

## **GENERAL SERVICES ADMINISTRATION**

### **Federal Supply Service Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The web-address GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

### **Professional Services Schedule 00CORP SIN 874 - Mission Orientated Business Integrated Services**

Contract number: **GS-10F-0228P**

Contract period: **3/4/2014 through 3/3/2019**

**Graduate School  
600 Maryland Ave., SW, Suite 180  
Washington, DC 20024  
202 314 3428 voice; 202 314 3444 fax  
[John.Maykoski@graduateschool.edu](mailto:John.Maykoski@graduateschool.edu)**

Contractor's internet address/web site:  
<http://graduateschool.edu/>



Contract administration source:

Business size: **Other than Small Business**

1a. Table of awarded special item number(s):

**874 – 1, 874-1RC** *Integrated Consulting Services*  
**874 – 4, 874-4RC** *Instructor Led Training, Web Based Training and Education course Development and Test, Administration, Learning Management, Internships*

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item:

2. Maximum order: **\$1,000,000**

3. Minimum order: **\$100**

4. Geographic coverage (delivery area): **Worldwide**

5. Point(s) of production (city, county, and State or foreign country): Washington, DC and Graduate School offices nationwide

6. Discount from list prices or statement of net price: **All prices reflect the net price.**

7. Quantity discounts: **None offered.**

8. Prompt payment terms: **Net 30 days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Government purchase cards are accepted.**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Government purchase cards are accepted above the micro-purchase level.**

10. Foreign items (list items by country of origin): **None**
- 11a. Time of delivery: **Specified on the task order.**
- 11b. Expedited Delivery. **Specified on the task order.**
- 11c. Overnight and 2-day delivery. **Specified on the task order.**
- 11d. Urgent Requirements. **Specified on the task order.**
12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es):  

**Graduate School, USA  
Attn: John Maykoski  
600 Maryland Ave., SW, Suite 180  
Washington, DC 20024**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
14. Payment address(es): For EFT payment information contact Accounting & Finance:  
**Phone: 202.314.3353 Fax: 202.479.4895**
15. Warranty provision: **Not applicable**
16. Export packing charges, if applicable: **Not applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **See 9a and 9b above.**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not applicable**
19. Terms and conditions of installation (if applicable): **Not applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not applicable**
- 20a. Terms and conditions for any other services (if applicable): **Not applicable**
21. List of service and distribution points (if applicable): **Not applicable**

22. List of participating dealers (if applicable): **Not applicable**
23. Preventive maintenance (if applicable): **Not applicable**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **Not applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): **Specified on the task order.**
25. Data Universal Number System (DUNS) number: **040535536**
26. Notification regarding registration in Central Contractor Registration (SAM) database: **The Graduate School is registered in the SAM database.**
27. SCA Statement: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number.

### 2016 Off-The-Shelf Courses

SIN	Course Code and Title	Days	Min	Max	Qty	Price
874 4	ACQI7503D Contracting Basics for CORs	3	10	15	Course	\$ 8,795.40
874 4	ACQI7503D Contracting Basics for CORs	3	16	20	Course	\$ 9,794.71
874 4	ACQI7503D Contracting Basics for CORs	3	21	25	Course	\$ 11,595.40
874 4	ACQI7503D Contracting Basics for CORs	3	26	30	Course	\$ 13,594.46
874 4	ADMB7006D Leadership Skills for Non-Supervisors	2	10	15	Course	\$ 5,990.30
874 4	ADMB7006D Leadership Skills for Non-Supervisors	2	16	20	Course	\$ 7,275.62
874 4	ADMB7006D Leadership Skills for Non-Supervisors	2	21	25	Course	\$ 8,550.08
874 4	ADMB7006D Leadership Skills for Non-Supervisors	2	26	30	Course	\$ 9,825.23
874 4	AUDT7001G Basic Governmental Auditing	5	10	15	Course	\$ 10,802.34
874 4	AUDT7001G Basic Governmental Auditing	5	16	20	Course	\$ 13,680.57
874 4	AUDT7001G Basic Governmental Auditing	5	21	25	Course	\$ 16,865.52
874 4	AUDT7001G Basic Governmental Auditing	5	26	30	Course	\$ 18,759.67
874 4	MGMT7020D Leadership Essentials	3	10	15	Course	\$ 8,070.64
874 4	MGMT7020D Leadership Essentials	3	16	20	Course	\$ 9,713.65
874 4	MGMT7020D Leadership Essentials	3	21	25	Course	\$ 11,950.50
874 4	MGMT7020D Leadership Essentials	3	26	30	Course	\$ 13,701.08
874 4	PGMT7000D Management Analysis: Overview	3	10	15	Course	\$ 9,491.68
874 4	PGMT7000D Management Analysis: Overview	3	16	20	Course	\$ 10,440.55
874 4	PGMT7000D Management Analysis: Overview	3	21	25	Course	\$ 12,690.18
874 4	PGMT7000D Management Analysis: Overview	3	26	30	Course	\$ 14,390.66
874 4	PGMT7005D Project Management	4	10	15	Course	\$ 9,490.36
874 4	PGMT7005D Project Management	4	16	20	Course	\$ 10,440.90
874 4	PGMT7005D Project Management	4	21	25	Course	\$ 12,689.04
874 4	PGMT7005D Project Management	4	26	30	Course	\$ 14,389.18

