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## **6.2 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Certification** Revised 1/2015

RECO/Realty Specialist must meet applicable training and experience requirements to qualify for Level I, II, or III certification. A waiver for additional time to complete certification requirements may be granted for Level II or III certification.

More information on the competencies, performance indicators, training and certification requirements can be found on the [RECO Acquisition Professions Portal](#) (FAA only).

### **6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification** Revised 7/2019

*FAA Realty Specialist Level I Certification* - The Level I Realty Specialist competencies and certification program is designed to ensure the development of basic and fundamental qualifications and expertise by the acquisition professional. Development at the Level I is the foundation for career progression and is designed to prepare qualified personnel to progress to positions of increasing responsibility.

At Level I, RECO/Realty Specialist should be exposed to the basic and fundamental real estate procedures and documents. The employee performs a progressive range of responsibilities. For further information see [RECO Acquisitions Professions Portal](#) (FAA only) for performance indicators at each level, including a variety of basic and/or routine real estate assignments under the close direction of a more experienced professional and/or manager or team lead. Pending management determination, a Level I certified RECO/Realty Specialists may be provided a lower threshold warrant based upon the assessment of competencies, experience and completed training. Level I RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

*FAA RECO/Realty Specialist Level II Certification* - At Level II, the focus is on the ability of the RECO/Realty Specialist to apply specific skills and knowledge obtained previously to consummate real estate transactions. A Level II RECO/Realty Specialist performs multiple, varying, and progressively complex real estate functions with limited direction. Some projects may require competence in working across functional and/or organizational lines. The Level II RECO/Realty Specialist acts as an individual contributor and/or member of a team and may perform leadership functions for small projects/programs or other work activities. The RECO/Realty Specialist also develops experience and demonstrates progressively advanced competence in planning and completing assignments. Level II certified RECO/Realty Specialists can have a limited warrant based upon the manager's assessment of competencies, experience and completed training. Level II RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

*FAA RECO/Realty Specialist Level III Certification* - A Level III RECO/Realty Specialist should have an in-depth knowledge of the entire real estate acquisition process. The Level III RECO/Realty Specialist is considered a subject-matter expert in the discipline of real estate who provides leadership for highly complex and challenging activities with minimal direction. The Level III RECO/Realty Specialist may act as a principal specialist to develop new and innovative

approaches, methodologies, and techniques, and as a leader to define and direct challenging projects/programs/activities. The Level III RECO/Realty Specialist identifies and resolves challenging problems or issues which often cross organizational boundaries and impact the accomplishment of strategic objectives. Level III certified RECO/Realty Specialist may be issued up to an unlimited warrant based upon the manager's assessment of competencies, experience and completed training. Level III RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

### **6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification** Revised 4/2016

All RECO/Realty Specialists, regardless of whether they have a warrant or not (Level I/II/III), are required to maintain technical proficiency through the successful completion of a minimum of 80 hours of continuous learning points (CLP) of real property training and development during the two year recertification period. Each hour equates to a continuous learning point (CLP). The RECO/Realty Specialist may accomplish the above requirement through participation in workshops, seminars, symposiums, online and classroom training as well as developmental opportunities to accumulate accredited hours towards CLPs.

All education, training and development information relating to RECO/Realty Specialist personnel is to be entered into the enterprise Learning Management System (eLMS).

Certification must be renewed every two-years. The FAA acquisition certification renewal application can be found on the [RECO Acquisitions Professions Portal](#) (FAA only) and is required for submission to maintain certification.