

**REGISTERED PUBLIC PURCHASING OFFICIAL (RPPO)
Certificate Renewal**

Name (as it is to appear on certificate) _____

** Please indicate preferred "address of record" for dissemination, upon request (OPRA)

Home Address _____

_____ Home phone _____

Employer _____

Business Address _____

_____ Work phone _____

Preferred e-mail address _____

Title _____

RPPO dated _____ QPA expiration date (if certified) _____

The certification renewal period is every three years.

Twenty (20) continuing education contact hours must be earned over this three-year period.

The individual is responsible for retaining all records of attendance, organization membership or program participation.

Send the completed application, attachments, and \$25 fee to:

Rutgers University
Center for Government Services
Public Purchasing
303 George Street, Suite 604
New Brunswick, NJ, 08901-2020

For additional information call 732/932-3640 X 632.

July 2013

CERTIFICATION RENEWALS

Required credit for Recertification must include three (3) continuing education contact hours of “Ethics”. Remaining credits must be in Public Purchasing, of which three (3) may be in Management/Supervision subjects. The applicant is responsible for retaining all records of attendance, organization membership or program participation.

Continuing Education Credit

Continuing education credit can be earned by attendance at seminars, workshops, classes or conferences and through numerous methods of professional development.

Attendance at seminars, workshops, classes and conferences:

Credit is given based on hour-for-hour participation, not to exceed five (5) hours per program. Submitted documentation must indicate program title, date and number of contact hours earned.

Professional development credit assignment:

Acceptable records for submission include certificates of attendance, record of payment of dues, letters of appointment to committees, copies of published articles, copies of instructional material (20+ pages), proof of speaking engagements and teaching assignments.

1 contact hour per membership per year in professional purchasing organizations (GPANJ/NIGP, etc.);

1 contact hour per meeting of above organizations;

1 contact hour per year for holding an office in state, county, and national professional purchasing organizations;

1 contact hour per year for participation on standing or special committees for professional organizations;

2 contact hours per publication of a signed article;

1 contact hour per chapter of instructional material;

5 contact hours per teaching assignment for instructing in purchasing related courses lasting 5 or more hours;

Hour per hour, up to 5 hours, for participation as a speaker, moderator, or panel member in a conference, seminar or workshop.

RPPO CEU RENEWAL RECORD

I. Attendance at seminars, classes, conferences, etc. (attach proof)

Title (seminar, class, conference) ETHICS (Effective 7/1/16)

Sponsor _____ Date, _____, CE contact hours _____

Title (seminar, class, conference) _____

Sponsor _____ Date, _____, CE contact hours _____

Title (seminar, class, conference) _____

Sponsor _____ Date, _____, CE contact hours _____

Title (seminar, class, conference) _____

Sponsor _____ Date, _____, CE contact hours _____

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Sponsor _____ Date, _____, CE contact hours _____

Title (seminar, class, conference) _____

Sponsor _____ Date, _____, CE contact hours _____

Title (seminar, class, conference) _____

Sponsor _____ Date, _____, CE contact hours _____

II. Professional Development (attach proof)

Activities and credit earned: organization membership, service as officer, committee member, meeting attendance, article and instructional material authorship, speaking engagements, etc.

Expired Certificates

Certificates 90 days or more past the expiration date are no longer considered valid.

The holder of an invalid or lapsed certificate who is unable to accumulate the appropriate continuing education credit must take a written exam in order to renew the certification. To confirm the applicant's knowledge of recent developments in the purchasing field, the exam stresses current issues. The exam will be given as deemed necessary by the number of requests received. Renewal will be dated from the month the applicant passes the exam.

Certification renewal through examination is \$50.

If an individual's certification has lapsed and the exam option is not taken, the individual must wait a period of three years from the expiration date before being able to once again apply for the RPPO certification. The applicant must have completed Principles of Public Purchasing 1, 2, and 3 courses not more than 10 years earlier. If the courses were taken prior to then, the courses must be retaken and successfully completed.