



***“Education,  
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# **ArmyIgnited 101 Training**

***ARNG Education Services Branch  
National Guard Bureau  
(ARNG-HCH-C)***

**As of: 23 September 2024**





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- **As of 1 October 2024, ALL Soldiers MUST complete ArmyIgnitED 101 training before their education goal will be approved to receive Federal Tuition Assistance (one-time completion)**
- **Grandfather Clause: Soldiers who have used TA/CA benefits prior to 1 October 2024 are NOT required to complete this training**



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- **Ensure knowledge of:**
  - Benefits of ArmyIgnitED
  - Tuition and Credentialing Assistance Basics
  - Creating your Account
  - Navigating ArmyIgnitED
  - Support
  - Next Steps



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# Benefits of ArmyIgnitED

- Provides access to Federal Tuition Assistance (FTA) and Credentialing Assistance (CA) for AD, ARNG, and USAR Soldiers
- Automates FTA and CA online enrollment, 24/7, eliminating wait times and reducing time away from duty
- Allows online visibility of student record to view FTA balances, class grades, current course enrollments, including the ability to submit and cancel FTA/CA requests
- Provides access to virtual messaging tools to connect with their Education Center



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## ■ **Fiscal Year (FY) Limits**

- \$4,000 per fiscal year (1 Oct-30 Sept)
- 16 Semester Hour (SH)/24 Quarter Hour (QH) credits per fiscal year (FY)
- Up to \$250 per SH or \$165 per QH
- Funds do not roll over to next FY
- Lifetime SH limits:
  - Undergraduate - 130
  - Graduate - 39
  - Academic Certificate - 21
  - Special Programs - 39



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# Tuition Assistance Basics

## ■ **Course Grades**

- Soldiers must pass their courses or they will be recouped
- Passing for undergraduate courses is a C- or higher
- Passing for graduate courses is a B- or higher

## ■ **GPA Requirements**

- 2.0 Undergraduate GPA after 15 SH
- 3.0 Graduate GPA after 6 SH
- No Recoupment Waivers for failing grades unless a “W”
- Waiver must be within 30 days of the “W” grade posted by the school



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# Federal Tuition Assistance Basics

## ■ Enrollment Timelines

- Must apply for FTA no more than 60 calendar days and no later than 8 days prior to term start date
- Request FTA first and then enroll with your Academic Institution (AI)
- Term end date must be no less than 60 days from ETS/Separation
- Must drop TA requests prior to term start date
- FTA must be approved prior to class start date



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- Not flagged IAW AR 600-8-2 Suspension of Favorable Personnel Actions (Flags)
- Maintain a 2.0 GPA after completion of 15 semester hours (SH) for undergraduate level courses or a 3.0 GPA after completion of 6 SHs for graduate level courses
- An approved Evaluated Degree Plan (EDP) is required after submitting FTA requests for two (2) classes
- All eligibility data must be accurate (fed correctly from IPPS-A to ArmyIgnitED)
- Service Obligation (Officers only)
  - Active Duty Officers (AGR/Deployed) incur a 2-year Service Obligation (SO)
  - Reserve/National Guard Officers (M-Day/ADOS) incur a 4-year SO
  - SO calculated based on the end date of each FTA-funded class





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- FTA is authorized for one degree at each of the following levels:
  - Associate
  - Baccalaureate
  - Master’s
  - Undergraduate or Graduate Academic Certificate (1 per lifetime)
- FTA is not authorized for a lower level or a degree already earned
- Special Programs:
  - Pre-Commissioning Programs (AMEDD)
    - Undergraduate or Graduate Program Prerequisites
  - Host Country Courses or Strategic Foreign Language Program
    - Must be in country or on The Army Strategic Language List
  - College Preparatory and Remedial Courses
  - Graduate Admission Courses



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- Soldiers can pursue one academic certificate goal in a lifetime, either undergraduate or graduate up to 21 SH credits.
- Soldier’s may not pursue the certificate concurrently with an education goal for an Associate, Bachelor, or Master's degree
- The lifetime limit of 21 SHs does not count against the lifetime limits for an undergraduate or graduate degree
- Undergraduate Certificate:
  - Soldiers with “Civilian Education Level of High School or higher, including Soldiers with Bachelor degrees and Masters degrees, may pursue an “Undergraduate” Academic Certificate
- Graduate Certificate:
  - Soldiers must have a Bachelor’s Degree or higher to pursue a “Graduate” Academic Certificate”



