



Federal Acquisition Institute

# Federal Acquisition Institute Student Training Guidebook

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# Federal Acquisition Institute (FAI) Mission

Prepare the acquisition workforce at every stage of their career.

## FAI Vision

Be the premier institution of acquisition workforce excellence.

## Introduction

FAI is taking all measures to maximize taxpayer dollars, optimize training opportunities for acquisition workforce members, and leverage resources to increase efficiencies for Federal acquisition workforce career development opportunities. This is achieved through collaborating across agency boundaries and partnering with stakeholders to reduce duplicative development efforts. Attendees of FAI sponsored instructor-led training (ILT), including virtual instructor-led training (vILT), and online training (OLT) shall be civilian agency career or career conditional employees. The [Acquisition Workforce Training Fund \(AWTF\)](#) is used for training Federal employees. Federal contractors **are not** authorized to attend FAI training. That individual or that individual's employer should be providing the necessary training.

## Purpose of Guidebook

This guidebook serves as a resource to Federal civilian agency acquisition workforce students, acquisition career and training managers, training and development vendors, and others who participate in Federal Acquisition Certification (FAC) training and FAI-provided ILT/vILT. The goal is to ensure all parties are fully cognizant of the policies and expectations FAI has established for their training.

Students are expected to prepare for, enroll in, and attend ILT/vILT in accordance with FAI's training enrollment requirements. All students shall conduct themselves and treat others in a professional and courteous manner at all times during the training event. Students should also consult with their agency's Acquisition Career Manager (ACM) or Small Agency Representative (SAR) who is accountable for the training, certification, and continuous learning of an agency's acquisition workforce to ensure agency-specific requirements are being considered and met.

## Student Dress Code

Virtual instructor-led training (vILT) is a training event delivered in a virtual environment. In this environment, instructors facilitate and explain course content materials while ensuring all students are engaged. In a vILT session, students are expected to be camera ready for each portion/day of class. Student attire and virtual background should be professional and appropriate for display on camera during all class time.

When attending training in the classroom, attire is business casual and students are expected to dress appropriately. Examples of inappropriate attire include jeans, shorts, flip-flops, tank tops, strapless tops, excessively short or sheer garments, exposed midriffs, athletic wear, sweat suits, or any garment displaying inappropriate, abusive or vulgar language or graphics, political, etc. Students who dress inappropriately for a training session will be asked to leave the session.

Appropriate cleanliness and grooming is expected of all students. Students should avoid the heavy use of colognes and perfumes that can be a distraction in a training session and cause allergic reactions in other students.

## Academic Freedom and Non-Attribution

Effective learning requires full and open exchanges of information to include experiences, perspectives, and ideas in a spirit of collaboration among students, instructors, and guest speakers. This policy on academic freedom and non-attribution creates learning environments where students and instructors are able to openly engage in meaningful dialogue without fear of retribution. When involved in the delivery of Federal Acquisition Certification (FAC) training and FAI-sponsored ILT/VILT, the following non-attribution policy applies to all individuals involved in attending, delivering, facilitating or involved in the learning event in any other way.

- Students may respectfully express their opinions and experiences concerning current or proposed policies, regulations, and procedures openly and honestly without fear of repercussion.
- Personal attacks on others' character, opinions or comments, personality or other personal attributes shall be avoided and **WILL NOT** be tolerated at any level.
- Students **shall not** repeat or associate an individual with any remark or comment that is made during the course of instruction. Each student is responsible for treating sensitive points or privileged information with discretion and shall refrain from repeating such information and content or connecting the speaker with the views expressed outside the classroom group, with anyone to whom the speaker has not entrusted this information.
- Students **shall not** create audio or video recordings on any devices except on an approved case-by-case basis, and as pre-authorized by the FAI Training Operations Officer (TOO) to accommodate students with approved accommodations.

## Academic Integrity and Standards of Conduct

All students shall accept full responsibility and credit for their opinions whether expressed orally or in writing. At the same time, all students are expected to fully acknowledge those ideas, words, and information obtained from other sources. It is not anticipated that students would deliberately plagiarize material.

Absolute integrity is expected of every individual in all academic undertakings. Integrity entails a firm adherence to a set of values. The values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal learning and coursework situations, but in all FAI relationships and interactions connected to the educational process, including the use of any academic resources provided for student use.

A student's submission of work for academic credit indicates that the work was developed by the student. All outside assistance and citations should be acknowledged and the student's academic position truthfully reported at all times. In addition, FAI students have a right to expect academic integrity from each of their peers. Students shall not:

- Misrepresent their work
- Fraudulently or unfairly advance their academic position
- Violate the principle of academic integrity in any other manner

Academic Integrity and Standard of Conduct violations include, but are not limited to:

- Knowingly representing the work of others (from any source) as one's own
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work
- Fabricating data in support of research or field work
- Forging a signature to certify completion of a course assignment or a recommendation
- Misrepresenting one's academic accomplishments
- Viewing, removing, or copying any examination materials or any portions thereof by any means, including electronically to be shared with other students or future students.

- The inappropriate or unauthorized use of any and all electronic devices to access information during examinations or assessments

In the event a civilian agency student is enrolled in and attends a Defense Acquisition University course, the student is responsible for adhering to [DAU Directive 704, Student Academic and Administrative Policies and Procedures](#).

