

FAC-C Requirements for Continuous Learning

Continuous learning activities include, but are not limited to, the following:

- Training activities, such as teaching, self-directed study, mentoring;
- Courses completed to achieve certification at the next higher level;
- Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops; or
- Educational activities, such as formal training, and formal academic programs

Individuals are encouraged to use continuous learning opportunities to assist them in obtaining core contracting competencies and electives for the next FAC-C level, where appropriate, and for maintaining critical acquisition skills.

TRAINING AND TEACHING

The following areas of training may be considered by the OPDIV ACM for FAC-C CLP credit. One hour of instruction or participation generally equals 1 CLP. Some institutions provide training issue certificates based on Continuing Education Units (CEUs) or CLPs, rather than hours of training. Assignment of CEUs is a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities. The CEUs can be converted to CLPs points at 10 CLP points per CEU. Where provided, OPDIV ACMs and supervisors should use CEUs as a guide for assigning CLPs.

(1) Awareness training. Periodically OPDIVs conduct briefing sessions to acquaint the contracting workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.

(2) Learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions, which include some form of testing/assessment for knowledge gained.

(3) Self-Directed Study. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

(4) Teaching. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.

PROFESSIONAL ACTIVITIES

(1) *Participation in Organization Leadership.* Membership in a professional organization alone will not be considered as fulfilling continuous learning requirements, but active participation in the organization will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee must first ensure that participating in the management of an organization is allowed by HHS. One CLP can be assigned for each hour of actual leadership in the group setting, for a maximum of 40 CLPs per year.

(2) *Speaking/Presenting at Professional Seminars/Symposia/Conferences.* Because significant effort is involved in preparing and delivering presentations, two credits should be assigned for each hour of preparation of materials, and for the presentation itself, for a maximum of 20 points per year.

(3) *Teaching/Lecturing.* Credit can be earned for teaching or lecturing on acquisition topics. Because significant effort is involved in preparing and delivering presentations, one point should be assigned for each hour invested in the preparation and presentation. A maximum of 30 points may be assigned per year.

(4) *Publishing.* Writing acquisition-related articles for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with HHS publication policy is required.

(5) *Attending Professional Workshops/Seminars/Symposia/Conferences.* Employees can receive points for attending professional seminars or conferences that are job related and planned learning outcomes are established. However, the supervisor needs to determine that the individual learned something meaningful from the experience.

(6) *Professional Exam/License/Certificate.* One point may be assigned for each hour of formal preparation training, and for the classroom or on-line time required to take the exam. A maximum of 30 points may be assigned.

ACADEMIC COURSES

For formal academic programs offered by educational institutions, each semester hour, unless otherwise noted, is equal to one CEU or 10 CLPs. For example, a 3-hour credit course taught for one semester would be worth three CEUs and 30 CLP points, assuming that the course is applicable to the acquisition function.

The following table summarizes the assignment of CLPs. The first row addresses CEUs; the remaining rows address calculations when no CEUs are assigned.

Creditable continuous learning activities	Continuous learning point credit (see note)
All Continuous Learning:	
Continuing Education Unit (CEU) assigned	10 per CEU
Training Courses/Modules:	
Awareness Briefing/Training—no test-ing/assessment associated	.5 point per hour of instruction
Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for course
Teaching/Lecturing	1 point per hour; maximum of 20 points per year
Professional Activities:	
Professional Organization Leadership	1 point per hour, maximum of 40 points
Symposia/Conference Presentations	2 points per hour, maximum of 20 points per year
Teaching/Lecturing	1 point per hour; maximum of 20 points per year
Publishing	1 point per hour, maximum of 20 points
Attending Professional Workshops Seminars/ Symposia/Conferences	1 point per hour in event
Professional Exam/License/Certificate	1 point per hour of formal preparation training or taking exam, maximum of 30 points

Creditable continuous learning activities Continuous learning point credit (see note)

Academic Courses:	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
Equivalency Exams	Same points as awarded for the course

Note - All activities may earn points only in the year accomplished, awarded or published.

EXPERIENCE

Experience includes on-the-job experiential assignments, and intra/inter organization rotational career broadening and developmental experiences. While agencies can use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the value shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to HHS, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

Creditable activities	Point credit
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated Project Team (IPT)/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year