



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2011-6

Issuing Office: CECW-CE

Issued: 14 Feb 2011

Expires: 14 Feb 2013

Subject: Construction Quality Management (CQM) for Contractors Course - Update

Applicability: Directive

1. This ECB provides information and requirements of the PROSPECT courses “Construction Quality Management (CQM) for Contractors” course #784 and “CQM for Contractors Recertification” course #701. This ECB is effective immediately.
2. General Information. The U.S. Army Corps of Engineers (USACE) requires the contractor’s Quality Control Manager to obtain a Certificate of Completion for the CQM for Contractors course before being allowed to perform their quality control responsibilities outlined in the contract. This course is facilitated by a certified instructor using the CQM for Contractors course DVD. Recertification of contractor personnel is accomplished through the classroom CQM for Contractors course #784 or through a newly developed distance learning recertification course, CQM for Contractors Recertification course #701. These courses are not intended for training USACE personnel.
3. Policy on Sponsoring CQM for Contractors courses, Issuing Certificates of Completion, and Reporting to the USACE Learning Center.
 - a. Each CQM for Contractors course offering will be sponsored through the local USACE District and each District is responsible for the quality of instruction for their sponsored course
 - b. A District CQM for Contractors Course Manager, for course #784, shall be assigned by the District’s Chief of Construction, or equivalent. This position will be termed “CQM Course Manager” for the remaining portion of this ECB.
 - c. USACE Learning Center (ULC) approved certificates of completion will be issued under the supervision of the local USACE District’s CQM Course Manager, and will remain valid for 5 years after the individual’s completion of the course.
 - d. Sponsoring Districts will coordinate the planning and presentation of all CQM for Contractors courses with the ULC. The sponsoring District’s CQM Course Manager is responsible for electronically sending the completed Excel roster/spreadsheet to: DLL-ULN-CQM-C@usace.army.mil. The ULC shall maintain a consolidated database of all student records of completion. Instructors/facilitators will no longer need to mail any material, to include hardcopy tests and registration forms, to the ULC. Attachment A provides an example of the spreadsheet/roster, instructions for completing the

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spreadsheet, and instructions for certification numbers. Instructors can obtain electronic copies of the spreadsheet and instructions, as well as the certificate of completion depicted in Attachment C, at the above email address.

4. Policy on Certification and Recertification of Instructors for CQM for Contractors Course.
 - a. Instructors/facilitators for CQM for Contractors course will be certified in writing by the District's CQM Course Manager. The instructor certification will be valid for a period of 3 years.
 - b. Recertification of instructors is required to verify the quality of instruction provided by the individual and to verify that the instructor's construction management knowledge and experience correspond with current practices, procedures, and requirements. Instructors are required to update their qualifications every 3 years to the District's CQM Course Manager who will review to make an appropriate decision on instructor recertification. Attachment B is a sample copy of an Instructor Certification Letter that each instructor must have before being allowed to teach the CQM for Contractors course.
 - c. Instructors must have first-hand knowledge and experience in current USACE construction management requirements, systems, principles, and practices through hands on USACE field project management role or contractor's quality control or a field supervisory role directly involved in USACE construction projects. The preference is that the instructor be a qualified, current, USACE employee or a former USACE employee, with this knowledge and experience
 - d. The CQM for Contractors Course Manager at each USACE District shall provide the ULC a copy of each CQM Instructor's Appointment Letter issued. Send via email to: DLL-ULN-CQM-C@usace.army.mil
 - e. Each USACE District shall periodically audit their certified instructors before recertifying a CQM for Contractors course instructor.
5. Recertification of Contractor Employees with Expiring CQM for Contractors course Certificates.
 - a. Contractor's recertification of the CQM course may be accomplished either through repeating the classroom CQM for Contractors course or completing the new distance learning CQM for Contractors Recertification course. The distance learning course may only be taken if the individual has a valid certificate of completion that reflects a completion date within the past 5 years.
 - b. Registration and payment for the distance learning CQM for Contractors Recertification Course is completed on-line on the ULC Network at: <https://www.myuln.net>. A certificate number from previous CQM training is required to complete the registration process. The website provides instructions to assist in acquiring certificate numbers for those personnel with certificate of completions without certificate numbers.

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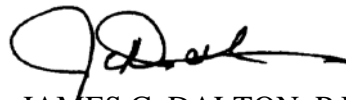
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6. CQM for Contractors Course Administration:

- a. Each USACE District shall provide a schedule of their proposed CQM for Contractors courses for each calendar year by email to: DLL-ULN-CQM-C@usace.army.mil. This information will be posted on the ULC website: <http://ulc.usace.army.mil> and a link to this site will also be provided from the TEN under the Construction Management CoP at: <https://ten.usace.army.mil/TechExNet.aspx?p=s&a=COPS;6>.
- b. Location of training for the CQM for Contractors course is not restricted beyond requirements stated above. The Districts remain responsible for the quality of courses conducted, certifying instructors and other requirements stated earlier.
- c. District CQM Course Managers are required to keep records of all personnel completing the CQM for Contractors course.
- d. Student must satisfactorily complete the post-test to successfully complete the distance learning CQM for Contractors Recertification course, at which time a certificate of completion can be downloaded and printed. The ULC will maintain records on those completing the distance learning CQM for Contractors Recertification course.

7. The development of the CQM for Contractors course and CQM for Contractors Recertification course was a joint effort between USACE and the Navy Facilities Engineering Command (NAVFAC). As such, NAVFAC training, instructor certification, and certificates of completion for these courses will be accepted by USACE. The USACE Learning Center will maintain records of instructors, calendar year course schedule, and record of course certificates of completion for both USACE and NAVFAC.

