

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.
- Per Army CA requirements, quotes cannot be submitted for approval less than 40 days or more than 90 days prior to the start of class.

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