



Certified Local Government Purchasing Officer Application for Certification

Application Instructions

When to Apply: Applications must be submitted by 11:59 PM on November 1st.

How to Submit: Email completed application in PDF form, in a single PDF file with application appearing first followed by all supporting documentation, to NCAGP Faculty Liaison Crista Cuccaro at cuccaro@sog.unc.edu.

NOTE: If you are applying to take the CLGPO examination prior to obtaining all required certification points and 3 years of professional experience, complete the CLGPO EXAM ONLY application, which is a separate form available [here](#).

If you have any questions about certification points or other questions about qualifications, please email NCAGP Certification Committee Chair, Chris Payne, at chris.payne@greensboro-nc.gov.

Completing the Application:

- A. Applicant Information:** Complete all required information fields.
- B. Core Courses:** List the dates on which all core courses were taken and one NCAGP Conference was attended. NCAGP Conference verification of attendance may be obtained through your profile on the NCAGP website at www.NCAGPonline.org. To document completion of SOG core courses, attach copies of course completion certificates provided by the SOG at the end of each course.
- C. NCAGP Member in Good Standing:** Check the box (yes or no) which indicates your current NCAGP membership status. You **MUST** be a member in good standing of NCAGP to be eligible for certification. You may join or renew your membership online at www.NCAGPonline.org.
- D. CLGPO Examination:** List the date on which you successfully passed the CLGPO written examination. If you retook one or more sections of the exam, list the date on which you passed the retake.
- E. Professional Experience:** Include with the application verification by employer(s) of a minimum of three years' experience as a procurement professional.
- F. Certification Points:**
 - A total of 22 certification points is required. Points may be earned through a combination of professional education, higher education degree, and service to NCAGP. No more than 5 points may be awarded for NCAGP service.
 - Refer to the [CLGPO Policies and Procedures](#) for detailed information on what courses and activities are eligible for credit.



Certified Local Government Purchasing Officer Application for Certification

- Application MUST include documentation verifying attendance for EACH professional education course/seminar for which you seek credit. Documentation must show the number of hours of classroom instruction (excluding breaks, lunch, and other non-instructional activities).
- Application MUST include documentation of substantive content for EACH professional course or seminar for which you seek credit. Documentation can include an agenda, excerpts of written presentation materials, or any other material that will demonstrate content to the Certification Committee.
- If credit is sought for higher education degree, include proof of degree award (such as copy of diploma or transcripts).
- List points total for each category (professional education, higher education degree, and NCAGP service) and add together for total certification points.

If you have any questions about certification points or other questions about qualifications, please email NCAGP Certification Committee Chair, Chris Payne, at chris.payne@greensboro-nc.gov.

THE AWARD OF CERTIFICATION IS MADE IN THE SOLE DISCRETION OF THE CLGPO COMMITTEE. THE COMMITTEE RESERVES THE RIGHT TO AWARD OR DENY CREDIT FOR CERTIFICATION POINTS OR OTHER CERTIFICATION REQUIREMENTS.

IT IS THE SOLE RESPONSIBILITY OF EACH APPLICANT TO SUBMIT A COMPLETE AND WELL-ORGANIZED APPLICATION DEMONSTRATING THE PROFESSIONAL COMPETENCE WORTHY OF CLGPO CERTIFICATION. THE COMMITTEE RESERVES THE RIGHT TO REJECT ANY APPLICATION THAT IS SUBMITTED WITHOUT COMPLETE SUPPORTING DOCUMENTATION AS DESCRIBED ABOVE AND DETAILED MORE FULLY IN THE [CLGPO POLICIES AND PROCEDURES](#). APPLICANTS SHOULD FULLY REVIEW THE [CLGPO POLICIES AND PROCEDURES](#).



Certified Local Government Purchasing Officer Application for Certification

A. Applicant Information

Applicant's Name: _____
 Employer: _____ Telephone: _____
 Address: _____
 City: _____ Zip: _____
 Email: _____

B. Core Courses (attach completion certificates)

Dates Taken

Basic Principles of Local Government Purchasing	_____
Intermediate Purchasing Seminar	_____
Contracting for Construction and Design Services	_____
Introduction to Local Government Finance	_____
NCAGP Spring or Summer Conference	_____

C. NCAGP Member in Good Standing: []Yes []No

D. CLGPO Written Examination _____ (date of passage)

E. Professional Experience (attach verification from employer(s))

F. Certification Points (22 points required)

1. **Professional Education:** (provide detailed listing on next page; note that 7 hours of instruction time is equivalent to one certification point)

Total Professional Education: _____ pts

2. **Higher Education Degree:** (maximum of 6 points)

College/University: _____
 Degree: _____ Date awarded: _____

Total Higher Education Degree: _____ pts

3. **Service to NCAGP:** (maximum of 5 points)

Board of Directors:

Years served _____ @ 1 point/yr. _____ pts

Committee Service:

Committee Chair _____ year _____ @ 1 point ea. _____ pts

Committee member _____ year _____ @ ½ point ea. _____ pts

Instructor:

Course (s) _____ year _____ @ 1 point ea. _____ pts

Course (s) _____ year _____ @ 1 point ea. _____ pts

Total NCAGP Service: _____ pts

Total Certification Points: _____ pts



**Certified Local Government Purchasing Officer
Application for Certification**

Professional Education Detail

Seminar or Class Title ¹	Date(s) Taken	Hours of Instruction	Points ²
Total Professional Education Points			

If you have any questions about certification points or other questions about qualifications, please email NCAGP Certification Committee Chair, Chris Payne, at chris.payne@greensboro-nc.gov.

¹ Applicants MUST include (1) documentation for each seminar or class listed showing verification of attendance and number of hours of classroom instruction and (2) documentation of substantive content.
² Seven hours of classroom (or online) instruction is equal to 1 certification point.