

Facilitator sought for 13th Month Adjustments Seminar

This course has been developed and is owned by CAPPA/PJVA/PASC.

As part of the facilitation fee, the Instructor is expected to make any small updates to the content as necessary to stay current.

The ideal Instructor will have a full understanding of the following:

- Determination of the requirement of Annual Throughput Adjustment
- Steps & Formulas for Completing the Annual Throughput Adjustment
- How to create and review permanent data
- Calculation data
- Processes for Annual Throughput Adjustment
- Custom User Agreements
- How to Analyze and review results
- Common Errors in 13th Month Adjustments
- Tips for 13th Month Adjustments, such as ways to Reduce the Annual Adjustment

Experience facilitating seminars an asset.

How to apply: Please complete the [CAPPA Seminar Proposal Submission Form](#) and send along with a copy of your resume to office@cappa.org.