ARIZONA
SPO ALERT

Date: **April 15, 2025**

To: **State Agencies**

From: **State Procurement Office**

Re: **Upcoming SPO Academy Training!**

Upcoming SPO Academy Training:

The following SPO Academy courses are available for registration:

Date	Course	Course ID
4/17/25	Basics of IT Procurement	ADITPRO101
5/14/25	Procurement Ethics	ADPROCETH
5/15/25	Basic Risk Management	ADBRM100
5/20/25 5/21/25 5/22/25	RFP Series Day 1 RFP Series Day 2 RFP Series Day 3	ADRFP-D1 ADRFP-D2 ADRFP-D3

To view a complete list of all upcoming training, visit the **SPO Academy Training Page** here you will find a list of upcoming courses, a brief description of the course, and the date/time it will be offered.

To register for a course, visit TraCorp (https://adoa.server.tracorp.com) and log in.

1. Type the COURSE ID (Session #) in the **Search** field and press Enter.
2. Select the Course.
3. Select the **Register** button to register for the course. (***Users are welcome to join the waitlist if a course is full)*** 4. Users will receive a confirmation email from Tracorp.

If there are any questions, please feel free to contact John Jimenez, Chief Learning Officer at john.jimenez@azdoa.gov