Georgia™
Department of
Administrative Services

State Purchasing Division
Training Reference Guide

Overview

Welcome to the State Purchasing Division (SPD) Training program! The goal of SPD's Policy, Training and Outreach Team is to provide training and certification programs to State and Local government procurement professionals. Through certification, students may 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/Prerequisites

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

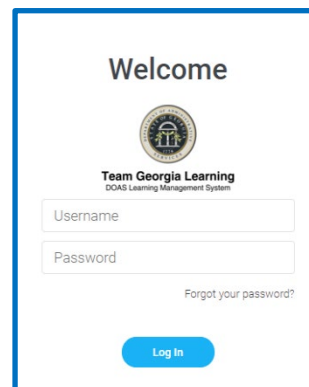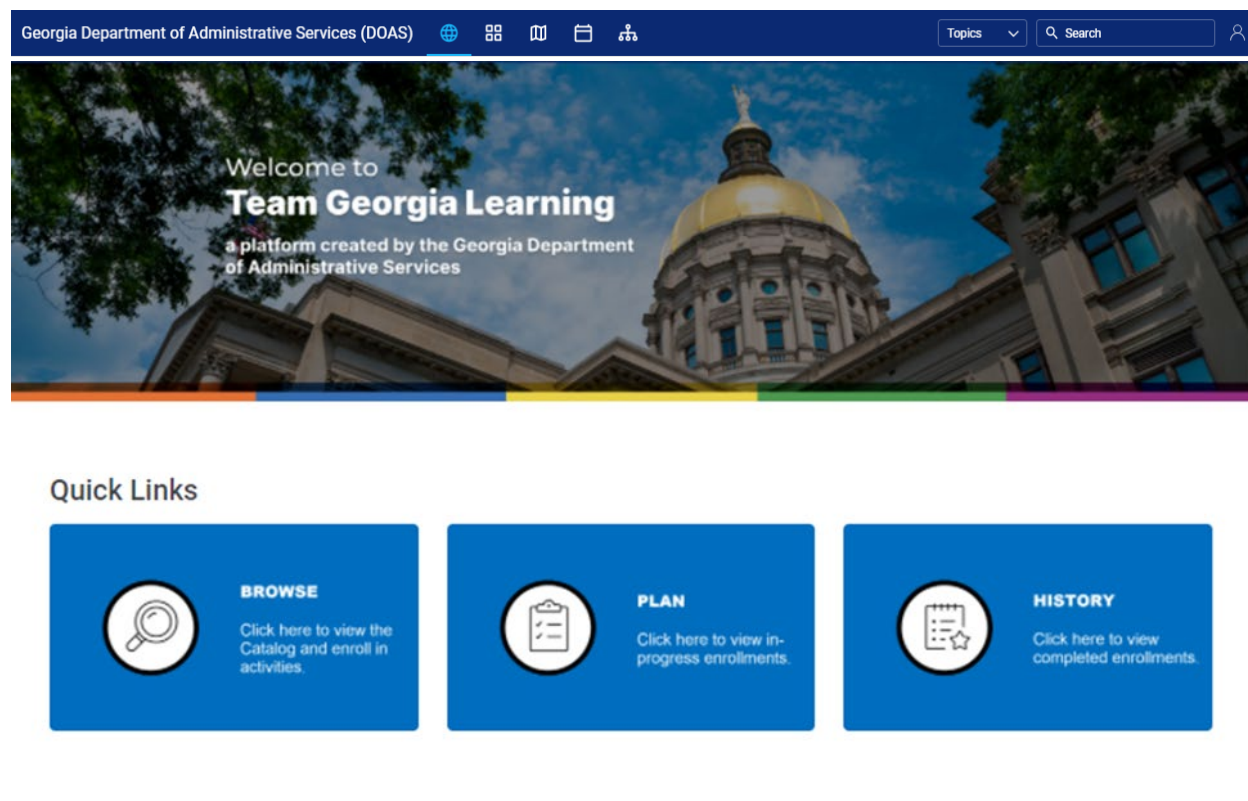| TRAINING FOR PROCUREMENT		TRAINING FOR TEAM GEORGIA MARKETPLACE™	
1000W	Introduction to State Purchasing *(Web-based)*	TGM10W	Navigating the PeopleSoft TeamWorks Financial and Supply Chain Management Systems *(Web-based)*
1010L	Fundamentals of State Purchasing *(Lecture)*	TGM20W	eProcurement for Requesters *(Web-based)*
1020L	Purchasing Basics for Georgia State Government (formerly Basic Fundamentals of State Purchasing) *(Lecture)*	TGM25W	Assigned Cart *(Web-based)* for Technical College System of Georgia only
		TGM30W	eProcurement for Approvers and Exercise Activities (TGM30E) *(Web-based)*
3000W	Basics of Writing Specifications *(Web-based)*	TGM40L	eProcurement for P.O. for Buyers *(Lecture)*
3029W	Pre-Work Modules to RFP Course Series *(Web-based)*	TGMU45W	Introduction to Jaggaer Sourcing Director for USG *(Web-based)*
3030L	RFP Course Series *(Lecture)*	TGM50L	Strategic Sourcing *(Lecture)*
6600W	Introduction to Purchasing Card Principles *(Web-based)*	TGMU55L	Jaggaer Sourcing Director for USG *(Lecture)* *(previously 3040L)*
7000L	Contract Administration *(Lecture)*	TGMU56W	Jaggaer Sourcing Director for Evaluation Team *(Web-based)*
7010W	Contract Management for End Users: Documenting and Communicating Supplier Performance *(Web-based)*	TGM60L	Supplier Contracts Management *(Lecture)*
		TGM70H	P-Card Administrator Training *(One-on-One)* Contact Joel Wilcox at joel.wilcox@doas.ga.gov.
7070W	Sole-Source Purchasing *(Web-based)*	TGM80H	P-Card Voucher Training *(One-on-One)* Contact Joel Wilcox at joel.wilcox@doas.ga.gov.
8000L	RFP Negotiations—For SPD, APO/CUPO or designee only *(Lecture)*		
8850L	P-Card Program Management *(Lecture)*	TGM100W	Purchasing Card Reconciliation and Approval *(Web-based)*
9000W	Chief Financial Officer Card Program Training *(Web-based)*	**RECORDED WEBINARS**	
		Access to recorded webinars and supporting material is available on our website at http://doas.ga.gov/state-purchasing/purchasing-education-and-training.	

