NORTHEAST AREA
TRAINING OPPORTUNITY

COURSE TITLE	**FA7APPAF4, Advanced Priority Placement Program (PPP) Class T02**
VENDOR	**CHRA, TMD, APG, MD**
DATES/LOCATION	**29 Jul 09, VTT at West Point, NY**
LENGTH	**1 Day**
START/END TIMES	**0930-1730 EST**
COST	**No Cost**
REGISTRATION	**Registration is via CHRTAS NLT 6 Jul 09**
COURSE MANAGER	**Misti Cloman, 410-306-1375 DSN: 458** **misti.cloman@us.army.mil**

COURSE DESCRIPTION

ADVANCED SEMINAR: On Wednesday, July 29th, the second day of the basic course, a separate session will be offered for specialists with significant PPP experience. This advanced seminar consists of an in-depth discussion of current issues of interest, and attendees will be asked to provide pertinent discussion topics. Experienced specialists also have the option of attending this one-day seminar without participating in the basic course. Those who enroll in both classes will separate from the basic course on Wednesday to attend the advanced seminar, and re-join the basic course on Thursday.

WHO SHOULD ATTEND/PREREQUISITES

The course is targeted to human resources (HR) Specialists with significant PPP experience.

METHOD OF INSTRUCTION

Lecture and exercises with audience participation/interaction. Video Teleconference Training (VTT), Class will be transmitted from APG, MD to West Point (USMA), NY.

HOW TO NOMINATE

To apply for the scheduled class listed in this announcement, click on the following link to

CHRTAS: https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp

If this is your first time using CHRTAS it is recommended that you view the CHRTAS Tutorials available under the Help Bar.

Below are the steps you will need to build a Student Profile in CHRTAS and apply for a class:

If this is the first time you have used CHRTAS, you will need to click on Update/Create Student Profile. If you already have a profile built, click on Apply for Training.

1. Click on **FY2009**
2. Click on the training type – **Civilian HR Training**
3. Click on **Region** and select "0104-CHRA NORTHEAST REGION"
4. Click on **Course** and select "FA7APPAF4 – ADVANCED PPP"
5. Click on and select "APG, MD (0104)", select Class#T02 to register
6. Review all information on the screen and make any corrections. This information flows from your student profile.
7. Click on **Submit this Application**

You will receive a verification email from CHRTAS. You supervisor will receive an email for action/approval. It is important that the supervisor take prompt action.

NOTE: Only one supervisor is required. Your nominating supervisor should be identified and Email address must be entered and verified. Copy and pasting into the verification block will NOT be accepted; you must retype the email address in. The approving supervisor block may be left blank.

For any problems, questions, or if special needs are required to accommodate an attendee (wheelchair access, interpreter, etc) please contact the Course Manager.

Do not attend unless you have received confirmation from the Course Manager. Although we try to accommodate all training needs, an application in CHRTAS does not guarantee a space allocation. Check with the Course Manager if you have not received confirmation two weeks prior to the class starting date.

CANCELLATION POLICY

Contact the Course Manager to withdraw your nomination prior to the registration deadline.

BILLING INSTRUCTIONS

N/A