

State of Oregon  
Department of Administrative Services  
State Services Division  
State Procurement Office

Oregon Procurement Basic Certification  
Oregon Procurement Advanced Certification  
**Recertification**  
Application Packet



**Inside:**

- Eligibility Criteria
- Application Instructions
- Training Requirements
- Recertification Application

**DAS-State Procurement Office**  
**1225 Ferry Street SE, U140**  
**Salem, OR 97301-4285**

Phone: 503-378-4663 Fax: 503-373-1626

Internet: <http://procurement.oregon.gov/>

# *Determining Your Eligibility For Recertification*

## **ELIGIBILITY CRITERIA CHECKLIST**

### **Step One**

- Yes \_\_\_ No \_\_\_ 1) Have you attended procurement related training since your original certification was issued or since the last time you renewed?
- Yes \_\_\_ No \_\_\_ 2) Do you have documentation of at least 21 points for the training you attended? (You **must enclose copies** with this application.)

If you answered **YES** to the questions above, go to Step Two.

## **APPLICATION INSTRUCTIONS**

### **Step Two**

The Oregon Procurement Basic Certification (OPBC) and the Oregon Procurement Advanced Certification (OPAC) must be renewed every three years from the original certification issue date.

1. Complete the application (page 4).
2. Remit the processing fee with this application to DAS-SPO.
3. Attach copies of the attendance certificates. **Remember:** at least 14 of the 21 required points must be from DAS-SPO classes.

### **Things to Know about the Recertification Process**

Submit all information requested on the application form. Attach copies of attendance certificates or transcripts that verify your attendance in training classes.

**Send application, supporting documents and fee to the DAS-SPO address on the application. Application fees are not refundable.**

Application review may take up to 3 weeks.

Credit card numbers, if provided on the application, are kept strictly confidential.

**It is your responsibility to contact DAS-SPO to update your personal information.**

# *Fulfilling Your Training Requirements for an Oregon Basic or Advanced Certification*

## **TRAINING REQUIREMENTS**

Recertification of your OPBC or OPAC requires at least 21 training points.

All DAS-State Procurement Office classes are acceptable for recertification. Up to 7 points of agency-specific training and training from other organizations can be approved on a case-by-case basis. Please include class curriculum information when submitting attendance certificates for those classes.

Visit our website for more information about regulations, classes, and current topics.

<http://procurement.oregon.gov/>

## **FEES**

Oregon Procurement Basic Certification Application Fee: \$25.00

Oregon Procurement Advanced Certification Application Fee: \$25.00

Payment can be made by invoice, check, payment card (SPOTS or credit card), or agency transfer.



