Continuing Education & Training (CET) and How to Get There on a Shoestring Budget

Ms. Tracy Gifford
Senior Financial Management Analyst
Human Capital & Resource Management
OUSD(C)

May 30, 2019 – National PDI – San Antonio, TX
• What/Why Continuing Education Training hours (CETs)?
• Earning CETs - What Does & Doesn’t Count?
• Recording and Tracking CETs
• CET Policy and Noncompliance
• No Cost and Low Cost Training
• FM Virtual Training Program
• BONUS – FM STARs Program (no CETs, but still a good opportunity!)
Continuing Education & Training (CET) hours help you:

• Keep your skills sharp

• Learn new techniques and knowledge

• Stand ready for the fiscal challenges of the future

• Achieve the next step on your career path

CETs can be a critical piece of your Individual Development Plan (IDP).
Maintain your DFMCP by accruing a certain number of CET credits every two years, following your initial FM Certification.

The number of CETs required is based on your level:

- FM Certification Level 1 – 40 CETs
- FM Certification Level 2 – 60 CETs
- FM Certification Level 3 – 80 CETs

CETs are only required after you’ve achieved certification, and you may not receive credit for CETs that were earned prior to certification.
• FM and Leadership courses or training events
  − Total hours of course/training event (e.g., AGA or ASMC briefing)
  − CET Hours: 1 hour = 1 CET
  − Must have documentation

• Other Certification CETS/CPEs
  − Courses or training used to satisfy continuing professional education requirements for any of the 20 approved FM-related Test-Based Certifications
  − CET Hours: Unit-for-unit, 1 CPE = 1 CET
  − Must have documentation

• Courses or training used to satisfy Acquisition (DAWIA) continuing education requirements
  − CET Hours: Unit-for-unit, 1 CLP = 1 CET
  − Must have documentation
• Academic FM and Leadership courses
  – 1 semester hour course = 15 CETs
  – 1 quarter hour = 10 CETs
  – Use transcript as documentation

• Courses listed in FM myLearn e-catalog
  – Total course hours listed as shown in FM myLearn = CETs

• OUSDC developed courses listed in FM myLearn
  – 80 web-based courses
  – Over 248.5 training hours
<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
<th>CET Hours Earned</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Workshop</td>
<td>Attendance at an ASMC Chapter organized learning event</td>
<td>1-hour event</td>
<td>Retain a copy of <strong>one</strong> of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 CET</td>
<td>• Completion certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Official attendance confirmation email sent by organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Academic transcript</td>
</tr>
<tr>
<td>Training for FM-Related Certification (e.g., CDFM)</td>
<td>OUSD(C )-developed web-based course &quot;Advanced Principles of DoD Budget Execution&quot;</td>
<td>Course offers 4.5 aligned hours</td>
<td>4.5 CETs</td>
</tr>
<tr>
<td>Training for Acquisition (DAWIA) Certification</td>
<td>Senior Acquisition Management Course (ACQ404) at the Defense Acquisition University</td>
<td>Course offers 43 CLPs</td>
<td>43 CETs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>MUST INCLUDE:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Your name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Event title, description, location, and date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Organizer or instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Number of CETs earned (hours earned)</td>
</tr>
<tr>
<td>Academic Course</td>
<td>Advanced Accounting course at the University of Maryland</td>
<td>3 semester hour course</td>
<td>45 CETs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 quarter hour course</td>
<td>30 CETs</td>
</tr>
<tr>
<td>Instruction</td>
<td>Initial preparation for and initial instruction of a National PDI workshop on &quot;The Right Way to Answer Auditors' Questions&quot;</td>
<td>50 minute preparation</td>
<td>1 CET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation preparation</td>
<td>2 CETs</td>
</tr>
</tbody>
</table>
DO NOT COUNT…

- Annual mandatory training (e.g., cyber security, counterterrorism, privacy training)
  - You may count annual Fiscal Law training, if it is required for your position; must be documented
  - You may count annual Ethics training once per CET cycle; must be documented

