

# How to Maintain Your FPD Certification

*Applicable for CEG version 6 (all revisions)*

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Date: November 8<sup>th</sup>, 2023

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## **Introduction**

Congratulations on being a certified Federal Project Director (FPD)!

Getting to this point is not easy and now that you are certified, you will want to maintain that certification to avoid going through that process again... at least until you want/need to move up a level.

Luckily, maintaining your certification is straightforward but it requires some effort on your part. My hope is that this Guide will clearly explain what is required, and how to go about doing it, so that you can remain certified.

## **Fundamentals of Maintaining Your FPD Certification**

1. You are required to earn **80 continuous learning points**, aka CLPs, every two (2) years, beginning with the date you were certified.
2. It is solely **your responsibility** to ensure that you achieve the 80 CLPs every two (2) years.
3. The PMCDP continuously **monitors** your achievement of CLPs. This is not on the “honor system” like other licenses/certifications.
4. The **ESS/PMCDP FPD module** is your repository for all the CLPs you earn. You must use this system. Maintaining your own file (without uploading to ESS) is not sufficient.
5. The best/easiest way to earn CLPs is to take **PMCDP classes** for your next certification level. Two birds; one stone!
6. If you do not meet the CLP requirements, your **certification can be revoked**, and you will be considered “de-certified.” This could have a huge impact on your job since maintaining certification is a required to serve as an FPD.

## Continuous Learning Points (CLPs)

You are required to earn **80 continuous learning points**, aka CLPs, every two (2) years, beginning with the date you were certified.

It is considered a best practice to plan and document your CLPs in your Individual Development Plan (IDP) to ensure that your supervisor is aware of your training needs (and supports them!) and to confirm there is adequate training budget (if applicable) to support your plan.

There are many ways to earn CLPs. These are the most popular:

Activity	CLPs
Participation on the IPT as the FPD	5 CLPs per year
Prepare for IPR as FPD	8 CLPs per review
Serve as committee member for IPR	8 CLPs per 1 workday (max 32 CLPs per IPR)
Online PMCDP training	1 training hour = 1 CLP
Mentor a Level 1/2 FPD (must be Level 3+ FPD)	30 CLPs for 6 months mentorship
Educational portions of conferences, workshops, seminars	1 hour = 1 CLP (max 8/day)

CLPs must be requested in the **ESS/PMCDP FPD module**:

The screenshot shows the 'Employee Self Service' portal for the U.S. Department of Energy. The user is logged in as BACHOWSKI, ALEXANDER A. The page title is 'Project Management Career Development Program' and the sub-header is 'PMCDP CONTINUOUS LEARNING POINTS REQUEST STATUS REPORT FOR BACHOWSKI, ALEXANDER A'. Below the header, there are instructions: 'Click on the "View" link to view all details of the selected CLP request. If the request is still pending line manager approval, you can cancel the request as well as send your manager a reminder email to review the request.' A table displays the following information:

Current Biennial Continuing Education Due Date:	10/18/2023
Current Cycle:	10/18/2021 - 10/18/2023
Current CLPs Carryover from Prior Period (20 hours maximum):	None entered

Below the table, there is a link labeled 'Add a new request' with a red arrow pointing to it. At the bottom of the page, the cycle dates are listed as 'Cycle Dates: 10/18/2021 - 10/18/2023'.

Note that PMCDP classes are automatically recorded in your ESS profile. However, it is wise to verify the course was recorded (and CLPs applied) a few weeks after the course is completed. There have been cases where the CLPs were not applied to the FPD's profile in ESS and had to be manually added.

