

# **Transferring Students Between Career Fields (Programs) and from Other Institutions**

**1. Background.** DAU does not transfer students between programs (acquisition career fields). The certification program associated with the acquisition career field a student pursues is determined by the requirements of the position the student is hired or assigned into by the student's parent organization. Students may elect to pursue a subsidiary program career field 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 career fields and students who have engaged in educational/training courses from DAU as well as other institutions or organizations, DAU employs the following policies/programs:

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

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

(2) Students should remember that although a course 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 prior to meeting all the certification standards.

b. Equivalency Program. Students can complete DAU course prerequisite requirements and their program training standards (training requirements for career field certification) by exercising the Equivalency Program. DAU provides the opportunity for other organizations (federal government agencies, colleges/universities, private vendors, and non-profits) to offer courses, programs, or certifications which DAU would accept as equivalent to one or more DAU courses if upon evaluation of the materials and standards, they adequately address the entire DAU course learning outcomes for a selected DAU course. **It is the responsibility of the organization providing that instruction to request equivalency.** DAU will accept, without further assessment of the student, the equivalent course completions a student has pursued through other resources when fulfilling course prerequisite requirements. Furthermore, DoD components and agencies will accept equivalent course 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 course prerequisite requirements and their program training standards (training requirements for career field certification) by exercising the Fulfillment Program. The student initiates the

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process for a fulfillment request on a DD Form 2518. DoD components and agencies assess the student's past training and/or experience, regardless of source, against the learning outcomes of select DAU courses. 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 course. It is the responsibility of the acquisition workforce member's component or agency to implement the fulfillment program. DAU will accept, without further assessment of the student, the approved fulfillments a student possesses when fulfilling course prerequisite requirements. Furthermore, DoD components and agencies will accept equivalent course completions when fulfilling the training standards outlined in the various certification programs. **The Fulfillment Program is applicable to training courses (excluding 400-level courses) only. It is NOT applicable to Continuous Learning Modules.**

d. Detailed information and guidelines for the Equivalency and Fulfillment Programs are outlined on the DAU Web site ([http://icatalog.dau.mil/student\\_info\\_H.asp](http://icatalog.dau.mil/student_info_H.asp)) in the [iCatalog](#).