## **Student Submissions**

All submitted work shall be the result of a student's individual effort unless otherwise directed. Representing another's work as one's own is plagiarism and a violation of academic integrity (Example: Artificial Intelligence software). If materials are taken from published sources, the student must clearly and completely cite the source of such materials.

## **Examinations**

No other individual or FAI student may take an examination for another student or provide assistance to another student during an examination. Students shall not copy or photograph examinations, exam questions or any materials. Students should not search or use computer assistance to answer examination questions, unless specifically given permission.

## **Course Assignments**

Students are encouraged to discuss the content of a course in an effort to help each other to master it, but no student should receive help in completing a course assignment unless specifically provided guidance indicates the assignment is a group exercise.

## **Multiple Courses**

Students who submit all or part of the same work for the determination of a grade in two or more different courses, must notify their instructors in the courses involved for approval of such submissions.

## **Principles for Computer Use and Network Systems**

The use of computers and network systems does not exempt students from the normal requirements of ethical behavior. Use of computers and network systems shared by many users imposes certain additional obligations. While rules are built into computer and network systems, such restrictions cannot eliminate the opportunity for perusal of the work or resources of others.

## **Student Behavior**

Students shall be respectful and conduct themselves in a professional manner at all times. This includes but is not limited to:

- Being attentive and participating in all training session activities
- Abiding by professional standards and courtesy when interacting with faculty, guest lecturers, and other students
- Arriving on time, returning promptly from breaks, and staying until the training session day ends (*Reference Student Attendance Policy*)
- Being respectful of the facilities and leaving student areas in the same condition found upon arrival
- Ensuring cell phones and other communicative or electronic devices not used in support of the instruction or for note-taking are either turned off or set to silent

All learning environments shall be free from any type of negative actions or behavior which threatens morale, is rude or intimidating or causes an individual to feel uncomfortable. Leadership at all levels will ensure strict enforcement of a conducive and professional learning environment.

All individuals shall comply with the letter and spirit of Federal Government policies governing equal opportunity. These policies prohibit discrimination for reasons of race, color, religion, gender, national origin, age, and physical or mental disability, or in retaliation for having participated in activity protected by the various civil rights laws.

The first step in most cases involving behavior contrary to these principles is to tell someone his or her behavior is offensive or discriminatory and to give the person a chance to correct the behavior. The chain of authority should be used to raise subsequent or serious incidents of abusive or discriminatory behavior. Any individual involved in an FAI learning event engaging in inappropriate or offensive behavior will be promptly addressed. Students and instructors discovering an apparent violation of academic integrity or standards of conduct should report the matter to FAI's TOO at [FAIregistrar@FAI.gov](mailto:FAIregistrar@FAI.gov) immediately.

## Violations of Academic Integrity & Standards of Conduct

Students that appear to have violated academic integrity or standards of conduct at any level may be subject to penalties outlined in this document and any other related document addressing this topic (i.e., [DAU Directive 704, Student Academic and Administrative Policies and Procedures](#)).

The decision authority to determine whether a specific action shall be treated as a violation lies with the FAI Director and a decision letter will be provided to the student, the student's supervisor of record, and the agency ACM/SAR.

Students who violate academic integrity or standards of conduct shall be removed from the training session, their supervisor notified, and given a failing grade. The student will also be removed from any future sessions for which he or she has confirmed reservations and barred from enrolling in FAI-sponsored instructor-led training for a period of one year.

## Travel

FAI does not pay any travel or per diem costs (TDY or local travel), or make any associated travel/lodging arrangements for students. Students are responsible for making, canceling, and reconciling all activities and expenses for any scheduled or completed FAI training with their home agency. Students are expected to follow specific agency travel and training policies. Please keep this in mind when searching for and enrolling in classroom training.

## Reasonable Accommodations

Any students requiring reasonable accommodations must contact both their [agency ACM](#) and FAI ([FAIregistrar@FAI.gov](mailto:FAIregistrar@FAI.gov)) **at least 45 days prior to the training session start date**. Every effort to provide reasonable accommodations to students with a disability will be made when the need is identified within the required time frame.

FAI training vendors provide:

- Training facilities to accommodate disabilities
- Large-print materials are available as needed
- Course materials prior to a training session as needed

The student's home agency\* is responsible for coordinating and funding any reasonable accommodation services and items such as:

- Assistive technology
- Assistive furniture
- Sign language interpreters

## FAC-C Professional Exam

If you require a special accommodation to complete the FAC- C Professional exam, please ensure that the disability setting is set to "Yes" on your profile in FAI CSOD. FAI will provide further guidance regarding the accommodation process upon receipt of your approved reservation. If you have additional questions, please contact [FAIregistrar@fai.gov](mailto:FAIregistrar@fai.gov) for assistance.

\* The U.S. Equal Employment Opportunity Commission issued Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act on October 17, 2002. Question 15 under the section Reasonable Accommodation Related to the Benefits and Privileges of Employment indicates it is the employer's responsibility to provide the reasonable accommodation for both in-house training and that provided by outside entities. (<http://www.eeoc.gov/policy/docs/accommodation.html>)

## Training Registration

The Federal Acquisition Institute Cornerstone onDemand (FAI CSOD) is the recognized civilian agency training enrollment and acquisition workforce management system. To register for training within FAI CSOD, students establish a profile completing all required information to include Federal organization and manager.

