

2024 First Semester Training Schedule West Virginia Purchasing Division

| Date | Class | Code (In Person/Webinar) | Time |
|----------|---|-----------------------------------|----------------------|
| Jan. 10 | Preparing and Evaluating RFPs | PUR303 / PUR303W | 9 a.m. - 11:30 a.m. |
| Jan. 24 | Contracting Basics/Tools and Resources | PUR405 / PUR405W | 9 a.m. - 11 a.m. |
| Feb. 7 | Electronic Business with WV | PUR105 / PUR105W | 10 a.m. - 11:30 a.m. |
| Feb.28 | Forms and Docs/Inspections | PUR309 / PUR309W | 9 a.m. - 11 a.m. |
| March 20 | Alternative Procurement Methods | PUR409 / PUR409W | 10 a.m. - 11 a.m. |
| March 27 | Intro to Purchasing | PUR102 (Regents Room, Bldg. 7) | 9 a.m. - 4 p.m. |
| April 24 | Purchasing as a Privacy Powerhouse | PUR201W*** | 10 a.m. - 11:30 a.m. |
| May 8 | Vendor Registration | PUR111 / PUR111W | 9 a.m. - 11:30 a.m. |
| May 22 | EOIs and Construction | PUR302 / PUR302W | 9 a.m. - 11 a.m. |
| June 5 | Solicitation Process: From Planning to Post Award | PUR202 / PUR202W | 9 a.m. - 12 p.m. |
| June 26 | WVOT Requirements | PUR217W*** | 10 a.m. - 11 a.m. |

*All sessions are worth one credit per one hour of training for the 10-hour training requirement for designated procurement officers, per § 148 C.S.R. 1-3.2

**All in-person classes will be in Building 15 unless otherwise noted.

***Webinar only