



# OPAC TRACKING WORKSHEET

## INITIAL CERTIFICATION or RENEWAL



### INITIAL CERTIFICATION

All requirements must be completed within 5 years:

- Complete 175 total contact hours:
  - A minimum of 125 contact hours must be from Oregon Public Procurement Training sources
  - A maximum of 50 contact hours may be from Other Procurement-related Training or Education.
- Take & pass OPAC exam with score of 80% or better.
- Provide proof of at least five years of procurement experience.

#### Oregon Public Procurement Training (OPPT) courses:

Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____

#### Other Procurement-related Training or Education (OPRT) courses:

Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____

- Passed OPAC exam?
- Five years procurement experience?



# OPAC TRACKING WORKSHEET

## INITIAL CERTIFICATION or RENEWAL



### RENEWAL

All requirements must be completed within 5 years of initial certification:

- Complete 50 contact hours of Oregon Public Procurement Training and/or Other procurement-related Training or Education.

---

Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____
Class name: _____	Date completed: _____	Points: _____