



MANAGEMENT CONCEPTS

Grants Management Certificate Program™

Training to develop critical skills for:
Federal Personnel // Pass-Through Recipients // Recipients of Federal Awards

Learn in the classroom or online

ENROLL TODAY!

 **Contract Holder**
Contract GS-02F-0010J


**MANAGEMENT
CONCEPTS**

888.545.8575 | www.ManagementConcepts.com



Grants Management Certificate Program™

Management Concepts *Grants Management Certificate Program™* sets the industry standard for comprehensive professional education in the grants field. Based upon information gathered from personnel in all areas of the grants community about typical job duties and tasks, this competency-based program is designed to parallel the skills and knowledge required on the job. Our courses include the latest information on OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Supercircular").

CHOOSE THE RIGHT TRACK FOR YOU

This certificate program offers three different tracks to meet the needs of specific segments of the Federal grants community.

Federal Track: For employees of Federal agencies that award grants and cooperative agreements.

Pass-Through Track: For employees of entities that receive Federal funds and then subaward those funds to other organizations that perform programmatic work.

Recipient Track: For employees of organizations that receive Federal funds, either directly from a Federal agency, or from a pass-through entity, and use those funds to perform programmatic work.

The matrix on page 3 shows how our courses align with each certificate program track.

WE'LL BRING THE TRAINING TO YOU.

Management Concepts understands there are unique and different goals, objectives, learning style preferences, budgets, and travel limitations. That's why our flexible delivery options meet all your needs.

**Self-study virtual. Group online. With a team.
At your location. Across the nation. Worldwide.**

Visit www.ManagementConcepts.com/DeliveryOptions for more information.

How the Program Works

Step 1: CHOOSE YOUR TRACK

- Federal Track
- Pass-Through Track
- Recipient Track



Step 2: ENROLL IN THE PROGRAM

Submit the Letter of Intent (found on page 11 or at www.ManagementConcepts.com/LOI). Submitting this form enrolls you in the program but does not obligate you to take any courses.



Step 3: SELECT AND REGISTER FOR COURSES

Browse our website at www.ManagementConcepts.com for full course descriptions, locations, and dates.



Step 4: COMPLETE THE REQUIREMENTS

You must complete all the program requirements within three years of the first day of the first course you take for certificate program credit. You must attend all classes in their entirety and pass final examinations (if applicable).



Step 5: GRADUATE!

When you have fulfilled all your program requirements, you will receive a certificate recognizing your achievement.



Customize a Certificate Program for Your Organization

We will partner with you to create a unique curriculum customized to meet your organization's specific development needs. Contact us at 888.545.8575 to learn more.

Choose the Right Track for You

FEDERAL TRACK	PASS-THROUGH TRACK	RECIPIENT TRACK
Gain the foundational knowledge you need to award and monitor your grants and cooperative agreements effectively from preaward through closeout.	Maximize the success of your subaward programs through the development of accountable subaward processes, effective monitoring measures, and other key grants management best practices.	Learn how to win grants and manage awards for compliance and results from successfully identifying assistance opportunities and submitting applications, to understanding Federal grants regulations and reporting performance.
Core Courses (Required)	Core Courses (Required)	Core Courses (Required)
<p><i>Nine days of core courses (see pages 6-9 for course lengths)</i></p> <ul style="list-style-type: none"> • Introduction to Grants and Cooperative Agreements for Federal Personnel • Monitoring Grants and Cooperative Agreements for Federal Personnel • Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D) • Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2 	<p><i>11 days of core courses (see pages 6-9 for course lengths)</i></p> <ul style="list-style-type: none"> • Managing Federal Grants and Cooperative Agreements for Recipients • Subawarding for Pass-Through Entities: Designing Accountable Programs, Selecting Subrecipients, and Monitoring Subgrants • Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D) • Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2 	<p><i>Nine days of core courses (see pages 6-9 for course lengths)</i></p> <ul style="list-style-type: none"> • Applying for Federal Grants and Cooperative Agreements • Managing Federal Grants and Cooperative Agreements for Recipients • Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D) • Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2
Elective Courses	Elective Courses	Elective Courses
Choose a minimum of six days of elective courses from the Federal Track . See matrix on the next page for a complete listing of applicable courses.	Choose a minimum of four days of elective courses from the Pass-Through Track . See matrix on the next page for a complete listing of applicable courses.	Choose a minimum of six days of elective courses from the Recipient Track . See matrix on the next page for a complete listing of applicable courses.
TOTAL: 15 Days	TOTAL: 15 Days	TOTAL: 15 Days

NOTE: We recommend certificate program candidates complete the core courses first, in the order listed above, before taking their elective courses.

