

FAC-COTR Certification

Refresher Training for COTR Certification

If you took the Basic Project Officer course more than two years ago, then you need to either **retake the basic training**, apply for **Fulfillment**, or take 40 hours of refresher training within two years of the present that maps to the COTR competencies. This page describes the courses you may take to get 40 hours of refresher training.

The COTR competencies are listed at <http://www.fai.gov/acm/cotrcomp.asp>

They can be divided into General Business competencies and Technical competencies as outlined in the table below.

COTR Key Competencies	
Professional Business Competencies	Technical Competencies
Oral Communication	Understanding COTR duties, responsibilities, and obligations
Decision-Making	Effective Communication of Contract Requirements
Teamwork	Effective Performance Management
Problem Solving	Strategic Planning
Attention to Detail	Detailed Evaluation Skills
Reasoning	Defining Business Relations
Flexibility	Understanding the Marketplace
Interpersonal Skills	Effective Communication
Self-Mgmt./Initiative	Defining Government Requirements in Commercial/Non -Commercial Terms
Integrity/Honesty	Effective Negotiation Skills and Effective Analytical Skills
Planning and Evaluating	
Influencing/Negotiating	
Writing	
Project Management	

Federal Acquisition Institute

All the training available at the Federal Acquisition Institute maps to the COTR competencies. All their training is free, some is in person and some is online. To register, go to their website at <https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>

Of the FAI Classroom Courses, **CON 100** is a one week introduction to federal contracting intended as the intro course for Contract Specialists, and Performance Based Acquisition is a one week course on how to structure PBA contracts which is well suited to COTRs as well as contract specialists. Either of these courses would provide the 40 hours of refresher training, but neither is intended or would count as the initial COTR training.

Of the FAI Online Courses, **CON 110** counts as 40 continuous learning points. It is more intended for contract specialists, but as an introductory course can also be helpful to COTRs.

FAI also offers a host of shorter online courses called "Continuous Learning Modules". They all count as COTR refresher training. A few are worth calling to your attention.

CLC 046 Green Purchasing completes your requirement to complete Green Purchasing training.

COTRs assigned to IT contracts are required to take training in Earned Value Management and Performance Based Acquisition. These courses fulfill that requirement:

- CLB 016 Introduction to Earned Value Management and
- CLC 013 Performance Based Services Acquisition

The following courses collectively meet the initial COTR training requirement, so have been found particularly relevant to that function. If you have already taken 20 hours of training that maps to the COTR competencies, you can finish it off with your choice from among these:

- CLC 106 – COR with a Mission Focus (8 CLPs)
- CLM 024 – Contracting Overview (8 CLPs)
- CLC 004 – Market Research (3 CLPs)
- CLC 007 – Contract Source Selection (2 CLP)
- CLM 003 – Ethics Training for Acquisition Technology and Logistics (2 CLPs)
- CLM 016 – Cost Estimating (8 CLPs)
- CLC 013 – Performance-Based Services (6 CLPs)
- CLM 031 – Improved Statement of Work (4 CLPs)
- CLB 016 – Introduction to EVM (1 CLP)

NIH Training Center

The NIH Training Center offers a wide variety of courses that count toward the Project Officer refresher training requirement. Registration is available in NIHITS. To access the NIHTC online catalog and view detailed program descriptions, please visit <http://trainingcenter.nih.gov/default.asp>. The following courses provided by them count toward the Project Officer refresher training requirement:

