

Texas CPA Contracting Training for Governing Bodies

Sign Up Instructions

1. Create a profile in the Statewide Procurement Education System

Visit <https://spdedu.cpa.texas.gov/> (NOTE: You may have to refresh it several times.)

You will need to create a user account in the Statewide Procurement Education System.

Click on “New User Registration”

HOME DIRECTORY OF CERTIFIED INDIVIDUALS APPROVED SPD-SPONSORED COURSES COURSE CATALOG **NEW USER REGISTRATION** LOGIN CONTACT US FAQ

Welcome to the Statewide Procurement Education System

****In-Person Event** The Request for Proposal Process (2025)**

Free Course: The Request for Proposal method of procurement is perhaps the most complex and exciting procurement method statutorily defined and allowed for the purchase of goods and/or services in the State of Texas. This class will define what the RFP/CSP method is, how it differs from Invitation for Bids, and covers the steps in the RFP process; scope development, solicitation development, advertising, addenda, qualification and evaluation of responses, oral presentation/interviews, negotiation, award, and debriefs.

click here for more information about this free course

Statewide Procurement Division

Statewide Procurement Division

Statewide Procurement Division

Please enter your Name, Title, and personal phone and email address, and create password. Enter the following agency information:

Agency Category: Texas State Agency

Agency Name: Texas Behavioral Health Executive Council

Agency Code: 510

Agency accounts payable email address: linda.fellinger@bhec.texas.gov

2. Register for the Governing Bodies Training

Once your profile is created, log in and click the “Course Catalog” on the top menu bar. Select “Continuing Education Webinars” from the drop down menu.



Search for “Governing Bodies” (use Ctrl+F) on the list of courses.

Governing Bodies (2022)

Course Hours: 1

Overview: Each state agency must independently determine who qualifies as a member of a governing body for the agency. Any such determination requires studying the enabling statutes and any other applicable law regarding the particular agency at issue. If you have questions about who in your agency is required to complete this training for governing bodies, please consult your agency's legal counsel.

[Register Now](#)

Select “Register Now” and then “Complete Purchase”

Governing Bodies (2022)

 Course [added to cart](#). Please complete the purchase to access the course.

[Complete purchase](#)

You will need to pay the \$25 registration fee using a credit card.

☐ PO payments

☒ Credit card

Pay securely using a credit card.

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

NOTE:

PLEASE INSURE THAT YOUR BILLING INFORMATION IS VALID AND IS ASSOCIATED WITH THE CREDIT CARD BEING USED. YOUR TRANSACTION WILL FAIL WITHOUT THE PROPER INFORMATION

[Proceed to Checkout](#)

Once you click “Proceed to Checkout” you will be redirected to a payment screen where you can complete the purchase of the webinar.

3. Submit a reimbursement request

Once you have your receipt, please forward to linda.fellinger@bhec.texas.gov for reimbursement.

Invoice details

Product	Total
Governing Bodies (2022) × 1	\$25.00
Subtotal:	\$25.00
Total:	\$25.00
Payment method:	Credit card
Actions:	Pay Cancel Email Invoice