SIN	Course Code and Title	Days	Min	Max	Qty	Price
874 4	STAF7015D Planning and Conducting a RIF	4	10	15	Course	\$ 10,989.83
874 4	STAF7015D Planning and Conducting a RIF	4	16	20	Course	\$ 11,390.79
874 4	STAF7015D Planning and Conducting a RIF	4	21	25	Course	\$ 11,791.75
874 4	STAF7015D Planning and Conducting a RIF	4	26	30	Course	\$ 12,187.89
874 4	STAF8001D Job Analysis and Competency Assessment	3	10	15	Course	\$ 8,989.59
874 4	STAF8001D Job Analysis and Competency Assessment	3	16	20	Course	\$ 9,389.59
874 4	STAF8001D Job Analysis and Competency Assessment	3	21	25	Course	\$ 9,789.60
874 4	STAF8001D Job Analysis and Competency Assessment	3	26	30	Course	\$ 10,189.60
874 4	TDEV8200D Leading Teams and Groups	3	10	15	Course	\$ 10,920.49
874 4	TDEV8200D Leading Teams and Groups	3	16	20	Course	\$ 12,564.48
874 4	TDEV8200D Leading Teams and Groups	3	21	25	Course	\$ 14,949.18
874 4	TDEV8200D Leading Teams and Groups	3	26	30	Course	\$ 16,701.23
874 4	ACCT7001D Introduction to Federal Accounting	4	10	15	Course	\$ 9,290.68
874 4	ACCT7001D Introduction to Federal Accounting	4	16	20	Course	\$ 11,703.54
874 4	ACCT7001D Introduction to Federal Accounting	4	21	25	Course	\$ 14,474.96
874 4	ACCT7001D Introduction to Federal Accounting	4	26	30	Course	\$ 16,135.39
874 4	ACQI7523D Comprehensive COR Workshop	5	10	15	Course	\$ 11,395.04
874 4	ACQI7523D Comprehensive COR Workshop	5	16	20	Course	\$ 12,534.05
874 4	ACQI7523D Comprehensive COR Workshop	5	21	25	Course	\$ 15,595.43
874 4	ACQI7523D Comprehensive COR Workshop	5	26	30	Course	\$ 17,995.74
874 4	BENE7120D Pre-Retirement Planning (CSRS Participants Only)	2	10	15	Course	\$ 5,026.08
874 4	BENE7120D Pre-Retirement Planning (CSRS Participants Only)	2	16	20	Course	\$ 5,311.07

SIN	Course Code and Title	Days	Min	Max	Qty	Price
874 4	BENE7120D Pre-Retirement Planning (CSRS Participants Only)	2	21	25	Course	\$ 5,890.67
874 4	BENE7120D Pre-Retirement Planning (CSRS Participants Only)	2	26	30	Course	\$ 6,190.76
874 4	BUDG7000D Federal Budgeting for Non-Budgeting Personnel	3	10	15	Course	\$ 7,661.38
874 4	BUDG7000D Federal Budgeting for Non-Budgeting Personnel	3	16	20	Course	\$ 9,652.47
874 4	BUDG7000D Federal Budgeting for Non-Budgeting Personnel	3	21	25	Course	\$ 11,934.84
874 4	BUDG7000D Federal Budgeting for Non-Budgeting Personnel	3	26	30	Course	\$ 13,304.61
874 4	BUDG7001D Introduction to Federal Budgeting	3	10	15	Course	\$ 7,661.38
874 4	BUDG7001D Introduction to Federal Budgeting	3	16	20	Course	\$ 9,652.47
874 4	BUDG7001D Introduction to Federal Budgeting	3	21	25	Course	\$ 11,934.84
874 4	BUDG7001D Introduction to Federal Budgeting	3	26	30	Course	\$ 13,304.61
874 4	BUDG7100D Budget Execution	4	10	15	Course	\$ 9,290.68
874 4	BUDG7100D Budget Execution	4	16	20	Course	\$ 11,703.54
874 4	BUDG7100D Budget Execution	4	21	25	Course	\$ 14,474.96
874 4	BUDG7100D Budget Execution	4	26	30	Course	\$ 16,135.39
874 4	BUDG7101D Budget Formulation	4	10	15	Course	\$ 9,290.68
874 4	BUDG7101D Budget Formulation	4	16	20	Course	\$ 11,703.54
874 4	BUDG7101D Budget Formulation	4	21	25	Course	\$ 14,474.96
874 4	BUDG7101D Budget Formulation	4	26	30	Course	\$ 16,135.39
874 4	CLAS7900D Principles of Classification	5	10	15	Course	\$ 14,245.87
874 4	CLAS7900D Principles of Classification	5	16	20	Course	\$ 14,766.62
874 4	CLAS7900D Principles of Classification	5	21	25	Course	\$ 16,093.45
874 4	CLAS7900D Principles of Classification	5	26	30	Course	\$ 16,596.63
874 4	FINC7000D Introduction to Financial Management	3	10	15	Course	\$ 7,661.38

SIN	Course Code and Title	Days	Min	Max	Qty	Price
874 4	FINC7000D Introduction to Financial Management	3	16	20	Course	\$ 9,652.47
874 4	FINC7000D Introduction to Financial Management	3	21	25	Course	\$ 11,934.84
874 4	FINC7000D Introduction to Financial Management	3	26	30	Course	\$ 13,304.61
874 4	FINC7100 Federal Appropriations Law	4	10	15	Course	\$ 9,780.53
874 4	FINC7100 Federal Appropriations Law	4	16	20	Course	\$ 12,319.16
874 4	FINC7100 Federal Appropriations Law	4	21	25	Course	\$ 14,474.96
874 4	FINC7100 Federal Appropriations Law	4	26	30	Course	\$ 16,135.39
874 4	PGMT7001D Data Collection and Analysis	5	10	15	Course	\$ 10,689.44
874 4	PGMT7001D Data Collection and Analysis	5	16	20	Course	\$ 12,689.59
874 4	PGMT7001D Data Collection and Analysis	5	21	25	Course	\$ 14,689.12
874 4	PGMT7001D Data Collection and Analysis	5	26	30	Course	\$ 16,689.90
874 4	PGMT7003D Introduction to Program Evaluation	5	10	15	Course	\$ 10,689.44
874 4	PGMT7003D Introduction to Program Evaluation	5	16	20	Course	\$ 12,689.59
874 4	PGMT7003D Introduction to Program Evaluation	5	21	25	Course	\$ 14,689.12
874 4	PGMT7003D Introduction to Program Evaluation	5	26	30	Course	\$ 16,689.90
874 4	PGMT9000D Management Analysis: Advanced Applications	4	16	20	Course	\$ 10,440.55
874 4	PGMT9000D Management Analysis: Advanced Applications	4	21	25	Course	\$ 12,690.18
874 4	PGMT9000D Management Analysis: Advanced Applications	4	26	30	Course	\$ 14,390.66
874 4	PGMT9000D Management Analysis: Advanced Applications	4	10	15	Course	\$ 9,491.68
874 4	PMGT7013D Federal Workforce Analysis and Planning	2	10	15	Course	\$ 6,375.10
874 4	PMGT7013D Federal Workforce Analysis and Planning	2	16	20	Course	\$ 7,000.37