### How do I create a user account in order to access FAI CSOD?

New users **must submit** a System Authorization Access Request (SAAR) form to obtain an FAI CSOD user account. The [FAI SAAR](#) is available online. Review these [FAI Help videos](#) or refer to the [SAAR Job Aid](#) for guidance on how to complete the SAAR form.

Guides for creating profiles and using FAI CSOD are available on [FAI.gov Frequently Asked Questions](#) under the heading **Access FAI CSOD**. Further FAI CSOD user task aids are under the subheading **Training and help desk support**.

The [Employee Task Aids](#) document further explains how to search for and enroll in ILT/VILT and OLT, request training credit for equivalent training, request and manage certifications and warrants, and more.

## Training Requests

*OLT Training:* Requests for OLT require no approval. To search for and select OLT training:

1. Login to FAI CSOD
2. From the Home page select the Find Learning Link. This takes you to the learning search.
3. Enter the title of the training you are looking for or browse by keywords only by selecting "training" and then "Curriculum" under the type filter.
4. Find the training you would like to take and select the title
5. Select the **Request** button.
6. Then, select the **Open Curriculum** button to start the course.
7. Finally, select the **Launch** button to begin the module(s) to complete.

*ILT/vILT Training:* Requests for FAI ILT/vILT training require no approval. Refer to agency approval policy for agency provided training.

Requests for FAI's ILT/vILT sessions have a low barrier to entry. When students find the desired session, follow these steps:

1. Login to FAI CSOD
2. From the Home page select the Find Learning Link. This takes you to the learning search.
3. Enter the title of the training you are looking for or browse by keywords only by selecting "training" and then "Curriculum" events under the type filter.
4. Select the blue View Details button to the right of the session you wish to attend to open the Session Detail box which includes how many seats are available - in real time - along with other session information.
5. Then click blue Request button at the bottom of the Session Details box to register for the training.
  - If the View Details button is gray, seats are no longer available but students can join the waitlist for the session.

Requests are approved immediately, and students are notified with one of the following automated messages:

- They have a reserved seat in the training session
- They are being placed on a waitlist (because all seats are filled)

## Course Cancellation

FAI makes every effort to avoid canceling training sessions because of the negative impact it may have on the acquisition workforce. Unfortunately, at times, cancellations are necessary. Students should enroll in FAI training sessions as soon as possible. FAI reviews enrollment for each session at least 30 days before it begins. Should a session have low enrollment (fewer than 20 students), FAI may make a decision to postpone or cancel the session.

## Student Waitlist

If there are no vacant seats in a given training session, students may still register for that session, but they will be placed on a waitlist. Students can only be on the waitlist for one session per event. It is recommended for students to choose the session with the shortest waitlist, or that best accommodates their schedule. If they need to register for another session, the student must first withdraw from their waitlisted session. Students will be notified if a seat becomes available no less than **1 business day** prior to the session start date at which time the status will change to "Registered." Students will then receive an email indicating their status has changed.

## Attendance Policy

Students shall attend ILT/vILT training during the designated scheduled hours as displayed on the registration screen of the specific training session selected. All students shall adhere to the start and finish times each day of the training event. Students arriving 30 minutes or more late to the first day of a training session will not be admitted and will be designated as no-shows incurring the penalty described below. This requirement applies to both classroom and virtual instructor-led training. This requirement does not apply to self-paced, online training.

Student welcome letters are sent to each registered student approximately 30 days before the training session start date by FAI's training provider. These letters contain detailed information such as session dates, agenda, training facility information, local amenities, connectivity requirements, etc., as they relate to a particular session. Additionally:

- Instructors may provide a further overview of the schedule on the first day of a session
- Students must adhere to the time and attendance rules and are expected to be punctual arriving for a session and when returning from all breaks or exercises
- Students are expected to actively participate throughout the entire training session i.e. breakout sessions.
- Student travel arrangements must be made to allow for completing all course requirements and in accordance with start and finish times of the session

## Training Preparation

Students are expected to actively prepare for every ILT/vILT training session. This includes but is not limited the following items:

- Check their email for a “Welcome Letter” from the vendor 30 days before the session start date.
- Review the “Welcome Letter” in its entirety, and the resources attached to it.
- Test they can successfully access the virtual classroom and course materials.
- Accept meeting invitation for the training session.
- Block training time on their work calendar to avoid meetings, or other events being added to their schedule.
- Discuss the course training schedule with their supervisor to ensure there will be no distractions or interruptions during the training.

If a student doesn’t receive a “Welcome Letter” from the vendor 30 days prior to the session start date they should submit a ticket to the [DAU Help Desk](#).

## Excused Absence

On an exception basis, instructors may grant students up to 5% of the total course hours as an excused absence due to extenuating circumstances. **If students miss more than 5% of the entire course time, they will not receive any credit and must retake the entire course to be credited with successful completion of the specific course.** Students shall request permission from FAI and the instructor in advance of absences which must be for valid reasons beyond a student’s control and shall not exceed 5% of the training session time. Requesting an exception for an absence greater than 5% must be coordinated through the student’s ACM/SAR and the FAI TOO.

