

Expectations

This is an instructor-led online course. Therefore, participants should treat this course the same as an instructor-led, face-to-face course. Participants are urged to reserve a location, such as a conference room, with a dedicated computer and phone line to avoid workplace distractions. This course is different from traditional computer-based training since participants cannot pause the course and return later. This is a live course, complete with designated breaks.

Student Feedback

"This was the BEST Web-based training session I have ever attended. Well thought out, engaging and interactive."

"I learned from hands-on real life situations which were of great help. My first online course and found it better than I thought it would be. A great learning method. The toolkit will be a great reference. Also enjoyed and found helpful the role play."

"I enjoyed this method of instruction fully. I would take another course designed this way without hesitation. I was impressed by the ability to keep the attention of each attendee."



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Federal Acquisition Certification Contracting Officer's Representative (FAC-COR)

An interactive, engaging instructor-led
virtual course to help you succeed as a COR



FAC-COR Training

PROVIDING THE TOOLS FOR SUCCESS



The purpose of the Federal Acquisition Certification for Contracting Officer's Representative (FAC-COR) is to establish general training, experience, and develop-

ment requirements for CORs in civilian agencies that reflect the various types of contracts they manage. This certification program will promote continued development of essential business and technical competencies for CORs.

Target Audience

All employees who need to obtain Level II COR certification in order to fulfill the COR role with contracts in the moderate to high level of complexity.

All current level CORs may attend this course to receive 32 continuous learning points (CLPs) to accumulate toward maintaining their Level II COR certification.

About the Course

The FAC-COR Level II course is a highly engaging, interactive, instructor-led online class, held four hours per day for eight days. The virtual course is designed to provide individuals with the knowledge and skills needed to properly execute the COR responsibilities such as acquisition planning, market research, and contract performance management. These skills will ensure that the acquisition workforce continues its mission of providing a full range of innovative, cost-effective business solutions and responsive services tailored to meet the ongoing and emerging needs of our customers.

The 32-hour online course consists of several modes of instruction to include lecture, individual and group exercises and discussion, taking elements from both instructor-led and web-based training. The training is centered on a toolkit for everyday use to support future COR tasks and responsibilities. Participants will gain necessary knowledge, skills, and abilities to apply COR practices in real-world situations.

At the completion of the course, participants will possess a clear understanding of how to fulfill obligations as a Level II COR, and will receive a certificate of completion which can be used, along with documentation of COR Level I training (or previous certification) and one year of COR experience to apply for COR Level II certification.



Key Features

- No travel
- Cost-efficient
- Less time away from the office results in higher productivity
- Green through a paperless training environment
- Structured to accommodate both East and West Coast participants

Students Need

- a dedicated phone line to participate in a conference call
- an internet-connected computer that supports Adobe connect software

Providing the tools for success

Course Features

The course employs a variety of interactivity to engage participants in the course content and assess their achievement of objectives, including:

- A live instructor
- Open-ended and facilitated discussion — guided discussion via phone or chat
- Class activity — participants work as a class to complete a learning event or a practice opportunity
- Individual and group exercises — participants work independently and in groups to complete assignments in order to demonstrate achievement of goals
- Threaded case study — throughout the entire course; replicates essential features of a program/project; builds upon skills and illustrates results and consequences of decisions
- Polling — used to solicit participant thoughts and gauge knowledge on a topic
- Toolkit — provides references, checklists, and examples; used during the class to promote a realistic work environment and available after class for participants to use in their day-to-day work



Checklists, examples, and references

Course Agenda Outline

	DAY 1		
WEEK 1	Mod 0: Introduction	BREAK	Mod 1: Roles and Responsibilities
	DAY 2		
	Mod 2: Presolicitation	BREAK	Mod 2: Presolicitation
	DAY 3		
Mod 2: Presolicitation	BREAK	Mod 2: Presolicitation	
DAY 4			
Mod 3: Solicitation	BREAK	Mod 3: Solicitation	
WEEK 2	DAY 1		
	Mod 3: Solicitation	BREAK	Mod 4: Contract Management
	DAY 2		
	Mod 4: Contract Management	BREAK	Mod 4: Contract Management
	DAY 3		
	Mod 4: Contract Management	BREAK	Mod 4: Contract Management
	DAY 4		
	Mod 5: COR Risks	BREAK	Mod 5: COR Risks Course Closeout

To Register for Classes

Email CORTraining@va.gov or call 202-461-0749 and select option #5