



Certified Local Government Purchasing Officer

Application for Recertification

Application Instructions

When to Apply: Applications for recertification must be submitted by November 1st of the calendar year in which the current certification expires. For example, if an individual's certification expires on December 31, 2022, the individual must submit a recertification application by November 1, 2022.

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.

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. Issue Date of Certification or Most Recent Recertification:** List the date on which your certification or most recent recertification was issued. This date should appear on your certification or recertification certificate.
- 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 recertification. If your membership has expired, you may renew it online at www.NCAGPonline.org.
- D. Recertification Points:**
- A total of 10 recertification 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.
 - Application **MUST** include documentation verifying attendance for EACH professional education course or seminar for which the applicant seeks 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). Higher education degree points will only be awarded for degrees earned during the 5-year recertification period for which the applicant is applying.
 - List points total for each category (professional education, higher education degree, and NCAGP service) and add together for total recertification points.



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A. Applicant Information:

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

B. Issue date of certification or most recent recertification: _____

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

D. Recertification Points (10 points required):

1. **Professional Education:** *(provide detailed listing on page 2; note that 7 hours of instruction time is equivalent to one certification point)*

Total Professional Education: _____ pts

2. **Higher Education Degree:** *(only eligible if earned since last certification/recertification)*

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 Recertification Points: _____ pts