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# Credentialing Assistance Basics

- Credentialing Assistance (CA) funding is for courses and/or exams leading to an industry-recognized professional and technical credentials
- CA eligibility mirrors FTA eligibility with a combined CA/FTA usage of \$4,000 per FY
- The CA Program Virtual Counseling Cell provides counseling assistance to Soldiers for the use of CA funding
  - To request counselor assistance, please visit [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)
  - Click on the yellow “CONTACT AN ARMY CA COUNSELOR” button

## The 5 Most Requested Credentials

1. CompTIA Security+
2. Certified Associate in Project Management (CAPM)
3. Project Management Professional (PMP)
4. CompTIA Network+
5. CompTIA A+



ARMY CREDENTIALING  
ASSISTANCE

Credentialing Opportunities On-Line (COOL)  
<https://www.cool.osd.mil/army/index.htm>



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# Schools and Training Vendors You Can Use

- **Federal Tuition Assistance (FTA) may be used at:**
  - Approved academic institutions (AIs) are listed in ArmyIgnitED
  - Must be regionally or nationally accredited institutions recognized by the US Department of Education and have signed the DoD MOU
- **Credentialing Assistance (CA) may be used at:**
  - Approved training providers are listed on the Credentialing Assistance On-Line (COOL) web site
  - Must have been vetted through ACCESS AU
  - [Army COOL - Costs and Funding - Army Credentialing Assistance \(osd.mil\)](https://osd.mil/ArmyCOOL-Costs-and-Funding-Army-Credentialing-Assistance)



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# Dropping / Withdrawing Classes

- Drops occur before the term start date or within the Academic Institution’s (AI) drop period
- Withdrawals happen after the course has started
  - Soldiers withdraw through the AI and AI must record withdrawal in ArmyIgnitED
  - Results in “W” Grade
- Withdrawals are either Personal or Military and occur after a fee has been assessed by the school
  - Personal: You pay the FTA back to the Army
  - Military: The Army waives the recoupment for the class



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# Recoupment Waivers (RW)

- DA Form 7793 must be signed by your Commander and submitted in ArmyIgnitED, must be due to one of the following reasons:
  - Unanticipated military duties
  - Illness
  - Unanticipated hospitalization
  - Emergency leave
  - Other unanticipated situations considered on a case-by-case basis
- Reviewed by Army Credentialing and Continuing Education Services for Soldiers (ACCESS)
  - Approved RW returns credits and funding back to Soldier’s ArmyIgnitED account
  - Disapproved RWs = recoupment (Soldier repays the Army)



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# Recoupment (Repayment) of FTA

- Repayment of FTA is required for:
  - Course Failure
  - Grade of D and below for an undergraduate course
  - Grade C or below for a graduate course
  - Incomplete grades beyond 180 days of the class end date
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a recoupment
- You may not be required to repay FTA if approved for Recoupment Waiver (but only for 'W' grades, recoupment waivers are not allowed for failed courses!)



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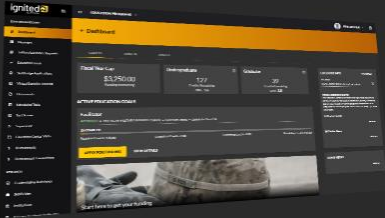


Empower yourself and your career

# WELCOME TO ARMYIGNITED

**GET STARTED**

Select “Get Started”



### Why ArmyIgnitED?

ArmyIgnitED is a tailored, intuitive resource that empowers you to achieve your educational goals.

**WHY ARMYIGNITED?**  
Whether you're at home or deployed, you have access to education opportunities, support, and guidance throughout your education journey.

Learn Anywhere

ArmyIgnitED Website: <https://www.armyignited.army.mil/>





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# Funding Method

## CHOOSE YOUR FUNDING METHOD



### TUITION ASSISTANCE

The Army's Tuition Assistance Program is a tailored, intuitive program which funds eligible Soldiers' college courses leading to a degree. Get started on your college education now!