SIN	Course Code and Title	Days	Min	Max	Qty	Price
874 4	PMGT7013D Federal Workforce Analysis and Planning	2	21	25	Course	\$ 7,590.74
874 4	PMGT7013D Federal Workforce Analysis and Planning	2	26	30	Course	\$ 7,890.62
874 4	STAF8101D Suitability Adjudication	3	10	15	Course	\$ 8,989.48
874 4	STAF8101D Suitability Adjudication	3	16	20	Course	\$ 9,391.07
874 4	STAF8101D Suitability Adjudication	3	21	25	Course	\$ 9,788.80
874 4	STAF8101D Suitability Adjudication	3	26	30	Course	\$ 10,190.95
874 4	SUPV7001D Introduction to Supervision	5	10	15	Course	\$ 14,294.36
874 4	SUPV7001D Introduction to Supervision	5	16	20	Course	\$ 14,845.33
874 4	SUPV7001D Introduction to Supervision	5	21	25	Course	\$ 15,295.81
874 4	SUPV7001D Introduction to Supervision	5	26	30	Course	\$ 15,846.08

SIN	Course Code	Course Title	Days	Min	Max	Price
874 4	ADMB7028D	Time Management	2	10	15	\$ 5,220.25
874 4	ADMB7028D	Time Management	2	16	20	\$ 6,645.25
874 4	ADMB7028D	Time Management	2	21	25	\$ 7,895.00
874 4	ADMB7028D	Time Management	2	26	30	\$ 8,245.00
874 4	AUDT8451G	Planning Audit Assignments	2	10	15	\$ 7,490.00
874 4	AUDT8451G	Planning Audit Assignments	2	16	20	\$ 9,485.00
874 4	AUDT8451G	Planning Audit Assignments	2	21	25	\$ 10,735.00
874 4	AUDT8451G	Planning Audit Assignments	2	26	30	\$ 11,235.00
874 4	BENE7102D	Pre-Retirement Planning	2	10	15	\$ 5,025.50
874 4	BENE7102D	Pre-Retirement Planning	2	16	20	\$ 5,310.50
874 4	BENE7102D	Pre-Retirement Planning	2	21	25	\$ 5,890.00
874 4	BENE7102D	Pre-Retirement Planning	2	26	30	\$ 6,190.00
874 4	BENE7110D	Pre-Retirement Planning (FERS Participants Only)	2	10	15	\$ 5,025.50
874 4	BENE7110D	Pre-Retirement Planning (FERS Participants Only)	2	16	20	\$ 5,310.50
874 4	BENE7110D	Pre-Retirement Planning (FERS Participants Only)	2	21	25	\$ 5,890.00
874 4	BENE7110D	Pre-Retirement Planning (FERS Participants Only)	2	26	30	\$ 6,190.00
874 4	BENE8120D	Mid-Career Retirement Planning (FERS Only Participants) (*)	2	10	15	\$ 5,025.50
874 4	BENE8120D	Mid-Career Retirement Planning (FERS Only Participants) (*)	2	16	20	\$ 5,310.50
874 4	BENE8120D	Mid-Career Retirement Planning (FERS Only Participants) (*)	2	21	25	\$ 5,890.00
874 4	BENE8120D	Mid-Career Retirement Planning (FERS Only Participants) (*)	2	26	30	\$ 6,190.00
874 4	BUDG8001D	Planning, Programming, Budgeting and Execution (PPBE) Army	5	10	15	\$ 10,953.50
874 4	BUDG8001D	Planning, Programming, Budgeting and Execution (PPBE) Army	5	16	20	\$ 13,803.50
874 4	BUDG8001D	Planning, Programming, Budgeting and Execution (PPBE) Army	5	21	25	\$ 17,065.00
874 4	BUDG8001D	Planning, Programming, Budgeting and Execution (PPBE) Army	5	26	30	\$ 19,025.00
874 4	CDEV8005D	Internal Consulting Skills for Federal HR Professionals	3	10	15	\$ 9,400.00
874 4	CDEV8005D	Internal Consulting Skills for Federal HR Professionals	3	16	20	\$ 9,827.75
874 4	CDEV8005D	Internal Consulting Skills for Federal HR Professionals	3	21	25	\$ 10,795.00
874 4	CDEV8005D	Internal Consulting Skills for Federal HR Professionals	3	26	30	\$ 11,245.00
874 4	CLAS7000D	Position Classification (*)	10	10	15	\$ 14,245.25

