

02//03//2011

Guidance on CompTIA CE Enrollment

Background:

The CompTIA Continuing Education Program launched on January 1, 2011 and IA workforce members have until December 31, 2011 to enroll in this program. DoD will pay the 2011 annual maintenance fees for DoD employees (excludes contractors) pending receipt of funding. CompTIA has created a “payment bypass” function for approved DoD employees. This functionality is designed to allow approved DoD individuals to begin submitting Continuing Education Units without requiring upfront payment. DoD provided a list of eligible DoD employees to CompTIA to import into their corporate database based on end of Jan 2011 DWCA data. There are some individuals that may not have been imported due to “no match” name issues. The reason for this “no match” issue is that those names entered into the DMDC site have not been entered identically to reflect the name recorded in the CompTIA database. Therefore, those individuals have not been identified in the CE system as approved DoD individuals and are currently asked to make a payment prior to submitting Continuing Education Units. DoD is currently working on a solution with the DMDC to provide certification vendors an automatic DoD employee download to address this situation.

What can you do now while this solution is being implemented?

1. All IA Workforce Members can enroll now.
 - a. To do this go to CompTIA 's database at <https://www.certmetrics.com/comptia/login.aspx> and login using your CompTIA Career ID:
 - b. Go to the Continuing Education Home Page
 - c. Click on “Enroll”
 - d. Click on “Code of Ethics Policy” to Sign Agreement
 - e. Click on “Add Continuing Education Units”:
 - i. If your name is approved already as a DoD employee you will not be redirected to the payment page and can begin to submit units right away.
 - ii. If you are redirected to the payment page it means you have not been identified as an approved DoD employee. **Therefore, you should not pay.** To address the “no match” name issue please review your CompTIA record to get your exact name representation and then go to the DMDC site to make the appropriate changes to prevent the “no match” issue. When the names match identically to your CompTIA record and a new list is imported into the CompTIA database, your record will be updated to reflect you as an approved DoD employee, It will then and allow the payment bypass.

2. For new IA Workforce Members registering their CompTIA certification in DMDC, you must review your CompTIA Career ID record and verify your name is listed exactly the same in your DMDC account as it is in your CompTIA record to ensure a 100% name match. This will allow the correct match to take place when the DoD file is imported. You can go ahead and enroll now but you may not have immediate access to the payment bypass function to begin submitting CE units.
 - a. To do this go to CompTIA 's database at <https://www.certmetrics.com/comptia/login.aspx> and login using your CompTIA Career ID:
 - b. Go to the Continuing Education Home Page
 - c. Click on "Enroll"
 - d. Click on "Code of Ethics Policy" to Sign Agreement
 - e. Click on "Add Continuing Education Units":
 - i. If your name is approved already as DoD you will not be redirected to the payment page and can begin to submit units right away.
 - ii. If you are redirected to the payment page it means your name has not been imported into the CompTIA database yet. **Therefore, you should not pay.** DoD will provide further guidance once a solution is developed to allow certification vendors an automatic DoD employee download and when all CompTIA certification holders releasing their certs in Feb 2011 and subsequent months can access the system to submit their CE units.
 - iii. You should still complete the steps to enroll in CE program.