Equivalent/ Fulfillment Course Approvers Task Aids

To foster a high-performing, qualified civilian acquisition workforce.

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Introduction

Equivalent/Fulfillment Process

Part 1: Form Submission

1. User searches for the equivalent/fulfillment form for their Agency
2. User completes the form and submits for approval

Part 2: Form Approval

1. Equivalent/Fulfillment Course Approver receives notification of request for action
2. Approver approves, denies, or denies and returns the forms
3. If approved, User's form status updates to "Approved"

Part 3: Course Credit Provided

1. On a regular basis, FAI Admin will run a report that identifies Users whose forms have been approved
2. FAI Admin will mark the User as "Exempt" for the approved course
3. Users can expect to see this on their transcript within 14 days of final approval
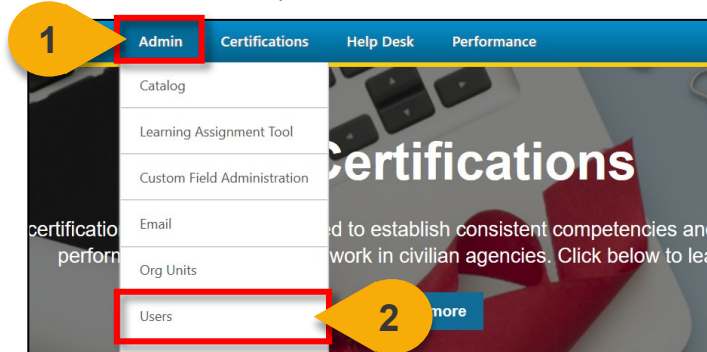
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User Information

Search for a User

Steps 1 & 2: Hover over the **Admin** tab, then click **Users.**

Step 3: Enter User information into the **search fields**.

Step 4: Click on **Select OU Criteria** to further filter your search if desired. A **dropdown menu** will appear and allow you to select the OU type. The pop-out icon will then appear and allow you to select the OU.

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Search for a User (Cont. 1)
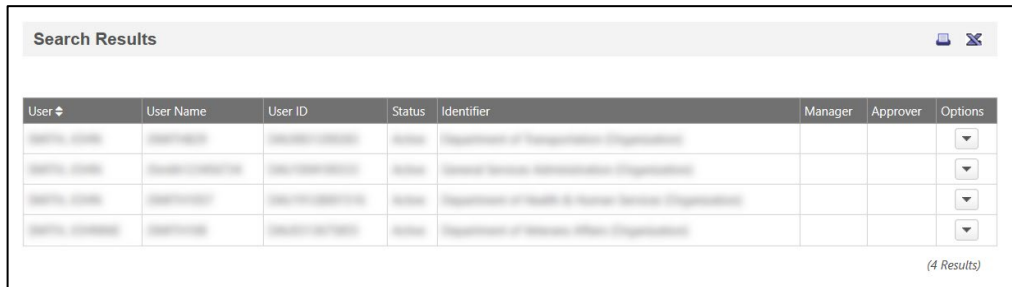
Step 5: Hit enter or click **Search.**

The search results will populate. From here, you can view the User Record or Transcript for the User. See the "View User's Transcript" task aid for more information on how to perform this function.

