



# State Purchasing Division Training Reference Guide



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# Overview

The goal of the State Purchasing Division’s Policy, Training and Outreach Team is to provide training and certification programs to State and Local procurement professionals to enhance their skills and knowledge on the use and understanding of procurement tools, techniques, regulations, and processes designed to support the purchasing activities of the State of Georgia.

## Courses/Pre-Requisites

The Curriculum represents the set of courses that the State Purchasing Division offers to Georgia Purchasing professionals. For more information on the pre-requisites, please visit our website or the Learning Management System.

TRAINING FOR PROCUREMENT		TRAINING FOR TEAM GEORGIA MARKETPLACE™	
1000W	Introduction to State Purchasing ( <i>Web-based</i> )	TGM10W	Navigating Team Georgia Marketplace™ ( <i>Web-based</i> )
1010L	Fundamentals of State Purchasing ( <i>Lecture</i> )	TGM20W	eProcurement for Requesters ( <i>Web-based</i> )
1020L	Purchasing Basics for Georgia State Government (formerly Basic Fundamentals of State Purchasing) ( <i>Lecture</i> )	TGM30W	eProcurement for Approvers and Exercise Activities (TGM30E) ( <i>Web-based</i> )
		TGM40L	eProcurement for P.O. for Buyers ( <i>Lecture</i> )
3000W	Basics of Writing Specifications ( <i>Web-based</i> )	TGM50L	Strategic Sourcing ( <i>Lecture</i> )
3010L	eSource for RFQs ( <i>Lecture</i> )**	TGM60L	Supplier Contracts Management ( <i>Lecture</i> )
3018W	RFP Project Plan ( <i>Web-based</i> )	TGM70H	P-Card Administrator Training ( <i>One-on-One</i> )
3022W	RFP Preparation Scorecard ( <i>Web-based</i> )	TGM80H	P-Card Voucher Training ( <i>One-on-One</i> ) Contact Mukesh Patel at Mukesh.Patel@doas.ga.gov.
3025L	eSource for RFPs, RFIs, and RFQCs ( <i>Lecture</i> )**		
3030L	RFP Course Series ( <i>Lecture</i> )	TGM100W	Purchasing Card Reconciliation and Approval ( <i>Web-based</i> )
6600W	Introduction to Purchasing Card Principles ( <i>Web-based</i> )		
7000L	Contract Administration ( <i>Lecture</i> )	<p style="text-align: center;"><b>RECORDED WEBINARS</b></p> <p>Access to recorded webinars and supporting material conducted by State Purchasing is available on our website at <a href="http://doas.ga.gov/state-purchasing/purchasing-education-and-training">http://doas.ga.gov/state-purchasing/purchasing-education-and-training</a>.</p>	
7010W	Contract Management for End Users: Documenting and Communicating Supplier Performance ( <i>Web-based</i> )		
7070W	Sole-Source Purchasing ( <i>Web-based</i> )		
8000L	RFP Negotiations—For SPD, APO/CUPO or designee only ( <i>Lecture</i> )		
8700L/W	Evaluating Procurement Operations ( <i>Workshop</i> )*		
8850L	P-Card Program Management ( <i>Lecture</i> )		
9000W	Chief Financial Officer Card Program Training ( <i>Web-based</i> )		

\* Under Revision

\*\*As of January 2020, SPD is offering both eSource training courses (3010L and 3025L) on a single day as a combined course. Students must complete the applicable test for each of the courses.

# What's New in Training & Outreach?

## Access Training on the Go!

Access training on the Go!

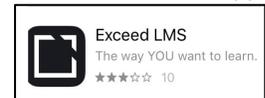


How do I access it?

Access Team Georgia Learning, DOAS Learning Management System (LMS), from your smartphone or tablet

You can access training using your smart phone or tablet!

1. Go to the App Store on your smart phone or tablet.
2. Search for the Exceed LMS App.



3. Download the free App.
4. Open the App and type DOAS in the blank field.
5. Click Continue.
6. Login to Team Georgia Learning using your email address and your employee number (without the preceding zeros).

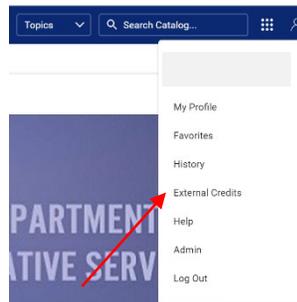
## External Courses Credits

Keep track of your external training in one place!

