



## 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](mailto:MYCAAHELP@militaryonesource.mil).

### Get Started With MyCAA!

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

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on qualifying Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

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](mailto:sredford@dacc.nmsu.edu)

**NMSU-Alamogordo Academic Advisor:** Tim Wheeler at (575) 439-3726 or [twheeler@nmsu.edu](mailto:twheeler@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 Drop a Class without a W grade (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](http://mvp.nmsu.edu) or [mvp@nmsu.edu](mailto:mvp@nmsu.edu)