HOW TO REGISTER FOR TRAINING OR CONFERENCES THAT REQUIRE

Registration Steps	APAO	OCAPA	ACI	Other Organizations	Workday
Employee to complete the appropriate **online registration form**	Certification: https://www.apao.org/certification-training.html https://www.apao.org/register-here.html 1) Employee registers themselves 2) Employee sends copy of Registration Form to Construction Training Mailbox so PO may be created and sent to APAO	https://www.ocapa.net/certification-classes 1) Employee logs in as a member before registering so they will get membership pricing. 2) Employee registers themselves	https://oregonaci.org/meetinginfo.php?id=88 ODOT Corporate Membership Rate renews annually $525 (Not worth us having a Corp Membership) Contact: jane@oregonaci.org ODOT staff requests registration support for CSTT Certification and includes Manager Approval. Training Team then registers employee and pays with SPOTS Card.	1. Varies, or… 2. Email all information needed for registration (including EA/Sub job) and *attach your manager's approval email* to ODOTConstructionTraining@odot.oregon.gov use the following subject line information for your email: Org name	Class,xx/xx/xx	Your Name	ODOT	Workday oregon - Sign In to Workday (myworkday.com)
Confirmation	Employee will receive a **confirmation letter from APAO via email** within 7 days of registration. Construction Training will also receive a copy.	Employee will receive a **confirmation email from OCAPA** as soon as registration is complete. **Employee to forward a copy of that registration confirmation email,** and *attach your manager's approval email*, to ODOTConstructionTraining@odot.oregon.gov, *adding your name at the end of the subject line. *E.g., ODOT CCT Registration Form Submitted Successfully – Month Days, Year - Salem, OR	*Name*	Employee sends Receipt for Spots Card Holder to reconcile.	Varies	You will receive an email from Workday requesting payment. **Forward this email**, *attach your manager's approval email* and include the EA/Sub job to charge in the body of your email, to ODOTConstructionTraining@odot.oregon.gov

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Save documentation in the APAO_OCAPA Registration folder under "Invoices – IN Process"	Save Registration Email, Invoice and Manager Approval documents.	Save Registration Email, Invoice and Manager Approval documents.		Varies	Save SPOTS Receipt in appropriate folder.
Payment Processing **APAO Course Fee Summary** **OCAPA Course Fee Summary**	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 **SPOTS card** (state credit card) purchase.	The information you are providing will be used to support a **SPOTS card** (state credit card) purchase.
Manager Signature	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.
Payment Confirmation	SPDB will enter invoice into TEAMS and send a confirmation email back. Once Received save the processed invoice pdf into the Invoices Completed Folder and Save as: Org, Employee Name Date and (FS identification number) 	SPDB will enter invoice into TEAMS and send a confirmation email back. Once Received save the processed invoice pdf into the Invoices Completed Folder and Save as: Org, Employee Name Date and (FS identification number) 			