

APD ALERT



Registration Online for Federal Acquisition Institute (FAI) Courses Update

Purpose

As posted in APD Alert 2007-03, FAI provides pre-paid training for classes the acquisition workforce needs in order to meet warrant requirements. Up until this point, courses were taken without pre-requisite requirements. This procedure has changed.

Effective immediately, when registering for Contract (CON) 110, CON 111 and CON 112, you must register for each course and complete the course prior to registering for the next class. You cannot register for all classes at one time. Please continue to follow the instructions on the online registration system for your FAI classroom course requirements. As a reminder, your supervisor will receive an e-mail that must be responded to in order for your course material to be approved.

If you have any questions regarding this Alert, please contact Faith McNamee at 301-504-1734.

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