

CDFA Frequently Asked Questions

General Questions:

Q: How can applicants submit their application?

A: All applications and supporting documentation must be sent to CDFA@dodig.mil.

Q: What kind of supporting documentation should be submitted with the application?

A: The supporting documentation to be included with the completed application includes: course completion certificates, course descriptions, and supervisor certification form if used.

Q: I previously applied and was approved for the CDFA Certification before this update, do I need to reapply?

A: No, current CDFA Certification holders do not need to reapply. If you are a level I or II and looking to upgrade your certification, you can apply using the new program.

Q: I hold a similar certification from a different organization, can I get grandfathered in without having to go through the application process?

A: No, you must apply using the application process and provide evidence of your experience and/or course work completed.

Q: What is a Developmental Assignment?

A: For Level III of the CDFA certification, it is required to have one 3-month Developmental Assignment. This assignment could be any assignment out of the normal course of business or job duties. This could be assisting in another department within your organization or assisting a different organization.

Q: For the required experience, does it have to be financial management related or just audit work related?

A: This requirement is for financial management experience as this is a certification for Financial Auditor. Work experience can include oversight audit work on financial statements or financial systems, performing financial statement audit work or financial information systems audit work.

Q: Will the CDFA Committee retain my training records for my use?

A: No, CDFA Committee will retain all application records but these records will be for application approval only. The individual applicants are responsible for tracking and keeping accurate records of all training courses.

Q: Is there an exam, similar to the CPA exam that must be taken to attain certification?

A: No, this certification is based solely on the applicant's experience and completed coursework related to financial auditing.

Q: I'm not in a GS-511 position, can I still apply for certification?

A: Yes! If a person has experience they think is relevant to the certification, but outside of a GS-511 series position, then document your experience, explain why it is relevant, get your supervisor to sign off on it and provide that with your application to the board for review.

Competencies:

Q: Can courses used for annual CPE hours be used for the competency hours?

A: Yes. The course certificates must be provided when submitting the application.

Q: What is required to be provided for proof of experience hours?

A: Provide course-work certifications or signed supervisor certification form certifying that you, the applicant, through audit work experience have attained the desired competencies.

Q: Can Bachelor's Degree and Master's Degree classes be used to fulfill the requirements of the application?

A: For Bachelor's Degrees, no, because this degree is required to be hired as an auditor. For Master's Degree classes, yes if the course work was completed after starting as an auditor for the DoD.

Q: I haven't completed courses but have experience in these areas. Do I need to take a course to attain the certification?

A: No, if you have experience in the competency area please fill out the Applicant Supervisor Competency Certification Form and detail the experience you have in that competency area. Your supervisor must review and sign this document and this may be submitted instead of course certificates.

Q: How can applicants show experience hours for "Lead Self"?

A: Applicant can use the supervisor certification form for this leadership competency. You must include examples for this competency and your supervisor must certify that this information is correct and you meet the required experience.

Q: How can applicants show experience for "Team Skills"?

A: Applicant can use the supervisor certification form for this leadership competency. You must include examples for this competency and your supervisor must certify that this information is correct and you meet the required experience.

Other Required Courses:

Q: Do you need to take all courses on the Other Required Courses list.

A: All courses on the Other Required List must be met completed.

Q: Where can applicants take these courses?

A: The CDFA is not endorsing a specific vendor. However, these courses should be similar for all audit organizations and can be found through various vendors.

Q: Do all applicants need to take the Contract Officer Representative Course?

A: No, only those auditors who are actively engaged in contractor oversight work must take this course.

Recommended:

Q: Are these required items and have to be included in the application?

A: No, these are recommended. However, if one or all of these were completed and apply to a competency you may include these items and provide either the course certificate or detailed experience in your supervisor certification form.

Q: For test-based certifications, does it have to be the CPA certification?

A: No, as long as it is a test-based certification, it can be used. This could include the CPA, CISA, CIA, CFE, etc.

Q: Are applicants required to complete a Master's Degree?

A: No, this is only recommended.