

Flutter Leadership Academy



INSTRUCTIONS FOR AF COOL FUNDING REQUEST

IMPORTANT NOTES - MUST READ

The AF COOL funding request window is no later than 30 days and no earlier than 60 days from the course start date.

- ♦ Example: The course start date is November 20th.
- ♦ The earliest you can submit a funding request is September 21st (60 days prior).
- ♦ The last day to submit a funding request is October 21st (30 days prior).

About our Associate Certified Coach (ACC) Program

The Department of Defense (DoD) has officially approved the Associate Certified Coach (ACC) credential for COOL funding. Even more exciting, your favorite coach trainer, Flatter, Inc., is now authorized to provide this exceptional preparation!

Flatter is proud to be the leading ACC trainer, making a significant impact on the DoD Coaching Culture by successfully coaching over 400 DoD professionals. Join our thriving community at Flatter Leadership Academy (FLA) and embark on an incredible coaching journey through COOL funding.

What to Expect from Flatter's #FlatterCool ACC Offering-- ALL preparation necessary to apply for Associate Certified Coach (ACC) Accreditation:

- 60 hours of coach-specific preparation through Level 2 (ACTP) program
- 10 hours of Mentor Coaching: Completed in an ICF Level 2 program.
- Performance Evaluation: Completed in an ICF Level 2 program.

But that's not all! When you choose Flatter, you receive exclusive benefits that set us apart from the competition:

1. **Access to Flatter's DoD Alumni Group:** Enjoy monthly Coach's Coffee sessions, barter coaching, and coach pairing opportunities, ensuring you achieve at least 100 hours of coaching within 18 months of ACC application submission.
2. **3 Times Weekly Live Coach Training:** Even after your certification through Flatter is complete, we continue to support your growth, helping you pave the way to your next certification (PCC or MCC).

Ready to Elevate Your Coaching Career with COOL Funding?

If you're passionate about advancing your coaching career with the support of COOL funding, don't hesitate to reach out to us for more details and enrollment information!