SIN	Course Code	Course Title	Days	Min	Max	Price
874 4	CLAS7000D	Position Classification (*)	10	16	20	\$ 14,767.75
874 4	CLAS7000D	Position Classification (*)	10	21	25	\$ 16,095.00
874 4	CLAS7000D	Position Classification (*)	10	26	30	\$ 16,595.00
874 4	COMM7002D	Briefing Techniques	3	10	15	\$ 8,090.00
874 4	COMM7002D	Briefing Techniques	3	16	20	N/A **
874 4	COMM7002D	Briefing Techniques	3	21	25	N/A **
874 4	COMM7002D	Briefing Techniques	3	26	30	N/A **
874 4	FINC9110D	Reimbursable Agreements	2	10	15	\$ 5,809.25
874 4	FINC9110D	Reimbursable Agreements	2	16	20	\$ 7,148.75
874 4	FINC9110D	Reimbursable Agreements	2	21	25	\$ 9,055.00
874 4	FINC9110D	Reimbursable Agreements	2	26	30	\$ 10,095.00
874 4	LABR7000D	Federal Employee Relations	4	10	15	\$ 10,990.00
874 4	LABR7000D	Federal Employee Relations	4	16	20	\$ 11,390.00
874 4	LABR7000D	Federal Employee Relations	4	21	25	\$ 11,790.00
874 4	LABR7000D	Federal Employee Relations	4	26	30	\$ 12,190.00
874 4	LABR7001D	Federal Labor Relations	4	10	15	\$ 10,990.00
874 4	LABR7001D	Federal Labor Relations	4	16	20	\$ 11,390.00
874 4	LABR7001D	Federal Labor Relations	4	21	25	\$ 11,790.00
874 4	LABR7001D	Federal Labor Relations	4	26	30	\$ 12,190.00
874 4	LABR7012D	Employee Conduct and Performance (*)	2	10	15	\$ 6,375.00
874 4	LABR7012D	Employee Conduct and Performance (*)	2	16	20	\$ 7,000.00
874 4	LABR7012D	Employee Conduct and Performance (*)	2	21	25	\$ 7,590.00
874 4	LABR7012D	Employee Conduct and Performance (*)	2	26	30	\$ 7,890.00
874 4	PMGT7001D	Federal Human Resources Management (*)	3	10	15	\$ 8,990.00
874 4	PMGT7001D	Federal Human Resources Management (*)	3	16	20	\$ 9,390.00
874 4	PMGT7001D	Federal Human Resources Management (*)	3	21	25	\$ 9,790.00
874 4	PMGT7001D	Federal Human Resources Management (*)	3	26	30	\$ 10,190.00
874 4	LABR7009D	Travel Regulations for Non-Defense Agencies	4	10	15	\$ 10,543
874 4	LABR7009D	Travel Regulations for Non-Defense Agencies	4	16	20	\$ 11,476
874 4	LABR7009D	Travel Regulations for Non-Defense Agencies	4	21	25	\$ 11,879
874 4	LABR7009D	Travel Regulations for Non-Defense Agencies	4	26	30	\$ 12,282
874 4	PMGT7100D	Federal Human Resources Management for Supervisors and Managers (*)	5	10	15	\$ 12,990.00
874 4	PMGT7100D	Federal Human Resources Management for Supervisors and Managers (*)	5	16	20	\$ 13,490.00

SIN	Course Code	Course Title	Days	Min	Max	Price
874 4	PMGT7100D	Federal Human Resources Management for Supervisors and Managers (*)	5	21	25	\$ 13,890.00
874 4	PMGT7100D	Federal Human Resources Management for Supervisors and Managers (*)	5	26	30	\$ 14,240.00
874 4	STAF7000D	Federal Staffing and Placement	5	10	15	\$ 12,990.00
874 4	STAF7000D	Federal Staffing and Placement	5	16	20	\$ 13,490.00
874 4	STAF7000D	Federal Staffing and Placement	5	21	25	\$ 13,890.00
874 4	STAF7000D	Federal Staffing and Placement	5	26	30	\$ 14,240.00
874 4	STAF7004D	Qualifications Analysis	3	10	15	\$ 8,540.50
874 4	STAF7004D	Qualifications Analysis	3	16	20	\$ 8,920.50
874 4	STAF7004D	Qualifications Analysis	3	21	25	\$ 9,790.00
874 4	STAF7004D	Qualifications Analysis	3	26	30	\$ 10,190.00
874 4	STAF8007D	Adjudicating and Applying Veterans' Preference	1	10	15	\$ 3,030.50
874 4	STAF8007D	Adjudicating and Applying Veterans' Preference	1	16	20	\$ 3,315.50
874 4	STAF8007D	Adjudicating and Applying Veterans' Preference	1	21	25	\$ 3,790.00
874 4	STAF8007D	Adjudicating and Applying Veterans' Preference	1	26	30	\$ 4,090.00
874 4	STAF9000D	Federal Pay Setting	3	10	15	\$ 8,990.00
874 4	STAF9000D	Federal Pay Setting	3	16	20	\$ 9,390.00
874 4	STAF9000D	Federal Pay Setting	3	21	25	\$ 9,790.00
874 4	STAF9000D	Federal Pay Setting	3	26	30	\$ 10,190.00
874 4	STAT7001D	Introduction to Statistics	4	10	15	\$ 9,495.25
874 4	STAT7001D	Introduction to Statistics	4	16	20	\$ 10,440.50
874 4	STAT7001D	Introduction to Statistics	4	21	25	\$ 12,690.00
874 4	STAT7001D	Introduction to Statistics	4	26	30	\$ 14,390.00
874 4	WRIT7010D	Fundamentals of Writing	3	10	15	\$ 7,500.25
874 4	WRIT7010D	Fundamentals of Writing	3	16	20	\$ 9,466.75
874 4	WRIT7010D	Fundamentals of Writing	3	21	25	\$ 11,295.00
874 4	WRIT7010D	Fundamentals of Writing	3	26	30	\$ 11,795.00
874 4	WRIT7100D	Clear Writing through Critical Thinking	3	10	15	\$ 7,685.50
874 4	WRIT7100D	Clear Writing through Critical Thinking	3	16	20	\$ 9,732.75
874 4	WRIT7100D	Clear Writing through Critical Thinking	3	21	25	\$ 11,595.00
874 4	WRIT7100D	Clear Writing through Critical Thinking	3	26	30	\$ 12,135.00
874 4	WRIT7110D	Writing for Results	2	10	15	\$ 4,990.00
874 4	WRIT7110D	Writing for Results	2	16	20	\$ 6,320.00
874 4	WRIT7110D	Writing for Results	2	21	25	\$ 7,150.00
874 4	WRIT7110D	Writing for Results	2	26	30	\$ 7,485.00
874 4	WRIT8100D	Writing Technical Government (*)	3	10	15	\$ 7,490.00

SIN	Course Code	Course Title	Days	Min	Max	Price
874 4	WRIT8100D	Writing Technical Government (*)	3	16	20	\$ 9,485.00
874 4	WRIT8100D	Writing Technical Government (*)	3	21	25	\$ 10,735.00
874 4	WRIT8100D	Writing Technical Government (*)	3	26	30	\$ 11,235.00

