



# FAQ

## Statewide Procurement Training Policy and Procedure

### My certification is current. Do I need to take any action under the new policy and procedure?

No. You only need to take action if your certification is expiring.

### What should I do if my existing OPAC certification is expiring?

If your OPAC expires in 2019, use the old recertification criteria of obtaining 21 training points (14 pts from DAS PS, 7 pts other). This recertification is good for three years.

If your OPAC expires *after* 2019, recertify using the new standards of obtaining 50 contact hours from any procurement related source, and passing the OPAC certification exam.

### When will the new exams be available?

OPBC launches March 2019	OPIC launches summer of 2019	OPAC launches in early 2020
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### If I get the OPAC, do I also have to maintain my lower level certification(s)?

No. OPAC is the advanced level certification that demonstrates accomplished procurement training and experience.

### Is it possible to get the OPAC and continue maintaining separate lower level certification(s)?

There's no need to maintain lower level certifications as the OPAC demonstrates the highest level of training and experience.

### What qualifies as "Oregon Public Procurement Training"?

Oregon Public Procurement Training is training developed and delivered by an Oregon state public entity, predominately related to Procurement, concurs with the Oregon Procurement Body of Knowledge (OPBoK), contains a formal assessment and is approved by the State Chief Procurement Officer. DAS PS maintains a list of approved Oregon Public Procurement Training for certification purposes.

### What qualifies as "Other Procurement-related Training or Education"?

Other Procurement-related Training or Education is training or education developed and delivered by a non-Oregon Public Procurement entity predominately related to procurement. This training or education must provide proof of attendance that includes applicant's name, title of the activity or event, date and location, name of the provider, and number of Contact Hours. To qualify for certification, the Other Procurement-related Training or Education must be completed within the most recent five years prior to the certification application date.

### What is "full-time equivalent" procurement experience?

Full-time equivalent experience means working in a position where the majority of job duties are public procurement related. This majority percentage must be reflected in an official position description.

*Example: 51% or more of my job duties relate to public procurement and I've been on the job for one-year. This qualifies as one-year of "full-time equivalent" procurement experience.*

*Example: 25% of my job duties relate to public procurement and I've been on the job for four years. This does not qualify as one-year of "full-time equivalent" procurement experience because the majority of duties aren't related to procurement.*

### How long are certifications valid?

Five years from the effective date of certification.

### Are the certification programs open to local government employees from Metro, cities, or counties?

Yes.

## **Are there any prerequisites for admission into the certification programs?**

No.

## **Is construction contracting considered “procurement” in terms of certification?**

Yes.

## **Should I start earning contact hours now if I want to take the OPAC exam in Jan. 2020?**

Absolutely.

## **What happens to my Oregon Contract Administration Certificate (OCAC) when it expires?**

The OCAC certificate ends upon expiration. This program was replaced by the Contract Administration Training Certificate. You can obtain the new certificate by taking the 11 online training modules in iLearn.

## **How recent do my contact hours and experience need to be to count for certification?**

Contact hours must be within the most recent five years, and experience within the most recent ten years.

## **What happened to the Oregon Contract Administration Certificate (OCAC), Oregon Small Procurement Certificate (OSPC), and Administrative Certificate for Procurement (ACOP)?**

The OCAC was replaced with the Contract Administration Training Certificate. The others were discontinued in 2017 and the certificates end upon expiration.