

# FAC-P/PM Continuous Learning Requirement

## Recertification

1. **Requirements.** The immediate supervisor of each certified program or project manager (at any level) must review each record for evidence that the program or project manager has earned 80 CLPs in the prior 2 years. This includes program or project managers applying for recertification who have a current certification issued by another federal department or agency.
2. **Application procedures.** The application procedures and concurrences/approval required for re-certification are essentially the same as those for basic certification at the specified certification levels (See Chapter 3, Section A, Basic Certification, for more information) with the following exceptions:
  - i. Individuals requesting recertification shall submit a properly completed [Federal Acquisition Certification – Program and Project Managers – Certification Action Request Form \(Appendix H\)](#) at least 30 days prior to the expiration of the current certification, with a copy of the current certification and proof of earning at least 80 CLPs in the 2 years since certification – see [Federal Acquisition Certification – Program and Project Managers – Continuous Learning Points Form \(Appendix K\)](#) that the individual must also complete.
  - ii. Unlike the procedure for basic certification, the candidate should not complete or attach the FAC-P/PM Achievement of Competencies and Proficiencies Form (Appendix I) unless requested by the immediate supervisor.

Appendix H and K should be forwarded to the NIH Acquisition Career Manager (Carl Henn, 6100/6D01. A PDF is acceptable and can be sent to [ch24v@nih.gov](mailto:ch24v@nih.gov) )