Federal Express Class-
Best Practices – May 2022

Federal Express Class

Best Practices

During training event:
- State in presentation and tell audience members that this presentation will recorded in FAI CSOD as an Federal Express Class.

  ○ Inform attendees that they will see a Fed Express class (FEX-XXX-XXX) and CLPs for today's session on their transcript. *No action needed on their part*.

  ○ Inform attendees that it is important that the email provided for today's training must match their FAI CSOD email of record and they must also be active FAI CSOD users.

    ■ Prior to training session think about how you may address or request updated emails.

  ○ Inform attendees they **should not** submit external training activity request

  ○ Certificates for training session **should not be provided,** this will assist with reducing confusion that can occur with External CL Activity Requests.

* Student may need to update CSOD account and email to correspond to their agency email of record to support Federal Express Class functionality. Students must be active users in CSOD*.

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After establishing Federal Express Class:

- Email attendees sharing the Fed Express Number and title and inform attendees that the Express Class has been recorded and can be viewed on their transcript.
- Provide a POC name and email address for questions
- Email attendees that their email was not compatible (or other issue), and notify them they did not receive Express class credit for training

  - Participants **can be provided a certificate** with instructions that they can request via External CL Training Activity Request.

  - Encourage participants **to include email notification** as an attachment as part of their External Training Request

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Best Practices

Training Naming Conventions

- FEX- XXX(Agency)- (sub component)-FY22-xxxx

    - Use task aid as your guide along with agency instructions (FEX-VA-FY22-Mar Lunch and Learn for Cos)

    - Be specific

    - Monthly events, add month or number to reflect difference should be include in the name: (i.e., Brown Bag Feb)

Using Express Class

    - Awards CLPs: Follow policy guidance, role-based authority

    - Acquisition-related training: Follow policy guidance

    - Ask questions and encourage developing best practices in you agency