



State of West Virginia  
Department of Administration • Purchasing Division

# CERTIFICATE OF COMPLETION

This certificate verifies that

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[NAME OF INDIVIDUAL WHO COMPLETED THE COURSE]

an employee of

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[NAME OF DEPARTMENT AND/OR AGENCY]

has successfully viewed the Purchasing Division's **Blackout Period** Agency Resource Module available on the Purchasing Division's website. The individual noted above certifies that s/he understands the requirements of this module as prescribed in the **West Virginia Code of State Rules** 148 CSR 1 and the **Purchasing Division Procedures Handbook**.

Verified by Supervisor: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For candidates seeking the state's procurement certification (West Virginia Procurement: Basic or Advanced Certification), this module serves as .25 credit hours (i.e. 15 minutes) toward the course requirements. A copy of this certificate must be submitted to the Purchasing Division for record. It may be emailed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) or faxed to (304) 558-6026.*