Step 2



Step 3



How do I enter it?

Record your external training in Team Georgia Learning and keep track of your CEUs!

You can now record training that you complete with a third-party or an external organization in Team Georgia Learning. Keep track of your CEUs!

1. Access Team Georgia Learning at [doas.exceedlms.com](https://doas.exceedlms.com)
2. On the Welcome page, click on the "Person" Icon to open the drop-down menu
3. Select "External Credits"
4. Enter the following key information:
  - Name (title of course/training)
  - Location (online, Atlanta, etc.)
  - Completion Date
  - Duration
  - Credit (1 credit for every 60 minutes)
  - Attachment (attach agenda, attendance confirmation, certificate or other documentation)
5. Click "Create External Credit"
6. Repeat the steps above for each session you attended

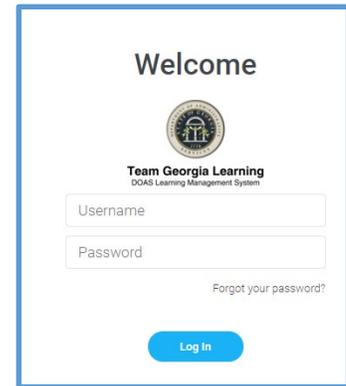
## Accessing Team Georgia Learning

Access Team Georgia Learning at <https://doas.exceedlms.com>.

1. Your **Login ID** is your email address.
2. Your password is your employee ID number without the leading zeros.
3. Click on **Log in** to enter Team Georgia Learning.

## Using the Welcome Screen

By default, the Welcome page displays when you first enter Team Georgia Learning. Utilize the **BROWSE, PLAN, and HISTORY** links to navigate to the Catalog, your in-progress enrollments, and your completed enrollments.



Georgia Department of Administrative Services (DOAS) Topics Search Catalog...

# Welcome to Team Georgia Learning State Purchasing

a Division of the Georgia Department of Administrative Services

**BROWSE**  
Click here to view the Catalog and enroll in activities

**PLAN**  
Click here to view in-progress enrollments

**HISTORY**  
Click here to view completed enrollments

## Searching for and Enrolling in a Course

From the Welcome Screen click **Browse**. Type a term, partial course name, or full course name in the **Search Catalog** box at the top of the screen. Hit the **Enter** key to search and the results will display.

Click on the desired course or activity. If there is a scheduled session, there will be a list of upcoming dates. Read the disclaimer and **Confirm**. You are now enrolled. **Please note that the system checks for pre-requisite requirements, which must be met prior to enrolling.**

## Printing or Saving a Certificate

Certificates are shown as **“Award”** in your LMS History. To print a certificate/award for a completed course or activity, follow these steps:

1. Log in to the LMS.
2. From the main screen, select History at the right.
3. Select **Filter** (top right), and select **Passed**.
4. Scroll to select desired course/test. Click to open.
5. Select **View Award**. A completion certificate displays in another window.
6. Click the print icon.
7. Select a printer to print to paper then click **OK** or select **Adobe PDF** and click **OK** to save a copy as a PDF.

## Updated and New Courses

- **Combined eSource Courses** - As of January 2020, SPD is offering both eSource training courses (3010L and 3025L) on a single day as a combined course. Students must complete the applicable test for each of the courses. eSource is used by the University System of Georgia and select colleges and universities for electronic bidding.
- **Virtual Training – New!** SPD is launching virtual instructor-led training beginning April 2020 in support of social distancing to limit the spread of COVID-19. More information will be provided via email communications.

## Standardized Annual Training Calendar

Training sessions are listed in the LMS and publicized every two weeks in the **Buyers’ Digest**.

- Full-training schedule will begin the first Monday in August and cease the Thursday before Memorial Day
- Thanksgiving week will be left open for ad-hoc classes
- No regularly-scheduled training the last two weeks in December and the first week in January
- Regular training schedule will resume the second Monday in January
- Reduced training schedule from June 1-July 31. This time will be reserved for high-demand or ad-hoc courses, administrative updates for systems and policies, staff development, and cross training or in-service for trainers
- **Note:** If you need immediate system access based on personnel actions, please send a request for **Contingent Approval for System Access** to [process.improvement@doas.ga.gov](mailto:process.improvement@doas.ga.gov). APOs/CUPOs must mentor staff and ensure that staff members with contingent approval are registered for and complete training within agreed timelines.

