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

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PDI 2017 – San Diego

- Why CETs?

- Earning CETs - What Does & Doesn't Count?

- Recording and Tracking CETs

- Policy Updates

- No Cost and Low Cost Training
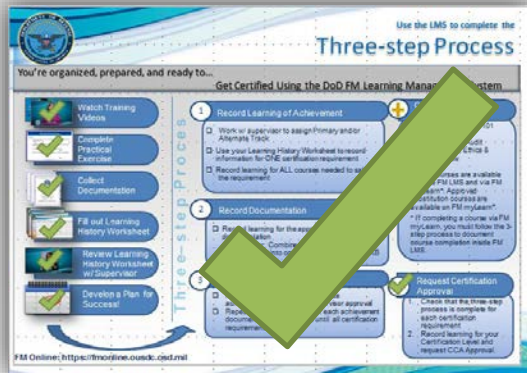
Continuing Education & Training (CET) hours help you:
- Keep your skills sharp
- Learn new techniques and knowledge
- Stand ready for the fiscal challenges of the future
- Achieve the next step on your career path

CETs are a critical piece of our workforce development plan.

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

- 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

- Courses or training used to satisfy Acquisition (DAWIA) continuing education requirements
    - CET Hours: Unit-for-unit, 1 CLP = 1 CET

- Academic FM and Leadership courses
  - 1 semester hour course = 15 CETs
  - 1 quarter hour = 10 CETs

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

- OUSDC developed courses listed in FM myLearn
  - 79 web-based courses
  - 247.5 training hours

Type	Example	CET Hours Earned		Documentation
Training Workshop	Attendance at an ASMC Chapter organized learning event	1-hour event	1 CET	Retain a copy of **one** of the following: • Completion certificate • Official attendance confirmation email sent by organizer • MFR signed by your supervisor • Academic transcript **MUST INCLUDE:** • Your name • Event title, description, location, and date • Organizer or instructor • Number of CETs earned (hours earned)
Training for FM-Related Certification (e.g., CDFM)	OUSD(C)-developed web-based course "Advanced Principles of DoD Budget Execution"	Course offers 4.5 aligned hours	4.5 CETs	
Training for Acquisition (DAWIA) Certification	Senior Acquisition Management Course (ACQ404) at the Defense Acquisition University	Course offers 43 CLPs	43 CETs	
Academic Course	Advanced Accounting course at the University of Maryland	3 semester hour course	45 CETs	
		3 quarter hour course	30 CETs	
Instruction	Initial preparation for and initial instruction of a National PDI workshop on "The Right Way to Answer Auditors' Questions"	50 minute preparation	1 CET	
		Presentation preparation	2 CETs	

DO NOT COUNT…

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

- Previously taken courses
  - You may not count CETs for courses you have previously taken, unless the course has been updated or refreshed (for NASBA, 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

Recording CETs

- Record Learning for all CETs in the FM LMS with the appropriate number of hours

- You may record CETs one at a time, annually, or biennially, as long as you have all required hours recorded by your due date

- You are **not required to upload documentation** for CETs in the FM LMS, but you should maintain a personal file of all training documentation

- No need to wait for supervisor/CCA approval!

- When finished, don't forget to submit the "FM CET Level X Requirements Complete" item in the FM LMS to finalize your CET achievement

Tracking CETs

- Run your CET Scorecard report in the FM LMS to track your CET progress over the two-year period

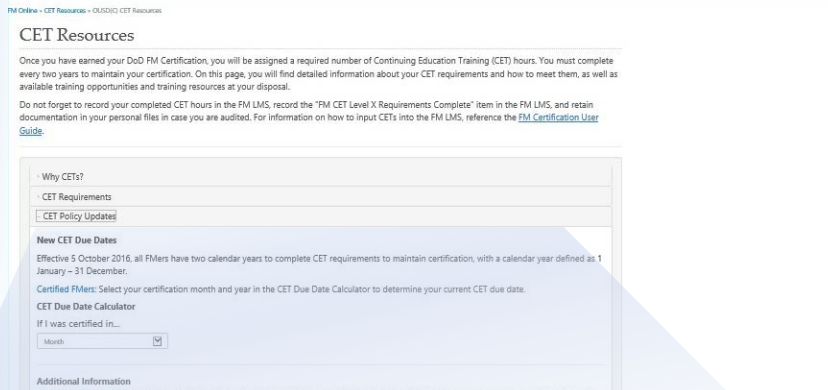- When the Scorecard reads "All Requirements Met," you're done!

