The CET Process Post Certification
What's Next?

Agenda

- **What is a CET?**
- **CET Requirements**
- **How to Earn CETs**
- **Logging CETs into LMS**
- **Checking Your Status**
- **Finalizing CETs**
- **CET Scenarios**
- **Resources**

What is a CET?

- **CET stands for Continuing Education and Training**
  - **Required once initial certification has been awarded**
  - **Can only be earned *after* certification has been awarded**
  - **Credit hours vary by certification level**

- **CETs helps you keep your skills sharp, proficient, informed on new techniques or processes**

How Does a CET Compare to Others

- **Similar to other credentialing programs to include:**
  - **CPE = Continuing Professional Education...commonly used for CDFM**
    - **Converts 1 to 1 for CET**
  - **CLPs = Continuous Learning Points....commonly used for DAWIA**
    - **Converts 1 to 1 for CET**
  - **CEUs = Continuing Education Units...non-DoD Organizations**
    - **Converts 1 to 10 CETs**

CET Requirements

- **Due every 2 years (31 Dec) from date of certification**

Level 1	**40 Hours**
Level 2	**60 Hours**
Level 3	**80 Hours**

Timelines

- **There are 2 timelines with DoD FM Certification**

  - **Initial Certification Requirement**

    - **2 years from date of entering position or level – whichever is earlier to earn initial certification**

  - **CET Requirement**

    - **2 years from the date of certification award to complete ## hours of CETs**

      - **Years 0-2   Day after award through 31 Dec 2 years following**

      - **Years 2-4   1 Jan – 31 Dec the following year**

CET Example

- **User Awarded FM Certification Level 2**   **6 Jul 2016**

    – **60 CETs due by**   **31 Dec 2018**

        o **0-2 Year Period**   **7 Jul 2016 – 31 Dec 2018**

        o **2-4 Year Period**   **1 Jan 2019 – 31 Dec 2020**

        o **4-6 Year Period**   **1 Jan 2021 – 31 Dec 2022**

- **Can only claim training completed _after_ 6 Jul 2016**

- **Training completed prior to 7 July 2016**

- **More info on CET Cycles and Due Dates: https://go.usa.gov/xnWaR**

Certified in Jul 2016

Grace period application option for CET Cycle 0-2 or 2-4.

What Counts for CET Credit

- **Topics or subjects which contribute to maintaining or enhancing professional proficiency**
  - **Topics which were required as part of initial award**
  - **Defense or government areas like:**
    - **Budget**
    - **Finance**
    - **Military or Civilian Pay**
    - **Accounting**
    - **Audit**
    - **Advanced Financial Management**
    - **Decision Support**
    - **Leadership**
    - **Audit Readiness**
    - **Fiscal Law**
    - **Ethics**

No Proficiency Levels or Competencies for CETs!

Ways to Earn

- **Course**
  - **Mapped for FM Cert or provides CPE, CLP, or CE credit**
  - **Courses on covered topics not mapped for FM Cert**

- **Group Programs**
  - **Briefings, lectures, seminars, or workshops**
  - **Chapter meetings w/educational program (ASMC)**
  - **Preparation or delivery of briefings/work**

Ways to Earn

- **Professional Activities**
  - **Speaker, instructor, or discussion lead which provide CE hours**
  - **Publishing books or articles**
  - **Development of training or courses**

- **Individual Study**
  - **Correspondence or self-study (CDCs, CDFM, PMP)**

- **Other**
  - **Part-time instruction of academic courses**
  - **Professional publications (Comptroller Magazine, Newsletters, etc.)**

Common Sites to Earn FM CETs

- **myLearn**
  - **https://fmonline.ousdc.osd.mil/FMmyLearn**

- **FMDLC**
  - **https://fm.adls.af.mil**

- **DTMO/TraX**
  - **https://www.defensetravel.dod.mil/Passport/**

- **Skillsoft**
  - **https://usafprod.skillport.com/**

- **DAU**
  - **https://learn.dau.mil**

Additional Resources

- **AF SharePoint Site – CET Information**
  - **https://go.usa.gov/xnWaR**

- **OSD CET Resources**
  - **https://fmonline.ousdc.osd.mil/CET/cet.aspx**

- **AF Portal – SAF FM Certification Page (for COCOM restricted):**
  - **https://www.my.af.mil//gcss-af/USAF/site/HAF/SAF_FM/SAF_FME/SAF_FMEW**

- **Questions – SAF FMEW Workflow Account**
  - **usaf.pentagon.saf-fm.mbx.saf-fmew-workflow@mail.mil**

