

3 steps to Instructor-Led Training Enrollment for Procurement

1

Enrollment opens in June 2025

The State Purchasing Division (SPD) will coordinate with Agency Procurement Officers and College/University Procurement Officers for employees who need to complete role-based Instructor-Led Training for procurement. SPD will assist with enrollment to ensure participation from all state entities prior to Go Live with course offerings continuing post go-live as needed. Role-based Learning Programs will be shared prior to registration.

2

Receive and accept course invitations

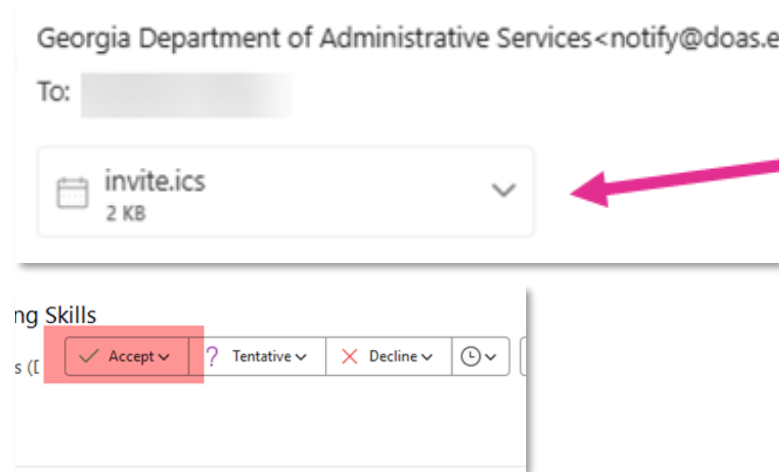
Open the course meeting invitation and click *Accept*.

If you click *Decline*, you will be un-enrolled from the course.

3

Attend courses and complete assessments

Employees are expected to complete all courses in their Learning Program(s). Certain courses require participants to be **marked as present** and **pass the assessment**. Participants will have unlimited attempts to take the assessment to achieve a passing score of **80% or higher**.



REMINDER

Complete eLearning:

Complete prerequisite on-demand eLearning courses before attending instructor-led courses. Participants will be given an unlimited number of attempts to pass the course.

KEY DATES

June/July 2025

Assisted enrollment begins

August – September 2025

Instructor-led courses begin

(Some training will run post go-live)

September 30, 2025

Complete Learning Program(s) prior to GA@WORK launch

As of February 2025