



APTAC Recertification – Training Credit Approval Process Guidelines

APTAC Guidelines for Submitting Training Requests

APTAC members can earn APTAC Training Credits (ATC) for Recertification by participating in any combination of:

- 1) APTAC national conferences
- 2) APTAC or PTAC *sponsored events designed specifically for the professional development of PTAC personnel**
- 3) Non-PTAC sponsored events assigning CEU's or professional certification
- 4) On-line training producing proof of completion.

APTAC or PTAC sponsored events designed for clients or outreach **will not be approved for Training Credits.*

Effective January 1, 2008, all training obtained outside of APTAC national conferences must be submitted for approval through the APTAC website training approval process to be valid for Recertification purposes.

Each Program Manager has responsibility for overseeing the continuing education of his/her personnel. Training should be challenging and add value to the trainee.

The *APTAC Credit Approval Committee* does not assess the trainee's eligibility to receive credit; only the Program Manager can determine if the proposed training provides sufficient challenge and value to that particular employee. It is therefore advisable that the trainee acquire his/her immediate manager's approval prior to undertaking a training course.

Only Program Managers or their designees and Regional Directors may apply for Training Credit Approval and subsequently assign credit to individuals. PTAC staff should submit their requests through their Program Managers. APTAC members who are not affiliated with a PTAC and wish to request approval/credit for training should contact their Regional Director.

Approval Processing Time:

Allow two weeks (14 days) for reviewing requests. Advance planning guarantees the request will be approved prior to the day of training. If requests are submitting after a training event, there is always the possibility that some or all of the training will not qualify for credit. Notification of approval (or not) for requests submitted after the event has been held will be returned within 30 days. No training course will be considered for approval after December 31st of the year in which it occurred.

Training Topics:

Training topics should be commensurate with the PTAC mission (see the SCAA for guidance). Topics submitted for review should be relevant to government procurement/acquisition. The APTAC Credit Approval Committee reserves the right to determine the relevance of the subject matter.

Trainer's Qualifications:

Training must be conducted by a representative of a government agency (federal, state, local), a corporate/prime contractor, or an experienced procurement professional. The presenter must have a title and position demonstrating his/her primary responsibility for: government acquisition of goods/services; working as an advocate for small businesses; or management of a PTAC.

PTAC personnel qualify as trainers when conducting formal training at the APTAC national conferences or at pre-approved training events. APTAC training credits will not be granted for internal training conducted within the same center or program for the purpose of strategic planning or internal program matters.

Location for training:

- PTAC
- Government facility
- Corporation or Prime Contractor
- Public facility, conference center
- On-line training qualifies from any location

Identify Training Sources:

For examples of suggested training sources see the APTAC website, http://www.aptac-us.org/new/APTAC_Members/members_training.php. This list is not exclusive.

- APTAC Spring and Fall Conferences
- ESI / George Washington University
- Fed Pubs
- The Defense Acquisition University, continuous learning modules
- AFOPO Small Business Learning Center
- NCMA provides a variety of courses, conferences, e-learning, audio conferences, etc. offering continuing professional education (CPE) hours.
- AFOPO Small Business Learning Center
- GSA - Center for Acquisitions Excellence

Training Credits:

Training conducted at APTAC national conferences will earn 1 ATC for every 1 hour of training (1 for 1); all other training will be assigned ½ ATC for every hour of training.

- APTAC National Conferences: 1 Hour = 1 ATC
- All other approved training: 2 Hours = 1 ATC