

# U.S. Navy Credentialing Program

## PROFESSIONAL CERTIFICATION AND LICENSING VOUCHER REQUEST

Command Representative **Email** to: [navycool@navy.mil](mailto:navycool@navy.mil)  
**or Fax** to: **Comm: (850) 452-6897 DSN: 459-6897**

### PRIVACY ACT STATEMENT

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

**AUTHORITY:** 10 USC 2015; 5 USC 301; and SORN N01500-5.

**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):**

**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

<b>1. LAST NAME FIRST NAME FULL MIDDLE NAME [ALL CAPS]:</b>	<b>2. 10-Digit CAC EDIPI</b> (see note on Pg 3 of this document)
	<b>EDIPI:</b>

<b>Military:</b>	<b>Civilian (IT/Cyber CSWF/IAWF ONLY):</b>
<b>3. Paygrade</b> (i.e. E-6, O-3):	<b>4. Schedule</b> (i.e. GS, YA):
Enlisted Rating (i.e. HM):	Pay Band (i.e. 11, 02):
Officer Designator (i.e. 1820):	Series (i.e. 2210):

**5. If request is for mandatory IT/Cyber-related certification IAW DoD 8570.1M** – indicate your CSWF/IAWF Level (i.e. IAT-2):  
 IAT-          IAM-          CND-          IASAE-          [ALL CSWF/IAWF must be properly registered in TWMS prior to funding]

*[Note: Leave this blank if requesting a –voluntary/discretionary- credential and/or the above does not apply to you]*

**6.** If requesting exam funding for a credential that is **NOT** on your Navy COOL rating page, what collateral duty or out-of-rate assignment (found on Navy COOL “Enlisted Search” dropdown) have you performed duties in? [note: see “Enlisted Eligibility” note 1 on Pg 3 of this document]

<b>7.</b> Command UIC: N	<b>8.</b> Command Name (i.e. CVN 68 NIMITZ):
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**9.** Applicant Official Military Email Address (i.e. .mil; .gov):

<b>10. Enlisted/Officer Duty Status (check one box):</b>	<b>11. Office Phone:</b>
Active Duty: <input type="checkbox"/>	Overseas Country Code (if applicable): Com: (    ) -    x- DSN:    -    x-
or Reserve: <input type="checkbox"/>	
<b>EAOS (mm/dd/yyyy):</b> (Enlisted only)	


**\* Enlisted members -** If your EAOS is less than 1 year from the date Navy COOL receives this voucher request, you must meet one of the waiverable conditions listed in the “Enlisted EAOS” info on Pg 3 of this voucher request doc.  
**\* Officers and DON Civilians –** Since your service is considered “indefinite”, you must have minimum of 1 year remaining in your military service or Civil Service employment.

## PART 2. Certification / License History


12. Professional Certifications / Licenses Held: (Must be completed if requesting recert or maintenance fee)	Date Awarded (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Your Certification or License ID (assigned to you by cert/license agency)
(1)			
(2)			
(3)			
(4)			

13. Name (Last, First, MI):	14. EDIPI:
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### PART 3. Request for Certification / License Exam Voucher

15. Certification / License Exam or Fee you want funded: (must be listed on Navy COOL with the  icon next to it)	New / First Time requesting funding from Navy COOL	<input type="checkbox"/>
	Recertification of credential in Part 2: <i>Ensure PART 2 of this form is complete</i>	<input type="checkbox"/>
	Maintenance / CE / CMU Fee of credential in Part 2: <i>Ensure PART 2 of this form is complete</i>	<input type="checkbox"/>
	Exam Re-Take (CSWF/IAWF Only):	<input type="checkbox"/>
16. Credentialing Organization / Company (i.e. CompTIA):		
17. Testing Location (i.e. on-base overseas; off-base overseas; City/Country):		
18. Date you intend to take exam -or- Date fees are due [provide comments if beyond 60 days from today]:		
19. Did you use Navy Tuition Assistance to attend a course or program to help prepare for the exam?: YES <input type="checkbox"/> NO <input type="checkbox"/> If 'YES', what school/training facility and what course did you attend: <ul style="list-style-type: none"> <li>School/Training Facility</li> <li>Course</li> </ul>		
20. Comments/Notes to the Navy COOL shop:		

### PART 4. Acknowledgments (Completed by Applicant -and- Verified by Command Approver)

21. The command approving official must verify member meets all eligibility requirements as displayed on page 3 of this voucher request document.  * E-7 / O-1 / GS-9 and above verify/sign for voluntary requests * Command IAM verify/sign for mandatory IT/Cyber requests	<input type="checkbox"/>	22. The Navy Credentials Program Office must receive the voucher request – NO LESS THAN seven (7) business days PRIOR to the exam or fee due date – and- the exam must be taken (or fees applied) within 60 calendar days of Navy COOL funding.  Exceptions/extensions may be approved on a case-by-case basis.	<input type="checkbox"/>
23. The member has reviewed the credentialing agency's web site and verified that he/she has met all of the agency's pre-requisites, application requirements, education, and experience requirements to be eligible for the exam or continued maintenance of the certification/license.	<input type="checkbox"/>	24. The member must not have received funding from any other government source that would constitute a duplication of payment (such as GI Bill, local Command funding).	<input type="checkbox"/>
25. The credential being sought is specifically identified as Navy-funded on the Navy COOL website for the member's rating, collateral duty, or out-of-rate assignment. The credential must be identified on Navy COOL with the  icon.	<input type="checkbox"/>	26. The member shall have, at a minimum, one year remaining employment/service obligation (unless waiver has been requested and approved).  OPNAVINST 1540.56a provides guidance on remaining obligation and any applicable waivers.	<input type="checkbox"/>
27. 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 confirmed funding from the Navy's Credentials Program Office.	<input type="checkbox"/>	28. The member must report examination results (pass, fail) to Credentials Program Office within 30 calendar days of taking exam. Email results to: navycool@navy.mil -or (if applicable) within 30 calendar days- The member must report successful use of fees paid (i.e. application/maintenance/CE/CMU fees).	<input type="checkbox"/>

