



State of West Virginia
Department of Administration • Purchasing Division

CERTIFICATE OF COMPLETION

This certificate verifies that

[NAME OF INDIVIDUAL WHO COMPLETED THE COURSE]

an employee of

[NAME OF DEPARTMENT AND/OR AGENCY]

has successfully viewed the Purchasing Division's **Vendor Registration Fee Exemption Codes** 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 or faxed to (304) 558-6026.