



my Career  
Advancement  
Account

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## Fact Sheet

### My Career Advancement Account Scholarship – Helping Spouses Reach Career Goals

The MyCAA Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship helps military spouses pursue licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses may use their MyCAA funds at any academic institution approved for participation in the MyCAA Scholarship.

#### Fast facts

**The MyCAA Scholarship provides a maximum education benefit of \$4,000** with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

#### Who is eligible for the MyCAA Scholarship?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades are eligible.

#### Those who are *not eligible* include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or Reserve Component military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard
- Spouses who are unable to start and complete coursework while their military sponsor is on Title 10 orders

## What will MyCAA pay for?

The MyCAA Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in general studies, liberal arts and interdisciplinary studies that do not have a concentration). The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

## MyCAA will NOT pay for the following:

- Tuition for courses and examinations not included in the spouse's Education and Training Plan and courses already started or completed by the spouse
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Student activities, events and entertainment
- Prepayment or deposits for future courses, unless costs are part of a block of study
- School or college level entrance examinations, comprehensive exams and related preparatory courses
- Courses, tests or fees normally paid by an employer as part of a job training program
- Fees of any kind, including but not limited to registration fees, technology fees, parking fees, etc.
- Nonacademic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship or clinical supervision; also, nonacademic credit or ungraded orientation programs
- Courses taken more than one time, unless MyCAA has received a full refund from the school
- Academic credit by examination tests
- General studies, liberal arts and interdisciplinary associate degrees that do not have a concentration
- Personal enrichment courses (excluding academic credit or graded electives in an approved MyCAA Spouse Education and Training Plan)
- Transportation, lodging, child care and medical services
- Course extensions (except for approved hardship waivers)
- Study-abroad programs (excluding programs of study offered by participating MyCAA schools on overseas military installations)
- Private licenses (For example, a private pilot's license would not be covered because it is for recreational use, but a commercial pilot's license would be covered because it would be used for an occupation.)
- High school completion programs, including online high school completion programs
- Continuing education credits to maintain a standing in a professional organization

## How to establish a MyCAA Account

Spouses can visit the MyCAA Spouse Portal online at <https://aiportal.acc.af.mil/mycaa> and provide the required Spouse Profile information. A real-time Defense Enrollment Eligibility Reporting System eligibility check will confirm if spouses meet MyCAA eligibility requirements. Once confirmed, spouses can move forward and establish a MyCAA Account. Those who do not pass this check will be provided additional guidance.

## Where to get additional information or assistance



Call a certified SECO  
Career Counselor at  
**800-342-9647**

If a spouse already has an established MyCAA Account, use the Message Box feature as the fastest way to receive information and assistance.



Counselors are available  
**Monday through Friday**  
**7 a.m. to 10 p.m. EST**

**Saturday**  
**10 a.m. to 5 p.m. EST**

## What about schools and organizations?

Schools interested in participating in the MyCAA Scholarship can call 888-256-9920 for assistance or visit the 'For Institutions' resource page on the MyCAA Spouse Portal for program eligibility and participation information.



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The MyCAA Scholarship is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive counseling, information, tools and resources to support military spouse career exploration, education, training and licensing, employment readiness and career connections.