



VIRGINIA INSTITUTE OF PROCUREMENT 2016 APPLICATION FOR VCO CERTIFICATION

To be eligible to register for the Virginia Contracting Officer (VCO) Certification Program you must:

Complete both pages of this application and submit:

- * a copy of your Employee Work Profile or job description
- * documentation of education
- * 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	

Signature of Purchasing Director

Date

**VIRGINIA INSTITUTE OF PROCUREMENT
2016 APPLICATION FOR VCO CERTIFICATION**

I am a 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 check all four criteria in this section.)

- _____ (1) Procurement Officer I role in Career Group – Procurement Services #19150 or higher or equivalent position and responsibilities. See <https://vip.dgs.virginia.gov/vco-certification-criteria.html>
- _____ (2) State pay band 4 or higher or equivalent local pay grade/band
- _____ (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. (Job description must reflect the above level of responsibility or confirmation by your supervisor will be required in the form of a letter)
- _____ (4) One year experience in a position with 50% procurement responsibilities; or VCA certificate and six months of experience in a position with 50% procurement responsibilities.

II. Education (Click a, b or c.)

- High School education or equivalent plus ONE of the following:
- a. Associate Degree* or higher from an accredited institution of higher education with six college credits in purchasing courses**
 - b. 48 contact hours in purchasing seminars**
 - c. Virginia Contracting Associate certificate (you will be responsible for knowing the information in the VCA program for the VCO exam whether or not you attend the class)
- * A transcript must be included with the application and the courses highlighted. Unofficial transcript is acceptable.
- **Purchasing courses/seminars include, but are not limited to: accounting, law, business finance, contracts, purchasing, economics, ethics, project management, business mgt, leadership

III. Documents or evidence required to support Application

- 1. Employee Work Profile or position, not a job posting, to support the above *I. Job Position*. Name must be on document.
- 2. Documents to support what you choose for *II. Education; a, b or c*.
- 3. Proof of performing complex procurement over \$100,000 by an IFB or RFP award notice on eVA VBO or submit a cover page and awards notice for an IFB or RFP in the past year with your name as the contracting officer for the solicitation.

Once 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