

# WEST VIRGINIA PROCUREMENT CERTIFICATION PROGRAM



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PURCHASING DIVISION  
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***WVPURCHASING.GOV***

# PROCUREMENT CERTIFICATION PROGRAM COMPARISON

*Requirements effective July 1, 2023*

<b>Basic Level</b>		<b>Advanced Level</b>	
<b>Experience:</b>		<b>Experience:</b>	
<ul style="list-style-type: none"><li>• One year (12 consecutive months) of public procurement experience</li><li>• Job must involve 75% of purchasing-related duties at a professional level under the authority of W. Va. Code § 5A-3 OR participates in the processing of 75% of the agency purchases in a professional level</li></ul>		<ul style="list-style-type: none"><li>• Three years (36 consecutive months) of public procurement experience</li><li>• Job must involve 75% of purchasing-related duties at a professional level under the authority of W. Va. Code § 5A-3 OR participates in the processing of 75% of the agency purchases in a professional level</li></ul>	
<b>Training:</b>		<b>Training:</b>	
<ul style="list-style-type: none"><li>• Attend one of the last two Agency Purchasing Conferences</li><li>• Complete 12-hour curriculum of courses pre-determined by the Purchasing Division and 3 hours of electives</li></ul>		<ul style="list-style-type: none"><li>• Attend three of the last five Agency Purchasing Conferences</li><li>• Attend 30 hours of training offered by the Purchasing Division</li></ul>	
<b>Hands-on:</b>		<b>Hands-on:</b>	
<ul style="list-style-type: none"><li>• Attend two-day certification visit to the Purchasing Division offices</li></ul>		<ul style="list-style-type: none"><li>• Conduct a one hour agency-level training for a minimum of five employees on multiple purchasing-related topics; must be pre-approved by Purchasing Director</li></ul>	
<b>Final exam:</b>		<b>Final exam:</b>	
<ul style="list-style-type: none"><li>• Combination of multiple choice, true/false, and short answer essay questions</li><li>• Worth 150 points total</li><li>• Passing score is 80%</li></ul>		<ul style="list-style-type: none"><li>• Multiple choice and true/false only</li><li>• Worth 100 points total</li><li>• Passing score is 80%</li></ul>	

## HISTORY

In 2009, the West Virginia Purchasing Division introduced its newly developed procurement certification program at the Agency Purchasing Conference. The program, which contains two levels of recognition, was targeted at professional individuals whose primary procurement duties fall under the authority of W. Va. Code § 5A-3.

During 2010, state agency purchasers were welcomed into the program and began meeting the requirements of the basic-level certification. By January 2011, the first candidate attained his basic certification, and by January 2012, the first of the basic-certified agency purchasers became eligible to acquire the advanced-level certification.

In February 2016, the West Virginia Division of Personnel recognized the West Virginia Procurement Certification Program as part of its Pay Plan Policy. Recipients of both certification levels are now eligible for a 5% pay increase, at the discretion of each individual agency.

## BENEFITS

As a certification recipient, the greatest benefit is improved knowledge of the state purchasing process and its current policies and procedures. You become the expert that your agency's purchasing staff relies on to complete transactions according to law and rule.

Other benefits of obtaining these certifications include but are not limited to:

- A greater degree of confidence in the procurement decisions that you make for your agency,
- One-on-one interaction with Purchasing Division staff,
- The agency's commitment to maximizing value, and
- Pay increase of up to 5% (at the discretion of each individual agency).

# BASIC CERTIFICATION

*REQUIREMENTS EFFECTIVE JULY 1, 2023*

**Step 1:** Submit the completed *West Virginia Procurement: Basic Certification Registration* form to the Communication and Training Unit of the Purchasing Division at ***Purchasing.Training@wv.gov***.

**Step 2:** Receive Submit the completed verification letter signed by the immediate supervisor and agency head to certify the candidate has achieved one year of experience in public procurement, which must be attained within two 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 subject to Purchasing Division authority (under W. Va. Code § 5A-3); 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 subject to Purchasing Division authority (under W. Va. Code § 5A-3). An organizational chart is required to be submitted to the Purchasing Division with the verification letter.

If applicable, confirmation may also be sought by the department's designated procurement officer. The certification candidate's official date of participation in the program is defined as the date in which the Purchasing Director signs and dates his or her verification form. The Purchasing Director has final authority to accept or reject an agency procurement officer into the Procurement Certification Program.

Public procurement responsibilities at a professional level include but are not limited to: overseeing the agency's compliance with purchasing law, regulations, and procedures; ensuring vendors are registered; preparing and approving specifications; preparing requests for quotations, requests for proposals, and other types of purchasing transactions; evaluating bids and awarding contracts/purchase orders; and more.

Support-level procurement responsibilities include but are not limited to holding a Purchasing Card, issuing delivery orders, and receiving commodities and services.