Training Basics

Accessing Team Georgia Learning

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

1. Your **Login ID** is your **Employee ID**.
2. Your initial password is emailed to you, but you are asked to reset it in your first login attempt.
3. Click on **Log In** to enter Team Georgia Learning.

Using the Welcome Screen

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

Searching for and Enrolling in a Course

From the Welcome Screen click **Browse** to search by topic. 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. Or, to search for upcoming, instructor-led courses, click on the **Events** icon available from the blue, menu ribbon across the top of the screen.

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 prerequisite requirements, which must be met prior to enrolling.**

Simplified Access to Instructor-Led Training Schedule

Quick Access to Training Schedule!
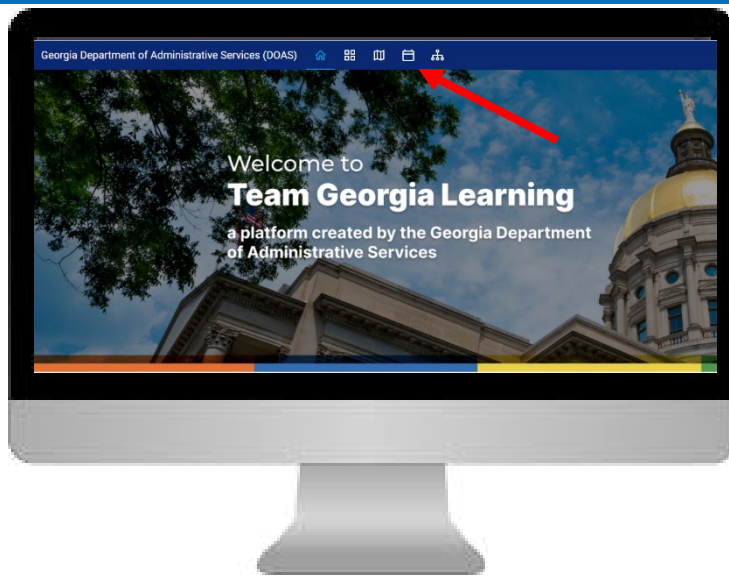
Click the "**Events**" icon for quick access to all upcoming, live courses!

Looking for an upcoming, instructor-led course? Click the **Events icon** for quick access to all upcoming live courses.

1. Access Team Georgia Learning at doas.exceedlms.com

2. On the Welcome page, click on the "**Events**" Icon (Calendar)

3. Scroll to view available courses

External Courses Credits

Keep track of your external training in one place!

Step 1

Step 2

Step 3

Record your external training in Team Georgia Learning and keep track of your CEUs! Please review detailed instructions below.

