
Objective: The purpose of this course is to prepare students to successfully complete the CFCM exam and to earn the CFCM certification.

Format: The course is 10 weeks long, with weekly reading assignments, discussion board postings, recorded sessions, and weekly practice exams. The course weeks run from Monday to Sunday. The course is ungraded, but upon successful completion of all required activities the student earns 40 continuing professional education (CPE) hours. Students should expect to spend at least four hours on coursework per week.

Lecture: The weekly video lectures will be posted on the course website. Each video covers one *FAR* part, and the videos will total between 60 and 90 minutes per week.

Discussion Questions: Students will be required to participate in weekly discussion boards including posting responses to instructor questions and to fellow classmates.

Enrichment Activity: Each week, an interactive exercise will be assigned. These will be different every week, and may include a game, puzzle, writing assignment, or an additional resource to read. Students will be required to complete the activity for each week.

Quizzes: Weekly quizzes (20 questions each) will provide students with experience in taking computer-based assessments. These quizzes test knowledge of content similar to that covered in the actual CFCM examination. Students must achieve a passing score of 70% on each quiz and may retake the quizzes as many times as needed.

Final Exam: Students must pass the Final Exam, which will be posted during Week 10. The Final Exam consists of 100 questions and the passing score is 70%. Students may re-take the Final Exam as many times as needed, but credit will not be given until the passing score is achieved. NOTE: The Final Exam is not the same as the CFCM Certification Exam.

Certification: The CFCM application and exam are separate from this course. Taking this course will prepare you, but does not equal or guarantee your certification, nor does it guarantee your eligibility to sit for the exam. To become certified, you must apply for certification and schedule your certification exam. For more on certification, visit <https://www.ncmahq.org/standards-certification/certificate-process>.

Instruction Note: The primary role of the instructor(s) is to help prepare the CFCM candidates for the exam. As you go through the course, you may find material relevant to your specific work situations and we hope what you learn in the course and continued research on your part will help to resolve any work issues you may encounter. However, while the instructor(s) will help clarify the course material, they cannot provide advice or recommendations for your specific situation.

Completion Requirements: Upon completion of the course, the student will receive 40 CPE hours. The course is ungraded, but to earn the 40 CPE hours students must view each recorded session, complete all weekly quizzes, complete the Enrichment Activities, reply to weekly discussion questions, and take the Final Exam. Failure to fulfill these requirements will result in the forfeiture of all 40 CPE hours. Partial

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credit is not offered for this course. **Refunds will not be given due to failure to complete the course within the allotted time period.**

Cancellation/Refund Policy:

Registered participants who request to withdraw from the course up until midnight the day before the official course start date will receive a refund minus a \$90 cancellation fee. Participants who wish to withdraw from the class up until two weeks after the official start date will receive a 50% refund, minus a \$90 cancellation fee. Withdrawals requested fourteen or more days after the official start date will not receive any refund of the course cost. All withdrawal requests must be made in writing and submitted to learningcenter@ncmahq.org. Participants who receive a refund may keep their course materials.

Due to the nature of the course structure, registrations are non-transferable and cannot be deferred to another semester.

Access to the Course Page:

Students will have one month following the end of the course to complete assignments and receive credit. The course site will remain open for one year following the end date of course.

Week 1

Read:

- Part 1—*Federal Acquisition Regulation System*
- Part 2—Definitions of Words and Terms
- Part 3—Improper Business Practices and Personal Conflicts of Interest
- Part 4—Administrative Matters
- Part 23—Environment, Energy, and Water Efficiency; Renewable Energy Technologies; Occupational Safety; and Drug-Free Workplace
- Part 24—Protection of Privacy and Freedom of Information
- Part 25—Foreign Acquisition

Week 2

Read:

- Part 5—Publicizing Contract Actions
- Part 6—Competition Requirements
- Part 7—Acquisition Planning
- Part 8—Required Sources of Supplies and Services
- Part 9—Contractor Qualifications

Week 3

Read:

- Part 10—Market Research
- Part 11—Describing Agency Needs
- Part 12—Acquisition of Commercial Items

Week 4

Read:

- Part 13—Simplified Acquisition Procedures
- Part 14—Sealed Bidding
- Part 16—Types of Contracts
- Part 17—Special Contracting Methods

Week 5

Read:

- Part 15—Contracting by Negotiation
- Part 18—Emergency Acquisitions

Week 6

Read:

- Part 19—Small Business Programs
- Part 22—Application of Labor Laws to Government Acquisitions

Week 7

Read:

- Part 27—Patents, Data, and Copyrights
- Part 28—Bonds and Insurance
- Part 33—Protests, Disputes, and Appeals

Week 8

Read:

- Part 30—Cost Accounting Standards Administration
- Part 31—Contract Cost Principles and Procedures
- Part 32—Contract Financing

Week 9

Read:

- Part 35—Research and Development Contracting
- Part 36—Construction and Architect-Engineer Contracts
- Part 37—Service Contracting
- Part 38—Federal Supply Schedule Contracting
- Part 39—Acquisition of Information Technology

Week 10

Read:

- Part 42—Contract Administration and Audit Services
- Part 43—Contract Modifications
- Part 44—Subcontracting Policies and Procedures
- Part 45—Government Property
- Part 46—Quality Assurance
- Part 47—Transportation
- Part 49—Termination of Contracts

Final Exam

. At the end of the course, students will have one month to complete assignments for credit and access to the course page, assignments, and resources will remain available for one year. .