- Previously taken courses
  - You may not count CETs for courses you have previously taken, unless the course has been updated or refreshed (i.e., for NASBA courses, it’s every 2 years)
DO NOT COUNT…

• Training targeted for personal development or enrichment
  – Personal investments, retirement planning, tax planning

• Repetitive course instruction
  – Course(s) you have previously taught
  – CETs may be counted for initial instruction and preparation for a course, but not for any following iterations of the same course unless the subject matter has changed significantly
    • Instruction credit: 1 CET per 50-min of instruction
    • Preparation credit: 2 CETs per 50-min of instruction

EXAMPLE

1st time teaching “Audit” = 1hr teaching + 2 hrs prep = 3 hrs CETS

2nd time teaching “Audit” = no CETs

3rd time teaching “Audit”(updated!)” = 1hr teaching + 2 hrs prep = 3 hrs CETS
CET Recording & Tracking

- Go to User Guide pages 131-140 (found on FM Online, Training Resources, Job Aids)

- Record Learning for CETs in the FM LMS – 2 options
  - Record individual events or 1 single event for all hours

- **Do not upload documentation** for CETs in the FM LMS
  - Maintain a personal file of all training documentation

- No need for supervisor/CCA approval in LMS!
  - Notify your Supervisor of completion

- When finished, don’t forget to submit the “FM CET Level X Requirements Complete” item in the FM LMS to finalize your CET achievement
CET Quick Tips

• ALIGNMENT
  – Unlike initial certification, training courses used for CETs do not have to be aligned to the FM Certification Program or listed in FM myLearn

• PROFICIENCY / COMPETENCY
  – All PLs (1,2,3) and Competencies count the same for CET credit, but all must be FM or Leadership related

• PLAN AHEAD FOR NEXT POSITION
  • Begin coursework for the next FM Certification Level so that you are ready to take a position that requires it

• TIME MANAGEMENT
  • Finish early – no penalty
Effective 5 October 2016, all FMers CET cycles have shifted

**FMers Not Yet Certified:** The time period for your first CET requirement will begin on 1 January following your certification date. Any CETs earned after your certification date will count toward your upcoming CET requirement.

**Certified FMers:** Your CET due date will be extended to the next 31 December. You may count any CETs earned during the grace period to either the previous or following CET cycle – but not both.

**CET Resources webpage and Due Date Calculator available at** [https://go.usa.gov/xXqxM](https://go.usa.gov/xXqxM)

<table>
<thead>
<tr>
<th>EVENT</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified</td>
<td>7/1/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>Grace Period</td>
<td>7/2/2019 to 12/31/2019</td>
<td>NONE</td>
</tr>
<tr>
<td>1st CET Cycle</td>
<td>1/1/2020 to 12/31/2021</td>
<td>1/1/2020 to 12/31/2021</td>
</tr>
<tr>
<td>1st CET Due Date</td>
<td>12/31/2021</td>
<td>12/31/2021</td>
</tr>
</tbody>
</table>
• FMers who depart, then return, to an FM-coded position will be granted pro-rated relief from CETs, in proportion to the time spent away from an FM position

• FMers seeking relief must:
  − Complete a CET Relief Memorandum, which is available at https://fmonline.ousdc.osd.mil/Resources/training-resources.aspx#resource3
  − Have their Supervisor sign the Memorandum
  − Record Learning for CET Relief item the FM LMS
  − Retain a copy of the Memorandum for audit purposes

• CET relief is not applicable to FMers with no break in FM assignment; these members may request a CET Time Extension from their CCA (forms on FM Online)

Note: If you are on a 500 series or FM designated detail or other assignment (like FM STARs), no relief is available.
CET Audits
• Component records are randomly selected for audit on a monthly basis
• Components will contact individuals to collect CET documentation

