

PROFESSIONAL AND PUBLIC PROGRAMS

MILITARY CAREER ASSISTANCE

Spring 2026

course guide



PPP.UTEP.EDU | 915-747-5142



PROFESSIONAL *and* PUBLIC PROGRAMS

We are a unique learning agent within The University of Texas at El Paso. Our mission is to provide high-quality continuing education. This includes nontraditional academic and lifelong learning opportunities for professional development, personal enrichment and academic growth. We foster and support the larger University mission to serve as a gateway to an improved quality of life for people of the Paso del Norte Region.

OUR VISION

Professional and Public Programs will be the premier provider of comprehensive, quality, educational, professional and personal enrichment programs in collaboration with UTEP departments and external organizations.



SAVE WITH OUR
EARLY BIRD
10% DISCOUNT*

Receive 10% off eligible courses each semester when you register early.

For spring courses, enroll by December 15.

Don't miss your chance to save with this limited-time offer each semester!

Scan the QR Code

for each semester's deadlines and other available discounts.

Don't miss your chance to save!



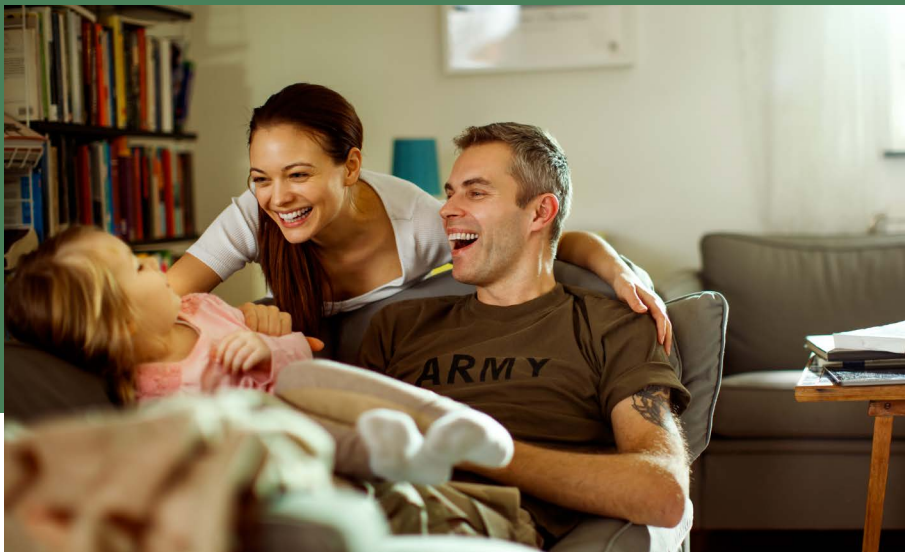
*Discounts do not apply to certain programs, including but not limited to: English Language Institute Core Program, aquatics courses and online courses offered in partnership with third parties. Discounts outlined here may not be combined with any other discounts.

Can't come to us? We'll come to you!

Professional and Public Programs serves as UTEP's resource for community members interested in engaging in continuing education through a variety of noncredit programs and certifications. Through collaboration, partnership and mutually beneficial relationships, we help provide continuing education, resources and assistance to our community.

If you would like to partner with us, please contact Socorro Herrera, Program Manager for Community Outreach and Marketing at **915-747-5106** or via email at **p3ce@utep.edu** or **sherrera1@utep.edu**.





MILITARY CAREER ASSISTANCE

Paying for Certification Training

If cost is what's holding you back from pursuing that new certification or training, think again. Money may be available to help pay for these courses.

Here are just some of the options you might be able to take advantage of:

- UTEP's Military Spouse Career Advancement Accounts Program (MyCAA)
- Army Credentialing Assistance Program (Army CAP)

Let Professional and Public Programs help you enhance your job skills through unique training programs in order to become more competitive in today's labor market.

Thanks to the partnership between UTEP Professional and Public Programs and Workforce Solutions Borderplex (WSB), you may also be eligible for additional funds to help you further your education or training, and to cover any outstanding or upcoming costs for supplies or books.

If you are interested in this opportunity, please contact WSB at your convenience at weserveyou@borderplexjobs.com.

**Funding sources that
you do not have to pay
for out-of-pocket***



WIOA Career Assistance

Seeking funding from a workforce development agency? Professional and Public Programs at UTEP is part of the Texas Eligible Training Provider List (ETPL) and offers a number of noncredit WIOA-approved programs. Visit our website to learn more.



