



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, 2016, the individual must submit a recertification application by November 1, 2016.

How to Submit: Email completed application packet in pdf form to the CLGPO Certification Committee, c/o Norma Houston, UNC School of Government, nhouston@sog.unc.edu. The application form is a fillable pdf; complete the application form, save it to your computer, and merge all supporting documents into one combined pdf with the completed application form appearing first.

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/recertification certificate.
- 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 recertification. If your membership has expired, you may renew it online at www.cagponline.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 CAGP. No more than 5 points may be awarded for CAGP service. Higher education degree points will only be awarded for degrees earned during the 5-year recertification period for which the applicant is applying.
 - 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 the applicant seeks 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 recertification points.



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A. Applicant Information:

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

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

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

D. Recertification Points (10 points required):

1. Professional Education: *(provide detailed listing on page 2)*
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 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 Recertification 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 showing verification of attendance and number of hours of classroom instruction.

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