

Certified Local Government Purchasing Officer Application for Certification

Submit application to:
CAGP Certification Committee c/o Norma Houston
UNC Chapel Hill, UNC School of Government, CB #3330, Chapel Hill, NC 27599-3330

If you are applying to take the examination prior to obtaining all required certification points, complete sections (A) and (D) only.

A. Core Courses*

	Date Taken
Intro to Local Government Finance	_____
Basic Purchasing	_____
Intermediate Purchasing	_____
Contracting for Construction	_____
Spring or Summer Conference	_____
Management Training Course	_____

* Intro to Local Government Finance is only required if Basic and Intermediate were taken after 8/1/2010. Intro to Local Government Finance may be substituted for a Spring/Summer Conference (as a core course) if Basic and Intermediate were taken before 8/1/2010. No separate Management Training Course is required if Basic and Intermediate were taken after 8/1/2010.

Please attach documentation, including course title, date taken, sponsor, subject(s) and hours of instruction.

B. Certification points (22 required)

Formal Education: 4 points

College/University: _____

Degree: _____ Date: _____

Other college courses (attach transcripts)

Total Formal Education: _____ pts

Professional Education:

Provide detailed listing on attached form

Total Professional Education: _____ pts

Service:

Board of Directors:

Years served _____ @ 1 point/yr. _____ pts

Committee Service:

Committee _____ year ____ @ 1 point ea. _____ pts

Committee _____ year ____ @ 1 point ea. _____ pts

Instructor:

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

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

Total Service: _____ pts

Total Certification Points: _____ pts

C. Experience

Please attach verification by employer(s) of minimum of three years experience as a buyer.

D. Applicant's Name: _____ Email: _____ Date: _____

Employer: _____ Telephone: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Professional Education

Seminar Title*	Date Taken	Points**
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
_____	_____	_____ pts
Total Professional Education		_____ pts

Use additional sheet if needed

** Furnish details if not sponsored by the School of Government or CAGP.

*** Seven (7) hours of instruction = 1 point