

# VCA/VCO Recertification Guidelines & Resources

## I. Recertification Guidelines

### 2018 Recertification Changes

*Category A: Tradeshows in conjunction with procurement conferences will no longer be considered for recertification contact hours except for the DPS Forum.*

*Category B: Professional Contributions will be a maximum of 20 hours for the recertification term.*

### 2017 Recertification Guidelines

The following is an explanation of the VCA/VCO recertification application event and maximum term contact hours. A contact hour is one clock hour.

VCA certificate holders need 20 contact hours during a five year recertification term with 10 hours acquired in the last two years of the recertification term. VCO certificate holders need 60 contact hours during a five year recertification term with 20 hours acquired in the last two years of the recertification term. Contact hours exceeding the total required for a recertification term may not be carried over to the following recertification term.

#### A. **Maximum Contact Hours per Source**

<b>SOURCE</b>	<b>MAX PER EVENT</b>	<b>MAX PER RECERTIFICATION TERM</b>
<b>Category A: Education and Training – 20 VCA /60 VCO Contact Hours may be claimed in this category and will meet recertification requirements.</b>		
<b>DELIVERY PLATFORM: INSTRUCTOR-LED CLASSROOM OR ONLINE</b>		
DPS/VIP FORUM	UNLIMITED Contact Hours	The DPS/VIP Forum may account for all VCA/VCO contact hours during the recertification term as long as you acquire the necessary hours for the last two years of your recertification term
VIP Courses	UNLIMITED Contact Hours	The VIP APSPM manual course is the only repeatable course allowed during the recertification term. It may be repeated once

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SOURCE	MAX PER EVENT	MAX PER RECERTIFICATION TERM
National Procurement Professional Organization sponsored conferences/seminars NIGP, ISM, NASPO etc.	VCA Up to 10 Contact Hours VCO Up to 24 Contact Hours	VCA – 10 Contact Hours VCO - 48 Contact Hours
National Professional Education Organization procurement related seminars Becker, AMA, CareerTrack etc.	VCA - Up to 10 Contact Hours VCO – Up to 32 Contact Hours	VCA - Up to 10 Contact Hours VCO – Up to 32 Contact Hours
VCU Performance Mgt Grp ESI, CMI or VEI courses	Up to 30 Contact Hours	Up to 30 Contact Hours
VAGP, CAPA, ISM Chapters Conferences/seminars	VCA/VCO Up to 16 Contact hours	VCA Up to 20 Contact Hours VCO up to 40 Contact Hours
University/College accredited procurement related courses	VCA – Up to 16 Contact Hrs. VCO - Up to 32 Contact Hrs.	VCA – Up to 16 Contact Hrs. VCO - Up to 32 Contact Hrs.
Construction: BCOM seminars for VCCO or approved construction related seminars	VCO ONLY Up to 16 Contact Hours	VCO ONLY Up to 16 Contact Hours 20 Contact Hours if pass VCCO Exam
DOA SPPC Card Summit or National Purchase Card Conference	VCA - Up to 7 Contact Hours VCO - Up to 24 Contact Hours for National Conference	VCA - Up to 14 Contact Hours VCO - Up to 24 Contact Hours
Agency/Entity sponsored procurement conferences/seminars	Up to 16 Contact Hours	VCA – Up to 16 Contact Hours VCO – Up to 32 Contact Hours
Bkft/Lunch/Dinner procurement meetings that include a speaker	One Contact Hour	Up to 7 Contact Hours
“Live” Procurement related Webinars with certificate	One to 1.5 Contact Hours	Up to 7 Contact Hours
<b>DELIVERY PLATFORM: Asynchronous Online Courses or Self Study</b>		
National Professional Organization sponsored	VCA - Up to 16 Contact Hours	VCA - Up to 20 Contact Hours

