

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

Recognition of Achievement Certificate Application Packet



Inside:

- Eligibility Criteria
- Application Instructions
- Training Requirements
- Certificate 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 a Recognition of Achievement Certificate

ELIGIBILITY CRITERIA

Choose the Appropriate Recognition of Achievement Certificate for You

Oregon Small Procurement Certificate (OSPC)

This certificate is for anyone who makes small purchases.

Oregon Contract Administration Certificate (OCAC)

This certificate is for anyone who monitors or makes payments against state contracts.

Administrative Certificate for Oregon Procurement (ACOP)

This certificate is for anyone with oversight, management or administrative authority who is able to legally bind the State of Oregon to purchases or contracts.

APPLICATION INSTRUCTIONS

Things To Know About the Application Process

Submit all information requested on the application form. Attach copies of attendance certificates or transcripts that verify your attendance in training classes. DAS-SPO will retain these documents in your certification file.

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

Application review and certificate issuance may take up to 3 weeks.

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

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. Document the training you attended and the points awarded for that training by providing copies of your attendance certificates.

All DAS-State Procurement Office classes are acceptable for elective 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** Rules (7 points) **and** Ethics (7 points)

ACOP 14 points

Core class:

Combination class of Rules, ORPIN, Ethics & Risk (7 points)

Elective classes totaling 7 points.



Recognition of Achievement Certificate Application

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

Section 1 Recognition of Achievement Certificate

Please check one of the following to indicate which certificate you are requesting.

OSPC _____ OCAC _____ ACOP _____

Section 2 Biographical Information

Name: _____
(First) (Middle) (Last)

Agency: _____ Department: _____

Official Position Title: _____ Work Phone No.: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail _____

Section 3 Application Fee

Oregon Recognition of Achievement Application Fee: **\$25.00** (submit with application)

Payment method: Agency #: _____

_____ Invoice

_____ Payment Card (SPOTS) Credit Card #: _____ Exp. _____

Name on payment card: _____

_____ Agency Transfer BT #: _____ PCA # 80142 AOBJ# 1010)

_____ Check #: _____ (T-Code 722/723)
(Project Phase # 801160-08)

I certify that the information I have provided is correct. I understand that any misrepresentations or incorrect information provided to DAS-State Procurement Office can result in disqualification of my eligibility for a Recognition of Achievement certificate.

Signature: _____ Date: _____