

# Guide to Judiciary Policy

Vol. 14: Procurement

Ch. 1: Overview

## Appx. 1K: Required Training by Certification Level (Contracting Officers Certification Program)

*(Note: Certification Level 4 is reserved. All “CON” required courses are Federal Acquisition Institute (FAI) training courses or equivalent. All judiciary-specific courses are available on JNet Procurement Training page. See also: [fai.gov](http://fai.gov).)*

- (a) To obtain FAC-C (Professional) certification, all career procurement personnel in the 1102 job series (COCP levels 5-7), must:
  - (1) complete four training courses (CON 1100, CON 1200, CON 1300, CON 1400),
  - (2) have at least 12 months of full-time experience applying contracting technical competencies, and
  - (3) pass the contracting professional certification exam.
- (b) Career procurement personnel in the 1102 job series (COCP levels 5-7) who were certified at the legacy Federal Acquisition Certification in Contracting (FAC-C) Levels I, II, or III, as of Feb. 1, 2023, were automatically certified as FAC-C (Professional) and are not required to complete the four training courses.

Required Training	Approx Hours	Certification Level						
		1	2	3	4	5	6	7
<b>Procurement Liaison Officers</b>								
Judiciary Executive Procurement Oversight Seminar (online)	*							
<b>Contracting Officers</b>								
Judiciary Purchase Card (online)	1	X						
Small Purchase Procedures (online)	6		X	X		X	X	X
Standard Competitive Contracting Procedures (online)	2		X	X		X	X	X
Special Categories of Procurements (online)	1		X					
Judiciary Procurement Workshop (instructor led)	16			X				
Specialized Training Programs Offered by the Responsible Program Office and AO [hours vary by program]			X					

Required Training	Approx Hours	Certification Level						
		1	2	3	4	5	6	7
Appropriations Law for the U.S. Courts (online)	6		X	X		X	X	X
Contract Foundational Skills (CON 1100)	64					X	X	X
Contract Pre-Award (CON 1200)	80					X	X	X
Contract Award (CON 1300)	80					X	X	X
Contract Post-Award (CON 1400)	64					X	X	X

\* The approximate time to complete each module will be displayed in the online course.

X = Mandatory (**Note:** Mandatory training required only for COCP Levels 5, 6 and 7 may be obtained from FAI or various commercial and educational organizations and is subject to the Procurement Executive's approval.)