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FAA/FAI FAC-COR Certification Application Instructions

There are two ways to submit a COR Certification Application:

1. Visit the Acquisition Professions COR online portal:

https://ksn2.faa.gov/aa/AcquisitionProfessions/Pages/COR_Home.aspx

and submit an online application.

2. Download this form to your computer, enter the information and coordinate with your supervisor to submit completed application with supporting documentation to the following mailbox -9-AJA-ACM-CORs.

PART A: Employee Information. *Fill in all fields.*

PART B: Experience. *No experience is required.*

PART C: Active Contracts Information. *Insert Contracting Number and Name of Contracting Officer for all active contracts or those in planning stages. Submit a copy of the delegation letter for all active contracts listed.*

PART D: Core Training Requirements. *Enter the completion dates and length (in hours) for the courses you attended. Submit a copy of your eLMS training history or the actual training certificate for all courses identified.*

PART E: Signatures. *Review your application thoroughly for completeness and accuracy. Sign and date the application and secure management signatures.*



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PART A – EMPLOYEE INFORMATION

Name (Last, First, Middle Initial)			
Organization Name		Routing Symbol	
Phone		Fax	
Email Address			
Work Address			
Title, Series, Grade			
<input type="checkbox"/> New Certification		<input type="checkbox"/> Renew Certification	

PART B – EXPERIENCE

Individuals applying for COR certification should be on an active contract, in the planning stages, or have the intent to be an active COR within six months.

PART C - ACTIVE CONTRACTS INFORMATION

Please provide Contract Number and Contracting Officer's Name to all active contracts. Submit a copy of the delegation letter for each contract listed below.

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PART D – CORE TRAINING REQUIREMENTS

Individuals must document successful completion of at least eight (8) hours of COR-related training within 24 months of application by taking one of the following courses or equivalents:

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



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PART D – CORE TRAINING REQUIREMENTS (continued)

Provide information on additional COR-related training you may have taken to reach the required eight (8) hours.

	Dates	Length (Hours)

PART E - SIGNATURES

Applicant Certification:

Applicant's
Signature Date

Supervisor's (or designee) Endorsement:

I have discussed and reviewed the above information with the applicant and recommend certification.

Name Signature Date

ACM Reviewer Initials and Date:

Initials Date

ACM Recommendation:

I concur with the Supervisor's endorsement for the above individual and recommend certification.

Name **Rebecca Deloney** Signature Date