

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.
PROFESSIONAL DEVELOPMENT (PRO-D) TRAINING PROGRAM

Introduction:

The Florida Association of Public Purchasing Officers, Incorporated (FAPPO) values the contributions, efforts and professionalism of its members. With the challenges that public entities face with constrained budgets, FAPPO recognizes that it has become increasingly difficult for public entities to provide funding for professional development and continuing education.

Purpose:

The purpose of the Professional Development (Pro-D) Training Program is FAPPO provides sponsorship of NIGP Core Classes as a value-added benefit of membership.

Intent:

The program is intended to provide members with more training opportunities in a wider variety of class locations. FAPPO has partnered with the Central Florida Chapter of NIGP to provide a Joint Training Matrix of current training opportunities statewide.

Eligibility:

Any regular member who has fully paid his/her membership for the current term is eligible to register for seminars, paying the member rate. Non-members may register for seminars, paying the non-member rate.

Note: Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered.

Class Schedule:

FAPPO's goal is to provide information on actual course locations, site coordinators, speakers and hotel information at least 6-8 weeks prior to the date of the class. In addition, FAPPO will seek to establish semi-annual training schedules for classes based on its fiscal year (i.e. 6/1 to 5/31).

Payments:

Please note that payment arrangements for classes must be made in advance unless approved in advance by the Professional Development Chairperson, and that the ~~only~~ methods of payment ~~is~~are via check or credit card (Visa, Mastercard, American Express). Payment must be received no later than 72 hours prior to the class. FAPPO's Federal Tax I.D. Number is #59-2615678. Checks are made payable to: Florida Association of Public Purchasing Officers, Inc.

Refunds/Cancellations:

FAPPO is aware that emergencies do occur in the course of both the professional and personal lives of its members, and there may come a time when class registration must be cancelled. Applicants must also be aware of the costs associated with class sponsorship, as costs such as books, materials and refreshments are purchased in advance of the class.

~~A full refund can be requested if the cancellation request must be received no later more than 7 calendar days prior to in advance of the seminar start date. If the cancellation request is received 7 calendar days or less from the seminar start date, in order to receive a refund less a \$75.00 cancellation fee will apply. If payment for seminar attendance has been received by FAPPO prior to cancellation notice, FAPPO will process a refund less the \$75.00 cancellation fee. If payment for seminar attendance has not been received by FAPPO prior to cancellation notice, FAPPO will generate an invoice in the amount of \$75.00 and send to the registrant. In the event any notice of cancellation is received beyond approved time frame, no refund shall be granted.~~ If no advance notice is given and registrant does not show up for the seminar, no refund will be issued. All refunds shall require the written approval of the FAPPO President.

Class Application Process:

Whenever possible, applicants are encouraged to submit applications as soon as possible to lock in their registration for the requested class. Applicants should submit ~~Page 4 completed registration form of the current Pro-D Application Form~~ directly to the ProD Chair.

Applicants should check the FAPPO website for the most current version of FAPPO sponsored classes under the Professional Development Training Program and the most current version of the Pro-D Application for submittal.

Host Application Process:

FAPPO provides centralized host venues to increase accessibility to training opportunities for its members. NIGP courses available are:

Contract Administration
Developing and Managing RFPs
Introduction to Public Procurement
Legal Aspects of Public Purchasing
Planning, Scheduling and Requirement Analysis
Sourcing in the Public Sector

FAPPO provides sponsorship of the entire registration fee for the individual identified as the host for the training site. FAPPO members interested in hosting an NIGP Core Class should **review the “How to Become a Host Site documented located on the FAPPO website before** contacting the Professional Development Chairperson.