



FSA Course Curriculum: Course Offerings for New Financial Aid Professionals

Title	Description	Delivery Format	Duration	Existing / New	Schedule	Frequency of Updates
Sources of Additional Information - Includes sources of information beyond training courses, such as web sites and printed materials.						
Audit Guides	<p>There are two audit guides that cover audits of Title IV FSA funds, the OMB A-133 Circular for Single Audits (covers all non-profit and public institutions) and the SFA Audit Guide (covers proprietary institutions). Schools are required to arrange for regular independent audits that include the operation of the Federal Student Aid Programs. For more information visit the ED Inspector General's site: http://www.ed.gov/offices/OIG/nonfed/sfa.htm.</p> <p>Schools are now required to submit audit information electronically using FSA's eZ-Audit process. For more details visit the eZ-Audit eZ-Audit <https://ezaudit.ed.gov/EZWebApp/common/login.jsp> site and review the electronic announcements <http://ifap.ed.gov/IFAPWebApp/currentEAnnouncementsPag.jsp> describing implementation, including Frequently Asked Questions <http://ifap.ed.gov/eannouncements/0305ezAuditFAQ.html> and Registration Instructions <http://ifap.ed.gov/eannouncements/0320eZAuditRegInstr.html></p>	Printed guides and available online	Ongoing	Existing	Annually, as needed	As-needed OMB does the updates for the A-133 Circular; FSA updates the SFA Audit guide (in conjunction with the IG's office).
Blue Book	<p>Provides guidance to school business office personnel who handle fiscal record keeping, accounting, and reporting functions for federal Title IV student financial aid programs authorized by the Higher Education Act of 1965, as amended (HEA). In addition, it provides a technical resource of Title IV management responsibilities that are shared between various administrative offices in a school. It also offers general information about Title IV programs, policies, and procedures that are useful to all institutional personnel who administer and manage Title IV programs. LINK:</p>	Printed manual, also available online	Ongoing	Existing	Ongoing	Every 2 years By FSAU



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FSA Assessments	Provides a series of tools that schools can use to assess their procedures and to prevent and/or identify compliance issues, implement management enhancements for noted problems, and share effective practices. The assessments are organized into four categories, each with their own modules. The categories are: Students, Schools, Managing Funds, and Campus Needs. LINK:	Web tool	Ongoing	Existing	Ongoing	Annually by Schools Channel
FSA Handbook	A comprehensive guide for financial aid professionals, covering all aspects of the administration of the FSA Title IV programs. It includes individual volumes on each of the Title IV programs as well as volumes on the student application process, verification, student eligibility, and institutional eligibility. Written in plain language, it is designed as a practical, authoritative resource for financial aid professionals. It provides a full explanation of the programs, numerous examples and forms, and answers to many commonly asked questions encountered by those who must implement the Title IV laws and regulations at schools. It is updated annually and is available in both hardcopy and electronic formats. LINK:	Printed manual, also available online	Ongoing	Existing	Ongoing	Annually by Publications
FSA Schools Portal	Schools Portal - Financial Aid Administrators (FAAs) gateway to all electronic services for schools provided by FSA. Facilitates access to students/recipients application and disbursement data. Supports customization, and provides comprehensive contact listing for FSA services/offices. LINK:	Web site	Ongoing	Existing	Ongoing	As needed By Schools Channel
IFAP	IFAP (Information for Financial Aid Professionals) - FSA's primary means of communicating with the school community. Provides electronic access to news, technical publications, regulations and policy guidance to assist schools with administering the programs. Also supports an email subscription service which proactively advises the community of new information available on the site. LINK:	Web Site	Ongoing	Existing	Ongoing	As needed