Course Name	Hours
Appropriations Law for Simplified Acquisitions	8 Hours
Negotiation Techniques for Simplified Acquisitions	8 Hours
POs for Professional Services (Refresher)	8 Hours
Scientific and Technical Writing	16 Hours
Writing Statements of Work	16 Hours
Consolidated Purchasing Through Contracts	3 Hours
Buying From Businesses on the Open Market	3 Hours
Federal Supply Schedules	3.5 Hours
Price Reasonableness in Simplified Acquisitions	3.5 Hours
NIH Simplified Acq & Delegated Procurement (non NBS topics only)	20 Hours
Behavioral-Based Interviewing	3 Hours
Building and Managing Effective Teams	8 Hours
Coaching Employees for Competency Development	3 Hours
Communicating in a Culturally Diverse Workplace	8 Hours
Competency Training for Employees and Supervisors	3 Hours
Conflict Resolution for Managers at the NIH	16 Hours
Crucial Conversations	16 Hours
Cultivating a Learning Organization	8 Hours
Delegation: Developing Others Through Shared Work	8 Hours
Emotional Intelligence for Managers What's Your EQ?	8 Hours
Enhancing Influencing and Persuasion Skills	8 Hours
Essentials of Team Leadership	16 Hours
Franklin Covey's The 7 Habits for Managers	16 Hours
Going from Better to Best: Maximizing Talent Now and In the Future	8 Hours
Internal Controls: Meeting Federal Requirements	24 Hours
Interpersonal Interaction: Comm. for Results	8 Hours
Leadership Skills for Non-Supervisors	8 hours
Leading During Times of Change	16 Hours
Managing Challenging Employees	8 Hours
Managing Difficult Conversations	8 Hours
Managing Up: Communicating with Your Boss	8 Hours
Message & Media Training for NIH Managers	8 Hours
Motivating, Engaging & Retaining Employees	8 Hours
NIH Senior Leadership Program (*Nomination by EO required)	66 hours
NIH Senior Leadership Alumni Program 1: Negotiations and Collaboration (NIH Senior Leadership Program Graduates Only)	16 Hours
NIH Senior Leadership Alumni Program 2: Leading Bold Change Through Storytelling (NIH Senior Leadership Program Graduates Only)	16 Hours
NIH Senior Leadership Alumni Program 3: Working Collaboratively in Scientific Environments (NIH Senior Leadership Program Graduates Only)	16 Hours
NIH Senior Leadership Alumni Program 4: Results Based Accountability Workshop (NIH Senior Leadership Program Graduates Only)	16 Hours
NIH Supervisory Skills Training	24 Hours

Course Name	Hours
Presentation & Briefing Techniques for Managers	8 Hours
Problem Solving & Decision Making for Managers	8 Hours
Problem Solving for Results	8 Hours
Project Management Overview & Leadership	40 Hours
Techniques for Managing Generational Mix at NIH	8 Hours
The Art of Network Building for Managers	8 Hours
Time Management and Organizational Skills	8 Hours
Win-Win Negotiation Skills for Managers at the NIH	16 Hours
Writing & Managing Executive Correspondence at NIH	16 Hours

HHS University

HHS University offers the one week COTR class that completes the initial training requirement, and also offers other acquisition training that can be used as 40 hours of refresher training.

The following courses provided by HHS University count toward the Project Officer refresher training requirement:

Contracting Officer's Representative Course	40 hours
CON 100 Shaping Smart Business Arrangements	40 hours
Performance Based Statements of Work	40 hours
COTR Refresher	8 hours
Earned Value Management	16 hours
Federal Appropriations Law	32 hours
Federal Appropriations Law Update	8 hours
Myers-Briggs Type Indicator: An Introduction	8 hours
Leadership 101: Achieving Excellence	16 hours
Leading through Diversity	8 hours
Advanced Supervision: Beyond the Basics	16 hours
Effective Briefing Techniques	16 hours
Speaking on the Job	16 hours
Writing Complex Documents	24 hours
Practical Grammar	8 hours
Change Management: A Leadership Tool	8 hours
Time Management: Multi-Tasking	16 hours
Excellence in Customer Service	8 hours
Introduction to Project Management	8 hours
Advanced Project Management	16 hours
Conflict Management Skills	8 hours
Decision-Making Skills	8 hours
Coaching for Success	8 hours
Emotionally Intelligent Leadership	8 hours
HHS Ethics Orientation (online)	1 hour
How to Coach your Employees	8 hours
How to Delegate Effectively	8 hours
Knowledge as Capital(online)	3 hours

Negotiating and Influencing	8 hours
Team Building and Effective Communications	8 hours

HHS U's training is available for registration as described at <http://learning.hhs.gov/registration.asp>. Their curriculum changes over time. Not all these courses will be available when you check out their schedule, and others that aren't listed here may be available. And of course there are lots of other training venues. Many courses clearly fit within the COTR competencies. If they clearly fit, don't worry that they aren't on this list.