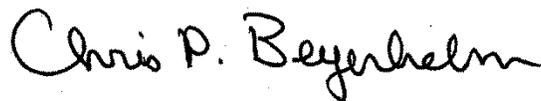


For: State and County Offices

Credit and Financial Analyst Training (CFAT)

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Section 361 of the Consolidated Farm and Rural Development Act (CONACT) requires that the Secretary shall provide adequate training to employees of FSA on credit analysis, and financial and farm management, to ensure proper management of FLP.

Historically, CFAT has been provided in a classroom style session. While this is 1 of the best methods to provide CFAT, FSA is unable to hold classroom style sessions given the current budget constraints. Therefore, to provide a more cost effective alternative, CFAT has been redesigned as a distance learning correspondence course in a manner that mirrors the previous classroom course.

B Purpose

This notice:

- announces implementation of the redesigned CFAT beginning **March 2012**
- explains the CFAT registration process
- identifies the actions and responsibilities of the National Office FLOT Training Program Coordinator, CFAT instructors, trainers, and trainees.

C Contact

Direct any questions about this notice to Teresa Martin by either of the following:

- e-mail at **teresa.martin@wdc.usda.gov**
- telephone at 202-690-0431.

Disposal Date	Distribution
July 1, 2012	State Offices; State Offices relay to County Offices

Notice FLP-605

2 Redesigned CFAT

A Overview

The redesigned course was developed by Farmer Courses, LLC, which has been providing borrower training for a number of years. The CFAT instructors are Dr. Gregory Hanson, Professor of Farm Finance and Production, and Mr. Mark Douglas, Extension Educator, Farm Financial Management.

B Registration/Schedule

Trainees will be:

- scheduled and registered for CFAT by the National Office FLOT Training Program Coordinator by order of their hire date recorded in FLOTRACK

Note: Trainee, trainer, and State Training Coordinator will be notified before the trainee is scheduled for training.

- allotted 6 months from the date of registration to successfully complete CFAT.

3 Action and Responsibilities

A National Office FLOT Training Program Coordinator

National Office FLOT Training Program Coordinator shall:

- schedule and register all trainees for CFAT training, including submitting payment for the course
- monitor the progress of each trainee enrolled in the course to ensure that the 6-month timeframe is adhered to
- notify the trainer, State Training Coordinator, and FLC, if at any time CFAT instructors indicate that a trainee is struggling to understand the course concepts
- notify the trainee, trainer, State Training Coordinator, FLC and SED that registration is completed
- e-mail a course evaluation sheet to each trainee upon completion of the course
- identify and notify trainers and trainees that are part of the CFAT implementation assessment.

3 Responsibilities (Continued)

B Farmer Courses, LLC

Farmer Courses, LLC shall:

- mail all course material to trainee within 10 calendar days of registration
- provide course instruction to both the trainee and trainer
- provide contact information to the trainee for assistance and questions about the course
- provide testing material to the trainee's trainer to administer along with necessary instructions
- contact the National Office FLOT Training Program Coordinator any time a trainee is struggling to understand the course concepts
- notify the National Office FLOT Training Program Coordinator when a trainee has successfully completed course materials and passed the final exam with a score of at least 80 percent
- prepare, sign, and mail to the trainee, upon successful completion of the final exam, a course completion certificate.

C Trainer

Trainers shall:

- monitor the progress of the trainee to ensure that the specified timeframes are met
- proctor tests provided by the Farmer Courses, LLC, according to the given instructions.

D Trainee

Trainees shall:

- complete the course assignments and return to the Farmer Courses, LLC, within the timeframes specified
- successfully complete and pass the CFAT final exam with a score of at least 80 percent within the 6-month timeframe allotted.

3 Responsibilities (Continued)

E FLOT Program Guidance

Guidance for the FLOT program is addressed in 6-PM, Part 13.

Note: 6-PM will be amended, as appropriate, to address the revisions to CFAT.

All trainees, trainers, State Training Coordinators, FLC's and DD's should review 6-PM, Part 13 to refresh their knowledge of the FLOT program requirements.

F CFAT Implementation Assessment

An assessment of the redesigned CFAT will be conducted by the National Office FLOT Training Program Coordinator through a series of brief teleconferences with the first 8 trainers and trainees enrolled. Trainers and trainees will be notified during registration if they will be part of the assessment.