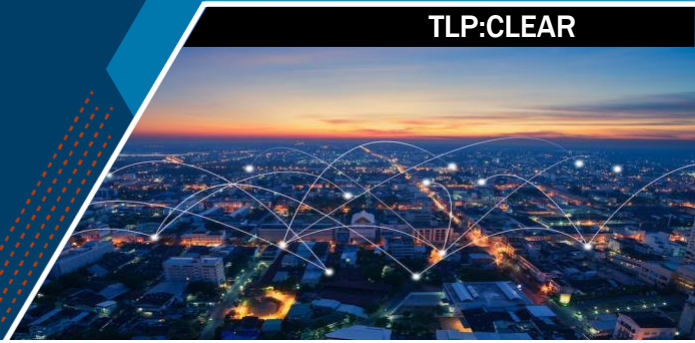




FEDERAL CYBER DEFENSE SKILLING ACADEMY

TLP:CLEAR



SUPERVISOR AND APPLICANT APPROVAL FORM

The supervisor and applicant must both confirm and agree to abide by the following conditions for the applicant's participation in the Federal Cyber Defense Skilling Academy (Skilling Academy). Please submit this completed and signed form to the [Skilling Academy](mailto:SkillingAcademy@mail.cisa.dhs.gov). For any questions, please contact us at SkillingAcademy@mail.cisa.dhs.gov.

Please indicate the Skilling Academy course and session number you are applying for:

Skilling Academy

The Cybersecurity and Infrastructure Security Agency (CISA) Skilling Academy mission is to provide widely recognized cybersecurity training for full-time government employees, promoting collaboration and interactive learning to protect, defend, respond, and reduce risk to our nation's critical infrastructure from cyber threats.

The Skilling Academy provides federal employees an opportunity to focus on professional growth through full-time, 100% virtual, accelerated training programs. The coursework is mapped to the [NICE Workforce Framework for Cybersecurity \(NICE Framework\)](#) and provides federal employees with valuable hands-on experience to practice new skills in lab environments.

All full-time federal employees in any job series and any grade, or grade equivalent for non-General Schedule (GS) employees, are eligible to apply to the Skilling Academy. Selected participants within the Skilling Academy must retain their full-time employment status in the federal government for the duration of the course to maintain eligibility. Government contractors are not permitted to participate. Participation in the Skilling Academy is prioritized for individuals from Departments and Agencies within the [Federal Civilian Executive Branch \(FCEB\)](#). Applications from other federal government entities are welcome and will be considered based on course availability and program requirements.

Timeline

Skilling Academy sessions vary in length, ranging from 4 weeks to 12 weeks, depending on the course. Some sessions may include breaks, while others run continuously. The specific details of the selected course will be outlined in the course schedule.

During all course offerings, students are required to participate virtually Monday through Friday, during core business hours, excluding federal holidays. Pathway students cannot maintain alternative work schedules during this time. If the session includes breaks, students will return to their regular duty assignment during those breaks, unless the home agency has approved leave.

Please note, students and supervisors may be encouraged to attend a New Student Orientation session, which will be held prior to the course start date.

This document is marked TLP:CLEAR. Recipients may share this information without restriction. Information is subject to standard copyright rules. For more information on the Traffic Light Protocol, see <https://www.cisa.gov/tlp>.

TLP:CLEAR

Applicant Agreement

By initialing next to each requirement, the applicant signifies their acknowledgement and agreement to abide by the specified conditions. Please note, there are limited exceptions to these requirements. This list of requirements is not exhaustive; additional program policies and conditions may apply.

Disclaimer: The Skilling Academy reserves the right to remove a student from the training program at any time for reasons including, but not limited to, non-compliance with program policies, conduct inconsistent with program standards, or other circumstances deemed necessary to maintain the integrity and effectiveness of the training environment.

Applicant Initials	The Applicant Confirms and Acknowledges the Following Conditions
	1. The applicant confirms they are a full-time federal employee within the United States Government and will remain a full-time federal employee throughout the duration of the course should they be selected to participate.
	2. The Skilling Academy will be the student's focus for the 40-hour, full-time work week during the entire duration of the course. Students will refrain from conducting activities associated with their regular duty assignment, including, but not limited to meetings, calls, and work deliverables.
	3. Due to the need for advanced skills in certain course offerings, some courses may require pre-requisites and/or previous experience in cybersecurity. It is the student and supervisor's responsibility to ensure that participants meet the eligibility criteria for their chosen course.
	4. Depending on agency requirements, accepted students may be required to complete an SF-182 to receive approval from their organization to attend the Skilling Academy. Applicants should discuss the requirements of this program with their supervisor to ensure they can be fulfilled. Applicants are responsible for working with their supervisor to confirm compliance with their home agency's policies, to include any necessary timekeeping to ensure salary payments from their home agency are not interrupted.
	5. During any live Skilling Academy instruction periods, students may be required to be on camera and maintain an appropriate and professional image.
	6. Due to the varied nature of course delivery, the Skilling Academy tracks key engagement metrics, such as training platform access times, duration, coursework completion rates, and overall course progression.
	7. Due to the rigorous and fast-paced cadence of the courses, the Skilling Academy strongly advises students against taking scheduled leave during the course. Sick and emergency personal leave are permitted; however, it is the student's responsibility to make up any missed coursework as soon as possible. To ensure students do not fall behind, missed instruction days and lab work must be made up by using available resources, which may include class recordings or self-study materials.
	8. A student will be marked as incomplete and will not graduate from their chosen course if they meet any of the following criteria: <ul style="list-style-type: none"> a. A student misses eight (8) or more days (64 hours) for a 12-week long course, or b. A student misses four (4) or more days (32 hours) for a 4-week long course, or c. A student does not complete 15% or more of the required coursework by the final course date. Students marked as incomplete are eligible to apply to and attend future sessions.
	9. If a student fails to complete the required work assigned in the allotted class time, the student agrees to complete the required work as soon as possible.
	10. If a student decides to withdraw from a session after the start date they must notify the Skilling Academy in writing prior to their departure.