Military Spouse Career Advancement Accounts Program (MyCAA)

Professional and Public Programs accepts MyCAA funding for approved training certification courses in a variety of areas.



Army Credentialing Assistance Program

The Army Credentialing Assistance (CA) Program provides financial assistance for soldiers to earn professional and technical credentials. Professional and Public Programs is an approved ArmyIgnitED educational provider.

*Note that we do not provide the actual funding; however, we provide the Education Training Plan (ETP) for MyCAA and the quote for the Army Credentialing.

Boost your skills with in-demand credentials!

*Click here to request
information for: MyCAA*



*Click here to request
invoice/quote from: Army CAP*



CONTACT OUR TEAM



BY PHONE

Call 915-747-5142,
Monday-Friday, 8 a.m.-5 p.m.



BY EMAIL

Email us at
p3mwca@utep.edu

MyCAA: Scholarship for Military Spouses

The Defense Department expanded scholarship eligibility for military spouses as part of its commitment to take care of servicemembers and their families.

You can check your eligibility for the scholarship by visiting the [MyCAA website](#) after you follow the steps we have provided on the next page.

Refund Policies

Refund policies are available at
ppp.utep.edu/refund-policy

FEATURED COURSES

ARMYIGNITED

**CompTIA Certification
Training: A+, Network+,
Security+**

(VOUCHER INCLUDED)

Gain the knowledge and skills you need to launch an IT career via the CompTIA's A+, Network+ and Security+ certifications.

→ [Click here for course information](#)

CompTIA PenTest PTO-003

(VOUCHER INCLUDED)

Prepare to take the CompTIA PenTest PTO-003 national certification exam.

→ [Click here for course information](#)

**NASM Certified
Personal Trainer and
Exam Preparation**

(VOUCHER INCLUDED)

Prepare to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

→ [Click here for course information](#)

**Oracle SQL and PL/SQL +
Python Developer +
Java Developer**

Get trained to develop databases with Oracle SQL and PL/SQL, and program with Python and Java.

→ [Click here for course information](#)

MYCAA

**Clinical Medical Assistant
Certification Program With
Externship**

(SPANISH VERSION)

El programa de asistencia médica clínica ha sido diseñado con el fin de preparar a los estudiantes para funcionar como profesionales en múltiples entornos de atención médica. Los asistentes médicos con antecedentes clínicos realizan diversas tareas clínicas, incluida la asistencia con la administración de medicamentos y con procedimientos menores, la realización de un electrocardiograma EKG, la obtención de muestras de laboratorio para pruebas, la educación de pacientes y otras tareas relacionadas. Las oportunidades laborales son frecuentes en los consultorios médicos, clínicas, consultorios quiroprácticos, hospitales e instalaciones para pacientes ambulatorios.

→ [Click here for course information](#)

To request information on getting started with one of these courses, please click on one of the following:

ArmyIgnitED



MyCAA

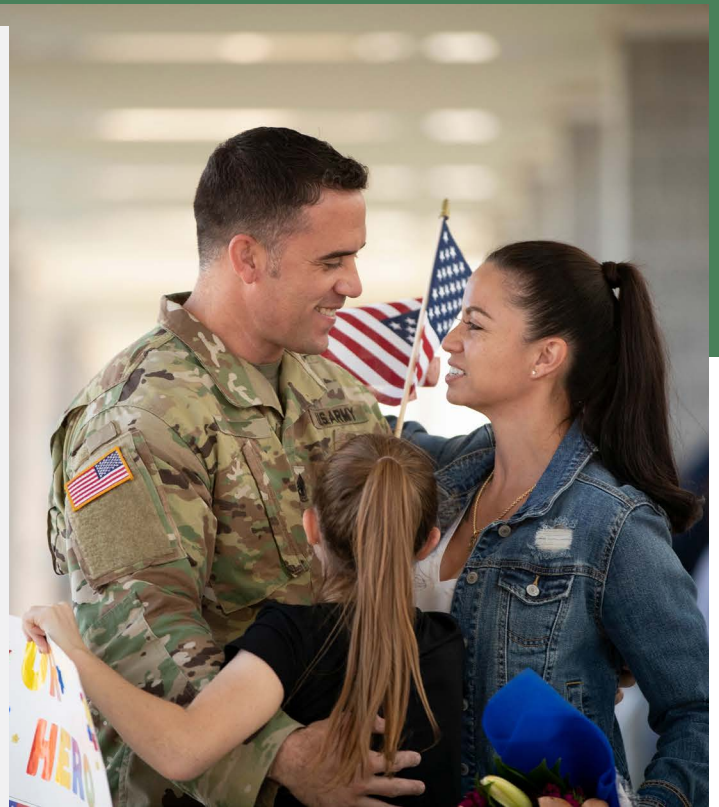


MyCAA

UTEP's Military Spouse Career Advancement Accounts Program (MyCAA) provides financial assistance and a career path for military spouses. Professional and Public Programs at UTEP is a proud participant in this program. We are grateful for the sacrifice and courage of our men and women in the armed forces. Because we understand the strain that this can have on families who have a spouse on active duty, we want to help.

