

HOW TO REGISTER FOR TRAINING OR CONFERENCES THAT REQUIRE PAYMENT

Registration Steps	APAO	OCAPA	Other Organizations	Workday
1. <b>Request permission from your manager</b> via email. Keep that email in a safe place, <i>you'll need it later.</i>	Yes	Yes	Yes	Yes
2. Complete the appropriate <b>online registration form</b>	<p>Certification:  <a href="http://www.apao.org/documents/CertificationRegistration.pdf">http://www.apao.org/documents/CertificationRegistration.pdf</a></p> <p>Re-cert &amp; Challenge Exam:  <a href="http://www.apao.org/documents/ReCertification.pdf?v=5">http://www.apao.org/documents/ReCertification.pdf?v=5</a></p>	<p><a href="https://www.ocapa.net/certification-classes">https://www.ocapa.net/certification-classes</a></p> <p>Remember to login as a member before you begin, as this will impact registration pricing.</p>	<p>1. Varies, or...</p> <p>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></p> <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>
3. Include <b>Scheduling/Billing contact info.</b> in registration: Beth Sell   <a href="mailto:beth.sell@odot.oregon.gov">beth.sell@odot.oregon.gov</a>   503.508.4444	Yes	Yes, if it's an option	Yes, if it's an option	N/A
4. <b>Finalizing</b> Registration	<p>Email your completed registration form to <a href="mailto:trainingregistration@apao.org">trainingregistration@apao.org</a></p> <p>copying <a href="mailto:ODOTConstructionTraining@odot.oregon.gov">ODOTConstructionTraining@odot.oregon.gov</a></p> <p><i>attach your manager's approval email</i></p> <p>use the following subject line information for your email:                      APAO   Class,xx/xx/xx   Your Name   ODOT</p>	<p>Finalize within registration form at <a href="https://www.ocapa.net/certification-classes">https://www.ocapa.net/certification-classes</a></p>	Varies	<p>Submit within <a href="#">Workday oregon - Sign In to Workday (myworkday.com)</a></p>

HOW TO REGISTER FOR TRAINING OR CONFERENCES THAT REQUIRE PAYMENT

Registration Steps	APAO	OCAPA	Other Organizations	Workday
5. Confirmation	You will receive a <b>confirmation letter from APAO via email</b> within 7 days of registration. Construction Training will also receive a copy.	You will receive a <b>confirmation email from OCAPA</b> as soon as registration is complete.  <b>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.  *E.g., ODOT CCT Registration Form Submitted Successfully – Month Days, Year - Salem, OR   <i>Name</i>	Varies	You will receive an email from Workday requesting payment.  <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>
6. Payment	The information you are providing will be used to generate a <b>Purchase Order</b> .	The information you are providing will be used to generate a <b>Purchase Order</b> .	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.