## Canceling an ILT/vILT Registration

To ensure career development opportunities are optimized for all students, it is imperative that students, whether with a confirmed registration or on the waitlist, submit timely cancellation requests as soon as they are aware they are unable to attend their requested training. Students must cancel in [FAI CSOD](#) **prior to the registration close date** for any ILT/vILT sessions. If you are unable to withdraw or cancel, contact the [DAU Help Desk](#).

Note: Students on the waitlist should also cancel their requests when they find they are unable to attend a training session. As long as students remain on a waitlist, those students are affirming that they are committed to the training session if a seat becomes available even if a confirmed registration is received the day before the session begins. If students are unwilling to keep that commitment, they should cancel their training requests as soon as possible. When students on the waitlist cancel their requests, students with a lower priority setting on the waitlist are elevated.

## Withdrawal

We asked that all students be mindful and respect their commitment to attend training. Students should be aware that late withdrawals and no shows result in a cost to the Federal Government. FAI attempts to maximize training opportunities for Federal acquisition workforce members, and an empty seat is a lost training opportunity and cost. While there are extenuating circumstances for students to withdraw from a

session late, maximum effort should be made to make that decision prior to the registration close date which will allow another individual an opportunity to participate in it.

If the registration close date has occurred, students will not be able to cancel their approved training within CSOD. Students will need to submit a withdrawal request ticket to the [DAU Help Desk](#). Any requests to withdraw from a session that is less than **1 business day** prior to the session start date will be denied, and the student will be recorded as a “No Show” for that session if they do not attend.

## No-Show

Students are responsible for being aware of the training they requested and received a registration email. Students should check their email account recognizing that a training vendor's email may be in a junk folder. Generally, student workload concerns should be considered the week prior to the start of class and a withdrawal request should be submitted. Students are expected to be good stewards of taxpayer funds and No Shows should only be due to true emergencies.

### NOTE:

- All student No-Shows are tracked and provided to agency leadership for review.
- It is the student's responsibility to notify the DAU help desk at least 5 days prior to the training start date if they have not received a course welcome email or course instructions.

## Course Prerequisites

Prerequisite course requirements are deemed essential for successful completion in a higher-level course.

Course prerequisites are listed in the [FAI CSOD](#) training catalog along with a course's description, objectives, and other information. In the event a student requests to enroll in a FAI-sponsored instructor-led course, the student must have completed or be registered for the course prerequisite(s).

### Meeting Course Prerequisite Requirements

Prerequisites may take different forms such as specified coursework or certification, individual grade/position requirements, or specific experience requirements. All students must demonstrate they have met course prerequisites prior to the registration close date of the session they are attending for the course in [FAI CSOD](#). Students failing to demonstrate they have met the course prerequisites will be disapproved.

Prerequisites are met by completing designated course(s) or approved equivalent course(s), or by any other means approved by the student's ACM and the FAI TOO.

Prerequisites may also be met if students have completed the predecessor course, as long as the predecessor has not expired at the time of application.

## Course Assignments

### Pre-Work and Homework

Many courses have assignments that must be completed prior to attending training sessions, and during the session itself. Such assignments facilitate the effective delivery of the course material. These requirements will be articulated to the student 30 days prior to the session start date unless a registration is not secured until after that time. Welcome letters containing **pre-coursework requirements are sent 30, 15, and 5 days before a session start-date** to ensure any new enrollees are notified of these requirements before attending a training session.

FAI courses may also require homework assignments that must be completed outside of a training session to successfully master the course material. Daily training schedules and hours may vary and are part of course requirements.

Assignments are assessed activities that will impact the student's ability to meet the course learning objectives. Assignments may account for as much as 20% of the overall completion requirements. Students who fail to complete the assignments may find it difficult to successfully complete a course if and when the assignments account for such a large portion of the final assessment. Students shall complete ALL requirements to receive a training completion certificate.

## Examinations

Students are to take all examinations during allotted class time, when assistance is available to support them. If a student is unable to complete an examination within the allotted time due to any unforeseen circumstance, such as encountering technical issues, illness or an emergency, they should contact the course instructor and the producer immediately.

**\*\* FAI does not authorize the use of overtime or comp time for the completion of any course work. This includes, but is not limited to pre-work, homework, exams, quizzes, or class running longer than expected.**

## Course Completion

### ILT/vILT Courses

Students must achieve a cumulative average minimum score of **80% across all course work and assessments** (e.g., examinations, quizzes, and participation in case studies and other course exercises) to successfully complete an instructor-led course whether in the classroom or delivered virtually.

**If a student achieves a score of less than 80%, they must retake the entire course. No partial credit will be given for participation in a course that was not successfully completed.**

**Note:** Instructors are not authorized to provide remediation or re-test opportunities.

### OLT Courses

- Students must achieve a cumulative passing score of 80% on the final post assessment.
- Students have unlimited attempts to complete the post assessment. Students will **not** be disenrolled and must restart the course and pass the exam.
- Students can bypass the course material and proceed directly to the post assessment.
- Students **can not** jump around on the post assessment exams. Exams must be passed in sequential order.

### Contracting Certification Exam

The Contracting Certification Exam consists of 150 questions and is a mandatory requirement of the FAC-C (Professional) certification. Students must obtain a score of **70% or higher to pass the exam**. Students who do not receive 70% or more on the exam, will have to wait 30 days after the failed test date to register and retake the exam. Students are authorized up to three attempts in a one-year period. It is

highly recommended that students complete the CON 3910 - Contracting Certification Exam Prep Course prior to scheduling your next exam date and time.

