

**For:** State and County Offices

**Credit and Financial Analysis Training (CFAT) 2019 Scheduled Training Dates**

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**Approved by:** Acting Deputy Administrator, Farm Loan Programs

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**1 Overview**

**A Background**

Section 361 of the Consolidated Farm and Rural Development Act 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.

CFAT is an eLearning course that consists of 2 sessions:

- Agribusiness Lending eLearning (Self Study)
- Agribusiness Lending WebClass.

A course schedule for 2019 has been set to provide trainers and trainees adequate preparation time to meet course prerequisites.

**B Purpose**

This notice:

- announces 2019 scheduled CFAT WebClass dates
- announces prerequisites for CFAT registration
- identifies the actions and responsibilities of the National Office FLOT Coordinator, State Office FLOT Coordinators, trainers, and trainees.

**C Contact**

Direct any questions about this notice to Gretchen Thomas by either of the following:

- e-mail to [gretchen.thomas@wdc.usda.gov](mailto:gretchen.thomas@wdc.usda.gov)
- telephone at 205-650-3373.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2019	State Offices; State Offices relay to County Offices

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### 2 Prerequisites for CFAT Registration

#### A Completion of Prerequisites

Registration for CFAT by the National Office FLOT Coordinator requires trainees to have completed the FLOTrack Direct Loan Making and Farm Business Plan program area tests.

**Note:** To confirm that the trainee can meet all the established timeframes, FLC's and State FLOT Coordinators will be notified before the trainee is registered for the course. Trainees who **cannot** meet the timeframes will be deferred to the next registration.

FLC, State Office FLOT Coordinators, and trainees should be aware that an allotted 3 weeks is needed to complete the CFAT Self-Study session with the WebClass session scheduled the last week. There will be **no exceptions** to the timeframes.

### 3 Scheduled Dates for the Agribusiness Lending WebClasses

#### A WebClass Schedule

WebClass will be held the following dates:

- January 28, 2019
- February 25, 2019
- March 25, 2019
- April 22, 2019
- May 20, 2019
- June 24, 2019
- July 29, 2019
- August 26, 2019
- September 23, 2019
- October 21, 2019.

### 4 Action and Responsibilities

#### A National Office FLOT Coordinator

The National Office FLOT Coordinator shall:

- initiate course registration and notify State Offices before registering trainees to confirm the trainee will be available for **all** timeframes
- register all trainees for CFAT

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### 4 Action and Responsibilities (Continued)

#### A National Office FLOT Coordinator (Continued)

- schedule and send an Outlook meeting invitation for the kick-off teleconference/WEBEX demo meeting with:
  - Moody's Analytics
  - trainees
  - trainers (attendance optional)
  - FLC's (attendance optional)
  - State Office FLOT Coordinators
- schedule and send an Outlook meeting invitation for the live Adobe Connect WebClass and teleconference with the trainees
- receive and monitor the WebClass pre-work assignment
- monitor the progress of each trainee enrolled in the course in Moody's Analytics eLearning system
- have the authority within the Moody's Analytics eLearning system to reset a module final exam and allow a trainee a third chance to successfully complete a module exam after consulting with the FLC or State Office FLOT Coordinator
- have the authority within the Moody's Analytics eLearning system to see test answers and to review them with the trainee and trainer after consulting with the FLC or State Office FLOT Coordinator
- record the CFAT completion date and score in FLOTrack.

#### B State Office FLOT Coordinator

State Office FLOT Coordinator shall:

- verify with the trainee, trainer, and supervisor if different from trainer, that the trainee can commit to **all** the timeframes allotted for CFAT when contacted by the National Office
- notify the trainee, trainer, and supervisor if different from trainer, that **CFAT takes priority over all other training and duties** to allow the trainee time to concentrate on the course

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### 4 Action and Responsibilities (Continued)

#### B State Office FLOT Coordinator (Continued)

- attend the kick-off teleconference/WEBEX demo meeting when their State has a trainee enrolled, if possible
- notify the National Office FLOT Coordinator if a trainee has failed to score a minimum of 70 percent on the second attempt at a module exam.

#### C Moody's Analytics

Moody's Analytics shall:

- e-mail trainees when they have been registered for the Moody's Analytics eLearning Agribusiness Lending course with the training access link, sign-in information, Welcome Letter, and eLearning User Guide
- present an overview of the eLearning modules, along with a demo of the website at the kick-off teleconference/WEBEX demo meeting
- provide the trainee with contact information for assistance and questions from their credit experts
- present the live Adobe Connect WebClass
- e-mail the trainee a completion certificate upon successful completion of the course.

#### D Trainee

Trainees must:

- make the Agribusiness Lending eLearning and WebClass priority over other training and duties while enrolled in the course
- attend the kick-off teleconference/WEBEX demo meeting and the WebClass
- complete the eLearning course within the 3-week timeframe
- successfully complete and pass each module exam with at least a 70 percent score

**Note:** If the first exam score does not meet the minimum score of 70 percent, the eLearning system will allow a second chance to successfully complete the module exam.

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### 4 Action and Responsibilities (Continued)

#### D Trainee (Continued)

- notify their trainer and State Office FLOT Coordinator if a 70 percent score is not achieved on the second final exam for any module
- complete and submit the required WebClass pre-work assignments as directed by Moody's Analytics and actively participate during the live WebClass
- submit the WebClass survey required to receive credit for the class.

#### E Trainer

Trainers shall:

- arrange the trainee's work duties to allow them to make the Agribusiness Lending course a priority over all other training and duties
- monitor the trainee's progress while enrolled in the Agribusiness Lending course to ensure that the specified timeframes are met
- attend the kick-off teleconference/WEBEX demo meeting and WebClass, if possible.

### 5 Additional Information

#### A Reasonable Accommodation

Persons with disabilities who require accommodation to participate in any meeting should contact Gretchen Thomas by either of the following:

- e-mail to [gretchen.thomas@wdc.usda.gov](mailto:gretchen.thomas@wdc.usda.gov)
- telephone at 205-650-3373.