



Email the completed form and all supporting documentation to [procurement.training@omes.ok.gov](mailto:procurement.training@omes.ok.gov) for review at least 10 business days prior to the course date.

### GENERAL INFORMATION

Applicant name	Phone	Email
Course title	Date	
Course contact information (refer to the list of approved classes on <a href="#">OMES Form CP006</a> )		
Email	Phone	

Verification of attendance (certificate, sign-in, etc.):

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

### INSTRUCTIONS AND GUIDELINES

You must include the following attachments with this request in one email:

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

Guidelines:

- 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 OMES Central Purchasing 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 is at least 50 minutes, not including breaks. Partial credits will not be awarded.

### NOTICE OF FINDINGS (OMES PROCUREMENT TRAINING)

- ☐ Approved for \_\_\_\_ CEU credits.
- ☐ Denied – reference:

Staff name	Date
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### SIGNATURE

- ☐ Approved
- ☐ Denied

Signature	Date
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