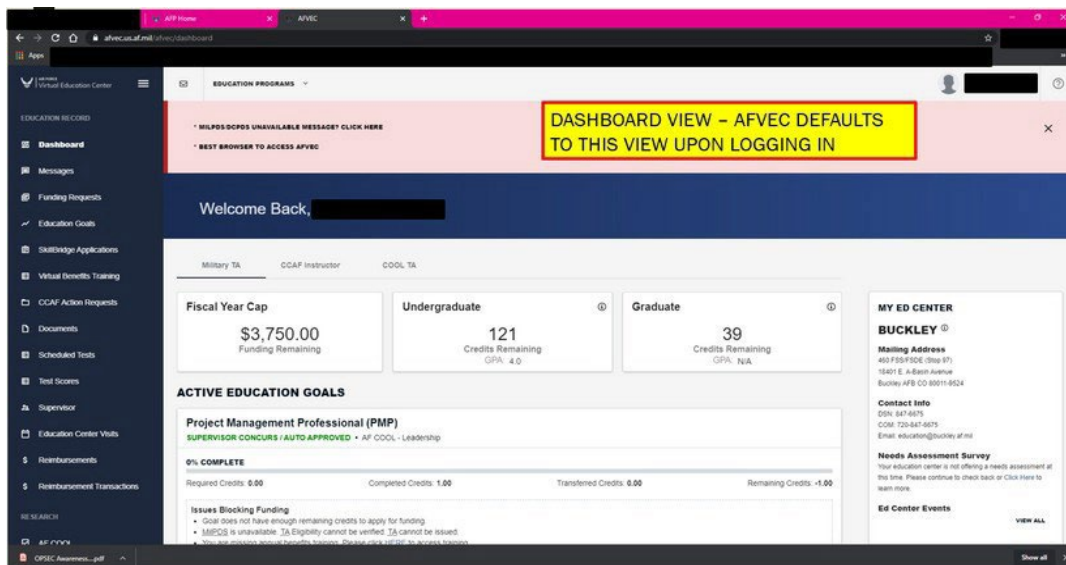
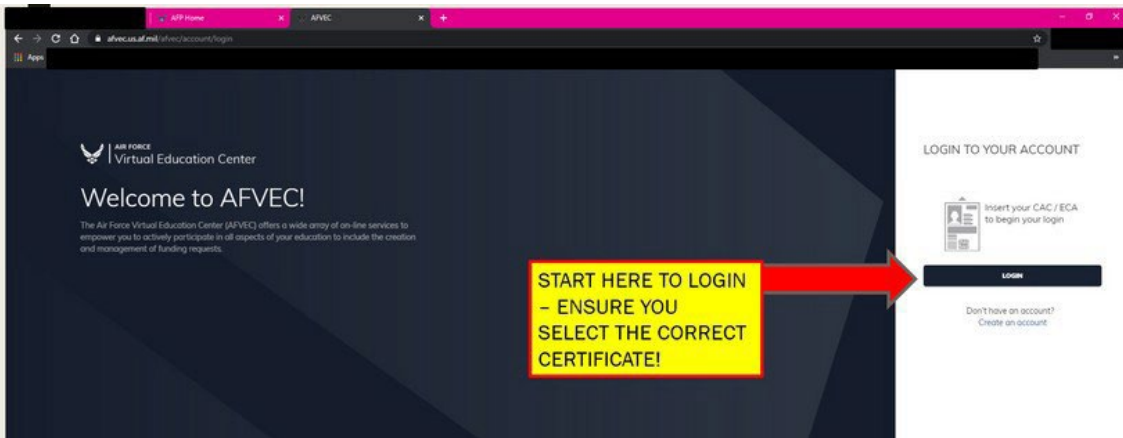
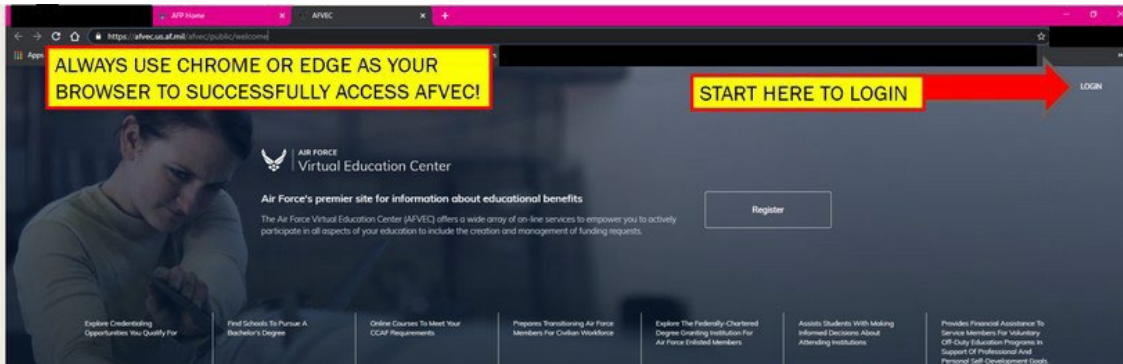
Email us at FLA@flatterinc.com to begin your coaching journey!

Price:

- **\$4,000 USD**

CREATE AN EDUCATION GOAL FOR ACC IN AFVEC

Step 1: Log into <https://afvec.us.af.mil/afvec/public/welcome>



EDUCATION RECORD

- Dashboard
- Messages
- Calendar
- Counseling Appointments
- Funding Requests
- Education Goals
- SkillBridge Applications
- Virtual Benefits Training
- CCAF Action Requests

Welcome Back, JESSE!

Military TA | CCAF Instructor | COOL TA | AFIT CI AFERB | AFIT CI Med HPSI/FAP | AFIT CI Med HPERB

Funding Cap: \$4,500.00 Funding Remaining

Undergraduate: 118 Credits Remaining, GPA: 3.76

Graduate: 0 Credits Remaining, GPA: 3.9

← Education Goals

+ CREATE NEW GOAL

LOGISTICS
OBSOLETE - REASON UNKNOWN • COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) • CCAF Degree

Issues Blocking Funding

- Your goal must be approved in order to apply for funding.