Activities Which Do Not Count for CETs

- **Staff meetings or OJT**

- **Basic or elementary courses which user already has knowledge in**

- **Non-professional proficiency related**

- **Training on administrative operations (this training)**

- **Participation in private or professional organizations**

- **Preparation or delivery of repeat presentations**

- **Performing quality reviews or inspections**

- **Annual refresher training – exception if it is a requirement for the position and FM related (Fiscal Law, Ethics, etc.)**

- **Training used to achieve FM Certification**

How to Compute CETs

- **Courses – total hours of the course or # CPEs on certificate**

- **Academic courses – CETs based on semester/quarter***
  - **1 semester hour = 15 CETs**
  - **1 quarter hour = 10 CETs**

- **Meetings – length of the training within the meeting**

How to Compute CETs

- **Speaking, instructing, or discussion leaders – prep and presentation time**
  - **2 CETs of preparation awarded for every presentation CET**
  - **60 minutes = 1 CET**

- **Authorship – CETs earned during the year of publishing**
  - **1 CET per hour devoted to writing material**
  - **40 CETs max. claimable every 2 years**

- **Individual study – awarded once program/testing is complete**
  - **Average testing time / 60 minutes = 1 CET**

CET Record Maintenance

- **Record CETs into LMS**

- **Personal log and files (course documentation)**
  - **Sponsoring organization (who put it on or provided it)**
  - **Location of program or training**
  - **Title of program and description**
  - **Dates completed**
  - **Number of CETs hours**
  - **Evidence of attendance or completion**
    - **Certificates**
    - **Official attendance confirmation e-mail**
    - **Supervisor MFR**
    - **Academic transcripts**
  - **Retain for a minimum of 4 years**

Example of a Personal Log

CET Course Number	Date	CET/Credit Hours	Nature of Event (Description)	Running Total	Recorded In LMS
FM CET Level 1 Course for Years 0-2 - Course 01				0	No
FM CET Level 1 Course for Years 0-2 - Course 02				0	No
FM CET Level 1 Course for Years 0-2 - Course 03				0	No
FM CET Level 1 Course for Years 0-2 - Course 04				0	No
FM CET Level 1 Course for Years 0-2 - Course 05				0	No
FM CET Level 1 Course for Years 0-2 - Course 06				0	No
FM CET Level 1 Course for Years 0-2 - Course 07				0	No
FM CET Level 1 Course for Years 0-2 - Course 08				0	No
FM CET Level 1 Course for Years 0-2 - Course 09				0	No
FM CET Level 1 Course for Years 0-2 - Course 10				0	No
FM CET Level 1 Course for Years 0-2 - Course 11				0	No
FM CET Level 1 Course for Years 0-2 - Course 12				0	No
FM CET Level 1 Course for Years 0-2 - Course 13				0	No
FM CET Level 1 Course for Years 0-2 - Course 14				0	No
FM CET Level 1 Course for Years 0-2 - Course 15				0	No
FM CET Level 1 Course for Years 0-2 - Course 16				0	No
FM CET Level 1 Course for Years 0-2 - Course 17				0	No
FM CET Level 1 Course for Years 0-2 - Course 18				0	No
FM CET Level 1 Course for Years 0-2 - Course 19				0	No
FM CET Level 1 Course for Years 0-2 - Course 20				0	No
FM CET Level 1 Course for Years 0-2 - Course 21				0	No
FM CET Level 1 Course for Years 0-2 - Course 22				0	No
FM CET Level 1 Course for Years 0-2 - Course 23				0	No
FM CET Level 1 Course for Years 0-2 - Course 24				0	No
FM CET Level 1 Course for Years 0-2 - Course 25				0	No
FM CET Level 1 Course for Years 0-2 - Course 26				0	No
FM CET Level 1 Course for Years 0-2 - Course 27				0	No
FM CET Level 1 Course for Years 0-2 - Course 28				0	No
FM CET Level 1 Course for Years 0-2 - Course 29				0	No
FM CET Level 1 Course for Years 0-2 - Course 30				0	No

CET Relief

- **Available to personnel who have departed from a FM Cert coded position for more than 30 calendar days**

  (# months out of coded position / by 24) x # CET Hrs Required = Number of CETs Relieved (rounded to the nearest .5 hr)

  - **Must complete CET Relief Template-maintain in personal file**
  - **Record Learning in LMS for CET Relief Course and # of hours**

- **May use any qualifying CET activities completed during period of absence for remaining hours**

- **Users do not have to seek CET Relief**

CET Time Extensions

- **Extenuating circumstances for those who do not qualify for CET Relief**
  - **Deployment/Extended Reserve Training > 180 days**
  - **Medical Situation for Self or Family Members**
  - **Other – Detailed Explanation**

