

Guidance on Meeting the Requirement for Continuous Learning Points

Introduction

Professional learning by acquisition workforce members serves to improve the outcome of Federal procurements and benefits the public interest. Regular participation in continuous learning activities and programs enhances the skills of acquisition professionals, affords them opportunities for professional growth, and improves the quality of services rendered.

Acquisition Career Managers (ACMs) and supervisors shall work with acquisition workforce members to identify opportunities and determine the appropriate number of Continuous Learning Points (CLPs) obtained from each learning activity. Accounting for and documenting continuous learning activities is a mutual responsibility between the acquisition workforce member, supervisor and ACM.

Acquisition workforce members should refer to Office of Federal Procurement Policy (OFPP) certification policies to determine how many CLPs they must earn in order to maintain their certification. For discrete activities related to acquisition, such as attending conferences or training, each hour spent in a continuous learning activity is equal to one CLP. Experiential activities that do not have a definite number of learning hours, such as rotational assignments and mentoring are discussed below. Hours in excess of the minimum requirements may not be carried forward for credit beyond the current period. In general, no single activity should be used to accumulate all CLPs required for certification maintenance. Workforce members should make an effort to participate in a variety of acquisition-related activities designed to give the member a well-rounded perspective of his/her acquisition function.

CLP Activities

The following activities can generally be used to obtain CLPs:

A. Training/Education

CLPs may be earned through formal or informal training activities that are related to the acquisition workforce member's job, including participating in self-directed study¹, presenting training, and taking higher education coursework.

B. Participating in Professional Organizations and/or their Events

CLPs may be earned for participating in professional organizations, attending events sponsored by them, and obtaining professional licenses or certifications. Membership in a professional organization alone will not be considered as fulfilling continuous learning requirements, but

¹ Self-directed study programs must be approved by the employee's supervisor.

participation in the organization leadership will. Before participating in professional organizations, workforce members must ensure that their participation is authorized by their agency and is permitted by ethics laws and regulations. Examples of activities that may qualify for CLPs include holding elected/appointed positions, such as committee leadership roles, or attending and/or presenting at educational conferences or meetings.

C. Publishing

Publishing articles related to acquisition are generally acceptable for CLPs. Points will only be awarded in the year published. Authors must comply with agency publication policy.

D. Participating in Experiential Activities

Experiential activities are those at-work experiences that serve to enhance workforce professional skills and improve agency acquisition delivery, such as rotational and developmental assignments or mentoring. CLPs accumulate for learning; simply performing an already understood work function should not be used to accumulate CLPs. Longer experiences can be more beneficial than shorter experiences, but the granting of CLPs should be focused on what the workforce member has learned, rather than what they have done.

Supervisors and workforce members should pre-define, as much as possible, the learning activities to be accomplished in each experience, and should work together to determine the appropriate number of CLPs that each experience will accumulate for the member. Mentoring of workforce members during experiential learning is encouraged, as is sharing of knowledge gained in an experiential assignment through reports, briefings, project designs or formal or informal training.

Sample Activities

Below are sample activities and the CLPs that can be accumulated by workforce members that complete them. This list is not intended to be all-inclusive. Workforce members and supervisors should work together to identify qualifying experiences and their resulting CLP values. They should also seek and consider the advice of their ACM in the assignment of CLP values for activities not listed.

SAMPLE ACTIVITY	POINTS
Formal or Informal Training (such as FAI/DAU classroom or online courses)	1 CLP per hour of instruction
Accredited Higher Education Courses (such as university courses)	Generally, 10 CLPs per semester or quarter hour
Continuing Education Unit (CEU)	10 CLPs per CEU
Equivalency Exam	Same points as awarded for the course
Conference, training or seminar presentation	1 CLP per hour, including preparation; maximum of 20 CLPs per year
Association Leadership Role	1 CLP per hour; maximum of 20 CLPs per year
Professional License or Certification	20 to 40 CLPs
Publication	1 CLP per hour of material preparation; maximum of 20 CLPs per year
On-the-job Experiential Learning	1 CLP per hour of activity; maximum 20 CLPs per year
Mentoring	1 CLP per hour of activity; maximum 20 CLPs per year
Rotational or Developmental Assignment	Based on learning achieved and length of assignment/detail. Generally:
12 month assignment/detail	80 CLPs
9 months	65 CLPs
6 months	45 CLPs
3 months	35 CLPs
2 months	30 CLPs
1 month	20 CLPs