



# MyCAA FACT SHEET

**The Military Spouse Career Advancement Accounts Program (MyCAA)**, a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

**As part of the Career Lifecycle, all military spouses are offered counseling to assist with the following:**

**Career Exploration:** Military OneSource (MOS) Education and Career Counselors help spouses explore all career options with tools like Career Assessments, Interest and Skills Inventories, Portable Career Statistics, and Earning Potential Metrics.

**Education and Training:** Spouses work with counselors to create a plan of action that considers Financial Aid Options, Education and Training Program Resources, Credential/License Information, and, for eligible spouses, MyCAA. *MyCAA 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).*

**Career Readiness:** Counselors help spouses perfect their resumes and hone their interviewing skills. They also cover Job Search Techniques, Relocation Planning, and Flex-Work Options.

**Career Connections:** Counselors help spouses get the right job in the right career by leveraging existing relationships and resources such as the Military Spouse Employment Partnership (MSEP), USAJobs.gov and CareerOneStop.com.

## Who is eligible for MyCAA Financial Assistance?

- 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.
- Those who are not eligible include:
  - Spouses married to service members in pay grades: E-6 and above; W-3 and above; and O-3 and above
  - Spouses who are a member of the armed forces themselves currently on Title 10 orders
  - Spouses who are married but legally separated (or under court order or statute of any state or US territory) from a member of the armed forces on Title 10 orders
  - Spouses whose National Guard/Reserve Component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
  - Spouses married to a member of the Coast Guard
  - Spouses who are unable to start and complete their course(s) while their military sponsor is on Title 10 orders

## What will MyCAA pay for?

- Tuition costs for education and training courses and examinations leading to an Associate's Degree (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration), 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 that are not included in the spouse's Education and Training Plan and those that have already started or been completed by the spouse
  - Reimbursements of any kind
  - Books, supplies, equipment, uniforms, computers and electronic devices of any kind
  - Student activities, events and entertainment
  - Pre-payment/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.
  - Non-academic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship, or clinical supervision; also, orientation programs that are non-academic credit or ungraded
  - Courses taken more than one time unless MyCAA has received a full refund from the school
  - Academic credit by examination tests (e.g. CLEP, etc.)
  - General Studies, Liberal Arts, Interdisciplinary Associate's Degrees that do not have a concentration
  - Personal enrichment courses (excluding courses that are academic credit/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 bases)
  - Private licenses (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
  - CEU's to maintain a standing in a professional organization

**How can you establish a MyCAA Account?** Visit the MyCAA Spouse Portal online at <https://aiportal.acc.af.mil/mycaa>. Provide required Spouse Profile information. A real-time DEERS eligibility check will confirm if you meet MyCAA eligibility requirements so you can move forward and establish your MyCAA Account. Those who do not pass this check will be provided additional guidance.

**How can you provide MyCAA with feedback?** Visit [MyCAAFeedback@militaryonesource.com](mailto:MyCAAFeedback@militaryonesource.com) to send MyCAA your ideas and recommendations. Visit [Contact Us \(https://aiportal.acc.af.mil/mycaa\)](https://aiportal.acc.af.mil/mycaa) to provide information about your MyCAA program experience once you have found gainful employment.

**How can you get additional information or assistance?** Call 1-800-342-9647 to speak with a MyCAA Career and Education Consultant or, if you already have an established MyCAA Account, use your Message Box as the fastest way to receive information and assistance. Counselors at Military OneSource Spouse Career Center (MyCAA) are available Monday through Friday from seven am until ten pm (7am-10pm) eastern time and Saturday from ten am until five pm (10am-5pm) eastern time.

**School representatives** should visit the "For School" resource page on the MyCAA Spouse Portal for program eligibility, participation and contact information.

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