- **Requires a request form that is coordinated by leadership**
  - **Record Learning in Time Extension Documentation – attach form**
  - **Record Learning for formal Time Extension request, will route MAJCOM CCA for approval/disapproval**

CET Time Extensions

- **If granted, will be for a 1-year period**

- **Extension approval does *not* change next CET period due date and requirement**

- **User Awarded FM Certification Level 2**   **6 Jul 2016**
  - **60 CETs due by**   **31 Dec 2018**

  - **0-2 Year Period**   **7 Jul 2016 – 31 Dec 2018**

  - **Approved CET Extension for 0-2 Year Period**

         7 Jul 2016 – 31 Dec 2019

  - **2-4 Year Period**   **1 Jan 2019 – 31 Dec 2020**

  - **4-6 Year Period**   **1 Jan 2021 – 31 Dec 2022**

Back Up Slides

Hosting Activities for CET Credit

- **Topic must fall within the professional proficiency area (ex: Government Financial, Budget, Audit, Leadership, etc.)**

- **The host unit must maintain the following documentation for a period NLT 2 years:**
  - **Agenda or outline**
  - **Subjects or topics covered**
  - **Dates**
  - **Name of instructors**
  - **Learning objectives (preferred)**
  - **Length (days or hours)**

- **Must be presented by a qualified discussion leader**

- **Program materials (slides or training items)**

- **Sign in sheets**

- **As a host, you must provide satisfactory completion – record of attendance or certificate. The documentation must include:**
  - **Participant Name**
  - **Name of course/program**
  - **Host**
  - **Date completed**
  - **Number of CPE/CETs hours**

Ways to Earn - Courses

- **Complete any courses mapped for FM Certification credit**
  - **Common examples:**
    - **In-residence:**
      - **Craftsman (7-level), Silver Flag, PFMC, DFMC**
      - **DDSC, EDFMT, PPBE workshops, etc.**
    - **Online:**
      - **PME - NCOA, Course 15, SEJPME, ACSC, SOS, AWC**
      - **Technical/Continuing Training – FM Principles, FM Concepts, CCFC, COL**
- **Completion of university or college Courses**

Ways to Earn – Group Programs

- **Internal training programs**
  - **Briefings, lectures, courses, seminars, and workshops on a qualified topic**

- **FM Organization or chapter meetings (e.g. ASMC) with a structured *educational* program (e.g. guest speaker on a qualified topic)**

  - **Informal discussions of current events do not qualify**

- **Training programs with professional orgs (e.g. ASMC PDI/mini-PDIs)**

- **Preparation or delivery of briefings/work-related documents outside the scope of normal business**

Ways to Earn – Professional Activities

- **Serving as a speaker, instructor, or discussion leaders at group programs (ex: PDI) that qualify for CET hours**

- **Publishing articles or books**

- **Developing training or courses on topics or subjects which count for CET credit**

Ways to Earn – Individual Study

- **Includes correspondence courses, self-study guides and workbooks**
  - **CDCs**
  - **CDFM**
- **Courses through audio, video, and computers**

Ways to Earn – Other

- **Part-time instruction of university or college courses**
  - **If it's the same class over and over, may only claim it once every 2 years**
  - **If the course changes dramatically, may claim once under old version, then once under new version within the 2 year period**
- **Comptroller Magazine and Online Newsletters**
  - **Make a 100% on the quiz, earn CETs**
- **Senior Leader Webchats - DFML21s**

Activities Which Do Not Count for CETs

- **Staff meetings or OJT**

- **Basic or elementary courses which user already has knowledge**

- **Non-professional proficiency related:**

  – **Resume writing**

  – **Parent-child relations**

  – **Personal investments / money management**

  – **Retirement planning**

- **Training on administrative operations**

  – **File maintenance, TMT, LMS actions, etc.**

Activities Which Do Not Count for CETs-cont.

- **Preparation or presentation time for repeat presentations within a 2-year period**

- **Performing quality control reviews or inspections**

How to Compute CETs

- **Courses – total hours of the course or # CPEs on certificate**
  - **If mapped for FM Cert credit, check myLearn for total hours**

- **Academic courses – CETs based on semester/quarter/CEUs**
  - **Claimable if completed as a student or if part-time instruction of course***
  - **15 CETs per semester hour, 10 CETs per quarter hour, 10 CETs per CEU (if applicable)**

- **Meetings – length of the training within the meeting**
  - **50 minutes = 1 CET**

How to Compute CETs-cont.

- **Speaking, instructing, or discussion leaders – prep and presentation time**
  - **50 minutes presentation = 1 CET**
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  - **Title of program and description**

  - **Dates completed**

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  - **Evidence of attendance or completion**

  - **Retain for a minimum of 4 years in the event of an audit**