

## CY 2008 Course(s) approved for CPO Credit

Revised 03-05-2008

The State Purchasing Director has approved the following course(s) for CPO continuing education units for CY 2008:

**Important!** The courses marked with:

\* **(single asterisk)** will not be counted towards CPO continuing education units for CY 2008 if the course(s) was attended and counted for CPO continuing education units in the previous three (3) calendar years.

\*\* **(double asterisk)** Can only be counted towards CPO continuing education units once regardless of how many times attended.

### **\*State of Oklahoma, Office of Personnel Management (HRDS classes)**

- 12 CEUs - Ethics in Public Management
- 6 CEUs - Developing Creative Problem Solving Skills
- 6 CEUs - Business Etiquette: Positively Professional
- 3 CEUs - Disability Awareness Workshop
- 6 CEUs - Developing Effective Negotiation Skills
- 6 CEUs - Advanced Creative Problem Solving Skills
- 6 CEUs - Writing Skills for Managers
- 6 CEUs - Effective Communication in Management
- 6 CEUs - Effective Time Management Techniques
- 12 CEUs - Strategies for Improving Communication

Website: [www.opm.state.ok.us](http://www.opm.state.ok.us)

### **NIGP On-Line Training**

- 6 CEUs - How to Process and Evaluate Bids
- 6 CEUs - Specification Writing
- 4 CEUs - Unit Cost Analysis

Website: [www.nigp.org](http://www.nigp.org)

### **NIGP On-Line Webinars**

1 CEU - All NIGP Webinars are approved for 1 hr of credit

Website: - [www.nigp.org](http://www.nigp.org)

### **State of Oklahoma, Department of Central Services**

6 CEUs - Public Purchasing 101

Will Rogers Office Building, Room 214; Oklahoma City, OK

Contact: Dave Barghols (405) 522-4570

Email: [Dave\\_Barghols@dcs.state.ok.us](mailto:Dave_Barghols@dcs.state.ok.us)

6 CEUs - Specification Development

Will Rogers Office Building, Room 214; Oklahoma City, OK

Contact: Dave Barghols (405) 522-4570  
Email: [Dave\\_Barghols@dcs.state.ok.us](mailto:Dave_Barghols@dcs.state.ok.us)

1 CEU - ***\*\*State Use Webinar - How to Use the Office Products Portal***

Note: The "How to Use the Office Products Portal" webinar may be attended multiple times but only one (1) ceu credit will be given the first and only time attended and claimed.

Contact: Marti Sawyer, Phone: 405-521-4474 Email: [marti\\_sawyer@dcs.state.ok.us](mailto:marti_sawyer@dcs.state.ok.us)

## **NASPO (National Association of State Procurement Officials)**

12 CEUs – “*Southern Regional & Cooperative Development Meeting*” –  
March 3 -5, 2008  
Hilton Capitol Center  
Baton Rouge, LA  
Website: [www.naspo.org](http://www.naspo.org)

## **OKAPP**

1 CEU - ***January OKAPP Meeting***

January 31, 2008, 11:15am to- 1:00pm

“The Legislative Session as it Pertains to Procurement”

Okc Zoo – Education Center

Luncheon – Must RSVP by Jan 22 by 5:00 pm to [Maryr@osbi.state.ok.us](mailto:Maryr@osbi.state.ok.us) or Phone: 405-879-2650

Contact: Reji T. Varghese, Phone: 405-848-6841 ext 118

Website: <http://www.okapp.org>

1 CEU – ***February OKAPP Meeting***

February 2, 2008, 11:30am – 1:00pm

“How to Research Statutes”

Metro Tech in the Alpine and Calypso Rooms

Website: <http://www.okapp.org/>

12 CEU - ***OKAPP Spring Conference 2008***

April 2, 2008 through April 4, 2008

Cox Center, Okc OK.

Oklahoma Procurement Professionals Conference

Contact: Jennifer Anderson - Email: [janderson@aseproductionsinc.com](mailto:janderson@aseproductionsinc.com) or

Emily Meek - Email: [emeek@aseproductionsinc.com](mailto:emeek@aseproductionsinc.com)

Phone: 405-843-3020 FAX: 405-842-4042

Website: <http://www.okapp.org/>

## **State of Oklahoma - Office of State Finance**

3 CEU -Audio Conference

*Using Internal Controls to Improve Operations*

February 6, 2008 – 1:00 pm – 4:00 pm

Concourse Theater, State Capitol Complex, Okc OK

Contact: [Lisa.Halstied@osf.ok.gov](mailto:Lisa.Halstied@osf.ok.gov)

**NOTE:** Keep in mind most of the above approved courses are not being administered by the Department of Central Services, Central Purchasing Division. Registration and payment are the responsibility of the individual agency. **CPO's will be required to submit proof of attendance for the above course(s) in order to receive credit towards the required continuing education units.**

**The contact for this announcement is Kathy Cox.**

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