

2025 First Semester Training Schedule

West Virginia Purchasing Division

2025 Dates	Workshop Title	CourseMill ID	Time	Method
January 15	Agency Delegated Purchasing and Commodity Codes		9 a.m. - 11 a.m.	Hybrid
January 29	Change Orders		10 a.m. - 11 a.m.	Hybrid
February 12	Surplus Property and Fixed Assets		10 a.m. - 11 a.m.	Hybrid
February 26	Preparing and Evaluating RFPs		9 a.m. - 11 a.m.	Hybrid
March 19	Intro to WV Purchasing		9 a.m. - 4 p.m.	In-Person
April 2	Vendor Remedies		10 a.m. - 11 a.m.	Hybrid
April 30	Alternative Purchasing		10 a.m. - 11 a.m.	Hybrid
May 7	Inspections and Contract Management		9 a.m. - 11 a.m.	Hybrid
May 14	Privacy as a Purchasing Powerhouse		10 a.m. - 11:30 a.m.	Webinar
June 4	Vendor Registration and Electronic Business		9 a.m. - 12 p.m.	Hybrid
June 11	Market Research, Statewide Contracts, RFQs from A to Z		9 a.m. - 12 p.m.	Hybrid

**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*