



OPIC TRACKING WORKSHEET

INITIAL CERTIFICATION or RENEWAL



INITIAL CERTIFICATION

All requirements must be completed within 5 years:

- Complete 125 total contact hours:
 - A minimum of 100 contact hours must be from Oregon Public Procurement Training sources
 - A maximum of 25 contact hours may be from Other Procurement-related Training or Education.
- Take & pass OPIC exam with score of 80% or better.
- Provide proof of at least three years 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: _____
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 OPIC exam?
- Three years procurement experience?



OPIC 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: _____	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: _____