

# Application for Initial Procurement Training Institute Certification

*Complete the application in its entirety. Please use a blank sheet to submit additional information if needed and include all applicable attachments.*

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Each of the areas where one can claim points towards certification, as detailed below, require documentation. Please attach appropriate documentation supporting the following, as appropriate:

- *Procurement related work experience (a resume will suffice)*
- *Hours/Credits earned in the last 5 years*
- *Procurement related courses taught in the last 5 years*
- *Other than NYC Procurement certification(s)*
- *Documentation that will support points awarded at CCPO discretion*

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*I hereby affirm that I have read and understand the program information as outlined in the Professional Training Initiative Application for Certification, version September 2014 and agree to the policies and procedures as described in the corresponding version of the Professional Standards Framework for Certification and Training of NYC's Procurement Staff. I affirm that the statements and information set herein this application are true and correct, and that any falsification or willful misstatements or omissions intended to mislead MOCS staff will forfeit my right to certification.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit completed application and required documentation to:

**Mayor's Office of Contract Services**  
**Attn: Brandon Chiazza**  
**253 Broadway, 9<sup>th</sup> Floor**  
**New York, NY 10007**

**Phone: 212-442-0568**

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**Requirements for Initial Certification** – Mandatory for all ACCOs, all DACCOs, and MOCS staff as designated by CCPO.

**20 points must be achieved within 2 years of appointment OR within 2 years of effective date of this requirement, whichever is later.**

Please use attachments to provide further information, such as date(s) classes taken/taught or other supporting documentation.

Questions	Point(s) Value	Quantity	Your Points
<b>Years of Service in a Procurement Related Position</b>			
(Minimum = 2 Pts.; Max. = 5 Pts.)			
<b>Please Note Two Years of Service is a Mandatory Requirement.</b>			
How many years of service in procurement professional capacity with City government or other government entity do you have?	1 Point/Year		
<b>College/Graduate Education</b>			
(Maximum = 8 Points) Highest degree now held from accredited institution) * Procurement-related field (e.g., business, law, public administration)			
<b>** Other field</b>			
Doctorate	8 Points		
Master's Degree	6 Points		
Bachelor's Degree	4 Points */ 3 Points **		
Associate Degree	2 Points */ 1 Point **		
<b>Procurement Course Work (Mandatory)</b>			
(Minimum 7 Points, including 2 points for procurement Ethics/Legal Compliance Course and 1 point for APT Training/Course)			
<b>A. Hours/Credits Earned in Last 5 Years</b>			
May be comprised of courses offered by entities cited on application or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken subsequent to highest degree credited above are eligible in this category.			
<b>PTI Courses</b>			
<b>Generic Course</b> (e.g., Cost and Price Analysis; LEAP Courses)	1 Point/7 Course Hours		
<b>City Specific Course</b> (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)	2 Points/7 Course Hours		
<b>Ethics/Legal Compliance Course</b>	2 Points/Course <b>MANDATORY</b>		
<b>NIGP, NAPM or other like professional organization courses</b>	1 Point/7 Course Hours		
College or university procurement related courses (completed with at least a C or, if applicable, passing grade)	2 Points/Course		
<b>City procurement related courses</b> (e.g., VENDEX, FMS)	1 Point/ Course		
<b>APT Trainings/Courses</b>	1 Point/Course <b>MANDATORY</b>		
<b>Procurement related CLE/CPE courses</b>	1 Point/Course		
<b>Audited college or university course or university affiliated procurement related adult education courses</b> (with proof of attendance)	1 Point/Course		

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B. Procurement/ Procurement Related Courses Taught in Last 5 Years			
PTI	4 Points/Course Title		
Other Approved Entity	3 Points/Course Title		
Other Professional Activities			
Other than NYC Procurement Certification (highest level currently held)			(Maximum = 5 Points)
NIGP CPPO	5 Points		
NIGP CPPB	4 Points		
ISM CPM Certification	3 Points		
ISM APP Certification	2 Points		
<b>Certification from another accredited institution</b>	(Points TBD by CCPO)		
Participation/Attendance in Last 5 Yrs. in Professional Activities Approved by CCPO			(Maximum = 12 Points)
Participation as Speaker/Instructor/Panel Member at Approved Prof'l Conf.	2 Points/Conference		
Attendance at Approved Prof'l Conf.	1 Point/Conference		
Excellent Attendance at MOCS/ACCO Monthly Mtgs. (CCPO Determination)	2 Points		
Officer During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	2 Points		
Member During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	1 Point		
Procurement Related Publication			(Maximum = 3 Points)
Articles, manuscripts, text materials (CCPO Determination)	1-3 Points		

	Individual Submission	MOCS Approval
Years of Service	_____	_____
College/Graduate Education	_____	_____
Procurement Course Work		
Ethics/Legal Compliance (Mandatory)	_____	
PTI Classes Taken	_____	
Procurement Related Classes Taught*	_____	
Other Professional Activities*		
<i>Other than NYC Certification</i>	_____	
<i>Participation in Other Activities Approved by CCPO</i>	_____	
<i>Procurement Related Publication</i>	_____	
 Total Points	 _____	 _____

\*Points awarded at the discretion of the CCPO

Approved by Michael Owh, CCPO \_\_\_\_\_

Date \_\_\_\_\_