



PROFESSIONAL AND PUBLIC PROGRAMS  
CONTINUING EDUCATION

# MILITARY CAREER ASSISTANCE

SUMMER  
2026



PPP.UTEP.EDU | 915-747-5142

# WELCOME!

We proudly participate in two programs that provide our military servicemembers and spouses with career assistance.

- Military Spouse Career Advancement Accounts Program (MyCAA)
- Army Credentialing Assistance (CA) 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.



## GUIDE INDEX

CLICK A SECTION TO NAVIGATE

Meet the Team .....	page 3
How to Register.....	page 3
What's Happening .....	page 4
Featured Courses .....	page 5
Paying for Certification Training .....	page 6

MyCAA.....	page 7
MyCAA Scholarship .....	page 8
Fort Bliss Education Center .....	page 9
ARMY Credentialing Assistance .....	page 10



We provide high-quality continuing education. This includes nontraditional academic and lifelong learning opportunities for professional development, personal enrichment and academic growth.

# MEET THE MILITARY CAREER ASSISTANCE MANAGER



**SYLVIA MONSISVAIS**  
PROGRAM MANAGER

## CONTACT US

 **ONLINE**  
Visit us at [ppp.utep.edu](http://ppp.utep.edu)

 **BY EMAIL**  
Email us at [p3mwca@utep.edu](mailto: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!

 **UTEP.P3**

 **UTEP\_P3**

 **UTEP.P3**

 **UTEP-P3**

# REGISTER ONLINE

REGISTRATION IS QUICK AND EASY

1. Find your desired course
2. Click "Click here to register"
3. Click "Enroll Now"
4. Click "Continue to Checkout"
5. Log In/create account
6. Checkout & pay
7. Check your email for confirmation

NEED ASSISTANCE? CONTACT US!

### DID YOUR PLANS CHANGE?

Refund policies are available at [ppp.utep.edu/refund-policy](http://ppp.utep.edu/refund-policy)

# EVENTS, DISCOUNTS & MORE

Stay up to date with everything going on! From our Summer Kickoff event to exclusive discounts and featured ads for instructors this is your go-to spot for the latest opportunities, updates, and ways to get involved.


## SUMMER KICKOFF



SATURDAY  
APRIL  
25



Join us for a day of fun, giveaways, and exclusive discounts!\*



GO TO PAGE 11 FOR MORE INFORMATION.

### EARLY BIRD

10% DISCOUNT\*



GO TO PAGE 12 FOR MORE INFORMATION.

### 100% ONLINE DEGREES FROM UTEP



GO TO PAGE 13 FOR MORE INFORMATION.

# 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

The Clinical Medical Assisting online certification course from University of Texas at El Paso is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

→ [Click here for course information](#)



# 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](mailto:weserveyou@borderplexjobs.com).

[Click here to request information for: MyCAA](#)



[Click here to request invoice/quote from Army Cap](#)



## 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.



# 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.



[Click here to request information for: MyCAA](#)



## 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



# 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/) (<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, ask your MyCAA Counselor or email us at [p3mwca@utep.edu](mailto: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.





PROFESSIONAL AND PUBLIC PROGRAMS

# SUMMER KICKOFF

AT UTEP'S MEMORIAL GYM

**10 A.M.-2 P.M.**



Enjoy  
**free popcorn**  
while supplies last!

**SATURDAY  
APRIL  
25**

**FREE  
UTEP  
SWAG\***



**RECEIVE 10% OFF ON KIDZ ON CAMPUS CAMPS**

Sign up for any of our 8-week youth camps at UTEP and save 10% per camp!  
Discounts are available for **phone and in-person registrations only on this day.**  
Discounts can't be combined with other offers.

## Summer fun for the whole family!

Enroll in any summer course by May 15 and get 10% off\*\*  
Don't miss out on this Early Bird Discount!

Visit [ppp.utep.edu/summerkickoff](http://ppp.utep.edu/summerkickoff) for more details.

\* Youth t-shirts and swag available for first 50 on-site registrations. \*\* Exclusions apply.



SAVE WITH OUR

**EARLY BIRD**

**10% DISCOUNT\***

RECEIVE

**10% OFF**

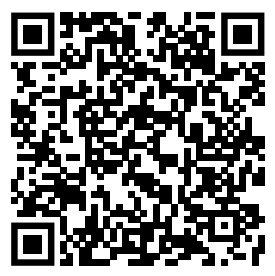
Receive 10% off eligible courses each semester when you register early.

DISCOUNT ENDS

**MAY 15, 2026**

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

\*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.



**Scan the QR Code**

for each semester's deadlines and other available discounts.



## UTEP Employees and Retirees Discounts

Current and retired UTEP employees may receive 15% discount on eligible courses\*. You must call in to claim discounts.

THE UNIVERSITY OF TEXAS AT EL PASO

100% online degrees from UTEP

EDUCATION THAT FITS

YOUR LIFESTYLE.

All the online programs offered are of the same great quality and academic rigor as face-to-face degree programs and are taught by the same faculty who teach on-campus courses.

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



Scan QR code for more information.

**APPLY TODAY!**



UTEP ONLINE

Have questions? Contact us today.  
[utepconnect.utep.edu](http://utepconnect.utep.edu)  
1-800-684-UTEP