APPLY FOR FUNDING | VIEW DETAILS

Management
OBSOLETE - REASON UNKNOWN • UNIVERSITY OF PHOENIX • Bachelors Degree

← Create a New Goal

Create a New Goal

Select a goal category, then choose an eligible goal.

- Education (Not Eligible)
- Foreign Language (Not Eligible)
- AF COOL
- Non-Degree Awarding (Not Eligible)
- AFIT CI
- CCAF Degree (Not Eligible)
- CAHS Degree (Not Eligible)
- Associates Degree (Not Eligible)
- Bachelors Degree (Not Eligible)
- Masters Degree (Not Eligible)

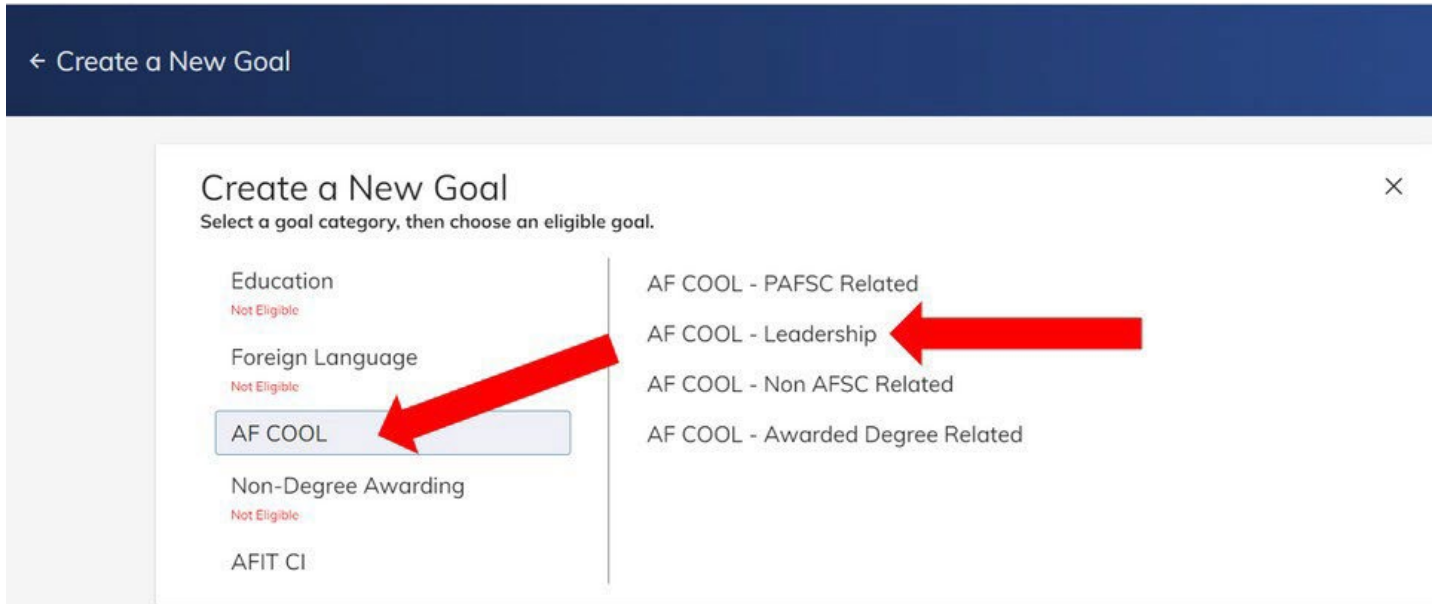
Step 2: Select AF COOL - then Select AF COOL - LEADERSHIP

← Create a New Goal

Create a New Goal

Select a goal category, then choose an eligible goal.