### Labor Categories, Descriptions and Rates

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Director</b>	Ph.D.	20 years or equivalent	Directors are leaders in specific fields or sectors. Duties include assignments of long duration which are complex and involve multiple projects or departments. Has overall responsibility for department and project financial management.	\$172
<b>Senior Program Manager</b>	Master's	15 years or equivalent	Manager leads diverse teams to deliver best value to the client in complex programs. They identify and select appropriate personnel and resources for programs. Manages the delivery of training programs. Ensures that the training programs meet federal, state, and local regulations. Measures the impact of programs and learning activities. Can use a wide degree of creativity and latitude. Works with clients to ensure validity of training plans.	\$150
<b>Program Manager</b>	Master's	10 years or equivalent	Manager leads diverse teams to deliver best value to the client in complex programs. They identify and select appropriate personnel and resources for programs. Measures the impact of programs and learning activities. Works with clients to ensure validity of training plans.	\$131
<b>Senior Project Manager</b>	Master's	15 years or equivalent	Responsible for multiple projects to include technical leadership, quality control and timeliness of all deliverables. Provide preparation of support plans, logistical and other documents. Review of all financial and logistical information on a periodic basis, and verbal and written presentations as required.	\$110
<b>Project Manager</b>	Bachelor's	5 years or equivalent	Responsible for a project's technical leadership, quality control and timeliness of all deliverables. Provide preparation of support plans, logistical and other documents. Review of all financial and logistical information on a periodic basis, and verbal and written presentations as required.	\$90
<b>Program Coordinator</b>	Bachelor's	10 years or equivalent	Program coordinators have expertise in such specific functional areas as contract management, human resources, accounting, and home office coordination.	\$75
<b>Senior Program Specialist</b>	Bachelor's	10 years or equivalent	Responsibilities include logistical arrangements; coordination of meetings; data entry and tracking for contracts and enrollments; processing invoices and other project documents.	\$77

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Program Specialist</b>	Bachelor's	5 years or equivalent	Responsibilities include preparing detailed specifications for training programs. Outlines and creates instructional materials suitable for electronic submission.	\$64
<b>Senior Program Technician</b>	Bachelor's	10 years or equivalent	Responsible for the tracking of several contracts and financial information. Format reports and other written presentations.	\$61
<b>Program Technician</b>	Bachelor's	5 years or equivalent	Performs a variety of training tasks which are concerned with the design and implementation of training programs including supporting facilities and or equipment.	\$56
<b>Senior Program Assistant</b>	Associate's	3 years or equivalent	Responsible for specific program administrative functions such as data entry, clerical duties and filing. Position requires minimum supervision.	\$45
<b>Program Assistant</b>	High school diploma	1 year	Responsible for specific program administrative functions such as data entry, clerical duties and filing. Position requires direct supervision.	\$37
<b>Subject Matter Expert I</b>	Master's	15 years	Seasoned leaders in a given subject area, has extensive experience in subject matter applications, real world relevant expertise and federal government applications. A PhD is strongly preferred, but not required.	\$260
<b>Subject Matter Expert II</b>	Master's	10 years	A leader in a given subject area, has extensive experience in subject matter applications, real world relevant expertise and federal government applications. A PhD is preferred, but not required.	\$195
<b>Subject Matter Expert III</b>	Bachelor's	5 years	An expert in a given subject area, has extensive experience in subject matter applications, real world relevancy and is familiar with federal government applications. A Master's is preferred, but not required.	\$129
<b>Consultant I</b>	Master's	15 years	Seasoned expert in a specific functional areas. Works on large complex projects. Expertise applicable to management, organization, and business improvement areas. Work at the most senior level of client organizations and serve as a resource to clients and colleagues. Leads and supervises teams. A PhD is strongly preferred, but is not required.	\$260

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Consultant II</b>	Master's	10 years	Expert in specific functional areas. Work on medium to large complex projects. Expertise applicable to management, organization, and business improvement areas. Can work at the senior level of client organizations and serve as a resource to clients and colleagues. Leads and supervises teams. A Ph D is strongly preferred, but is not required.	\$182
<b>Consultant III</b>	Bachelor's	5 years	An expert in a specific functional areas. Work on medium sized projects. Expertise applicable to management, organization, and business improvement areas. Work at the functional level of client organizations and serve as a resource to clients and colleagues. A Master's is strongly preferred, but is not required.	\$117
<b>Facilitator I</b>	Master's, PhD preferred	15 years	Expertise and experience in all aspects of facilitation of conferences, meeting, and teamwork and in preparing reports. Uses problem solving and dispute resolution techniques. Provides support to teams, working groups, and other collaborative efforts. A PhD is strongly preferred but not required.	\$234
<b>Facilitator II</b>	Master's, PhD preferred	10 years	Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help the client define the problem, map an approach and achieve meeting objectives and outcomes. Provides group management skills and expertise in all facets of a meeting. Also has extensive consulting experience. A PhD is preferred but not required.	\$155
<b>Facilitator III</b>	Bachelor's, Master's preferred	5 years	Prepares for and conducts formal classroom and/or instructor-assisted synchronous training, workshops, and seminars. Links training to business, performance, and learning objectives. A Master's is preferred but not required.	\$117
<b>Instructional Designer I</b>	Master's, PhD preferred	15 years	Provides instructional design and development services to training projects. Designs, develops, and evaluates pilot training programs. Expertise and experience in developing technology mediated instruction. Reviews and recommend training materials to clients. Observes training delivery to ensure course objectives are met. A PhD is preferred but not required.	\$208

Labor Category	Minimum Education	Minimum Years of Experience	Labor Category Description	Hourly Rate
<b>Instructional Designer II</b>	Master's	10 years	Conducts detailed analysis of customer requirements and develops tools to provide the most efficient method of instruction delivery. Advises the customer on the most effective method of instruction delivery based on analysis and study.	\$143
<b>Instructional Designer III</b>	Bachelor's	5 years	Assists in the design, development, test, and modification of training tools to resolve unique instructional difficulties.	\$104