What is MyCAA?

The My Career Advancement Account Scholarship provides a maximum tuition 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 career goals. Annual cap waivers may be available if costs exceed \$2,000, up to the maximum education benefit of \$4,000.



What are the MyCAA Financial Assistance Benefits?

MyCAA Financial Assistance (FA) pays tuition for education and training courses, and licensing/credentialing fees. This includes:

- State certifications for medical professionals and other occupations requiring recognized certifications
- Licensing exams and related prep courses
- Continuing Education Unit (CEU) classes
- Certification programs leading to employment in portable career fields

What are the benefits of UTEP's MyCAA Program?

- Most of our courses are 100% online and available 24/7
- You can work at your own pace
- Expert instructors are available to support you along the way
- Materials are included for most courses

Who is eligible?

- Spouses of service members on active duty in pay grades E-1 to E-6, W-1 to W-2 and O-1 to O-3 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders
 - The first 1,250 approved applicants in pay grades E-6 and O-3 will receive MyCAA financial assistance based on available funding.
- Spouses married to members of the National Guard and reserves in these same pay grades
- Spouses remain eligible for financial assistance if their sponsor is promoted above the eligible pay grades as long as the spouse has a previously approved education and training plan

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 military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status

The My Career Advancement Account Scholarship 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

Click here to request information for: MyCAA



8 STEPS FOR MILITARY SPOUSES TO SECURE A MYCAA SCHOLARSHIP

By applying for a **My Career Advancement Account Scholarship**, eligible military spouses can receive up to \$4,000 in financial assistance to advance their careers — from pursuing a license or certification, to earning an associate degree, to using the funds for continuing education credits or national testing.

STEPS TO APPLY

- 1. Create a DS Logon account.** Already have one? Skip to step 2.
- 2. Create a MySECO account.** Click “Log In” from the menu at the top right of the **MySECO website** (<https://www.militaryonesource.mil/education-employment/seco/>). You’ll be prompted to log into your DS Logon Account from here.
- 3. Create your profile.** Include your experience, certifications, education, etc. The more complete your profile, the better a SECO career coach advisor can help you. If you’re eligible, be sure to accept the MyCAA Terms and Conditions to complete your registration.
- 4. Call 800-342-9647 to schedule a MyCAA coaching session with a SECO career coach.** We’ll schedule your session within 2-3 days of your call.
- 5. Connect with your SECO career coach during your scheduled appointment.** Your career coach will ask about your personal interests and goals, and help find the program that best suits you.
- 6. Contact the selected school** for a MyCAA Education and Training Plan (ETP) after your SECO career coach helps you find the right program.
- 7. Log in to your MyCAA Account to create your plan.** Include your goals, school, program and course(s). Upload your school-provided ETP. Your submission can take up to 14 business days to review.
- 8. Wait for a message in your MyCAA Account** once a decision is made. If approved choose “Request Financial Assistance” in your account. Select the school, plan, term dates and course(s).



Professional and Public Programs accepts **MyCAA funding** for approved training certification courses. To see the latest list of courses offered, visit us at <https://mycaa.militaryonesource.mil/mycaa/schools/profile/7175/campus/6844> or email us at p3mwca@utep.edu.

Things you should know:

1. You have a window to request funding from 60 days before classes start to one day before classes begin.
2. You will need to request financial assistance for every new course or program. (See step 8)
3. As long as you remain eligible, you have 3 years from the date funding is first requested to use your \$4,000.





FORT BLISS EDUCATION CENTER >>>

The Fort Bliss Education Center provides flexible and quality education programs, services and systems to enhance the personal growth, professional development and readiness of Army duty, Reserve/NG, family members, civilians, retirees and contractors. We have three locations:

WEST BLISS

Building 2916, Carrington Rd.

M, T, W, F: 8 a.m.-4 p.m., Th: Noon-4 p.m.