The table below shows the general frequency of courses (which may be adjusted based on demand):

<b>Team Georgia Marketplace™ (TGM)</b>	
• eProcurement for Approvers and Exercise Activities	Web-based, self-paced
• eProcurement for Requesters	Web-based, self-paced
• eProcurement for P.O. for Buyers	1x/month Atlanta, 1x/month Field
• Strategic Sourcing	1x/month Atlanta, Field every other month
• Supplier Contracts Management	1x/month Atlanta, Field 2x/year
<b>Procurement</b>	
• Fundamentals of State Purchasing	2x/month Atlanta, 2x/month Field
• Basics of Writing Specifications	Web-based, self-paced
• Purchasing Basics for Georgia State Government	1x/quarter Atlanta
• eSource for RFQs	1x/quarter (Alternate between Atlanta/Field)
• eSource for RFPs, RFIs, RFQCs	1x/quarter (Alternate between Atlanta/Field)
<b>P-Card Program Management</b>	Varies – Please check the LMS
<b>RFP Course Series</b>	1x/quarter (Alternate between Atlanta/Field)
<b>Contract Administration (CA)</b>	2x/quarter (Alternate between Atlanta/Field)
<b>RFP Negotiations (SPD, APO/CUPO or designee only)</b>	2x/year Atlanta

## Field Locations

Locations are subject to change. Specific field locations and addresses are listed in the LMS.

**Table Legend: P=Procurement; TGM=Team Georgia Marketplace™; CA=Contract Administration**

<b>Macon:</b> August (P/TGM), October (P/TGM), January (CA), February (RFP), March (P/TGM)
<b>Albany:</b> November (P/TGM), January (P/TGM), February (TGM)
<b>Augusta:</b> November (P/TGM), March (P/TGM/CA)
<b>Savannah/Statesboro/Brunswick:</b> September (P/TGM), October (CA), December (P), April (P/TGM)
<b>Valdosta:</b> September (P/TGM), January (TGM), February (P)
<b>North: Kennesaw/Dalton/Dahlonega/Gainesville:</b> August (P/TGM/RFP), October (P/TGM), February (P)

# Training Processes

SPD wants to ensure you are aware of our training processes as you utilize procurement training resources.

- **How do I request access to the Learning Management System (LMS)?**
  - To gain access to the Learning Management System (LMS) send an email to [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov) including your name, email address and employee ID number. You will receive an automatic confirmation email once you have access to the LMS.
  
- **What if I have a large number of staff requiring training or cannot attend regularly scheduled sessions?**
  - If a large number of your staff needs to be trained and we are not due to travel to your area, you can request ad-hoc training outside of our regularly scheduled sessions by emailing [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).
  
- **What do the following abbreviations in course titles mean – L, T, W?**
  - L = Lecture-Based; T = Test; W = Web-based/Online
  
- **Can I enroll in one session, then switch to an earlier session if a spot becomes available?**
  - Yes. You will need to enroll in the earlier session and then drop your enrollment for the later session. If you are still enrolled in the later session and do not attend, you will be charged a \$30 no-show fee.
  
- **When can I sit for an exam?**
  - You can take an exam immediately after the course or request through the LMS. **Exams are no longer proctored**, and students have the option to take the exam immediately after class or request the exam through the LMS. Instructions on how to request the exams are included in each course. Exams must be completed within 10 business days.
  
- **What do I do once I pass exams to gain TGM access?**
  - Submit the certificates for the required classes to the PeopleSoft Administrator at your agency.
  
- **How do I enroll TGM approvers and what's the process for taking the class?**
  - eProcurement for Approvers (TGM30W) is now web-based, self-paced. Students may self-enroll in the course and the online Exercise Activities (TGM30E). Upon completion of both the online course and online exercise activities, students may self-enroll in the test. To view the list of course pre-requisites, please view pg. 7 “Who Takes What for Team Georgia Marketplace™ System Access?” table. If you have any questions, please send an email with the subject line “eProcurement for Approvers” to [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

