



## FEDERAL ACQUISITION INSTITUTE FAI Verification Request Instructions

- a. An FAI Verification Request must be included with the Training Provider's courseware review package. The purpose of the FAI Verification Request is to:
  - 1) Formally notify the reviewer and FAI that a training provider is requesting an FAI Verification
  - 2) Provide a checklist of the documents must be included in a complete FAI Verification package
  - 3) Ensure the provider includes an index of their electronic files that support the FAI Verification Review.
- b. The FAI Verification Request form must be
  - 1) On by a training provider using their business or organization's letterhead
  - 2) Signed and dated by an individual with the authority and responsibility for this courseware review request and included in the courseware package.
- c. Questions concerning this form should be directed to the applicable FAC Program Executive.
- d. A copy of the signed and dated FAI Verification Request form should also be sent to the applicable FAC Program Executive as notification that a FAI Verification of the provider's courseware has been requested.
- e. This blank copy of the FAI Verification Request is in MS Word format. When submitting a complete verification package, a vendor may use MS Word or PDF format.

TRAINING PROVIDER'S LETTERHEAD

Date

**TO:** Insert name of third-party reviewer

Insert name of FAI Program Executive

**SUBJECT:** FAI Verification Review Request

Insert name of business or organization is submitting a courseware review package for the purposes of an FAI Verification Review to Insert name of Third-party reviewer.

Included in our FAI Verification Review submission are electronic copies of:

- A signed and dated FAI Verification Request form
- A completed FAI Verification Questionnaire
- A completed FAI Crosswalk
- Copies of supporting courseware including student, instructor, and assessment materials...

Attached to this document is an index of the electronic file names used in this package and referenced in the FAI Crosswalk.

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Signed by

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Date

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Title