

CPSM Seminar Information

What is the CPSM Seminar and who may attend?

The CPSM Seminar is a two-day seminar that provides an overview of the Commonwealth of Virginia's *Construction and Professional Services Manual*. The CPSM provides policies, standards, procedures and guidelines for the:

- procurement of architectural/engineering and related services
- procurement of construction
- contract management and administration

The primary audience for CPSM Seminars is Commonwealth of Virginia agency staff involved in the above functions and current, or prospective, design consultants. Local government personnel, contractors, and other interested parties may also attend.

When are CPSM Seminars held?

DEB typically holds two CPSM Seminars each spring and two CPSM seminars each fall, provided demand is sufficient to make each session economically viable. If there is a larger demand, additional sessions can be scheduled.

How do I express my interest in attending a CPSM seminar?

Complete the [online Expression of Interest form](#) on the Division's webpage.

How will I be notified when a CPSM session is available?

If you completed the [online Expression of Interest form](#), you will be e-mailed **Application Instructions** once a seminar is scheduled.

Once I have been notified by DEB of an upcoming seminar, how do I register and pay?

Follow the **Application Instructions**. The **Application Instructions** will provide links to a secure online registration and payment system. Registration is not complete until payment is successfully processed by the system. Carefully read all policies, terms and conditions listed in the **Application Instructions**.

How will I know I have been successfully registered by the system?

Once your payment is accepted by the system you will get a confirmation message. It is recommended that you print a copy of this message as it serves as both a registration confirmation and a payment receipt. No other receipts will be issued.

If I am not successfully registered, how will I be notified?

The online registration system will provide a message if you attempt to register and the seminar is already full. Registrations are processed by the system in the order they are received until the preset seminar attendance limit has been met. These seminars tend to fill quickly so early registration is encouraged.

If I am not successfully registered, do I need to complete the “online form” again to continue to express my interest in attending?

No. You will remain on DEB’s notification list until you are successfully registered for a CPSM Seminar or until you advise DEB (at seminars@dgs.virginia.gov) to remove you from the notification list.

Once you are successfully registered, you will be removed from the notification list and will need to complete the [online form](#) again to add your name to the notification list for subsequent CPSM Seminars.

Can I get a refund?

Once an applicant is successfully registered by the system, no refund will be issued, however, please see SUBSTITUTIONS below.

There will also be no refunds for “no shows” or partial attendance. DEB must make advance contractual commitments with conference facilities and caterers based upon the commitments made by the applicants. The refund policy is clearly stated in the **Application Instructions**.

If a seminar is cancelled by DEB, refunds will be issued.

DEB may also limit the number of attendees from any individual organization to assure equitable and widespread access to this training. Generally no more than five attendees from an individual organization will be allowed to register for the same seminar, especially if a conference is fully booked. DEB reserves the right to cancel registrations to apply this policy. If a registration is cancelled by DEB to apply this policy, a full refund will be provided.

SUBSTITUTIONS: Can someone else from my firm attend in my place?

Substitution of attendees is allowed. In the case of a substitution, e-mail seminars@dgs.virginia.gov and provide the seminar date and the names of both the original registrant and the individual who will be attending in their place. (This is needed to adjust rosters and to correct the pre-printed Certificates of Training.)

Will I get a Certificate of Training?

All attendees who complete the full two-day training session will receive a **Certificate of Training** listing the number of contact hours of instruction.

Any exceptions to these policies shall be at the sole discretion of the Director of the Division of Engineering & Buildings or his designee. Refunds may be subject to an administrative fee.