



## FSA Course Curriculum: Course Offerings for New Financial Aid Professionals

Title	Description	Delivery Format	Duration	Existing / New	Schedule	Frequency of Updates
<b>Basic Curriculum</b>						
- Courses that provide a general, introductory overview of central elements of administering Title IV aid. Recommended for all new financial aid professionals during their first 12-18 months of employment						
<b>COACH</b>	A comprehensive introductory course on school requirements for administering postsecondary student financial aid (SFA) programs authorized under Title IV of the Higher Education Act (HEA). Modules can be completed individually, allowing individuals to tailor the training to their specific needs. <b>Strongly Recommended</b> as a pre-requisite for Fundamentals	Web-based	9 modules, 36 lessons	Existing	Ongoing / Point of Need	Annually for release date early July by FSAU
<b>Fundamentals of Title IV</b>	A basic but comprehensive course that covers all aspects of running the student financial aid programs, including: laws and regulations, administrative and financial systems, application processing, verification, disbursing funds, program integrity and reporting requirements. <ul style="list-style-type: none"> <li>▪ <b>Required</b> for all CEO/President and financial aid administrators of schools seeking or awaiting initial certification as well as new or inexperienced FAAs who need to learn the basics of Title IV</li> </ul>	Classroom	4.5 days	Existing	Annually in Regional Training Facilities	Annually after November 1 <sup>st</sup> by FSAU
<b>How to Read and Understand the Laws and Regulations</b>	This training topic ranked high on the schools' list of requested topics. The team felt that understanding how to read the laws and regulations, and the relationship of statute to regulations and subregulatory guidance is a critical skill for aid administrators. The team recommends that this also be a computer based training effort, either WebEx or a CBT. Delivery could be done regionally, or by school choice.	CBT or WebEx	Self-paced or 2 hour sessions	New	TBD	As needed
<b>Untangling the Web</b>	A beginner's course for the new financial aid professional on how to access websites related to understanding, participating in, and processing Federal Student Aid. The sites have been divided into different categories or steps in the Financial Aid process. Individuals learn to access all sites quickly from the School's Portal or IFAP.	Printed manual / Online tutorial	Self-paced	New	TBD	As needed