



WWW.UTC.EDU/ACADEMIC-AFFAIRS/CENTER-FOR-PROFESSIONAL-EDUCATION/ARMY-CREDENTIALING-ASSISTANCE

Army Credentialing Assistance Registration Checklist

- Decide which UTC course you would like to enroll in.
- Contact UTC for an invoice by emailing cpe@utc.edu or by calling 423-425-4344.
- Submit the invoice to [ArmyIgnitED](#) for approval.
- Once your course is approved, UTC waits for payment from ArmyIgnitED. Upon receiving payment, UTC will enroll you in your course. Do NOT enroll yourself.

Your materials will be sent to you upon enrollment.
Your education officer will also be available to support you throughout the process.