



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCHO-Q

12 December 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Centralized Credentials Quality Assurance System (CCQAS) 2.9 Training Workshops

1. Classes for FY 09 are scheduled at the AMEDD Center and School, Ft. Sam Houston, TX. Training will include Basic Credentialing/Privileging and Adverse Actions. This training is for newly assigned as well as experienced Credentials Managers and Coordinators. Class size is limited to **15 per class** to provide optimal hands-on experience in the use of the CCQAS 2.9 application. Funding for this training is the responsibility of the local unit of assignment.

2. The projected 2009 class dates for this training are as follows:

Travel	Start	Finish	Travel
23 Feb 09	24 Feb 09	27 Feb 09	27 Feb 09
16 Mar 09	17 Mar 09	20 Mar 09	20 Mar 09
06 Apr 09	07 Apr 09	10 Apr 09	10 Apr 09
27 Apr 09	28 Apr 09	01 May 09	01 May 09
15 Jun 09	16 Jun 09	19 Jun 09	19 Jun 09
14 Sep 09	15 Sep 09	18 Sep 09	18 Sep 09

3. Register online for the workshop at the AMEDD Center and School, Ft. Sam Houston, TX, at: https://www.gmo.amedd.army.mil/ccqas_reg/RegForm.aspx

Pre-requisites: Before a seat will be assigned in the workshop of choice, the attendee is required to complete the following six online modules:

- CCQAS 2.8-01: Guide for First-Time Users
- CCQAS 2.8-02: Introduction to CCQAS
- CCQAS 2.8-06: Managing Electronic Applications
- CCQAS 2.8-07: Managing Credentials Records
- CCQAS 2.8-08: Managing Modifications, Renewals, and Transfers
- CCQAS 2.8-12: CCQAS Reports

SUBJECT: Centralized Credentials Quality Assurance System (CCQAS) 2.9 Training Workshops -- Basic Credentialing

These modules may be found on the MSH website <https://mhslearn.satx.disa.mil>. Completion of these modules will be verified prior to the participant receiving confirmation of registration for the selected workshop date. The MSH website noted above MUST be utilized to apply for a password. The password assigned will be used to complete the prerequisite training and in class to access the e-learning tools related to the privileging module.

4. Hotel accommodations are provided by:

Courtyard by Marriott-San Antonio Airport

8615 Broadway
San Antonio, TX, 78217
POC: Barbara Ritchie (Ext 619)
(210) 828-7200 (Front Desk/Reservations)
(210) 828-9003 (FAX)

Guest rooms will be on “Hold” for those attending this training. When the hotel is contacted for reservations, “Army Training” and the name “LTC Spells” should be mentioned to ensure placement in one of the rooms available for CCQAS training participants. **Hotel reservations should not be made prior to receipt of e-mail confirmation that the prerequisite training has been accomplished and a seat in the class of choice is available.**

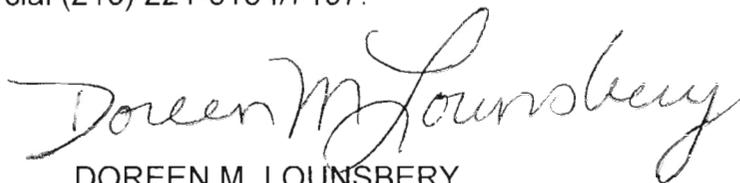
5. The hotel has complementary shuttle service from the airport to the hotel and within a two mile radius of the hotel. Upon arrival at the San Antonio airport, telephone 210-828-7200 to arrange for shuttle pick-up. A hotel shuttle will also be provided to transport attendees to and from the AMEDD Center and School in the mornings and evenings. Class will be held in Building 2841, Willis Hall, Room 1407.

6. The uniform for all training sessions is ACU for the military and equivalent attire for civilians.

7. Official travel days are **Monday and Friday**. Participants should report to the classroom promptly at 0750 hrs on the first day of class. Class hours are 0800 to 1630 with a one hour lunch break, Tuesday thru Thursday. Class hours on Friday are 0800-1200 hrs. **If you are not able to attend the entire period of instruction, either select another training session to attend or appoint another individual to attend who can stay for the duration of the class.**

8. Participants must bring with them a current CAC card and the MHS learn-assigned password mentioned in paragraph 3 above. A user id and local password for the CCQAS training server will be issued to training participants during class.

9. Points of contact for the CCQAS training workshops are LTC Miriam Spells, Chief Regulatory Compliance, and LTC Jennifer Bredell, USAR Liaison Officer, Headquarters, U.S. Army Medical Command, Quality Management Division, DSN: 471-8104/7197 or Commercial (210) 221-8104/7197.



Encl

DOREEN M. LOUNSBERY
COL, MC
Chief, Quality Management Division

DISTRIBUTION:

Commanders, MEDCOM RMCs/MEDCENs/MEDDACs
Commander, U.S. Army Dental Command
Chief, Army National Guard Bureau, ATTN: NGB-ARS, 111 South George Mason Drive, Arlington, VA 22204-1382
Commander, U.S. Army Reserve Command, ATTN: ARRC-MD, 1401 Deshler Street, SW, Ft McPherson, GA 30330-2000
Commander, HRC, ATTN: AHRC-RSA-Q, 1 Reserve Way, St. Louis, MO 63132-5000
Commander, AMEDD Professional Mgmt Command, ATTN: ARRC-RMC-QMD-A, Bldg 941, 4984 Jonesboro Road, Forest Park, GA 30297-3524