Education Equivalency Table	
Associates Degree	Equals 2 years of relevant work history
Bachelors Degree	Equals 4 years of relevant work history
Masters Degree	Equals 6 years of relevant work history
Doctorate Degree	Equals 8 years of relevant work history

Course Descriptions

<p><b>Planning Audit Assignments</b></p>	<p>Careful planning is the foundation of success in completing quality performance audits, quickly. Recognizing that audits are projects, a structured approach is presented for planning and performance audits that parallels project management principles. In the approach you learn: (1) a risk method to apply in identifying value-added subjects and issues for audit; (2) how to formulate audit objectives that meet standards, make clear what an audit is to accomplish, and provide for obtaining evidence to determine the nature and extent of identified problems; (3) how to apply a step-by-step process in selecting the scope of work and methodology for obtaining evidence to answer the audit objectives; (4) how to document the audit plan using a design matrix, and (5) factors to consider an assigning staff to conduct the audit. Simulated real-world practice is provided with numerous public sector case studies and exercises.</p>
<p><b>Pre-Retirement Planning</b></p>	<p>Acquire the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Civil Service Retirement System (CSRS) and the Federal Employee Retirement System (FERS). Learn how Social Security benefits are calculated, and how your health and life insurance benefits carry over into retirement. Learn about Medicare and Thrift Savings Plan (TSP) withdrawal options. Receive an overview of financial, estate, and "life" planning.</p>
<p><b>Pre-Retirement Planning (FERS Participants Only)</b></p>	<p>Obtain the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Federal Employee Retirement System (FERS). Learn how Social Security benefits are calculated, and how your health and life insurance benefits carry over into retirement. Learn about Medicare and Thrift Savings Plan withdrawal options. Receive an overview of financial and estate planning.</p>
<p><b>Mid-Career Retirement Planning (FERS Only Participants) (*)</b></p>	<p>Improve your retirement outlook by obtaining important information now. Prepare a retirement readiness index and a financial plan. Learn how to optimize the contributions to your tax-deferred Thrift Savings Plan (TSP) retirement savings and investment account, and also your Federal Employees Retirement System (FERS) defined benefit, contributory retirement account. Learn how Social Security benefits are calculated, and how your health and life insurance benefits carry over into retirement.</p>

<p><b>Planning, Programming, Budgeting and Execution (PPBE) Army</b></p>	<p>Gain a greater knowledge of how the Department of Defense (DoD) and the Department of Army (DA) PPBE systems work in acquiring, allocating and managing resources. Explore the relationships among the DA budget cycle, acquisition process and mission planning. Gain an understanding of the documents generated during the entire PPBE process, the flow and sequencing of these documents, and the interface of the PPBE documents and requirements among the DA, Office of the Secretary of Defense, Military Services, Joint Chiefs of Staff (JCS) and Commanders of the Combatant Commands.</p> <p>This five-day course is designed to satisfy the <a href="#">Army Civilian Training, Education and Development System (ACTEDS) CP II</a> training requirements established for all financial management positions within the Department of Army.</p>
<p><b>Internal Consulting Skills for Federal HR Professionals</b></p>	<p>Acquire the skills you need to build partnerships with management and operate as an HR consultant within your organization. Identify various HR options available within the federal context by participating in exercises, workshops and case studies that have direct application to Federal HR situations and issues.</p> <p>This course is part of the <a href="#">Certificates of Accomplishment in Human Resources Management</a>.</p>
<p><b>Position Classification (*)</b></p>	<p>Learn to use OPM references and standards to correctly classify General Schedule and Federal Wage System positions. Overview position management principles so that you can advise supervisors and managers on making good decisions on economical and efficient position and organizational structures. Become familiar with the basics of alternative classification systems to ensure a well-rounded knowledge of how positions are evaluated in the federal government.</p> <ul style="list-style-type: none"> <li>• Classification standards provided via CD-ROM.</li> <li>• Access to website with content enrichment; blog designed specifically for students.</li> </ul> <p>This course is part of the <a href="#">Human Resources Management Certificate Program, Level I</a>, which can be completed entirely through distance education.</p>

	<p>Enroll anytime in this paper-based course. All materials supplied. Independent study. Self-paced; take up to six months to complete. This course has been evaluated and approved by the Office of Personnel Management as meeting established competencies for the HR profession.</p>
<b>Briefing Techniques</b>	<p>Develop your ability to give concise briefings that convey your main message quickly and clearly. Learn and practice essential strategies for delivering short structured briefings in this hands-on course. Your briefings are recorded for playback, and your instructor will provide useful coaching and tips.</p> <p>Class size is limited to 15 participants to ensure individualized attention.</p>
<b>Reimbursable Agreements</b>	<p>Learn the rules relating to Economy Act orders, revolving funds, user charges, and mandatory sources. Some of the most complicated and perplexing appropriated funds issues involve procuring and paying for products and services produced and consumed between government agencies. The rules concerning reimbursable orders are so complex that the Government Accountability Office (GAO) devotes the entire Chapter 12 of Volume III, Third Edition, <i>Principles of Federal Appropriations Law</i>, to address them. Achieve an understanding of, and learn to practically apply, these complex rules</p>
<b>Federal Employee Relations</b>	<p>Understand the complexities of federal employee relations. Learn the rights and responsibilities of agency employees in areas such as probationary periods, performance management and awards, discipline, conduct problems, leaves of absence, labor management issues, appeals and grievances, and more.</p> <p><b>Related Certificate Program:</b> This course is part of the <a href="#">Certificates of Accomplishment in Human Resources Management</a>.</p>
<b>Federal Labor Relations</b>	<p>Gain a solid foundation in the area of federal labor-management relationships. Understand how harmonious labor relations can bring productivity gains to your workforce. Become proficient with bargaining unit determination and election procedures; exclusive union representation, negotiations and good-faith bargaining; and</p>

