



New GA Certification and Continuing Education FAQ

As of March 15, 2018, the new policy for Grant Administrator Certification and Continuing Education is effective. As you all are aware, the new policy went through the public comment process. After reviewing the feedback, OCRA determined that no changes were needed as most of the comment received related to the implementation of the policy and not the policy itself.

The next step in the process is implementation, and OCRA has already begun to work on this, and will be releasing more piece in the coming months. However, we know there are a lot of questions about this new policy. Due to this we have assembled the following list of frequently asked questions (FAQs):

Renewal and Continuing Education

- 1. My GA Certification is getting ready to expire, what do I have to do to renew it?**
 - a. Under the new policy, to renew a GA certification you must complete 6 credits of continuing education (CE) each year. Of those 6 credits, 2 credits must be a GA Update. For 2018, all GAs need to complete 3 credits of CE by December 31, 2018 with 2 of those credits being a GA Update. This is for 2018 only due to the implementation of the new GA Certification Policy.
- 2. What happened to CDBG 501?**
 - a. CDBG 501 became Continuing Education (CE).
- 3. What are the GA Updates?**
 - a. GA Updates are trainings presented by OCRA that go over programmatic updates. They will be offered multiple times in a calendar year and across the state. They will become an important part of distributing information to GAs. We are in the process of schedule these events for 2018 and will have more information in the near future.
- 4. What other trainings/conferences count for CE?**
 - a. OCRA will be working with our partner organization to approve trainings/conferences that count towards CE. Approved events will be posted on a special webpage. In general, the trainings must be related to CDBG, grant writing, grant administration, or other HUD/CDBG related topic. While OCRA will approve partner events directly, we will also be setting up a way for GAs to request other trainings/events to count for CE. If those events are approved, they will added to the list of approved events and count for all GAs.
- 5. Can I take CDBG 101, 201 or 301 to count for CE?**
 - a. GAs that want a refresher can take CDBG 201 and 301 for CE. Both count for 3 credits of CE, but do not count as a GA Update, so you will need to take an additional 2 credits at a GA Update. For CDBG 101, anyone is welcome to take it but it will not count for CE since it is an overview of the program and administering grants.



6. What are the renewal requirements for Master Level?

- a. Under the new GA Certification and CE Policy, Master Level no longer exist. Due to this anyone that had Master Level will now need to meet the same CE requirements as any other GA.

7. My certification already expired, what do I do?

- a. If your certification has already expired, you will need to retake and pass all of the certification courses CDBG 101, 201, 301, and 401.

Instructor Level Status

1. How do you obtain Instructor Level status?

- a. OCRA will be providing more information in the near future on the process to becoming Instructor Level. There will be application process and

2. Do Master Level GAs automatically become Instructor Level?

- a. No, but they can email the CDBG Program Director requesting to become Instructor Level. Once the request is received, the Program Director will schedule a phone call with Master Level GA to go over what Instructor Level means and its requirements.

New Certification

1. What courses do I have to take to become certified?

- a. To become certified you must complete CDBG 101, 201, 301, and 401 with a two year period from when the first course is completed.

2. Where can I find more information on the training courses?

- a. You can find more information, including how to register, on our website.