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
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"

Repeat the steps above for each session you attended.

Access Training on the Go!

Access training on the Go!

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.

   Exceed LMS
   The way YOU want to learn.
   ★★★☆☆ 10

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 Employee ID number and assigned password (you will create your own password after you login).

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.
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

Jaggaer Sourcing Director for Evaluation Team (TGMU56W) – *New!* SPD launched a new electronic sourcing tool, Jaggaer Sourcing Director, to replace eSource for the University System of Georgia (USG) and its public colleges and universities. The Georgia Technology Authority (GTA) also recently onboarded to Jaggaer Sourcing Director. This new training tutorial (TGMU56W) is available to staff who will serve as evaluation team members and score technical proposals for Request for Proposals and Request for Qualified Contractors using Jaggaer's panel questionnaire. SPD recommends this tutorial for CUPOs, buyers and any other staff utilizing the Jaggaer Sourcing Director tool.

Virtual, Instructor-Led Training

The SPD Training Team is pleased to offer all instructor-led course through virtual hosting tools. Students join live and interactive classes remotely through web-based technology provided by SPD, such as GoToTraining and Zoom.

Virtual delivery began April 2020 to provide continued access to critical training courses while also supporting social distancing to limit the spread of COVID-19. Additional benefits include increased access to live training without the need to travel.

Want to know more? Please access our SPD Virtual Training Guide for helpful tips on what you need to participate virtually plus tips for success.

Standardized Annual Training Calendar

The schedule for live training courses is prepared on a quarterly basis and published through Team Georgia Learning. From the Welcome Screen click the "**Events**" icon to view upcoming scheduled courses. Training sessions are publicized every two weeks in the **Buyers' Digest** and through periodic **Training Digests**.

- 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
- Typically, 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. 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 lecture-based courses (subject to adjustment):

Team Georgia Marketplace™ (TGM) and TGM for the University System of Georgia (TGMU)	
• eProcurement for P.O. for Buyers	2 - 3x/month Virtually
• Strategic Sourcing	2 - 3x/month Virtually
• Jaggaer Sourcing Director (USG only)	1 – 2x/month Virtually
• Supplier Contracts Management	1x/quarter Virtually
Procurement	
• Fundamentals of State Purchasing	2x/month Virtually
• Purchasing Basics for Georgia State Government	2 - 3x/month Virtually
P-Card Program Management	1 – 2x/quarter virtually
RFP Course Series	1 - 2x/quarter Virtually
Contract Administration	1x/month Virtually
RFP Negotiations (SPD, APO/CUPO or designee only)	2x/year Virtually

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 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 no virtual courses are scheduled, you can request ad-hoc training outside of our regularly scheduled sessions by emailing georgia.learning@doas.ga.gov.

- **What do the following abbreviations in course titles mean – L, T, W, E, TGM and TGMU?**
  - L = Lecture-Based; T = Test; W = Web-based/Online; E = Exercise Activity
  - TGM = Team Georgia Marketplace™
  - TGMU = Team Georgia Marketplace™ for the University of Georgia (USG)

- **Can I enroll in one session, then switch to an earlier session if a spot becomes available?**
  - Yes. You will need to drop your enrollment for the later session and then enroll in the earlier 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 access through the LMS. **Exams are not 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 unless an exception is granted by the instructor.

- **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. 8 "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.

Who Takes What for Team Georgia Marketplace™ System Access?

P-Card Administrator	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • Introduction to Purchasing Card Principles (6600W) Course & Test (6600T) • P-Card Administrator Hands-On (TGM70H): Contact Joel Wilcox (joel.wilcox@doas.ga.gov)
P-Card Voucher	• Navigating PeopleSoft TeamWorks Financial and Supply Change Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) Course & Test (1000T) • P-Card Voucher Hands-On (TGM80H): Contact Joel Wilcox (joel.wilcox@doas.ga.gov)
P-Cardholder	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • Purchasing Card (TGM100W) & Test (TGM100T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
P-Card Auditor (read-only access)	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • Purchasing Card (TGM100W) & Test (TGM100T)
Requester	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Requesters (TGM20W) & Test (TGM20T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
Requisition Approver	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • Contract Management for End Users: Documenting and Communicating Supplier Performance (7010W) (OPTIONAL)
P-Card Approver	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Introduction to Purchasing Card Principles (6600W) & Test (6600T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • Purchasing Card (TGM100W) & Test (TGM100T)
P.O. Buyer	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Purchasing Basics for Georgia State Government **OR** Fundamentals of State Purchasing (1010L) *choose this option if also pursuing a GCPA • eProcurement for Requesters (TGM20W) & Test (TGM20T) • eProcurement for Approvers (TGM30W), Exercise Activities (TGM30E) & Test (TGM30T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T)
Sourcing Event Buyer (Posts Solicitations)	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Fundamentals of State Purchasing (1010L) & Test (1010T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T) • Basics of Writing Specifications (3000W) & Test (3000T) • Strategic Sourcing (TGM50L) & Test (TGM50T) • Sole-Source Purchasing (7070W) • Supplier Contracts Management (TGM60L) & Test (TGM60T)
Contract Officer	• Navigating PeopleSoft TeamWorks Financial and Supply Chain Mgmt. Systems (TGM10W) • Introduction to State Purchasing (1000W) & Test (1000T) • Fundamentals of State Purchasing (1010L) & Test (1010T) • eProcurement for P.O. for Buyers (TGM40L) & Test (TGM40T) • Basics of Writing Specifications (3000W) & Test (3000T) • Strategic Sourcing (TGM50L) & Test (TGM50T) **Continued on Next Page**