# Who Takes What for Team Georgia Marketplace™ System Access?

<b>P-Card Administrator</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) Course &amp; Test (1000T)</li> <li>• Introduction to Purchasing Card Principles (6600W) Course &amp; Test (6600T)</li> <li>• P-Card Administrator Hands-On (TGM70H): Contact Mukesh Patel (<a href="mailto:mukesh.patel@doas.ga.gov">mukesh.patel@doas.ga.gov</a>) to request a training session</li> </ul>
<b>P-Card Voucher</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) Course &amp; Test (1000T)</li> <li>• P-Card Voucher Hands-On (TGM80H): Contact Mukesh Patel (<a href="mailto:mukesh.patel@doas.ga.gov">mukesh.patel@doas.ga.gov</a>) to request a training session</li> </ul>
<b>P-Cardholder</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• Introduction to Purchasing Card Principles (6600W) &amp; Test (6600T)</li> <li>• Purchasing Card (TGM100W) &amp; Test (TGM100T) *only if holder's card will be used in TGM</li> <li>• Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)</li> </ul>
<b>P-Card Auditor (read-only access)</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• Introduction to Purchasing Card Principles (6600W) &amp; Test (6600T)</li> <li>• Purchasing Card (TGM100W) &amp; Test (TGM100T)</li> <li>• P-Card Program Management (8800L) (OPTIONAL; Once Available)</li> </ul>
<b>Requester</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• eProcurement for Requesters (TGM20W) &amp; Test (TGM20T)</li> <li>• Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)</li> </ul>
<b>Requisition Approver</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) &amp; Test (TGM30T)</li> <li>• Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)</li> </ul>
<b>P-Card Approver</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• Introduction to Purchasing Card Principles (6600W) &amp; Test (6600T)</li> <li>• eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) &amp; Test (TGM30T)</li> <li>• Purchasing Card (TGM100W) &amp; Test (TGM100T)</li> </ul>
<b>P.O. Buyer</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• Purchasing Basics for Georgia State Government <b>OR</b> Fundamentals of State Purchasing (1010L) *choose this option if also pursuing a GCPA</li> <li>• eProcurement for Requesters (TGM20W) &amp; Test (TGM20T)</li> <li>• eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) &amp; Test (TGM30T)</li> <li>• eProcurement for P.O. for Buyers (TGM40L) &amp; Test (TGM40T)</li> </ul>
<b>Sourcing Event Buyer (Posts Solicitations)</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• Fundamentals of State Purchasing (1010L) &amp; Test (1010T)</li> <li>• eProcurement for P.O. for Buyers (TGM40L) &amp; Test (TGM40T)</li> <li>• Basics of Writing Specifications (3000W) &amp; Test (3000T)</li> <li>• Strategic Sourcing (TGM50L) &amp; Test (TGM50T)</li> <li>• Sole-Source Purchasing (7070W)</li> <li>• Supplier Contracts Management (TGM60L) &amp; Test (TGM60T)</li> </ul>
<b>Contract Officer</b>	<ul style="list-style-type: none"> <li>• Navigation (TGM10W)</li> <li>• Introduction to State Purchasing (1000W) &amp; Test (1000T)</li> <li>• Fundamentals of State Purchasing (1010L) &amp; Test (1010T) <b>Continued on Next Page</b></li> </ul>

	<ul style="list-style-type: none"> <li>• eProcurement for P.O. for Buyers (TGM40L) &amp; Test (TGM40T)</li> <li>• Basics of Writing Specifications (3000W) &amp; Test (3000T)</li> <li>• Strategic Sourcing (TGM50L) &amp; Test (TGM50T)</li> <li>• Contract Administration (7000L) &amp; Test (7000T) <b>OPTIONAL</b></li> <li>• Supplier Contracts Management (TGM60L) &amp; Test (TGM60T)</li> </ul>
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## Training Policies Review

The Georgia Procurement Manual (GPM) serves as the reference for purchasing policies in the state of Georgia. Section 8.4 Training and Professional Development, outlines policies for purchasing training in the areas of certification programs, training registration, no-show to training sessions, and re-certification. This section of the Digest provides additional insight into these policies.

### Certification

State Purchasing Division (SPD) has established the Georgia Procurement Certification Program which identifies minimum skill sets and training requirements necessary to complete procurement tasks. Certification is beneficial for individuals who wish to validate their own skills and performance levels and that of their employees. For optimum benefit, the certification tests reflect the critical tasks required for a job, the skill levels of each task, and the frequency by which a task needs to be performed.

