



Certified Local Government Purchasing Officer Application for Certification



Application Instructions

When to Apply: Applications must be submitted by November 1st.

How to Submit: Email completed application in pdf form, with application appearing first followed by all supporting documentation, to the CLGPO Certification Committee, c/o Norma Houston, UNC School of Government, nhouston@sog.unc.edu.

Completing the Application:

****If applying to take the CLGPO examination prior to obtaining all required certification points and 3 years of professional experience, complete the CLGPO Examination-Only application.**

- A. **Applicant Information:** Complete all required information fields.
- B. **Core Courses:** List the dates on which all core courses were taken and one CAGP Conference was attended. CAGP Conference verification of attendance may be obtained through your profile on the CAGP website at www.cagponline.org. To document completion of SOG core courses, attach copies of course completion certificates provided by the SOG at the end of each course (because an SOG transcript only documents registration for a course but does not verify completion, SOG transcripts should not be submitted in lieu of the course completion certificates for each course).

Note that Introduction to Local Government Finance is only required if Basic Purchasing **and** Intermediate Purchasing were taken *after* 8/1/2010. Introduction 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.

- C. **CAGP Member in Good Standing:** Check the box (yes or no) which indicates your current CAGP membership status. You **MUST** be a member in good standing of CAGP to be eligible for certification. You may join/renew your membership online at www.cagponline.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.



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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 CAGP. No more than 5 points may be awarded for CAGP 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/seminar for which you seek credit. Documentation must show the number of hours of classroom instruction (excluding breaks, lunch, and other non-instructional activities).
- 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 CAGP service) and add together for total certification points.

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](#).



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A. Applicant Information

Applicant's Name: _____ Date: _____

Employer: _____ Telephone: _____

Address: _____

City: _____ Zip: _____

Email: _____ Fax: _____

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

CAGP Spring or Summer Conference

Management Training Course

C. CAGP 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)

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 CAGP: (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 CAGP Service: _____ pts

Total Certification Points: _____ pts



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Professional Education Detail

Seminar/Class Title*	Date(s) Taken	Hours of Classroom Instruction	Points**
Total Professional Education Points			

Use additional sheet if needed

*Attach documentation for each seminar/class listed showing verification of attendance and number of hours of classroom instruction.

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