For more information about the FAC-C Professional Exam visit [FAI.gov](https://www.fai.gov) for more information and the latest FAQs and updates.

## End-of-Course Surveys

Once a course has been completed, students will have access to an end of course survey in their FAI CSOD accounts. The purpose of these surveys is to provide FAI with information on the overall course delivery, quality of the instructor, quality of training facilities, etc. Students are asked to identify successes as well as areas needing improvement.

To access the end-of-course survey for a session follow the instructions below.

1. Log into FAI CSOD (<https://dau.csod.com/>)
2. Go to your transcript (**Learning > View Your Transcript**)
3. Locate the training, and click on **View Training Details**
4. Click on **Evaluate**
5. Follow the prompts and answer all of the questions
6. Let your instructor know once you complete your evaluation

Students will receive a reminder email to complete their end-of-course survey about 10 days after the class ends. This email will come from [ces.mail@csod.com](mailto:ces.mail@csod.com) and will contain hyperlinks that will take the student directly to the survey.

**\*\* FAI highly encourages all students to complete the end-of-course survey upon course completion to improve the training experience.**

## Course Completion Certificates

OLT completion certificates will be available, on the students FAI CSOD transcript, immediately upon successful course completion.

ILT/vILT completion certificates, for FAI sponsored courses, will be available on the students FAI CSOD transcript, upon successful course completion. Recording of an ILT/vILT completion may take up to 30 calendar days.

All course completion certificates are available on the student's FAI CSOD transcript.

**Students should not submit an external continuous learning activity request for courses they registered for in FAI CSOD.**

## FAC Certification Programs

Federal certification programs are designed to establish consistent competencies and standards for those performing acquisition-related work in civilian agencies. Certifications are federal standards recognized across agencies but do not guarantee assignment or advancement.

The Office of Federal Procurement Policy (OFPP) established three Federal certification programs. OFPP's vision for the federal acquisition workforce is the development of common certification programs that generally reflect a government-wide standard for education, training, and experience leading to the fulfillment of core competencies in a variety of acquisition-related disciplines. To promote the development of government-wide core acquisition competencies and to facilitate employee mobility,

FAI, in consultation with OPM, shall develop federal acquisition certification programs that shall be accepted by, at a minimum, all civilian executive agencies. These certifications will generally serve as one means to demonstrate that an employee meets the core education, training, and experience requirements, as appropriate, for that acquisition-related discipline (e.g., contracting, program management, etc.). Agency-specific certification programs are not transferable to other agencies. Federal acquisition certifications shall be offered to, though not necessarily required of, the general acquisition workforce as defined in Policy Letter 05-01 and further identified by agency CAOs. However, agencies may specify a particular type and/or level of certification when establishing quality ranking factors when it is determined that the certification is job related. Each certification is outlined below.

### **Federal Acquisition Certification in Contracting Programs FAC-C (Professional)**

The FAC-C (Professional) is for contracting professionals in the Federal government performing contracting and procurement activities and functions. The purpose of this program is to establish training and experience requirements for contracting professionals. The FAC-C (Professional) applies to all executive agencies, except the Department of Defense.

The FAC-C (Professional) is a single-level certification which focuses on the basics with the goal of achieving a foundational knowledge. This certification requires the completion of foundational training CON 1100V (Guiding Principles), CON 1200V (Pre-Award), CON 1300V (Award) and CON 1400V (Post-Award), one year of experience, and successfully passing a proctored professional certification exam that consists of 150 questions that are based upon the [contracting competencies](#).

### **FAC-COR Certification Programs**

The Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) program is for acquisition professionals in the Federal Government performing contract management activities and functions. Contracting Officer's Representatives (CORs) play a critical role in ensuring that contractors meet the commitment of their contracts. They facilitate proper development of requirements and assist Contracting Officers in developing and managing their contracts. The purpose of this program is to establish training and experience requirements. The FAC-COR applies to all executive agencies, except the Department of Defense (DoD).

The FAC-COR certification contains [three levels](#) of certification that allows for appropriate training and experience for Contracting Officer's Representatives managing a range of various contracts from low-risk and simple to high-risk and complex acquisitions. The FAC-COR shall be recognized by all federal civilian agencies as evidence that an employee meets core requirements to perform Contracting Officer's Representative functions.

FAC-COR certification is managed and awarded at the agency level. Each agency has a designated [Acquisition Career Manager \(ACM\)](#) or [Small Agency Representative \(SAR\)](#) responsible for managing the certification requirements of the acquisition workforce members in each agency. Agencies covered by the FAC-COR program may require additional training and experience beyond the basic FAC-COR requirements. Additional training may be required in support of the agency's mission or the requirements of a specific COR position.

### **FAC-P/PM Certification Programs**

The Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) is for acquisition professionals in Civilian Federal Government Agencies performing program and project management activities and functions. Program and Project Managers (P/PMs) are critical to project success - including developing accurate government requirements, defining measurable performance standards, and managing life-cycle activities to ensure that intended outcomes are achieved. The purpose of this program is to establish general training and experience requirements for those acquisition program and project management professionals. The FAC-P/PM focuses on essential functional and technical

competencies needed for P/PMs. It does not include agency-specific competencies. Members of the civilian acquisition workforce are encouraged to consult their agency [Acquisition Career Manager](#) or [Small Agency Representative \(SAR\)](#) for their agency unique certification requirements, agency acquisition workforce policies, and for agency guidance on managing their certifications. In addition to the FAC-P/PM three levels of certification there is an IT Core-Plus Specialization focused on IT PM specialized training requirements.