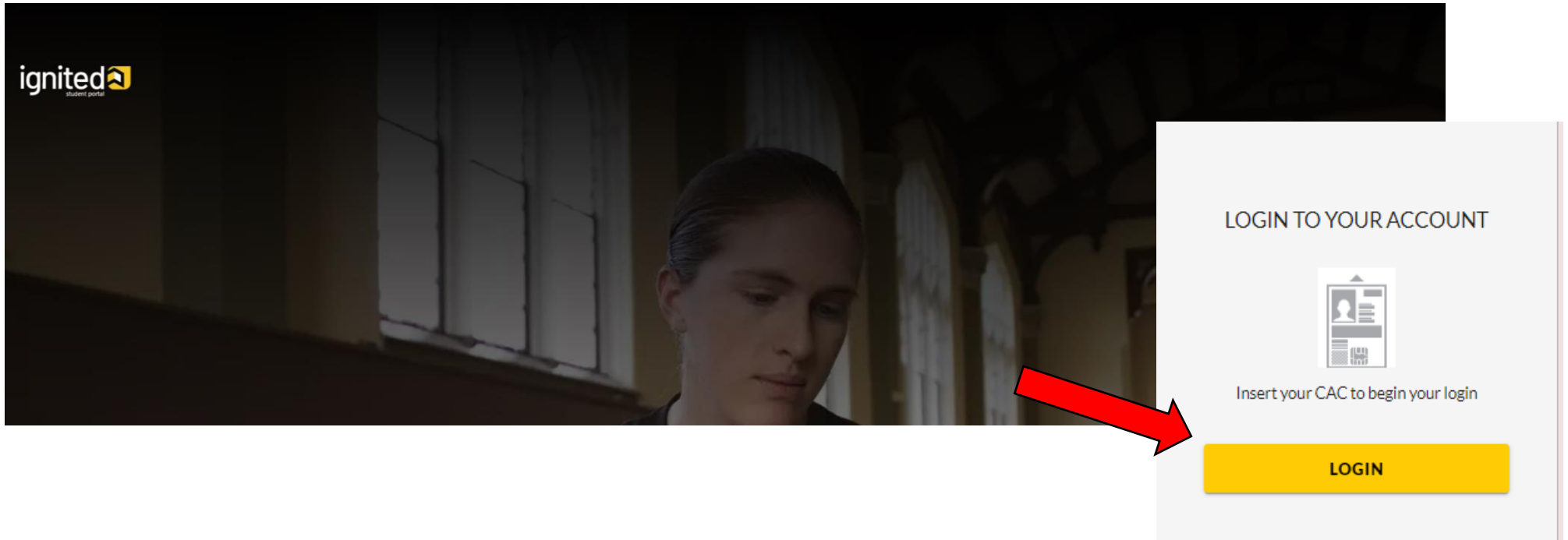


### CREDENTIALING ASSISTANCE

The Army's Credentialing Assistance Program is a multi-faceted program that provides eligible Soldiers the opportunity to earn professional and technical certifications and licenses. Begin your credentialing and licensure journey today!



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If your record is not found, contact the Helpdesk for assistance.  
Phone: (276) 231-0938 or email: [army@bamtech.net](mailto:army@bamtech.net)



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# Navigating ArmyIgnitED

## Student Dashboard

The screenshot shows the ArmyIgnitED Student Dashboard interface. Key elements include:

- Top Navigation:** ignited logo, user profile (Active TA), Fiscal Year Limits, Active CA, and Ed Center Info (HELP).
- Left Sidebar:** Dashboard, Messages, EDUCATION RECORD (Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research), INFORMATION (Resources, News, Education Center Visits, Education Center Events).
- Main Content Area:**
  - Lifetime Limits:** A table showing Fiscal Year Cap: 2023, Funding Remaining: \$3,250.00, and Credits Remaining: 13. Below this, it lists Undergraduate and Graduate credit remaining (130 and 30 respectively) and GPA (N/A and 4.0).
  - ACTIVE EDUCATION GOALS:** Organizational Leadership at Western Kentucky University, Masters Degree, Eligible for Reserve TA. A progress bar shows 30% completion (3.00/30.00 credits completed).
- Right Sidebar:** ED CENTER INFO (USAR-63rd RD East, North Little Rock, AF), Needs Assessment Survey, Ed Center Events, Ed Center News, and ARMY NEWS.

Red arrows point to the Site Navigation menu, Ed Center Info, the Credits Remaining: 130 value, and the GPA: 4.0 value.

