

CY 2009 Course(s) approved for CPO Credit

Revised 9-21-09

The State Purchasing Director has approved the following course(s) for CPO continuing education units for CY 2009:

Important! The courses marked with:

* **(single asterisk)** will not be counted towards CPO continuing education units for CY 2009 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.

*** **(triple asterisk)** these p/card classes will be counted every three years with the exception of 2008 due to changes in training. Call if you need further explanation.

***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
- 3 CEUs - Customer Service, A Lost Art

NOTICE! To register for one of OPM's HRDS classes you must go through your agency's training and/or resource officer, please do not contact OPM asking that they register you to one of their classes.

Website: www.opm.state.ok.us

The 7 Habits of Highly Effective People

6 CEUs – March 24-26 or May 19-21 at Jim Thorpe Building
Registration: Your Agency HR Dept. (One Time Only)

NIGP (National Institute of Governmental Purchasing) 2009 Seminars

- 6 CEU's – *Effective Management of Construction Contracts* – **April 24**
- 12 CEU's – *Fundamentals of Leadership/Management in Public Procurement* – **May 7 & 8**
- 12 CEU's – *Get What You Need Through Successful Negotiation Strategies* – **July 9 & 10**
- 6 CEU's – *Managing End Users & Suppliers: It's All About Relationships* – **July 15**
- 18 CEU's – *Legal Aspects of Public Procurement* – **July 29, 30 & 31**
- 12 CEU's – *Customer Service: The Key to Success in Procurement* – **August 6 & 7**
- 18 CEU's – *Contract Administration* – **October 21, 22 & 23**

6 CEU's – *Marketing 101 for the Procurement Professional* – **November 6**
12 CEU's – *Contracting for Public Sector Services* – **November 18 & 19**

For Seminar Information Letter, Registration Form and Fee Schedule – **click on link-**
http://www.dcs.state.ok.us/DCS_forms.nsf/84aa51fea272678286256c63004b3542/2aa38c1e956eedb862575d10064a634?OpenDocument

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

NIGP On-Line Webinars

1 CEU - *All NIGP Webinars are approved for 1 hr of credit*
Website: - www.nigp.org

NIGP

5 CEU – *2009 Lone Star Conference*
May 3 – 5, 2009
Galveston Island Convention Center
Contacts: klgross@utmb.edu or alan@uh.edu

12 CEU – *NIGP National Forum*
Aug. 22-26, 2009
St. Louis, Missouri
Registration: http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=evt_af_ri

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

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

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: Larry Smith, Phone: 405-521-4474 Email: larry_smith@dcs.state.ok.us

2 CEU - State Use Trade Show

February 05, 2009.

Oklahoma History Center – 2401 N Laird; Okc Ok

Contact: (405) 522-3367 or e-mail at Leanna_Chebahtah@dcs.state.ok.us

*****2 CEU – *Standard P/Card Training**

Contact: Gretta_Lee@dcs.state.ok.us

*****1 CEU – *Travel or Statewide P/Card Training**

Contact: Gretta_Lee@dcs.state.ok.us

6 CEU – * Optimizing your Agency's Purchasing Program

Contact: JoRay_McCoy@DCS.state.ok.us

6 CEU– * Streamlining Your Procurement Program in a Changing Environment

Contact: JoRay_McCoy@DCS.state.ok.us

12 CEU - Best Value Conference

Feb. 9 – Feb. 12

DCS, Construction and Properties Division

Contact: Emmett_Breslin@dcs.state.ok.us

Doing Business with CAP

3 CEU - April 22, 2009

9am AND 1:30pm

Contact: Maureen_Banta@dcs.state.ok.us

Central Printing Open House

1 CEU – May 12, 2009

Contact: Jon Paulk 405-425-2714

Gexpro Electrical Supplies

2CEUs -SW90025 State Lamp and Ballast Training

June 16, 2009 – Lawton Ok.

Contact: Lisa_Bradley@dcs.state.ok.us

Gexpro Electrical Supplies

2CEUs -SW90025 State Lamp and Ballast Training

July 17, 2009 – Tulsa Ok. – Riverside Campus

Contact: Lisa_Bradley@dcs.state.ok.us

Gexpro Electrical Supplies

2CEUs -SW90025 State Lamp and Ballast Training

July 21, 2009 – Woodward Ok.- High Plains Tech Center
Contact: Lisa_Bradley@dcs.state.ok.us

Gexpro Electrical Supplies
2CEUs -SW90025 State Lamp and Ballast Training
July 22, 2009 - Okc Ok. – Metro Tech
Contact: Lisa_Bradley@dcs.state.ok.us

JP Morgan Chase Conference
2 CEU - Oct. 7 – 8

National Association of State Facilities Administrators
Job Order Contracting (JOC 101) WEBINAR
1 CEU – March 4, 2009. 1pm – 2:30pm
Website: <http://www.jocexcellence.org/nasfajoc101/>