Education <small>Not Eligible</small>	AF COOL - PAFSC Related
Foreign Language <small>Not Eligible</small>	AF COOL - Leadership
AF COOL	AF COOL - Non AFSC Related
Non-Degree Awarding <small>Not Eligible</small>	AF COOL - Awarded Degree Related
AFIT CI	



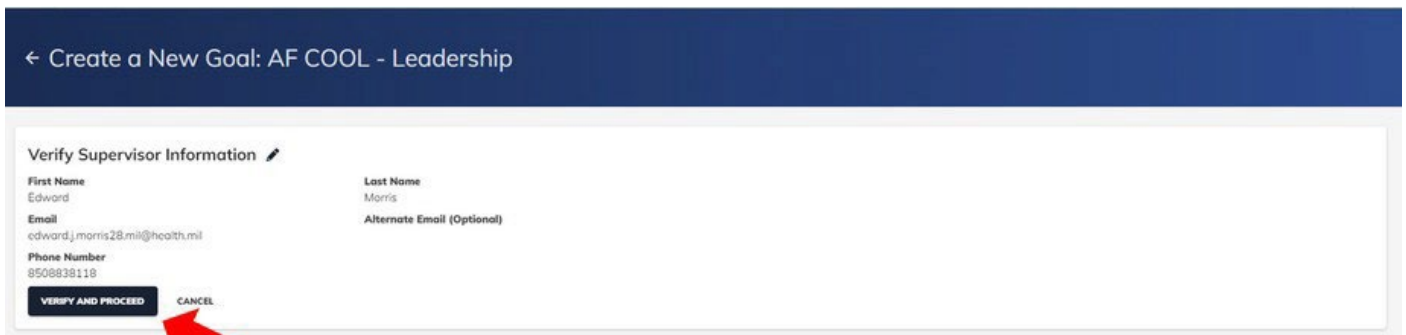
Step 3: Enter your supervisor's information. Then click verify and proceed.

← Create a New Goal: AF COOL - Leadership

Verify Supervisor Information

First Name Edward	Last Name Morris
Email edward.j.morris28.mil@health.mil	Alternate Email (Optional)
Phone Number 8508838118	

VERIFY AND PROCEED CANCEL



Step 4: Select Associate Certified Coach (ACC)

← Create a New Goal: AF COOL - Leadership

1 Credential

What credential will you be pursuing?

Credential that you will be pursuing

Keyword

Credential	Leadership
ACRP Project Manager (ACRP-PM)	✓
Associate Professional in Human Resources (aPHR)	✓
Associate Certified Coach (ACC)	✓
Certified Association Executive (CAE)	✓

← Create a New Goal: AF COOL - Leadership


1 Credential

What credential will you be pursuing?

Credential that you will be pursuing

Associate Certified Coach (ACC)

NEXT CANCEL GOAL



← Create a New Goal: AF COOL - Leadership

2 Supporting Documentation

Please provide your supporting documentation file(s).

Documentation that details your specific plan for your credential(supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation - 1 Associate Certified Coach (ACC)


Recertification (Optional)

CHOOSE FILE

Drop files here

Supported file types are: pdf

PREVIOUS STEP SUBMIT GOAL CANCEL GOAL



← Create a New Goal: AF COOL - Leadership

2 Supporting Documentation

Please provide your supporting documentation file(s).

Documentation that details your specific plan for your credential(supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation - CAPM Screenshot & Invoice.pdf

Recertification (Optional)

