

WEST VIRGINIA PROCUREMENT: ADVANCED CERTIFICATION REGISTRATION FORM

Complete the following information. Then email or fax this form to:

Public Information Specialist II Courtney Sisk Johnson

Email: Courtney.S.Johnson@wv.gov • Fax: 304-558-6026

☒ I wish to participate in the WV Procurement: Advanced Certification Program

Name of Participant: _____

Department: _____

Agency: _____

Title of Position: _____

Address: _____

City/State/Zip: _____

E-mail: _____

Telephone: _____ Fax: _____

Date Registration Completed: _____

Purchasing Division Use Only:

Checkmark each step that has been completed and attach proper documentation:

- ☐ **Step one:** Successfully complete the *Basic Level* certification and submit this completed WV Procurement: Advanced Certification registration form.
- ☐ **Step two:** Receive verification by immediate supervisor and agency head that the certification candidate has achieved three years of experience in public procurement, which must be attained within five years of the date the agency purchaser enters the program, AND that the scope of work that he or she performs involves a level of 75% or greater of public procurement responsibilities in a professional, not support-level, role; OR that he or she participates in the processing of 75% of the purchases for his or her respective spending unit in a professional, not support-level, role.
- ☐ **Step three:** Attend at least three of the five most recent Agency Purchasing Conferences AND complete 30 hours of classes or learning sessions offered by the Purchasing Division. Any class or learning session completed multiple times in any one calendar year, regardless of format, will only receive credit once toward the certification requirements.
- ☐ **Step four:** Perform a one-hour training at the agency level on multiple procurement-related topics.
- ☐ **Step five:** Successfully complete an *advanced level examination*. This exam must be taken within six months of the completion of Step 4.

OFFICIAL DATE OF CERTIFICATION: _____

RECERTIFICATION DEADLINE: _____