Below is a table of acceptable methods of achieving CLPs:

<b>CLP Opportunity Description</b>	<b>Award</b>	
<b>Training/ Education</b>	Attendance at academic courses at an accredited college or university	1 credit hour = 10 CLPs
	Audited academic courses at an accredited college or university	1 semester credit = 5 CLPs
	Instructing at an accredited college or university	1 semester credit = 10 CLPs
	Online training geared toward continuous learning and planned as part of individual's professional development. Online training must be supported by a record of completion	1 training hour = 1 CLP
	Audit a course in your certification program and provide feedback. This must be approved by PM Professional Development Division (PM 40)	1 course = 5 CLPs
	Attendance at DOE training and courses provided by commercial vendors; educational portions of technical meetings, conferences, workshops, and seminars	1 hour = 1 CLP (maximum 8/day)
<b>Professional Activities</b>	Presentations at workshops, conferences, and seminars	1 formal presentation = 5 CLPs; maximum for presenting same material more than once is 5 CLPs
	Publication of project management-related articles in your technical area within or outside DOE	Article over 5,000 words or more that is formally peer reviewed = 25 CLPs
	Professional examination, license, or certification	40 CLPs Maximum in the year license or certification is attained  CLPs for maintaining/renewing a certification are awarded as described in the Training/Education, Professional Activities and Experience/On-the-Job Learning categories.
	Active Association Membership (in relevant subject area or project management association)	Association Activity = 1 CLP for each hour attended, maximum 8 CLPs per day

<b>Experience/On-the-Job Learning</b>	Serve as a Technical Content Advisor/Subject Matter Expert for one or more courses in your certification program	For at least one year duration = 15 CLPs per year
	Certified Level III or IV FPDs serving as a mentor to a certification candidate:  A formal written mentoring agreement consistent with Department policy must be documented in both mentor and certification candidate Individual Development Plans (IDP). Additionally, mentors are encouraged to take departmental mentoring courses	6 months mentoring a certification candidate = 30 CLPs
	Credit for Peer Review Participation:	Peer Review Preparation and Participation CLPs claimed cannot exceed <u>32</u> per peer review
	<ul style="list-style-type: none"> <li>Participation as IPT member in <b>preparation</b> for a project review (e.g., PPRs, IPRs, EIRs, ICRs, EVMS validation reviews)</li> </ul>	Maximum per review = 8 CLPs
	<ul style="list-style-type: none"> <li>Participation as project peer <b>review team member</b> (e.g., PPRs, IPRs, EIRs, ICRs, EVMS validation reviews)</li> </ul>	One (1) work day @ the review is 8 CLPs  32 CLPs per review maximum
	Procurement Evaluation Re-engineering Team (PERT) Reviews	Maximum per year = 20 CLPs
	Participation on Integrated Project/Product Team (IPT)	Participant may not claim credit for dual roles on an Integrated Project/Product Team (IPT)
	<ul style="list-style-type: none"> <li>Incumbent FPD</li> </ul>	Maximum per year = 5 CLPs
	<ul style="list-style-type: none"> <li>Project/Product Team Lead</li> </ul>	Maximum per year = 15 CLPs
	<ul style="list-style-type: none"> <li>Project/Product Team Member</li> </ul>	Maximum per year = 10 CLPs
	Participation on Directive Rewrite/Course Development:	
	<ul style="list-style-type: none"> <li>Team Member</li> </ul>	Maximum per year = 8 CLPs
	<ul style="list-style-type: none"> <li>Team Lead</li> </ul>	Maximum per year = 16 CLPs
	On-the-job experiential assignments/rotational assignment	Maximum per year = 20 CLPs
Pre-approved by PM to earn credit:		

	<ul style="list-style-type: none"> <li>• Provide three or more Project Lessons Learned to the Lessons Learned Database</li> </ul>	Maximum per year = 3 CLPs
	<ul style="list-style-type: none"> <li>• Develop a Lessons Learned Study for a course in your certification program</li> </ul>	5 CLPs
	<ul style="list-style-type: none"> <li>• Publish an article for the PM Newsletter</li> </ul>	5 CLPs

NOTE: The above table is a “living document” and the data shown in this Guide may be outdated. The current version of the table can always be found at the following link:

<https://community.max.gov/download/attachments/1155793312/PMCDP%20CLP%20Guidance.docx?version=3&modificationDate=1534273524808&api=v2>



## How are Continuous Learning Points Awarded?

### Training

Training organizations should provide participants with some form of documentation of the appropriate points awarded for event completion. This can take the form of:

- A certificate of completion from the training vendor with the number of CLPs listed
- Transcripts from a college or university with the number of credit hours
- Training summary from CHRIS, DAU or FAITAS listing the number of CLPs.

