



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM 00-01

TO: All Certified Procurement Officers

REVISION DATE: June 25, 2007

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.

Immediately upon completion of the required 18 classroom hours (but not later than December 31 of each year), each CPO shall document that the continuing professional education requirement has been met.

A CPO may claim continuing education credit only for the compliance period in which the course was completed and credit granted.

Failure by a CPO to complete the required 18 hours of qualifying education within the allowed period will result in suspension of the CPO's purchasing authority.

A suspended CPO must attend the next available CPO certification course approved by the State Purchasing Director.

A suspended CPO that has remained suspended for a period of more than one year must repeat the CPO certification course and demonstrate proficiency in procurement practices by passing the CPO prescribed certification examination.

In the event of **extenuating circumstances**, a CPO may submit a written request to the State Purchasing Director for reinstatement and an extension of time to allow the CPO to fulfill the previous year's required continuing education credits. The State Purchasing Director may approve or deny the request.

"SERVICE, QUALITY, INTEGRITY"

A reinstatement approved to allow an extension of time to fulfill education credits shall not exceed three (3) months.

The following are the documentation requirements.

Submit a completed Continuing Education Units Report (DCS Form 006a). The form is available on the DCS website (www.dcs.ok.gov). The form 006a (previously 006) was revised in calendar year 2007 where it lists each and every class/date approved for CPO credit in addition to the requirements to verify attendance.

Due to such a large volume of approved classes almost every CPO approved credited course will have a certificate issued in addition to a sign-in sheet. CPO's shall 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. (See below for approval requirements for courses.)

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 all approved courses is developed and published on the DCS website (www.dcs.ok.gov). 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 Procurement** 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 addition 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 405-521-2280, email: Kathy_Cox@dcs.state.ok.us.



Betty Cairns
State Purchasing Director