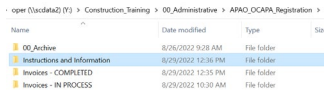


HOW TO REGISTER FOR TRAINING OR CONFERENCES THAT REQUIRE PAYMENT

Registration Steps	APAO	OCAPA	ACI	Other Organizations	Workday
Employee to complete the appropriate <b>online registration form</b>	<p>Certification:  <a href="https://www.apao.org/certification-training.html">https://www.apao.org/certification-training.html</a>  <a href="https://www.apao.org/register-here.html">https://www.apao.org/register-here.html</a></p> <ol style="list-style-type: none"> <li>1) Employee Registers themselves</li> <li>2) Employee sends copy of Registration Form to Construction Training Mailbox so PO may be created and sent to APAO</li> </ol>	<p><a href="https://www.ocapa.net/certification-classes">https://www.ocapa.net/certification-classes</a></p> <ol style="list-style-type: none"> <li>1) Employee logs in as a member before registering so they will get membership pricing.</li> <li>2) Employee registers themselves</li> </ol>	<p><a href="https://oregonaci.org/meetinginfo.php?id=88">https://oregonaci.org/meetinginfo.php?id=88</a></p> <p>ODOT Corporate Membership Rate renews annually \$525 (Not worth us having a Corp Membership)</p> <p>Contact:  <a href="mailto:jane@oregonaci.org">jane@oregonaci.org</a></p> <p>ODOT staff requests registration support for CSTT Certification and includes Manager Approval.</p> <p>Training Team then registers employee and pays with SPOTS Card.</p>	<ol style="list-style-type: none"> <li>1. Varies, or...</li> <li>2. Email all information needed for registration (including EA/Sub job) and <i>attach your manager's approval email</i> to <a href="mailto:ODOTConstructionTraining@odot.oregon.gov">ODOTConstructionTraining@odot.oregon.gov</a></li> </ol> <p>use the following subject line information for your email:            Org name   Class,xx/xx/xx   Your Name   ODOT</p>	<p><a href="#">Workday oregon - Sign In to Workday (myworkday.com)</a></p>
<b>Confirmation</b>	<p>Employee will receive a <b>confirmation letter from APAO via email</b> within 7 days of registration. Construction Training will also receive a copy.</p>	<p>Employee will receive a <b>confirmation email from OCAPA</b> as soon as registration is complete.</p> <p><b>Employee to forward a copy of that registration confirmation email</b>, and <i>attach your manager's approval email</i>, to <a href="mailto:ODOTConstructionTraining@odot.oregon.gov">ODOTConstructionTraining@odot.oregon.gov</a>, *adding your name at the end of the subject line.</p>	<p>Employee sends Receipt for Spots Card Holder to reconcile.</p>	<p>Varies</p>	<p>You will receive an email from Workday requesting payment.</p> <p><b>Forward this email</b>, <i>attach your manager's approval email</i> and include the EA/Sub job to charge in the body of your email, to <a href="mailto:ODOTConstructionTraining@odot.oregon.gov">ODOTConstructionTraining@odot.oregon.gov</a></p>

HOW TO REGISTER FOR TRAINING OR CONFERENCES THAT REQUIRE PAYMENT

		*E.g., ODOT CCT Registration Form Submitted Successfully – Month Days, Year - Salem, OR   <i>Name</i>			
<b>Save documentation in the APAO_OCAPA Registration folder under “Invoices – IN Process”</b>	Save Registration Email, Invoice and Manager Approval documents.	Save Registration Email, Invoice and Manager Approval documents.		Varies	Save SPOTS Receipt in appropriate folder.
<b>Payment Processing APAO Course Fee Summary OCAPA Course Fee Summary</b>	Submit Invoice and Mgr Approval with proper coding to SPDB Admin to Process Payment.	Submit Invoice and Mgr Approval with proper coding to SPDB Admin to Process Payment.		The information you are providing will be used to support a <b>SPOTS card</b> (state credit card) purchase.	The information you are providing will be used to support a <b>SPOTS card</b> (state credit card) purchase.
<b>Manager Signature</b>	SPDB to obtain Manager Signature for Invoice Payment.	SPDB to obtain Manager Signature for Invoice Payment.		Include email with supporting documentation.	Include email with supporting documentation.
<b>Payment Confirmation</b>	<p>SPDB will enter invoice into TEAMS and send a confirmation email back.</p> <p>Once Received save the processed invoice pdf into the Invoices Completed Folder and Save as:</p> <p>Org, Employee Name Date and (FS identification number)</p> 	<p>SPDB will enter invoice into TEAMS and send a confirmation email back.</p> <p>Once Received save the processed invoice pdf into the Invoices Completed Folder and Save as:</p> <p>Org, Employee Name Date and (FS identification number)</p> 