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View User's Transcript

Step 1: Use the "Search for a User" task aid to find the User Record you wish to view. Click the **dropdown arrow** in the **Options column**.
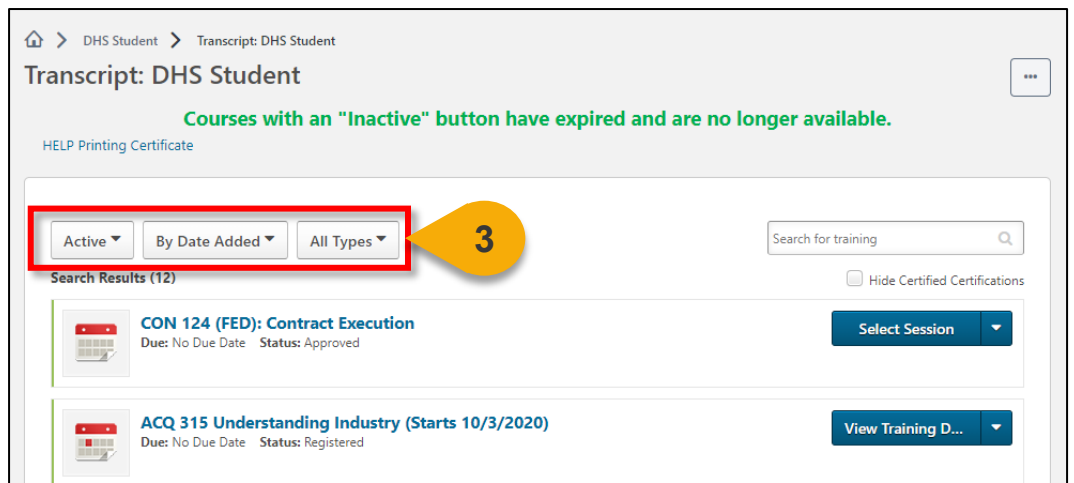
Step 2: In the dropdown menu, select **View Transcript.**

Step 3: You will now see the **User's Transcript**. You can use the **filters** on this page to view items with a specific status or of a specific type. You can also change how your results are ordered. The default is set to order By Date Added.

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Equivalent/ Fulfillment Experience Approvals

Approve or Deny Course Equivalency/ Fulfillment Experience Request

When you want to approve or deny a fulfillment or equivalency request…

Steps 1 & 2: Hover over the **Home** tab, then click **Universal Profile**.
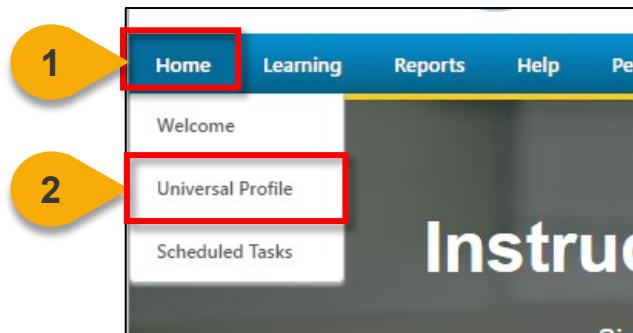
Steps 3 & 4: Hover over the **Actions** tab**,** then click **Requests.**
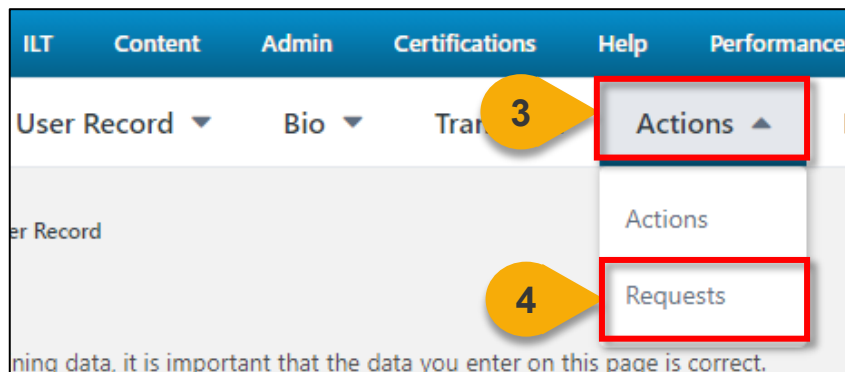
Step 5: Click the **form title** you wish to approve or deny to view details of the request.
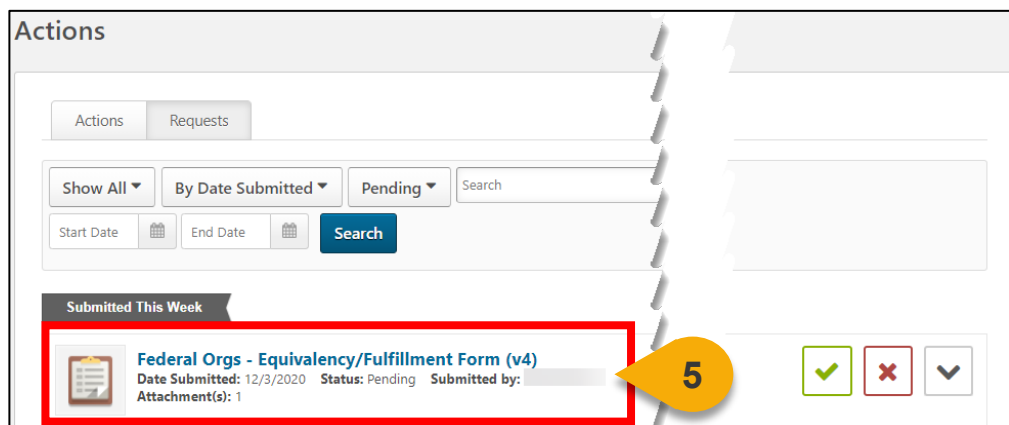
Approve or Deny Course Equivalency/ Fulfillment Experience Request (Cont. 1)