Certificate Program Curriculum Matrix

Use the matrix below to see how our courses count toward the completion of each program track. Use the key to locate core and elective courses for your track.

Courses

	TRACKS		
	FEDERAL	PASS-THROUGH	RECIPIENT
Accountability for Federal Grants: Planning, Measuring, and Reporting Grant Performance	●	●	●
Advanced Cost Principles: Avoiding Problem Areas and Responding to Questioned Costs	●	●	●
Applying for Federal Grants and Cooperative Agreements	●	●	★
Appropriations Law for Federal Grants	●	●	●
Audit of Federal Grants and Cooperative Agreements: 2 CFR 200 (Subpart F)	●	●	●
Business Management Systems for Grant Recipients	●	●	●
Closeout of Grants for Federal Personnel	●	●	●
Cooperative Agreements and Substantial Involvement	●	●	●
Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2	★	★	★
Detecting and Preventing Fraud on Federal Grant Projects	●	●	●
Developing and Monitoring Indirect/F&A Cost Rate Proposals	●	●	●
Ethics in the Grants Environment	●	●	●
Evaluating Federal Funds Management Capabilities of Recipients and Subrecipients	●	●	●
Federal Assistance Law	●	●	●
Financial Administration of Federal Grants for Recipients	●	●	●
How to Prepare the Grant Application Budget	●	●	●
How to Write the Grant Application Narrative	●	●	●
Introduction to Grants and Cooperative Agreements for Federal Personnel	★	●	●
Managing Federal Grants and Cooperative Agreements for Recipients	●	★	★
Monitoring Grants and Cooperative Agreements for Federal Personnel	★	●	●
Optimizing Cost Share and Match Under Federal Grants: Best Practices for Recipients	●	●	●
Procuring Goods and Services Under Federal Grants	●	●	●
Subawarding for Pass-Through Entities: Designing Accountable Programs, Selecting Subrecipients, and Monitoring Subgrants	●	★	●
Understanding National Policy Requirements Affecting Grants	●	●	●
Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D)	★	★	★

KEY	★ = Core Course	● = Elective Course
-----	-----------------	---------------------

Questions? Please visit www.ManagementConcepts.com/GMCP or contact your Certificate Program Administrator at 888.545.8575.

Features and Benefits

Career and Professional Skills Enhancement

Completing a Management Concepts certificate program demonstrates your ongoing commitment to, and investment in, your professional development and the success of your organization—which shows a level of dedication and motivation greatly valued by high-performing organizations.

Personalized Programs

Your job demands a set of skills unique to grants management and financial assistance. Our certificate program offers a wide variety of elective courses, making it easy to match your curriculum to your specific requirements, interests, and goals. We provide guidance to help you develop a curriculum structured around your needs.

Immediate Application

Advanced instructional design techniques incorporate peer discussions, case studies, group exercises, practical learning activities, and assessments—enabling you to apply what you learn in class directly to your work environment.

Current Topics and Comprehensive Materials

Course topics and materials are continuously updated to reflect changes in grants laws and requirements and the latest industry best practices. Our course manuals serve as both in-class guides and post-course reference material.

Professional Recognition

Upon completion, you will receive a framed certificate that signifies your knowledge and proficiency in grants management requirements and best practices. This new level of accomplishment is highly regarded throughout the grants management community.

Peer Network

As you complete your certificate program courses, you will meet and learn from other professionals in your field—people with similar career challenges and goals.

Complete the Program in the Classroom or Online!

While all program courses are available in a live classroom version, enrollees also have the option to complete all core requirements and many electives online. See pages 6-9 for all delivery format options available for certificate program courses.

