



STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

July 28, 2008

To: Agency Directors
All Purchasing Offices
All Certified Procurement Officers

Fr: John S. Richard
Director of Central Services

A handwritten signature in black ink, appearing to read "John S. Richard", written over the printed name in the "Fr:" field.

Re: Certified Procurement Officer (CPO) Training Course

This is to inform you that we will conduct a Certified Procurement Officer (CPO) course this fall. This provides for training/certification of those new in the purchasing field, or who were unable to attend previous sessions.

A class is scheduled for September 3, 4, and 5. The class location is the Oklahoma History Center located at 2401 N Laird, (N.E. 23rd street, East of Capitol) in the Chesapeake Event Center. Individual attendee cost is \$250.00, which covers the course materials, facility classroom rental, and incidentals relative to training, testing and subsequent certification. This cost includes the 2008 Edition of the NASPO handbook on Public Purchasing, Principles and Practices.

The attached registration form must be completed for *each* individual planning to attend this course. If you have previously forwarded your request via e-mail or fax, you will still need to complete the form. Fax the form to Kathy Cox @ 522-1077 or mail to Department of Central Services, Central Purchasing Division, Attn: Kathy Cox, P.O. Box 528803, Oklahoma City, OK 73152-8803. Registration deadline is August 29, 2008.

Details regarding the training course and registration procedures are provided in the attachments. Any additional information desired may be obtained from the named points of contact.

Attachments:

1. Course Registration and Administrative Information
2. Registration Form

"SERVICE, QUALITY, INTEGRITY"

Course Registration and Administrative Information

REGISTRATION

Please use the attached registration form. Complete a separate form for each enrollee. You may reproduce copies of the attachment as necessary. Registration forms must be submitted in writing (mail or fax). No phone or e-mail submissions will be accepted. Copies of your purchase order need not be sent with this form. You will be invoiced on the last day of class. Purchase Card transactions cannot be accepted.

Class size is limited, early registration is encouraged in order to assure enrollment. Any withdrawal after enrollment must be in writing, (mail, fax or e-mail) and received by Kathy Cox (Fax 522-1077, E-mail: Kathy_Cox@dcs.state.ok.us) **at least seven calendar days prior to first day of class**. If cancellations are not received at least seven (7) days prior to first day of class, you will be charged for the course. Enrollee substitutions are permitted until first morning of class.

Be sure your e-mail address and fax number are on your registration form! Approximately one week prior to the course, a notification reminder will be e-mailed to each enrollee. This notification will serve as a reminder and as your confirmation of enrollment as well as providing any last minute details pertinent to the course.

Course dates are firm as of this announcement.

For registration questions, contact Kathy Cox phone: 405-521-2280 or e-mail Kathy_Cox@dcs.state.ok.us. For any other questions relating to this announcement, contact Dave Barghols phone: 405-522-4970 or e-mail Dave_Barghols@dcs.state.ok.us.

PARKING

Parking is permitted anywhere in the History Center Parking lot with exception of reserved/designated spaces.

EXAMINATION

Attending all sessions of the 3-day course of training and successful completion of an examination will result in eligibility for designation as a certified procurement officer. An exam administered by OPM (located in the basement of the Jim Thorpe Building) must be taken **within five (5) business days after course completion.**

Identification will be required of all applicants. A photo identification must be shown when you report for the test. No electronic devices are allowed in the test room, such as cell phones, Blackberrys, etc.

The test will consist of 100 multiple-choice questions. OPM personnel will provide test results to the Central Purchasing Division Training Branch. Each candidate will be notified of the results. In the event a passing score is not achieved during the initial examination, individuals may re-test once, two weeks after initial test week, if necessary. If a passing grade is not achieved within these two testing opportunities, a candidate must attend the training course again before repeating the test. **Note:** You must test during the first initial round of testing; you cannot skip the first week and test only on the second round.

The dates for the first round of testing are September 8, 9, 10, 11, 12, 2008.

The second round of test dates are September 22, 23, 24, 25, 26, 2008.

CERTIFICATION

Distribution of formal certificates of designation as “Certified Procurement Officer” will be made to all who fulfill the following pre-requisites:

1. Completion of the 3-day course of training.
2. Successful completion of the OPM administered examination.
3. Payment of course fees.



State of Oklahoma
Department of Central Services
Central Purchasing

Certified Procurement Officer
Course Registration

Course Information:

Title: Certified Procurement Officer Course
Date: September 3, 4, and 5, 2008
Time: 8:00 a.m. to 4:30 p.m.
Location: Oklahoma History Center, 2401 N. Land
Conducted by: Department of Central Services, Central Purchasing Division
Registration deadline: August 26, 2008 – Confirmations will be sent via email after the deadline.

IMPORTANT! The information you provide below is the same information we use to build your permanent file in the CPO database. Information must be specific to you and accurate to ensure you receive all communications from DCS. If not, please make note and give details on the reverse side of this form. Please print or type.

Agency Name: _____ Agency Number: _____

Agency Mailing Address: _____

Street _____ City _____ Zip Code: _____

Name: _____

Name exactly as it should appear on your certificate: _____

Title: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Special Physical Needs: Yes No

If yes, please specify: _____

SUBMIT COMPLETED REGISTRATION FORM TO:

ATTN: KATHY COX

FAX:

(405) 522-1077

Personal or Common Carrier Delivery

Central Purchasing Division
Will Rogers Office Building
2401 N. Lincoln Blvd., Suite 116
Oklahoma City, OK 73105

U.S. Postal Delivery:

Department of Central Services
Central Purchasing Division
P. O. Box 528803
Oklahoma City, OK 73152-8803

NOTE: A copy of your purchase order need not be sent with this form. You will be invoiced on the last day of class. Purchase Card (P/Card) transactions cannot be accepted.

For questions relating to this course or to request special accommodations, contact Kathy Cox at (405) 521-2280 or via E-Mail at mailto:kathy_cox@dcs.state.ok.us

Submit a separate form for each enrollee.