



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 *Change Orders and Addenda* Online Resource Module available on the Purchasing Division's web site. The individual noted above certifies that s/he understands the requirements of this module as prescribed by *West Virginia Code* §5A-3, the *Code of State Rules* 148 CSR 1, and the Purchasing Division Procedures Handbook.

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

Job Title: \_\_\_\_\_

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

*For candidates seeking the state's procurement certification (West Virginia Procurement: Basic or Advanced Certification), this module serves as .5 credit hours 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. For questions regarding this module, contact Samantha Knapp at (304) 558-7022.*