**DoD FM Certification – Sustainment Training – Continuing Education and Training (CET) Overview**

Once FM personnel become DoD FM Certified, they must maintain their competencies by accruing a certain number of Continuing Education and Training (CET) credits every two years.

The number of CETs required is based on the certified personnel respective Certification level:

Level 1 FM Certification = 40 CETs

Level 2 FM Certification = 60 CETs

Level 3 FM Certification = 80 CETs

To verify CET completion certified personnel must Record completed CETs hours respective to their Certification Level in the Financial Management Learning Management System (FM LMS); CET documentation is **not** uploaded in FM LMS.

For step-by-step instructions please reference job aid, “How to Record CETs in the DoD FM LMS”, available in FM Online under Job Aides category “Other Actions in the FM LMS”: [https://fmonline.ousdc.osd.mil/Resources/training-resources.aspx#resource4](https://fmonline.ousdc.osd.mil/Resources/training-resources.aspx%23resource4%20)).

**What counts as a CET credit?**

Any course not used for initial certification may be used for CETs. The following provides various ways to obtain CET credit:

*- FM and Leadership courses, symposiums or training events* - CET hours = Total hours of course/symposium/training event

- Example: Speaker briefing at local AGA meeting was 1 hour = 1 CET

*- Courses or training used to satisfy continuing professional education requirements* for any of the 20 approved FM-related Test-Based Certifications (e.g., CDFM, CPA)

*- CET Hours*: Unit-for-unit (e.g., 1 CPE = 1 CET)

*- Courses or training used to satisfy continuing professional education for Acquisition (DAWIA) certifications* (e.g., 1 CLP = 1 CET)

- *Courses listed in FM myLearn e-catalog* (including OUSD(C)-developed web based training) - CET hours = Number of aligned hours listed as shown in FM myLearn

 - *Academic FM and Leadership courses* - CET hours = 1 semester hour course = 15 CETs; 1 quarter hour = 10 CETs

NOTE: CETs are not restricted by your Certification Level (e.g. a Level 3 certified personnel may use a Level 1 course to fulfill their CET requirement).

**Maintaining CETs Documentation for Audit**

Although CET documentation is not uploaded in the LMS, certified personnel must maintain a personal CET documentation file in case their record is selected for audit. CET Audits are conducted monthly by OSD and records are selected for audit at random.

Component FM Certification Program Offices will be notified of selected records and will contact impacted certified personnel to gather documentation. Components will notify OSD of audit Outcome within 60 days.

**CET Time Extensions**

If certified personnel is unable to achieve the required CETs within their two-year time frame they must request a time extension from their CCA and be approved in the LMS prior to their CET deadline.

Extension of the CETs for the given time frame does not delay the start date of the certified personnel’s next two-year CET cycle. Policy and procedures for requesting a CET time extension is forthcoming.