

CDFA Program Enrollment Form Instructions

Last Updated: 5/19/2020

This instruction form has been created to assist candidates for the CDFA certification with filling out the CDFA Application. If any questions cannot be answered by this document please contact the CDFA Board by emailing CDFA@dodig.mil.

Part I: Identifying Information

Name- Fill out legal name as given and as reported to Human Capital Management, IPAC, etc.

Work Address- Office location, installation, etc.

Phone Numbers- List Day phone as work number, Evening as home number.

Email Address- Please use professional email address (DoD, Army, Marine Corps, Air Force, Navy, etc.). Do not list Gmail, Yahoo, Hotmail, etc.

Name on Certificate- Please fill out if you would like a name other than listed above displayed on your certificate.

Part II: Professional Information

Service Affiliation- Check as necessary for **current affiliation**. Explain if None or Other in following lines.

Employment Status- Current status as either active DoD Civilian employee or Military.

Pay Grade- Example: GS-9, E-4, etc.

Job Series- Example: 0511

Education Level- Check as necessary. If does not apply, please skip to next section.

Part III: Completed Courses

Course Name- Course name as listed on vendor website.

Course Hours- Number of CPE hours

Competency Equivalent- Competency Area and number of hours (Note: If no competency hours is identified, make a reasonable judgement based on the coursework and identify which competency area the course belongs. Also attach either course learning objectives or course description from vendor.

Course Web Address- If completed online provide web address. If went through vendor and in person course please provide the vendor website along with the path to the specific course.

Course Description- List course description as identified on vendor website.

If competency is met through work experience, please fill out and attach the Applicant's Supervisor Competency Certification Form

Part IV: Candidate Agreement

Signatures- Digitally sign with CAC

Supervisor- Submit to manager, immediate supervisor, etc. Have them review the application thoroughly and make changes as identified.

Next Steps:

After completing the application, send an email to CDFA@dodig.mil with the completed application, any other documentation as identified, and all course completion certificates attached. It is your responsibility as an applicant to retain all completed course certificates. If the CDFA Board has any questions regarding your application, you will be informed by either email correspondence or by telephone.