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SOURCE	MAX PER EVENT	MAX PER RECERTIFICATION TERM
courses e.g. NIGP, NASPO, ISM, etc.	VCO – Up to 24 Contact Hours	VCO – Up to 48 Contact Hours
National Professional Education Organization procurement related seminars Becker, SkillSoft, TwentyEighty etc.	VCA - Up to 10 Contact Hours VCO – Up to 24 Contact Hours	VCA - Up to 10 Contact Hours VCO – Up to 24 Contact Hours
Credit courses offered by an accredited college or university	VCA - Up to 10 Contact Hours VCO – Up to 32 Contact Hours	VCA - Up to 10 Contact Hours VCO – Up to 32 Contact Hours
Non-credit college/university courses sponsored by Coursera.org or similar organization (Multiply lowest # hrs. x # of weeks = total contact hours)	VCA - Up to 10 Contact Hours VCO – Up to 32 Contact Hours	VCA - Up to 10 Contact Hours VCO – Up to 32 Contact Hours
Self-Study courses Ex: CPE Store Self-Study courses must be approved by VIP	VCA – Up to 7 Contact Hrs. VCO – Up to 14 Contact Hrs.	VCA – Up to 7 Contact Hrs. VCO – Up to 14 Contact Hrs.
<b>Category B: Professional Contributions: Max 48 Contact Hours may be claimed in this category</b>		
National Officer: NIGP, NASPO, ISM	20 Contact Hours	20 Contact Hours
National Board Member other than officer, National Committee Member: NIGP, NASPO, ISM	10 Contact Hours	10 Contact Hours
Chapter Officer: CAPA, VAGA, ISM	15 Contact Hours	15 Contact Hours
Committee Chairperson: CAPA, VAGP, ISM	5 Contact Hours	5 Contact Hours
National Purchasing Conference or qualifying purchasing workshop speaker e.g. NIGP (5 X 1.0 hour presentation = 5 contact hours)	Up to 15 Contact Hours	Up to 15 Contact Hours

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SOURCE	MAX PER EVENT	MAX PER RECERTIFICATION TERM
DPS/VIP FORUM speaker 3 x 1.0 = 3 contact hours	Up to 6 Contact Hours	Up to 12 Contact Hours
Local Procurement Chapter meeting speaker (1.5 x 1 hour presentation = 1.5 contact hour)	1.5 Contact Hours	Up to 4.5 Contact Hours
Instructor for College Credit Course on procurement content (1.5 x # hours of instruction)	Up to 48 Contact Hours	Up to 48 Contact Hours
NIGP certified instructor for NIGP seminars and/or Facilitator for VIP purchasing seminars 1.5 x 1.0 contact hour	Up to 36 Contact Hours	Up to 36 Contact Hours
Published article in a national publication on a purchasing-related topic. Min 500 words	10 Contact Hours	10 Contact Hours
Published article in a local publication on a purchasing-related topic. Min 500 words	3 Contact Hours	6 Contact Hours

### **B. What does not qualify?**

- Any event or presentation less than one contact hour
- Mandatory courses for your job (Example: Security, Conflict of Interest, HR, SPCC)
- Mechanical courses to perform your job (Example: eVA, Microsoft, Cardinal)
- Networking, business meetings, surveys, local or regional committees
- Tradeshows not in conjunction with a procurement conference. Trade shows held in conjunction with a procurement conference may count for two contact hours in 2017. In 2018, no trade shows will be acceptable contact hours except the DPS Public Procurement Forum.
- External Events added to LMS transcripts by the certificate holder.
- Events without proper documentation
- Self-study courses, construction, and questionable procurement related courses that have not been approved by VIP. Resources on the VIP website have been approved.

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- Event contact hours that exceed the maximum for the event or recertification term

### C. Employment Status

A VCA/VCO certificate holder may either be retired or working in a non-procurement capacity, in either private or public sector and still recertify. There is no employment requirement for recertification.

### D. Procurement related Courses (Classroom or Online)

**Accounting Courses:** General accounting, cost accounting, managerial accounting

**Economics Courses:** Managerial, macro, micro

**Ethics:** Business or professional ethics

**Finance Courses:** Business or governmental

**Legal Courses:** Business law, contract law, government contract law, legal environment of business

**Management Courses:** Organizational theory and behavior, public administration, project management

**Human Resources Courses:** Employee performance and development, Knowledge management, Training, Adult Learning, Facilitation skills

**Procurement:** Contract Management and Administration, Negotiations, Total Cost of Ownership, cost/price analysis, strategic sourcing, spend analytics, demand management, category management, writing specifications/contracts etc.