Frequently Asked Questions

Q. Can I receive certificate program credit for the courses I took before I enrolled?

A. Yes, as long as you met the requirement for full attendance and passed the final exam (if applicable). However, any courses taken more than four years prior to your completing the certificate program will not be counted.

Q. If I enroll in more than one certificate program track, can I count courses for more than one track?

A. Yes, but be aware that special conditions apply to candidates working on multiple tracks. You may reuse core courses for credit as core courses in more than one track. However, you may not count the same course as both a core course in one track and as an elective in another track. You must earn a separate set of elective credits for each certificate program track.

Q. Whom should I talk with if I need help choosing electives?

A. Upon enrolling in the program, you will be assigned an advisor. Your advisor can assist you in designing the program of study best suited to your job needs and career goals.

Q. Can I get credit for a course if I buy the book and pass the exam?

A. No. To receive certificate program credit for any course, you must both fully participate in the course and, in certain courses, also pass a final exam. Course materials are available only to attendees.

Q. Do courses have to be taken in sequence to get certificate program credit?

A. No, but many courses have suggested prerequisites. Our website also contains a suggested sequence of courses, available at www.ManagementConcepts.com/SSC. The suggested prerequisites and sequence of courses are intended to assist students in designing a comprehensive program of study, where courses build on knowledge gained in previous courses.

Q. If my organization contracts with Management Concepts for an onsite version of a course, can I receive certificate program credit?

A. Yes, but only if the course is conducted in its entirety, you fully attend, and you pass the final exam (if applicable).

Q. May I transfer courses taken with other entities?

A. No.

Q. What type of students are enrolled in the *Grants Management Certificate Program*™?

A. Enrollees include employees from; Federal departments and agencies; state, local, tribal, and territorial governments; community colleges and universities; transit authorities; police departments; human services departments; zoos, museums, and aquariums; hospitals; research institutes; nonprofit organizations; community health centers; emergency management agencies; international relief organizations; and government contractors.




Q. After I complete the program, how do I maintain my knowledge and skills?

A. We highly recommend that certificate program graduates maintain and enhance their knowledge and skills by completing a minimum of 16 hours of continuing education annually, obtained by attending Management Concepts training or conferences sponsored by the National Grants Management Association (NGMA), Society of Research Administrators (SRA), and other organizations serving grant professionals.

Course Highlights

The following pages provide brief descriptions for the core and elective certificate program courses. Please visit www.ManagementConcepts.com for the most up-to-date and complete course information, including dates, tuition fees, and locations.

All Management Concepts courses are available for group delivery at your location.

KEY	 = Instructor-Led Live Classroom	 = Federal Track
	 = Instructor-Facilitated Online	 = Pass-Through Track
	 = Core Course Within the Certificate Program Track	 = Recipient Track

Accountability for Federal Grants: Planning, Measuring, and Reporting Grant Performance

- Develop measurable objectives and assign performance measures
- Report on project performance and develop a technical assistance plan for improving performance
- Use lessons learned to adjust objectives and targets for the next phase

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 6 weeks GAGAS CPE CREDITS: 19

Advanced Cost Principles: Avoiding Problem Areas and Responding to Questioned Costs

- Review and discuss complex cost allowability issues
- Apply the cost principles to supportable decisions on cost allowability
- Resolve questioned costs following an audit

 LENGTH: 1 day NASBA/GAGAS CPE CREDITS: 8  LENGTH: 3 weeks GAGAS CPE CREDITS: 14.5

Applying For Federal Grants and Cooperative Agreements

- Explore Grants.gov and the Catalog of Federal Domestic Assistance
- Locate Federal funding sources for a hypothetical project
- Discuss best practices for developing applications that meet awarding agency specifications

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 6 weeks GAGAS CPE CREDITS: 20

Appropriations Law for Federal Grants

- Review court cases, GAO decisions, and statutes relating to issues such as First Amendment limits on congressional authority and lapse of budget authority
- Analyze questions of obligation timing
- Explore how an agency identifies and deals with each of the “availability” requirements

 LENGTH: 1 day NASBA/GAGAS CPE CREDITS: 8

Audit of Federal Grants and Cooperative Agreements: 2 CFR 200 (Subpart F)

