

Visit the MyCAA Spouse Portal online at <https://aiportal.acc.af.mil/mycaa>

The Military Spouse Career Advancement Accounts (MyCAA) Program provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation. Beginning October 25, 2010, the following new MyCAA Parameters and Guidelines will go into effect for all participating spouses:

**Who is eligible?** 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.

**Those who are not eligible include:**

- Spouses to a service member in one of the following 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 serving on Title 10 military orders.
- Spouses who are married but legally separated (or under court order or statute of any state or territory of the United States) from a member of the armed forces who is serving on active duty Title 10 military orders.
- Spouses who are married to a member of the Coast Guard.
- Spouses who have participated in the Department of Defense-Department of Labor Career Advancement Accounts (CAA) Program.
- Spouses who are unable to start and complete their course(s) while their military sponsor is on active duty Title 10 military orders.

**What will MyCAA pay for?**

Tuition costs for education and training required for an Associate's degree, license or certification at an accredited college, university, or technical/trade school in the United States that expands employment or portable career opportunities for spouses.

Tuition costs for examinations leading to professional licensure, certification or a credential required by a government or government sanctioned licensing body, for an occupation that expands employment or portable career opportunities for spouses..

**MyCAA will NOT pay for the following:**

Tuition for courses that are not approved for MyCAA funding, including those that have already started or been completed by the spouse, Reimbursements of any kind, computers or electronic devices of any kind, books, supplies and equipment. Student activity fees, events or entertainment, pre-payment or deposits for future courses, unless tuition costs are part of a block of study, school or college level entrance examinations or related preparatory courses, courses, tests or fees normally paid by an employer as part of a job training or development program. Non-academic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship, or clinical supervision. Also, college or freshman orientation programs that are non-academic credit or ungraded, courses taken more than one time for which full reimbursement to MyCAA has not been received. Academic credit by examination tests (e.g. CLEP, etc.), general Studies and Liberal Arts Associate's degrees. Personal enrichment courses (excluding courses that are academic credit/graded electives in an approved Education and Training Plan) transportation and lodging (i.e., parking, tolls, dorms, etc.) Child Care, Medical Services fees, technology fees. State and Federal Taxes, shipping and handling fees.

**How can an eligible spouse establish an Account?** Visit the MyCAA Spouse Portal online at <https://aiportal.acc.af.mil/mycaa>. First step is to read the MyCAA Fact Sheet, and then a real-time DEERS eligibility check will determine if you are eligible to establish an account. If eligible, you will be required to read and sign the MyCAA Spouse Terms and Conditions Agreement.

**How can spouses provide MyCAA with feedback?** Visit [MyCAAFeedback@militaryonesource.com](mailto:MyCAAFeedback@militaryonesource.com). to provide us with your ideas and recommendations. Please [Contact Us](#) to provide required data regarding your MyCAA program experience and outcomes as required by the Spouse Terms and Conditions Agreement you electronically signed when you established your MyCAA account. Thanks for your feedback!

**How can a spouse get additional information or assistance?** Call 1-800-342-9647 to speak with a MyCAA Career and Education Consultant. If you already have a MyCAA Account, use your Message Box as the most effective way to receive information and assistance.