



## Certified Local Government Purchasing Officer Application for EXAM ONLY

### Application Instructions

**When to Apply:** Applications must be submitted by 11:59 PM on November 1<sup>st</sup>.

**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](mailto:cuccaro@sog.unc.edu).

**NOTE:** If you are applying BOTH to take the CLGPO examination AND for certification, complete and submit the application for Certification, which is a separate form available [here](#).

#### **Instructions for 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. Attach copies of course completion certificates provided by SOG at the end of each course. NCAGP Conference verification of attendance may be obtained through your profile on the NCAGP website at [www.NCAGPonline.org](http://www.NCAGPonline.org). If you are satisfying the NCAGP Conference requirement by attending the upcoming conference in March, list the dates of that upcoming conference.
- 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 to sit for the CLGPO examination. You may join/renew your membership online at [www.NCAGPonline.org](http://www.NCAGPonline.org).

**APPROVAL TO SIT FOR THE CLGPO EXAMINATION IS GIVEN 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](#).**



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### A. Applicant Information

Applicant's Name: \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

### B. Core Courses *(attach all required documentation)*

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\*

### Dates Taken

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### C. NCAGP Member in Good Standing: ☐ Yes ☐ No