In addition, it is the intention of the State Purchasing Division’s Deputy Commissioner to delegate purchasing authority to the maximum extent possible. This is determined by the assessment and certification of the enterprise’s procurement staff. These are generally determined by experience, training, and proven ability to successfully provide best-in-class purchasing services to the state. SPD offers three (3) specialized certifications and one (1) certificate as shown in the table below.\*

Title	Components of Certification	Audience
Georgia Certified Purchasing Associate (GCPA) or Basic Certification	Basic Certification	Employees who need basic understanding of State procurement tools, procedures, and policies and will be creating Request for Quotations solicitations.
Georgia Certified Purchasing Manager (GCPM)	GCPA	Employee must complete GCPA Basic Certification prior to being eligible to pursue GCPM status.
	RFP Certificate	Employees responsible for writing and managing the RFP process.
	RFP Negotiations Course	All employees are not required to take this course for GCPM Certification. APOs/CUPOs alone will have authority to conduct negotiations on behalf of the State Entity and will be required to complete this course.
Georgia Certified Purchasing Card Administrator (GCPCA)	Contract Administration Course	Employees responsible for writing and administering the contracts.
	P-Card Certification	Employees whose responsibilities include coordinating and administrating the P-Card Program at their facilities ( <b>P-card Administrators or designees only</b> ).

\* Additional information can be found in the GPM, Section 8.4 Training and Professional Development. For questions, please contact SPD Policy, Training & Outreach at [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

## Georgia Certified Purchasing Associate (GCPA) Certification Paths

State Agencies & Technical Colleges	Board of Regents Colleges & Universities	Local Government *Associated fees apply
Introduction to State Purchasing 1000W/1000T (Online Course/Test)	Introduction to State Purchasing 1000W/1000T (Online Course/Test)	Introduction to State Purchasing 1000W/1000T (Online Course/Test)
Fundamentals of State Purchasing 1010L/1010T (2-day Lecture Course/Test)	Fundamentals of State Purchasing 1010L/1010T (2-day Lecture Course/Test)	Fundamentals of State Purchasing 1010L/1010T (2-day Lecture Course/Test)
eProcurement for P.O. for Buyers TGM40L/TGM40T (1-day Lecture Course/Test)	Basics of Writing Specifications 3000W/3000T (Online Course/Test)	Basics of Writing Specifications 3000W/3000T (Online Course/Test)
Basics of Writing Specifications 3000W/3000T (Online Course/Test)	eSource for RFQs 3010L/3010T (1-day Lecture Course/Test)	
Strategic Sourcing TGM50L/TGM50T (2-day Lecture Course/Test)	*NOTE: Evaluating Procurement Operations (8700L/W) will be added back into each track upon finalization	

## Georgia Certified Purchasing Manager (GCPM) Certification Paths

State Agencies & Technical Colleges	Board of Regents Colleges & Universities	Local Government *Associated fees apply
RFP Preparation Scorecard 3022W/3022T (Online Course/Test)	RFP Preparation Scorecard 3022W/3022T (Online Course/Test)	RFP Preparation Scorecard 3022W/3022T (Online Course/Test)
RFP Course Series 3030L/3030T (3-day Lecture Course/Test)	RFP Course Series 3030L/3030T (3-day Lecture Course/Test)	RFP Course Series 3030L/3030T (3-day Lecture Course/Test)
Supplier Contracts Management TGM60L/TGM60T (1-day Lecture Course/Test)	eSource for RFP, RFI, RFQC 3025L/3025T (1/2-day Lecture Course/Test)	Contract Administration 7000L/7000T (2-day Lecture Course/Test)
Contract Administration 7000L/7000T (2-day Lecture Course/Test)	Contract Administration 7000L/7000T (2-day Lecture Course/Test)	Revised 8-2-2019

# Georgia Certified Purchasing Card Administrator (GCPCA) Certification Paths

\*This certificate is only for the entity's Purchasing Card Administrator

State Agencies & Technical Colleges	Board of Regents Colleges & Universities	Local Government *Associated fees apply
Introduction to State Purchasing 1000W/1000T (Online Course/test)	Introduction to State Purchasing 1000W/1000T (Online Course/test)	Introduction to State Purchasing 1000W/1000T (Online Course/test)
Introduction to Purchasing Card Principles 6600W/6600T (Online Course/test)	Introduction to Purchasing Card Principles 6600W/6600T (Online Course/test)	Introduction to Purchasing Card Principles 6600W/6600T (Online Course/test)
Purchasing Card TGM100W/TGM100T (Online Course/test)	P-Card Program Management 8850L/8850T (1-day Lecture Course/test)	P-Card Program Management 8850L/8850T (1-day Lecture Course/test)
P-Card Program Management 8850L/8850T (1-day Lecture Course/test)	Revised 6-25-2018	
P-Card Administrator Training TGM70H (Contact Mukesh Patel to schedule training – Mukesh.Patel@doas.ga.gov)		

