DoD FM Certification – CET Info

OSD has not published anything specific beyond that it follows the same criteria as the other major certification programs. Items which count for CPE or CEUs count for CET credit.

Topics and subjects which qualify for CPE/CET are a wide variety which contributes to the maintaining or enhancing the professional proficiency the certified personnel. Examples could be Defense/Government areas like Budget, Finance, Accounting, Advanced FM, Decision Support, Leadership, FIAR, Ethics, Fiscal Law, etc. It's ultimately up to the individual to determine on whether a topic or subject qualifies.

The following activities and training count for CET credits:

Professional Activities
- Serving as a speaker, instructor, or discussion leaders at group programs (ex: PDI) that qualify for CPE/CET hours
- Publishing articles or books
- Developing courses on topics or subjects which count for CPE/CET credit

Group Programs
- Formal training programs (EDFMT, PPBE, etc.)
- Internal training programs (briefings, lectures*, courses*, seminars*, and workshops*)
- FM Organization staff or chapter meetings (ASMC) with a structured educational program (i.e. accounting, auditing, budget, etc.)
    - Informal discussions of current events in FM do not qualify
- Completion of university and college courses (credit and non-credit)
- Training programs presented at Conferences, conventions, meetings, seminars, and workshops with professional orgs (ASMC PDI/mini-PDI)
- Preparation and delivery of briefing and work-related documents outside the scope of normal business

Individual Study programs
- Correspondence courses, self-study guides, and workbooks
- Courses through audio, video, and computers
- Any courses which have been mapped for certification
- Other course which fall within the related topics area
    - There is no proficiency level associated with courses completed for CET credit as long as they are related to the topics or subjects identified above

Items which do not count
- OJT
- Basic or elementary courses / subjects which the users already has knowledge in or were used for initial certification
- Programs which do not enhance or maintain the professional proficiency, but are designed for the general public-example: resume writing, parent-child relations, personal investments, money management, or retirement planning
- Sales oriented programs-example: contractor exposition
- Programs or training on administrative operations-T&A reports, files maintenance, etc.
- Business sessions at professional organization conferences, conventions, or meetings
- Participation as a committee member of a professional organization
- Preparation and presentation time for repeated presentations within the 2-year period
    - The user can claim the time spent preparing to teach the same lesson multiple times one time
- Conducting external quality control reviews
- Auditing university or college courses
- Teaching university or college courses full-time

- If user is a full time instructor, it's considered routine performance of their duties and not CPE/CET

How hours are computed:
- University or College courses completed post-award
  - 15 CETs for each semester hour
  - 10 CETs for each quarter hour
- Part-time instruction of University or college courses
  - Counted same as above
  - Can only claim the same course once every 2 years unless there were significant changes
    - Maximum number of hours claimable every 2 years is 40
- Individual Study or Correspondence programs
  - CETs awarded once they complete the program
    - Pre-tested average time
      - If in minutes, divide by 50 minutes = # CET hours
- Speaking, Instructing, or Discussion Leaders
  - Earn preparation and presentation time
    - 50 minutes of presentation time = 1 CET
    - May earn up to 2 extra CETs for preparation for every 50 minutes of presentation
  - Repeated presentations are not qualified for preparation or presentation, unless the topic or subject matter changed significantly
    - Maximum number of hours claimable every 2 years is 40
- Authorship
  - Qualify for CETs in the year they are published
  - 1 hour of CET for each hour devoted to writing articles, books, or course materials
  - Maximum number of hours claimable every 2 years is 40

Record Maintenance:
- CETs must be recorded into LMS as FM CET Course Level # for Years #-# – Course ##
  - Log in the Completion Date and Credit Hours (CET)
  - Comments section must include date and nature of event (i.e. course name, program, etc.)
- Personal Log and Course Documentation must include:
  - Sponsoring org (who put it on)
  - Location of the program/training
  - Title of the program and brief description
  - Dates
  - Number of CET hours
  - Evidence of attendance or completion
  - **Retain documentation for minimum of four (4) years**
- CPEs and CLPs are a one-for-one basis to CETs
- CEUs are a 1-to10 basis for CETs (1 CEU = 10 CETs)

Potential Criteria for Educational Events or Programs
- Agenda or outline is prepared in advance
  - Includes instructor name, subjects, dates, length, and if appropriate, learning objectives
- Qualified or experienced users develop the topic or subject
- Materials are technically accurate, current, and sufficiently meet the learning objectives
- Program is reviewed by qualified or experienced individuals
- Participants must register or sign up for the program
- Sponsoring organization must maintain attendance records
- Programs are evaluated by instructors or participants, when appropriate
- Documentation is provided for satisfactory completion