

CONTRACTING OFFICER'S REPRESENTATIVE TRAINING REQUIREMENTS FOR FAA/FAI FAC-COR CERTIFICATION



**Federal Aviation
Administration**

Three levels of COR certification are based on relative contract and task order complexity with the following requirements:

| | Training | Experience | Continuous Learning |
|-------------------------|---------------------------------|------------|----------------------|
| Certification Level I | 8 hours within past 2 years | N/A | 8 CLP every 2 years |
| Certification Level II | 40 hours within past 2 years | 1 year | 40 CLP every 2 years |
| Certification Level III | 60 hours within past 2 years | 2 years | 40 CLP every 2 years |

Individuals must document successful completion of at least one of the following COR-related training courses or equivalents:

- FAA60004585/FCR100 – Contracting Officer’s Representative Level I (7 hours, online)
- FAA60004227/CLM024 – Contracting Overview (8 hours, online)
- FAA60000126/CLC222 – Contracting Officer’s Representative Course (32 hours, online)
- FAA04200 – COR/COTR Basic Training (40 hours, classroom)

The following courses are suggested to complete the minimum training and CLP requirements for each level. Options for classroom as well as online and correspondence classes are available.

CLASSROOM COURSES

| COURSE NUMBER | TITLE | HOURS |
|---------------|--|-------|
| FAA60004257 | AMS Procurement | 24 |
| FAA30200142 | Appropriations Law Refresher | 8 |
| FAA 05727 | Appropriations Law Seminar | 24 |
| FAA04230 | COR/COTR Refresher Training | 8 |
| FAA04215 | Earned Value Management Basic | 16 |
| FAA04203 | FAMS | 40 |
| FAA60004400 | Introduction to AMS | 8 |
| FAA04213 | Introduction to Cost Estimating | 16 |
| FAA04207 | Introduction to FAA Risk Management | 16 |
| FAA04022 | JRC Readiness Workshop | 6.5 |
| FAA60004480 | Leading Federal Government Projects I | 16 |
| FAA60004481 | Managing Federal Government Projects | 24 |
| FAA60004481 | Managing Federal Government Projects | 24 |
| FAA04225 | Requirements Analysis and Development Workshop | 16 |
| FAA60004235 | Writing Performance Work Statements | 24 |

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ONLINE AND CORRESPONDENCE COURSES

| COURSE NUMBER | TITLE | HOURS |
|---------------------|---|-------|
| FAA60004466/CLC-024 | Basic Math Tutorial | 1 |
| FAA60004312/CLC-131 | Commercial Item Pricing | 1 |
| FAA60004347/FAC-008 | Competition in Contracting Act (CICA) | 1 |
| FAA60004983 | Configuration Management Awareness | TBD |
| FAA60004328/FAC033 | Contract Management: Strategies for Mission Success | 3 |
| FAA60004348/CLC-133 | Contract Payment Instructions | 1 |
| FAA60004246/CLC007 | Contract Source Selection | 3 |
| FAA60004247/CLC011 | Contracting for the Rest of Us | 2 |
| FAA60004228/CLC106 | COR with a Mission Focus | 8 |
| FAA04235 | Human Factors Awareness | TBD |
| FAA60000127/CLM031 | Improved Statement of Work | 4 |
| FAA60004353/CLC-008 | Indirect Costs | 1 |
| CLM005 | Industry Proposals and Communication | 3 |
| FAA60004334/CLB016 | Introduction to Earned Value Management | 1 |
| FAA44518001 | Introduction to Integrated Logistics (correspondence) | 40 |
| FAA60004249/CLM014 | IPT Management and Leadership | 8 |
| FAA60004244/CLC004 | Market Research | 3 |
| FAA60000132/CLE028 | Market Research for Technical Personnel | 4 |
| FAA60000071/CLM003 | Overview of Acquisition Ethics | 2 |
| FAA60004340/CLC-026 | Performance Based Payments Overview | 1 |
| FAA60004339/CLC-040 | Predictive Analysis and Scheduling | 1 |
| FAA60004327/CLM017 | Risk Management | 8 |
| FAA60004405/CLC-009 | Service-Disabled Veteran-Owned Small Business Program | 1 |
| FAA60004229/CLC013 | Services Acquisition | 3 |
| FAA60004314/CLC-060 | Time and Materials Contracts | 1 |
| FAA60004313/CLC-051 | Time Management | 1 |

Resources are available to answer questions regarding the COR Certification process and training options:

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