

## Frequently Asked Questions

### What is a training track?

- Training tracks are a series of eLearning modules, lasting 20-30 minutes in duration depending on your learning style. Each eLearning module requires that you read 10-20 pages from the manual. To complete the eLearning module, you will pass a six to ten question exam. All training tracks provide job aids and the training manual. Three different training tracks are available based on the complexity and risk of the contract(s) you manage.

### Will taking Training Track 401 cover all the other tracks?

- Yes. It will. If you take training track CM401 you don't need to take CM201 or CM301. Also, if you take CM301, you don't need to take CM201.

### What is the Training Track Identification Tool?

- The Training Track Identification Tool assist in determining the type of contract risk you are responsible for, it only takes a few minutes to answer the questions and get a response. This is a sample tool. Your agency may have other tools to assist in determining your contract risk and the training track that is right for you.

### How much time will it take to complete a training track?

- Depending on which training track you take, it is estimated that it will take approximately 8-16 hours to complete an entire training track including the pre-requisite. This could be shorter or longer depending on the pace at which an individual reads or completes the exams. The training tracks move at the learner's own pace.

### Do I need to complete all three training tracks?

- No. Only one.
- DES only requires that you take one of the training tracks (including the pre-requisites).
- The three tracks were developed for three different learners, with the intention that you complete the training that most closely reflects the type of contract(s) that you manage. You may also choose to take different modules of any of the upper level training tracks.

### What if after I take a training track, I am assigned a new contract that is more complicated and higher risk?

- Talk to your procurement professional or supervisor. Retake the Training Track Identification Tool; your risk level may have changed and that may require you to complete a different training track.

### When complete with my training track, will I be certified to write contracts?

- This new program addresses key task and skill development for the administration, monitoring and management of a contract. At completion of your training track, you will receive a certificate of accomplishment and completion. Future course work will focus on the preparation, writing of and negotiation of a contract, which eventually will lead to a Washington State Contract Management Certification.

Is there anything I need to do before starting the new training?

- If you have just acquired task in contract management prior to starting the prerequisite **WA-State Contract Management 102** you will need to complete **WA-State Contract Management 101** and **WA-State Purchasing and Procurement Ethics** to learn more. Refer to [Training by Job Duty](#) to determine which course(s) you need.

I understand there are exams I will need to pass for each training track module. How does that work?

- It is the intention to assure employees understand the body of knowledge presented in the trainings and can apply the job aides and refer to the training manual. Once complete with the module course and job aid assignment take the module exam. Use of the manual is encouraged! A passing score of 80% on module exams will indicate credit on the LMS employee training profile.

When will classes be available, and how do I take them?

- **WA State Contract Administration, Monitoring and Relationship Management** will be available **January 31, 2019** in the state LMS.

What happens when we hire a new employee after July 2019? Will training still be available?

- Courses will continue to be available online 24/7 at no cost. The new employee will have 90 days to complete the required course work.
- Beginning **August 1, 2019**, no employee may manage a contract without completing the appropriate training.

Did DES forget to add chapter 6 to CM201 and CM301?

- No. This is intentional. Chapter 6 contains content that is really only for those whose responsibilities in contract management are of the highest risk, so it is only required for those who take CM401.

What if one takes this training program previously as part of the usability testing in April of 2018?

- Great improvements were made on the design of the course based on the feedback received back in April, but the content hasn't changed. The LMS shows all who have previously taken the modules in the contract management training program, and no one needs to repeat these courses.

How will DES verify that agencies comply with this training expectations, and how will compliance be represented on the procurement risk assessment?

- Using the guidelines and tools provided by DES, each agency is trusted to identify which training is most appropriate for their employees (and their direct supervisors).
- On an Enterprise level, it will be left up to each agency to provide DES with documentation that every employee who manages or monitors contracts, and their direct supervisors, have taken the required training. DES would expect to receive this information from whomever completes the risk assessment. This documentation will be sufficient for the risk assessment team.

