

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.
	<b>NOTE: AER assistance under this category of assistance is "needs based" and <u>WILL NOT</u> be provided after the re-licensing or re-certification fees have already been paid. AER <u>WILL NOT</u> reimburse for these fees.</b>
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 \$1000 Army reimbursement cap up to a maximum of \$2500. The request for assistance <b>WILL BE</b> submitted prior to submission of the SF Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal and/or prior to paying the re-licensing or re-certification fees.
	Based on the costs estimate for the re-licensing or re-certification fees, the first \$1000 of the total amount requested will be provided as a <b>LOAN</b> due to the fact that the Spouse will be reimbursed up to \$1000 by the Army after submission of the SF Form (SF) 1034. The remaining amount that is above \$1000 Army reimbursement amount may be considered as a loan, grant or combination of both.
	The AER Check will be in two party (Spouse and Vendor) or made payable directly to the vendor.
	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. <b>Assistance will be provided upon arrival at the gaining duty station.</b>
	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.
	Cost estimate for the total amount of the re-licensing or re-certification in the new state.
	Special Power of Attorney (AER Form 53 or civilian equivalent) or Allotment Authorization (AER Form 55) when Soldier is not available.
<b>netForum Case Entry Requirements</b>	
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 the re-licensing or re-certification fees in the new state.
	Permanent Change of Station (PCS) Orders
	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.