

## Wright State VMAS Career Advancement Program (CAP) Application Requirements

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The purpose of the Wright State Veteran & Military Alumni Society (VMAS) Career Advancement Program (CAP) is to reimburse qualifying individuals seeking licenses or certifications that enhance their careers. The CAP may also be applied toward the cost of graduate degree tests offered by WSU or other universities and colleges, or the pursuit of independent training which will improve the career prospects of the applicant.

Individuals must meet all six requirements outlined below to meet the eligibility criteria for this program. Eligibility is verified against internal data as well as Wright State University Veteran & Military Center (VMC) and Wright State University Alumni Association (WSUAA) resources;

1. Veteran, military, or military-connected status
  - Verified by service documentation (awards, certificates, etc). Please DO NOT submit anything with your Social Security or DOD ID numbers.
2. Current Student or Graduate of Wright State University
  - Verified with VMC or WSUAA based on first name, last name, email, phone number, and address provided on the application.
3. A registered member of VMAS
  - Verified by VMAS internally based on first name, last name, email, phone number, and address provided on the application.
  - See our Membership types [here](#) or on our website at <https://www.wrightstatevmas.com/membership>
4. Complete a [Release of Information](#) allowing VMAS to share your award through social media and its website.
5. Complete a Request for Reimbursement Letter
  - Provide insight into how this reimbursement aids in your career development.
  - This letter will be formatted in 12pt Times New Roman font and will be no greater than one 8.5x11 letter page.
6. Provide a receipt for the requested reimbursement
  - Required at the time of application and must be dated within two years of the application date.

Individuals may submit an application to cover qualifying expenses:

- Certificate/ Licensure
  - Project Management Professional, Six Sigma, Information/IT Security, Skilled Trade, OPOTA, Fire Academy, etc.
- Qualification testing toward an advanced or Graduate Degree
  - GMAT, GRE, LSAT, etc.
- Professional Training
  - Licensing/certification prep course, conference registration, etc.

Applicants will complete a “Career Advancement Program Application” through the VMAS website during open application windows. All fields are required to be completed and applicants are also required to all requested documentation. CAP application windows will be opened twice a year. The application window will close after a period of four weeks from the start date.

The Career Advancement Program - Review and Approval Process (CAP-RAP) is the internal checks and balances process put in place to ensure VMAS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations. Applications will be reviewed periodically with final reviews and approvals being communicated by VMAS and the CAP approval board within a period of four weeks following application close.

After completion of the Review & Approval Process, awards of up to \$500 will be given during each application period. Awards will be distributed to individuals as a reimbursement payment. Reimbursements will be coordinated with the Wright State Alumni Association and will be completed as soon as possible. VMAS has the right to update CAP details and eligibility criteria between application windows.

An individual may apply for this program once during each application window. Applications are permanently removed after the award period has expired. Applications that received awards are held for two years. Applicants that received an award may not apply again for a period of two years after their award date.

If you have any questions or concerns, please reach out to [wrightstatevmas@gmail.com](mailto:wrightstatevmas@gmail.com)