### PART 5. Certification and Signature of Applicant

<ul style="list-style-type: none"> <li>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.</li> <li>I will take the exam within 60 days &amp; report pass/fail results to navycool@navy.mil within 30 days of the exam</li> <li>I certify that all statements in my application are true and correct to the best of my knowledge and belief.</li> </ul>	
29. Full Name of Applicant (Printed):	
30. Signature of Applicant:	31. Date Signed (mm/dd/yyyy):

### PART 6. Command Approval (E-7 / O-1 / GS-9 or above for voluntary certs) (Command IAM for mandatory IT/Cyber certs)

<ul style="list-style-type: none"> <li>I certify applicant was counseled and determined eligible for the stated credentialing examination.</li> <li>I have reviewed this form and applicant meets prerequisites, EAOS, and credential requirements stated in PART 4 above.</li> <li>As Command Approving Official, I will ensure Applicant reports exam results within 90 days of my signature</li> </ul>	
32. <input type="checkbox"/> Approved Voucher Request or <input type="checkbox"/> Disapproved Voucher Request	
33. Full Name (Last, First, Middle):	34. Phone Number: ( ) - x-
35. Rank or Office Title:	36. Official Email Address:
37. Signature:	38. Date (mm/dd/yyyy):

If application is e-mailed from .mil/.gov email address, all blocks need completed but no hand signatures are required, and email must come from Command Approving Official. If faxed or scanned into an email, all blocks need completed and Parts 5 & 6 must be hand signed.

**Data provided in this voucher request will be verified by the Credentials Program Office (e.g. verified via FLTMPs, TWMS, Credentialing Agency, or supporting documents requested through the member or command)**

**Enlisted Eligibility (per OPNAVINST 1540.56a):**

**(1) Enlisted shall meet one of the following eligibility requirements:**

- (a) Be in the appropriate rating or occupation to which the credential is mapped.
- (b) Be currently working in, or have been assigned to a position to which the credential is mapped.
- (c) Have prior documented [Navy] experience in a position to which the credential is mapped for credentials outside of their specific rating, and the credential has relevance or applicability to the current or future needs of the command or the Navy.

**(2) Eligibility for Sailor credentials must be validated and approved by their commanding officer or command-designated E7 or above approving official. Additionally, before authorizing the request, commands must also certify that Sailors:**

- (a) Have passed their most recent advancement exam.
- (b) Have passed, or been medically waived from, their most recent physical fitness assessment.
- (c) Have not received a non-judicial or courts martial punishment within the past 6 months.
- (d) Have been recommended for promotion or advancement on their most recent performance evaluation.

**Enlisted EAOS (per OPNAVINST 1540.56a):**

**Sailors shall have, at a minimum, 1 year remaining on their enlistment or military service obligation at the time they receive the certification for which they receive funding. Waivers will be considered by the Navy Credentials Program Office under the following circumstances for Sailors who:**

- (1) Are being discharged or released from service due to a combat-related injury. **Or**
- (2) Have less than 1 year remaining in service, but have [**already**] completed a minimum of 20 years Navy service. Member must be able to complete all certification requirements 60 calendar days prior to separation from Navy. **Or**
- (3) Are fully eligible and intend to reenlist or extend, but are awaiting execution of reenlistment or extension (i.e., pending service reenlistment bonus timeframes). Waiver package must include Navy Credentialing Program Professional Certification and Licensing Voucher Request and a **command endorsed** and **executed NAVPERS 1070/613 (PG-13)** Administrative Remarks noting Sailor is fully eligible and intends to extend or reenlist.

Sample PG-13 wording:

**[FULL NAME] is [reenlistment] [extension] eligible and intends to [reenlist] [extend] for xx years prior to EAOS. If utilizing the Navy's Credentialing Program/Navy COOL, [FULL NAME] and this command will notify the Navy's Credentials Program Office if [reenlistment] [extension] eligibility or intention changes.**

**[Note: If voucher request is for a mandatory IT/Cyber-related certification IAW DoD 8570.1M, -ALL- Military & Civilian CSWF/AWF personnel must have a minimum of 1 year remaining service obligation/employment. Enlisted EAOS waiver (PG-13 info described in #3 above) is the only exception allowed for enlisted CSWF/AWF.]**

**EDIPI:** The EDIPI is a ten-digit number coded in the integrated circuit chip embedded in your CAC; usually printed on the back of the CAC titled "DoD ID Number" beside the black & white photo

**Credentials Program Office contact information:**

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

**Voice Comm:** (850) 452-6683, 6664, 6324, 6287  
**Voice DSN:** 459-6683, 6664, 6324, 6287  
**Fax Comm:** (850) 452-6897  
**Fax DSN:** 459-6897  
**Email:** navycool@navy.mil

**Office Hours:** Monday – Friday 0700-1600 (central time zone)