



# 2017 VCA/VCO Recertification Application

## Instructions

Please complete all sections of this application. Incomplete applications will not be processed. Do not include original certificates or materials, as they will not be returned. Scan and email the application and supporting documents to [vipregistration@dgs.virginia.gov](mailto:vipregistration@dgs.virginia.gov). You can also fax application and supporting documents to 804.371.8937 or mail copies to VIP, Division Purchases and Supply, 7th floor, 1111 East Broad St, PO Box 1199, Richmond, VA 23218-1199.

**This PDF form can be typed, printed and saved**

**Do not submit your application until your recertification year.**

VCA/VCO certified candidates are required to recertify every 5<sup>th</sup> year by the last business day of their recertification year. Contact hours must be earned during recertification period.

- VCA candidates must earn 20 hours with 10 of the hours earned in the last two years of the recertification term.
- VCO candidates must earn 60 hours with 20 hours of the hours earned in the last two years of the recertification term.
- Dual recertification to recertify both VCA and VCO certifications simultaneously requires a minimum of 60 hours with 20 hours earned in the last two years of the recertification term.
- You may earn up to 60 contact hours (total recertification contact hours) in Category A and up to 48 contact hours in Category B.

**Documentation** must be submitted to support each activity and is the responsibility of the certificate holder. Registration, travel and email confirmations are **not** proof that you attended.

- Attendance documentation must be in the form of a certificate, verification letter, transcript or appropriate conference program form that includes: title of program, sponsor, date, instructor, number of contact hours and your name. Procurement Conference documentation must include the recertification contact hour form. Certificates/transcripts for conferences will not be acceptable.
- Documentation without this information, **especially contact hours**, will not be considered.
- For instruction/speaker documentation, a copy of the program with the instructor's name, length of class, title of program, sponsor and date will be required. A **roster** will be required if the event is not a state or national conference. **LMS Transcripts are no longer acceptable documentation.**

### **Application Checklist**

- Check VIP website Recertification tab for acceptable contact hours
- Complete all sections of the application
- Enclose documentation for all activities and ensure contact hours are included. Hand written notations of hours are not acceptable.
- Sign the Affirmation Statement
- Make a photocopy of the application package for your records
- Ensure the application package is received by the VIP office by the last business day of the year

Applications may take up to six (6) weeks to process. Once the application is approved, you will be emailed an approval code to pay for your recertification. You may pay by check or credit card. Go to <https://vip.dgs.virginia.gov> to make payment. If paying by check, print and complete the online registration to accompany the check. **Recertification is not complete until payment is received.**

### **Recertification Cost:**

VCA \$75.00    VCO \$125.00    Dual: \$150.00



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**SECTION 1: APPLICANT INFORMATION**

**Please check one:**

**VCA**

**VCO**

**Dual**

Is current certificate issued in a different name?  Yes  No

If Yes, Name: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title \_\_\_\_\_

Agency \_\_\_\_\_

Department/Div \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Original Certificate Issue Date:       VCA             VCO      

Certificate Expiration Date:       VCA             VCO



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<b>SECTION 2 RECERTIFICATION REQUIREMENTS</b>			
<b>Category A : Education and Training</b> 60 contact hours may be claimed in this category and will meet recertification requirements. Attendance at a Trade Show or Expo held in conjunction with a procurement conference is acceptable for two contact hours. Networking, business meetings, and tradeshow do not qualify. All Conferences, seminars and courses must be *procurement related.	<b>Hours per activity</b>	<b>Maximum hours allowed for Recertification on Period</b>	<b>Hours Claimed</b>
<b>DELIVERY PLATFORM: CLASSROOM or SYNCHRONOUS (VIRTUAL) ONLINE</b>			
DPS/VIP Forum, Seminars	VCA/VCO Up to 40	VCA/VCO Up to 60	
National Procurement Professional Organization sponsored Forums/seminars (NIGP, NASPO, ISM) or a National Education Organ with procurement competencies ex. Karass, TwentyEighty	VCA Up to 16 VCO Up to 24	VCA Up to 20 VCO 48	
National Professional Education Organization procurement related seminars (Becker, AMA, CareerTrack, TwentyEighty, Karass etc.)	VCA Up to 10 VCO Up 24	VCA Up to 10 VCO Up 24	
VCU Performance Mgt Grp - FFS & ESI(18 contact hours) CMI (30 max contact hours) VEI (30 max contact hours)	VCA Up to 10 VCO Up 30	VCA Up to 10 VCO Up 30	
Chapter/Regional VAGP, ISM, CAPA Forum/ Seminars	VCA/VCO Up to 16	VCA Up to 20 VCO Up to 40	
University/college accredited procurement related courses	VCA Up to 16 VCO Up to 32	VCA Up to 16 VCO Up to 32	
Construction: BCOM Seminars for VCCO or other approved construction related seminars	VCO only Up to 16	VCO only 20 if pass	
Agency Procurement Seminars/Conferences (Agenda documentation must be included w/applic or approved in advance)	VCA Up to 16 VCO Up to 32	VCA Up to 16 VCO Up to 32	
Bkft/Lunch/Dinner procurement meetings that include a speaker = 1 contact hour (e.g. CAPA	VCA/VCO 1	VCA/VCO 7	
“Live” Procurement related webinar with certificate	VCA/VCO 1 – 1.5	VCA/VCO 7	



