

December 2, 2011

## **PCard-12-2011: Coordinator Participation Confirmation for A-123 Training Webinar for CLPs**

**This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center Program Office.**

Agency Program Coordinators (APCs),

The CCSC was informed by our AgLearn POC that the system was not able to track participants from the A-123 Training Webinar that was held on Thursday, July 28, 2011. In order for the CCSC to issue "Certificates of Completion" for participating Coordinators to receive Continuous Learning Points (CLPs), APCs will need to:

- Complete the attached spreadsheet, listing all of the Coordinators (i.e., APCs, RAPCs, AAPCs, and LAPCs) under your management who participated and completed the training webinar.
  - **Please only include names of Coordinators who completed the training.** As their APC, you are confirming their participation by including them in the spreadsheet submitted to the CCSC.
- Submit the completed list to the CCSC at [CCSC@DM.USDA.GOV](mailto:CCSC@DM.USDA.GOV).

Once the CCSC has received the completed lists from your agency, we can start processing and issuing the certificates. All "Certificates of Completion" will be emailed to the managing APC, who will then be responsible for distributing the certificates to the Coordinators they manage.

If you have any questions on this process, please email the CCSC at [CCSC@DM.USDA.GOV](mailto:CCSC@DM.USDA.GOV).

Thank you!