

CY 2008 Course(s) approved for CPO Credit

Revised 5-1-2008

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.

NIGP (National Institute of Governmental Purchasing) 2008 Seminars

- 6 CEU's – *Ethics: A survival Kit for Public Procurement* – **April 25**
- 12 CEU's - *Customer Service: the Key to Success in Procurement* – **April 28, 29**
- 18 CEU's – *Planning, Scheduling and Requirement Analysis* – **May 7, 8 & 9**
- 6 CEU's – *Managing Your End Users & Suppliers* – **May 30**
- 12 CEU's – *Fundamentals of Leadership and Management in Public Procurement* – **July 16 & 17**
- 18 CEU's – *Negotiate to Win-Win Solutions* – **August 20, 21 & 22**
- 12 CEU's – *Change Management for the Procurement Professional* – **October 22 & 23**
- 12 CEU's – *Project Management for Workgroups* – **November 13 & 14**

For Seminar Information Letter, Registration Form and Fee Schedule – click on Link to NIGP Contract Fee Schedule (SW701) http://www.dcs.state.ok.us/SW_Contracts.nsf

***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

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 2008 Annual Forum

12 CEU's – Annual Forum & Products Exposition Information

When: July 26 – 30, 2008 Where: Charlotte, North Carolina

Online Registration before April 30th will receive a \$50 discount.

Contact: - forum@nigp.org Website: - <http://www.nigp.org/events/Forum.htm>

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: Marti Sawyer, Phone: 405-521-4474 Email: marti_sawyer@dcs.state.ok.us

2 CEU - *State Use Trade Show*

February 27, 2008. 9:30 AM – 1:30 PM

Oklahoma History Center – 2401 N Laird; Okc Ok

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

2 CEUs – *Best Value Seminar*

April 29, 2008 10:00 – 12:00 Noon

Concourse Theater, Tunnel Level, Will Rogers Building, Oklahoma State Capitol

Please RSVP to DCS/CAP at 405/521-2112 or by email to Mary_Burdick@dcs.state.ok.us

<http://www.pbsrg.com/seminars/download/flyers/OKBV42908.pdf>

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

6 CEUs – *How to Market to State Governments Meeting*
April 6-8, 2008
New Orleans, La
Website: 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 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 or

Emily Meek - Email: emeek@aseproductionsinc.com

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

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

1 CEU – *May OKAPP Meeting*

May 22, 2008

Registration: Maryr@osbi.state.ok.us

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

OSCPM – (Oklahoma Society of Certified Public Managers)

6CEUs – 19th Annual Conference
US Postal Training & Marriott Convention Center – Norman OK.
Fri. Sept. 5, 2008
<http://www.oscpm.org>

NAPCP – (National Association of Purchasing Card Professionals)

12 CEUs – 9th Annual Conference
Grand Hyatt, San Antonio
April 13-16, 2008
<http://www.napcp.org>

OACUBO – (Oklahoma Association of College & University Business Officers)

3 CEUs – Spring 2008 Meeting
Skirvin Hilton Hotel, OKC, OK
March 27th & 28th
Contact: Misty.zink@swosu.edu

OKFMA – (Oklahoma Financial Management Association)

1CEUs – Seminar
MetroTech Business Conference Center
Springlake Campus Auditorium
1900 Springlake Dr. OKC. OK.
March 27, 2008
Register - www.okfma.com by March 21

ABLE Tech, Information Technology Accessibility Workshops

1 CEU - Assistive Technology Demo
Francis Tuttle Technology Center
Rockwell Campus
12777 N Rockwell Ave. OKC.
Construction Trade Building 101 South
June 2, 2008 Session # 1 - 11:00am – 12:00 pm
Contact: Brenda.Dawes@okstate.edu
Or 1-888-885-5588 or 1-800-257-1705
http://www.ok.gov/abletech/IT_Access/IT_Training_Event.html

2 CEU – Law Overview and Procurement
Francis Tuttle Technology Center
Rockwell Campus
12777 N Rockwell Ave. OKC.
Construction Trade Building 101 South
June 3, 2008 Session # 10 - 9:00am – 11:00 pm
Contact: Brenda.Dawes@okstate.edu
Or 1-888-885-5588 or 1-800-257-1705
http://www.ok.gov/abletech/IT_Access/IT_Training_Event.html

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.

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