Step 6: Review the information provided by the User. Click the **attached proof of equivalency/fulfillment** to download and review the document.

Step 7: Enter comments, as needed. Then, you can choose to **Approve, Deny, Deny and Return, or Cancel.** See the yellow box below for more information on each action.

- **Cancel:** You will be returned to your requests page and no action will be taken on this request.
- **Deny:** The form will be denied and no credit will be given for the course.
- **Deny and Return:** The form will be denied, but the User will have an opportunity to resubmit the form. The User will see your denial comments in the email notification they receive.
- **Approve:** The form will be approved and go to the next approval level. If you are the final approval level, the form will be queued for the Admin to manually update the User's Transcript.

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Submit an Equivalency/Fulfillment Form as a SAR

When you want to request Equivalency or Fulfilment for a student…

> **NOTE:** Small Agency users cannot submit their own Equivalency/Fulfillment forms. When equivalency or fulfillment is needed, Small Agency users will reach out to their Small Agency Representative (SAR) to submit the request on their behalf.

Step 1: Use Global Search to search for the keyword "Equivalent". Click the **Magnifying Glass** to search.

Step 2: Click on **Forms** to view only Forms in the results page.
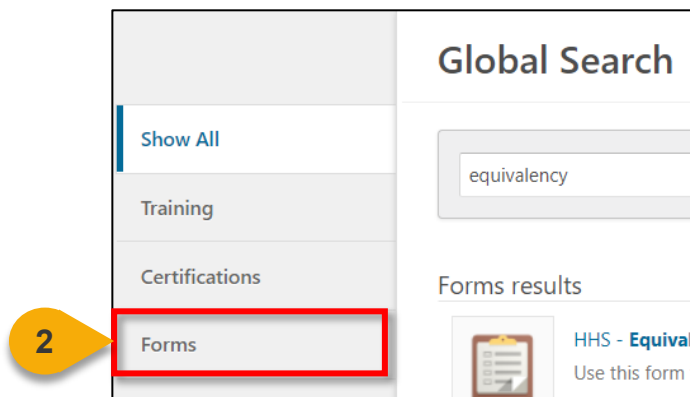
Step 3: Click on the **Small Agency Representative Equivalency/Fulfillment Form.**

Small Agency Representative (SAR) Equivalent/Fulfillment Form
Use this form to request equivalency or fulfillment of a FAI CSOD course for a Small Agency employee by demonstrating that alternative training, education, experience, or a combination thereof has satisfied the learning objectives of the course. PLEASE DO NOT USE THIS FORM FOR CLP REQUESTS

FAI
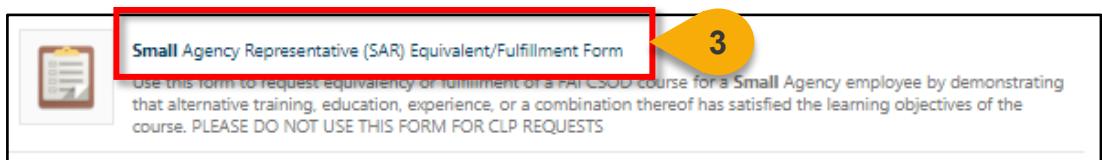
Submit an Equivalency/Fulfillment Form as a SAR (Cont. 1)

Step 4: Enter the **DAUID of the user** who should receive equivalent or fulfillment credit below.

