



Society of American Military Engineers

Dedicated to National Security – Since 1920

CREREDENTIALING ASSISTANCE PROGRAM (CAP) FOR YOUNG PROFESSIONALS AND ENLISTED MEMBERS

1. **Purpose.** The purpose of the Credentialing Assistance Program (CAP) is to promote the professional development of SAME Young Professionals (YP) and Enlisted Members in support of the SAME Strategic Plan. The CAP serves to fulfill the third objective of the Education and Mentoring Fund Charter “to provide financial support to professional development, education and mentoring initiatives that will benefit SAME members...” This program is not intended to replace existing programs offered by Posts, employers, or other organizations but rather provide assistance for individuals who demonstrate public or professional meritorious service or achievement and consistent involvement within SAME.
2. **Management of the CAP.** Following are the roles and responsibilities for implementing the program:
 - a) SAME National, together with the YP and Enlisted Communities of Interest (COI), will educate members and posts about the program, promote its use, and maintain information on the application criteria and process on the SAME website.
 - b) SAME National will establish an annual budget for the program. Applications will be accepted on a rolling basis.
 - c) The Credentialing Committee will evaluate the information in the application and approve assistance requests that meet all the eligibility requirements. If there are more applications than funds available, the committee will rank order the applications based on merit using the information in the applications. The committee will select those which can be awarded. Any person not awarded in the current year may resubmit the following year.
 - d) Applicants must be a YP or Non-Commissioned Officer (NCO). There is no age limit for NCO applicants. YPs must remain less than or equal to age 39 by the application due date.
 - e) Applicants must have passed the respective examination and provide required documentation with the application.
 - f) This program will provide financial assistance for exam sitting fees, registration fees, and/or study expenses (i.e. books or classes for the specific exam).
 - g) No single government official or employee shall receive through this assistance program more than **\$200** in assistance, whether one time or multiple times.
 - h) No single private sector individual shall receive through this program more than **\$500** in assistance, whether one time or multiple times.
3. **Credentials Supported by the CAP.** The following credentials, licensures, or certifications are considered to have an intrinsic value to SAME’s mission and the architectural, engineering, and/or Construction professions and are supported by this program:
 - a) Fundamentals of Engineering Exam and Professional Engineer Exam (any discipline)
 - b) Architect Registration examination (For any division)
 - c) Certified Construction Manager (Sponsored by Construction Management Association of America)
 - d) Design-Build Certification (Sponsored by Design-Build Institute of America)
 - e) Leadership in Energy and Environmental Design (Sponsored by U.S. Green Building Council)
 - f) Certified Energy Manager (Sponsored by International Facility Management Association)
 - g) Project Management Professional (Sponsored by Project Management Institute)
 - h) Certified Facility Manager (Sponsored by International Facility Management Association)
 - i) Credentials offered by National Institute for Certification in Engineering Technologies (NICET)
 - j) Credentials offered by the National Association of State Boards of Geology (ASBOG)

Other credentials will be reviewed by the Selection Committee on a case-by-case basis.

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SAME Executive Director