- Unlike initial certification, training used for CETs does not have to be aligned to the FM Certification Program or listed in FM myLearn

- CETs are not restricted by proficiency level or competency – but they must be FM or leadership related

- If you are Level 1 or Level 2, you're encouraged to begin coursework for the next FM Certification Level, so you can quickly achieve the next level when you are assigned to a position requiring it

- You won't be penalized for finishing early – CETs work on a 24-month schedule; your next set of CETs will not start until 24 months have passed

- **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 available at https://go.usa.gov/xXqxM

Policy Updates:
CET Relief Following Absence

- 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)

CET Audits

- 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

- 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

DoD INSTRUCTION 1300.26

OPERATION OF THE DOD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM

Originating Component:	Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD
Effective:	January 31, 2017
Releasability:	Cleared for public release. Available on the DoD Issuances Website at http://www.dtic.mil/whs/directives.
Incorporates and Cancels:	DoD Instruction 1300.26, "Operation of the DoD Financial Management Certification Program," November 20, 2013
Approved by:	Michael McCord, Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

Purpose: This instruction, in accordance with the authority in DoD Directive 5118.03 and Section 1599d of Title 10, United States Code:

- Establishes policy, assigns responsibilities, and provides procedures for the DoD Financial Management (FM) Certification Program.

- Establishes the FM Certification Program's Senior FM Leadership Group, the FM Component Functional Community Manager (CFCM) Advisory Board, the CFCM Working Group, and the FM Certification Program Governing Body.

- 'No Cost' Training is Possible!

  - Leverage the web-based training on FM Online

    - 79 courses, 247.5 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

- 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!

OUSD(C) Web-Based Training

Level 1	Course Hrs	Level 2	Course Hrs	Level 3	Course Hrs
DoD FM 101	24	Accounting	20	Accounting	8
Accounting	7	Finance/Financial	20	Finance/Financial	20
Finance	6	Budget	29	Budget	16.5
Budget	6	Payroll	10	FM Systems	4
Mil/Civ Pay	6	Commercial Pay	10	Decision Support	10
Decision Support	4	Audit	10	Audit Readiness	3.5
TOTAL HOURS	**53**	FM Systems	8	Ethics	3
		Decision Support	8	Fiscal Law	4.5
		Audit Readiness	3	**TOTAL HOURS**	**69.5**
		Ethics	3		
		Fiscal Law	3		
		TOTAL HOURS	**124**		

- CETs are not restricted to your Certification Level

Over 247 hours of OUSD(C) Web-based Training Hours Available!

Build Your Own Brown Bag Program

- Grab all your smart people!!
  - Have an event once a month
  - Choose topical subjects (budget, PPBES, continuing resolution)
  - Choose interesting leadership topics (deployment experiences)
  - Experts can be found at all levels!
- Keep list of attendees for at least 4 yrs (2 CET cycles)
- Print Certificates and/or provide email documentation to attendees for their CET records

- 'Low Cost' Training is Possible!
  - Invite a DoD speaker (be nosy, ask around)
  - Offer to pay TDY costs (they may even offer their own dollars to visit you)
- Leadership evaluations
  - Some cost $10 per employee
- Online CET/CPE programs
  - Some vendors have GSA contracts and are affordable
  - 'Virtual PDI' provides CPEs at a small cost per user

Be Creative and Think Outside the Box

(but within the CET rules, of course!)

Any CET Questions?

(before we take the CET quiz….)

CET

QUIZ

Training Workshop

Sally attends a Pikes Peak ASMC Chapter meeting, where a speaker leads a structured learning event about the annual DoD budget process. The workshop lasts one hour.

1. Does this event count towards CET credit?

Training Workshop

Sally attends a Pikes Peak ASMC Chapter meeting, where a speaker leads a structured learning event about the annual DoD budget process. The workshop lasts one hour.

