**PFM Guidelines for**

**vCFS On Demand**

Link to October Recordings: [https://ffsp.zeiders.refineddata.com/course/view.php?id=10915](https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fno-click.mil%2F%3Fhttps%3A%2F%2Fffsp.zeiders.refineddata.com%2Fcourse%2Fview.php%3Fid%3D10915&data=04%7C01%7Ctammie.m.corbin.ctr%40us.navy.mil%7C8928c088cd3d428108b008d99d4adfa9%7Ce3333e00c8774b87b6ad45e942de1750%7C0%7C0%7C637713767169047124%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=zHsLxhGkveLm%2F6pzFn%2Btrses9dMN255BGFUd0uBjeas%3D&reserved=0)

Enrollment Key: cfs2021recording

**There are three ways to access a Command Financial Specialist Certification Course:**

1. Command Financial Specialist (CFS) Certification Course – In Person, 5 day course.
2. Virtual Command Financial Specialist (vCFS) Certification Course – Number of class days may vary depending on who is hosting (CNIC, Region, Installation).
3. On Demand vCFS Certification Course – PFM provides link and key for student after administering pre-test and collecting Touchpoint Video Certificates of Completion.

**PFM Checklist for On Demand vCFS Certification Course:**

* The On Demand vCFS certification course is available via self-paced recording on LMS. It is the least preferred option but is available to meet customer demand when CFS/vCFS class dates conflict with Sailor’s schedule and command responsibilities.
* Set Expectations. Meet with your student to explain the requirements and expectations of the On Demand vCFS course.
	+ Administer Pre-Test and collect all 12 Touchpoint Video Certificates of Completion before providing link and key.
	+ Before issuing final CFS Certificate, collect 6 LMS Certificates of Completion (to verify they watched all 6 recordings), collect and review eFPW, administer post-test, and conduct Jordan Dough role play to validate proficiency with solution-focused financial counseling and use of Touchpoint Checklists.
	+ Course should be completed within 30 days of Pre-Test.