**Getting Your Oregon Public Procurement Certification**

[**Certification Flowchart**](https://www.oregon.gov/das/Procurement/Documents/ProcurementCertsFlow.pdf)

To receive your Oregon Public Procurement Certification, Basic, Intermediate or Advanced, you must meet the following criteria:

**Training**

1. You must have completed the requisite number of contact hours in the 5 years preceding your certification request submission. See training contact hour requirements for each certification in the [statewide procurement training procedure](https://www.oregon.gov/das/Policies/107-009-0060_PR.pdf).
2. Training contact hours are divided into 2 kinds, Oregon Public Procurement Training (OPPT) and Other Procurement-related Training or Education (Other).
   1. Oregon Public Procurement Training (OPPT) – In order for training contact hours to be considered as OPPT the training must:
      1. Be developed, sponsored or taught by an Oregon public body, as defined by ORS 174.109.
      2. Directly tie to an element of the [Oregon Procurement Body of Knowledge (OPBoK)](https://www.oregon.gov/das/Procurement/Pages/TrainingOPBoK.aspx)
      3. Require completion of a formal assessment
      4. If not a DAS PS or DAS SPO class, the training must be approved by the State Chief Procurement Officer. Training developers or certification seekers may submit training for the State CPO's review and approval using this [request form.](https://www.oregon.gov/das/Procurement/Documents/TrainingContactHrsRequest.docx) You may view a listing of CPO approved trainings at [List of approved courses that count towards certification](https://www.oregon.gov/das/Procurement/Documents/CertificationApproved.pdf)
      5. One Oregon Public Procurement Training Contact Hour is received for each one-hour of instruction with a status of pass, complete, or grade of 80% or better.
   2. Other Procurement-related Training or Education - means completion of non-OPPT procurement-related training or education that meets the following eligibility requirements:
      1. Other Procurement-related Training or Education Contact Hours are received for attending a procurement related training or an industry meeting, convention or event.
      2. Contact Hours are limited to seven hours per day. Session must be specific to procurement; have a speaker, instructor, trainer, facilitator or moderator; and provide documented proof of attendance.
      3. Examples include attendance at conferences or seminars, NASPO or NIGP classes.
      4. Training must provide proof of attendance or completion.

**Oregon Public Procurement Experience**

1. You must have completed the requisite number of years of experience in the 10 years preceding your certification request submission. See Public Procurement Experience requirements for each certification in the [statewide procurement training procedure](https://www.oregon.gov/das/Policies/107-009-0060_PR.pdf).
2. Public Procurement Experience means experience that meets the following eligibility requirements:
   1. Full-time equivalent conducting Procurement for one or more Oregon Public Agencies.
      1. Public Agencies has the meaning given that term in ORS 174.109
      2. Current employment in Oregon public sector is not required at the time of application for Certification.
      3. Experience does not have to be continuous.
   2. Experience must be documented in an official position description that includes: class title, description of the work performed in that class, distinguishing characteristics of the class, illustrative duties, knowledge, skills and abilities required to perform the work, employment standards for incumbents of positions in that class, required licenses and Certificates, and any necessary special requirements which must be met.

**Exam**

1. Applicant must pass the OPBC Certification exam.
2. Unlimited exam retakes are available for a fee. Retakes must wait until next scheduled exam session.
3. It is recommended applicants wait until they have completed all of the other requirements prior to taking the certification exam. Not mandated, just recommended.

**Submitting your application**

1. Once you have completed the requirements listed above, go to the [DAS PS Training webpage](https://www.oregon.gov/das/Procurement/Pages/Training.aspx)
2. Click on the [Oregon certification](https://www.oregon.gov/das/Procurement/Pages/TrainingCertification.aspx) link in the Certification column on the left hand side of the page
3. On the Oregon procurement certification page click on the certification link under the Certification levels and requirements header
4. Click on the Start XXXX Application button
5. Fill-in the information and submit