

REGISTERING FOR & ACCESSING DEFENSE ACQUISITION UNIVERSITY (DAU) CONTINUOUS LEARNING CENTER COR/COTR COURSES

Online courses equivalent to the TAI classroom-based training -- meet the Treasury Basic Training Requirement of 24 hrs.:

- **CLC106: COR with a Mission Focus (8 hours)**
- **CLM024: Contracting Overview (8 hours)**
- **CLM 016 - Cost Estimating (8 hours)**

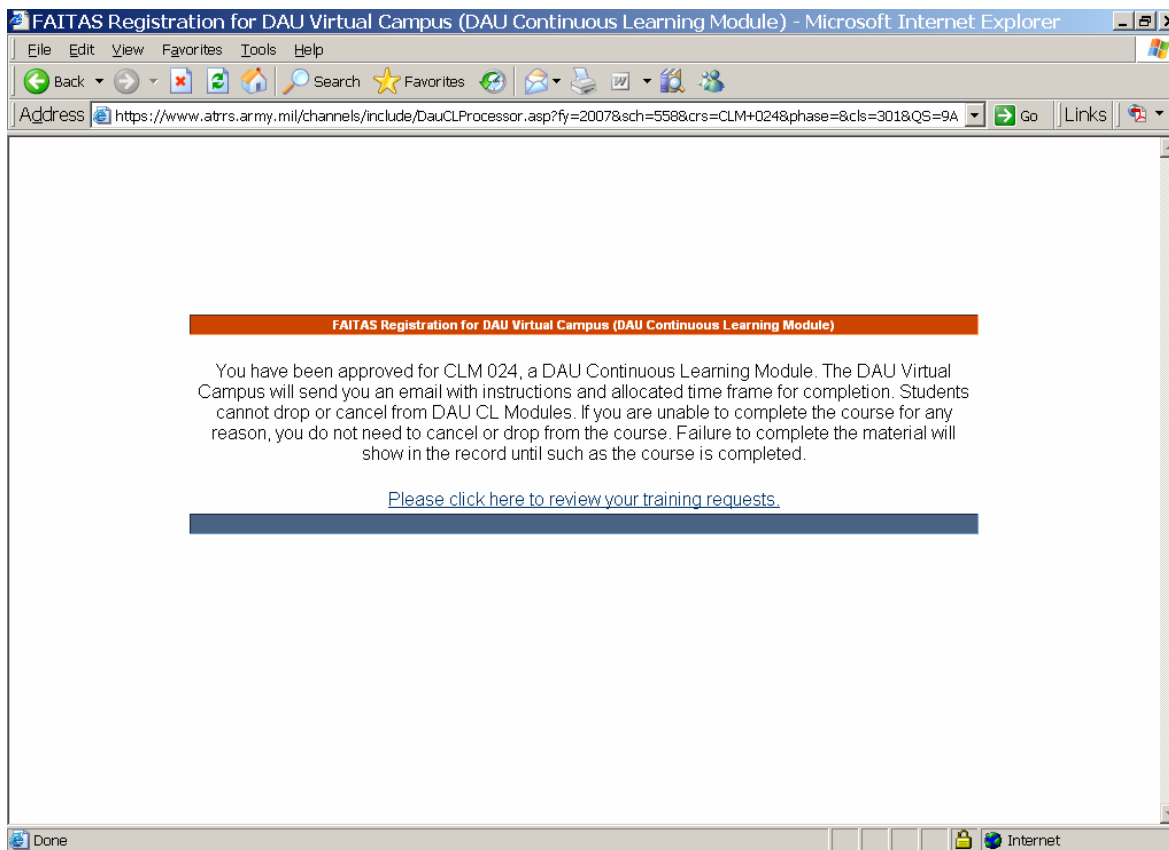
Note: These courses may also be used to fulfill the Treasury 8-hour maintenance training requirement. If you are completing the online courses to meet the Treasury basic training requirement, all 3 courses must be successfully completed in order to fulfill the 24-hour requirement. Upon successful completion, you must print & maintain all 3 Certificates of Completion as evidence of meeting the Treasury training requirement.

Steps to Register for Courses:

1. Go to the Federal Acquisition Institute (FAI) Training Application System:
<https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>
2. Enter your Social Security Number & Date of Birth & click the “**Logon**” button.
You will be prompted to enter all your information as shown in the screen shot below. Please enter all of your information & click the “**Update Profile**” button at the bottom of the screen.

3. After creating/updating your profile, select “**Apply for Training**” on the menu (left hand side of the page.)
4. Under **Step 1** select the **Training Category – Continuous Learning Modules (ex. COR Training, CLC 106)** & wait for the page to reload.
5. Under **Step 2** select the course you want to take from the drop down list.

6. Under **Step 3** click the "**Search>>**" button.
7. At this stage you will be prompted to review your profile and update if necessary.
Note: As you go through & update your profile, some drop down selections will prompt the page to reload. Don't panic. Wait for the page to reload before continuing.
When complete, please submit by clicking the "**Submit this application**" button that appears on the right, or at the bottom of the page.
8. The following message will appear & further instructions & information will be sent to you via email.



For Technical Questions or problems with DAU CLC online course, please contact the DAU Help Desk:
Email: dauhelp@dau.mil
Phone: 1-866-568-6924

IRS EMPLOYEES TRAINING DOCUMENTATION

Proof of maintenance training is the responsibility of the COTR nominee. COTRs must take the necessary steps to provide proof of completion for maintenance training by:

- providing certificates of completion to the Contracting Officer and/or
- maintaining their training history through ELMS - the IRS Enterprise Learning Management System) located at: <https://elms.web.irs.gov/elms/learner/login.jsp>. Information and guides for ELMS are located at the L&E ELMS web page at: <http://hco.web.irs.gov/ELMS/index.asp>
 - o Active COTRs should provide annual training updates to the CO to update the contract file.
 - o COTRs that are inactive (not currently appointed as a COTR on any particular contract or task order) are advised to continue taking 8 hours of job-related training each year to maintain their eligibility in the event that they are nominated and considered for additional appointments.