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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](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.** *A minimum of one (1) year of experience as a Contracting Officer's Representative (COR) or similar position such as a Contracting Officer/Specialist or Program/Project Manager 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.*



## FAA/FAI FAC-COR Certification Application Level II

### 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. Provide a brief description of how you meet the one (1) year experience requirement below.

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### 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 forty (40) hours of COR-related training within 24 months of application by taking one of the following courses or equivalents:

|   | Dates | Length<br>(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 forty (40) hours.

|  | Dates | Length<br>(Hours) |
|--|-------|-------------------|
|  |       |                   |
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### 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 \_\_\_\_\_