

Guide to Judiciary Policy

Vol. 14: Procurement

Ch. 1: Overview

Appx. 1K: Required COCP Training by Certification Level

(Note: 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](https://www.fai.gov).)

- (a) To obtain FAC-C (Professional) certification, all career procurement personnel in the 1102 job series (COCP Professional Level), 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 Professional Level) 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 “CON” training courses (e.g., CON 1100).

Required Training	Approx Hours	Certification Level			
		1	2	3	Professional
Procurement Liaison Officers					
Judiciary Executive Procurement Oversight Seminar (online)	*				
Contracting Officers					
Judiciary Purchase Card (online)	1	X			
Small Purchase Procedures (online)	6		X	X	X
Standard Competitive Contracting Procedures (online)	2		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 the AO (hours vary)			X		
Appropriations Law for the U.S. Courts (online)	6		X	X	X

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Required Training	Approx Hours	Certification Level			
		1	2	3	Professional
Contract Foundational Skills (CON 1100)	64				X
Contract Pre-Award (CON 1200)	80				X
Contract Award (CON 1300)	80				X
Contract Post-Award (CON 1400)	64				X

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

X = Mandatory (**Note:** For AMO staff, mandatory training required only for the Professional Level certification may be obtained from FAI through the Cornerstone OnDemand web-based platform or through various commercial and educational organizations. Registering for paid training through commercial and educational organizations requires prior AMO chief approval.)