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<b>DELIVERY PLATFORM: ASYNCHRONOUS ONLINE OR SELF-STUDY</b>			
<i>Courses (Must be a minimum of one hour in length, an interactive lesson with test or term paper and certificate) Mandatory courses for your job do not qualify e.g. Security, HR, SPCC, Eva, Microsoft, Cardinal</i>			
National Professional Procurement Organization sponsored courses (Contact hours are determined by the institution that created the seminar) e.g. NIGP; ISM, NASPO	VCA Up to 16 VCO Up to 24	20 VCA 48 VCO	
National Professional Education Organization procurement related seminars e.g. Becker, Skillsoft, TwentyEighty etc.,	VCA Up to 10 VCO Up to 24	VCA Up to 10 VCO Up to 24	
Credit courses offered by an accredited college or university (ex: 1 semester hour = 16 contact hours)	VCA Up to 10 VCO Up to 32	10 VCA 32 VCO	
Non-credit college/university courses sponsored by Coursera.org or similar organization (Multiply lowest # hr. x # of weeks = total contact hours) e.g. 2 – 4 hours per week for 6 weeks = 12 contact	VCA Up to 10 VCO Up to 32	10 VCA 32 VCO	
CPE Store Self Study	VCA Up to 7 VCO Up to 14	7 VCA 14 VCO	
<b>Total Hours claimed in Category A Transfer to Summary of Hours</b>			
<b>Category B: Professional Contributions</b> <i>A Maximum of 48 hours may be claimed in this category</i>	<b>Hours per activity</b>	<b>Maximum hours allowed for Recertification Period</b>	<b>Hours Claimed</b>
<b>Leadership</b>			
National Officer: NIGP, NASPO, UPPCC etc.,	20	20	
National Board Member(other than Officer): NIGP, NASPO etc.,	10	10	
National Committee Member (other than Board) NIGP, etc.,	10	10	
Chapter or Regional Officer: CAPA, VAGP	15	15	
Committee Chairperson: CAPA, VAGP Committee membership does not	5	5	
<b>Self – developed *Procurement related Presentations (Minimum 1 hour presentation) May only be claimed once regardless of times presented</b>			
National Purchasing Conference or qualifying Purchasing conference workshop speaker e.g. NIGP 5 x 1.0 hour presentation = 5 contact hours	Up to 15	15	
DPS Forum Purchasing Conference speaker 3 x 1.0 hour presentation = 3 contact hours	Up to 6	12	



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Local, chapter or Regional Meeting speaker e.g. luncheon speaker 1.5 x 1 hour presentation = 1.5 contact hours.	1.5	4.5	
<b>Self – developed Instruction (May only claim class once regardless of how many times taught)</b>			
Instructor for College Credit Course on procurement content 1.5 X 16 = 24 for 1 college	Up to 48	48	
NIGP Certified Instructor for NIGP seminars and/or Facilitator for VIP purchasing seminars 1.5 X 8 = 12 hours per day	Up to 36	36	
Publications			
Published article in a national publication on a purchasing-related topic. Article should be a min of	10	10	
Published article on purchasing related topic in a local or regional publication. Article should be a min of 500 words.	3	6	
<b>Total Hours claimed in Category B Transfer to Summary of Hours</b>			

*\*Procurement Related topics include, but not limited to Accounting, Contracts, Economics, Finance, Business Ethics, Law, Materiel Management, Negotiation, Inventory Control, Surplus, Project Management, Strategic Sourcing, Public Administration, Managerial and Leadership*



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**Summary of Hours:**

Transfer the hours claimed for Categories A & B to Summary of Hours table below. Total the recertification hours claimed.

<b>SUMMARY OF HOURS</b>	
<b>Category A Total: Education and Training (Unlimited)</b>	
<b>Category B Total: Professional Contributions (max 48 hours)</b>	
<b>Total Recertification Hours Claimed</b>	

Please confirm the following requirement by placing a √ in the space provided:

VCA: Ten (10) hours were acquired the last two years of my recertification term

**Yes**

VCO: Twenty (20) hours were acquired the last two years of my recertification term

**Yes**

**SECTION 3 AFFIRMATION STATEMENT**

I affirm that the statements and information in this application are true and correct. I understand that any falsification of information may lead to forfeiture of my VCA/VCO certificate.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_