

Our agency or organization is holding an internal conference, event, or meeting, and we would like CTCD/CTCM certification credit for a session or presentation. What is required from SPD Training and Policy Development?

Please note that the information in the session should be relevant to all certification holders—agency-specific information should be limited. The content should address topics that are specifically relevant to contract management or contract development.

- SPD must review and approve the course content prior to the event. Please allow a minimum of 60 days for review.
- The session must be recorded for reference and verification purposes, and the recording and course materials must be provided to SPD.
- The agency agrees that SPD may use or adapt the content of the course and include it on SPDEDU for access by all certification holders.
- Facilitators are required to take live attendance and only award credit to students who are present during the course. It is the agency's responsibility to maintain records of attendance.
- SPD will provide the agency with a certificate of completion template. The agency will then use that template to provide a certificate of completion to each attendee for confirmation of attendance. Each attendee must upload their certificate as proof of attendance to SPDEDU in order to receive credit.

Our agency or organization is holding an internal conference, event, or meeting, and we would like SPD to present a session for CTCD/CTCM credit. What is required from SPD Training and Policy Development?

The Training and Policy Development Team can provide live training taken from current courses in our catalog, based on team availability. Participants cannot receive double credit for the same course taken as a live session presentation and as an online webinar. Please contact our team at ctp@cpa.texas.gov to discuss team availability and presentation topics.

If SPD provides training, attendees will register for the live event through SPDEDU. Only students who are registered and who attend the event will receive credit. The agency is required to take live attendance and send the attendance to SPD after the event date.

Please contact the Training and Policy Development Team at ctp@cpa.texas.gov with any questions.