**Transportation Courses:** Physical Distribution, traffic management, logistics

**Leadership Courses:** Theories and Models of Leadership, Critical Thinking and Methods of Inquiry, Leadership Ethics, Group Dynamics, Leadership in Organizations, Leading Change, Leadership in a Diverse Society, Conflict Resolution

## II. Resources

**Virginia Institute of Procurement courses**

**DGS/DPS Forum**

**The Virginia Institute of Procurement accepts procurement training sponsored and/or delivered by these organizations:**

1. National Institute of Governmental Purchasing NIGP - <http://www.nigp.org/>
2. National Association of State Procurement Officials NASPO - <http://www.naspo.org/dnn/Procurement-University/Course-Catalog>
3. Institute of Supply Management ISM - <https://www.instituteforsupplymanagement.org/education/content.cfm?ItemNumber=30458&SSO=1>
4. National Association of Educational Procurement NAEP - <http://www.naepnet.org/>

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5. National Contract Management Association NCMA - <http://www.ncmahq.org/>
6. National Procurement Institute NPI - <https://npiconnection.org/home/index.asp>
7. Capital Area Purchasing Association CAPA - <http://capavirginia.org/>
8. Virginia Association of Governmental Purchasing VAGP - <https://www.vagp.org/index.cfm>

**Note:** Your attendance is the only time you can count, regardless of how long the event is scheduled.

**Coursera.org** Coursera is an education company that partners with the top universities and organizations in the world to offer courses online. Procurement related courses in Business, Personal Development and Social Sciences are acceptable contact hours for VCA/VCO. Contact hours are determined by the number of weeks times the lesser number of hours/week and the maximum allowed per recertification period. A certificate of completion is required for documentation.

**Old Dominion University** has a Graduate Certificate Program in Public Procurement. Successful Completion of the program will earn 60 contact hours, total recertification hours for the term in which it is completed as long as the contact hours have not been used in a prior recertification term.

**Bureau of Capital Outlay Management** has two courses which are acceptable for VCO recertification:

1. Construction & Professional Services two-day seminar in application and use of the CPSM = 16 hours
2. Virginia Construction Contracting Officer (VCCO) two-day seminar = 16 hours

A maximum of 16 hours in construction related training is allowed during the recertification term. Construction-related topics other than BCOM courses will be evaluated on a case-by-case basis.

### **VCU Performance Management Group COV workshops**

Virginia Executive Institute = max 30 hours may be claimed

Commonwealth Management Institute = max 30 hours may be claimed

Experienced Supervisor's Institute = 18 hours

Fundamentals for Supervisors = 18 hours

### **Franklin Covey (Classroom and Online)**

Classroom trainer must be a certified Franklin Covey instructor.

- The 7 Habits of Highly Effective People = 24 contact hours
- The 7 Habits of Highly Effective People for Managers = 16 contact hours
- The 8<sup>th</sup> Habit: Unleashing the Greatness in Yourself and Others = 16 contact hours

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- Leading at the Speed of Trust = 16 contact hours
- The 5 Choices to Extraordinary Productivity = 16 contact hours
- Business Skills Online

### Self-Study

CPE Store provides self-study continuing education courses to CPAs and other certifications in the accounting field. The maximum amount of contact hours you can claim for a course is determined by the Recertification guidelines, not the number of contact hours for the course. The following are courses approved by VIP: Accounting for Managers, Faces of Fraud, Fraud Audit, Principles of Fraud Examination, Budgeting, Buying a Business, Business Ratios, Financial Analysis, Inventory Management, Writing a Business Plan, Ethics: Professional Rules of Conduct, Ethics: Understanding Unethical Behavior and Successful Time Management.

**For recertification approval** of events or procurement related topic not listed contact VIP at [VIPregistration@dgs.virginia.gov](mailto:VIPregistration@dgs.virginia.gov). Please attach the following information/documentation for review:

- Agenda w/contact hours
- Name of the sponsor

### Acceptable Forms of Documentation

- Syllabus or course outline that includes course title, description of topics, schedule of activities and specific dates, name of sponsoring organization; speakers, and location. NIGP transcript is allowable for NIGP National conference
- *Procurement learning events only*: Proof of attendance may be documented using a certificate of training/attendance or recertification documentation form supplied by the sponsor.
- College or University level coursework requires a college transcript or certificate of completion
- All documentation must show contact hours.
- LMS Transcripts are not an acceptable form of documentation.