## Recertification

Recertification includes activities and training courses designed to certify employees due to the availability of new tools or changes in procedures or policies. The goal of recertification is for the employee to stay abreast of current trends in purchasing, so consider exploring external sources in addition to SPD training courses. To receive recertification, certified employees must earn at least 40 hours of Continuing Education Units (CEUs) over a 5-year renewal period. Recertification units can be obtained from SPD or from **an accredited purchasing organization**.

CEUs can be obtained from **SPD** by completing the following:

<b>SPD training courses</b>	Retake any SPD course that you initially took to complete your certification (GCPM, GCPA, GCPCA), <b>AFTER</b> two (2) years, and you will receive CEUs for retaking those classes.  No exam is required when retaking these courses as refreshers after two (2) years.
<b>SPD-hosted webinars</b>	GPM Changes, Statewide Contract (SWC) Announcements, SPD Policy Updates, SPD Training updates, etc.
<b>SPD-sponsored events</b>	Georgia Procurement Conference, Statewide Contract Mini-Expo, etc.

- Once the GCPA certification is earned, classes that would fulfill the GCPM certification will not count as CEUs toward recertifying for the GCPA. They will count, however, toward receiving your **initial** GCPM certification.

- **Exception:** If there are courses that are needed for job performance that are in the GCPM learning path, but the employee is not pursuing the GCPM certification, special approval is required from SPD training for those courses to count toward GCPA recertification.
- Once you have earned your GCPM certification, all system-related SPD courses will count toward recertification. You will **not** need to recertify your GCPA once you have earned your GCPM, but must maintain your GCPM certification.
- For the **GCPCA** certification, only the following job functions are eligible for (re)certification:
  - APO/CUPO
  - Card Program Manager/Administrator
  - Card Program Coordinator
  - Internal Audit Staff who perform card audits

**NOTE:** The following job functions are **not eligible** for the GCPCA:

  - Cardholder
  - Cardholder supervisor (unless s/he performs one or more of the above job functions)
  - Accounts payable
  - Any other job functions not listed above
- All CEUs that are offered by SPD will be tracked for each student in the LMS. To receive CEUs for recertification, the student must be registered as an attendee and attend the sessions listed above.
- For CEUs that are earned from external sources, the student must keep track of his or her own data and report to SPD. Reference Pg. 3 of this Training Guide for instructions on reporting external credits.
- Upon completion of at least 40 hours of CEUs, please complete and submit [DOAS Application for Re-Certification \(SPD-OP010\)](#) to SPD at [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

## No-Show and Late Attendance Policy

A No-Show is any student registered for a training class that drops the class with less than 72-hours' notice. The \$30.00 No-Show fee will be collected at the end of each week and submitted to the state entity for payment. The billing statement will be identified as SPD Training No-Show in the description and contains a list of all students from the entity who registered for a training class and did not attend. **The assessed No-Show fee(s) must be paid before the student can register for another training class.**

- Our LMS will now show a screen that displays after the student selects the Enroll button, outlining the training policy and allows the student to accept or decline the terms. If the student accepts, he/she will be enrolled in the training session. If the student declines, he/she will not be registered for the training class.
- Late attendance policy: For students arriving late to any class, the student must arrive within 30 minutes of the class start time to be eligible to complete the class. Otherwise, the student will be charged a No-Show Fee and will need to re-enroll for the class to be taken at a later time.

## Certification Exam Policy

- Registrants will have three attempts to pass an exam. If student fails on the third attempt, the course must be retaken.
- Students have ten (10) business days after completion of course to complete the exam process (up to three attempts). Failure to complete the exam will be considered in the same manner as three failed attempts, and will result in the need to retake the course.

## Contact Information

SPD can be reached by emailing [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov) or calling (404) 657-6000.

# Training for Locals

## Georgia Procurement Training Program

The State Purchasing Division provides procurement training to organizations that are not bound by the purchasing rules or regulations established by the Department of Administrative Services (DOAS), State Purchasing Division (SPD). If your organization is interested in participating in any of the training events, submit an email to [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov) indicating your training objectives and your contact information. A representative from SPD will contact you to further review your objectives, number of students, and to discuss the program that best fits your needs to provide you with an estimate of the cost.

