



IMPORTANT UPDATE

Changes to ArmyIgnitED Funding Requirements for CrossFit Credentialing

Effective Date: December 11, 2024

Please be advised that the requirements for obtaining funding through ArmyIgnitED have changed. Before submitting a funding request, review the updated process outlined below to ensure you meet the eligibility criteria and understand the necessary steps to remain compliant.

Steps to Complete CrossFit Credentialing Through ArmyIgnitED

Level 1 (CF-L1 or CF-OL1) Request and Completion

- Once you request funding for the **Level 1 (CF-L1)** or **Online Level 1 (CF-OL1)** course, you have **one year** to complete it.
- CrossFit can submit your grade at any time during the one-year Credentialing Assistance (CA) period based on your individual timeline.
- After your grade is submitted, you will receive a notification to submit a funding request for **Level 2 (CF-L2)** and must submit a request within **180 days**.
- To proceed to Level 2, you must notify ACAPO via ArmyIgnitED under the "Credentialing Assistance (CA) Office" category. Specific instructions will be provided by CrossFit at this stage.

Level 2 (CF-L2) Request and Completion

- Once you request funding for **Level 2**, you have **one year** to complete it.
- CrossFit can submit your grade at any time during the one-year Credentialing Assistance period, depending on your personal timeline.
- Within **180 days** of your Level 2 grade submission, you must submit a request for the **Level 3 (CF-L3)**.

Level 3 (CF-L3) Request and Completion

- Once you request funding for **Level 3**, you have **one year** to complete it.
 - To sit for the Level 3 exam, you must accumulate **375 CrossFit coaching hours** after earning your Level 1 and before submitting your Level 3 exam application.
 - Passing the **Level 3 Certified CrossFit Trainer (CF-L3/CCFT)** exam is required to complete the credentialing process.
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Online Courses

Eligible online courses may be taken at any time during the credentialing process. Similar to the CF-L1 and CF-L2, the online courses must be followed by the CF-L3/CCFT exam.

Eligible courses include:

- **Nutrition**
 - **Scaling**
 - **Spot the Flaw**
 - **Lesson Planning**
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Important Details and Deadlines

- If you **fail** the Level 3 exam, the Army will **recoup the exam cost**.
 - If you do not take the Level 3 exam, the Army will **recoup the cost of training for Level 1 and/or Level 2**.
 - Motivated individuals can complete the process in **2–3 years** with consistent effort and coaching.
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Eligibility and Additional Options

Time in Service:

- Ensure you have sufficient time remaining in your service to complete the credentialing process before starting.

Commitment:

- Only request funding if you are committed to successfully completing all steps, including passing the Level 3 certification exam.

Alternative Funding Options:

- CrossFit offers a **20% military discount** for Level 1, OL1, Kids, and Level 2 courses.
 - To request this discount, email: seminars@crossfit.com.
 - Units may use **discretionary funds** to cover course costs without utilizing ArmyIgnitED funding.
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Future Opportunities

CrossFit is actively expanding partnerships with government agencies and organizations to increase tuition and credentialing assistance programs for service members.