1. Does this event count towards CET credit? **YES**

Training Workshop

Sally attends a Pikes Peak ASMC Chapter meeting, where a speaker leads a structured learning event about the annual DoD budget process. The workshop lasts one hour.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sally count?

Training Workshop

Sally attends a Pikes Peak ASMC Chapter meeting, where a speaker leads a structured learning event about the annual DoD budget process. The workshop lasts one hour.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sally count? **1 CREDIT**

Training Workshop

Sally attends a Pikes Peak ASMC Chapter meeting, where a speaker leads a structured learning event about the annual DoD budget process. The workshop lasts one hour.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sally count? **1 CREDIT**

3. How can Sally document her participation for CET credit?

Training Workshop

Sally attends a Pikes Peak ASMC Chapter meeting, where a speaker leads a structured learning event about the annual DoD budget process. The workshop lasts one hour.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sally count? **1 CREDIT**

3. How can Sally document her participation for CET credit?

   For documentation, Sally retains a <u>Memorandum for Record (MFR) signed by her supervisor</u> that confirms her attendance at the learning event.

Training for FM-Related Certification (e.g., CDFM)

Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit?

Training for FM-Related Certification (e.g., CDFM)

Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit? **YES**

Training for FM-Related Certification (e.g., CDFM)

Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bob count?

Training for FM-Related Certification (e.g., CDFM)

Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bob count? **4.5 CREDITS**

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Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bob count? **4.5 CREDITS**
3. Can Bob count this training towards FM Certification Level 3?

Training for FM-Related Certification (e.g., CDFM)

Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bob count? **4.5 CREDITS**
3. Can Bob count this training towards FM Certification Level 3? **YES. Bob can use this course credit in the future when he is sitting in a Level 3 FM position.**

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1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bob count? **4.5 CREDITS**
3. Can Bob count this training towards FM Certification Level 3? **YES. Bob can use this course credit in the future when he is sitting in a Level 3 FM position.**
4. How can Bob document his training for CET credit?

Training for FM-Related Certification (e.g., CDFM)

Bob, who is currently certified with CDFM and FM Certification Level 2, takes the OUSD(C)-developed PL5 web-based course "Advanced Principles of DoD Budget Execution." The online course provides him 4.5 Continuing Professional Education (CPE) credits to maintain his CDFM credential.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Bob count? **4.5 CREDITS**

3. Can Bob count this training towards FM Certification Level 3? **YES. Bob can use this course credit in the future when he is sitting in a Level 3 FM position.**

4. How can Bob document his training for CET credit? **Bob saves a copy of his course completion certificate downloaded from FM LMS.**

Training for Acquisition (DAWIA) Certification

Bill enrolls in ACQ 404 at the Defense Acquisition University (DAU), which provides him 43 Continuous Learning Points (CLP) for his Acquisition (DAWIA) credential.

1. Does this event count towards CET credit?

Training for Acquisition (DAWIA) Certification

Bill enrolls in ACQ 404 at the Defense Acquisition University (DAU), which provides him 43 Continuous Learning Points (CLP) for his Acquisition (DAWIA) credential.

1. Does this event count towards CET credit? **YES**

Training for Acquisition (DAWIA) Certification

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1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bill count?

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1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bill count? **43 CREDITS**

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1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bill count? **43 CREDITS**
3. Can Bill count this training towards FM Certification?

Training for Acquisition (DAWIA) Certification

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1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bill count? **43 CREDITS**
3. Can Bill count this training towards FM Certification? **YES**

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1. Does this event count towards CET credit? **YES**
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3. Can Bill count this training towards FM Certification? **YES**
4. How can Bill document his training for CET credit?

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1. Does this event count towards CET credit? **YES**
2. How much CET credit can Bill count? **43 CREDITS**
3. Can Bill count this training towards FM Certification? **YES**
4. How can Bill document his training for CET credit? **Bill saves a copy of his DAU transcript.**

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs.

1. Does this event count towards CET credit?

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs.

1. Does this event count towards CET credit? **YES**

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. <u>Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs</u>.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sharon count?