- Review Single Audit requirements
- Trace the auditor’s steps in conducting a Single Audit
- Locate key information in the audit reporting package, including findings and questioned costs

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 5 weeks GAGAS CPE CREDITS: 20

Business Management Systems for Grants Recipients

- Discuss relevant statutory and regulatory requirements
- Examine elements that comprise business management systems, as defined by OMB
- Prepare action item lists to improve organizational systems

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

Closeout of Grants for Federal Personnel

- Analyze a notice of grant award for closeout requirements
- Pursue late reports, issue disposition instructions for equipment, and reconcile cost sharing issues

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

Cooperative Agreements and Substantial Involvement

- Identify agency activities that constitute substantial involvement
- Determine whether cooperative agreement awards include all required elements
- Understand appropriate limits on substantial involvement

 LENGTH: 1 day NASBA/GAGAS CPE CREDITS: 8

Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2

- Review factors affecting allowability of costs
- Classify costs as direct or indirect and practice applying the cost principles to on-the-job scenarios

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 7 weeks GAGAS CPE CREDITS: 27.5

Detecting and Preventing Fraud on Federal Grant Projects

- Conduct a risk assessment of a sample Federal program
- Evaluate and test an entity’s internal controls for vulnerabilities
- Analyze case studies for actions that could have prevented fraud or detected it earlier

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

Developing and Monitoring Indirect/F&A Cost Rate Proposals

- Practice the steps involved in developing and negotiating an IDC rate
- Select the most appropriate rate type for your organization
- Identify considerations that are unique to your organization type

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

Ethics in the Grants Environment

- Review the standards of ethical conduct for Federal employees
- Determine whether grant-related actions of Federal personnel comply with ethics rules
- Explore methods for ensuring fairness in the grant review and award process

 LENGTH: 1 day NASBA/GAGAS CPE CREDITS: 8

Course Highlights

Evaluating Federal Funds Management Capabilities of Recipients and Subrecipients F P

- Perform a cost analysis of a grant budget
- Review systems to identify deficiencies and determine corrective actions
- Use audit reports and financial statements to assess a recipient/subrecipient's management capabilities

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 5 weeks GAGAS CPE CREDITS: 21

Federal Assistance Law F P R

- Explore the legal basis for awarding grants and cooperative agreements
- Discuss how statutes, regulations, Federal court, and appeals decisions impact grants
- Identify penalties agencies may impose on recipients that fail to comply with requirements

 LENGTH: 3 days NASBA/GAGAS CPE CREDITS: 24

Financial Administration of Federal Grants for Recipients P R

- Examine a notice of grant award to identify provisions that impact financial administration
- Properly track and report costs, prepare financial reports, and determine if prior Federal approval is required for expenditures

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 5 weeks GAGAS CPE CREDITS: 21

How to Prepare the Grant Application Budget P R

- Identify budget considerations for a hypothetical grant
- Review the application narrative against the budget for completeness and accuracy

 LENGTH: 1 day NASBA/GAGAS CPE CREDITS: 16


How to Write the Grant Application Narrative P R

- Analyze a program announcement to pinpoint requirements relating to the narrative
- Evaluate sample narratives from the perspective of agency reviewers
- Draft and edit narrative elements

 LENGTH: 2 day NASBA/GAGAS CPE CREDITS: 16

Introduction to Grants and Cooperative Agreements for Federal Personnel ★ F

- Explore program announcements, technical review processes, grant terms and conditions, technical assistance, and audit requirements
- Determine the appropriate course of action at grant period end

 LENGTH: 3 days NASBA/GAGAS CPE CREDITS: 24  LENGTH: 7 weeks GAGAS CPE CREDITS: 32.5

Managing Federal Grants and Cooperative Agreements for Recipients ★ P R

- Determine impact of statutory and regulatory authorities on grants administration
- Examine requirements for cost sharing, progress and financial reporting, changes in budget and scope, and the oversight roles of agencies

 LENGTH: 3 days NASBA/GAGAS CPE CREDITS: 24  LENGTH: 9 weeks GAGAS CPE CREDITS: 29.5

Monitoring Grants and Cooperative Agreements for Federal Personnel ★ F

- Prioritize monitoring based on program risk factors
- Evaluate prior approval scenarios, progress and financial reports, recipient internal controls, and audit reports
- Practice negotiating resolution of problems that arise during grant performance