> Please identify the user who should receive equivalent or fulfillment credit below.
>
> **Note: Do not enter your own DAU ID.**
>
> DAU ID *
>
> [   ] **4**
>
> Please enter the DAU ID for the user who requires the equivalent or fulfillment. This request cannot be processed without a valid DAU ID.

Step 5: Indicate the **reason** for the request.

> Please choose why you are submitting this request from the options below (select all that apply). *
>
> ☐ Certification Requirement
> ☐ Prerequisite Requirement **5**
> ☐ Mandatory Training Requirement

Step 6: Enter **additional information** about your selection from step 5.

> If you selected "Certification Requirement" please list the certification. If you selected "Prerequisite Requirement" please list the course.
>
> [   ] **6**

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Submit an Equivalency/Fulfillment Form as a SAR (Cont. 2)

Step 7: Select the **dropdown arrow** to choose the course for which you would like an equivalency.

Equivalency & Fulfillment Request
Please provide the information below to indicate how you have fulfillment requirements for course equivalency.

Please Select the Course You Would Like Equivalency For

Select   ▾   7

Step 8: Select the **course** from the dropdown menu.

Please Select the Course You Would Like E

Select   ▾
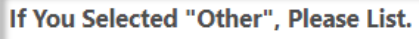
✔ Select   Please List.
8   ACQ 370 (FED)

AQN PBA

Step 9: If the course is not available in the dropdown, choose Other and enter the course code in the field labeled **If You Selected "Other", Please List**. **Note**: You must use the format ABC 123 (FED) or the request will not be approved.

Equivalency & Fulfillment Request
Please provide the information below to indicate how you hav

Please Select the Course You Would Like Equivalency For

Select   ▾

If You Selected "Other", Please List.
9

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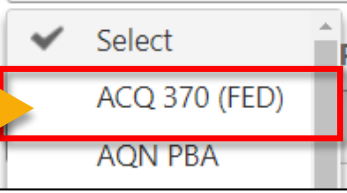# Submit an Equivalency/Fulfillment Form (Cont. 3)

Step 10: Click the **calendar icons** to enter the Training Start and End dates.

Training Start Date:

📅

Select the equivalent training start date.

10

aining End Date:

📅

Select the equivalent training end date.

Step 11: Click **Select File** to add a course completion certificate.

Equivalency Option: Course Completion Certificate

Drag and dro

11 → Select a file

If requesting course equivalency, attach course completion certificate here.

Step 12: Click **Select File** to add any supporting documentation in the attachment section. You can add multiple attachments.

Additional Documentation

Drag and dr **12** Select a file

If needed, attach additional documents here.

Steps 13 & 14: Enter any supporting comments in the **Employee Remarks field**. Click **Submit** when done.

Employee Remarks (Optional)

13

Cancel   Submit   **14**

To view your submitted requests,
please view the View Submitted Forms and View Form Status Task Aids.

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Equivalent/ Fulfillment Request Reviews

Audit an Equivalent/Fulfillment Form

When you want to review a form submitted by a user…

NOTE: Small Agency users cannot submit their own Equivalency/Fulfillment forms. When equivalency or fulfillment is needed, the Small Agency Representative (SAR) will submit the request on their behalf. To audit a Small Agency user's form, start on the SAR's transcript.

