

U.S. Marine Corps Credentialing Program

PROFESSIONAL CERTIFICATION AND LICENSING VOUCHER REQUEST

Command Representative **Email to:** usmccool@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

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

Military:

3. Paygrade (i.e. E-6, E-7,):	
Enlisted MOS (i.e. 0351):	
MOS Spelled out (Infantry Assaultman)	

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

5. Command RUC:	6. Command Name (i.e. Marine Corps Base Quantico):
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7. Applicant Official Military Email Address (i.e. .mil; .gov):

8. Enlisted Duty Status (check one box):	9. Office Phone:
Active Duty: <input type="checkbox"/>	Overseas Country Code (if applicable): Com: () - x- DSN: - x-
EAS (mm/dd/yyyy):	

Enlisted members - If your EAS is less than 1 year from the date Marine Corps COOL receives this voucher request, you must meet one of the waiverable conditions listed in the "Enlisted EAS" info on Pg 3 of this voucher request doc.

PART 2. Certification / License History

10. 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)			

11. Name (Last, First, MI):	12. EDIPI:
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PART 3. Request for Certification / License Exam Voucher

13. Certification / License Exam, Application Fee or Maintenance Fee you want funded: (must be listed on Marine Corps COOL with the icon next to it)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">New / First Time requesting funding from Marine Corps COOL towards this specific certification or license?</td> <td style="text-align: center; width: 50px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Recertification of credential in Part 2: <i>Ensure PART 2 of this form is complete</i></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Maintenance / CE / CMU Fee of credential in Part 2: <i>Ensure PART 2 of this form is complete</i></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	New / First Time requesting funding from Marine Corps COOL towards this specific certification or license?	<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"/>
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Maintenance / CE / CMU Fee of credential in Part 2: <i>Ensure PART 2 of this form is complete</i>	<input type="checkbox"/>						
Note: This Voucher Request Form is used to request funding for a certification or license exam , application fee , or maintenance fee – NOT a course or training. Marine Corps COOL does NOT fund courses or training.							

16. Credentialing Agency (i.e. CompTIA, Microsoft, etc...):

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 USMC Tuition Assistance to attend a course or program to help prepare for the exam?: YES NO

If 'YES', what school/training facility and what course did you attend:

- School/Training Facility
- Course

20. Comments/Notes to the Marine Corps 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. <i>* E-7 / O-1 and above verify/sign for voluntary requests (GS9 and above if no E-7/O-1 and above in chain of command)</i>	22. The Marine Corps 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 Marine Corps COOL funding. Exceptions/extensions may be approved on a case-by-case basis.
23. The member has reviewed the credentialing agency's web site and verified all pre-requisites, application requirements, education, and experience requirements to be eligible for the exam or continued maintenance of the certification/license are met. If taking an exam, member has also verified date & location of exam is available.	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).
25. The credential being sought is specifically identified as Marine Corps-funded on the Marine Corps COOL website for the member's MOS, collateral duty, or out-of-MOS FAP assignment. The credential must be identified on Marine Corps COOL with the icon.	26. The member shall have, at a minimum, one year remaining employment/service obligation (unless waiver has been requested and approved).
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 Marine Corps-funded credentialing program, exam, or fee without completed and confirmed funding from the Marine Corps Credentials Program Office.	28. <i>The member must report examination results (pass, fail) to Credentials Program Office within 30 calendar days of taking exam. Email results to: usmccool@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).</i>

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 usmccool@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

29. Full Name of Applicant (Printed):

30. Signature of Applicant: 31. Date Signed (mm/dd/yyyy):

PART 6. Command Approval (E-7 / O-1 or above)

- I certify applicant was counseled and determined eligible for the stated credentialing examination.
- I have reviewed this form and applicant meets prerequisites, EAS, 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

32. **Approved** Voucher Request *or* **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.

- **NOTE: The Voucher Request form is used to request funding for a certification or license exam, application fee, or maintenance fee - NOT training or a course. Marine Corps COOL does not fund for training or courses, and is not associated with or utilize USMC Tuition Assistance (TA) or GI Bill.**

Data provided in this voucher request will be verified by the Credentials Program Office (e.g. verified via MCTFMS, TWMS, Credentialing Agency or supporting documents submitted by the applicant or command)

- **Enlisted Eligibility:**

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

- (a) Be in the appropriate MOS 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 [USMC] experience in a position to which the credential is mapped for credentials outside of their specific MOS, and the credential has relevance or applicability to the current or future needs of the command or the Marine Corps.

(2) Eligibility for Marines' 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 Marines:

- (a) Meet all criteria under current orders within MOS such as time in grade (TIG) requirements.
- (b) Have passed their physical fitness test (PFT), Combat Fitness Test (CFT), or been medically waived from, their most recent PFT or CFT.
- (c) Have not received a non-judicial or courts martial punishment within the past six months.
- (d) Have been recommended for promotion or advancement on their most recent fitness report for (E5 and above) or proficiency and conduct marks that average 4.0 to 5.0 for (E4 and below) enlisted Marines.

- **Enlisted EAS:**

Marines 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 Marine Corps Credentials Program Office under the following circumstances for Marines 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 Marine Corps service. Member must be able to complete all certification requirements minimum of 60 calendar days prior to separation. **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 Marine Corps Credentialing Program Professional Certification and Licensing Voucher Request and a **command endorsed** and **executed IRAM MCO P1070.12K, page-11** Administrative Remarks noting Marine is fully eligible and intends to extend or reenlist.

IRAM MCO P1070.12K Paragraph 6105 for Administrative remarks Sample PAGE-11 wording:

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

- **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:

Marine Corps Credentials Program Office	<u>Voice Comm:</u>	(850) 452- 6337, 6272
Center for Information Dominance	<u>Voice DSN:</u>	459-6337,6272
640 Roberts Ave	<u>Fax Comm:</u>	(850) 452-6897
Corry Station, Bldg 502 Rm 104E	<u>Fax DSN:</u>	459-6897
Pensacola, FL 32511	<u>Email:</u>	usmccool@navy.mil

Office Hours: Monday-Friday, 07:00-16:00 (Central Standard Time)

The following question is **OPTIONAL**. This information is being requested solely to help the Marine Corps' Credentialing Program identify which advertising strategies are most effective.

How did you hear about the Marine Corps Credentialing Program and/or Marine Corps COOL website?

Please check all that apply

Command Career Planner <input type="checkbox"/>	Marine Corps Orders <input type="checkbox"/>	Transition Readiness Program TRS <input type="checkbox"/>	Referred from a Co-Worker <input type="checkbox"/>	Personnel Sponsorship Program PSR <input type="checkbox"/>
Referred by my Command Leadership <input type="checkbox"/>	Online Article <input type="checkbox"/>	Professional Military Education PME <input type="checkbox"/>	Live Marine Corps COOL Brief <input type="checkbox"/>	Education Service Officer ESO <input type="checkbox"/>
Marine Schoolhouse <input type="checkbox"/>	Marine Recruiter <input type="checkbox"/>	Recruit Training <input type="checkbox"/>	Referred from a Certification Agency <input type="checkbox"/>	Referred from Civilian Employer <input type="checkbox"/>
Other (please comment): <input type="checkbox"/>				