	<p>contract administration, grievance systems and arbitration.</p> <p><b>Related Certificate Program:</b> This course is part of the <a href="#">Certificates of Accomplishment in Human Resources Management</a>.</p>
<b>Employee Conduct and Performance (*)</b>	<p>Develop the skills necessary to deal with common performance and conduct problems. Explore day-to-day problems that federal supervisors face in this practical, no-nonsense course. Become adept at dealing with workplace issues such as absenteeism, insubordination, an employee coming to work under the influence, threatening and intimidating co-workers, sick leave abuse, contentious conduct, poor performance and workplace violence. This course has been evaluated and approved by the Office of Personnel Management as meeting established competencies for the HR profession.</p>
<b>Federal Human Resources Management (*)</b>	<p>Receive a high-level overview of the federal human resources environment, where merit system principles and prohibited personnel practices drive federal human resources management decisions.</p> <p>It is part of the <a href="#">Certificates of Accomplishment in Human Resources Management</a>.</p> <p>Related Distance Education Course: <a href="#">Federal Human Resources Management (PERS1731A)</a></p>
<b>Federal Human Resources Management for Supervisors and Managers (*)</b>	<p>Successfully meet organizational objectives and abide by human resources laws and regulations.</p> <p>This five-day course equips you to handle the HR aspects of supervision. Learn about the guiding principles for human resources management, including merit system principles, prohibited personnel practices, and EEO.</p> <p>In addition, gain knowledge and skills in these areas: labor relations; organizing, describing and classifying positions; filling vacancies; performance management; managing performance and conduct problems; and quality-of-work life issues.</p>
<b>Federal Staffing and Placement</b>	<p>Explore how federal agencies recruit, screen and select employees. Learn the principles that cover the Merit</p>

	<p>System and gain skill in determining a job's Qualification Requirements, including its key Knowledge, Skills and Abilities (KSAs). Discover how to implement recruiting and screening procedures to get the right talent - including Category Ranking, Veterans Preference and Merit Promotion. Improve your understanding of special programs for hiring and developing those in targeted groups. The Office of Personnel Management and the most recent publication of the Federal Personnel Guide will be the main resources used to cover the Staffing and Placement issues that are the forefront of Human Resource Administration concerns. <b><u>ACE College Credit Recommendation Service reviewed.</u></b></p> <p>This course is part of the Certificate of Accomplishment in <u>Personnel Administration</u>.</p>
<p><b>Qualifications Analysis</b></p>	<p>Evaluate applicants for federal jobs by applying eligibility and qualifications requirements found in OPM's <i>Qualifications Standards</i>, including basic eligibility, minimum qualification requirements, specialized experience requirements, positive education requirements, and the substitution of education for experience.</p> <p>This course is part of the <u>Certificates of Accomplishment in Human Resources Management</u>.</p>
<p><b>Adjudicating and Applying Veterans' Preference</b></p>	<p>Ensure that your personnel actions fully comply with all current and applicable veterans' preference laws, rules, and regulations. Understand who meets the definition of veteran; who is entitled to veterans' preference in employment in the competitive civil service and in the excepted service; and the circumstances under which veterans' preference applies, including competitive appointments, noncompetitive appointments, and merit promotion under the Veterans Employment Opportunities Act.</p> <ul style="list-style-type: none"> <li>• Online course</li> <li>• Four-week 24/7 access to recorded lectures and content</li> <li>• Instructor assistance and feedback on assignments</li> <li>• Facilitated discussions</li> </ul> <p>Enroll anytime in this online course. All materials supplied. Instructor-based study. Self-paced; take up to four weeks to</p>

	complete.
<b>Federal Pay Setting</b>	Acquire the knowledge necessary to set and administer pay for General Schedule (GS) employees. Learn how to implement and apply the complex array of pay administration rules, including those related to new appointments; reinstatement and reassignments; transfers and conversions; promotions and changes to lower grade; pay changes; recruitment, relocation, and retention incentives; superior qualifications; grade and pay retention and severance pay; and movement between pay systems.
<b>Introduction to Statistics</b>	Today's federal employees require a basic understanding of statistics in order to properly analyze information, recognize important trends, and recommend or evaluate appropriate actions. The course begins with a refresher on essential arithmetic operations and algebraic notations used in basic statistical calculations and formulas. The course then covers both descriptive and inferential statistics for quantitative and categorical data. The emphasis throughout the course is on understanding the concepts underlying the statistical formulas and understanding which formula to use in a given analytic situation. Each formula is presented with examples and then practice is provided in calculating and interpreting the formula. The course manual serves as a reference for all statistical concepts and formulas for use on the job.
<b>Clear Writing through Critical Thinking</b>	Think more clearly by improving your writing. Write more clearly by improving your thinking. Understand critical thinking and learn strategies for deeper and deeper levels of thinking. Improve your thought process at each stage of the writing process. Create logical and persuasive arguments, and recognize and remove faulty logic. Sharpen your problem-solving skills and enhance group success. Write plainly as mandated by the Federal Plain Writing Act of 2011 and empower your career with critical thinking and clear writing.
<b>Writing for Results</b>	Create documents that achieve results. Learn to analyze each writing situation-focusing on your purpose, reader, and context. Write effective explanations and instructions, using lists, headings, and graphics to get the job done. Write convincing arguments, clearly stating your position and supporting it effectively. Avoid logical fallacies in your

	<p>writing and learn to spot them in messages you receive. Use writing to convince your reader and achieve real-world results. Use plain language as mandated by the Federal Plain Writing Act of 2010.</p>
<b>Writing Technical Government (*)</b>	<p>Create documents that achieve results. Learn to analyze each writing situation-focusing on your purpose, reader, and context. Write effective explanations and instructions, using lists, headings, and graphics to get the job done. Write convincing arguments, clearly stating your position and supporting it effectively. Avoid logical fallacies in your writing and learn to spot them in messages you receive. Use writing to convince your reader and achieve real-world results. Use plain language as mandated by the Federal Plain Writing Act of 2010.</p>
<b>Introduction to Federal Accounting</b>	<p>Gain a solid foundation upon which to build your career in federal accounting. Learn the key concepts of Federal Government accounting, including accrual concepts, maintaining accurate journals and journal vouchers, managing accounts and ledgers, running trial balances and adjusting entries, and reading financial statements.</p>
<b>Comprehensive COR Workshop</b>	<p>Master the position of contracting officer's representative (COR) from requirements determination through contract closeout. Cover all technical and professional business competencies required by the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR). This course is part of the Certificate of Accomplishment in Project Management and the Certificate of Accomplishment in Personal Property Management.</p>
<b>Pre-Retirement Planning (CSRS Participants Only)</b>	<p>Acquire the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Civil Service Retirement System (CSRS) and the Federal Employee Retirement System (FERS). Learn how Social Security benefits are calculated, and how your health and life insurance benefits</p>

