



For Office Use Only

Receipt: _____

Initials & Date

**VIRGINIA INSTITUTE OF PROCUREMENT
 VCA APPLICATION FOR CERTIFICATION**

Please print

To be eligible to register for the Virginia Contracting Associate (VCA) Program you must:

1. Complete both pages of this application and with a copy of your Employee Work Profile or Job Description, **FAX completed application & EWP/ job description to VIP (804) 371-8937.**
2. Receive an approval e-mail with a payment code from VIP stating that you have met the criteria to pursue the designated certification program.

This PDF form can be typed, printed and saved.

Note: Incomplete or unreadable applications will not be processed. Allow four weeks for processing your application.

Name: (As you want it to appear on your VCA certificate)

Applicant Name	
Title	
Agency	
Address	
City	State, Zip
Phone #	Fax #
E-mail	

Purchasing Director (or your supervisor if you are not in a purchasing office)

Name	
Title	
Agency	
Address	
City	State, Zip
Phone #	Fax #
E-mail	

Agency Head (complete information is needed for notification of certification)

Name	
Title	
Agency	
Address	
City	State, Zip
Phone #	Fax #
E-mail	

Purchasing Director's signature verifying that information submitted on this application is correct. (If you are not in a purchasing office, signature of your supervisor.)

Signature	Date
Title	



**VIRGINIA INSTITUTE OF PROCUREMENT
APPLICATION FOR VCA CERTIFICATION**

Virginia Contracting Associate

I am applying for the Virginia Contracting Associate Officer Certification Program and meet the following criteria:

- 1) Job consists of 10% or more of purchasing related activities
- 2) Perform one or more of the following job duties: (Check all that apply)
 - Initiate purchase orders using eVA
 - Purchase from state contracts, mandatory sources or routine office supplies
 - Conduct procurement research (specifications, vendors, prices, usage reports) for buyers
 - Use eVA reporting tools
 - Process procurement expenditures
 - Maintain buyer contract files or assist with contract administration
 - Use Small Purchase Charge Card to execute purchases
 - Assist in evaluating supplier performance or provide purchasing customer service
 - Coordinate surplus property activities
 - Occupy a position requiring basic knowledge of procurement laws, guidelines or eProcurement tools.

Note: Certification exams reflect current procurement law and policies. If you choose not to take the exam following the class, you are responsible for learning any changes in procurement law and policies made between the date you took the class and the date you take the exam.

You have 24 months to retake your VCA exam from the date of the class. After 24 months the program must be attended again to take and pass the exam to certify for VCA

We must receive payment for classes to ensure class registration for a scheduled date.

I have read the eligibility criteria for the Virginia Institute of Procurement Certification Programs and submit this application for approval.

I agree to abide by the provisions of Article 6 - Ethics in Public Contracting - of the Virginia Public Procurement Act, §§ 2.2-4367 through 2.2-4377 of the Code of Virginia. Any ethical violation may result in the revocation of the VCA or VCO certification.

Signature

Date