



Virginia Institute of Procurement
Request for VCA or VCO Re-instatement

VCA or VCO Re-instatement is for any person whose VCA or VCO certification has expired up to 5 years or has lapsed (after 5 years you must go through the VCA or VCO program again)

To become re-instated for either the Virginia Contracting Associate (VCA) or Virginia Contracting Officer (VCO) Certification Program you must:

1. Complete the Re-instatement application and FAX to VIP (804) 371-8937 or email to vipregistration@dgs.virginia.gov .
2. Receive an approval and instruction e-mail from VIP stating that you have met the criteria to pursue the re-examination.
3. VCA Re-instatement is \$100.00. VCO Re-instatement is \$200.00. Once the re-instatement fee is paid email vipregistration@dgs.virginia.gov to request an exam date.

Note: Incomplete or illegible applications will not be processed. Allow four to six weeks for processing your application. This PDF form can be typed, printed or saved

Your Name as you want it to appear on your certificate

Name:	
Title:	
Agency:	
Address:	
City:	State/Zip
Phone:	Fax#
Email:	

Purchasing director or your supervisor if you are not in a purchasing department

Name:	
Title:	
Agency:	
Address:	
City:	State/Zip
Phone:	Fax#
Email:	

Name on the expired certificate: _____

Date of issue for expired certificate: _____

Date of last recertification for expired certificate _____

_____ Date: _____

Signature