Step 1: Use the "View a User's Transcript" task aid to find the User Transcript you wish to view. From the transcript click **Documents and Plans.**
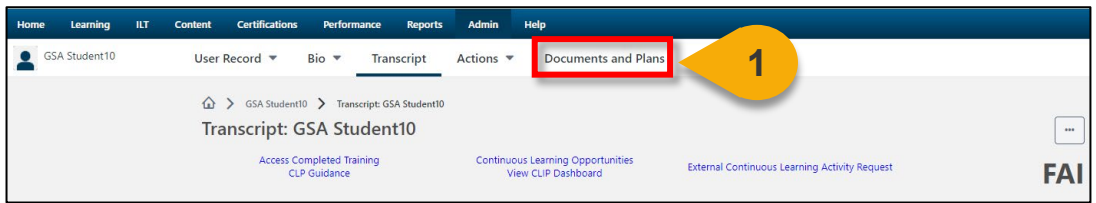
Step 2: From the Documents and Plans tab, select **Documents.**
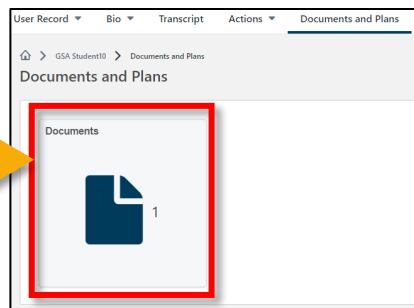
Step 3: Select the **Equivalency/Fulfillment Requests Folder**.
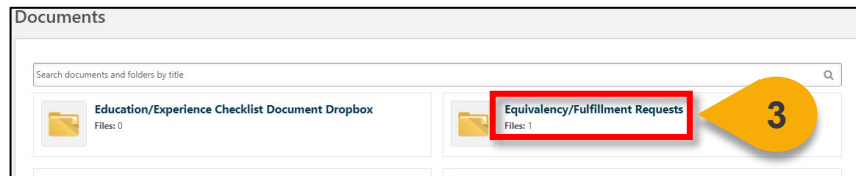
Step 4: Click the **form title** you wish to review.

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Audit an Equivalent/Fulfillment Form (Cont. 1)

Step 5: Review the information provided by the user.

GSA - Equivalency/Fulfillment Request Form (v3)

Form approved.

Use this form to request equivalency or fulfillment of a FAI CSOD course by demonstrating that alternative training, education, experience, or a combination thereof has satisfied the learning objectives of the course. PLEASE DO NOT USE THIS FORM FOR CLP REQUESTS

Please confirm your user information below.
If this information is not correct, please use the User Record form to update this information prior to submitting your form.
Failing to do so may result in your form being routed incorrectly.

Organization

Steps 6 & 7: Click the **attached proof of equivalency/fulfillmen**t to download and review the document. Then you can click **Print to PDF or Done**.

**Equivalency Option: Course Completion Certificate**

BlankDocument.pdf
176.27 KB

If requesting course equivalency, attach course completion certificate here.

Additional Documentation

If needed, attach additional documents here.

Employee Remarks (Optional)

Please see attached for completion information.

Print to PDF   Done

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Reports

View and Download Custom Reports

When you want to filter and download a report…

Steps 1 & 2: Hover over **the Reports tab**, then click **Custom and Shared Reports.**
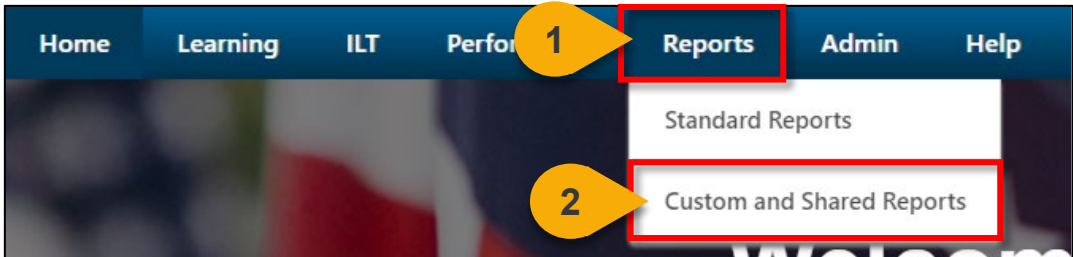
Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.
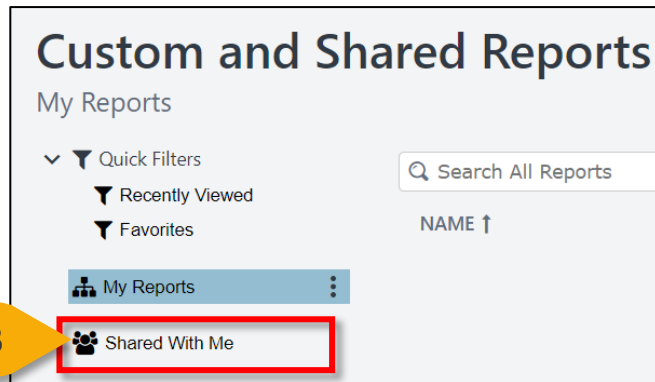
Step 4: Click the **Report Name** you would like to view to update the report filters.