Per the [December 16, 2013, Memo on Revisions to the Federal Acquisition Certification in Program and Project Managers \(FAC-P/PM\) from OFPP](#), changes to the FAC-P/PM training requirements will be maintained on the FAI website under the FAC-P/PM Certification area.

**\*\* You can find more information about each FAC certification on [FAI.gov](#).**

## Federal Acquisition Credential Program

Beginning on February 1, 2022, the Department of Defense (DoD) implemented changes to their functional area certifications frameworks as part of the Back-to-Basics initiative. The revisions to the DoD's certification programs included the introduction of the Defense Acquisition Credential Program. Credentials are curated training packages that provide assignment specific, job-relevant training to workforce members. On February 1, 2023 OFPP modernized the Federal Acquisition Certification in Contracting certification to align with the Defense Acquisition Workforce Improvement Act (DAWIA) contracting certification. At this time, OFPP also created the Federal Credential Program to support a life-long learning framework for all the Federal acquisition certification programs.

The Federal Acquisition Credential Program includes the adoption of DoD credentials and implements new Federal Acquisition Credentials. As new credentials are developed, they will be deployed in FAI CSOD. Information regarding [DoD's credential program](#) can be found on Defense Acquisition University (DAU).

DAU deploys DoD credentials on behalf of the DoD's Functional Area Leaders. FAI deploys Federal credentials on behalf of the Office of Federal Procurement Policy. A credential is a curated learning package focused on a specific knowledge or skill area and will include multiple learning assets totaling between 20 and 80 hours of training. Participants typically have one year to complete the learning package from the time they participate in the first training. Credentials will be available on a variety of topics and will not be one size fits all. Credentials are designed to be taken at the time of need to support an agency's mission. Credentials will provide the right skills at the right time. Federal Credentials will be comprised of:

- Documented Performance Learning Objectives (PLOs)
- Two or more learning assets that build required skills with many learning objectives at the applied level.
- Performance-focused assessment(s) Federal Credential Governance Board-approval to ensure all Federal Credentials meet or exceed a common standard.

Federal ILT supporting a DAU Credential does not automatically count toward the credential. To ensure proper credit and earn your DAU Credential, follow these steps:

1. You will automatically receive Cornerstone OnDemand (CSOD) credit within the system.
2. However, to attain the DAU Credential, additional steps are required.
  - a. Request a certificate of completion from the DAU Approved vendor who conducted your course. The certificate must display the vendor's information.
  - b. Submit an Equivalency/Fulfillment request, asking for the course completion to be recognized as DAU Equivalent. Alternatively, you can contact the DAU Helpdesk and

request DAU equivalency for this course. This step is essential for the course to be acknowledged in DAU's system, making you eligible to earn the credential upon fulfilling all learning objectives.

3. Once DAU equivalency is confirmed, you will observe two course completions listed. However, you will only receive Continuous Learning Points (CLPs) once, despite the duplicate entries.

You can find more information about each Federal Credential Program on [FAI.gov](https://www.fai.gov).

## Continuous Learning (CL)

Continuous Learning activities remain an essential component of lifelong learning for all acquisition workforce professionals! The purpose is to ensure the professional stays current in their field and enhances their skills and awareness in order to successfully perform their roles and responsibilities.

To maintain a Federal Acquisition Certification (FAC), workforce professionals are required to earn continuous learning points (CLPs) during the common two-year (CL) period. Each FAC career field has a minimum number of CLPs a workforce member must earn within the common two-year CL period. The CL requirements for each Federal Acquisition Certification (FAC) area can be found on the [Continuous Learning](#) page and are also included in the [Certification and Career Develop Programs](#) on [FAI.gov](https://www.fai.gov).

The Continuous Learning Individual Progress (CLIP) dashboard will automatically track all transcript items which award CL points completed within the current common CL period. It is the workforce member's responsibility to ensure that the CL requirements are met within the common two-year CL period.

Hours in excess of the minimum requirements **will not** be carried forward for credit into the next two year common CL period. In general, no single activity should be used to accumulate all CLPs required for maintenance of a certification. Acquisition professionals should make every effort to participate in a variety of acquisition-related activities designed to give the professional a well-rounded perspective of the acquisition function.

Continuous learning can also be used to strengthen an individual's skills and capabilities in the specialized areas in which they work. An example is taking basic information technology (IT) training for those buying or supporting an IT program. Taking courses within other areas of acquisition helps broaden a workforce member's understanding of their role in the acquisition process.

Continuous learning is more than just taking ILT or OLT. The Office of Federal Procurement Policy (OFPP) provides [Guidance on meeting the Requirement for Continuous Learning](#). For example, CLPs can be awarded for participation in professional organizations, publishing acquisition, contracting, program/project management and contracting officer's representative articles, speaking at acquisition events, and completing developmental assignments.

When using these types of activities for CLP purposes, the workforce member and their supervisor should pre-define the number of CLPs recommended for the activity. Below are sample activities and the number of CLPs recommended for completing them. This is a sample list and is not intended to be all-inclusive.