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. <u>Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs</u>.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sharon count? **45 CREDITS (3 semester hours x 15 CETS = 45 CREDITS)**

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. <u>Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs</u>.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sharon count? **45 CREDITS (3 semester hours x 15 CETS = 45 CREDITS)**

3. Can Sharon count this training towards FM Certification?

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. <u>Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs</u>.

1. Does this event count towards CET credit? **YES**

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3. Can Sharon count this training towards FM Certification? **YES**

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. <u>Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs</u>.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sharon count? **45 CREDITS (3 semester hours x 15 CETS = 45 CREDITS)**

3. Can Sharon count this training towards FM Certification? **YES**

4. How can Sharon document her training for CET credit?

Academic Course

Sharon attends an Advanced Accounting course as part of her part-time graduate studies at University of Maryland. The course is 3 semester hours. <u>Each semester hour is worth 15 CETs, and each quarter hour is worth 10 CETs</u>.

1. Does this event count towards CET credit? **YES**

2. How much CET credit can Sharon count? **45 CREDITS (3 semester hours x 15 CETS = 45 CREDITS)**

3. Can Sharon count this training towards FM Certification? **YES**

4. How can Sharon document her training for CET credit? **Sharon saves a copy of her <u>academic transcript</u>.**

Instruction

Susan is asked to teach a workshop titled "The Right Way to Answer the Auditors' Questions" at the ASMC's National Professional Development Institute (PDI).

1. Does this event count towards Susan's CET credit?

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Susan is asked to teach a workshop titled "The Right Way to Answer the Auditors' Questions" at the ASMC's National Professional Development Institute (PDI).

1. Does this event count towards Susan's CET credit? **YES**

Instruction

Susan is asked to teach a workshop titled "The Right Way to Answer the Auditors' Questions" at the ASMC's National Professional Development Institute (PDI).

1. Does this event count towards Susan's CET credit? **YES**
2. How much CET credit can Susan count?

Instruction

Susan is asked to teach a workshop titled "The Right Way to Answer the Auditors' Questions" at the ASMC's National Professional Development Institute (PDI).

1. Does this event count towards Susan's CET credit? **YES**

2. How much CET credit can Susan count? **1 CET for the 50-minute long presentation and 2 additional CETs for the time she spent preparing for the presentation**

   NOTE: Susan may only claim CETs for the first instance of preparation and instruction. She may not earn CETs for future presentations of the same material unless the course changes significantly.

Instruction

Susan is asked to teach a workshop titled "The Right Way to Answer the Auditors' Questions" at the ASMC's National Professional Development Institute (PDI).

1. Does this event count towards Susan's CET credit? **YES**

2. How much CET credit can Susan count? **1 CET for the 50-minute long presentation and 2 additional CETs for the time she spent preparing for the presentation**

   NOTE: Susan may only claim CETs for the <u>first instance</u> of preparation and instruction. She may not earn CETs for future presentations of the same material <u>unless the course changes significantly</u>.

3. How can Susan document her training for CET credit?

Instruction

Susan is asked to teach a workshop titled "The Right Way to Answer the Auditors' Questions" at the ASMC's National Professional Development Institute (PDI).

1. Does this event count towards Susan's CET credit? **YES**

2. How much CET credit can Susan count? **1 CET for the 50-minute long presentation and 2 additional CETs for the time she spent preparing for the presentation**

   NOTE: Susan may only claim CETs for the first instance of preparation and instruction. She may not earn CETs for future presentations of the same material unless the course changes significantly.

3. How can Susan document her training for CET credit? Susan saves the email from ASMC PDI organizers asking her to teach the workshop.

Questions?

Backup

1. From your FM LMS homepage, select Record Learning from the DoD FM Certification News and Resources tile.

2. Type "FM CET" in the keyword search. Select the Next button.

Record Learning   ⑦ Help

Select Event Type › **Search Item**

                                                              [Next]

Search

Enter Keywords to search for an Item.

Keywords: [FM CET]   ☐ Exact Phrase

☑ Instructor-Led ☑ Online ☑ Blended ☐ External ☐ Other (Select one or more)

3. The results will display a list of generic proxy courses for your specific FM Certification Level and set of CETs. Select the radio button next to the appropriate proxy course.