Note: The yellow warning icon ⚠ indicates the report has owner constraints applied, whereby the user can view the same level of details as the report owner.

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View and Download Custom Reports (Cont. 1)

Step 5: Update the **filters** as needed. The filters will vary based on the report.
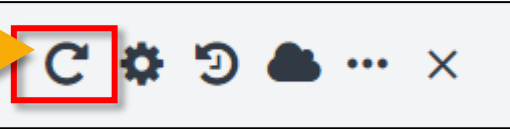
> ⌄ Filters
>
> **5**
>
> | Organization | is one of ▾ | Select Org Units | 1 selected. |
>
> **AND**   **Certification User Status**   is one of ▾   × Certified   × ▾
>
> **Transcript Assigned Date**   is after ▾   06/01/2021 📅

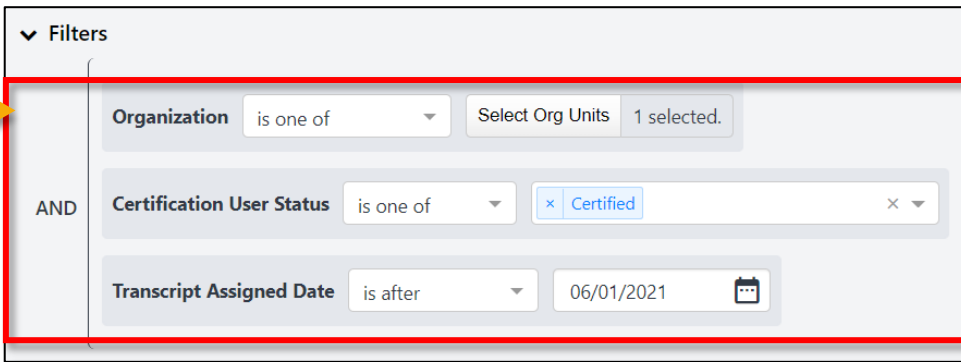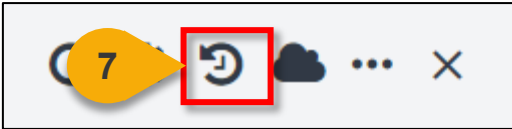**Step 6:** Click **Refresh this report** icon in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.

6   [C] ⚙ 🕘 ☁ ⋯ ✕

Step 7: Click the **Schedule for now** icon in the top right corner to get a downloadable version of the report right away.

◯ **7** [🕘] ☁ ⋯ ✕

Step 8: Click the **Download the report** icon in the top right corner to get a downloadable version of the report right away.

C ⚙ **8** [⬇] ⋯ ✕

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View and Download Custom Reports (Cont. 2)

Step 9: Click on the file download.

Snapshots for FAI Certification Summary   ✕

9

↓   03/02/2022 9:29 AM
Completed in < 1 min. Record count: 3764.

