



New No-Show Training Policy

Beginning May 1, 2010, the State Purchasing Division (SPD) will begin assessing state entities \$30 for any **no-show** student, that is, anyone who registers for a training class, but does not attend or cancel the registration within 72 hours of the beginning of the class. This fee is necessary to offset the cost of producing the training materials, preparing the classroom, and most importantly, in penalty for the no-show student reserving a training seat and in effect, preventing its use by another prospective student.

On the billing statement, the \$30 No-Show fee will be identified with "SPD TRAINING NO SHOW" and the name of the no-show student in the description. The APO/CUPO of the state entity or the manager/director of purchasing for the organization will also receive an email with the billing statement information. Assessed No-Show fees must be paid before the student can register for subsequent training.

In addition, the Learning Management System (LMS) has been enhanced to include a display screen on the new policy, which displays after the student selects the enroll button. The screen allows the student to accept or decline the new terms. The student will only be enrolled in the training session if the student accepts the new terms.

The "[Registering for a Training Class](#)" document outlines the steps for registering for a training class. It shows the new screen asking the student to accept or decline the new training policy and enrollment in the training class. It also shows how to cancel from a training class.

If you have any questions regarding this training policy, you can direct your questions to Training@doas.ga.gov. Thank you in advance for your cooperation.