MyCAA Education & Training Plan (ETP)

School Contact Information:

School Name and Campus:	
Campus Street Address:	
Campus City, State, ZIP Code:	
Campus Phone Number:	
School Website URL:	

Student Information:

Student Name:	
School Issued Student ID:	
Program Name:	
Program Type:	
Program Duration:	
Scheduled Start Date:	
Estimated Completion Date:	
Course Delivery Format	

Program Overview:

The Computer Security Technician program is designed to prepare students to function as computer professionals in multiple technical, business, and healthcare settings. Sec+ technicians serve many technical support and IT operation roles with job titles such Systems Administrator, Security Administrator, Junior IT/Auditor, Penetration Tester, and Security Consultant as well as Network Field Technician, Help Desk Technician, and Network Support Specialist. The purpose of this program is to prepare students to support the IT infrastructure through installing and configuring systems to secure applications, networks, and devices as well as perform threat analysis and respond with appropriate mitigation techniques. It also prepares students to students learn to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools.

Certification/Licensure Eligibility upon Program Completion:

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program can sit for the following exams:
  - CompTIA Security+ Certification Exam (SY0-501)

Tuition Cost + Student Cost:

Tuition Cost	Student Cost	Total	

Course Breakdown:

Enter each course or block of study in the table below for which MyCAA financial assistance is being requested. Insert additional rows as needed to accommodate all required coursework.

Course/Program Code	Course/Program Title	Course Credits (if applicable)
	Computer Security Technician (CompTIA Security+ and Network +) Certificate Program with Externship	

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official	**Date**
School Official Printed First and Last Name	**School Official E-mail and Phone Number**

End of form

Spouse Education and Career Opportunities MyCAA Scholarship Education and Training Plan Guidance

Prior to requesting My Career Advancement Account (MyCAA) financial assistance (FA), schools/organizations and military spouses are required to work together to develop an Education and Training Plan (ETP). Before any funding can be approved, this plan will be uploaded by the spouse to their MyCAA Account for review in PDF format. Spouse Education and Career Opportunities (SECO) program staff will review the plan to ensure it contains coursework that will help the spouse pursue gainful employment in a portable, MyCAA approved career field and occupation of their choosing. Decisions on the approval or disapproval of these plans can take up to 14 calendar days and may require the spouse to consult with a SECO Career Coach.

Education and Training Plan Completion Instructions:

NOTE: Document must be completed by school official.

Before entering data into the ETP template, it is recommended that the template be saved as an original and that a copy is used for data entry. The completed form must be provided to the student in PDF format.

Section 1 - School Contact Information

1. Enter school name **including campus that student will attend.**

2. Enter campus address, phone number, and website.

Section 2 - Student Information

1. Enter student name (student name must match name exactly as registered in DEERS).

2. Enter student's school issued ID # if applicable. If school does not issue student ID, N/A can be entered in this field.

3. Enter program name as listed in school catalog.

4. Enter program type as certificate, associate degree, or license (see further guidance below as needed).

5. Enter program duration (total estimated length of the program in days, weeks, months, or years (see further guidance below as needed).

6. Enter scheduled or approximate program start date (consider MyCAA approval may take up to 14 calendar days when scheduling student start date).

7. Enter estimated program completion date.

8. Enter the delivery of the courses or program (on-site, distance learning/online, both)

Section 3 - Program Overview

1. Enter a complete program description including any specific information required according to guidance below.

Section 4 - Certification/Licensure Eligibility
of this program (i.e. NCLEX, CNA, Dental Hygienist, Radiology Technician, Pharmacy Technician, etc.).

Section 5 - Tuition Cost
1. Enter total cost of tuition to include a breakdown of per credit hour charges if applicable.

Section 6 - Course Breakdown
1. Enter each course or block of study for which MyCAA financial assistance is being requested in this section.

2. To allow for multiple courses, additional rows can be added to this section by selecting the row # to the left of any empty row in the data table and right clicking. From there click on insert and an additional row will be added.

3. Only courses listed in this section can be approved for MyCAA funding. It is recommended that a range of possible "elective" courses that meet academic requirements be listed to ensure this coursework is considered for approval. **Once the plan has been approved, the student is not able to add additional coursework to this document.**
4. A course or program code for each course or block of study must be listed (column 1 of this section) along with the course/program title (column 2 of this section) to be considered for approval. If your institution/organization doesn't have a course code, then a course code will have to be created.
Example of Subject=ENG for English

5. Enter number of credits for each course (if applicable) in column 3 of this section. Formula for converting contact hours to semester hours: Divide total number of contact/class hours by 45 = semester hours

Section 7 - School Official Certification
1. The ETP must be generated by an authorized school official. Authorized individuals are determined by the school. The school official must sign the document attesting to the validity of the information presented in the document.

Additional Guidance by Program Type:

Associate Degrees

1. The concentration or major for the associate degree cannot be in general studies or liberal arts unless there is a specific concentration, such as general studies- teaching.

2. All previously completed coursework or transferred credits from another institution should be noted and listed accordingly on the document.

Certificates

1. All courses, blocks of study, or modules must be listed on the ETP document.

2. Program and/or course codes issued by the school must be listed on the document.

3. All "self-paced" programs will need to clearly list the longest recommended duration for completion on the document.

Credentials

1. All courses, blocks of study, or modules must be listed on the ETP document.

2. The name of the credential must be listed on the ETP document.

3. The credential must be needed for employment.

4. No bachelor's degree courses will be accepted.

Licenses/Certifications

1. These ETP documents are for tests/exams only.

2. The name of the license must be listed on the document (i.e. CPA license).

3. The document must include language indicating the license will require additional study if applicable.

4. The document must include the cost of the testing fee or a breakdown of all associated

5. CEUs to maintain a standing license or certification must identify the specific classes and must be accompanied by a copy of a valid license.

GED/ESL

1. This coursework must be part of a certificate or associate degree related to an approved occupation/career goal.

2. Program plans including GED/ESL coursework must detail how these courses support the approved career goal.

NOTE: Spouses will receive a notice through their MyCAA account when their plan has either been approved or deferred. Notification may take up to 14 calendar days. Each spouse must request MyCAA financial assistance (FA) on a course-by-course basis after the ETP is approved and course start/end dates are known. FA must be requested no more than 60 days prior to the course start date.

Last Updated: June 2019