Generate new snapshot

Maximum number of records   200000

☑ Notify me through email when the report is ready for download   **SCHEDULE FOR NOW**

Step 10: Choose the **File Format** in which you would like to download the report. The report will download to your computer.
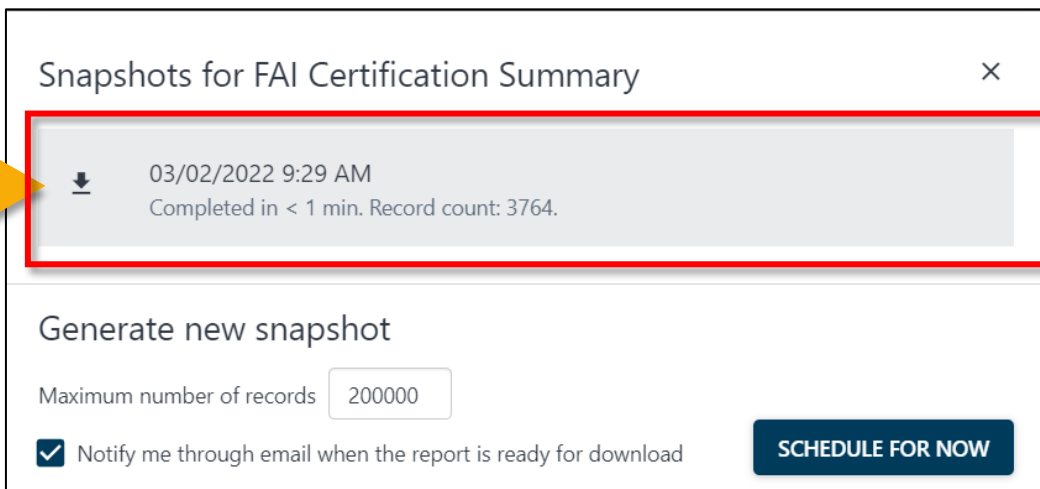
Snapshots for FAI Certification Summary

CSV
Excel
HTML

↓   03/02/2022 9:29 AM
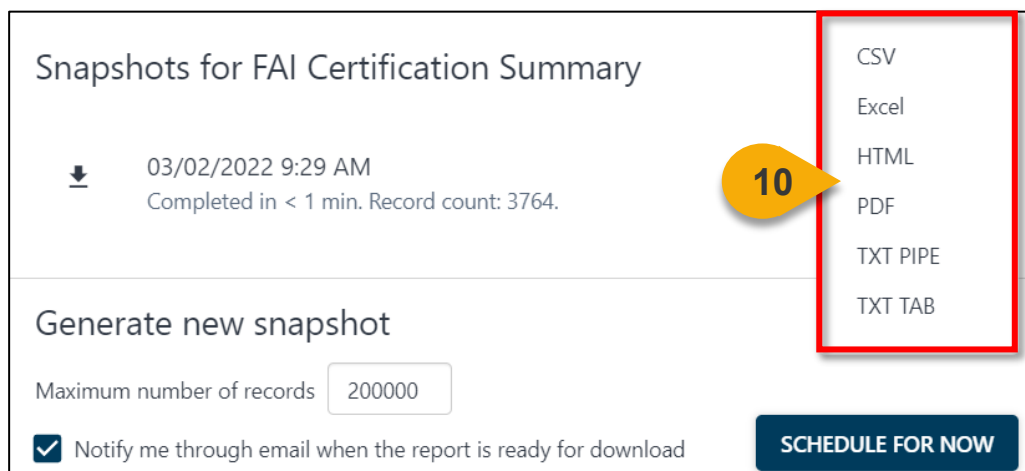Completed in < 1 min. Record count: 3764.

10

PDF
TXT PIPE
TXT TAB

Generate new snapshot

Maximum number of records   200000

☑ Notify me through email when the report is ready for download   **SCHEDULE FOR NOW**

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Additional Resources

Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements • Agency-specific Acquisition Policies and Procedures • Career Development • Training and Development Opportunities	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• FAI CSOD Migration • Acquisition Training • Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) • More!	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov

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Agency Addendums

DOI

Use this form to request training equivalency for initial certifications. It is not to be used for Continuous Learning requests. Additionally, the form will be processed at the bureau-level.

Please contact your Bureau Acquisition Career Coordinator (BACC) with any questions. You will find your BACC contact information at the following link: DOI Acquisition Toolkit: Bureau Acquisition Career Coordinator https://doimspp.sharepoint.com/sites/DOIToolKit/SitePages/DOI-Acquisition-ToolKit.aspx

After approval, you will see the equivalent course appear on your transcript within 14 days

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