

SPOUSE RE-LICENSING & RE-CERTIFICATION ASSISTANCE	
Intent	To relieve distress, promote resiliency and overall financial readiness/well-being of Army Families by providing assistance to Spouses of Regular Army and Army National Guard / U.S. Army Reserve Soldiers for state re-licensing and re-certification fees.
Eligibility	Spouses of Regular Army and Army National Guard / U.S. Army Reserve Soldiers on Title 10 Active Guard Reserve (AGR) tours who are enrolled in DEERS as a dependent.
Category Guidelines	Assistance to Spouses of Regular Army Soldiers must be associated with a Regular Army Permanent Change of Station (PCS) order from one state or territory to another and movement of the Soldier's dependent(s) is authorized at the expense of the United States as part of the reassignment.
	Assistance to Spouses of Army National Guard and U.S. Army Reserve Soldiers must be associated with an AGR (Title 10), Permanent Change of Station (PCS) order from one state or territory to another and movement of the Soldier's dependent(s) is authorized at the expense of the United States as part of the reassignment.
	AER assistance may be provided for re-licensing or re-certification fees that exceed the \$500 Army reimbursement cap up to a maximum of \$2500. Proof of submission of the SF Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, requesting up to \$500 reimbursement from the Army must be submitted with the request for AER assistance.
	The Spouse must already be licensed or certified in a career field from the Soldier's previous duty station to be eligible for assistance under this category.
	Spouse has up to 180 days after arrival at the new duty station to apply for AER assistance.
Program	Loan, Grant or combination of both.
Dollar Cap	Not to exceed \$2,500
Budget	Required
Remaining Time in Service Requirements	None
Applicant Must Provide	Valid military ID card
	Sponsor Leave and Earnings Statement (LES) and Spouse Earning Statement (if applicable).
	Permanent Change of Station (PCS) Orders
	Copy of license or certification from the Soldier's previous duty station.
	Proof of submission of SF Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, requesting up to \$500 reimbursement from the Army.
	Cost estimate for re-licensing or re-certification in the new state for the amount that is above the \$500 Army reimbursement cap.
	Special Power of Attorney (AER Form 53 or civilian equivalent) or Allotment Authorization (AER Form 55) when Soldier is not available.
netForum Case Entry Requirements	
Category Entry	Use request category "Spouse re-Licensing / re-certification Assistance."
Mandatory Case Information	Cost of re-licensing or re-certification amount above the \$500 Army reimbursement cap in the new state.
	Start and end date of current AGR Orders (Army National Guard and U.S. Army Reserve) (if applicable).
	Date of arrival at new duty location
	Level II recommendation (if required). Note: If the Level II Approving Official recommends disapproval or disapproves an assistance request, specific reason(s) for disapproval will be entered in case notes. A "disapproval" or "no" without specific reasons is not acceptable.
Mandatory Document Upload	AER Form 52 (Disbursement and Allotment Authorization)
	Application
	Sponsor Leave and Earnings Statement (LES) and Spouse Earning Statement (if applicable).
	Cost estimate for re-licensing or re-certification in the new state for the amount above the \$500 Army reimbursement cap.
	Permanent Change of Station (PCS) Orders
	Proof of submission of SF Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, requesting up to \$500 reimbursement from the Army.
	License or certification from a previous state or territory
Special Power of Attorney (AER Form 53 or civilian equivalent) or Allotment Authorization (AER Form 55) when Soldier is not available.	