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 6 weeks GAGAS CPE CREDITS: 24

Optimizing Cost Share and Match Under Federal Grants: Best Practices for Recipients P R

- Understand grant cost-sharing and matching provisions of your award
- Identify and value sources of cost share and match
- Develop a plan of action if cost-sharing resources fall short

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

Procuring Goods and Services Under Federal Grants P R

- Discuss Federal requirements that apply to contracts under grants
- Analyze sample proposals and select the best vendor
- Practice resolving conflicts that arise during procurements

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

Subawarding for Pass-Through Entities: Designing Accountable Programs, Selecting Subrecipients, and Monitoring Subgrants ★ P

- Identify best practices for monitoring subrecipients
- Determine appropriate actions to handle subrecipient noncompliance
- Apply negotiation techniques to resolve problems that arise during subawards

 LENGTH: 4 days NASBA/GAGAS CPE CREDITS: 32  LENGTH: 11 weeks GAGAS CPE CREDITS: 28.5



Understanding National Policy Requirements Affecting Grants F P R

- Discuss compliance requirements and noncompliance penalties
- Analyze scenarios to identify applicable compliance issues
- Develop action item lists for improving compliance/enhancing compliance monitoring

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16

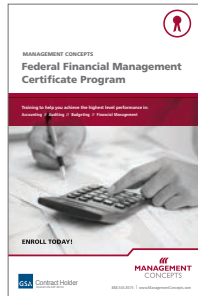
Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D) ★ F P R

- Locate and apply specific provisions to actual administrative issues
- Review standards for recipient financial systems; property, equipment, and supplies; procurement; and records retention
- Use the administrative requirements to guide corrective actions

 LENGTH: 2 days NASBA/GAGAS CPE CREDITS: 16  LENGTH: 6 weeks GAGAS CPE CREDITS: 20

Other Certificate Programs from Management Concepts

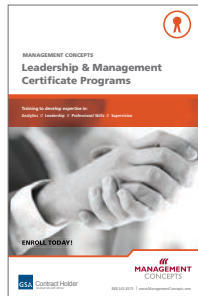
Management Concepts professional certificate programs are designed to help you develop the comprehensive knowledge and skills needed for highly competent performance and long-term success in your field. In addition to our *Grants Management Certificate Program™*, we offer several other certificate programs, including:



Federal Financial Management Certificate Program

Training to help you achieve the highest level of performance in:

- Accounting
- Auditing
- Budgeting
- Financial Management



Leadership & Management Certificate Programs

Programs to develop expertise in:

- Leadership
- Supervision
- Analytics
- Professional Skills



Project & Program Management Certificate Programs

Programs to cultivate knowledge in:

- Agile Processes and Techniques
- Business Analysis/Requirements Management
- IT Project Management
- Project Management
- Program Management
- Systems Engineering

For more information or to enroll, visit us at www.ManagementConcepts.com/CP or call 888.545.8575.

Letter of Intent

Get Started Today!

Simply complete this Letter of Intent and email, mail, or fax it to us. Or enroll online at www.ManagementConcepts.com/LOI.

I am interested in enrolling in the following *Grants Management Certificate Program™* track:

- Federal
 Pass-Through
 Recipient

PLEASE PRINT

FULL NAME _____ LAST 4 DIGITS OF SSN _____

ORGANIZATION _____

TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE (WORK) _____

EMAIL _____

PHONE (HOME) _____

PRIORITY CODE (The priority code can be found below your name on the mailing label.)

Nature of Business: (PLEASE SELECT ONE)

- Federal Government
 State Government
 Educational Institution
 Tribal Government
 Territorial Government
 Nonprofit
 For-Profit
 Local Government
 Other

Other (specify): _____

Professional Affiliations: _____

Please Return To: Management Concepts
 Attn: Certificate Program Office
 8230 Leesburg Pike • Tysons Corner, VA 22182
 Phone: 888.545.8575 • Fax: 703.790.1371
 Email: certificateprogram@managementconcepts.com

I understand that I must complete this program within three years of the first course I take for certificate program credit and that I may withdraw from the program at any time with no obligation. I also understand that this letter is for Management Concepts records only. It is not a legal contract and does not obligate me to take any courses.