In lieu of a completion certificate, a letter or any other supporting documentation from the sponsoring training organization that denotes the date/location of the training, the number of training hours, and a brief description of the topics covered and their relevance to project management would also be sufficient.

Online training on the OLC or through FAITAS or DAU will have CLPs assigned to them. For other online training, the FPD needs to provide a clear description of the training completed and its relevance to project management and the FPD certification, and justification for the amount of time spent taking the course.

For all training, the PMCDP awards one CLP for every hour of instruction.

If a course has been awarded Continuing Education Units (CEUs) for the successful completion, then these CEU should be used as the guide for awarding CLPs. The CEUs can be converted to points at 10 points per CEU.

If the sponsor awards PDUs, they are equal to CLPs on a one per one basis.

Type	Conversion
CLP	1 CLP = 1 CLP
CEU	1 CEU = 10 CLPs
PDU	1 PDU = 1 CLP
College Credit Hour	1 Credit Hr. = 10 CLPs

### Rotational & Developmental Assignments

Supervisors and FPDs must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an FPD may deserve more or less than the values shown.

In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to DOE, and the immediate benefit to the supervisor's

organization and the FPD. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

The maximum you can earn for these assignments is 20 CLPs per year (so 40 CLPs per cycle).

### Maximum CLPs per Activity

The table shown in the ‘Continuous Learning Points’ chapter of this Guide notes the *maximum* CLP values for certain activities over a specific period of time. For example, the maximum number of CLPs that can be earned per year for giving a technical presentation is 20, regardless of the number of presentations given.

Annual CLP caps for certain activities should be considered as they are specifically designed to encourage FPDs to engage in continuous learning across multiple subjects/activities. This approach helps to promote a more balanced workforce and strengthens the quality of services rendered.

While the table shows the maximum number of CLPs, a supervisor *may* approve a greater number if there is sufficient documentation to warrant additional CLPs. For example, if an FPD took a leading role in organizing an internal symposium and created a significant amount of the technical content, that could warrant additional CLPs. For these rare cases, please consult with the PMCDP representative at OPA before entering the CLPs into the system.

## **Supervisor's Role in the CLP Process**

It is considered a **best practice** for Supervisors to engage with the FPD to create an **Individual Development Plans (IDP)** to ensure that the activities warrant CLP credit.

To help promote a balanced professional development for the FPD, the IDP should include, to the extent practicable, a **mix of learning activities across the four types of activities**, namely, training, education, experiential and professional activities.

In addition to training, active participation in project management communities of practice and sharing best practices and lessons learned through writing articles for the DOE PM Newsletter would constitute continuing education as the incumbent is keeping abreast of current project management practices and procedures.

Encouraging FPDs who are eligible to mentor others (when they are certified Level 3 or 4) is a way to encourage knowledge sharing as well as bolster the knowledge of more junior FPDs and other members of project teams.

Supervisors should confirm that the activities in the IDP are applicable to project management and have the potential to enhance the FPD's performance:

- For training and education activities, the supervisor must confirm that the courses are applicable to project management the FPD's current or future assignments.
  - For example, e.g., an FPD who is a COR would benefit from an accounting class for a Masters of Business Administration degree. Similarly, courses in government contracting or acquisition management, or courses specific to the Federal Acquisition Regulations (FAR), the Department of Energy's Acquisition Regulations (DEAR) or M&O contracts would be directly relevant to FPDs managing DOE projects.
- When experience or other activities that do not include a test to demonstrate mastery are to be used to earn CLPs, supervisors and FPDs should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. For example: a briefing, article or presentation, completion of participation in an internal review.
- If an FPD is serving as a mentor, a formal mentoring agreement must be in place.

The supervisor needs to ensure that FPDs are afforded opportunities to annually complete requisite certification requirements. **Ensure, within organizational workload and funding, that individuals are provided duty time for planned continuous learning activities.** Planning out CLPs by spreading them out over the two years avoid the "time crunch" right before the due date to get training done.

In addition to working with the FPD on the IDP, the supervisor will also approve the number of CLPs assigned to each activity if the number of CLPs is not already specified by the sponsoring agency. Supervisors should refer to the 'Continuous Learning Points' chapter of this Guide.

