



My Career Advancement Account (MyCAA) Scholarship

My Career Advancement Account (MyCAA) Scholarship Program, a component of the Department of Defense Spouse Education and Career Opportunities (SECO) program, is a workforce development program that provides **up to \$4,000 of tuition assistance** to eligible military spouses. The scholarship assists military spouses in pursuit or maintenance of a license, certification, or **up to an associate degree** necessary to gain employment in an occupation or career field. MyCAA does not pay for fees of any kind, including, but not limited to, registration fees, technology fees, or parking fees. MyCAA annual fiscal year cap of \$2000 is from 1 October – 30 September.

To learn about eligibility and get instructions on applying for this valuable resource, visit the [MyCAA fact sheet](#) or the [MyCAA website](#). A [SECO career coach](#) can also provide additional guidance. Contact Military OneSource at 800-342-9647 for questions or email the MyCAA Help Desk for technical assistance at MYCAAHELP@militaryonesource.mil.

Get Started With MyCAA!

1. Create a [MyCAA account](#) and determine your eligibility

MyCAA is open to spouses of active-duty service members, National Guard and reserve members under qualifying Title 10 orders in pay grades E-1 - E-6, W-1 through W-2 and O-1 through O-3.

2. Create a career goal in your MyCAA account
3. Contact your **School Academic Advisor**:

DACC Academic Advisor: Samantha Redford at (575) 528-7045 or sredford@dacc.nmsu.edu

NMSU-Alamogordo Academic Advisor: Katie Paulus at (575) 439-3720 or katie58@nmsu.edu

4. Ask your School Academic Advisor to create an [Education & Training Plan \(ETP\)](#)
5. **Submit your ETP to your MyCAA account** (ETP approval can take up to 14 business days)
6. Request Financial Assistance (FA) for every course of study
 - a. Request FA within 60 days before the start date of the course
 - b. FA requests **must be submitted ONE DAY before** the term start date
 - c. FA is **invoiced** after the Last Day to Cancel Registration WITHOUT a W (100% refund)

Military and Veterans Programs

MSC 4740, P.O. Box 30001
Las Cruces, NM 88003-8001

Corbett Center Student Union, Room 244
575-646-4524 or 646-1113 (fax)
mvp.nmsu.edu or mvp@nmsu.edu