

# Spouse Education and Career Opportunities

## MyCAA Scholarship Education and Training Plans

Prior to requesting MyCAA financial assistance (FA), schools/organizations and military spouses are required work together to develop an Education and Training Plan (E&TP). Before any funding can be approved, this plan will be uploaded by the spouse into their MyCAA Account for review. Decisions on the approval or disapproval of these plans can take up to 14 calendar days.

Spouse Education and Career Opportunities (SECO) program staff check to ensure the plan created supports the spouse's career goal listed in their MYCAA account.

### Required information on a School-Generated Document:

1. Spouse Name
2. School or Organization Contact Information -Correct name of school and campus location, address, website, phone number
3. Program name as listed in the school or organization's course catalog
4. Program Type (see guidance below on acceptable program types)
5. Program Duration
6. Estimated Start and Completion dates of degree, certificate or license courses (approximate date student will start the first class/module and approximate date student will complete the last class/module)
7. Detail of all required education - All courses (or the block of study) for which MyCAA financial assistance may be used (include course names/titles/codes).

**NOTE:** Only courses listed in the 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
- ✓ School's Student Education Plan with program of study information

### Acceptable File Formats:

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

### Non-acceptable File Formats:

- ✓ Webpages (.mht; HTML)
- ✓ Course Catalogs

### Guidance on Program types:

**Associate's Degrees**

- A. Degree must have a concentration not in General Studies or Liberal Arts.
- B. List Course titles & codes
- C. Classes the spouse has already registered for and any transfer credits
- D. Per credit hour charge or break down of all tuition and fees

#### **Certificates**

- E. List all courses, blocks of study, modules, topics or program outline
- F. Program and/or course codes issued by the school
- G. All “self-paced” programs will need to clearly list the longest recommended duration for completion
- H. Cost of tuition or a breakdown of all charges

#### **Licenses/Certifications**

- A. These E&TP are for tests/exams only.
- B. Name of the license (i.e. CPA license)
- C. An indication if the license will require additional study
- D. Cost of test fee or a breakdown of all charges
- E. **CEUs to maintain a standing license or certification** must identify the specific classes and must be accompanied by a valid license

#### **GED/ESL**

- F. Must be part of a Certificate or Associate Degree related to occupation and career goal and match the plan type in the E&TP.
- G. Program plans for GED/ESL must be a part of a plan which details how these classes support a career goal.
- H. Name of the designation of study (continuing education, GED, ESL)
- I. Why these courses or blocks of study are needed

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**NOTE:** Once uploaded into spouse’s MyCAA Account, SECO staff will review and confirm that the E&TP contains coursework that will help the spouse pursue gainful employment in a Portable Career Field and Occupation of their choosing.

**Spouses will receive a notice in their MyCAA Account Message Box when their plan is approved. Notification can take up to 14 calendar days. Remember, spouses must request MyCAA financial assistance (FA) on a course-by-course basis after the E&TP is approved and course start/end dates are known. FA must be requested between 60 and 15 days prior to the class start date.**