

# West Virginia Procurement: Basic 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: Basic 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: Achieve one year 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 two: Attend one Agency Purchasing Conference (2009 – present) and complete 15 different classes or learning sessions. List class, format, and date below. Remember no class or learning session shall be repeated in any one year, regardless of format.
- Step three: Complete one consecutive two-day session with the Purchasing Division staff at the Purchasing Division offices.
- Step four: Successfully complete *Basic Level* test.

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

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