CET Time Extension Policy
• If you will be unable to achieve required CETs within your 2-year time frame, you must request a time extension from your CCA and be approved in the FM LMS prior to your CET deadline
  − **NOTE**: A CET time extension for a given time frame does not delay the start date of your next two-year CET cycle; this is not the same as ‘relief’.
• Forms and instructions for CET Time Extensions available on FM Online at https://fmonline.ousdc.osd.mil/Resources/training-resources.aspx#resource3
Updated FM Certification Program Policy

• On 31 January 2017, the updated DoDI 1300.26 "Operation of the DoD Financial Management Certification Program“ was published http://go.usa.gov/x9hba

FM Certification Program Non-Compliance Penalties

• Previously deferred non-compliance penalties, including demotion and removal, are applicable on 1 July 2017

• FMers who fail to achieve and/or maintain certification by the required-by-date without an approved extension are subject to adverse actions in accordance with applicable civilian and military regulations
‘No Cost’ Training is Possible!

• Leverage the web-based training on FM Online
  – 80 courses, 248.5 hrs! It’s FREE!
  – Use telework! Save TDY dollars!
  – Use the ‘Course of the Week’ on the CET Resources webpage
    https://go.usa.gov/xXqxM

• Leverage the OUSDC funded Virtual Training
  – 10 courses; 1, 2, or 3 days; 8, 16, or 32 hours
  – Use telework! Save TDY dollars!
  – More information later in this presentation
More ‘No Cost’ Training……..

• Leverage DoD speakers locally
  – Check out the PDI speaker list; use the PDI topic or new topic
  – Check out the DoD schoolhouses; contact instructors

• Leverage your local HR staff
  – Leadership topics, stress reduction, diversity
  – If you don’t ASK, you don’t GET

• Leverage your in-house expertise
  – Use the smart people you have sitting next to you!
Create CET Opportunities

Possible Opportunities:

• Invite a DoD speaker (be nosy, ask around)
  • Offer to pay TDY costs (they may even offer their own $$)
• Build your own ‘Brown Bag Program’
  • Grab all your smart people!! Experts can be found at all levels!
  • Choose topical subjects (budget, PPBES, continuing resolution)
  • Choose interesting leadership topics (deployment experiences)
• Look for affordable GSA contracts for Group Training

Administrative Responsibilities:

• Keep list of attendees for at least 4 yrs (2 CET cycles)
• Print Certificates or provide email documentation to attendees
FM Virtual Training (VT) Program

- Funded by OUSDC
- Timeframe
  - Courses happening NOW!!
- Eligible participants
  - Current participants in FM Certification Program
- Ineligible participants
  - Anyone not in the FM Certification Program
  - DoD contractors
- Courses provided by vendor (Management Concepts, Inc.)
  - FM and Leadership
  - Good for initial certification (all aligned) and CETs

- See schedule on FM Virtual Training page

Go to the OUSDC Booth to sign up!
Financial Management Courses

- Appropriations Law Refresher and Update (2 day-16hrs)
- Intermediate Internal Control (2 days-16hrs)
- Federal Financial Management Overview (3 days-24hrs)
- The Anti-Deficiency Act (3 days-24hrs)

Leadership Courses

- Advanced Leadership Skills and Techniques (2 days-16hrs)
- Leadership Skills & Techniques (3 days-24hrs)
- Business Writing (2 day-16hrs)
- Building and Sustaining Teams (2 days-16hrs)


NOTE: For initial FM certification, always check alignments on FM myLearn.
Student’s VT Experience:
- Training is in real time
- Slides are sent to student in PDF and available during class
- Interaction with instructor and fellow students is through phone, Adobe Connect, private chat, group chat, break rooms, raising hand (electronically), voting (electronically)
- Hearing impaired students are accommodated (check box on registration)

Instructor’s and Producer’s VT Experience:
- Slides are shown by instructor during course
- Participation and interactions are visible and audible
- Assist students/instructor in technical setup and issues without disturbing class

Supervisor’s VT Experience:
- Quality training to meet professional and FM Certification requirements

OUSDC’s Experience:
- Far reaching accessibility
- Accountability, Surveys
- Reputable, quality training
- Good investment for FM community
How to sign up and get started?

