

Basic (Level I) Contracting Officer's Representative

Course Number: 1073

Length: 1 Day

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Learn the basic knowledge and skills needed as a Level I contracting officer's representative (COR), such as proper communication, documentation, contract monitoring, payments, and ethics. You will also leave with a better understanding of the overall acquisition process and how to manage acquisitions effectively and efficiently as the eyes and ears of the contacting officer.

Intended Audience

This course is designed for personnel seeking FAC-COR Level I certification training.

Course Learning Objectives

- Describe the COR's duties, responsibilities, and authority
- Identify issues affecting the COR through the acquisition process
- Maintain appropriate documentation and communications
- Use appropriate techniques to monitor contract performance
- Describe the process for processing contractor invoices for payment

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides
- AI Prompts
- Revolutionary FAR Overhaul
- Satisfaction Guarantee

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: COR Roles and Responsibilities

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	Lesson 2: Acquisition Planning
	Lesson 3: Contract Formation
	Lesson 4: Contract Administration
LUNCH	
AFTERNOON	Lesson 4: Contract Administration, <i>continued</i>
	Lesson 5: Payment
	Lesson 6: Ethics in Government Contracting
	Course Evaluation and Exam

Learning Methods

Lecture, discussion, and final exam.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 8

Professional Development Units (PDUs)

- Credits: 7

Continuous Learning Points (CLPs)

- Credits: 8

Third-Party Certification Relationship

FAI has verified this course as meeting the requirements of the FAC-C Program.

Prerequisites

There are no prerequisites for this course.

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Prework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 80% or higher.

Follow-On Resources

- [Contracting Officer's Representative Course](#)
- [Intermediate COR Refresher](#)
- [Advanced COR Workshop](#)
- [COR Refresher](#)
- [FAR Overview](#)
- [Ethics in Federal Contracting](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1073>



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