



## ***Fulfilling Your Training Requirements for a Recognition of Achievement Certificate***

### **TRAINING REQUIREMENTS**

#### **Acceptable Training Classes**

Recognition of Achievement certificates require a combination of core classes and elective training points. You can document the training you attended and the points awarded for that training by attaching copies of your attendance certificates.

All DAS-State Procurement Office classes are acceptable for training points. Agency-specific training and training from other organizations are approved on a case-by-case basis. Please include class curriculum information when submitting attendance certificates for those classes.

#### **Recognition of Achievement Certificate Requirements**

##### **OSPC 21 points**

Core classes:

Direct Purchase & Negotiation (7 points) **and** ORPIN (7 points) **and**  
Elective classes totaling 7 points.

##### **OCAC 21 points**

Core classes:

Contract Administration (7 points) **and**  
DAS Rules (7 points) **and**  
Procurement Ethics (7 points)

##### **ACOP 21 points – *Coming Soon!***

Core class:

Combo class of Legal Requirements, Procurement Ethics & Risk Management (21 points)



**State Procurement Office**  
*Achieving Results Together*