## Charging for Training

Students from entities that are not bound by the purchasing rules or regulations established by DOAS must pay a fee for attending training at SPD's training facility located in Atlanta or to receive training at the entity's training facility.

The charges are based on the following criteria:

- Per student charge – Students attend training at the SPD training facility.
- Bundled charge – The entity requests dedicated training at their training facility or at SPD's training facility for an in-tact group with a minimum of six (6) students.
- Basic Certification Bundled charges – Cost of providing Basic Certification to one student.
- Travel Expenses charges – The entity requests training at their training facility and the location of the training facility is outside Atlanta.

A contract between your organization and SPD must be signed prior to registering for any training events.

## Per Student Charges

Per Student charges apply to students who attend training at a SPD training facility. Charges are invoiced for the number of individual students in attendance and are paid prior to attending the training event. Payment can be in the form of a check, purchasing card, or a personal credit or debit card.

## Bundled Charges

Bundled charges are contracted and paid prior to completing the training class. For these charges to take effect, the entity requests dedicated training at their training facility or at SPD's Atlanta training facility. The facility is charged for a minimum number of registered students regardless of the minimum number of attendees. The bundled charge is based on a maximum number of students. Payment can be in the form of a check, purchasing card, or a personal credit or debit card.

## Basic Certification Bundled Charges

Basic Certification Bundled charges are the cost of providing Basic Certification to one student. Basic Certification Bundled charges are contracted and paid prior to the student attending the first training course required for the Basic Certification. Basic Certification Bundled charges are based on the student attending all the training courses required for Basic Certification. Payment can be in the form of a check, purchasing card, or a personal credit or debit card.

## Travel Expenses Charges

Travel Expenses are calculated using the State Travel Expense Policy. DOAS will invoice the entity for travel related expenses after the completion of the training event.

## Course Charges

The following chart outlines the charges based on the defined criteria:

- Charges per student.
- Bundled charges per course with no changes to the content of the course. Minimum number of students is 10 and maximum number of students is 15.

Training Course	Charge per student	Minimum Number of Students Bundled	Maximum Number of Students Bundled	Bundled Charge per Class Minimum # Students Required No Changes in Content 20% Discount
Introduction to State Purchasing	\$50.00	10	15	\$400.00
Fundamentals of State Purchasing	\$150.00	10	15	\$1,200.00
Introduction to P-Card Principles	\$50.00	100	125	\$4,000.00
Basics of Writing Specifications	\$100.00	10	15	\$800.00
Evaluating Procurement Operations	\$120.00	10	15	\$960.00
P-Card Program Management	\$100.00	10	15	\$800.00
RFP Preparation Scorecard	\$50.00	10	15	\$400.00
RFP Course Series	\$900.00	10	15	\$7,200.00
Contract Administration	\$350.00	10	15	\$2,800.00

## Basic Certification Charges

The following chart outlines the charge per student to obtain the Basic Certification. Payment for Basic Certification must be made in advance for the student registering for any of the courses required:

Basic Certification Training Courses (Georgia Certified Purchasing Associate – GCPA)	Charge per Student
Introduction to State Purchasing	\$40.00
Fundamentals of State Purchasing	\$120.00
Basic Writing Specifications	\$80.00
Evaluating Procurement Operations *currently being revised	\$100.00
<b>Total</b>	<b>\$340.00</b>

## RFP Certification Charges

The following chart outlines the charge per student to obtain the RFP Certificate. Payment for RFP Certificate must be made in advance for the student registering for any of the courses required for RFP Certificate:

RFP Certificate Training Courses	Charge per Student
RFP Preparation Scorecard	\$40.00
RFP Course Series	\$740.00
<b>Total</b>	<b>\$780.00</b>

## Advanced Certification Charges

The following chart outlines the charge per student to obtain the Advanced Certification. Payment for Advanced Certification must be made in advance for the student registering for any of the courses required:

Advanced Certification Training Courses (Georgia Certified Purchasing Manager - GCPM)	Charge per Student
RFP Preparation Scorecard	\$40.00
RFP Course Series	\$740.00
Contract Administration	\$280.00
<b>Total</b>	<b>\$1,060.00</b>

## Contact Information

If you have questions concerning how to take any of our courses, please contact SPD Policy, Training & Outreach by emailing [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov) or calling (404) 657-6000.