

I'm Certified, What's Next? Continuous Education and Training (CETs)

What's a CET? A CET is a Continuing Education and Training credit signifying that you have completed FM or leadership related training. Once you've completed your initial FM Certification requirements, you must maintain your FM Certification by earning a specific quantity of CET hours every two years.

How Do You Track Your CETs? As you complete your CETs, you must use the FM LMS to record your training. Use the training located at <https://go.usa.gov/xsPb5> for step-by-step instructions on this process. For CETs, you are not required to upload documentation in the FM LMS, however, you should maintain a personal file with training documentation for 4 years for audit purposes.

Remember, you can only earn CET credit after getting your certification!

WHAT COUNTS FOR CETs?

Professional Activities

- Serving as a speaker, instructor, or discussion leader at group programs (e.g., PDI) that qualify for CPE/CET hours
- Publishing articles or books
- Developing courses on topics or subjects which count for CPE/CET credit

Participation in Group Programs

- Formal training programs (e.g., EDFMT, PPBE, etc.)
- Internal training programs (briefings, lectures, courses, seminars, and workshops), including FM Leadership Series and podcasts
- FM professional organization or chapter meetings (e.g., ASMC) with a structured educational program (i.e., accounting, auditing, budget, etc.)
- Completion of college or university courses
- Training programs presented at conferences, conventions, meetings, seminars, and workshops with professional organizations (ASMC National/Regional PDI)
- Preparation and delivery of briefing and work-related documents outside the scope of normal business

Individual Study Programs

- Correspondence courses, self-study guides, and workbooks
- Any courses that have been mapped for certification, including any course listed in the FM myLearn e-catalog

Other

- Reading and receiving 100% on quizzes for AF Comptroller Magazine and SAF/FM Online Newsletter quizzes

WHAT DOESN'T COUNT FOR CETs?

- On-the-job training
- Courses used for initial certification, unless there is a drastic change in course content
- Basic or elementary courses/subjects in which the users already have knowledge
- Non-professional courses (e.g., resume writing, parent/child communication, personal investments, retirement planning, etc.)
- Training on administrative operations (e.g., T&A reports, files maintenance, etc.)
- Participation in private or professional organizations
- Preparation and presentation time for repeated presentations within the 2-year period
- Conducting external quality control reviews
- Auditing college or university courses
- Teaching college or university courses full-time

CET Type	Time	# of CET credits
FM myLearn Courses & Internal Training Programs	1 hour	1 CET
Individual Study & Correspondence Programs	Average time (pretest) / 1 hour	1 CET
College/University Courses	1 semester hour	15 CETs
	1 quarter hour	10 CETs
Speaking, Instructing, & Leading Discussions	1 hour presentation time*	1 CET
Authorship of Professional Articles, Books, or Courses	1 writing hour	1 CET
AF Comptroller Magazine	100% on quiz	1.5 CETs
SAF/FM Online Newsletter	100% on quiz	0.5 CETs

* May earn up to 2 extra CETs for preparation

**CETs Needed every 2 years
for FM Certification Levels**
Level 1 / 40 CETs
Level 2 / 60 CETs
Level 3 / 80 CETs

Recording CETs in FM LMS

CET Step One: Record Learning for FM CET COURSE NUMBER

(FM CET Course Level # for Years #-# - Course ###)

- Use different course numbers for each entry – only use a course number once
- Update Completion Date and Credit Hours for the number of CETs claimed for the entry
- In the Comments section, identify the nature of the event (course name, program, etc.)
- Do not attach documentation

Check your progress by pulling a CET Scorecard

Once the minimum hours have been met, submit final step

CET Step Two: Record Learning for FM CET REQUIREMENTS COMPLETE

(FM CET Level # Requirements Complete:Year #-#)

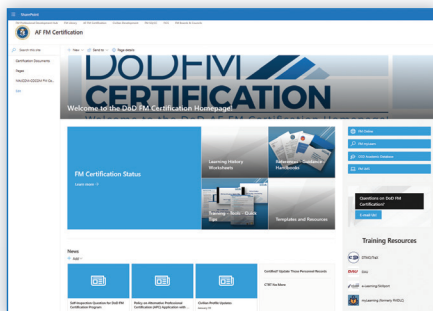
- Request does not route for approval
- Do not attach documentation
- This action finalizes CET requirements in FM LMS
- Maintain documentation for 4 years



Users must contact their CAs to have duplicative course numbers removed.

Looking for additional training to earn CET credit?

The **DAF FM Certification Site** is home to all AF-specific information you will need for your FM Certification from start to finish. <https://go.usa.gov/xAs9r>

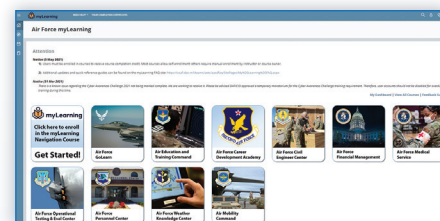


DAF e-Learning provides information technology and business skills courses to enhance personal and professional knowledge via Skillsoft on-line training.

<https://usaf.percipio.com/>



myLearning is the central site for Air Force learning resources and offers hundreds of web-based training courses, many of which can be used for your certification. <https://lms-jets.cce.af.mil>



FM Online is a suite of websites that all DoD FM personnel can access. It provides up-to-date DoD FM information, news about your FM Certification, FM myLearn catalog of online training and professional development opportunities, links to FM Learning Management System (LMS), and other tools.

<https://fmonline.ousdc.osd.mil>

