regional Testing Agency (SRTA) licensure exam**

### **Central Regional Dental Testing Service (CRDTS) licensure exam**

### **North East Regional Board (NERB) licensure exam**

### **Physician Assistant National Certifying Exam (PANCE)**

## Creating a GoArmyEd Account

1. Go to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select “New User”

The screenshot displays the GoArmyEd website interface. At the top, the GoArmyEd logo is on the left, and the U.S. Army logo is on the right. Below the logo, a navigation bar includes a "Welcome to GoArmyEd!" message, a "Helpdesk" link, and a search box. The main content area is divided into several sections:

- Home:** A large banner with the GoArmyEd logo and a "Replay" button.
- About GoArmyEd:** A section with a video thumbnail and text explaining that GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows Soldiers to manage their education records including college classes, testing, on-duty classes and Army Education Counselor support.
- GoArmyEd Log In:** A section for registered users to log in, with fields for "User Name:" and "Password:", a "Go" button, and links for "Forgot your user name and/or password?" and "Pop-up blocker help".
- About ACES:** A section stating that GoArmyEd is the gateway to all Army Continuing Education System (ACES).

A large red arrow points down from the "About GoArmyEd" section to a "Register with GoArmyEd" section. This section features two prominent buttons: "NEW USER" and "NEW SCHOOL".

At the bottom of the page, there is a copyright notice and a disclaimer: "YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details."

2. Complete the required information for a base role GoArmyEd account, which results in the creation of your GoArmyEd username and password. The base role access will allow you access to training, helpdesk, on-duty classes, and testing.

**GoArmyEd** 

Welcome to GoArmyEd! [Helpdesk](#)  [Search](#)

### New Users

Enter your Social Security Number and Date of Birth in order to register with GoArmyEd.

\*Social Security Number:  
  
(Format: 999999999 or 999-99-9999)

\*Date of Birth:  
  
(Format: MM/DD/YYYY or MM/DD/YY)

**Your Information is Secure.**  
This site uses Secure Sockets Layer (SSL) encryption to ensure that data transmitted between GoArmyEd.com and your computer is secure and accurate. Additionally, all information is stored on our secure database—not on our web server.

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