**Step 3:** Attend at least one of the last two Agency Purchasing Conferences AND complete 12-hour curriculum of courses pre-determined by the Purchasing Division and 3 hours of electives. Workshops attended at the conference count toward the 15-hour

requirement. Additionally, 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. Learning sessions may include in-person workshops, webinars, online training modules, and special Purchasing Division certified events (i.e. Purchasing Division Open House, special agency trainings, etc.). Purchasing Division certified events are pre-approved by the Purchasing Division.

**Step 4:** Upon completion of Steps 1-3, the candidate must complete one consecutive two-day session with the Purchasing Division staff at the Purchasing Division offices. The candidate should contact the Purchasing Division at least one month in advance of their preferred dates for the visit. These visits are scheduled on Tuesdays and Wednesdays.

**Step 5:** Successfully complete a basic level examination. The certification candidate must take the exam within six months of the completion of Step 4. He or she will be provided four attempts total to successfully complete the exam. If unsuccessful during the first attempt, the certification candidate will be required to wait one month before testing again. If the certification candidate is unsuccessful during the second attempt, he or she will be required to wait one additional month. After the third unsuccessful attempt, the certification candidate will be required to wait six months before attempting his or her final exam. In all cases, the certification candidate will have only one year to successfully complete the basic level examination after his or her initial attempt. The certification candidate must receive an 80% to successfully complete the exam.



# ADVANCED CERTIFICATION

*REQUIREMENTS EFFECTIVE JANUARY 2, 2020*

**Step 1:** Successfully complete the *Basic Level* certification and submit the *West Virginia Procurement: Advanced Certification Registration* form to the Communication and Professional Development Unit of the Purchasing Division. It is not necessary for the candidate to currently hold the Basic Certification, but it must have been attained at some point within the last five years.

**Step 2:** Submit the completed verification letter signed by the immediate supervisor and agency head to certify the 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 subject to Purchasing Division authority (under W. Va. Code § 5A-3); 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 subject to Purchasing Division authority (under W. Va. Code § 5A-3).

If applicable, confirmation may also be sought by the department's designated procurement officer. The certification candidate's official date of participation in the program is defined as the date in which the Purchasing Director signs and dates his or her verification form. The Purchasing Director has final authority to accept or reject an agency procurement officer into the Procurement Certification Program.

Professional public procurement responsibilities include but are not limited to: overseeing the agency's compliance with purchasing law, regulations, and procedures; ensuring vendors are registered; preparing and approving specifications; preparing requests for quotations, requests for proposals, and other types of purchasing transactions; evaluating bids and awarding contracts/purchase orders; and more.

Support-level procurement responsibilities include but are not limited to holding a Purchasing Card, issuing delivery orders, and receiving commodities and services.

**Step 3:** 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. Workshops attended at the conference count toward the 30-hour requirement. Additionally, 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. Learning sessions may include in-person workshops, webinars, online training modules, and special Purchasing Division certified events (i.e. Purchasing Division Open House, special agency trainings, etc.). Purchasing Division certified events are pre-approved.

**Step 4:** Upon completion of Steps 1-3, the candidate must perform training at the agency level on procurement-related topics (i.e. spending thresholds, purchasing methods, vendor registration procedures, forms and documentation, master terms and conditions, etc.). The Purchasing Division must approve the training content and target audience prior to the scheduled training. The candidate is responsible for planning the logistics and must abide by the following training guidelines:

The training must...

- Highlight multiple purchasing topics to demonstrate a mastery of state procurement processes and procedures:
  - » The training must incorporate centralized policies and procedures as they pertain to the agency.
  - » The certification candidate must develop his or her own presentation; solely using screen shots from the Purchasing Division Procedures Handbook is not permitted.
- Educate multiple agency-level employees (a minimum of five people)
- Provide participants with appropriate training materials, and
- Last a minimum of one hour in length
- Have a Purchasing Division staff member to observe the training for compliance with the training requirements.

**Step 5:** Successfully complete an advanced level examination. The certification candidate must take the exam within six months of the completion of Step 4. He or she will be provided four attempts total to successfully complete the exam. If unsuccessful during the testing process, the certification candidate will be required to wait a period of designated time before testing again. These time periods are documented on the Purchasing Division website and will be explained to the testing candidate prior to testing. The certification candidate must receive an 80% to successfully complete the exam.



# RE-CERTIFICATION REQUIREMENTS

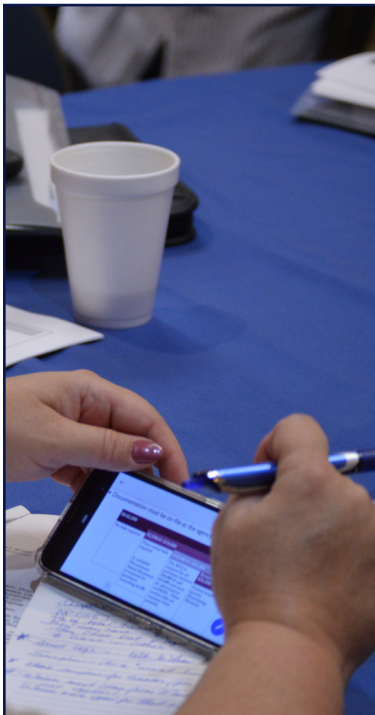
To apply for re-certification, the agency purchaser must meet the following guidelines:

**Step 1:** Attend one of the next three Agency Purchasing Conferences, from the date of certification/re-certification.

**Step 2:** Attend a minimum of twenty hours of classes, learning sessions, or Purchasing Certified Events in the three-year period from the date of certification/re-certification.