	11. Students who receive a third-party certification voucher are required to report their certification exam results within one week following their examination date to the Skilling Academy. Reporting this information is a condition of receiving and using a test voucher from the Skilling Academy.
	<p>12. To fully participate in the Skilling Academy, students must have access to the following hardware and software requirements throughout the course duration:</p> <ul style="list-style-type: none"> a. Personal or GFE laptop or desktop computer with one of the following supported Operating Systems: <ul style="list-style-type: none"> i. Microsoft Windows 7 or later ii. Mac OS X with MacOS 10.7 or later iii. Linux: Instructions to perform connectivity tests will be provided prior to utilization in class as needed. b. Email: Access to federal government email account c. Internet connection (Broadband wired or wireless). Recommended bandwidth: <ul style="list-style-type: none"> i. 600kbps/1.2Mbps (up/down) for high quality video. For gallery view: 1.5Mbps/1.5Mbps (up/down). d. Browser: IE, Edge, Chrome, Firefox, Safari e. Apps: Zoom, MS Teams

Supervisor Agreement

By initialing next to each requirement, the applicant's supervisor signifies their acknowledgment and agreement to abide with the specified conditions. Please note there are limited exceptions to these requirements. This list of requirements is not exhaustive; additional program policies and conditions may apply.

Supervisor Initials	The Supervisor Confirms and Acknowledges the Following Conditions:
	1. The supervisor confirms the applicant is a full-time federal employee within the United States Government and will remain a full-time federal employee throughout the duration of the course should they be selected to participate.
	<p>2. The supervisor understands that this course will be the applicant's focus for their 40-hour, full-time work week during the duration of the course.</p> <p>If the applicant is selected as a student, the supervisor agrees to release the student to dedicate their 40-hour work week to this course and acknowledges that the student will not be required to work outside the standard 40-hour work week.</p> <p>During times of instruction, the supervisor will refrain from contacting the student for work-related taskings, including, but not limited to meetings, calls, and work deliverables.</p>
	3. Due to the need for advanced skills in certain course offerings, some courses may require prerequisites and/or previous experience in cybersecurity. It is the student and supervisor's responsibility to ensure that participants meet the eligibility criteria for their chosen course.
	4. The Skilling Academy is not responsible for providing supervisors with status updates and/or attendance records of the student, except in cases requiring disciplinary intervention. It is the student's responsibility to communicate directly with their supervisor regarding program status updates and attendance records as required by their home agency. In cases where students are absent from scheduled training without prior approval or notification, action will be taken by the Skilling Academy to properly rectify the situation with notification to both the student and supervisor.

Applicant Details

Pay Plan:		Job Series:	
Grade:		Department:	
Agency/Component:		Office/Division:	

Are you currently in a cyber work role? _____

Have you previously attended a course by CISA's Federal Cyber Defense Skilling Academy? _____

Applicant Confirmation

By signing this form, you agree to abide by the requirements under the Applicant Agreement section and verify that the Applicant Details information is correct.

Applicant Name: _____

Applicant Title: _____

Applicant Email Address: _____

Applicant Signature: _____

Applicant Confirmation

It is the applicant's responsibility to notify any additional supervisors that they report to when applying to the program. A supervisor is defined as any person who can approve leave for the applicant. Please note, Transportation Security Administration applicants who work for individual airports need approval from the supervisor who approves their schedule changes. In most cases, this will be the applicant's Federal Security Director (FSD) or Assistant Federal Security Director (AFSD).

By signing this form, you agree to abide by the requirements under the Supervisor Agreement section and verify that the Applicant Details information is correct. Supervisors must electronically sign the section below using a digital certificate (i.e., PIV or CAC). For additional instructions, please contact us at SkillingAcademy@mail.cisa.dhs.gov.

Supervisor Name: _____

Supervisor Title: _____

Supervisor Email Address: _____

Supervisor Signature: _____

Federal Cyber Defense Skilling Academy Privacy Act Statement

Authority: 5 U.S.C. § 301, 44 U.S.C. § 3101, and 6 U.S.C. § 652(c)(11) authorize the collection of this information.

Purpose: The information collected will be used to establish the federal applicant's eligibility for the Federal Cyber Defense Skilling Academy. Should the applicant be accepted into the program, it will also be utilized to establish an account with Solutions3 and the Infosec Institute. Additionally, the data will be utilized to receive correspondence from the Federal Cyber Defense Skill Academy and to keep the applicant's home agency apprised of the applicant's enrollment and course completion status.

Routine Uses: Information collected may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using the information as necessary and authorized by the routine uses published in DHS/ALL-002 DHS Mailing and Other Lists System, November 25, 2008, 73 FR 71659, DHS/ALL-003 Department of Homeland Security General Training Records, November 25, 2008, 73 FR 71656, and DHS/ALL-004 General Information Technology Access Account Records System (GITAARS), November 27, 2012, 77 FR 70792. If accepted into the program, names and email addresses will be disclosed to Solutions3 and the Infosec Institute to allow access to the learning content.

Disclosure: Providing this information is voluntary. However, failure to provide this information may prevent CISA from deciding applicant eligibility, creating a Solutions3 and Infosec Institute account if selected to participate in the program, and prevent participants from receiving communications from the Federal Cyber Defense Skilling Academy.