

APPLICATION FOR CERTIFICATION

SECTION I: APPLICANT INFORMATION

Please complete ALL sections of this application. Applicants will be expected to submit a completed application and supporting documentation electronically to OPS.TrainingAcademy@das.ohio.gov for review.

Part A: Applicant's Information

☐ Mr. ☐ Ms. ☐ Mrs.

Date: _____

Full Name: _____
Last First M.I.

Other Certifications/Designations earned:

(Please attach a copy of certificate or certification letter)

➤ If any documentation appears under another name, please provide the name here: _____

Print name as you want it to appear on a certificate: _____

SECTION II: CERTIFICATION ENROLLMENT INFORMATION

PART A: Certification Program & Minimum Requirements

Indicate the certificate program for which you are applying for by checking the box to the left of the certification and its associated minimum eligibility requirements. Additionally, please select the coursework/training radio button for which you are submitting documentation. *Please note that each certification requires a separate application.*

	Certified Ohio Procurement Agent (COPA)
<input type="checkbox"/>	<p> Successful completion of the Ohio Procurement Certification Training Modules 1 thru 5 and Tests; and</p> <p> <input type="checkbox"/> Minimum Associate's Degree in a business field, or a CPM or CPSM certification, or <input type="checkbox"/> 2 years of procurement experience; and</p> <p> Two (2) years of public procurement experience completed within the previous ten (10) years; and</p> <p>★ Coursework/Training from <u>one</u> of the following 4 options:</p> <p><input type="radio"/> Universal Public Procurement Certification Council (UPPCC) Certificate as a Professional Public Buyer (CPPB); or</p> <p><input type="radio"/> 4 credit hours of procurement college coursework AND 30 *Contact hours of Face to Face or On-Line "Instructor-led" UPPCC or OPCP accredited or non-accredited procurement training/education; or</p> <p><input type="radio"/> 2 credit hours of procurement-related college coursework AND 40 *Contact hours of Face to Face or On-Line "Instructor-led" UPPCC accredited or non-accredited procurement training /education; or</p> <p><input type="radio"/> 124 *Contact hours of Face to Face or On-Line "Instructor-led" UPPCC accredited or non-accredited procurement training/education.</p>

	Certified Ohio Procurement Manager (COPM)
<input type="checkbox"/>	<p> Successful completion of the Ohio Procurement Certification Training Modules 1 thru 6 and Tests; and</p> <p> <input type="checkbox"/> Minimum Bachelor's Degree in a business field, or a CPM or a CPSM certification, or <input type="checkbox"/> 5 years of procurement experience; and</p> <p> Three (3) years of public procurement experience completed within the previous ten (10) years with a minimum of 3 years in a management or supervisory position in a business field; and</p> <p>★ Coursework/Training from <u>one</u> of the following 4 options:</p> <p><input type="radio"/> Universal Public Procurement Certification Council (UPPCC) Certification as a Public Procurement Officer (CPPO); or</p> <p><input type="radio"/> 6 credit hours of procurement college coursework AND 40 *Contact hours of Face to Face or On-Line "Instructor-led" UPPCC or OPCP accredited or non-accredited procurement training/education; or</p> <p><input type="radio"/> 3 credit hours of procurement-related college coursework AND 56 *Contact hours of Face to Face or On-Line "Instructor-led" UPPCC accredited or non-accredited procurement training /education; or</p> <p><input type="radio"/> 150 *Contact hours of Face to Face or On-Line "Instructor-led" UPPCC accredited or non-accredited procurement training/education.</p>

Name:

SECTION III: ELIGIBILITY REQUIREMENTS

PART A: Ohio Public Procurement Modules

Completion of the Ohio Public Procurement course is required to test for the COPA/COPM Certification. Provide date of course completion for each set of modules, if applicable.

Modules 1-5	Module 6
Date Completed:	Date Completed:

PART B: Formal Education

Applicants must provide a copy of an unofficial transcript stating degree awarded, if using education as eligibility.

Degree Awarded	Institution Name/Location	Year Graduated

➤ If any documentation appears under another name, please provide the name here: _____

PART C: Public Procurement Experience

List employment experience with public procurement starting with the most recent position and list in a chronological order for the previous ten (10) years. Please provide a position description for each position listed as an attachment.

Official Position Title	Department	Employer & Location	Employment Dates
1.			
2.			
3.			
4.			
5.			
6.			

Name: _____

PART D: Coursework/Training in Procurement

Formal Coursework

Please complete the following information for submitting formal procurement coursework. Provide copy of official transcript as proof of completion and credit hours assigned.

To be eligible for credit hours, each course title should contain key procurement terms to be considered. Keywords such as: acquisition, business ethics, business law, commercial law, contracting, distribution, ethics, finance, inventory, legal, logistics, management, material, negotiation, organization, personnel, procurement, purchasing, supplier, supply-chain, supply, transportation, warehouse practices.

Title of Course: _____ **Credit Hours Earned:** _____

College/University: _____ **Date(s):** _____

Course Classification (check one): ☐ Procurement Related ☐ Public/government-specific procurement

Description: _____

Title of Course: _____ **Credit Hours Earned:** _____

College/University: _____ **Date(s):** _____

Course Classification (check one): ☐ Procurement Related ☐ Public/government-specific procurement

Description: _____

Procurement Training/Education

Title of Activity/Event: _____

Provider: _____

Date(s): _____ **Number of Contact Hours:** _____

Description: _____

Title of Activity/Event: _____

Provider: _____

Date(s): _____ **Number of Contact Hours:** _____

Description: _____

Title of Activity/Event: _____

Provider: _____

Date(s): _____ **Number of Contact Hours:** _____

Description: _____

Title of Activity/Event: _____

Provider: _____

Name: _____

Date(s): _____ Number of Contact Hours: _____

Description: _____

Title of Activity/Event: _____

Provider: _____

Date(s): _____ Number of Contact Hours: _____

Description: _____

Title of Activity/Event: _____

Provider: _____

Date(s): _____ Number of Contact Hours: _____

Description: _____

SECTION IV: APPLICATION CHECKLIST

APPLICANT CHECKLIST	APPLICATION VERIFICATION (Approver/Reviewer use only)
<p>Check if you have:</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed Application.<input type="checkbox"/> Attached a Copy of certificate or certification letter for other certifications/designations earned.<input type="checkbox"/> Attached Position Descriptions (PDs) for Part C: Public Procurement Experience for consideration towards meeting the minimum experience requirement.<input type="checkbox"/> Provided sufficient information to document meeting minimum eligibility.<input type="checkbox"/> Included copies of certificates and course descriptions.<input type="checkbox"/> Made a copy of all submitted documents for personal records.	<p>Check if applicant has:</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed Application.<input type="checkbox"/> Attached a Copy of certificate or certification letter for other certifications/designations earned.<input type="checkbox"/> Attached Position Descriptions (PDs) for Part C: Public Procurement Experience for consideration towards meeting the minimum experience requirement.<input type="checkbox"/> Provided sufficient information to document meeting minimum eligibility.<input type="checkbox"/> Included copies of certificates and course descriptions.