**Step 3:** Submit a verification for re-certification form with the appropriate signature from your immediate supervisor and agency head, and if applicable, approval from your department's designated procurement officer. To obtain a copy of this form, contact ***Purchasing.Training@wv.gov***.

*RECERTIFICATION REQUIREMENTS REVISED JANUARY 2, 2020*





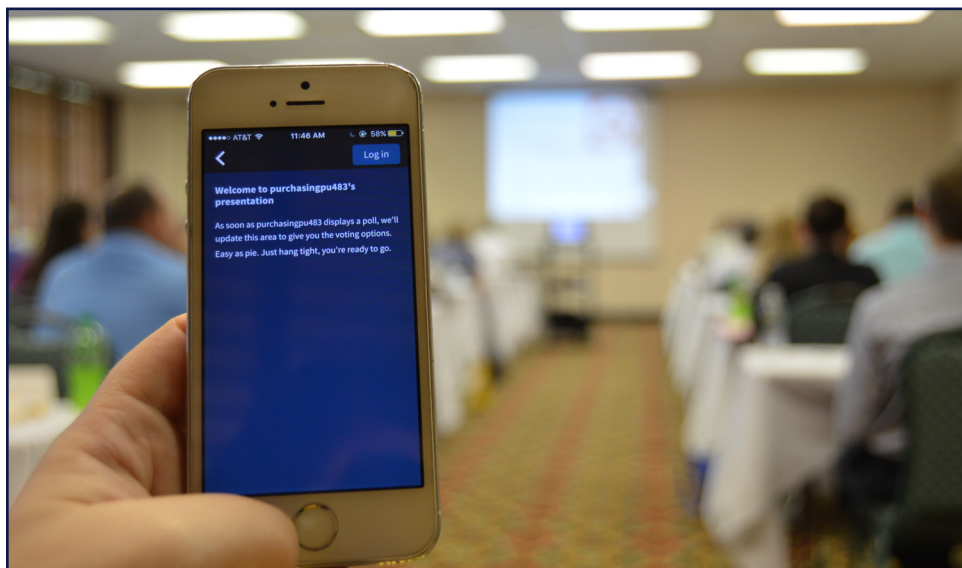
# EDUCATIONAL OPPORTUNITIES

To help state agency purchasers maintain their knowledge of the state purchasing process and to help candidates meet the requirements of the certification program, the West Virginia Purchasing Division offers an array of educational opportunities, including face-to-face and online offerings.

## IN HOUSE-TRAINING PROGRAM

The Purchasing Division offers a series of free monthly in-house training workshops, with sessions ranging from one to six hours in length, designed for agency procurement officers who wish to keep apprised of the laws, rules, and procedures pertaining to state purchasing. These workshops, located at the Capitol Complex in Charleston, cover a variety of purchasing-related topics and incorporate hands-on activities to enhance the learning experiences. Discussing procurement-related issues and solutions with peers, receiving immediate answers to questions, and talking with subject matter experts are just some of the benefits this program provides.

For a complete list of workshops or to register for training, visit our In-house Training Program web pages at ***[www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html)***.



# EDUCATIONAL OPPORTUNITIES CONT.'D

## WEBINARS

To meet the needs of individuals located outside of the capital city, the Purchasing Division offers webinars using WebEx. These free webinars provide a more cost and time-effective solutions to meeting the training needs of individuals statewide. Individuals can follow along with a PowerPoint and listen to a live audio presentation from the convenience of their offices.

These webinars can be found the on the In-House Training Program Registration Form. To register, complete and submit this form to the Communication and Professional Development Unit of the Purchasing Division.

## ONLINE AGENCY TRAINING

For new purchasing employees or for individuals who wish to practice in self-paced training at their conveniences, the Purchasing Division offers online training modules. These interactive modules provide detailed narratives on multiple purchasing-related topics and allow agency purchasers to test their knowledge along the way.

These online agency training modules can be viewed on the Purchasing Division's website at ***[www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html)***.

## AGENCY PURCHASING CONFERENCE

The annual Agency Purchasing Conference provides agency purchasers with the opportunity to network with their peers, speak on-on-one with Purchasing Division staff, and really immerse themselves into the world of learning. With an array of topics to choose from, attendees are sure to find a curriculum that meets their needs.



NOTES

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For more information on the West Virginia Procurement: Basic and Advanced Certification Programs, please contact *Purchasing.Training@wv.gov*.

Information is available online at *[www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification)*.