# Application for ReCertification

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](mailto:OPS.TrainingAcademy@das.ohio.gov) for review.

## Part A: Applicant’s Information

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr. | Ms. | | Mrs. |  | | | Date: | |  | |
| Full Name: | |  | | | |  | | |  | |
|  | | Last | | | First | | |  | *M.I.* |  |

|  |  |
| --- | --- |
| * If any documentation appears under another name, please provide the name here: |  |

section ii: Program Recertification Information

## PART A: Ohio Public Procurement Program

Indicate the certificate program for which you are applying to by checking the box to the left of the certification.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Certified Ohio Procurement Agent (COPA)** | | | | |  | |  | **Certified Ohio Procurement Manager (COPM)** | |
|  | |  | | | | |  |  |  | |
|  | |  |  |  | **Dual (COPA/COPM) Ohio Procurement Certification** | | | | |

Section iii: eligibility requirements

All applicants must complete a minimum of forty-five (45) contact hours of procurement-related activities during the five (5) year certification period. Contact hours can be earned through employment experience, education and training, and professional contributions.

## PART A: Employment Experience in Public Procurement

Applicants may earn one (1) contact hour for each year of continued employment experience in public procurement. Consulting and private procurement experience is excluded. Partial years will be pro-rated for credit. (**A maximum of five (5) contact hours)**

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

## PART B: Continuing Education & Professional Development

Applicants can earn one (1) contact hour for each clock hour of education that is related to procurement or designed to prepare or enhance one’s ability to perform in a current or future procurement role. Includes conferences, workshops, seminars, webinars, and classes that are instructor-led and include a speaker, instructor, trainer, facilitator or moderator (in person or virtual). (**Unlimited contact hours)**

Provide copy of certificate and/or transcript as proof of completion and contact hours assigned.

*To be eligible for contact hours, education activity titles should contain key procurement terms to be considered. Networking, tradeshows, entertainment and social events are excluded and not applicable for contact hours.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of Activity/Event:** | | | |  | | |
| Provider: |  | | | | | |
| Date(s): |  | | | | Number of Contact Hours: |  |
| **Description:** | |  |  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of Activity/Event:** | | | |  | | |
| Provider: |  | | | | | |
| Date(s): |  | | | | Number of Contact Hours: |  |
| **Description:** | |  |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Activity/Event:** | | | |  | | |
| Provider: |  | | | | | |
| Date(s): |  | | | | Number of Contact Hours: |  |
| **Description:** | |  |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Activity/Event:** | | | |  | | |
| Provider: |  | | | | | |
| Date(s): |  | | | | Number of Contact Hours: |  |
| **Description:** | |  |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Activity/Event:** | | | |  | | |
| Provider: |  | | | | | |
| Date(s): |  | | | | Number of Contact Hours: |  |
| **Description:** | |  |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Activity/Event:** | | | |  | | |
| Provider: |  | | | | | |
| Date(s): |  | | | | Number of Contact Hours: |  |
| **Description:** | |  |  | | | |

## PART C: Professional Contributions in Procurement

Applicants may claim credit in the form of contact hours for professional contributions that are directly related to procurement, such as leadership on a Board of a professional procurement organization, authoring a procurement-related article or book, speaking or teaching at procurement-related meetings and/or events, and performing activities in support of OPPCC. **(A maximum of 20 contact hours)**

Contact hour values for qualifying procurement-related activities are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity / Contributions** | **Credits** |  | **Activity / Contributions** | **Credits** |
| Officer of a Board | 3 per year |  | Board Member | 2 per year |
| Task Force/Committee Member | 1 per year |  | Consulting Engagement | 2 per year |
| Authoring a published book | 3 in total |  | Authoring a published article | 2 in total |
| Authoring a chapter in a published book | 2 in total |  | Teaching/Speaking at a meeting/event | 1 per year |
| Earning an individual award/certification | 1 in total |  | Developing a course | 1 per year |
| UPPCC Job Analysis survey participant | 1 in total |  | Teaching a course | 1 per year |

Section IV: Application Checklist

|  |  |
| --- | --- |
| Applicant Checklist | Application Verification (OPSTA only) |
| Check if you have: | Check if applicant has: |
| Completed Application.  Provided sufficient information to document meeting minimum eligibility of forty-five (45) contact hours.  Included copies of certificates and course descriptions for continuing education.  Made a copy of all submitted documents for personal records. | Completed Application.  Provided sufficient information to document meeting minimum eligibility of forty-five (45) contact hours.  Included copies of certificates and course descriptions for continuing education. |