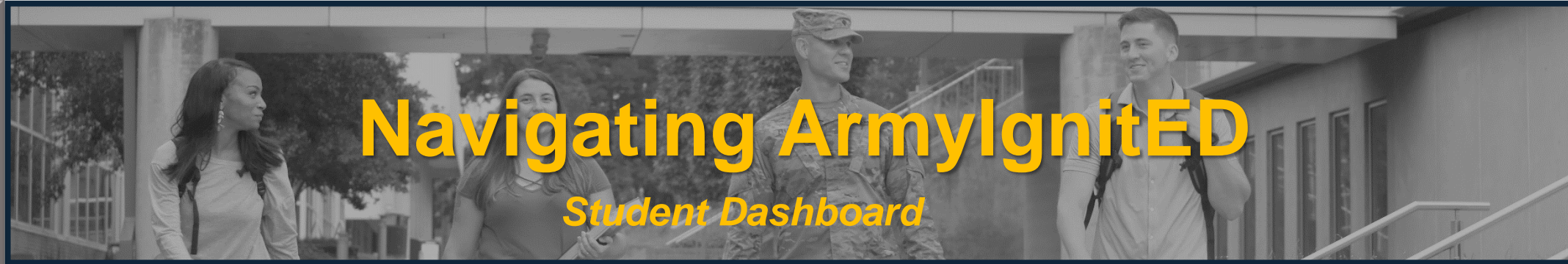
Fiscal Year Cap: 2023

Funding Remaining: \$4,000.00

**CA Limit**



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The dashboard interface includes a left sidebar with navigation options: Dashboard, Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research, INFORMATION, Resources, News, and Education Center Visits. The main content area shows a 'Dashboard' header, a 'Reserve TA' section with 'Fiscal Year Cap: 2023', 'Funding Remaining: \$3,250.00', and 'Credits Remaining: 13'. Below this is a table for 'Undergraduate' and 'Graduate' levels with their respective credit and GPA information. An 'ACTIVE EDUCATION GOALS' section highlights 'Organizational Leadership' as 'APPROVED' at 'WESTERN KENTUCKY UNIVERSITY' for a 'Masters Degree', which is 'Eligible for Reserve TA'. A progress bar shows '30% COMPLETE' with 'Required Credits: 30.00' and 'Completed Credits: 3.00'.

**Active Ed Goal**

**At the bottom of the dashboard, are links to get started to explore funding, programs, institutions, and careers**

A grid of five navigation tiles: 'Start here to get your funding' (with a soldier's belt), 'Explore Programs' (with a student at a computer), 'Explore Institutions' (with a building), 'Career Path Decide' (with a family), and 'Credentialing Assistance' (with a soldier).

CUI



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# Navigating ArmyIgnitED

## Reviewing Profile Page

**EMILY COSLET** | My Profile | Switch Theme | Logout

**Personal Data**

Username	1099727922	Profile Created	08/16/2022
Record Status		Assigned Installation	USAR-63rd RD East, North Little Rock, AR (USARR2)
	<b>BACCALAUREATE DEGREE</b>		06/26/2023, 4:02:32 PM

**Military Personnel Data**

Primary MOS	79V	Secondary MOS	42A
Expiration of Service	08/16/2023	Activated End Date	

**Navigation Menu:** Dashboard, Messages, EDUCATION RECORDS (tomcruise000), Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research, INFORMATION (Resources, News), Education Center Visits, Education Center Events.

To access your Profile Page, on the top right of the page, click on your name and click on “My Profile”. This has your user information, contact information, and mailing address.

Student and Military Information migrate into ArmyIgnitED from IPPS-A

To Update Civilian Ed Level, contact Unit Personnel / S1 Office

Civilian Education Level must be current to maintain TA/CA eligibility



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# Navigating ArmyIgnitED

Reviewing Profile Page

TOM CRUISE

Provides a copy of your Education Record



PRINT EDUCATION RECORD

### Personal Data

**Username**  
tomcruise000

**Record Status**

**Civilian Ed**  
HOME SCHOOL DIPLOMA

**Profile Created**  
06/16/2022

**Assigned Installation**  
Fort Dix Education Center (WP)

**Last Successful Login**  
01/03/2023, 10:35:59 AM

**Pay Grade**  
E4

**Assigned Unit**  
W00C01

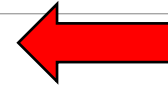
### Contact Info

**Email Address**  
Tomcruise000.mil@army.mil

**Personal Email Address \***  
Dorothy.GeneratedNienow@test2.net

**Duty Phone**  
(750) 727 9189

**Personal Cell \***  
(570) 428 2865



Verify that contact information is correct. A personal email address and cell phone number are required.