CHOOSE FILE

Drop files here

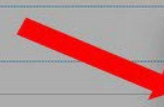
Supported file types are: pdf

PREVIOUS STEP SUBMIT GOAL CANCEL GOAL

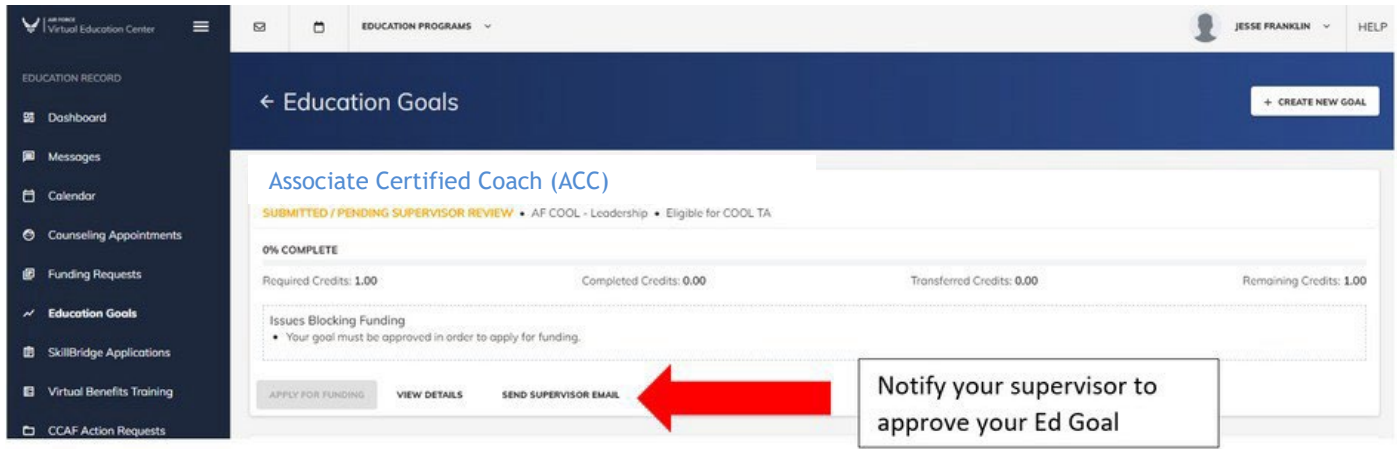
Submit Education Goal

Are you sure you want to submit this goal?

YES NO



STEP 5: Notify your supervisor.



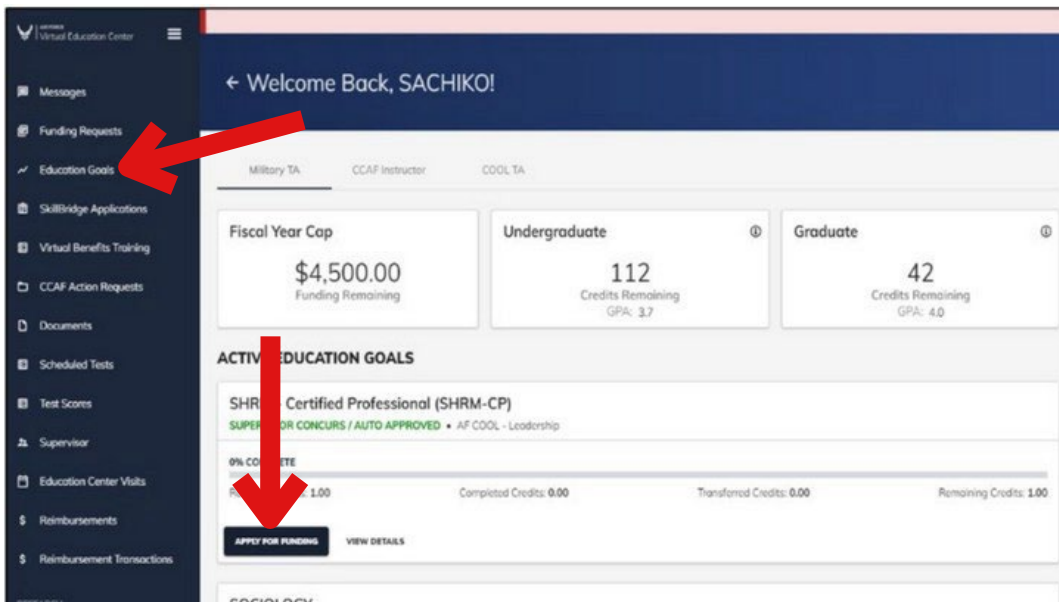
The screenshot shows the 'Education Goals' page for 'Associate Certified Coach (ACC)'. The status is 'SUBMITTED / PENDING SUPERVISOR REVIEW'. A progress bar shows '0% COMPLETE' with 'Required Credits: 1.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 1.00'. A section titled 'Issues Blocking Funding' contains the message: 'Your goal must be approved in order to apply for funding.' At the bottom, there are three buttons: 'APPLY FOR FUNDING', 'VIEW DETAILS', and 'SEND SUPERVISOR EMAIL'. A red arrow points to the 'SEND SUPERVISOR EMAIL' button, and a callout box next to it says 'Notify your supervisor to approve your Ed Goal'.

