

To submit a DAWIA Certification request or check to see if you have met all training requirements for a specific career field and level, follow the ins

1. Navigate to DATMS (<https://www.atrrs.army.mil/DATMS>) and login with your CAC.
2. Update your profile, if prompted.
3. Navigate to **My Career | My Certification Requests**
4. Click the **Add Certification Request**. **Helpful Hint:** Click the **Check Certification Eligibility** button to verify the system recognizes you have completed all the training requirements.

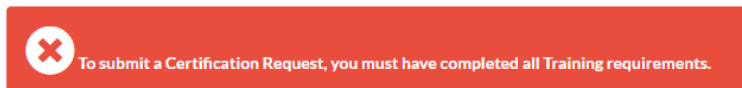
Career Field Certification

[Add Certification Request](#)
[Check Certification Eligibility](#)

Certifications			
Career Field	Level	Certification Date	Certificate
Program Management	1	09/18/2018	

Certification Requests					
Actions	Career Field	Level	Submit Date	Status	Detail
	Program Management	1	09/12/2018	Withdrawn	View
	Program Management	1	09/12/2018	Approved	View

5. Select the **Career Field** and **Level**. Once selected, click the **Continue** button. **NOTE:** A text message will display if the system does not register that all training requirements have been completed.



6. In addition to **Training** requirements, there may be **Education** and **Experience** requirements.
7. If there is an education requirement listed, click the **Attach Supporting Documentation** link to upload a copy of your transcript.
8. If there is an experience requirement listed, click the **Attach Supporting Documentation** link to upload a copy of your resume or SF-150, as needed.
9. Use the optional **Comments** box to enter explanatory text in support of your certification.
10. After verifying all information is correct, click the **Submit** button.

Career Field Certification Request

Request Information			
Employee Name:	DIANE L JACKSON	Level:	2
Career Field:	Program Management	Status:	New

Requirements	
Education	<ul style="list-style-type: none"> Formal education not required for certification
Experience	<ul style="list-style-type: none"> 2 years in program management with cost, schedule, and performance responsibilities
Training	<p>LEGEND: ✔ Completed Training ✘ Training not completed</p> <ul style="list-style-type: none"> Acquisition Training <ul style="list-style-type: none"> ACQ 202 Intermediate Systems Acquisition, Part A ACQ 203 Intermediate Systems Acquisition, Part B Functional Training <ul style="list-style-type: none"> PMT 252 Program Management Tools Course, Part I PMT 257 Program Management Tools Course, Part II CON 121 Contract Planning CON 124 Contract Execution CON 127 Contract Management EVM 101 Fundamentals of Earned Value Management ISA 101 Basic Information Systems Acquisition

Comments
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="font-size: small; text-align: center;">(1000 character limit)</p>

[Cancel](#)

Once submitted, your application will work its way through your agency's workflow process. System-generated notifications will be sent once the request has been processed. If you have any questions, reach out to your supervisor or Agency POC.