



State of Oklahoma  
Office of Management and Enterprise Services

---

**PROCUREMENT INFORMATION MEMORANDUM 2000-01**

TO: All Certified Procurement Officers

REVISION DATE: January 1, 2015

SUBJECT: Revalidation of Status as a Certified Procurement Officer (CPO)

The State Purchasing Director has developed a course of instruction and subsequent examination and the designation of Certified Procurement Officer (CPO). To assure continued growth and development of the acquisition workforce, a requirement for continued professional education is hereby established.

Continuing professional education is **required** to retain the status of a CPO and this requirement is met by completing a minimum of 24 classroom hours of instruction in **approved courses** within every two years.

Immediately upon completion of the required 24 classroom hours (but not later than December 31 of every 24 month period), each CPO shall document that the continuing professional education requirement has been met.

A CPO may claim continuing education credit only for the compliance period in which the course was completed and credit granted.

Failure by a CPO to complete the required 24 hours of qualifying education within the allowed period will result in suspension of the CPO's purchasing authority.

A suspended CPO must repeat the CPO certification course and demonstrate proficiency in procurement practices by passing the CPO prescribed certification examination.

In the event of **extenuating circumstances**, a CPO shall submit a written request to the State Purchasing Director for reinstatement and an extension of time to allow the CPO to fulfill the required continuing education credits. The State Purchasing Director may approve or deny the request.

A reinstatement approved to allow an extension of time to fulfill education credits shall not exceed three (3) months.

The following are the documentation requirements:

Submit a completed Continuing Education Units Report (OMES-FORM-CPO-006A). The form

is available on the Office of Management and Enterprise Services/Central Purchasing Division website ([https://www.ok.gov/dcs/searchdocs/app/manage\\_documents.php?id=1070](https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=1070)). The form (006a) is revised periodically listing each and every class/date approved for CPO credit in addition to the requirements to verify attendance.

Some CPO approved credited courses will have a certificate issued in addition to a sign-in sheet. CPO's shall submit with the form, a course completion certificate obtained from the course if provided. The completed form must include attendee's name, course title, date of attendance, location, classroom hours, and the name of the organization providing the class. (See below for approval requirements for courses.)

The mailing address is the Office of Management and Enterprise Services, Central Purchasing Division, 2401 N. Lincoln Boulevard, Suite 116, Oklahoma City, Oklahoma 73105; Attn: Vicki Spivey. The fax number is (405) 522-1077.

A listing of all approved courses is developed and published on the Office of Management of Enterprise Services (OMES) website ([Courses Approved](#)). Approved courses will be added to the following list as they are identified:

- a. Identified courses developed and conducted by the Central Purchasing Division,
- b. Courses determined acceptable by the State Purchasing Director.

The purpose of CPO revalidation is to ensure continued education, development, and professional growth of the state acquisition workforce. CPO's are encouraged to recommend other courses for addition by submitting course information to the State Purchasing Director **prior** to attending the course. Courses will be added to the approved list after a determination of applicability and acceptability by the State Purchasing Director.

Point of contact for this Procurement Information Memorandum is Vicki Spivey 405-522-4963, email: [vicki.spivey@omes.ok.gov](mailto:vicki.spivey@omes.ok.gov).



Scott Schlotthauer  
State Purchasing Director