STEP 6: Before you can apply for funding - which is the next step - your supervisor must approve your educational goal.

Once your supervisor has approved your educational goal move on to the next page.

APPLYING FOR FUNDING

STEP 1: Go back to your EDUCATIONAL GOALS dashboard. Click APPLY FOR FUNDING under your Associate Certified Coach (ACC) goal.

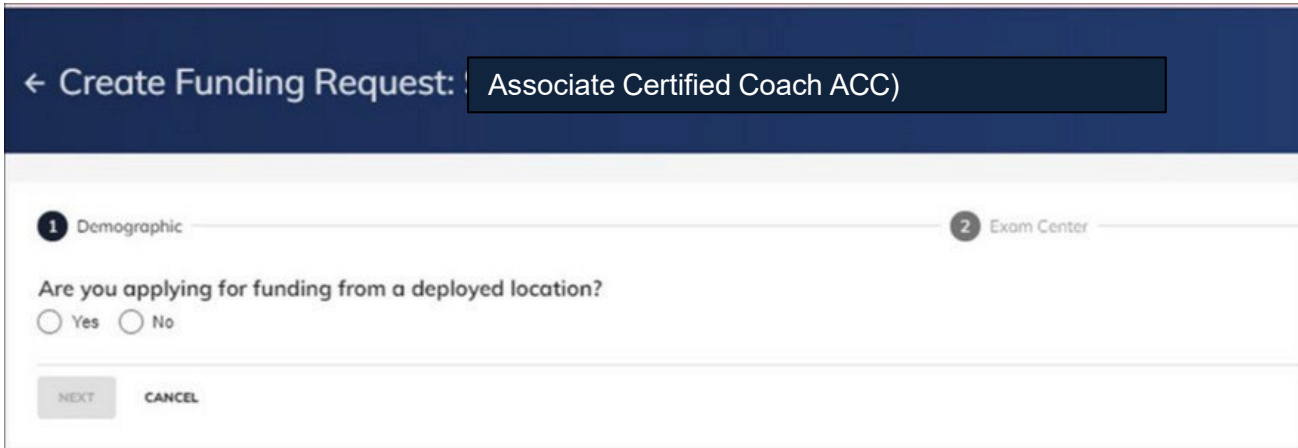


STEP 2: Verify the supervisor’s information.

STEP 3: Click “Verify and Proceed.”

