

CLGPO Certification Appeal Policy

July 1, 2026

I. Policy and Purpose

These standards establish the process and criteria for requesting consideration under the prior version of the Certified Local Government Purchasing Officer (CLGPO) certification requirements because certification standards are changing as of July 1, 2026. The prior guidelines for certification are available [here](#).

The appeals process is intended to provide limited relief for applicants who made substantial progress toward certification under prior requirements and who would experience material hardship or inequity if required to comply fully with the revised CLGPO certification standards. The appeals process is intended to balance fairness to applicants actively pursuing certification under prior standards with the need to preserve the integrity, credibility, and consistent administration of the CLGPO certification program under the new standards.

Participation in the appeals process is discretionary and does not create an entitlement to certification under prior criteria.

II. Eligibility and Timing to Appeal

An applicant may request consideration under prior CLGPO criteria if the applicant demonstrates substantial completion of prior CLGPO requirements before August 1, 2026. “Substantial completion” is defined as meeting the minimum thresholds established in Section III of this Policy.

A request for consideration under the prior CLGPO criteria must be submitted to certification@cagponline.org **no later than September 1, 2026**. Failure of an applicant to submit a request by September 1, 2026 means the applicant must follow the new certification standards.

III. Minimum Threshold for Consideration

To be considered for review under prior CLGPO criteria, the applicant must demonstrate completion **before** August 1, 2026 of **ALL of the following components** according to the prior certification eligibility standards:

- All 4 required core courses at the School of Government;
- 18 of the required 22 certification points; and
- Three years of professional experience in governmental purchasing.

In its sole discretion, the CLGPO Committee may waive or modify some of these thresholds for extraordinary circumstances.

IV. Required Documentation

An appeal must include documentation supporting completed coursework, points, and experience meeting the minimum thresholds in Section III above. Suggested documentation includes:

- School of Government course transcript (available for request [here](#))
- School of Government course completion certificates (available for request from registrar@sog.unc.edu)
- Spreadsheet of accumulated certification points
- Documentation of attendance for any continuing education used for certification points (e.g., certificates of attendance)
- Verification from relevant employer(s) of governmental purchasing experience

The applicant bears the burden of demonstrating eligibility for relief. The Certification Committee reserves the right to request additional information to document compliance with Section III of this Policy, but incomplete applications may be rejected.

V. Available Relief

Following review, the CLGPO Certification Committee may:

- grant the appeal and allow the appellant to continue certification under the prior criteria; or
- deny the appeal and require the appellant to comply with the new certification standards.

Any grant of an appeal is time-limited, and the appellant must meet all certification requirements by October 31, 2027; provided, however, that an appellant who is

granted an appeal may apply for exam and certification in the 2027-2028 certification cycle and sit for the exam in February 2028. If an appellant who is granted an appeal fails to meet the certification requirements by October 31, 2027, the appellant must comply with the new certification standards.

The Committee reserves the right to approve a modified transition plan or impose conditions on an approval for extenuating circumstances. Certification Committee decisions on appeals are final and cannot be appealed.