                                              [Previous] [Next]

Select

Title	Revision Date	Select
🌐 FM CET Level 3 Course for Years 0-2 - Course 01	5/30/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 02	5/30/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 03	5/30/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 04	5/30/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 05	5/30/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 06	5/31/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 07	5/31/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 08	5/31/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 09	5/31/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 10	5/31/2013	○
🌐 FM CET Level 3 Course for Years 0-2 - Course 10	5/31/2013	○

4. Enter Learning Event Information will display on the screen.
   a. Update the Completion Status to Seminar Complete, similar to how courses are recorded for certification
   b. Change the Credit Hours

Note: If you choose to record separate items for each course or training, you should record the number of hours for this specific event. If you choose to record one item representing all the required CETs, you should change the credit hours to reflect the total number of CETs completed.

After updating these fields, click the Next button.

Record Learning   @ Help

Select Event Type › Search Item › Select Item › Enter Learning Event Information › **Edit User Event Information**

[Previous] [Next]

Edit User Event Information

User: Doe, Jane
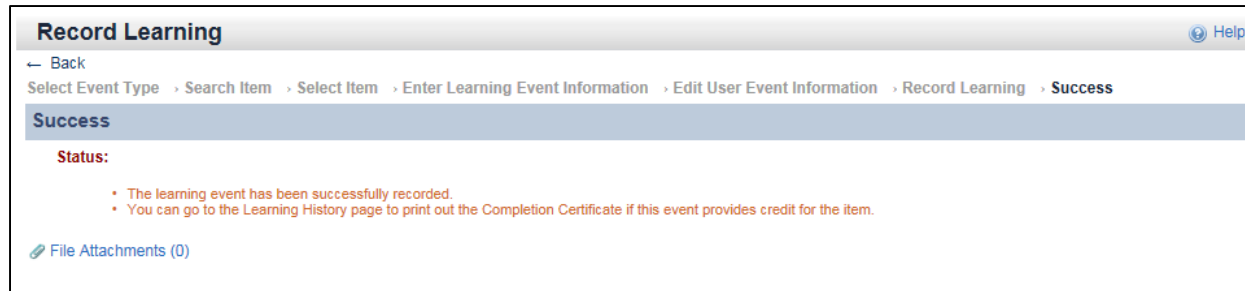Comments: [   ]

5. Edit User Event Information will display. In the Comments field, type the name of the course and course provider or "All CETs complete" if recording one item.

Record Learning   @ Help

Select Event Type › Search Item › Select Item › Enter Learning Event Information › Edit User Event Information › **Record Learning**

FM CET Level 3 Course for Years 0-2 - Course 01
SEMINAR FM_CETL3_Y0_1
Revision: 1 - 5/30/2013 11:32 AM Eastern Standard Time (EST)
Item Description: Please record learning for this item, indicating the number of credit hours the course was in the Credit Hours field, and entering the details of the course in the comments section.

[Previous] [Finish]

Record Learning

Instructor:
Completion Date: 5/11/2016 02:40 PM Eastern Standard Time (EST)
Total Hours: 1.00
Credit Hours: 0.00
CEU's: 0.00
CPE: 0.00

Record Learning

User	Grade	Status	Comments
Doe, Jane		SEMINAR_COMPLETE	
			Total: 0.00 US Dollar (USD)

6. Confirm the CET item and proper completion status. When satisfied everything is correct, select the Finish button.

7. The following screen will display, confirming that you have successfully recorded your CET item.

Record Learning   ⊙ Help

← Back

Select Event Type › Search Item › Select Item › Enter Learning Event Information › Edit User Event Information › Record Learning › **Success**

Success

   Status:

      • The learning event has been successfully recorded.
      • You can go to the Learning History page to print out the Completion Certificate if this event provides credit for the item.

📎 File Attachments (0)

8. Repeat this process until you have met your CET hours requirement for the two-year cycle. Run your CET Scorecard Report to ensure you have recorded all CET hours accurately; all column headers should be highlighted in blue with "YES." Once you have completed recording your required CET hours, proceed to the next section on How to Record the FM CET Requirement Complete Item.

