

## MYCAA – Frequently Asked Questions (FAQ)

### (My Career Advancement Account Scholarship Program)

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#### 1. What is MYCAA?

MYCAA is a Department of Defense education scholarship that provides up to **\$4,000** in tuition assistance for eligible military spouses pursuing approved certificates, licenses, or associate degrees.

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#### 2. Who is eligible for MYCAA?

You may qualify if you are a **spouse of an active-duty service member** in one of the following pay grades:

- **E-1 to E-6**
- **W-1 to W-2**
- **O-1 to O-2**

Service members must be currently on Title 10 active-duty orders.

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#### 3. What programs does MYCAA cover?

MYCAA covers tuition for:

- Certifications
- Licensure programs
- Associate degrees **directly related to a career field**

It **does not** cover:

- Bachelor's or master's degrees
  - General studies or electives unrelated to a career field
  - Books, supplies, or fees not required for the program
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#### 4. How much does MYCAA pay?

MYCAA provides **up to \$4,000 total**, with a maximum of **\$2,000 per fiscal year**.

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### 5. How do I apply for MYCAA?

You must create an account on the DoD Spouse Education & Career Opportunities (SECO) website:

👉 <https://myseco.militaryonesource.mil>

Then:

1. Create your MYCAA account
  2. Upload your spouse documentation (LES, marriage certificate, etc.)
  3. Choose your school and program
  4. Submit an Education & Training Plan (ETP) for approval
  5. Request funding once approved
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### 6. What is an Education & Training Plan (ETP)?

This is a document submitted to MYCAA that lists:

- Your chosen program
- Required courses
- Tuition cost per course
- School information

The ETP **must be approved** *before* MYCAA will authorize payment.

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### 7. Does the school submit MYCAA funding requests for me?

No. **The student** must request the MYCAA funding in the portal for each course. The school will then log in and **approve** the request.

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### 8. How does MYCAA pay the school?

MYCAA sends payments **directly to the institution** once the funding request is approved and the course begins.

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### 9. When should I request MYCAA funding?

Funding requests must be submitted:

- **No earlier than 60 days** before the course start date
- **No later than 7 days** before the course starts

Late requests are not accepted.

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### 10. Can I use MYCAA with financial aid or VA benefits?

Yes. However:

- MYCAA is **tuition-specific**, so it applies to tuition first.
  - Other aid (Pell Grant, loans, etc.) may affect your refund.
  - You cannot use MYCAA at the same time as your own GI Bill® benefits (but you can if your spouse is the service member).
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### 11. What if my spouse changes duty status or rank?

If your spouse is promoted above eligible pay grade or leaves active duty, you must **already have an approved ETP** to continue using MYCAA.

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### 12. Can MYCAA be used for online classes?

Yes. MYCAA supports **online, hybrid, and in-person courses**, as long as they are part of the approved program.

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### 13. Where can I get help or speak to a MYCAA advisor?

You can contact a SECO career coach at:

 **800-342-9647**

(Search: "MYCAA" on Military OneSource)