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**Client Question:** How many continuous learning points (CLPs) are required to maintain certification, and how can they be earned?

**VAO's Answer:** Our research discovered that the Federal Acquisition Certification in Contracting (FAC-C) and FAC for Program and Project Managers (FAC-P/PM) have the same CLP requirements. To maintain a FAC-C or FAC-P/PM, contracting professionals or program and project managers are required to earn 80 CLPs every two years, beginning with the date of their certification.

To maintain a FAC for CORs (FAC-COR), CORs are required to earn a minimum of the following CLPs:

- Level I - 8 hours of CLPs every 2 years
- Level II - 40 hours of CLPs every 2 years
- Level III - 40 hours of CLPs every 2 years

The Federal Acquisition Institute's (FAI's) [Guidance on Meeting the Requirement for Continuous Learning Points](#) groups CLP activities into four categories:

- Training/Education — includes both formal and informal training activities related to the acquisition workforce member's job such as formal training, academic programs, and teaching or instructing assignments. Participating in self-directed study such as reading VAO publications (e.g., [Daily News](#) or [Advisories](#)), completing [training modules](#), and attending VAO [webinars](#) also earns CLPs.
- Participating in Professional Organizations and/or their Events — membership in a professional organization alone doesn't earn CLPs, but participating in the organization's management and attending/speaking/presenting at an organization's conference or forum event could. Obtaining professional certification is also recognized.
- Publishing — acquisition-related published articles are generally acceptable for CLPs in the year of publication and in compliance with agency publication policy.



- Participating in Experiential Activities — on-the-job experiences such as rotational or developmental assignments. CLPs are based on learning rather than accomplishment. Mentoring of less-experienced workforce members is a recommended activity.

Department of Defense (DoD) [Instruction 5000.66](#) (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program) states:

All acquisition workforce (AWF) members must engage in at least 80 hours of continuous learning every 2 years (with a goal of engaging in 40 hours annually), commencing from the time the member enters an AWF position throughout his or her continuous tenure in the AWF.

For CORs, DoD [Instruction 5000.72](#) (DoD Standard for Contracting Officer's Representative (COR) Certification) requires the following refresher training:

Type A:

- Minimum of 8 hours of COR specific training every 3 years or prior to assuming COR duties if the individual has not served as a COR within the previous 24 months
- Annual DoD Component provided ethics (designated OGE Form 450 filers only) & combating trafficking in persons (CTIP) training

Type B:

- Minimum of 16 hours of COR specific training every 3 years or prior to assuming COR duties if the individual has not served as a COR within the previous 24 months
- Annual DoD Component provided ethics (designated OGE Form 450 filers only) & CTIP training

Type C:

- Minimum of 16 hours of COR specific training every 3 years or prior to assuming COR duties if the individual has not served as a COR within the previous 24 months
- Annual DoD Component provided ethics (designated OGE Form 450 filers only) & CTIP training
- Any necessary for maintenance of license or certification, etc.

The Defense Acquisition Workforce [Continuous Learning Program Policy & Guidance](#) provides the following direction:

Professional improvement is continuous. It includes certification training and the full range of continuous learning activities that serve to increase the performance capabilities as an acquisition professional. Individual goals that support continuous learning may include:

- Learning about new acquisition, technology and initiatives
- Staying current on changes in a career field



- Completing training for higher certification levels
- Learning something about, or becoming certified, in other career fields
- Completing a degree program
- Broadening experience and expanding technical expertise
- Developing new leadership and management skills

Most workforce members will participate in a combination of continuous learning activities. These activities can be characterized as either training, educational, experience, or professional. In addition to Defense Acquisition University (DAU) courses, examples of continuous learning activities include:

- Completing awareness training. Periodically DoD and the components conduct briefing sessions to acquaint the workforce with new or changed acquisition policy. There is no testing/assessment of knowledge gained.
- Completing learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions or personnel demonstration projects, which include some form of testing/assessment for knowledge gained. If a course has been awarded continuing education units (CEUs) for successful completion, then these CEUs should be used as the guide for awarding CLPs. The CEUs can be converted to points at 10 points per CEU.
- Performing self-directed study. An individual can keep current or enhance his/her capabilities through a self-directed study program agreed to by the supervisor.
- Teaching. Acquisition workforce members are encouraged to share their knowledge and insights with others through courses or learning modules. Teaching is also part of the professional activities category.
- Mentoring. Helping others learn and become more productive workers or managers benefits DoD and the individuals involved. Mentoring is also part of the experience category.

VAO and other resources that may be helpful:

- [My CLPs](#)
- Applied Learning Online ([ALO](#)), offered by individual or enterprise subscription (check with your agency)
- Federal Acquisition Institute Training Application System ([FAITAS](#))
- DAU [Continuous Learning Center](#)

We hope this information is helpful.



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