Anticipated Start Date: _____

NOTE: You will receive written confirmation of your acceptance into this program.

GS1502
R21

About Management Concepts

WHO WE ARE and WHAT WE DO

40+ years of service



Management Concepts is the premier provider of performance improvement and talent management solutions to the Federal government.

We are committed to empowering individuals, teams, and organizations to grow and achieve their missions with our high-impact training courses, certificate programs, and professional development solutions.

For more information, follow us on Twitter @Mgmt_Concepts



Find classes across the U.S., around the globe, and online!

INDIVIDUAL TRAINING

BROAD SELECTION OF OFFERINGS

250 & **12** industry-respected Certificate Programs
COTS Courses




SUBJECT AREAS

7 Acquisition & Contracting
Business Analysis & Data Analytics
Financial Management
Grants & Assistance
Human Capital & Human Resources
Leadership & Management
Project & Program Management

GROUP LEARNING

1,200+
JAN ————— DEC
Group sessions delivered annually

Choose what you want, where you want it, and on a schedule that aligns with your business cycle.



THE MANAGEMENT CONCEPTS DIFFERENCE

Timely, relevant, and immediately applicable content



Nationally-recognized continuing education options



More than 1 million individuals, teams, and organizations served **1M**


SATISFACTION GUARANTEED **100%**

Satisfaction Guarantee

As evidence of our commitment to your complete satisfaction, Management Concepts offers a money-back guarantee on every open enrollment course we offer. If you are not satisfied that we have met the stated objectives of the course, we will either refund your tuition in full or apply the amount to another course. Concerns should be sent to:

Management Concepts
Attention: Customer Care
8230 Leesburg Pike
Tysons Corner, VA 22182
Phone: 888.545.8571
Email: customercare@managementconcepts.com

GSA Contract

 **Contract Holder** Eligible buyers may purchase certain Management Concepts products and services under the company's GSA Multiple Award Schedule (MAS) 874 Contract #GS-02F-0010J. Buyers should indicate that their purchase is being made under the company's MAS contract at the time they place their order. In addition, their order should include the company's MAS contract number. Please contact us with any questions about the ordering procedure at 888.545.8575.

Continuing Education

NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY (NASBA) CPE CREDIT



Management Concepts is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing

professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors through its website: www.learningmarket.org. Student complaints will be handled in accordance with our Satisfaction Guarantee.

GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS (GAGAS) CPE CREDIT

Our live classroom and instructor-facilitated online (asynchronous) courses meet the standards for Generally Accepted Government Auditing Standards (GAGAS) CPE credits, as established by the Government Accountability Office, *Guidance on GAGAS Requirements for Continuing Professional Education*, April 2005.

UNLEASHING the POTENTIAL of Individuals, Teams, and Organizations

Tuition fees, course titles, course schedules, and terms and conditions are subject to change without notice. Visit our website for the most current information: www.ManagementConcepts.com.

Copyright © 2015 by Management Concepts. Trademarks: Management Concepts logo, and related trade dress—including design of this brochure—are trademarks of Management Concepts and may not be used without permission.

Intellectual Property Policy: By registering for or otherwise ordering a Management Concepts course, you acknowledge that Management Concepts training materials are protected by U.S. and international copyright laws. In addition, you agree not to use the company's training materials, including but not limited to the concepts and ideas expressed in the training, to create a competing product/service.

Complete Terms & Conditions: For complete terms and conditions affecting students, please visit www.ManagementConcepts.com/TermsandConditions. Management Concepts does not permit audio or videotaping of courses.



8230 Leesburg Pike | Tysons Corner, VA 22182 | 888.545.8575
www.ManagementConcepts.com

PSRST STD
U.S. Postage
PAID
Management
Concepts



Drive Your Career

— *with our* —

Elite Training Programs

To learn more and enroll in a training program, call 888.545.8575
or visit www.ManagementConcepts.com/CP.