



Application Instructions for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Program

1. FAC-P/PM Certification Requirements

a) **FAC Levels:** Go to www.fai.gov, click **Certification | FAC-P/PM**

b) **Reciprocity with other Certifications:**

- i. For program and project manager professionals coming from DoD, a valid, current Defense Acquisition Workforce Improvement Act (DAWIA) certification is equivalent to a FAC-P/PM at the same certification level, provided the FAC-P/PM experience and continuous learning requirements have been met and the agency ACM approves the certification. FAC-P/PM certification under this reciprocity rule is not automatic; an application package is required that includes a copy of the certification on which the application is based. See Paragraph 3(a) below to apply for an equivalent FAC Level Certification.
- ii. The Project Management Institute (PMI) credential **is not** equivalent to the FAC-P/PM, but its Certified Associate in Project Management (CAPM) and the Project Management Professional (PMP) certifications are credited 24 and 40 hours, respectively towards the “*Business, Cost Estimating and Financial Management*” training requirement.

<i>Requirements & Management</i>	<i>Technical Outcomes</i>	<i>Contracting</i>	<i>Business, Cost Estimating & Financial Management</i>	<i>Leadership</i>
Not Met	Not Met	Not Met	Met	Not Met

- iii. **Fulfillment:** Members of the acquisition workforce may not substitute academic degrees, experience and/or training toward fulfillment of mandatory training course requirements. USDA employees must follow the guidance herein to provide documentation to support the P/PM experience and training requirements. Request for fulfillment will not be considered.

2. FAITAS

a) **FAITAS Account:** All users and approving supervisors must have an account. To create an FAITAS account go to www.fai.gov, click **FAITAS**, and then click **[Do you have an account, register here](#)** to setup your profile (*User Guides are found in FAITAS, under Help tab*). The supervisor must register if the supervisor’s name is not shown in “*Supervisor*” field of the profile setup.

b) **Experience:** Complete the *USDA Program and Project Manager Employee Self-Assessment Application* to document your program and project manager experience for the appropriate level being requested. Do not submit resumes.

c) **Options to Obtain Required Training:**

i. **Equivalent Training:**

(a) A current and valid PMI credentials (CAPM and PMP certifications) may be used as a one-time credit to meet the Business, Cost and Financial Management training requirement of the FAC-P/PM program, (see Paragraph 1(b)(ii)). Individuals may submit the FAC-P/PM or the training to PMI for review as evidence to obtain credit towards meeting the education requirements of the initial or recertification of the applicable PMI credential. To learn more visit www.fai.gov, click **Certification | FAC-P/PM | Reciprocity Other Certification**.

(b) FAI has no verified Academic Degrees of colleges and universities that aligns to the FAC-P/PM competency model for training, (see Paragraph 1(b)(iii)).

ii. **Sources for FAI-Approved Training:**

Courses must be taken in order and completed before applying for the next class in the series.

(a) **FAI.gov** - Training offered by FAI has no tuition cost to the individual or to USDA; however, travel and per diem expenses are the responsibility of the employee's organization. *Prerequisites, if required, will display when registering.* View the list of Training Requirements at www.fai.gov, click **Certification | FAC-P/PM** (*FAI has verified the courses for alignment to the FAC-PPM competency model*). In FAITAS, click **Manage Career | Training** to find the course(s). FAC-P/PM courses in FAITAS are listed by series that begins with **FPMXXX**;

Or

(b) **USDA Sponsored Training** - USDA offices, e.g., OCIO, FS, NFC will sponsor FPM courses. Vendors teaching the courses must meet the FAC competency requirements. **The cost of the course/related travel expenses for participation would be incurred by the employee's organization.** No prerequisites are required to complete courses. The sponsor agency provides information course registration, usually in AgLearn. AgLearn does not interface with FAITAS and the course certificate of completion must be uploaded into FAITAS;

Or

(c) **Third Party Training Providers** (e.g. SF182, site session. **There is a fee associated with this option.**) See FAC-PPM Verified Course Vendor listing at www.fai.gov, click **Certification | FAC-P/PM | Training Requirements**, click **FAC-PPM Verified Course Vendors** (*FAI has verified the courses for alignment to the FAC-*

PPM competency model). Vendors may contact FAI to get their courseware verified for alignment with the FAC-PPM competency model. All costs for participation would be incurred by the employee’s organization. The course certificate of completion must be uploaded into FAITAS;

Or

(d) Check other sources listed at www.fai.gov.