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# Navigating ArmyIgnitED

## Student Documents

Name	Date	Size (KB)	Type
Flow Chart Creating an Education Goal - SM.pdf	12/22/2022	77.23	PDF
Flow Chart HelpDesk - SM.pdf	12/22/2022	143.40	PDF
Flow Chart Messages Student - SM.pdf	12/22/2022	88.84	PDF

3 total

\*Important! ArmyIgnitED does not allow Soldiers to upload documents to their account, you must send any documents through the ArmyIgnitED messaging system, and your education center staff will upload them for you.



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**‘Sign & Complete’:**

ignited student portal

EDUCATION PROGRAMS

← Virtual Benefits Training

Test

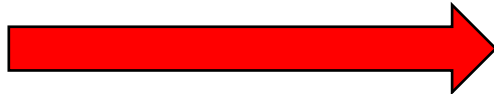
Pending Signature

Sign to acknowledge.

Created: 08/05/2022

SIGN & COMPLETE TRAINING

Before requesting Tuition Assistance, you must sign and complete the Virtual Benefits Training



**‘Confirm Signature’:**

Confirm Signature

Your signature indicates understanding of training.

I AGREE CANCEL

Important! You MUST complete your Virtual Benefits Training to request TA





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Click on “Help” to find FAQs, Support (Help Desk) Tickets, and Documents/Links

EDUCATION PROGRAMS

EMILY COSLET HELP

### How can we help?

Welcome to our knowledge base

#### FAQs

**Frequently Asked Questions**

Please check out our FAQs if you are having issues, we keep them up to date with relevant topics to your education needs.

#### Support Tickets

Date Submitted	Status
9/2/22	Closed

**System Error**  
Creating Education Goal

[VIEW](#) [DELETE](#)

[ADD TICKET](#)

#### Documents and Links

**Documents and Links**

Browse our documents related to funding programs, policies, and more.



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On the Help Home Page, under “Support Tickets” will be the status of any ticket submitted

Click on “Add Ticket” button to begin submitting a help ticket. It will take you to a page where you can submit tickets under specific categories.

The screenshot shows the 'EDUCATION PROGRAMS' website. The main heading is 'How can we help?' with a sub-heading 'Welcome to our knowledge base'. There are three main sections: 'FAQs', 'Support Tickets', and 'Documents and Links'. The 'Support Tickets' section is highlighted with a red box and contains a table of tickets. A red arrow points to the 'ADD TICKET' button at the bottom of the table.

Support Tickets	
System Error	
Creating Education Goal	
Date Submitted	Status
9/2/22	Closed
<a href="#">VIEW</a>	<a href="#">DELETE</a>
<a href="#">ADD TICKET</a>	



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# Submitting a Support Ticket

The screenshot shows the Ignited Education Programs interface. The left sidebar contains a navigation menu with items like Dashboard, Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research, INFORMATION, Resources, News, Education Center Visits, and Education Center Events. The main content area is titled 'Help Ticket' and asks 'Which area do you need assistance with?'. Two options are visible: 'Tuition Assistance or Education Goal' and 'Credentialing Assistance'. The 'Tuition Assistance or Education Goal' option is selected, showing a list of related issues such as 'Assistance creating a tuition assistance request', 'Tuition assistance request information needs to change', 'Grades are missing, overdue, or wrong', 'I am receiving an error statement', 'I have / need an extension for my course', and 'I need assistance clearing a system warning'. Below this list, there is a text box with the instruction: 'You will need to contact your Education Center for assistance. Their contact information is listed below.' The contact information for ARNG-Wyoming Education Services Office Education Center is provided: DSN: 314-632-5440, Commercial Phone: 11390434305440, and Email Address: user2692@email.net. A red double-headed arrow points from the 'SUBMIT MESSAGE' button to the 'Create Message' dialog box. The 'Create Message' dialog box is open, showing a 'Category' dropdown set to 'Tuition Requests', a 'Subject' field, a rich text editor, an 'Attachments' section with a 'CHOOSE FILE' button, and a 'Drop files here' area. The 'SEND' and 'CLOSE' buttons are at the bottom of the dialog.



