



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 **Writing Specifications** 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 or faxed to (304) 558-6026. For questions regarding this module, contact Samantha Knapp at (304) 558-7022.