



2017 APPLICATION FOR VCO CERTIFICATION

Please print

Date:

To be eligible to register for the Virginia Contracting Officer (VCO) Certification Program you must: Complete both pages of this application and with a copy of your Employee Work Profile or job description, documentation of VCA certification and proof of performing complex procurement, scan and email to vipregistration@dgs.virginia.gov or FAX to VIP (804) 371-8937, when approved you will receive an approval e-mail 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 would want it to appear on your certificate)

| | |
|---------|------------|
| 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, submit signature of your supervisor.)

| | |
|-----------|------|
| Signature | Date |
| Title | |

**VIRGINIA INSTITUTE OF PROCUREMENT
2017 APPLICATION FOR VCO CERTIFICATION**

I am a VA state/local government employee applying for the Virginia Contracting Officer Certification Program and meet ALL the following REQUIRED criteria:

I. Job Position: (*Must be able to place X in all four criteria*)

- _____ (1) *Procurement Officer I* role in Career Group – Procurement Services #19150 or equivalent position and responsibilities. See <https://vip.dgs.virginia.gov/vco-certification-criteria.html>
- _____ (2) State pay grade 4 or higher
- _____ (3) Job consists of 50% or more of purchasing related activities which includes both small and complex procurements and have purchasing authority over \$100,000.
- _____ (4) Six months of experience in a position with 50% procurement responsibilities.

II. VCA Certification

_____ Year of certification

Documents or evidence required to support Application

1. EWP or job description, not job advertisement, to support *I. Job Position*
2. A copy of VCA certification or letter
3. Proof of performing complex procurement by a sealed IFB or RFP award notice on eVA VBO or submit a cover page of the solicitation **and** awards notice for a sealed IFB or RFP. The IFB or RFP must be issued in the past year with your name as the contracting officer for the solicitation

Once the application is approved, you have one year from the date of approval to schedule and take the VCO course and exam or you will need to reapply for approval.

You must take and pass the VCO exam within two years of taking the VCO course.

Class registration and payment must be completed to ensure a class seat 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