**Note:** Agencies can require certain activities or courses to be used for CLP purposes. Therefore, workforce members should seek agency guidance and consider the advice of their ACM.

| <b>Recommended Continuous Learning Points (CLPs)</b><br>Common Two Year CLP Period: May 1, 20xx - April 30, 20xx<br>Each CLP Yearly Period runs from: May 1 - April 30               |   |
|--|---|
| Creditable Activities  | Points Credit   |
| Formal and informal training (such as FAI and DAU instructor-led or online courses)<br><b>Length of Course</b><br>One-day<br>Two-day<br>Three-day<br>Four-day<br>Five-day<br>Ten-day | 1 CLP per hour of instruction. This would equate to the following:<br><b>CLPs</b><br>8<br>16<br>24<br>32<br>40<br>80  |
| Learning events such as YouTube and Acquisition Seminars, that are less than 1 hour  | The minimum number of points requested is 0.5. CLPs may be awarded in increments of 0.25 after the initial 0.5.   |
| Accredited higher education courses (from a college or university)   | 10 CLPs per semester or quarter hour (generally)  |
| Continuing Education Unit (CEU)  | 10 CLPs per CEU   |
| Equivalency Exam for a course, i.e. "testing out"  | Same points as awarded for the course   |
| A learning event such as a seminar, brown bag, or presentation   | 1 CLP per hour if attending the learning event<br>1 CLP per hour for preparation if leading the learning event<br>A maximum of 20 CLPs per year for this type of activity or 40 CLPs during the Common CL |
| Attendance at professional association meetings  | 1 CLP per meeting hour with a maximum of 20 CLPs per year or 40 CLPs during the Common CL   |
| Participation in intra- or interagency groups where the topic is some element of acquisition   | 1 CLP per meeting hour with a maximum of 20 CLPs per year or 40 CLPs during the Common CL   |
| Association leadership role  | 1 CLP per meeting hour with a maximum of 20 CLPs per year or 40 CLPs during the Common CL   |
| Professional license or certification  | 20 to 40 CLPs   |

| Recommended Continuous Learning Points (CLPs)<br>Common Two Year CLP Period: May 1, 20xx - April 30, 20xx<br>Each CLP Yearly Period runs from: May 1 - April 30 |  |
|---|--|
| Creditable Activities   | Points Credit  |
| Publication of an article or articles on an element of acquisition  | 1 CLP per preparation hour with a maximum of 20 CLPs per year or 40 CLPs during the Common CL  |
| On-the-job experiential learning  | Max 20 CLPs a year or 40 CLPs during the Common CL   |
| Mentoring   | A maximum of 20 CLPs per year and 40 CLPs per Common Period  |
| Rotational or Developmental Assignment:<br>12 Months<br>9 months<br>6 months<br>3 months<br>2 months<br>1 month   | Based on learning achieved and length of assignment/detail. Generally:<br>80 CLPs<br>65 CLPs<br>45 CLPs<br>35 CLPs<br>30 CLPs<br>20 CLPs |

The number of CLPs for a specific learning event will depend on the amount of time required to complete it. For FAC purposes, the smallest increment allowed for a learning event is 0.5 hours.

For ILT/VILT, FAI considers a standard training session day to be 8.0-8.5 hours in length days which includes time for independent or group work assignments, projects, and reading assignments. Training completion certificates issued through [FAI CSOD](#) will reflect the CLP credit noted in the above table.

For online courses, continuous learning modules, and virtual instructor-led training courses, the number of CLPs to be awarded is available in the [FAI CSOD](#) catalog or on a student's transcript once they have registered/completed the course.

## Inclement Weather & Emergency Situations

In the event of inclement weather or emergency situations, FAI-sponsored classroom instructor-led training follows the operating status provided by the U.S. Office of Personnel Management (OPM). The [operating status of Federal agencies in the Washington, D.C., metropolitan area](#) is posted on the OPM website. Students are responsible for knowing the operating status of Federal agencies outside of the Washington, D.C. metropolitan area.

- **Open or Open with option for unscheduled leave or unscheduled telework** - All students are expected to report at the assigned course start time.
- **Federal Offices are Closed - Emergency and Telework-ready Employees Must Follow Their Agency's Policies** - Training sessions will be canceled for the day if the U.S. Office of Personnel Management or local FEB closes Federal offices.

- **Open - 2 hours Delayed Arrival - With Option for Unscheduled Leave or Unscheduled Telework** - Training sessions will begin at 11:30 AM if the U.S. Office of Personnel Management or local FEB allows for a 2-hour delayed arrival.

Students shall adhere to the applicable OPM operating status, as described above, in addition to the following:

During the course introduction and student welcoming process, the instructor will provide a contact number for emergency situations. In the event of a prolonged shutdown due to inclement weather or hazardous conditions, disruption of public services, or other emergency situations, employees shall comply with the instructor's direction. If the instructor cannot be contacted, the student will contact the DAU Help Desk using the [DAU Help Desk](#) system.

All FAI-sponsored training providers will make decisions about arrival, dismissal and closure based on the principle of student safety. When weather-related and emergency absences affect significant segments of the course, FAI will determine how the affected course completion requirements will be satisfied and communicate any changes through the appropriate and available channels.

