



John S. Richard
Director

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Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM 00-01

TO: All Certified Procurement Officers

REVISION DATE: August 20, 2006

SUBJECT: Annual Revalidation of Status as a Certified Procurement Officer (CPO)

In 1998, the State Legislature recognized the importance and complexity of the public purchasing process by revising the Central Purchasing Act to require training and proficiency certification of the state purchasing staff. The State Purchasing Director has developed a course of instruction and subsequent examination and the designation of CPO. To assure continued growth and development of the acquisition workforce, a requirement for continued professional education is hereby established.

As of July 26, 2001, continuing professional education is **required** to retain the status of a CPO and this requirement is met by completing a minimum of 18 classroom hours (3 classroom days) of instruction in **approved courses** within each calendar year.

Upon completion of the required 18 classroom hours (but not later than December 31 of each year), each CPO shall submit a CEU report ([DCS/Purchasing Form 006](#)) to document the CPO has met the continuing professional education requirement.

The following are the documentation requirements.

a. Document courses sponsored by the Department of Central Services (DCS). Central Purchasing shall verify the completed forms by comparison to class sign in sheets. Course completion certificates need not be furnished for this category of courses.

b. Document courses sponsored by other than DCS. The Continuing Education Form (006) shall also include courses sponsored by entities other than DCS. However, for such courses, CPOs shall also submit with the form a course completion certificate obtained from the course provider. The submission must include attendee's name, course title, date of attendance, location, classroom hours and the name of the organization providing the class.

Suspension: If 18 qualified hours are not met and reported by December 31 of each calendar year, CPO's will be placed in "suspended" status until such requirements are met. While in "suspended" status your purchasing authority will be lowered to \$2,500.00 and you will not receive e-mail

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notifications etc. CPO's will have until March 31 of the following year to make up any hours resulting in a "suspended" status from the previous year. If the required hours are not met and reported by this suspense date you will be required to repeat the 3-day CPO course in that calendar year in order to be eligible for certification again.

The mailing address is Department of Central Services, Central Purchasing Division, Attn: Kathy Cox, P. O. Box 528803, Oklahoma city, OK 73152-8803. The fax number is (405) 522-1077.

A listing of approved courses can be located on the DCS web site under "training". Approved courses will be added to the following list as they are identified:

- a. Any courses offered by the National Institute of Governmental Purchasing (NIGP) which have been included in the **Continuing Professional Education in Acquisition** series sponsored and announced by the Department of Central Services,
- b. Identified courses developed and conducted by the Central Purchasing Division,
- c. Courses determined acceptable by the State Purchasing Director.

The purpose of annual CPO revalidation is to ensure continued education, development, and professional growth of the state acquisition workforce. CPO's are encouraged to recommend other courses for CEU credit by submitting course information to the State Purchasing Director **prior** to attending the course. Courses will be added to the approved list after a determination of applicability and acceptability by the State Purchasing Director.

Point of contact for this PIM is Kathy Cox, CPO Programs Officer Phone: 405-521-2280
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Betty Cairns
State Purchasing Director