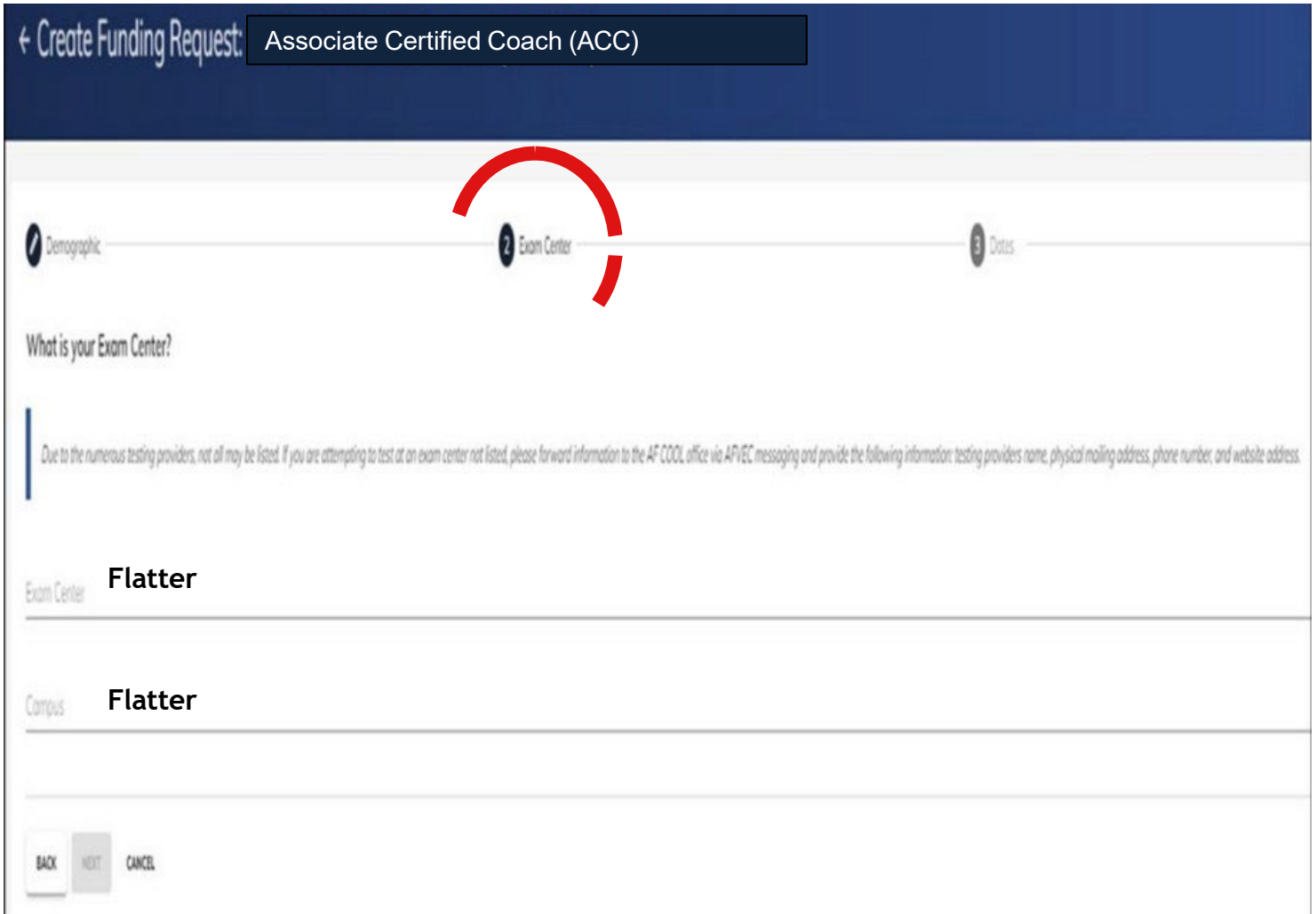
STEP 4: Read and agree to the User Agreement.

STEP 5: Indicate if applying from a deployed location.



The screenshot shows a web form titled "Create Funding Request: Associate Certified Coach ACC". The form is divided into two steps: "1 Demographic" and "2 Exam Center". The "Demographic" step is active. The question "Are you applying for funding from a deployed location?" is displayed with two radio button options: "Yes" and "No". At the bottom of the form, there are two buttons: "NEXT" and "CANCEL".

Step 6: Under “Exam Center,” enter the information on the image below.



← Create Funding Request: Associate Certified Coach (ACC)

1 Demographic 2 Exam Center 3 Dates

What is your Exam Center?

Due to the numerous testing providers, not all may be listed. If you are attempting to test at an exam center not listed, please forward information to the AF COOL office via AFVEC messaging and provide the following information: testing providers name, physical mailing address, phone number, and website address.

