

## SPO ALERT

**Date:** 7/11/2024  
**To:** State Agencies  
**From:** State Procurement Office  
**Re:** Upcoming SPO Academy Training!

### Upcoming SPO Academy Training:

The following courses were recently added to the SPO Academy schedule.

Date	Course	Course ID	Location
7/17/24	Procurement 101	ADPRO101	Virtual
8/14/24	Exceptions Training - CI, Sole Source, Emergency Contracts	ADEXCPT1	Virtual
9/19/24	Request for Quotation	ADRFQ1	Virtual
10/10/24	\$10,000 Delegation Training	AD10KDE	Virtual
10/22/24	\$100,000 Delegation Training	AD100KDE	Virtual

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 visit TraCorp (<https://adoa.server.tracorp.com>), and log in.

1. Select **Assigned Content**.
2. Type the COURSE ID (Session #) in the **Search** field and press Enter.
3. Select the Course.
4. Select the **Register button** to register for the course. (*Users are welcome to join the waitlist if a course is full*)
5. 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](mailto:john.jimenez@azdoa.gov)