1. How to earn contact hours:

* Assist with:

Developing curriculum

Reviewing curriculum/eLearning

Facilitating training

Being present in the room during training to answer questions (Subject Matter Expert)

1. Contact hour values:

For each hour spent assisting with training the employee will earn 1 contact hour

1. How points are used:

Contact hours may be used towards certification or re-certification

* Employee is allowed to use 7 contact hours earned toward certification or re-certification each cycle.

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Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I participated in the development of procurement related training to the extent indicated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CPO Approval:

I validate the award of \_\_\_\_\_\_\_\_\_\_\_\_\_ contact hours

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date accrued | Description of assistance provided | Agency validation  (Name and initial of person certifying hours) | Hours |
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