

AF COOL Process



COURSE LIAISON: Determine students, location, and potential dates 90-days prior (Optimal)

PM-PROLEARN: Validate course dates and add course to schedule

COURSE LIAISON: Send final student roster to [PM-ProLearn Support](#).

PM-PROLEARN: Create combined invoice for PMP Training and Certification Exam for each student.

STUDENT: Set PMP as the academic goal (unless you're paying out of pocket).

- a. Log into AFVEC
- b. Click Education Goals
- c. Select "Add Goal"
- d. Select "AF COOL"
- e. Note "Things you need", click Next
- f. Click Leadership Credentials at the top of Select Credentials screen
- g. Click PMP, CAPM, or PMI-ACP
- h. Click Next (Test title auto-populated)
- i. Upload Invoice on the supporting documentation screen, next
- j. Enter Supervisor email, click next
- k. Review and submit
- l. Make sure your supervisor received the email. Check junk and spam folders if they don't see in their inbox

SUPERVISOR: Approve training request from student

PM-PROLEARN: Weekly email to student to verify progress, starting at 60-days from course start (or first contact). Funding requests MUST BE completed 30-60 days from start of course.

STUDENT: Receive notification of approval from AFVEC

STUDENT: Submit funding request for training in AFVEC.

NOTE: Select PM-ProLearn as the "Campus" during this process.

- a. Choose "Start funding request" (bottom right under Self Service).
- b. Then, choose AF COOL under type of request.
- c. Next, choose "STUDY MATERIALS" funding request, acknowledge and start application.
- d. Select your base and education goal (PMP).
- e. Now, add a school name and search PMI.
- f. Next, choose PMI as the school and load the Study Materials amount from your invoice
- g. Sign and submit.

NOTE: AFVEC funding for exam fees is completed after training and application approval from PMI

STUDENT: Report progress to Course Liaison

COURSE LIAISON: Track approvals and engage AF COOL where needed

PM-PROLEARN: Track approvals and engage with AF COOL where needed