Federal Express Class

**Best Practices**

During training event:

- State in presentation and tell audience members that this presentation will recorded in FAI CSOD as an Federal Express Class.
  - Inform attendees that they will see a Fed Express class (FEX-XXX-XXX) and CLPs for today’s session on their transcript. *No action needed on their part*.
  - Inform attendees that it is important that the email provided for today’s training must match their FAI CSOD email of record and they must also be active FAI CSOD users.
    - Prior to training session think about how you may address or request updated emails.
  - Inform attendees they **should not** submit external training activity request
  - Certificates for training session **should not be provided**, this will assist with reducing confusion that can occur with External CL Activity Requests.

* Student may need to update CSOD account and email to correspond to their agency email of record to support Federal Express Class functionality. Students must be active users in CSOD*. 
After establishing Federal Express Class:

- Email attendees sharing the Fed Express Number and title and inform attendees that the Express Class has been recorded and can be viewed on their transcript.
- Provide a POC name and email address for questions
- Email attendees that their email was not compatible (or other issue), and notify them they did not receive Express class credit for training
  - Participants can be provided a certificate with instructions that they can request via External CL Training Activity Request.
  - Encourage participants to include email notification as an attachment as part of their External Training Request.
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Best Practices

Training Naming Conventions
- FEX- XXX(Agency)-(sub component)-FY22-xxxx
  - Use task aid as your guide along with agency instructions (FEX-VA-FY22-Mar Lunch and Learn for Cos)
  - Be specific
  - Monthly events, add month or number to reflect difference should be include in the name: (i.e., Brown Bag Feb)

Using Express Class
- Awards CLPs: Follow policy guidance, role-based authority
- Acquisition-related training: Follow policy guidance
- Ask questions and encourage developing best practices in you agency