915-568-6831 | 915-568-2466

EAST BLISS

20732 Constitution Ave.

M, T, W, F: 8 a.m.-4 p.m. Th: Scheduled Briefings

White Sands Missile Range, NM

465 Dyer St.

M-W: 8 a.m.-3 p.m. and every other Th & F: 8 a.m.-3 p.m.

575-678-4716

➔ Visit in person or contact us to see how you can benefit.





ARMY CREDENTIALING ASSISTANCE PROGRAM

Professional and Public Programs is an approved ArmyIgnitED educational provider.

The Army Credentialing Assistance (CA) Program allows soldiers to earn professional and technical credentials. The CA program is similar to the Army's existing tuition assistance program and provides financial assistance for soldiers to pursue and earn credentials leading to an industry-recognized academic or vocational credential. These credentials do not have to be linked to the soldier's Military Occupational Specialty (MOS).

This is a voluntary, off-duty training and education program that directly contributes to improving total army readiness, supporting soldiers' professional development, retaining quality soldiers and preparing soldiers for meaningful employment upon transition from military service.

What is paid for?

Credentialing Assistance will pay for all necessary books, supplies and associated materials required for an approved training course and/or exam that shall not exceed \$4,000.

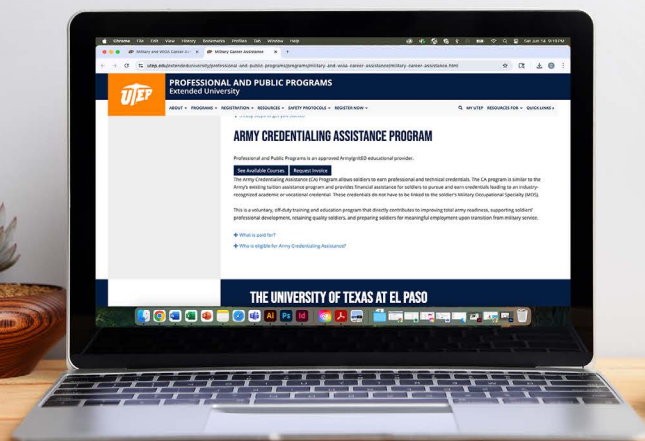
Who is eligible for Army Credentialing Assistance?

As of January 2020, the Army Credentialing Assistance Program is available at bases nationwide.

- Soldiers must meet basic Federal TA eligibility requirements
- Soldiers cannot be flagged under provisions of AR 600-8-2
- Soldiers cannot be contracted ROTC scholarship cadets (receiving tuition and fees or room and board) or Green to Gold ROTC program cadets
- Soldiers must have enough time remaining in service to complete the credential before separating from the Army

5 STEPS TO GET YOU STARTED

- Step 1:** Choose your credentialing course from the ArmyIgnite webpage
- Step 2:** Click on "[Request information](#)" and complete the form.
- Step 3:** We will contact you to complete an online form and send an invoice to you for your chosen program.
- Step 4:** Upload the invoice to the Army CA webpage.
- Step 5:** Start your course.



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Pick the program you're interested in and [fill out a form](#) or call us. We promise you won't be disappointed!

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Have questions? Contact us today.

utepconnect.utep.edu

1-800-684-UTEP

Scan QR code for more information.



UTEP ONLINE



MILITARY CAREER ASSISTANCE

meet THE team



SYLVIA MONSISVAIS
PROGRAM MANAGER

Sylvia Ann Monsisvais graduated as "Student of the Year" from the University of Phoenix where she earned a Bachelor of Science in Business Marketing. She also has an Associate of Applied Science Degree in Music and Video Business.

During the course of her career, Sylvia has worked as an SOS Program Coordinator, Trainer and certified Crime Prevention Practitioner with the El Paso County Sheriff's Office, and a Special Promotions Coordinator for the El Paso Police Department. She has received several commendation awards from El Paso's Chief of Police and multiple awards for her volunteer work with various nonprofit organizations, including the DEA, Job Corps, United Blood Services, Cook Children's Medical Center and Girl Scouts of the Rio Grande.

Sylvia resides in El Paso with her husband and two children.

Favorite inspirational quote:

"Don't let anyone ever make you feel like you don't deserve what you want. Go for it."

- **Heath Ledger**

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CONTACT US



ONLINE

Visit us at ppp.utep.edu



BY EMAIL

Email us at p3mwca@utep.edu



BY PHONE

Call 915-747-5142,
Monday-Friday, 8 a.m.-5 p.m.

Connect with us to receive special offers, updates on courses and more!



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PROFESSIONAL AND
PUBLIC PROGRAMS
EXTENDED UNIVERSITY

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