

FM Certification Requirements: Level 1

Courses Required		Course Hours
FM Competencies	Financial Management Systems (PL1)	6
	Decision Support (PL1)	4
	Fundamentals and Operations of 6 Primary Track (Accounting or Audit or Budget or Finance or Military & Civilian Pay (PL1))	6
Leadership Competencies	Lead Self	6
DOW FM 101 Course	12 Modules (1-3 hours each) Six of the twelve modules may be waived with the exception of Audit Readiness	24

Additional Requirements:

- At Least 8 Yrs FM Experience Required (2 Yrs Must be DOW FM Experience)
- 80 CETs every two years after achieving Certification Level

PL Proficiency Level of the FM Enterprise-wide Competencies

CET Continuing Education & Training

Total Course Hours	46
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FM Certification Requirements: Level 2

Courses Required		Course Hours
FM Competencies	Financial Management Systems (PL3)	8
	Decision Support (PL3)	8
	Accounting Analysis <u>OR</u> Financial Management Analysis (PL3)	10
	Budget Formulation, Justification and Presentation <u>OR</u> Budget Execution (PL3)	10
	Concepts, Policies and Principles of <i>Primary Track</i> (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll (PL3))	10
	Fundamentals and Operations of <i>Alternate Track</i> (Accounting or Audit or Budget or Finance or Military & Civilian Pay (PL1))	6
Leadership Competencies	Lead Teams/Projects	10
Other required Courses	Audit Readiness + Fiscal Law Course + Ethics	9

Additional Requirements:

- At Least 4 Yrs FM Experience Required (2 Yrs Must be DOW FM Experience)
- 60 CETs every two years after achieving Certification Level

PL Proficiency Level of the FM Enterprise-wide Competencies

CET Continuing Education & Training

Total Course Hours	71
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FM Certification Requirements: Level 3

Courses Required		Course Hours
FM Competencies	Financial Management Systems (PL5)	4
	Decision Support (PL5)	10
	Accounting Analysis <u>AND</u> Financial Management Analysis (PL5)	12
	Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution (PL5)	12
	Advanced Financial Management (PL5)	12
	Concepts, Policies and Principles of <i>Primary Track</i> (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll (PL3))	10
Leadership Competencies	Lead People	12
Other required Courses	Audit Readiness + Fiscal Law Course + Ethics	9

Additional Requirements:

- At Least 8 Yrs FM Experience Required (2 Yrs Must be DOW FM Experience)
- 80 CETs every two years after achieving Certification Level

PL Proficiency Level of the FM Enterprise-wide Competencies

CET Continuing Education & Training

Total Course Hours	81
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