

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

Oregon Procurement Basic Certification
(OPBC)
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 Basic Certification

ELIGIBILITY CRITERIA CHECKLIST

Step One

- Yes___ No___ 1) Do you have at least one year current procurement or contracting experience?
- Yes___ No___ 2) Have you successfully completed Principles of Public Contracting (BA161)?
- Yes___ No___ 3) Did you pass the OPBC exam with a score of 70% or better?

If you answered **YES** to **all** three questions, go to Step Two. **If** you meet the eligibility criteria listed in Category 1 or 2 of Step Two, you can apply for the Oregon Procurement Basic Certification (OPBC).

Step Two

Choose the Appropriate Category for You

Category 1

- Yes___ No___ Have you completed 35 elective points of public procurement related classes? At least 21 points must be from DAS-SPO classes. The remaining 14 points can be obtained from other training sources.

NOTE: The maximum number of professional development points is seven.

OR

Category 2

- Yes___ No___ Do you have a current national certification such as the Certified Professional Public Buyer, Certified Public Purchasing Officer, Certified Purchasing Manager or Accredited Purchasing Practitioner Certification? Attach a copy to your application.

APPLICATION INSTRUCTIONS

Things to Know about the Application Process

Submit all information requested on the application form. Attach copies of attendance certificates or transcripts that verify your attendance in training classes.

Send application, supporting documents and fee to the DAS-SPO address on the application. Application fees are not refundable.

Application review may take up to 3 weeks.

Credit card numbers, if provided on the application, are kept strictly confidential.

If your application is denied, you can appeal the decision within 15 days of the date of the denial. Submit a written request to DAS-SPO Training Team stating the reason you are appealing. DAS-SPO will respond in writing within 30 days of receiving your appeal request.

It is your responsibility to contact DAS-SPO to update your personal information.

APPLICATION CHECKLIST

- ___ Copy of your OPBC exam results.
- ___ Verification of at least one year experience related to public procurement.
- ___ Copies of all certificates or documentation of attendance for all coursework and seminars or copy of current certification.
- ___ Application signed and dated.



EXAM INFORMATION

The passing score for the exam is 70%. The exam consists of 100 multiple choice or true/false questions, with one point for each correct answer. The test is closed-book and must be completed within 3 hours.

Exam Registration

Exam registration forms are available on the DAS-SPO website. You must submit the registration form and exam fee (\$150.00) at least 10 days prior to the exam to DAS-State Procurement Office.

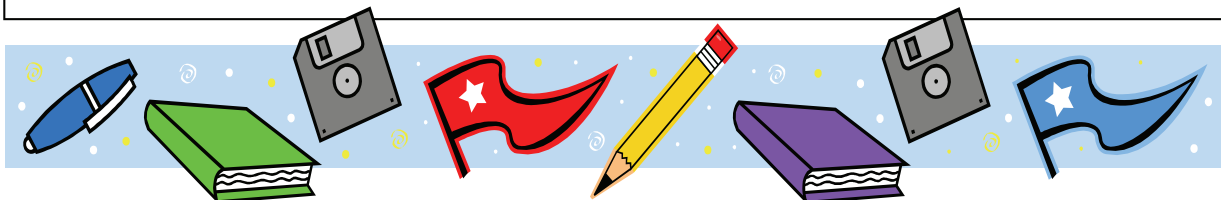
On exam day, be prepared to show photo identification to the exam proctor. You will receive written notification of your exam score within 2-3 weeks after taking the exam.

Taking the Exam Again

Applicants who fail the exam may pay another fee and register for the next scheduled exam session by contacting the DAS-SPO Training Team at (503) 378-4663. You can take the exam three times before you must retake the Principles of Public Contracting class.

Visit our website for more information about regulations, classes, and current topics.

<http://procurement.oregon.gov/>



Section 4 One Year of Procurement-Related Work Experience

You must verify a minimum of one year of public procurement experience by providing documentation from the employer you list below **OR** by having your current supervisor verify your experience.

Employment (From—To)	Title or Position	Organization	Name & Phone PRINT

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

Supervisor's Signature Date

Section 5 Certification Exam Verification

Fill in the information below and provide verification letter indicating pass status.

Date of Test: _____

Section 6 Application Fee

OPBC 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: _____