

**Joining the  
Spouse Education and  
Career Opportunities  
and  
My Career Advancement  
Account Scholarship  
Team**



Institutions and organizations: Learn more about the Spouse Education and Career Opportunities program and My Career Advancement Account Scholarship and become a partner to support military spouses.



<https://aiportal.acc.af.mil/mycaa>

## The importance of the Spouse Education and Career Opportunities program



Military spouses play a critical role in the readiness, retention and stability of military families.

Military spouses are the backbone of military families — holding them together through good and difficult times, during deployments and as they relocate to new assignments at military installations all around the world. But, as spouses relocate to support their service members, they may be asked to leave jobs and schools they love and say goodbye to friends, family and familiar situations. This can mean that spouses have a difficult time completing education goals or building careers of their own.

The Department of Defense recognizes the sacrifices made by military spouses and realizes that spouse satisfaction is a key to keeping a strong military force. Two of the areas affected most by the mobile military life are spouse employment and pay equality.

**85%** of our military spouses say they want or need to work. They want to have fulfilling careers and want those careers to follow them as they move.<sup>1</sup>

To assist military spouses in reaching their education and career goals, the Department of Defense established a comprehensive, spouse-centered program called Spouse Education and Career Opportunities.



By increasing the education and career opportunities of military spouses worldwide, the program allows spouses to expand their portfolios, receive equitable pay, increase their transferable skills and find the jobs that matter to them.

<sup>1</sup>Defense Manpower Data Center (2011), The 2010 Military Family Life Project Briefing (May 18, 2011), Military OneSource.mil, [http://www.militaryonesource.mil/12038/MOS/Reports/FY2012\\_Report\\_MilitaryFamily-ReadinessPrograms.pdf](http://www.militaryonesource.mil/12038/MOS/Reports/FY2012_Report_MilitaryFamily-ReadinessPrograms.pdf).

## My Career Advancement Account Scholarship and military spouses

The Spouse Education and Career Opportunities program offers information, tools and resources to support spouses in the areas of career exploration, education, training and licensing, employment readiness and career connections. Military spouses can use the Spouse Education and Career Opportunities resources and services to assist them in building careers that are both personally and financially rewarding.

### ➤ Explore – MySECO

<https://myseco.militaryonesource.mil>

- Explore career skills, interests and aptitudes
- Find information about today's job market, work opportunities, portable skills, entrepreneurship and federal employment

### ➤ Learn – My Career Advancement Account Scholarship

- Learn about education options and licensure and credential requirements
- Research, compare and weigh the cost of potential schools and programs

## Certified Career Counselors

### ➤ Connect – Military Spouse Employment Partnership

- Connect with corporations, government organizations and nonprofits
- Leverage resources such as the Military Spouse Employment Partnership, Hiring Our Heroes hiring fairs and USAJOBS

### ➤ Prepare – Installation Employment Readiness Staff

- Prepare to join or re-enter the workforce
- Receive information and assistance with job search strategies, resume writing, interviews, networking and self-marketing



## Eligibility requirements for potential schools and institutions

Schools and institutions interested in participating in the My Career Advancement Account Scholarship program should be aware of the terms and conditions for eligibility.

### The My Career Advancement Account Scholarship approved schools will do the following:

- ✓ Talk to military spouses about Spouse Education and Career Opportunities so they know about all the great education and employment resources available to them
- ✓ Offer the highest standard of education and have the formal credentials to prove it
- ✓ Be accredited by the U.S. Department of Education, a state board or a DoD-approved industry regulating body
- ✓ Be able to accept a government purchase card (MasterCard) as payment for invoices
- ✓ Have a scanner and Adobe software to open, read and upload PDF documents
- ✓ Agree to report all My Career Advancement Account Scholarship student grades and program completions via an online portal within 60 days of the course end date
- ✓ Extend the Servicemembers Opportunity Colleges Military Student Bill of Rights to My Career Advancement Account Scholarship spouses
- ✓ Complete the onboarding process, which includes a virtual orientation
- ✓ Actively participate with the Spouse Education and Career Opportunities Education, Training and Licensing team to administer the My Career Advancement Account Scholarship

## My Career Advancement Account Scholarship:

### Assisting spouses in pursuing higher education

**50%** For military spouses, achieving education goals is often difficult. Results from a 2011 Department of Defense survey for spouses of active-duty members indicated that approximately 50 percent of military spouses expressed their interest in attending school, yet identified the cost of education and frequent relocations as major reasons that hold them back.<sup>2</sup>

To address this problem, the Department of Defense established the My Career Advancement Account Scholarship. The scholarship provides eligible military spouses with tuition assistance to assist them in pursuing licenses, certifications, certificates and associate degrees necessary for careers and occupations that are most likely to have virtual and on-site job openings wherever they live.