1. From your FM LMS homepage, select Record Learning from the DoD FM Certification News and Resources tile.

2. Type "FM CET Complete" in the keyword search. Select the Next button.

3. The results will display a list of CET Requirements Complete items. Select the appropriate item based on the CET cycle you completed.

Record Learning   ⓘ Help

Select Event Type › Search Item › Select Item › **Enter Learning Event Information**
FM CET Level 3 Requirements Complete: Year 0-2
FM-ACHIEVEMENT FM_CETL3_Y0_COMP
Revision: 1 - 5/30/2013 11:31 AM Eastern Standard Time (EST)
Item Description: FM CET Level 3 Requirements Complete: Year 0-2

[Previous] [Next]

Enter Learning Event Information

* = Required Fields

Field	Value
Instructor ID:		Select
Instructor Name:	
Grade:	
* Completion Status:	FM-ACHIEVEMENT-COMPLETE (FM Achievement Approved) - For Credit ▾
* Completion Date: (MM/DD/YYYY)	5/11/2016
* Completion Time: (hh:mm AM/PM)	02:49 PM
* Time Zone:	Eastern Standard Time (Eastern Standard Time (EST)) ▾
Total Hours: (1000)	1.00
Credit Hours: (1000)	0.00
CEU's: (1000)	0.00
CPE: (1000)	0.00

[Previous] [Next]

4. Enter Learning Event Information will display on the screen. Select the Completion Status: FM-ACHIEVEMENT-COMPLETE. The only field on this screen that should be updated/changed is the Completion Status. Do not change any other field. Select the Next button.

Record Learning

Select Event Type › Search Item › Select Item › Enter Learning Event Information › **Edit User Event Information**

[Previous] [Next]

Edit User Event Information

User: Doe, Jane
Comments: [   ]

Record Learning

@ Help

Select Event Type › Search Item › Select Item › Enter Learning Event Information › Edit User Event Information › **Record Learning**

FM CET Level 3 Requirements Complete: Year 0-2
FM-ACHIEVEMENT FM_CETL3_Y0_COMP
Revision: 1 - 5/30/2013 11:31 AM Eastern Standard Time (EST)
Item Description: FM CET Level 3 Requirements Complete: Year 0-2

[Previous] [Finish]

Record Learning

Instructor:
Completion Date: 5/11/2016 02:49 PM Eastern Standard Time (EST)
Total Hours: 1.00
Credit Hours: 0.00
CEU's: 0.00
CPE: 0.00

Record Learning

User	Grade	Status	Comments
Doe, Jane		FM-ACHIEVEMENT-COMPLETE	
		Total:	0.00 US Dollar (USD)

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5. Edit User Event Information will display. Do not enter anything into the Comments field. Click the Next button.

6. Confirm the CET Requirements Complete item and proper completion status. When satisfied everything is correct, select the Finish button.

7. The following screen will display, confirming that you have successfully recorded your CET Requirements Complete item.

Record Learning   ⓘ Help
← Back
Select Event Type › Search Item › Select Item › Enter Learning Event Information › Edit User Event Information › Record Learning › **Success**

Success

Status:

- The learning event has been successfully recorded.
- You can go to the Learning History page to print out the Completion Certificate if this event provides credit for the item.

📎 File Attachments (0)

For more step-by-step instructions and additional information, download the FM Certification User Guide from FM Online.

DoD Recognized Test-based FM Certifications

Accredited Business Accountant (ABA)	Certified Government Financial Manager (CGFM)
Accredited in Business Valuation (ABV)	Certified in Financial Forensics (CFF)
Certified Accounts Payable Professional (CAPP)	Certified Information Systems Auditor (CISA)
Certified Business Manager (CBM)	Certified Internal Auditor (CIA)
Certified Cost Estimator/Analyst (CCE/A)	Certified Management Accountant (CMA)
Certified Cost Professional (CCP)	Certified Payroll Professional (CPP)
Certified Defense Financial Manager (CDFM)	Certified Public Accountant (CPA)
Certified Forensic Accountant (Cr.FA)	Certified Quality Auditor (CQA)
Certified Fraud Examiner (CFE)	Certified Treasury Professional (CTP)
Certified Government Audit Professional (CGAP)	Forensic Certified Public Accountant

https://fmonline.ousdc.osd.mil/