



Directions to SPA Executive MPA Students for OPM On-Line Course Registration

University of Colorado Denver, School of Public Affairs Executive MPA students who register for U.S. Office of Personnel Management (OPM) courses at either the Western Management Development Center in Aurora, CO or the Eastern Management Development Center in Shepherdstown, WV must use the following procedures:

1. Go to www.opm.leadership.gov and identify the course and date you plan to attend.
2. Complete the on-line registration form. Be sure to type or paste into the "Comments & Questions" field at the bottom of the OPM on-line registration form the following statement:

"I am a University of Colorado Denver School of Public Affairs Executive MPA student. I have selected the 'No hotel, lunch only' [or 'Hotel with all meals'] option for this course. Please provide me the Exec MPA tuition rate for this course and this option."

3. Third, make payment for the course.

Please note: Your registration is not finalized and you will not receive a slot in the course until payment is received. Payment should come from a Government entity (i.e., local, state or federal). If this is not possible, then you will need to provide a personal credit card number when registering online.

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