



# OPBC TRACKING WORKSHEET

## INITIAL CERTIFICATION or RENEWAL



### INITIAL CERTIFICATION

All requirements must be completed within 5 years:

- Complete 75 total contact hours:
  - A minimum of 60 contact hours must be from Oregon Public Procurement Training sources
  - A maximum of 15 contact hours may be from Other Procurement-related Training or Education.
- Take & pass OPBC exam with score of 80% or better.
- Provide proof of at least one year of procurement experience.

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

Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____

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

Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____

- Passed OPBC exam?
- One year procurement experience?



# OPBC TRACKING WORKSHEET

## INITIAL CERTIFICATION or RENEWAL



### RENEWAL

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

- Complete 25 contact hours of Oregon Public Procurement Training and/or Other procurement-related Training or Education.

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Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____
Class name: _____	Date completed: _____	Hours: _____