The Council of State Governments
Economic Recovery Overview
1 CEU – Feb. 27, 2009. 3:00 – 4:15 pm
Contact: cwhatley@csg.org or 202-624-5460

Oklahoma Financial Management Association
Managing Grant Acquired Property
1 CEU – January 16, 2009
Audio Conference
Contact: Becky.Wilson@osf.ok.gov

Oklahoma Financial Management Association
May 7, 2009 Meeting
1:30 – 4:00 Business Conference Center, MetroTech-Springlake Campus
1 CEU
Registration: www.okfma.com

Sept 3, 2009 Meeting
1:30 – 4:00 Business Conference Center, MetroTech-Springlake Campus
1 CEU
Registration: www.okfma.com

OACUBO
Spring 2009 Meeting
2 CEU – March 26th & 27th
Contact: misty.zink@swosu.edu, Phone: 580-774-3037 Reservations:
<http://www.hilton.com/en/hi/groups/personalized/OKCSKHF-OAC-20090323/index.jhtml>
Group Code: OKCSK

OkAPP

1 CEU – Feb. 4 - Meeting

1 CEU – March 31 – Meeting

6 CEU – May 12 - Emergency Management and Disaster Recovery (OKC, Ok.)

8:30 AM - 4:00 PM

Metro Technology Center

1900 Springlake Drive

Oklahoma City, Oklahoma 73111 [[register for this event](#)]

6 CEU – June 18 - Emergency Management and Disaster Recovery (Pryor, Ok.)

8:00 AM - 3:30 PM

Northeast Technology Center

6195 West Highway 20

Pryor, Oklahoma 74362 [[register for this event](#)]

1 CEU – July 14, 2009 – HB 1170 Update

11:30 AM - 1:00 PM

Metro Technology Center

Conference & Banquet Center

1900 Springlake Drive

Oklahoma City, Oklahoma 73111

Contact: support@okapp.org

6 CEU –* Sept 29, 2009 - Streamlining Your Procurement Process

8:30 AM - 4:00 PM

Oklahoma History Center

2401 North Laird

Oklahoma City, Oklahoma

Contact: jgaston@oklahomacounty.org

Register: <https://www.okapp.org>

1 CEU - Aug 14, 2009

11:30 AM - 1:00 PM

Oklahoma History Center

2401 N. Laird Ave.

Oklahoma City, Oklahoma 73105

[[register for this event](#)]

National Association of Purchasing Card Professionals(NAPCP)

10th Annual Conference in Nashville Tn.

12 CEU – April 19 - April 22

Contact/Registration: www.napcp.org/2009

TOAL Region of NAEP

2009 Annual Conference

6 CEU – Sept. 20-23

<http://www.naepoal.org/>

GSA

Expo 2009: Helping Agencies Achieve Excellence
9 CEU – June 9 – June 11 in San Antonio Tx.
Contact: (888) 272-5565
expo@gsa.gov

District Attorney's Council

3 CEUs – March 18
Contracting, Paying and Monitoring Faith Based Contracts.

Gartner Outsourcing & Vendor Management Summit.

4 CEU – May 4 – 6 in Las Vegas
Registration: Web: gartner.com/us/outsourcing
Phone: 1-(866) 405-2511
Email: us.registration@gartner.com
Early bird – by March 23.

ODMHSAS – Strive and Thrive in a Multi-Generational World

3 CEU – April 23
Contact: djohnson@odmhsas.org

University of Oklahoma - 100 Best Fleets in North America

3 CEU – April 22 – Norman Ok.
Contact: <http://fleetservices.ou.edu/>

Tourism Procurement Training

4 CEU – Jan 8th – Moore Norman Votech
Jan 15th – Indian Capital Tech
Jan 16th – North East Tech
Jan 22nd – Kiamichi Tech
Jan 29th – High Plains Tech

OSCPM 20th Annual Conference

6 CEU - Sept 11, 2009- Norman Ok
Website: <http://www.oscpm.org/>
Registration to: Cynthia.shackelford@osf.ok.gov
or fax 405-522-2072

Career Tech

1 CEU - November 10, 2009
Electronic Technology Accessibility Conference

NOTE: Keep in mind most of the approved courses will require you to sign-in upon arrival and sometimes after lunch in addition to issuing certificates at the end of the course.

CPO's are required to sign-in and submit a copy of the certificate or the required proof of attendance (if no certificate issued) for the above course(s) in order to receive credit towards their CPO continuing education units. Registration and payment are

the responsibility of the individual agency. **The contact for this announcement is Kathy Cox.**
Phone: 405-521-2280 E-Mail: kathy_cox@dcs.state.ok.us