



CG COOL 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 to connect with an advisor
- I've requested approval in MyCG Ed at <https://myeducation.netc.navy.mil/webta/>
- 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 paid for the course online
- I've attended the course and received my certificate of completion
- I've uploaded my applicable receipts, OF-1164, and course results to MyCG Ed to request reimbursement from CG COOL.

Congratulations!