



APPROVED
TRAINING

New Jersey PTA Fulfilling the Local PTA Officers Training Requirement

Why the emphasis on training? As board members, it is our fiduciary responsibility to manage the corporation in the best interest of its members as a whole. To run programs and handle budgets responsibly, knowledge of the applicable state and federal regulations is key to operate your non-profit, tax-exempt, charitable corporation. Training is what helps to build trust and give our local PTAs credibility in their communities. A well-trained and informed board should be a great selling point to encourage the community to join some local PTA. Trained board members should be proud to step up to a leadership responsibility in their local PTA.

Per the NJPTA Standards of Affiliation agreement, the annual training requirement states that **all elected officers** must attend at least one NJPTA-approved training before this year's NJPTA convention.

NJPTA-approved trainings could include, but are not limited to:

- NJPTA convention
- NJPTA leadership conferences
- NJPTA region conferences
- NJPTA webinars
- Any other NJPTA event where training is provided
- Region training (must be advertised as a NJPTA-approved training)
- County/Council training (must be advertised as a NJPTA-approved training)
- National PTA e-learning training

IMPORTANT NOTES:

- If you are unsure whether a training will satisfy the annual training requirement, please check with the State Office or the New Jersey PTA Field Service Team in advance.
- Training received at or after the Local PTAs election counts toward the training requirement for the PTA year following convention.
- A person who attends a NJPTA-approved training and is an elected officer of two or more PTAs shall have fulfilled the training requirement for all positions held.
- **All elected officers shall maintain documentation they satisfied the training requirement. Your Region Director will be tracking training.**

QUESTIONS? Contact Your Field Service Contact!