Note¹ - Training may be delivered from more than one vendor though an employee should complete the training track in which they started. Example: Marcus completes MCI’s courses FPMs 216, 217 and 218, and the FAC Academy’s course FPM 204 to show the courses meeting the required competencies for the Mid-Level.

<i>Requirements & Management</i>	<i>Technical Outcomes</i>	<i>Contracting</i>	<i>Business, Cost Estimating & Financial Management</i>	<i>Leadership</i>
FPM 216	FPM 216	FPM 217	FPM 218	FPM 204

Note² - Marcus may complete the Senior-Level “Leadership” course in the FPM 300 series since the course is considered to be “advanced” training above the Mid-Level; but he cannot use an Entry-Level “Leadership” course for the Mid-Level. Be mindful, that some courses require prerequisites so the employees are encouraged to complete the courses within the appropriate Levels.

3. **FAITAS (Apply for Certification):** (User guide is found in FAITAS, under Help tab)

At www.fai.gov, click **FAITAS**. In FAITAS, click **Manage Career | Certification | My Certification Requests** then **Add Certification Requests**. Select the appropriate certification and level as instructed below (*complete all * fields*):

a) **Equivalent Certification**

- **Education** - Check the box. A college degree is not required; no attachments needed. Do not attach training certificates here.
- **Experience** - Check the box. Attach a copy of the DAWIA Certification for appropriate Entry, Mid or Senior Level. Do not attach resume/training certificates here.
- **Training** - Check the box. Click [Supporting Documentation](#) to upload documentation of courses/CLPs completed within the current two-year (2) period. Courses/CLPs completed outside FAITAS registration must be uploaded. Courses/CLPs completed via FAITAS will appear in under **Manage Career | Training | Training History** and do not need to be uploaded.
- **Remarks** - Enter “Request Reciprocity for DAWIA Equivalent.”

b) **New Certification**

- **Education** - Check the box. A college degree is not required; no attachments needed. Do not attach training certificates here.
- **Experience** - Check the box. Click [Supporting Documentation](#) to upload the completed USDA Program/Project Manager Employee Self-Assessment for the Entry, Mid, or Senior Level. Do not attach resume/training certificates here. After reviewing the employee's self-assessment and application, the approving supervisor provides concurrence/nonconcurrence decision on the form. Once the supervisor concurs, the entire package is submitted by the employee via the FAITAS application workflow approval process for approval consideration.
- **Training** - Check the box. Click [Supporting Documentation](#) to upload courses completed outside FAITAS registration. Courses completed via FAITAS will appear under **Manage Career | Training | Training History** and do not need to be uploaded.

4. **Certification Status:**

- a) Employees may click "Status" on the certification request to check the application approval progress.
- b) FAITAS sends automatic notifications to the employee and approvers for all action steps within the certification request approval workflow.

5. **Continuous Learning Points (CLPs):**

Once approved the FAC-P/PM certification lasts for two (2) years. The CLP period begins on the date an employee is certified or recertified. To retain the FAC-P/PM certification employees are required to earn 80 CLPs of skills currency training every two years; CLPs cannot be carried over.

It is each employee's responsibility to be aware of their two-year period of certification, ensure that continuous learning is obtained in a timely fashion and to apply for renewal before their certification expires.

- a) CLPs are awarded for various activities and include developmental opportunities beyond classroom and online training to retain the certification. See Procurement Advisory Number 112B, "*Continuous Learning Management for USDA's Acquisition Workforce*," at <http://www.dm.usda.gov/procurement/policy/advisories.htm>. The FAI website on P/PM Continuous Learning provides guidance on a variety of other activities that qualify for continuous learning credit along with any limits that apply.
- b) AgLearn offers acquisition related and soft skill training for professional development that can be completed to earn CLPs to retain the certification.
- c) Questions regarding acceptability of activities should be discussed with the employee's approving supervisor or appropriate agency Acquisition Career Manager Designee before taking them.

- d) Departmental policies and procedures are found at Procurement Advisory No. 85A, *“Acquisition Workforce Training, Certification, Delegation and Management System.”*

6. Useful Information:

From time to time, FAI or OFPP may make changes to the certification requirements. Additionally, USDA’s program may change due to the nature of the acquisition environment. To view the latest announcements, training, seminars, newsletter, etc. from FAI, bookmark www.fai.gov.