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# Tips for Submitting a TA Request (TAR)

- ✓ View the tutorials in ArmyIgnitED or ask your assigned Education Services Specialist (ESS) or Education Services Officer (ESO)
- ✓ Submit one course at a time (that way if there is an error, not all TA requests will be deleted)
- ✓ Do not click on ‘VA Top Up’ if using MGIB-SR/Ch 1606
- ✓ Once your TARs are approved, print off the authorization forms (pdf) to provide to your AI as proof of payment
- ✓ Log back into ArmyIgnitED and double-check that your course information is correct, and your courses have been approved **PRIOR** to the start date



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# Explore What to Study

- **Career Path Decide** <https://www.careerpathdecide.org/>
  - Research detailed Information on specific career/vocation outlooks
  - Provides information on institutions that are eligible for TA
  - Take skill assessments to view school options
  
- **Kuder Journey** <https://journey.kuder.com/>
  - Learn about interests, skills, and values with research-based assessments
  - Plan education and career based off the assessments
  - Use the planning tools to be successful in education/career choices

Next Step: Make an appointment with an Education Counselor to discuss your completed assessment report to determine what you will study



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- Your JST documents of all your military training and experience
- American Council on Education evaluates your military training and experience and recommends college credit
- Colleges and Universities may or may not accept this credit toward your degree
- Any credit awarded toward your degree means less time in the classroom
- Request official JST to be sent to your college
- Transcript requests are free

Login at <https://jst.doded.mil/>





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# Sample JST

## JOINT SERVICES TRANSCRIPT



**\*\*UNOFFICIAL\*\***

Transcript Sent To:

Name: [REDACTED]  
 SSN: XXX-XX-XXXX  
 Rank: Staff Sergeant (E6)  
 Status: Active

### Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
750-BT	AR-2201-0399 V04 Basic Combat Training: Upon completion of the course, the student will be able to apply casualty care; employ land navigation skills; conduct physical fitness training; execute self-defense; and execute marksmanship skills.	17-SEP-2012 to 23-NOV-2012		
	• First Aid And CPR		2 SH	L
	• Land Navigation (Recreation)		1 SH	L
	• Marksmanship		1 SH	L
	• Physical Fitness		1 SH	L
	• Self-Defense		1 SH	L
	(4/12)(4/12)			
101-25U10	AR-1715-0928 V06 Signal Support Systems Specialist: Signal School Ft Gordon GA Upon completion of the course, the student will be able to install, troubleshoot, and perform field level maintenance on computer and network hardware; configure and manage computer networks; deploy dedicated re-transmission stations; operate dedicated re-transmission stations; apply skills in information assurance awareness; understand operations security; use test measurement and diagnostic equipment; and apply technical and military knowledge in a military operation environment.	26-NOV-2012 to 02-APR-2013		
	• Computer Troubleshooting and Repair		3 SH	L
	• Electronic Systems Troubleshooting And Maintenance		3 SH	L
	• Network Essentials		3 SH	L

**\*\* PROTECTED BY FERPA \*\***

06/02/2023



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- ✓ Go to ArmyIgnitED, click on ‘Messages’, create a new message, copy the statement listed below, and send it to your assigned state Education Office and/or Education Counselor:
  - ✓ **“I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on [day/month/year]”**
- ✓ Contact your assigned Education Services Specialist (ESS) and/or Education Services Officer (ESO): [www.nationalguard.com/select-your-state](http://www.nationalguard.com/select-your-state)
  - ✓ Discuss your education pathway, goal, and available state and federal education benefits
- ✓ Submit your TA/CA request and start your education journey!





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# Points Of Contact

- **The ARNG Education Support Center (ESC)**
  - 866-ARNGEDU (276-4338) or [arng.esc@army.mil](mailto:arng.esc@army.mil)
- **Your State Education Office**
  - [www.nationalguard.com/select-your-state](http://www.nationalguard.com/select-your-state)
- **Visit us online**
  - [www.nationalguard.com/education](http://www.nationalguard.com/education)
- **Visit us on MS Teams**
  - ARNG Public-Education Services (Team code: 1oeyukp)
  - <https://dod.teams.microsoft.us/l/team/19%3Adod%3Aef1fa3b161ac48f393ae4de579ea9f8a%40thread.skype/conversations?groupId=0b083e5f-e8d4-406f-9b54-ef4463d35b9d&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43>



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<https://www.facebook.com/arngeducation>



<https://www.instagram.com/arngeducation>



<https://www.twitter.com/arngeducation>



<https://www.linkedin.com/company/arngeducation>



<https://www.youtube.com/@ARNGEducation>