

Chapter Event Selection Form

Chapter Training Events are cost-effective training options available for your chapter to host and earn revenue. You choose the date and event, set the registration fees, registration method, location (in-person or virtual), and platform (ex. Zoom if virtual).

To ensure proper processing, this selection form must be sent to memberservices@ncmahq.org at least 30 days prior to the date of the event.

Once your chapter selects their training option:

- NCMA will provide all applicable materials to the chapter electronically via the chapter contact's NCMA account in the My Virtual Training platform.
- Your event will be listed on the NCMA HQ website and in the [NCMA Learning Catalog](#).
- After your event, your attendees will receive the training's corresponding CPEs and a certificate of completion.
 - Any CPEs awarded must follow the [NCMA CPE Guide](#).

Chapter Contact Information

Name/Person of Contact	
Phone	E-mail
Chapter	
Co-Sponsoring Chapter (if applicable)	
Registration Link (for publication on the NCMA website)	

Event Options: Please select one from the following 3 options:

Option 1: Host an Event Using an NCMA HQ Recorded 90-Minute Self-Paced Virtual Training

- Stream a previously recorded 90-minute self-paced virtual training in a chapter event
- Limit of 1 event per quarter
- [Click here to view the list of 90-minute Self-Paced Virtual Trainings](#).

Name of Requested Virtual Training	
Event Date	Start & End Times
Virtual or In-Person? (Choose one)	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person

Option 2: Host a One-Day Training Using NCMA HQ Content (Formerly NES)

- NCMA provides digital Participant Workbook, digital Facilitators Guide, PowerPoint file, chapter certificate template, and a post-event survey.

Requested Training (Choose one)	<input type="checkbox"/> Collaborative Problem Solving for Contract Managers <input type="checkbox"/> Contracting Compliance <input type="checkbox"/> Leadership Strategies for Contracting Professionals <input type="checkbox"/> Pricing and Negotiating Commercial Item Contracts <input type="checkbox"/> The Contract Life Cycle: Using the Contract Management Body of Knowledge® (CMBOK®) as Your Guide
Event Date	Start & End Times
Virtual or In-Person? (Choose one)	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person

Option 3: Host Your Own Chapter Event

Event Name	
Event Description	
Event Date	Start & End Times
Event Cost	
Virtual or In-Person? (Choose one)	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person
Speakers Names & Titles	
Speakers' Contact Information	

Please email the completed form to memberservices@ncmahq.org