



## FY26 Contract Administration Learning Path Courses

All classes are held virtually in MS Teams. Class descriptions and details are available at: [Contract Administration Program](#).

Course Title	Date	Time	Instructor(s)
Overview of Contract Administration	September 10, 2025	1 – 4 pm	Megan Greene and Melissa Garner
	December 10, 2025	1 – 4 pm	
	March 11, 2026	1 – 4 pm	
	May 27, 2026	1 – 4 pm	
Contract Compliance Programs	September 25, 2025	10 am – Noon	Grace Denno
	January 29, 2026	10 am – Noon	
	May 21, 2026	10 am– Noon	
Payment Processing	August 25, 2025	10 am – Noon	Karen Smith and Rassa Davoodpour
	October 27, 2025	10 am – Noon	
	January 26, 2026	10 am – Noon	
	April 27, 2026	10 am – Noon	
Contract Drafting and Risk Management	November 6, 2025	9 am – 1 pm	Trevor Ashbarry
	February 12, 2026	9 am – 1 pm	
	May 5, 2026	9 am – 1 pm	
Contract Negotiation	December 4, 2025	9 am – 1 pm	Trevor Ashbarry
	March 10, 2026	9 am – 1 pm	
	May 12, 2025	9 am – 1 pm	

### Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG ExtranetPortal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- **Registration will close 48 hours in advance of the class. An Outlook email with an MS Teams webinar link to join the class will be sent to participants 24 hours in advance of the class.**

### ADA Reasonable Accommodations

Please contact the OHR Professional Learning and Organizational Development Line at 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov) at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.