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"

   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.

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 TRASNACTION 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