

## **RETRAINING REQUIREMENTS FOR A 2ND VOUCHER**

You have a retraining period of 30 days from the date you took the last exam. The final voucher (2<sup>nd</sup> voucher) can be requested after studying, taking the retraining course and when the individual feels ready to retest. Re-testing must occur within 30 days once the 2<sup>nd</sup> voucher is provided. If there is no test facility available within that time period, please contact [ciog-6.netcomiawip.inbox@mail.mil](mailto:ciog-6.netcomiawip.inbox@mail.mil) to ensure the voucher received will remain valid.

Two vouchers are the maximum an individual can receive for their assigned position if vouchers are available. If this office has enough vouchers on hand to provide the 2<sup>nd</sup> voucher then it will be provided.

The retraining requirement is mostly on the Federal Virtual Training Environment located at <http://vte.usalearning.net/portal.php>. Individuals must self-register using their Enterprise Email address. FedVTE courses are instructor-led record courses and a great source for obtaining Continuing Education credits.

### **RETRAINING for CompTIA Advanced Security Practitioner Voucher**

1. Complete the CompTIA Advanced Security Practitioner Prep 20 hours, training course on the Federal Virtual Training Environment (FedVTE) site. If the FedVTE training was completed first then the individual must complete the skillport CIO/G-6 NETCOM IA CompTIA Advanced Security Practitioner (CASP) training or vice versa.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents and obtain all valid signatures.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the "Voucher/AMF/Pretest Request Form(s)/Result(s)" area.

### **RETRAINING for Security+ Voucher**

1. Complete the CompTIA Security+ (SY0-401) Certification Prep 19 hours, training course on the Federal Virtual Training Environment site at <http://vte.usalearning.net/portal.php>. Please check with your IA Division.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the "Voucher/AMF/Pretest Request Form(s)/Result(s)" area.

### **RETRAINING for Network+ Voucher**

1. Complete the CompTIA Network+ N1005 Certification Prep- 17 hours, training course on the Federal Virtual Training Environment site.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the “Voucher/AMF/Pretest Request Form(s)/Result(s)” area.

### **RETRAINING for A+ Voucher**

1. Complete the CompTIA A+ Prep 2013; 220-801 -12 hours training course if part one is a retake or CompTIA A+ 220-802 Certification Prep- 11 hours training course if part two is a retake. If a voucher is needed for both exams then both 801 and 802 training courses must be completed on the Federal Virtual Training Environment.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the “Voucher/AMF/Pretest Request Form(s)/Result(s)” area.

### **RETRAINING for CISSP Voucher**

1. Complete the (ISC2) CISSP ® 2012- 20 hours training course on the Federal Virtual Training Environment site. The CISSP 2013 training should be available soon in FedVTE. When available the 2013 training will be required.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the “Voucher/AMF/Pretest Request Form(s)/Result(s)” area.

### **RETRAINING for CISM Voucher**

1. Complete the Certified Information Security Manager 2013 Self-Study Course- 11 hours training course on the Federal Virtual Training Environment site.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the “Voucher/AMF/Pretest Request Form(s)/Result(s)” area.

### **RETRAINING for CISA Voucher**

1. Complete the ISACA Certified Information Security Auditor-21 hours training course when course is available on the Federal Virtual Training Environment site.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the “Voucher/AMF/Pretest Request Form(s)/Result(s)” area.

### **RETRAINING for CEH Voucher**

1. Complete the Certified Ethical Hacker (CEHv8) when available. The Certified Ethical Hacker (CEHv7)-21 hours training course is currently available. CEHv7 training must be completed until CEHv8 is available on the Federal Virtual Training Environment site.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the “Voucher/AMF/Pretest Request Form(s)/Result(s)” area.

### **RETRAINING for Window 7 Voucher**

1. Complete the Windows Operating System Security-16 hours training course on the Federal Virtual Training Environment site. Please use the Enterprise Email address when registering.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the "Voucher/AMF/Pretest Request Form(s)/Result(s)" area.

### **RETRAINING for CCNA Security Voucher**

1. Complete the CCNA Security training (when available) on the Virtual Training Environment site.
2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the "Voucher/AMF/Pretest Request Form(s)/Result(s)" area.

### **RETRAINING for CAP Voucher**

1. Complete the (ISC)2 CAP ® Prep -10 hours (when available) on the Virtual Training Environment site.  
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2. Complete the voucher request form located at <https://atc.us.army.mil> under documents.
3. Send VTE results and voucher request form to your ATCTS manager to upload in your ATCTS profile in the "Voucher/AMF/Pretest Request Form(s)/Result(s)" area.