

PTA Training Frequently Asked Questions

Updated: Sept 2024

Texas PTA's policies, procedures and resources are ever evolving. As a PTA Leader you should keep current by reinforcing your knowledge with updated information each year. This may mean watching a BASICS training again, or just downloading an updated Resource Guide for your position.

Q1. I'm a new PTA Leader, where do I start?

A1. Visit the Texas PTA Training Home Page: <https://www.txpta.org/pta-training>. This is the hub for all TXPTA training resources and select Access Online Courses.

- The first course to take is '**Foundations Essentials**'. You only need to complete 'Essentials' once in your PTA career. There is a fee for this course and you should be reimbursed by your local PTA upon completion.
- The second course to complete is '**BASICS: Boardsmanship**'. *These two courses are required for all PTA Leaders.*

Q2. What is the course that I only have to take 'Once in a lifetime?'

A2. **Foundations Essentials** is only required once in your PTA 'lifetime'. This course has had different names in the past (LOT, FLO). If you are a returning PTA Leader and you took any of those older courses, then you do not have to retake 'Essentials'.

Q3. Where can I find a record of the online training I already completed?

A3. There are a few ways to track your online training progress.

- First, each time you complete a course you will receive a certificate. Keep a copy for your records and give a copy to your PTA Secretary for their records.
- Second, from the TXPTA Training page there is a link at the bottom to "View Course History" Follow that link to see your training history and reprint certificates.
- Third, find the 'PTA Leader Training Report' provided by Texas PTA. Go to the [Local PTA Roster 23-25](#). The first tab labeled 'More information' has a link to the 'PTA Leader Training Report' which lists online training completed since 2020.

Q4. Where do I find records of FLO Training I took when it was offered by Mansfield ISD Council of PTAs?

A4. The list of those who completed FLO2 (the equivalent of Foundation: Essentials) from October 2016 - May 2019 can be found in the Training Resources Folder here: [MISD Local Leader Resources After May 2019](#), in person FLO training was replaced by online Essentials. If you took FLO or LOT prior to 2016, we don't have those records. If you completed your 'required' leadership training prior to 2016, it's highly recommended, but not required, that you take 'Essentials' offered online by TXPTA.

Q5. This is not my first time in this position, do I need to repeat the online training?

A5. Remember PTA policies and procedures are always evolving. To stay current you should repeat training from time to time. Here are the TXPTA guidelines:

- If you are repeating the same position, with the same PTA in consecutive years, then No, you do not need to repeat the online BASICS training for your position. If you are repeating the same position, but with a different PTA, then Yes, you should retake the online BASICS training for your position.
- If you have skipped a year or more since you held this position with any PTA, then Yes, you should retake the BASICS training for this position.

Q6. Where do I go for training specific to my PTA position?

A6. Texas PTA has developed training for many PTA positions. You can find those online courses here: <https://www.txpta.org/courses> If there is no additional online course for your exact job title, you are always welcome to try some of the courses provided. It will give you a better understanding of how your PTA should operate.

Q7. What other resources are available for my PTA position?

A7. Visit this link: <https://www.txpta.org/local-pta-leaders> for Quick Start Actions, Duties, and Resources for many PTA positions. Each position's page includes downloadable sample forms, resource guides, links to other pages on TXPTA.org, and sometimes supplemental short training videos.

Q8. How often should I replace my Resource Guide and where do I find the newest one?

A8. You should check every August to see if there is an updated Resource Guide for Boardmanship and your PTA position. Also check for updated forms and policies. Be sure and replace your resource guide, forms and policies whenever there are changes. Updated resources are usually posted in August and are posted on each position's page:

<https://www.txpta.org/local-pta-leaders>

Q9. What else can I do to stay up to date on PTA policies and procedures?

A9. Be sure and register as a PTA Leader with Texas PTA. Depending on your position you will receive regular communications with reminders and procedure updates you will need. You may also be invited to additional webinars provided by Texas PTA. In addition, registering will help your Council Leaders connect with you. Go to this page and use the link in the first paragraph.

<https://txpta.my.salesforce-sites.com/OfficerIntake>

Q10. Is there any in person or local training available?

A10. Yes! MISD Council of PTAs hosts a variety of in person and virtual trainings throughout the year. Please be sure to register as a board member so we have your contact information. We also have many position-specific Group Me chats that you can join, as well as a Facebook Group, and each PTA is assigned a Council Mentor to help guide you. Group Me chat links and Mentor Assignments can be found here: '[Help Guide and Mentor Assignments for 2024-2025](#)'.

Q11. Are there opportunities to improve my leadership skills?

A11. Texas PTA created '**Full Circle Leadership**' which is a self-paced program that individuals can complete to enhance their leadership skill in PTA and life! There are also '**Extra Credit**' quick courses on different leadership topics you may find helpful. Both are found here: <https://www.txpta.org/leadership>