



TALKING POINTS

CONTRACT ADMINISTRATION TRAINING CERTIFICATE

- **HB2375 (2015) procurement training requirements are now law ORS279A.159.**
- **DAS Procurement Services and Designated Procurement Officers worked together to develop training standards and programs to meet statutory requirements.**
- **Phase 1 – First Component – Contract Administration Training Certificate:**
 - State employees responsible for administering a state contract over \$150,000 now required to obtain Contract Administration Certificate.
 - Applies to state contracting agencies, even those not under DAS procurement authority.
 - Must obtain certificate by December 31, 2018.
 - Other state employees assigned to contract administration related duties are encouraged to take training Learning Events that apply to their job.
 - 11 Learning Events (LE), each includes a quiz.
 - Online delivery – take from your computer when it's convenient.
 - No fee to access and take the Contract Administration Training in iLearn.
 - Test out option – LEs allow you to go directly to the end of course quiz. You'll receive full credit for the LE if you pass the quiz.
 - Certificate issued in iLearn upon successful completion of all LEs and quizzes.
- **Pilot testing July 10 – September 29, 2017.**
 - 36 volunteers nominated by DPOs.
- **Contract Administration Training program launches late fall 2017.**
- **You may already feel adequately prepared to administer contracts from on-the-job experience or other training.** If you're an expert on a Learning Event topic, go directly to the end of course quiz to "test out". You'll receive full credit for the Learning Event when passing the quiz.
- **Online resources available at www.oregon.gov/DAS/Procurement/pages/ProcTrngLaw.aspx.**
- **Additional required training components are being developed.** Will be released in future phases. Visit the Procurement Training Law website (shown in the bullet above) to stay up-to-date.