



## Training for Financial Aid Professionals New Financial Aid Professionals

Title	Description	Delivery Format	Duration	Schedule
<b>COACH</b>	<p>A comprehensive, introductory course on school requirements for administering the Title IV student aid programs. Modules can be completed individually, allowing individuals to tailor the training to their specific needs.</p> <p><b>Strongly Recommended</b> as a pre-requisite for the “Fundamentals of Title IV Administration” training below.</p> <p><b>Link:</b>  <a href="http://www.ed.gov/offices/OSFAP/sfau">http://www.ed.gov/offices/OSFAP/sfau</a></p>	Web-based	Self-paced, 9 modules, 36 lessons	Ongoing / Point of Need
<b>Fundamentals of Title IV Administration</b>	<p>A basic but comprehensive course that touches on all aspects of administering the Title IV student aid programs, including: laws and regulations, administrative and financial systems, application processing, verification, disbursing funds, and reporting requirements.</p> <p><b>Required</b> for all CEO/President and financial aid administrators of schools seeking or awaiting initial certification.</p> <p><b>Strongly Recommended</b> for new or inexperienced FAAs who need to learn the basics of Title IV.</p> <p><b>Link:</b>  <a href="https://sfa.jamcracker.com/workspace/login/pages/fsa/login.jsp?TARGET=https://sfa.jamcracker.com">https://sfa.jamcracker.com/workspace/login/pages/fsa/login.jsp?TARGET=https://sfa.jamcracker.com</a></p>	Classroom	4.5 days	Each month in one of FSA's Regional Training Facilities
<b>Statute, Regulations, and Subregulatory Documents: How to Understand Title IV</b>	<p>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 via web conference training or a CBT. Delivery could be done regionally, or by school choice.</p> <p><b>Recommended</b> for all FAA's who need to read Federal documents.</p>	CBT or Web Conference Training	Self-paced or 2 hour sessions	TBD
<b>Web Resources (also called Untangling the Web)</b>	<p>A beginner's course on FSA websites related to understanding, participating in, and administering Federal Student Aid.</p> <p><b>Recommended</b> for all FAA's interested in “untangling the web”.</p>	Web-based tutorial	Self-paced	TBD