



Contract Administration Training Certificate

Procurement training requirements were written into law ORS279A.159 with the passage of HB2375 in 2015. DAS Procurement Services and a team of Designated Procurement Officers are working together to prepare training standards and programs to meet the new statutory requirements.

The first component we've developed is the Contract Administration Training Certificate. This component is designed to provide adequate training to state employees responsible for administering contracts.

If you are a state employee responsible for administering a state contract over \$150,000 you will now be required to obtain the Contract Administration Training Certificate by December 31, 2018. This standard applies to state contracting agencies, even those not under DAS procurement authority. Other state employees assigned to contract administration related duties are encouraged to take the training Learning Events that apply to their job.

The Contract Administration Training Certificate program launches late fall of 2017.

Contract Administration Training Overview

- ▶ 11 Learning Events, each event includes a quiz.
- ▶ Online delivery, take the training from your computer when it's convenient for you.
- ▶ There's no fee to access and take the Contract Administration Training in iLearn.
- ▶ Test out option - Learning Events allow you to go directly to the end of course quiz. You'll receive full credit for the Learning Event if you pass the quiz.
- ▶ Certificate is issued in iLearn upon successful completion of all Learning Events and quizzes.

Additional Training Components

Our team is developing additional training components to meet all statutory requirements. These components will be released in future phases. Visit our Procurement Training Law web page to stay up-to-date: www.oregon.gov/DAS/Procurement/Pages/ProcTrngLaw.aspx