

ARIZONA

S P O A L E R T

Date: January 9, 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
1/15/25	Procurement 101	ADPRO101
1/22/25	Lunch & Learn: On Track with the Arizona Procurement Code	SPOLNL15
1/29/25	Protest: Law and Practice	ADPROT101
2/6/25	10K Delegation Training	AD10KDE
2/13/25	100K Delegation Training	AD100KDE
2/20/25	Negotiations Planning (Virtual)	ADNEGPL1
2/25/25	Contract Administration	ADCONTAD
3/5/25	Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions	ADCONT101
3/12/25	Exceptions - CI, Sole Source, Emergency, NPTQ	ADEXCPT1
4/17/25	Basics of IT Procurement	ADITPRO101

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