	<p>carry over into retirement. Learn about Medicare and Thrift Savings Plan (TSP) withdrawal options. Receive an overview of financial, estate, and "life" planning.</p>
<p><b>Federal Budgeting for Non-Budgeting Personnel</b></p>	<p>Receive a strong introduction to the federal budget process. Gain a firm understanding of what a budget is, how a budget is prepared, the composition of the federal budget, and the role of federal financial management professionals. Learn how key legislation is changing, how the federal budget is developed and executed, and the resulting impact on the nation's financial and program resources.</p>
<p><b>Introduction to Federal Budgeting</b></p>	<p>Gain a solid foundation in the principles and concepts of the federal budget process. In this first of six core budget courses, become familiar with the basic concepts of federal budgeting. Learn the fundamentals of preparing and modifying a budget; the key players and their roles; appropriation types and their distinctive characteristics; the four phases of budgeting; and the purpose of midyear reviews.</p> <p>This course is part of the Certificate of Accomplishment in Program and Management Analysis and the Master Certificate in Federal Financial Management (MCFFM).</p>
<p><b>Budget Execution</b></p>	<p>Learn more about the organizational budget as the financial plan against which execution in the budget year is managed. Become knowledgeable about, and proficient in, implementing steps and strategies for executing a budget, including contingency plans, considerations for close out, midyear reviews, and Anti-deficiency Act compliance. Learn how to avoid liability problems, adhere to Office of Management and Budget (OMB) budget execution requirements, and understand the application of the Government Performance and Results Act (GPRA).</p>
<p><b>Budget Formulation</b></p>	<p>Master the skills necessary to build an accurate and defensible budget compliant with the strict standards of the Office of Management and Budget (OMB). Explore the</p>

	<p>many challenges facing our nation as we seek to improve accountability, productivity, and meaningful reporting to name just a few.</p>
<p><b>Principles of Classification</b></p>	<p>Learn how to apply the basic, cross-cutting principles needed to classify and analyze General Schedule (GS) and Federal Wage System (FWS) positions as well as selected alternative systems. Become adept with the principles and procedures associated with the systems used in federal classification. Improve the analytical skills you need to ask good questions about position duties and design. This course is part of the Certificates of Accomplishment in Human Resources Management.</p>
<p><b>Introduction to Financial Management</b></p>	<p>Obtain a comprehensive overview of the significant aspects of financial management. Gain an understanding of the fundamentals of the laws, critical concepts, procedures, and policies involved with sound financial management. Learn to link management, budgeting and auditing to performance measurement; recognize the primary requirements of financial systems; and adhere to governmentwide policies.</p>
<p><b>Federal Appropriations Law</b></p>	<p>This in-depth course is essential for everyone who works with federal dollars. Make certain you understand what constitutes a legal obligation of federal funds, the penalties for over-obligating and overspending, and how federal entities obtain and properly spend tax dollars. Every participant receives a free CD-Rom of GAO's Red Book (Principles of Federal Appropriations Law, Volumes I – V, Volume I Update, the Index and the Table of Authorities, as well as a printed copy of Volume I, chapters 1 – 5 and Volume II, chapters 6-9. This course is part of Master Certificate in Federal Financial Management (MCFFM).</p>
<p><b>Data Collection and Analysis</b></p>	<p>Learn how to collect and analyze data for a management study or audit. Discover how the data shape the results and reliability of the management study or audit.</p> <p><input type="checkbox"/> Design a research study</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select a sampling procedure</li> <li><input type="checkbox"/> Develop effective survey tools and instruments</li> <li><input type="checkbox"/> Apply statistical analysis to data</li> </ul>
<p><b>Introduction to Program Evaluation</b></p>	<p>Evaluation identifies, discovers, generates and displays information about an organization's program effectiveness. The information shows what the organization produces, how those products affect society and how much the effect is worth. Budget hearings before Congress, as well as OMB, often require information generated by evaluations. Legislation commonly requires formal evaluation of some type as a condition for a program's existence or funding. Learn to describe programs, identify information useful in evaluation, collect reliable data and analyze it effectively.</p>
<p><b>Management Analysis: Advanced Applications</b></p>	<p>Learn the fundamentals of planning and preparing a valuable management analysis study for your organization. Explore topics such as planning a system using the functional analysis systems technique, using decision trees to organize data, developing a thorough study proposal and applying the weighted ranking technique in decision making.</p>
<p><b>Federal Workforce Analysis and Planning</b></p>	<p>Using a workforce planning model, acquire the skills you need to align workforce planning with your agency's mission.</p> <p>Learn how to forecast and plan for future human resources needs: analyze mission requirements, collect workforce data, identify workforce surpluses or gaps, and identify solutions to address the gaps.</p>
<p><b>Suitability Adjudication</b></p>	<p>Learn how to perform suitability screening and adjudication for Federal employment. Understand the statutory and regulatory requirements of Title 5 CFR, Part 731, and the criteria used to make suitability determinations. Apply the Office of Personnel Management's (OPM) methodology for designating position risk and model for making suitability determinations. OPM originally developed this course and has approved its content.</p>

<b>Introduction to Supervision</b>	<p>Learn solid supervisory techniques in our flagship course. Discover strategies to supervise employees while exploring the latest trends in the federal workforce. Learn the basics of coaching, delegation, communication and motivation and discover the necessary ingredients to understand your new role.</p>