- Go to FM Online to Register for a Userid and Password or go to http://learn.managementconcepts.com/DoDFMVirtual
- Complete online Registration Form online
  - Wait for MCI to send User ID and Password (usually 1 business day)
- Sign in to FM Virtual Portal (MCI managed portal) http://learn.managementconcepts.com/DODFMVirtual, select ‘Already Registered’
  - User Id = email address
  - Password = temporary, need to setup unique password at first sign in
- At first login, **setup your Time Zone** to ensure you will see the correct time for courses
- Review Announcements and Resources
- Review courses available and select course(s) to register (or withdraw)

**NOTE:** IF YOU’VE REGISTERED AND UNABLE TO ATTEND A COURSE, PLEASE ‘WITHDRAW’ EARLY FROM COURSE SO THAT A WAITLISTED PERSON CAN HAVE YOUR SEAT. DON’T BE A ‘NO SHOW’.
Electronic Wait-list
- If waitlisted, be patient! You are still likely to be added on the morning of class
- Not patient? Withdraw, but do it more than 3 business days before course

Incomplete
- No partial credit
- Must attend all of course and participate

No Show
- Waste of a seat for someone on waitlist

Late Course Withdrawal
- Withdrawing less than 3 business days before a course starts

Penalties
- ‘Incomplete’, ‘No Show’, or ‘Late Course Withdrawal’ prompt an email to user and Supervisor
- 3 or more instances? May be dis-enrolled from the FM Virtual Training Program

FM Virtual Training tips and information, visit https://fmonline.ousdc.osd.mil/CET/cet.aspx
• Get Supervisor’s approval (handle this request locally)
• Register early for User ID and password through FM Online
• Review “Attendance Policy”
• Test your computer BEFORE taking class (on MCI virtual training portal)
  • You may be prompted to download Adobe Connect, but YOU DO NOT NEED TO DOWNLOAD ADOBE CONNECT! If prompted to download, select ‘cancel’.
• Use Telework if possible
• During class, use headphones or speakerphone
• If waitlisted, be ready to join class at 8:00. You might be electronically added.
• Certificates are normally available on the MCI virtual training portal ("Your Transcript") within 3 business days of completion
FM Virtual Training Program

Start Here & Select CET Resources

Tips for a successful FM Virtual Training Program experience

- Sign up with your government issued email
- Ensure that your user information on FM myLearn is current
- Test your system prior to the start of your class
- If you need to withdraw from a course, do so immediately so you don’t get penalized

For more virtual training tips, click here. To sign up for the FM Virtual Program free, visit:

OR, Start Here

DoD FM Career Planning
Access DoD FM IDP
This web-based tool is integrated with both the DoD FM civilian career roadmaps and the DoD FM Certification Program.

FM myLearn
Request now!
Congratulations on earning your DoD Financial Management Certification! We would like to recognize your hard work by making available a professionally-printed certificate.

FM myLearn
Search for Courses
FM myLearn is an e-catalog housing over 2,000 FM & leadership-related courses available to the DoD FM community. Click here to learn more.

Continuing Education Training
Check Due Date
Are your CETs due? Earn your DoD FM Certification CETs FREE through OUSD(C) web-based training. CETs may be any FM or Leadership competency and do not need to align to any proficiency levels. Click here to view courses.
FM Virtual Training Program

Click Here
Program Sign Up

DoD FM Workforce Virtual Training Program

Instructor-led Virtual Training Program offers multiple FM and leadership courses free to members in the FM Certification Program (active in FM LMS). The virtual classroom format allows participants to interact directly with instructors.

Click the “Program Sign Up” button to get started!

Important - Read the Withdrawal & Attendance Guidelines
FM Virtual Training Program

DoD FM Workforce Virtual Training Program Sign Up

The DoD Virtual Training Program is available to ALL members of the FM Certification Program (active in FM LMS). This training is available at NO COST to your organization.

