

# How Spouses Invite New Schools to Participate in MyCAA



Choosing a school that is already participating in MyCAA is the fastest way to start using MyCAA Financial Assistance (FA). Unfortunately, sometimes military spouses need to pursue training and education that is offered by other schools and institutions. Keep in mind that all institutions that participate in MyCAA are required to meet MyCAA approved accreditation standards that are issued by recognized national, regional, state, industry and professional boards and organizations.

The invitation process can take 90-120 days to complete, so spouses should plan accordingly when scheduling coursework. Having a second school in mind as a back-up plan is also a good idea as inviting a school does not guarantee that school officials will choose to participate.

Here are the steps spouses must follow to invite a new school to participate in MyCAA:

1. Print the MyCAA New School Invitation Package. Mail or hand deliver this package to one or more of the following School Officials (or download to send by email):
  - a. Military or Veterans Liaison
  - b. Registrar or Director of Admissions
  - c. Director of Financial Aid
  - d. Bursar, Comptroller, Director of Finance or Accounts Receivable

2. Encourage school officials to enroll in the MyCAA program and complete the registration process quickly so that spouses can use MyCAA FA to pay for courses.

To reduce decision making time, tell school officials that spouses have \$6,000 of funding immediately available from the Department of Defense (DoD) to spend on courses at their school if they agree to register for the MyCAA online invoicing process which pays schools directly by government credit card for courses taken by military spouses.

3. Keep in contact with the school officials and monitor school MyCAA eligibility and registration status. School officials (NOT spouses) must complete the following steps to register successfully:
  - a. Go online and complete the *School Eligibility Questionnaire* for MyCAA. Instructions are found in the MyCAA New School Invitation Package. The school will be notified regarding eligibility to participate in MyCAA. This process may take 90-120 days.
  - b. If eligible, complete the registration process by following MyCAA School FAQs guidance which is provided to school officials by the MyCAA School and Program Support Team.

NOTE: Spouses - DO NOT call MyCAA Career and Education Consultants regarding school registration status. This significantly delays the process. Successfully registered schools can be found using the School Search button in the [MyCAA website](#).

Once the new school is successfully registered in MyCAA, spouses can login to the [MyCAA website](#) and develop a Career and Training plan that includes courses offered by that school.