	• Contract Administration (7000L) & Test (7000T) **(OPTIONAL)**
	• Supplier Contracts Management (TGM60L) & Test (TGM60T)

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

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. However, this certification is required for all SPD sourcing staff, APOs/CUPOs and staff approved by APOs/CUPOs to conduct negotiations.
	Contract Administration Course	Employees responsible for writing and administering the contracts.
Georgia Certified Purchasing Card Administrator (GCPCA)	P-Card Certification	Employees whose responsibilities include coordinating and administrating the P-Card Program at their facilities **(P-card Administrators or designees only).**

* 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)

Certification Completion Deadlines

The following deadlines apply to all state entities subject to DOAS' oversight, including, but not limited to, state agencies, technical colleges, the University System of Georgia (USG) and its colleges and universities.

Certification Type	Completion Deadline
Georgia Certified Purchasing Associate (GCPA)	For APOs/CUPOs and other procurement professionals… • Within nine (9) months of hire for all new APOs/CUPOs. • Within twelve (12) months of hire for all new procurement professionals. To request an exception, contact SPD via email at process.improvement@doas.ga.gov.
RFP Certificate	For APOs/CUPOs… • Within nine (9) months of completing GCPA or Basic Certification. • Notwithstanding the deadlines noted above, the RFP training classes included in the RFP Certificate must be completed prior to the posting of any RFP which identities the APO/CUPO as the RFP issuing officer. For all other procurement professionals… • Within the deadline established by the APO/CUPO except that the RFP training classes included in the RFP Certificate must be completed prior to the posting of an RFP which identifies the procurement professional as the RFP issuing officer. To request an exception, contact SPD via email at process.improvement@doas.ga.gov.
Georgia Certified Purchasing Manager (GCPM)	For APOs/CUPOs… • Within six months of completing RFP Certificate • Notwithstanding the deadlines noted above, the RFP training classes included in the RFP Certificate must be completed and Negotiations Certificate received prior to negotiation of any RFP which identifies the APO/CUPO as the Negotiating Party for the State Entity. For all other procurement professionals… • Within the deadline established by the APO/CUPO except that the RFP training classes included in the RFP Certificate must be completed prior to the posting of an RFP which identifies the procurement professional as the RFP issuing officer. • APOs/CUPOs alone will have the authority to conduct Negotiations on behalf of the State Entity. To request an exception, contact SPD via email at process.improvement@doas.ga.gov.

Georgia Certified Purchasing Associate (GCPA) Certification Paths

State Agencies & Technical Colleges	Board of Regents Colleges & Universities (USG)	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)	**Introduction to Jaggaer Sourcing Director for USG* TGMU45W** (Online Course)	
Strategic Sourcing TGM50L/TGM50T (2-day Lecture Course/Test)	**Jaggaer Sourcing Director for USG* TGMU55L/TGMU55T** (2-day Lecture Course/Test)	

For Board of Regents Colleges & Universities, Jaggaer Sourcing Director replaces completion of the eSource training courses for all new procurement staff earning the GCPA.

Georgia Certified Purchasing Manager (GCPM) Certification Paths

State Agencies & Technical Colleges	Board of Regents Colleges & Universities (USG)	Local Government *Associated fees apply
Pre-Work Modules to RFP Course Series 3029W/3029T (Online Course/Test)	**Pre-Work Modules to RFP Course Series 3029W/3029T** (Online Course/Test)	**Pre-Work Modules to RFP Course Series 3029W/3029T** (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)	**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)		

NOTE: APOs/CUPOs must also complete RFP Negotiations (8000L) and successfully pass the exam to earn the GCPM.