If you have any virtual training questions, please send your email to
osd.pentagon.osusd-C.Mbx.Cfm-Governing-Body-Secretary@mail.mil

* NOTE: Visit FMmyLearn User Information to EDIT your information such as First Name, Middle Name, Last Name, Work Email (Government), Component

Hit F5 to refresh this page after you’ve edited your information.

First Name * Edit Here

Middle Name (Optional) Edit Here

Data pulled from FMmyLearn

Last Name * Edit Here

Work Email (Government) * Edit Here

Component *

Enter your Component, for eg. OUSD(C)

Job Title *

Enter Job Title

Business Phone *

Enter Business Phone

1st Time: Complete this form the first time here
CET Resources

Once you have earned your DoD FM Certification, you will be assigned a required number of Continuing Education Training (CET) hours. You must complete every two years to maintain your certification. On this page, you will find detailed information about your CET requirements and how to meet them, as well as available training opportunities and training resources at your disposal.

Do not forget to record your completed CET hours in the FM LMS, record the “FM CET Level X Requirements Complete” item in the FM LMS, and retain documentation in your personal files in case you are audited. No certificate is awarded for completing CETs. If you have recorded the completion of CETs in LMS then you have met the CET requirement. For information on how to input CETs into the FM LMS, reference the FM Certification User Guide.

DoD FM Workforce Virtual Training Program

Instructor-led, Virtual Training Program offers multiple FM and leadership courses free to members in the FM Certification Program (active in FM LMS). The virtual classroom format allows participants to interact directly with instructors.
Click the “Program Sign Up” button to get started!

Registered Users: Click here to register for a course

IMPORTANT: Read the Withdrawal & Attendance Guidelines
Enter assigned Username (govt email) and Password

Sign in with your username (this is typically your email address)

someone@example.com

Password

Sign in

To update your password, please click here.

*For assistance with your username or password, please contact customer service via online chat, phone at 888.545.8571, or by email at customerservice@managementconcepts.com.

© 2013 Microsoft
FM Virtual Training Program

Training Details

5157/OSD - Appropriations Law Refresher and Update
Event: Adobe Connect - 16 hours

Correctly using Federally-appropriated funds to comply with relevant laws and regulations is a critical responsibility for Federal employees. Refreshing your knowledge of appropriations law basics and gaining a deeper understanding of the latest changes and developments can help ensure your organization properly uses Federally-appropriated funds. Through interactive case studies based on recent GAO decisions and focusing on key concepts of appropriations law, learn how to identify changes in policy and their impact to avoid Antideficiency Act (ADA) violations.

Course Learning Objectives:
- Identify the legal framework supporting the legal use of funds in the federal government
- Determine the legal availability of funds related to purpose based on long-standing and recent guidance, and federal case studies
- Determine the legal availability of funds related to time based on long-standing and recent guidance, and federal case studies
- Determine the legal availability of funds related to amount based on long-standing and recent guidance, and federal case studies
- Determine the legal applications of other appropriations law topics based on long-standing and recent guidance, and federal case studies

Sessions

Show | Available | View Full Calendar

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Session</th>
<th>Pick Correctly</th>
</tr>
</thead>
<tbody>
<tr>
<td>5157-00SD-19004 - EST/EDT-US Eastern Time</td>
<td>5157-00SD-19004 - EST/EDT-US Eastern Time</td>
<td>5157-00SD-19004 - EST/EDT-US Eastern Time</td>
</tr>
<tr>
<td>Location: 5157 Virtual Master: Adobe Connect Master Templates</td>
<td>Location: 5157 Virtual Master: Adobe Connect Master Templates</td>
<td>Location: 5157 Virtual Master: Adobe Connect Master Templates</td>
</tr>
<tr>
<td>Duration: 5/6/2019, 8:00 AM EST - 5/7/2019, 4:00 PM EST</td>
<td>Duration: 5/6/2019, 8:00 AM EST - 5/7/2019, 4:00 PM EST</td>
<td>Duration: 5/6/2019, 8:00 AM EST - 5/7/2019, 4:00 PM EST</td>
</tr>
<tr>
<td>English (US)</td>
<td>English (US)</td>
<td>English (US)</td>
</tr>
</tbody>
</table>

You want 8 AM
FM Virtual Training Program

Welcome, Jonathan!

