Transferring Students Between Functional Area (Programs) and from Other Institutions

1. **Background.** DAU does not transfer students between programs (acquisition functional areas (functional areas)). The certification program associated with the acquisition functional area a student pursues is determined by the requirements of the position the student is hired into or assigned to by the student’s parent organization. Students may elect to pursue a subsidiary program functional area certification in addition to their required program for cross-functional training purposes at the discretion of their supervisor.

2. **Policy.** The certification programs supported by DAU are unique to DoD and based on the student meeting training standards directly supported by DAU as well as education and experience standards. To support the transfer or movement of students between programs or acquisition functional areas and students who have engaged in training from DAU as well as other institutions or organizations, DAU employs the following policies and programs:

   a. Students who receive credit for DAU training may apply the credit to any certification program that requires that training without any further assessment of the student. For example, if two or more programs require the same training within their certification framework, once the training is completed, it may be applied towards any certification program that requires the same.

      (1) Receiving Credit for a DAU Course. Credit is received by successfully completing a DAU scheduled training (via the approved Component registration system); an approved DAU equivalent; or by component/agency approval of a Request for Fulfillment.

      (2) Students should remember that although training may apply to more than one certification program at the time of course completion, Defense Acquisition Workforce members must meet the certification standards that apply at the time of certification. In other words, the applicability of the course may have expired, especially if the course was completed two or more years before meeting all the certification standards.

   b. Equivalency Program. Students can complete DAU prerequisite and their program training standards (training requirements for functional area certification) using the Equivalency Program. DAU provides the opportunity for other organizations (e.g. federal government agencies, colleges, universities, private vendors, and non-profits) to offer training, programs, or certifications which DAU would accept as equivalent to one or more DAU training, if the materials and standards fully address the DAU learning outcomes for a selected DAU training. The organization providing that instruction is responsible for requesting equivalency. Without further assessment of the student, DAU will accept the equivalent completion a student has pursued through other resources when fulfilling prerequisites. Furthermore, DoD components and agencies will accept equivalent completions when fulfilling the training standards outlined in the various certification programs.

   c. Fulfillment Program. DoD students assigned to an acquisition position can complete DAU training prerequisites and their program training standards (training requirements for functional area certification) using the Fulfillment Program. The student initiates the process for a fulfillment request on a DD Form 2518, Fulfillment of DoD Mandatory Training Requirement. DoD components and agencies assess the student’s past training or experience, regardless of source, against the learning outcomes of select DAU training. If the DoD component or agency
approves the fulfillment request, they are certifying that the student possesses the knowledge, skills, and abilities that would otherwise have been gained by attending the DAU training. The acquisition workforce member’s component or agency is responsible for implementing the fulfillment program. DAU will accept, without further assessment of the student, the approved fulfillments a student possesses when meeting prerequisites. Furthermore, DoD components and agencies will accept equivalent product completions when fulfilling the training standards outlined in the various certification programs. **The Fulfillment Program is applicable to training (excluding 4000-level training) where the instructor contact hours has been determined to be 10 or more hours, i.e., where the continuous learning points (CLPs) assigned are equal to or greater than 10.**

d. Detailed information and guidelines for the Equivalency and Fulfillment Programs are outlined in the DAU iCatalog at [https://icatalog.dau.edu/student_info_H.aspx](https://icatalog.dau.edu/student_info_H.aspx).