

State of Oregon
Department of Administrative Services
State Services Division
State Procurement Office

Oregon Procurement Advanced Certification
(OPAC)
Application Packet



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**DAS-State Procurement Office
1225 Ferry Street SE, U140
Salem, OR 97301-4285**

Phone: 503-378-4663 Fax: 503-373-1626
Internet: <http://procurement.oregon.gov/>

Determining Your Eligibility for the Oregon Procurement Advanced Certification

ELIGIBILITY CRITERIA CHECKLIST

- Yes__ No__ 1) Do you have at least three years current procurement or contracting experience?
- Yes__ No__ 2) Do you have the Oregon Procurement Basic Certification?
- Yes__ No__ 3) Do you have the Oregon Contract Administration Certificate?
- Yes__ No__ 4) Have you completed an independent work-study Project?
- Yes__ No__ 5) Did you pass the OPAC exam (peer review panel presentation of your project)?

If you answered **YES** to **all** of the above questions, you can apply for your Oregon Procurement Advanced Certification.

TRAINING REQUIREMENTS

Independent Work-study Project (IWP)

Projects must be approved by the DAS-State Procurement Office. Submit your request for entrance into the program to the DAS-SPO Training Team at 1225 Ferry Street SE, U140, Salem, OR 97301-4285.



Section 4 Three Years of Procurement-Related Work Experience

You must verify a minimum of three years of public procurement or contracting experience by providing documentation from the employer(s) you list below **or** by having your current supervisor verify your experience.

Dates of Employment (From—To)	Title or Position	Organization	Contact Information (Name & Phone) PRINT

By my signature, I am verifying that the applicant has at least three years procurement experience.

Supervisor's Signature

Date

Section 5 Application Fee

OPAC Application Fee: \$50.00 (submit with application)

Payment method: Agency #: _____

Invoice

Payment Card (SPOTS) Credit Card #: _____ Exp. _____

Name on payment card: _____

Agency Transfer BT #: _____

Check #: _____

(PCA # 80142 AOBJ# 1010)
(T-Code 722/723)
(Project Phase # 801160-08)

I certify that the information I have provided is correct. I understand that any misrepresentations or incorrect information provided to DAS-State Procurement Office can result in disqualification of my eligibility for certification.

Signature: _____ Date: _____