Click Below to Register for Course

Click here to Register for a Course

How to Register for a Course

There are a few ways to register for a training class:
1. Hover over Course Listing (up in the navigation tabs) and click DoD OSD - Course List for a listing of available courses
2. Click the title of the course to see when classes are available
3. Scroll down to find the available class date(s)
4. Click Request

Or
1. Hover over Learn (up in the navigation tabs) and click Events Calendar
2. Scroll through calendar until you see either the date you want to take a class or the class you would like to request
3. Click on the class title
4. Click Request

Or
1. Click the Click here to Register for a Course button to the left
2. Scroll through the list of courses
3. Click on the class title to see more details (description, dates available, etc.)
4. Click Request for the class you would like to attend

My Transcript

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6021/0030D -</td>
<td>Registered</td>
<td>Withdraw</td>
</tr>
<tr>
<td>Session</td>
<td></td>
<td>Launch</td>
</tr>
<tr>
<td>5123/0030D -</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>Budget Execution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4318/0030D -</td>
<td>Registered</td>
<td>Withdraw</td>
</tr>
<tr>
<td>Easing and Presentation Skills</td>
<td></td>
<td>Launch</td>
</tr>
<tr>
<td>5832/0030D -</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>Auditing Fundamentals in the Federal Environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5157/0030D -</td>
<td>Registered</td>
<td>Withdraw</td>
</tr>
<tr>
<td>Appropriations Law Replier and Update</td>
<td></td>
<td>Launch</td>
</tr>
</tbody>
</table>

Test Your Computer Before Class

Make sure you test your computer before class to ensure you can launch the virtual class.

Click here to access the Virtual Course Access Instructions

Questions?

Please contact us at DODSupport@managementconcepts.com with any questions you have about the portal.
Exercise: HQ, Reliable Confluence Agency (RCA) Three Rivers Laboratory

Directions

Read the scenario and complete the worksheet.

Group Chat

Section to write down Group Notes
Impact the way we approach leadership and our DiSC® profile may influence the way you approach core competencies for the Integrated Capabilities of Leadership.

Message From Host - Angela Kochuba

Quick reminder:
Please use the "raise hand" icon if you have a question.
We'll take another 3 minutes in the BOR, and then we'll switch to the class-wide discussion. Please choose your spokesperson. Thanks!

3 min left!
FM Virtual Training Program

BREAKOUT SESSION RESULTS – STUDENT VIEW

Virtual Classroom Snapshot
Virtual Training course completed!

Your transcript will be in the “Your Transcript’ box on the VT user portal.

To sign up, go to the OUSDC Booth or go to FM Online on your computer.
THINK CETS.
Be Creative and
Think Outside the Box
(but within the CET rules, of course!)
FM STARs Program – 2020 Cohort

- FM and Leadership Developmental Assignments (61 assignments!)
- Length: at least 90 days, no more than 175 days
- Local and Temporary Duty assignments (local have priority)
- Cross Component (assignments will be to another Component)
- CONUS and OCONUS
- Must be FM certified in current position (unless you are Level 3 and only need a developmental assignment to meet requirements)
- Fully funded travel (OUSDC pays for travel, Components pay salary/benefits)
- Self-nominate, but Supervisor must approve and send to CFCM
- CFCM must approve and send to OUSDC
- REFER TO YOUR COMPONENT FOR PROCESSES AND TIMELINES
- Go to [https://fmonline.ousdc.osd.mil/PDP/Default.aspx](https://fmonline.ousdc.osd.mil/PDP/Default.aspx) for more information, assignment catalog, and timeline
Questions?