Exam Center **Flutter**

Campus **Flutter**

BACK NEXT CANCEL

Step 7: Use the calendar icon to select the anticipated start date of the certification, preparatory course, or exam if he/she is only requesting funding for an exam.

Note: Ensure funding requests are submitted to the CPO not later than 30 days and not earlier than 60 days prior to the anticipated exam or p start date. A funding request has not been submitted to the CPO until it has been approved by the member's supervisor.

← Create Funding Request: SHRM - Certified Professional (SHRM-CP)

Demographic Exam Center Dates Exam

What are your estimated start and end dates?

You have up to 120 days to prepare for your exam. Within the 120 days, you are required to apply for funding for your exam(s). If you do not apply for funding for your exam, you will be required to reimburse the government for the costs associated to your study material. If your preparation takes longer than 120 days, please forward information to the AF COOL office via AFPEC messaging

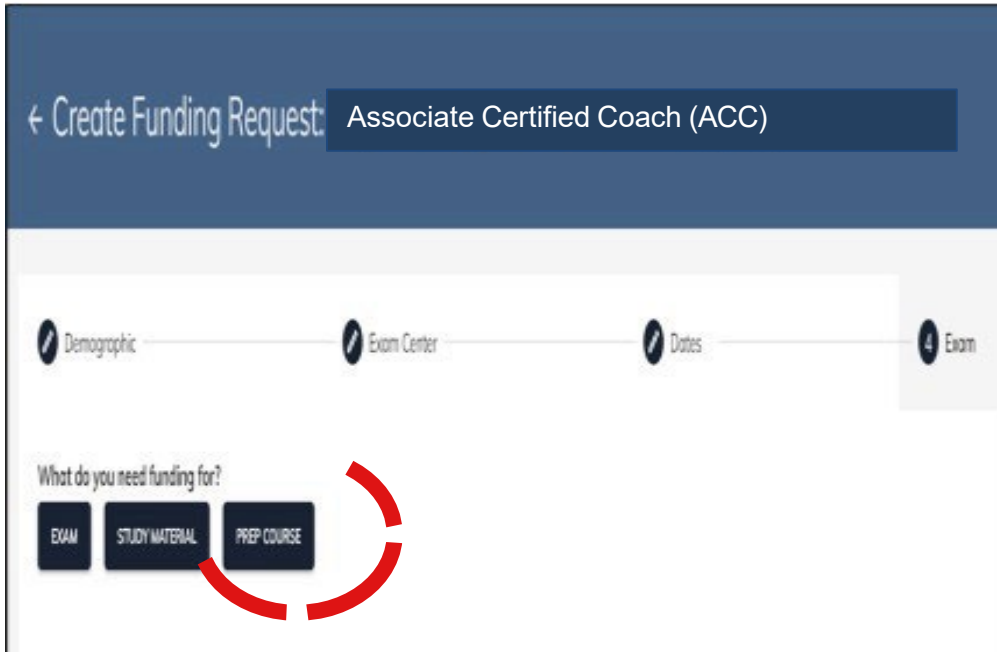
Estimated Start Date

Estimated End Date

BACK NEXT CANCEL

Step 8: Generate a funding request for PREP COURSE ONLY.

Note: Funding requests are processed based on training start date in order of receipt.



The screenshot shows a web interface for creating a funding request. At the top, there is a blue header with a back arrow and the text "Create Funding Request: Associate Certified Coach (ACC)". Below this is a progress bar with four steps: "Demographic", "Exam Center", "Dates", and "Exam". The "Exam" step is currently active and highlighted. Underneath the progress bar, there is a section titled "What do you need funding for?" with three buttons: "EXAM", "STUDY MATERIAL", and "PREP COURSE". A red dashed circle highlights the "PREP COURSE" button, indicating it is the selected option.

Step 9: Upload your invoice from FLA

Step 10: Send to your supervisor for approval.

Step 11: Check your AFVEC messages regularly to see if additional documentation or information is needed.