

This information is being sent on behalf of John T. McCain, Program Manager, Charge Card Service Center Program Office.

April 9, 2009

**PCard-13-2009: WBT and Training Certification Extension
FOR PURCHASE COORDINATORS ONLY**

Due to some concerns re: completion of Purchase WBT Training by the March 31, 2009 deadline, the CCSC is offering a courtesy extension for training completion:

- Purchase Coordinators- courtesy extension of 2 weeks with deadline for WBT Training completion by Friday, April 24, 2009.

In addition, in order to receive official certification for your training hours, you must complete and return the attached form to clara@drstrategies.com by close of business on April 24th for certification processing.

- AOs and Cardholders- courtesy extension of 3 weeks with deadline for WBT Training completion by Friday May 1, 2009.

Please note that we will be issuing official training certification credit for **Coordinators ONLY. So it is not necessary to complete the attached spreadsheet for AOs and Cardholders.

Please remind cardholders--after registering in the system, WBT users should log out and log back in before attempting to take any certification exams. As of today, April 9th, we have received submissions from the following agencies:

- DA
- FNS
- FSA
- FSIS
- MRP
- NFC
- OGC
- RD

For the agencies not listed above, we need your help in documenting the coordinators from your agency that participated in the sessions, i.e., instructor-led, Microsoft Office Live Meeting (MOLM), and/or Web-Based Training (WBT). Please keep in mind that the WBT training is required whether you took the instructor-led training or MOLM. The following credit hours are attainable for each session:

- **Instructor-led** (12 hours) + WBT (4 hours) = 16 hours
- **MOLM** (5 hours) + WBT (4 hours) = 9 hours
- **WBT** (4 hours) = 4 hours ---Reminder that everyone is required to complete the appropriate WBT courses to use their cards

For coordinators in the 1102/1105 contracting series, the training can be entered in the Acquisition Career Management Information System.

Please use the attached spreadsheet to indicate the sessions attended by your coordinators and please include a total number of hours to be issued for each coordinator. The completed spreadsheets can be submitted to Clara Hickerson at clara@drstrategies.com by Friday April 24, 2009 or sooner so that certificates can be issued.

Thank you for your help and if you have any questions or further issues, please forward an email to ccsc@usda.gov and a response will be provided.