

IAW Army Regulation all GPC Program Cardholders, Billing Officials/Alternates, and Resource Managers are required to complete GPC Refresher Training annually to maintain program status and re-certify procurement authority.

The APC will notify you that completion of the requirement is due.

IAW DA policy, failure to complete the training and provide the certificate to the APC will result in your account being temporarily suspended.

The average time for completing the module is approximately two hours. This course is worth 3.5 continuous learning points (CLPs). It is a self-paced module that can be taken over time, and you will be returned to your last accessed page when it is convenient for you.

Complete each lesson, review additional information/reference material identified by underline, and complete the periodic review questions at the end of each lesson. At the end of a learning objective the next one will automatically begin.

The module includes periodic review questions and a test. The test requires a minimum score of 100% and may be taken as many times as necessary to attain this score.

A Certificate of Completion is available upon achievement of a successful test score. An End of Course survey must also be completed before you can access the Certificate of Completion. Print the certificate in accordance with the instructions provided at the Web site. Retain a copy of the certificate and provide one copy to the GPC APC at FAX # 580-442-3819.

You must "Register" to access/complete the course as follows:

1. Access <https://www.atrrs.army.mil/channels/aitas/> and click "Continue to AITAS" at the very bottom of the page. Under "**Student**", click on "**Apply for Training**"
2. Select category **Civilian Army Acquisition Workforce or Military Army Workforce** from the drop down list.
3. Check one of the Sign-In Options, complete any required information.
4. Select the Continuous Learning training category.
5. Select the **DAU CLG004 DoD Government Purchase Card Refresher Training** course from the Course drop-down list.
6. Press the **SEARCH** button.
7. Verify that the selected course and student profile information is correct.
8. Click on the "**SUBMIT THIS APPLICATION**" button at bottom of screen.

Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you.