

# West Virginia Procurement: Advanced Certification Registration Form

Complete the following information. Then email or fax this form to:

Staff Development Specialist Samantha Knapp • Email: [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) • Fax: 304-558-6026

I wish to participate in the WV Procurement: Advanced Certification Program

Name of Participant: \_\_\_\_\_

Department: \_\_\_\_\_

Agency: \_\_\_\_\_

Title of Position: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Office Use Only:

Checkmark each step that has been completed and attach proper documentation:

- Step one: Successfully complete basic level certification.
- Step two: Attend at least three different Purchasing Conferences (2009 - present) AND complete 30 different classes or learning sessions. No class or learning session shall be repeated in any one year, regardless of format.
- Step three: Achieve three years of experience in public procurement (from January 1, 2009 - present) AND receive verification by immediate supervisor and agency head that the scope of work involves a level of 75% or greater of public procurement responsibilities for the respective agency in a professional, not support-level, role.
- Step four: Perform training at the agency level on procurement-related topics (i.e. Purchasing cards, Requests for Quotations and/or Proposals, etc.). The Purchasing Division must approve the training content and target audience prior to the scheduled training. The candidate is responsible for planning the logistics and must abide by the following training guidelines:
  - The training must...
  - Highlight multiple purchasing topics
  - Educate multiple agency-level employees
  - Provide participants with appropriate training materials, and
  - Last a minimum of one hour in length
- Step five: Successfully complete *Advanced Level* examination.

OFFICIAL DATE OF CERTIFICATION: \_\_\_\_\_

RECERTIFICATION DEADLINE: \_\_\_\_\_