FAI's virtual instructor-led training (vILT) sessions are not subject to the same constraints. In the event of inclement weather, vILT sessions will be conducted as scheduled regardless of Federal agencies' operating status. vILT sessions will only be canceled when the entirety of the Federal Government is closed through executive order, a lapse in funding, or other such reason.

## Care of Facilities

Students attending training sessions are responsible for the care and preservation of government and/or vendor-provided property and facilities. All classrooms must be free of distractions, clutter and litter to promote an effective learning environment.

## Contact Information

Students can contact the DAU Help desk for help with logging into FAI CSOD, registering for training & certifications, and other issues they may encounter.

Submit an Incident ticket - [DAU Help Desk](#)  
Talk to an agent - 703-805-3459

## Summary

FAI's goal is to ensure each student has a pleasant, informative, and thought-provoking training experience. Each student, instructor, and representative of FAI plays a vital role in successfully achieving this goal. FAI will continue to identify and evaluate additional learning modalities to ensure effective learning reaches acquisition workforce members while maximizing available resources.

## Appendix A- Acronyms and Definitions

**Acquisition Career Manager (ACM)** - An agency official that has been appointed by the CAO, or designee, to lead the agency's acquisition career management programs.

**Small Agency Representative (SAR)** - An agency official that has been appointed and serves as a single agency point of contact to administer the agency certification program within FAI CSOD.

**Acquisition Workforce Training Fund (AWTF)** - The Acquisition Workforce Training Fund (AWTF) was established by the Services Acquisition Reform Act of 2003 (SARA, Public Law 108-136), Section 1412 ([41 U.S.C. 1703 \(h\)\(3\)\(i\)](#)). The AWTF is managed by the Federal Acquisition Institute (FAI) and is financed by deposits of five percent of the fees collected by non-Department of Defense (DoD) executive agencies under government wide contracts.

**Cornerstone on Demand (CSOD)** - Is the learning management system used by the Federal Acquisition Institute (FAI) and Defense Acquisition University (DAU).

**Continuous Education Unit (CEU)** - A measure used in continuing education programs to assist the professional to maintain their license in their profession. 1 CEU= 10 CLPs

**Continuous Learning (CL)** - A process of learning new skills and knowledge, while also reinforcing what has been previously learned.

**Continuous Learning Point (CLP)** - Are points awarded for qualifying education, training, and opportunities to improve, maintain, or to learn new skills.

**Continuous Learning Individual Progress (CLIP)** - The CLIP dashboard is a feature in FAI CSOD that allows you to monitor your CL progress for all your certification(s) via a bar chart. Users can print their CLIP dashboard to provide proof of completed CLPs and that certifications are current. This functionality replaces the CL Achievement Certificates previously issued in the former system. Users will be able to submit external CL activity requests to record CL activities that occur outside of FAI CSOD (see Employee Task Aid for how to request external CL activity credit).

**Defense Acquisition University (DAU)** - Authorized by Title 10, United States Code (U.S.C.), Section 1746, and chartered by DoD Directive (DoDD) 5000.57, the DAU provides a global learning environment to develop qualified acquisition, requirements and contingency professionals to deliver and sustain effective and affordable warfighting capabilities, thus enabling the Defense Acquisition Workforce to achieve better acquisition outcomes, now and in the future. DAU provides a full range of basic, intermediate, and advanced curricula training, as well as assignment-specific and continuous learning courses, and tailored training and consulting services to support DoD career goals and professional development.

**Federal Acquisition Certification (FAC)** - Federal certification programs are designed to establish consistent competencies and standards for those performing acquisition-related work in civilian agencies. Certifications are federal standards recognized across agencies but do not guarantee assignment or advancement. Further information about the knowledge, skills, abilities, and other characteristics an individual needs to successfully perform acquisition work roles can be found under the specific career field.

**Federal Acquisition Institute (FAI)** - Established in 1976 under the Office of Federal Procurement Policy Act, the Federal Acquisition Institute (FAI) has been charged with fostering and promoting the development of a federal acquisition workforce. FAI facilitates and promotes career development and strategic human capital management for the acquisition workforce.

**Instructor Led Training (ILT)** - When an instructor facilitates a training session for a group of learners in a classroom setting.

**Information Technology (IT)** - The common term for the entire spectrum of technologies for information processing, including software, hardware, communications technologies and related services.

**Office of Federal Procurement Policy (OFPP)** -The Office of Federal Procurement Policy (OFPP) in the Office of Management and Budget plays a central role in shaping the policies and practices federal agencies use to acquire the goods and services they need to carry out their responsibilities. OFPP was established by Congress in 1974 to provide overall direction for government-wide procurement policies, regulations and procedures and to promote economy, efficiency, and effectiveness in acquisition processes. OFPP is headed by an Administrator who is appointed by the President and confirmed by the Senate.

**Office of Personnel Management (OPM)** - The U.S. Office of Personnel Management (OPM) serves as the chief human resources agency and personnel policy manager for the Federal Government.

**Online Training (OLT)** - A self-paced training experience completed asynchronously via the internet which has no instructor facilitating the learning.

**System Authorization Access Request (SAAR)** - A form completed by users to obtain authorized access to DAU systems and FAI's CSOD.

**Temporary Duty (TDY)** - Duty of limited duration performed with an organization other than the one to which a person is normally attached or assigned.

**Virtual Instructor Led Training (vILT)** - When an instructor facilitates a training session for a group of learners in a virtual setting.