



Certified Local Government Purchasing Officer Application for Examination-Only



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 BOTH to take the CLGPO examination AND for certification, complete and submit the application for Certification.**

- 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. Attach copies of course completion certificates provided by 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). CAGP Conference verification of attendance may be obtained through your profile on the CAGP website at www.cagponline.org. If you are satisfying the CAGP Conference requirement by attending the upcoming conference at which you will sit for the exam, list the dates of that upcoming conference.

For the SOG core courses, note that Introduction to Local Government Finance is required only 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 to sit for the CLGPO examination. You may join/renew your membership online at www.cagponline.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.



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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 all required documentation)*

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

Dates Taken

C. CAGP Member in Good Standing: ☐ Yes ☐ No