

**State Services Division**

**State Procurement Office**  
1225 Ferry Street SE  
Salem, OR 97301

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**Training Team**

Vicky Narkon, Team Lead  
Greg Hopkins, Trainer  
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Nancy Ahlbin, Trainer/ORCPP



**INSTRUCTIONS**

Provide verification of: experience, testing and education, or national certificates.

*See page 2 for more information.*

Visit our website for class information.

<http://www.oregon.gov/DAS/SSD/SP/O/index.page>

Phone: 503 378-4663

**Oregon Procurement Basic Certification**

*OPBC: Application for Certification Form*

**Section 1 Eligibility Requirements & Qualifying Criteria**

- I successfully completed *Principles of Public Contracting* (BA161).
  - I passed the OPBC exam with a score of 70% or higher.
  - I have at least one year of procurement experience.
  
  - Category 1: I completed 35 points of elective training.
- OR**
- Category 2: I have a current national certification.

**Section 2 Your Contact Information**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Agency: \_\_\_\_\_

Department: \_\_\_\_\_

Official Position Title: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of Procurement Duties: \_\_\_\_\_

**Section 3 Payment Information**

OPBC Application Fee: \$50.00

Payment method: Agency #: \_\_\_\_\_

Invoice (ODOT only): \_\_\_\_\_

BT #: \_\_\_\_\_

Check #: \_\_\_\_\_

Payment Card (SPOTS) Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name & address on payment card: \_\_\_\_\_

**Section 4 One or More Years of Procurement-Related Work Experience**

You must document at least one year of public procurement experience by providing verification from the employer(s) you list below **OR** by having your current supervisor verify your experience.

Dates of Employment (From – To)	Title/Position Or Job Description	Organization	PRINT Contact Information (Name, Phone #)

By my signature, I am verifying the applicant has at least one year procurement experience as listed above.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 5 Applicant Affirmation Statement**

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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Things You Should Know**

**Exam Information:** Registration information about the OPBC exam and how to register for the test through iLearn is available on the DAS-SPO website – *CLICK* – the “Training” icon.

**Qualifying Criteria:** Category 1 requires 35 points of elective training; at least 21 of those points **MUST** come from DAS-SPO classes. The other points *may* come from national or agency classes. Category 2 requires a current national certification – attach a copy to your application.

**DAS Training Policy:** The statewide procurement training policy is available on the DAS website at: <http://www.oregon.gov/DAS/OP/policies.shtml>.



**State Procurement Office**  
*Achieving Results Together*