

2025 Second Semester Training Schedule

West Virginia Purchasing Division

2025 Dates	Workshop Title	CourseMill Catalog ID	Time	Method
July 16	Correctional Industries	PUR20W	10-11 a.m.	Virtual
July 23	Ethics Act and Open Meetings Act	PUR16W	10-11 a.m.	Virtual
September 16	Quarterly Conference Call	Email Purchasing.Training@wv.gov for login information	9-10:30 a.m.	Virtual
October 8	Preparing and Evaluating RFPs	PUR311 PUR311W	9-11:30 a.m.	Hybrid
October 22	EOIs and Construction Purchases	PUR302 PUR302W	9-11 a.m.	Hybrid
November 5	Solicitation Process	PUR202	9 a.m. to noon	In-person
November 19	Agency Delegated Purchasing Commodity Codes	PUR412 PUR412W	9-11 a.m.	Hybrid
December 3	Payment Process	PUR307W	10-11 a.m.	Hybrid
December 9	Quarterly Conference Call	Email Purchasing.Training@wv.gov for login information	9-10:30 a.m.	Virtual

*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