



2015-2016 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. Mail the application to VIP, Division Purchases and Supply, 7th floor, 1111 East Broad St, PO Box 1199, Richmond, VA 23218-1199 or fax to 804.371.8937 or email vipregistration@dgs.virginia.gov.

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 5th 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.
- 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.

Application Checklist

- Check VIP website Resources 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: _____

Title _____

Agency _____

Department/Div _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Original Certificate Issue Date: VCA VCO

Certificate Expiration Date: VCA VCO



2015-2016 VCA/VCO Recertification Application



SECTION 2 RECERTIFICATION REQUIREMENTS

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Category A : Education and Training	Hours per activity	Maximum hours allowed for Recertification Period	Hours Claimed
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.			
DELIVERY PLATFORM: CLASSROOM			
DPS/VIP Forum, Seminars	Up to 40	60	
National Professional Organization sponsored Forums/seminars (NIGP, NASPO, ISM) and seminars by national training org (ESI, CMA, Covey, Karass)	Up to 24	48	
COVA ESI(18 contact hours) CMI (30 contact hours)	Up to 30	30	
Chapter/Regional VAGP, ISM, CAPA Forum/ Seminars	Up to 16	40	
Credit courses offered by an accredited college or University (1 semester hour = 16 contact hours)	Up to 32 (2 credit hrs)	32	
BCOM Seminars for VCCO or other approved construction related seminars	Up to 16	20 if pass VCCO exam	
Agency Procurement Seminars/Conferences (Agenda documentation must be included w/applic)	Up to 16	16 VCA 32 VCO	
Bkft/Lunch/Dinner meetings that include a speaker = 1 contact hour (e.g. CAPA lunch meetings)	1	7	
DELIVERY PLATFORM: ONLINE			
Courses (Must be minimum 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			
National Professional Organization sponsored courses (Contact hours are determined by the institution that created the seminar) e.g. Skillsoft; NIGP; ISM	Up to 32	10 VCA 32 VCO	
Credit courses offered by an accredited college or University (ex: 1 semester hour = 16 contact hours)	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 hours	Up to 32	10 VCA 32 VCO	
CPE Store Self Study	Up to 14	7 VCA 14 VCO	
Online Procurement Webinars with certificate – one contact hour minimum	Up to 1.5	7	
Total Hours claimed in Category A Transfer to Summary of Hours			



2015-2016 VCA/VCO Recertification Application



Category B: Professional Contributions A Maximum of <u>48 hours</u> may be claimed in this category	Hours per activity	Maximum hours allowed for Recertification Period	Hours Claimed
Leadership			
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 qualify	5	5	
Self – developed *Procurement related Presentations (Minimum 1 hour presentation) May only be claimed once regardless of times presented			
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	
Local, chapter or Regional Meeting speaker e.g. luncheon speaker 1.5 x 1 hour presentation = 1.5 contact hours.	1.5	4.5	
Self – developed Instruction (May only claim class once regardless of how many times taught)			
Instructor for College Credit Course on procurement content 1.5 X 16 = 24 for 1 college credit course	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 500 words.	10	10	
Published article on purchasing related topic in a local or regional publication. Article should be a min of 500 words.	3	6	
Total Hours claimed in Category B Transfer to Summary of Hours			

**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.

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

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: _____