8. Point of contact for this bulletin is Paul Dicker, CECW-CE at (202) 761-0995 at email: paul.f.dicker@usace.army.mil.



JAMES C. DALTON, P.E., SES
Chief, Engineering and Construction Division
Directorate of Civil Works

ATTACHMENT A
CQM FOR CONTRACTORS, #784

Certificate Numbering, Roster Spreadsheet, Completion Instructions

A certificate number will be added to each certificate based on the issuing organization. The certificate number includes the issuing organization i.e. Corps District or NAVFAC Office identifier (three (3) digit field), facilitator identification number (two (2) digit field), current FY (two (2) digit field) and student number (five (5) digit field).

Examples: NWO041101250; SE9041100001 = Organization-district identifier (3 digits);facilitator identifier (2 digits); FY (2 digits); student number (5 digits). Drop down boxes of accepted issuing organizational Identifier codes and two-digit FY are on the ULC approved Excel Spreadsheet. The ULC approved Excel Spreadsheet will be the only accepted form for reporting training. The ULC approved Excel Spreadsheet shall not be modified for any reason. If you need additional information for internal reporting, use another tab. Email the completed ULC approved Excel Spreadsheet to: DLL-ULN-CQM-C@usace.army.mil.

See below for in-depth examples (examples only – may not be the actual number assignment):

District Identifier: Omaha District = NWO

Facilitator Identifier:

00 – Omaha District

01 – Wisconsin Area Office (by office)

02 – Nebraska Area Office

03 – South Dakota Area Office

04 – North Dakota Area Office

05 – Jennifer McQueen (by facilitator name)

Certificate number: NWO041101250=Omaha District/North Dakota Area Office/FY11/number student (01250)

NAVFAC SE = SE9

00 – NAVFAC SE

01 – Facilitator Bruce Pastorini

02 – Facilitator Robert "Whit" Heffington

03 – Facilitator Mark N. Clark

04 – Facilitator John Parker

05 – Not assigned at this time

06 – Not assigned at this time

Certificate number: SE9041100001 = NAVFAC John Parker/FY11/number student (00001)

CCIM FOR CONTRACTORS
 COURSE #784

	A	B	C	D	E	F	G	H	I	J	K	L	M
	(COLUMNS H, J, and K) COMPRISE STUDENT CERTIFICATION NUMBER												
	1. FACILITATOR NAME:												
2.	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	First Name	Middle Initial	Last Name	Location City	Location State or Country	District Organization (three-digit)	Facilitator Code (two- digit)	FY (two-digit)	Student Number (five- digit code)	Pre-Test	Post-Test
3													
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CQM FOR CONTRACTORS COLUMN INSTRUCTIONS

FACILITATOR NAME	Name or names of facilitators
A START DATE	Start date of actual training session/class
B END DATE	End date of actual training session/class
C FIRST NAME	First name of student
D MIDDLE INITIAL	Middle initial of student
E LAST NAME	Last name of student
F LOCATION CITY	Name of City where training is actually held
G LOCATION STATE	Two letter abbreviation of the state where training is actually held
H DISTRICT ORGANIZATION	Three digit alpha/alpha numeric of sponsoring Corps/NAVFAC (see drop down)
I FACILITATOR CODE	Two digit number designation of facilitators assigned by Corps District or NAVFAC
J FY	Two digit number for fiscal year of training i.e. 2011 = 11; 2012 = 12 (see drop down)
K STUDENT NUMBER	Five digit number assigned to each student trained per session Corps District/NAVFAC. Example: student #1=00001; student #500=00500; student #99,999=99999
L PRE-TEST	Pre-test Score
M POST-TEST	Post-test Score

REMEMBER: (COLUMNS H,I,J and K) COMPRISE STUDENT CERTIFICATION NUMBER

The ULC approved Excel Spreadsheet will be the only accepted form for reporting training. The ULC approved Excel Spreadsheet shall not be modified for any reason. If you need additional information for internal reporting, use another tab. Email the completed ULC approved Excel Spreadsheet to DLL-ULN-CQM-C@usace.army.mil.

ATTACHMENT B
Instructor Certification Letter Sample

District Letter Head

15 January 2011

Memorandum for Record

Subject: John E. Parker, CQM-C Instructor/Facilitator Certification Sample

1. John E. Parker is recognized as a qualified instructor of the Corps of Engineers Prospect course #784, Construction Quality Management for Contractors by _____ (Sponsoring District) for the period 15 January 2011 through 14 January 2014.
2. Mr. Parker is authorized to reproduce course materials and issue signed as instructor/facilitator on the ULC approved completion certificates for those students that successfully complete the course.
3. Original registration forms and a copy of certificates for each student name shall be mailed to the ULC and the district POC. For any questions relating to this matter, please contact Mr. xxxxxxxx, at xxx-xxx-xxxx.

Signature block
District CQM-C Course Manager

ATTACHMENT C

Certificate of Completion Sample

Construction Quality Management for Contractors - #784



has completed the Corps of Engineers and Naval Facility Engineering Command Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS - #784

Location _____	Training Date(s) _____	Instructional District/ NAVFAC _____	CQM-C Manager _____
Facilitator/Instructor _____	Email _____	Telephone _____	Facilitator/Instructor Signature _____

Gregory J. Anderson
Director, USACE Learning Center

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE