

Association of Government Accountants
2208 Mount Vernon Avenue
Alexandria, VA 22301
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Certificate of Excellence in Accountability Reporting (CEAR) Program
And
Certificate of Excellence in Service Efforts and Accomplishments (SEA)
Reporting Program

AGA has developed a training program for accountability professionals to identify ways to improve federal performance reports. The courses are:

- Reviewing and Improving Performance and Accountability Reports (PARs)
- Producing An Excellent Performance and Accountability Report (PAR)
- Reviewing and Improving Service Efforts and Accomplishments Reports

Reviewing and Improving Performance and Accountability Reports (PARs)

This Course is Designed For:

The federal accountability professionals who want to serve as reviewers in the CEAR Program and other professionals who want to review and identify ways to improve federal agency PARs. Participants leave with a clear understanding of the CEAR Program's evaluation process and how to help their own as well as other federal agencies improve their reports.

Course Learning Objectives:

- Understand how to use the Review Guidelines and how they can be used to review a PAR and determine opportunities for improvements. Including:
 - Essential sections – MD&A, performance section and financial section
 - Cost effectiveness measures and trend data
 - Importance of integration and creativity
 - Balancing comprehensiveness with length
- AGA's CEAR Program and how it will be conducted
- The reviewer's role in the program

Field(s) of Study: Management

Program Prerequisites: Individuals approved as volunteer reviewers in the CEAR Program attend this training. Visit www.agacgfm.org/performance/cear/cearreviewer.aspx download the Reviewer's Information Guide for the professional experience prerequisites that apply to CEAR reviewer service.

Advanced Preparation: None

Course Level: Intermediate

CPE Credits: 2

Length: 100 minutes

Delivery Method: Live – Lecture and group discussion

Date: February 13, 2004

Time: 10:00 am to 12:00 p.m.

Producing An Excellent Performance and Accountability Report (PAR)

This Course is Designed To:

Provide federal accountability professionals involved in the development of PARs with information and tools to improve federal agency PARs. Participants will leave with a clear understanding of how to help their own federal agency as well as other federal agencies to improve their reports.

Course Learning Objectives:

The training will cover:

- Essential PAR sections – MD&A, performance section and financial section
- Cost effectiveness measures and trend data
- Importance of integration and creativity
- Comprehensiveness v. length – striking the right balance
- Summary reports – the wave of the future?
- Commendable practices and avoiding the pitfalls
- Formatting – graphics, color, sidebars

Field(s) of Study: Management

Program Prerequisites: Those individuals involved in the preparation of federal agency Performance and Accountability Reports should not miss this popular event.

Advanced Preparation: None

Course Level: Intermediate

CPE Credits: 2 CPE

Length: 100 minutes

Delivery Method: Live - Lecture and group discussion

Date: Late July 2004

Reviewing and Improving “Service Efforts and Accomplishments” Reports

This Course Is Designed to:

Provide individuals serving as reviewers in the SEA Program and other state and local government accountability professionals who want to review and identify ways to improve state or local government performance reports (also called a service efforts and accomplishments report). Participants leave with a clear understanding of the SEA Program’s evaluation process and how to help their own as well as other governments improve their reports.

Course Learning Objectives:

- AGA’s program to review performance reports and how it will be conducted.
- GASB’s suggested criteria for performance reports, their rationale and their purpose
- AGA’s review guidelines and how they can be used to review a performance report and determine opportunities for improvements
- The reviewers’ role in the program
- Planned steps for evaluating and improving the review process and guidelines

Field(s) of Study: Management

Program Prerequisites: Individuals who have volunteered to serve as reviewers for in AGA’s Certificate of Excellence in Service Efforts and Accomplishments Reporting Program attend this training.

Advanced Preparation: None

Course Level: Intermediate

CPE Credits: 4

Length: 200 minutes

Delivery Method: Live - Lecture and group discussion

Date: October 8, 2003 and September 29, 2004

Cancellation/Refund Policy: Participants in the CEAR and SEA course must register directly with the Association of Government Accountants. There is no charge for participating. To register and to volunteer as a reviewer for the AGA CEAR or SEA programs, contact Ms. Lisa Thatcher at lthatcher@agacgfm.or or 800.242.7211, ext 212.