## Carrying Over Extra CLPs

You are required to earn **80 continuous learning points**, aka CLPs, every two (2) years, beginning with the date you were certified. If you earn *more* than 80 CLPs in the current cycle (say you earned 100 CLPs), you can “**carryover**” those extra 20 CLPs to the next cycle. All 100 CLPs must be entered for that current cycle; you cannot retroactively go back and add CLPs for past cycles. This is a common mistake FPDs make.

The maximum you can carryover is 20 CLPs.

Carryover CLPs are **NOT** automatically applied to your ESS/PMCDP profile... you must request them!

You can see your current # of carryover CLPs in ESS:

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To request carryover CLPs, FPDs can email the [PMCDP.Administration@hq.doe.gov](mailto:PMCDP.Administration@hq.doe.gov) mailbox. CC Alex Bachowski so DOE-SC/OPA has visibility on the request.

Request carryover CLPs in the **BEGINNING** of your new CLP cycle... do not wait to the end in case there is an issue.

## **Decertification, Revocation and Recertification**

An FPD can be decertified for failure to meet continuing learning requirements. As a courtesy, FPDs are provided notice 180/90/60/30 days out from the CLP due date. Failing to meet your CLP requirements is very serious and claiming you were not aware of the requirement and/or due date is not a valid excuse!

In addition, an FPD's certification can be revoked for falsifying training, personnel, or project records or for non-performance as detailed in the table below.

FPDs who are decertified cannot petition the CRB for recertification for one (1) year after revocation. So that means you cannot function as an FPD on your project(s) for a whole year. This can have serious consequences on your employment!

### **Failing to Meet CLP Requirement**

FPDs who do not meet their 80-hour biennial (every two years) Continuous Learning Points (CLP) requirement by their due date are *eligible* to be decertified. The FPD will be automatically flagged as an "Inactive" FPD. Your supervisor will be notified.

The PMCDP Administrator will send the FPD a notice of change of status from "Active" to "Inactive." There is a grace period, typically within 90 days of notification, that the FPD must complete 80 hours of continuous learning development to regain status as "Active."

If the FPD fails to complete 80 CLPs within the grace period, the FPD will then be recommended (to the Certification Review Board) for revocation of certification and/or removed from project duties. This is a very rare event but has happened.

In special circumstances, the FPD may request their status remain "Inactive" for a specific period of time. This would require concurrence by OPA and then approval by the CRB. Staying in "Inactive" status for an indefinite period of time is not allowed. The FPD will *not* be able to function as an FPD while their certification is in "Inactive" status.

### **Insufficient FPD Performance**

Successful performance of DOE projects depends on professional and effective project management by the FPD.

The FPD is accountable to the PME, Program Secretarial Officer or delegated authority, as appropriate, for the successful execution of the project.

If a project's failure is attributed to insufficient FPD performance, OPA, in coordination with the Project's Program Office and FPD's Site Office Manager, may remove the FPD from the project and request revocation of the certification. This request for revocation would be in writing and include the basis for the revocation action.

## False Statements

An FPD's certification can also be revoked for falsifying training, personnel, or project records.

## Recertification

FPDs with a revoked certification for **failure to fulfill his/her continuous learning requirements** to maintain the certification may not petition the CRB for recertification **earlier than one (1) year after revocation**. Requests for recertification will be considered by the CRB only after the condition(s) resulting in the revocation action have been addressed and adequate controls are put in place to prevent reoccurrence.

OPA will require the FPD's Site Office Manager provide documentation that the deficiency has been addressed and a plan to ensure that the deficiency will not reoccur. All of these items will be considered in the CRB's decision to recertify the FPD. Additionally, the FPD will work with his/her Supervisor to accumulate CLPs based on current FPD certification requirements established after the original certification was granted; skill gaps and development goals; or project assignment.

FPDs revoked for a failure that is attributed to **inadequate FPD performance** may not petition the CRB for recertification **earlier than two (2) years after revocation**. Requests for recertification will be considered by the CRB only after the recertification candidate completes actions directed by OPA and the CRB. Recertification is contingent on adequate controls being put in place to prevent reoccurrence of the conditions that resulted in the revocation action.