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 (USG)	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 11-24-2020	
P-Card Administrator Training TGM70H (Contact Joel Wilcox to schedule training – joel.wilcox@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:

SPD Certification training courses	Retake any SPD course that you initially took to complete your certification (GCPM, GCPA, GCPCA), **AFTER** 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.
SPD Non-Certification training courses	Complete any SPD course that is not a part of the certification (GCPA, GCPM and GCPCA). The student must successfully pass any associated test.
SPD-hosted webinars	GPM Changes, Statewide Contract (SWC) Announcements, SPD Policy Updates, SPD Training updates, Team Georgia Marketplace™ Quarterly User Group Meetings, etc.
SPD-sponsored events	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.
    - o **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:
    - o APO/CUPO
    - o Card Program Manager/Administrator
    - o Card Program Coordinator
    - o 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. 4 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.

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 unless an exception is granted by the instructor.

Contact Information

SPD can be reached by emailing 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 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 lecture-based training offered in person or via virtually hosted tools and web-based training offered through Team Georgia Learning.

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.

Payment can be made through ePAS (Express Payment Acceptance System), which offers the ability to pay by credit card or electronic check. For additional information, please review the online payment tutorial. Local government will also have the option to pay via ACH.

Per Student Charges

Per student charges apply to students who attend training at an SPD training facility. Charges are invoiced for the number of individual students in attendance and are paid prior to attending the training event.

Bundled Charges

Bundled charges are contracted and paid by the requesting entity prior to staff completing the training class. At a minimum, the requesting entity will be charged for the required minimum number of registered students (regardless of the minimum number of attendees) up to the maximum number of students based on the number of participants.

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.

Travel Expenses Charges

Travel Expenses are calculated using the State Travel Expense Policy. DOAS will invoice the requesting 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	N/A	$400.00
Fundamentals of State Purchasing	$150.00	10	15	$1,200.00
Basics of Writing Specifications	$100.00	10	N/A	$800.00
Introduction to P-Card Principles	$50.00	100	N/A	$400.00
CFO Purchasing Card Program	$50.00	10	N/A	$400.00
P-Card Program Management	$100.00	10	15	$800.00
Pre-Work Modules to RFP Course Series	$50.00	10	N/A	$400.00
RFP Course Series	$900.00	10	15	$7,200.00
Contract Administration	$350.00	10	15	$2,800.00
RFP Negotiations (space permitting)	$900	10	15	$7,200.00

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 Course and Test (1000W/1000T)	$40.00
Fundamentals of State Purchasing Course and Test (1010L/1000T)	$120.00
Basic Writing Specifications Course and Test (3000W/3000T)	$80.00
Total	**$240.00**

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. **NOTE: Students must complete Basic Certification to be eligible to complete RFP Certification.**

RFP Certificate Training Courses	Charge per Student
Pre-Work Modules to RFP Course Series and Test (3029W/3029T)	$40.00
RFP Course Series and Test (3030L/3030T)	$740.00
Total	**$780.00**

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. **NOTE: Students must complete Basic Certification to be eligible to complete Advanced Certification.**

Advanced Certification Training Courses (Georgia Certified Purchasing Manager - GCPM)	Charge per Student
Pre-Work Modules to RFP Course Series and Test (3029W/3029T)	$40.00
RFP Course Series and Test (3030L/3030T)	$740.00
Contract Administration Course and Test (7000L/7000T)	$280.00
Total	**$1,060.00**

As space is available (the course is typically only offered 2x per year), local government students may also participate in the following Advanced Training Course. **NOTE: Students must complete Basic Certification and RFP Certification to be eligible to complete RFP Negotiation Certification.**

Other Advanced Certification Training Course (If bundled with GCPM above)	Charge per Student
RFP Negotiations Course and Test (8000L/8000T)	$740.00
Total	**$740.00**

Purchasing Card Administrator Certification Charges

The following chart outlines the charge per student to obtain the Georgia Certified Purchasing Card Administrator (GCPCA) Certification. Payment must be made in advance for the student registering for any of the courses required:

Purchasing Card Administrator Certification Training Courses	Charge per Student
Introduction to State Purchasing Course and Test (1000W/1000T)	$40.00
Introduction to Purchasing Card Principles Course and Test (6600W/6600T)	$40.00
P-Card Program Management Course and Test (8850L/8850T)	$80.00
Total	$160.00

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 or calling (404) 657-6000.