Defense Manpower Data Center (2011), The 2010 Military Family Life Project Briefing (May 18, 2011), Military OneSource.mil, [http://www.military-onesource.mil/12038/MOS/Reports/FY2012\\_Report\\_MilitaryFamilyReadiness-Programs.pdf](http://www.military-onesource.mil/12038/MOS/Reports/FY2012_Report_MilitaryFamilyReadiness-Programs.pdf).<sup>2</sup>

Eligible military spouses are encouraged to use the My Career Advancement Account Scholarship to assist them in paying for their continuing education. Eligibility for the scholarship includes the following requirements:

- ✓ Spouses of active-duty (Title 10) Army, Marine Corps, Navy and Air Force service members in pay grades E-1 to E-5, W-1 or W-2 and O-1 or O-2
- ✓ Spouses of active-duty (Title 10) National Guard and Reserve Component service members in pay grades E-1 to E-5, W-1 or W-2 and O-1 or O-2
- ✓ Ability to request tuition assistance while their military sponsor is on active duty.

Spouses may use their funds at any academic institution or organization approved for participation in the My Career Advancement Account Scholarship. Use the “School Search” function on the My Career Advancement Account Scholarship website (<https://aiportal.acc.af.mil/mycaa/School/SearchSchools.aspx>) to see if your school is participating.

Schools are expected to work with spouses on planning required education plans and documenting education goals including offering a robust financial aid package.

Executive Order 13607, the Principles of Excellence, signed on April 27, 2012, provides guidance to schools that are assisting spouses with choosing and funding the best education for their chosen career path. This executive order applies to institutions serving service members, veterans, spouses and other family members.



The Principles of Excellence are intended to strengthen oversight, enforcement and accountability for institutions receiving funds from federal, military and veteran education benefits programs. <http://whitehouse.gov/the-press-office/2012/04/27/executive-order-establishing-principles-excellence-educational-institution>

## Application process

Does your school or organization meet the My Career Advancement Account Scholarship eligibility requirements? If so, your next step is to complete the [Eligibility Application](#). The application must contain the following information:



- ✓ Terms and conditions agreement
- ✓ Organization or school's basic information
- ✓ Point of contact and one alternate

Once you've provided the necessary information, you're ready to submit the application. The application review period can take up to 90 days for completion. Upon receipt of the application and at the 30 and 60-day marks, you will receive an email regarding the status of your application. The Education, Training and Licensing team will keep you updated on the onboarding process.

## Approved. What's next?

If your application is approved, at least one and preferably two organization officials must participate in a virtual orientation. After the orientation session, you will receive an email with step-by-step instructions for registering with the Academic Institution Portal. Registration in the AI Portal is important so that spouses can begin using their My Career Advancement Account Scholarship funds at an approved school or organization.

## Benefits

If your school or organization is approved, you will join the ranks of other top-notch My Career Advancement Account Scholarship educators. Many benefits come with participating with My Career Advancement Account Scholarship.

- ✓ Your school or organization appears on the My Career Advancement Account Scholarship list and is searchable and viewable by eligible military spouses pursuing postsecondary education.
- ✓ You can market your school's education benefits and association with My Career Advancement Account Scholarship as an approved form of tuition assistance.
- ✓ You have access to a dedicated My Career Advancement Account Scholarship Education, Training and Licensing team available via phone and email.



The My Career Advancement Account Scholarship is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive counseling, information, tools and resources to support military spouse career exploration, education, training and licensing, employment readiness and career connections.



If you have questions or need assistance, don't hesitate to contact the Education, Training and Licensing team today at **888-256-9920**



or email us at [MyCAAFedback@militaryonesource.mil](mailto:MyCAAFedback@militaryonesource.mil).

Assist our military spouses in meeting their education and career goals — become a My Career Advancement Account Scholarship approved school or institution today.

Start your application: <https://aiportal.acc.af.mil/ai-portal/SchoolApplication/ChoosePrograms>

