

Application for Procurement Training Institute Recertification

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:

- *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*

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, 9th Floor
New York, NY 10007

Phone: 212-442-0568

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Requirements for recertification – Mandatory for all ACCOs, DACCOs, and MOCS staff as designated by CCPO – **15 points must be achieved within 5 years of certification/re-certification** -- must include 5 coursework points.)

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
College/Graduate Education			
Points = difference between point value of degree achieved in last 5 years and point value credited for prior degree			
* Procurement-related field (e.g., business, law, public administration) ** Other field			
Doctorate	8 Points		
Master's Degree	6 Points		
Bachelor's Degree	4 Points */ 3 Points **		
Associate Degree	2 Points */ 1 Point *		
Procurement Course Work (Mandatory)			
(Minimum 5 Points, including 2 point for procurement Ethics/Legal Compliance)			
Hours/Credits Earned in Last 5 Years			
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 <u>subsequent</u> to highest degree credited above are eligible in this category.			
PTI Courses			
Generic Course (e.g., Cost and Price Analysis; LEAP Courses)	1 Point/7 Course Hours		
City Specific Course (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)	2 Points/7 Course Hours		
Ethics/Legal Compliance Course – may be generic or City-specific (credit is subject to CCPO approval)	2 Points (as above) MANDATORY		
NIGP, NAPM or other like professional organization courses	1 Point/7 Course Hours		
College or university procurement related courses (completed with at least a C or, if applicable, passing grade)	2 Points/Credit		
City procurement related courses (e.g., VENDEX, FMS)	1 Point/ Course		
APT Trainings/Courses	1 Point/Course		
Procurement related CLE/CPE courses	1 Point/Course		
Audited college or university course or university affiliated procurement related adult education courses (with proof of attendance)	1 Point/Course		
B. Procurement/ Procurement Related Courses Taught in Last 5 Years			
PTI	4 Points/Course Title		
Other Approved Entity	3 Points/Course Title		
PTI Faculty Management (approved by CCPO)	1 Point/Year		

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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		
Certification from another accredited institution	(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 (determined by CCPO)		

Individual Submission		MOCS Approval
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 _____