



Applicant name _____ Applicant phone _____

Applicant email _____

Course title _____ Date _____

Course contact information (will be posted on OMES Form CP 006, Approved Continuing Education Courses):

Email _____ Phone _____

Verification of attendance (i.e., certificate, sign-in, etc.) _____

Total number of CEUs being requested, not including breaks and meals _____

Required attachments to submit with this request:

- Course summary for short sessions.
- Agenda with timeline for conferences, multi-topic sessions or courses with multiple speakers.
- Presenter name(s) and credentials.
- Learner outcomes.

All supporting documentation must be combined into one email and must be received a minimum of 10 business days prior to the course date. Send to procurement.training@omes.ok.gov for review.

- **This training course shall be conducted and completed as advertised.**
- **The course objective must be comprised of topics related to the principles of state procurement practices as illustrated in both the Oklahoma Central Purchasing Act and the Oklahoma Central Purchasing Division Administrative Rules.**
- **For in-person classes, attendance shall be documented by completing the sign-in sheet at the beginning of each course session.**
- **Sponsor is responsible to submit attendance verification and evaluations by email to OMES Procurement Training within five business days after course completion.**
- **In all events, an instructional hour will contain at least 50 minutes, not including breaks. Partial credits will not be awarded.**

Notice of findings (to be completed by OMES Procurement Training).	
<input type="checkbox"/>	Approved for ____ CEU credits
<input type="checkbox"/>	Denied Reference _____
Staff name _____	Date _____
Appeals should be directed to the state purchasing director.	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
Signature _____	Date _____