



MyCAA Payment Checklist



This is an optional guide to help keep you on track.

My Advisor's Contact Information:

Name: _____

Email: _____

Phone: _____

- I've filled out the request form at [PM-ProLearn.com](https://mycaa.militaryonesource.mil/mycaa/get-started) to connect with an advisor
- I've confirmed my eligibility and provided the required spouse info at <https://mycaa.militaryonesource.mil/mycaa/get-started>
- I've found a course I want using "upcoming courses" in the website menu at PM-ProLearn.com
- I've heard back from my advisor and entered their info above for easy contact
- I've confirmed class availability with my advisor and received my ETP
- I've provided my MyCAA counselor with the paperwork from PM-ProLearn
- I've informed my PM-ProLearn advisor I've submitted everything to MyCAA

Congrats on Beginning Your Journey!