

## CERTIFICATION RENEWALS

Required credit for Recertification must include three (3) contact hours of "Ethics" for both RPPO and RPPS certificate holders. 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 and program participation.

### RPPO Certificate Renewals

The certification renewal period is every three years. Twenty (20) continuing education contact hours must be earned over this period.

### RPPS Certificate Renewals

The certification renewal period is every three years. Fifteen (15) continuing education contact hours must be earned over this period.

### 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 or RPPS 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.

## Continuing Education Credits

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 continuing education contact hours earned.

### Professional Development Credit Assignments:

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;

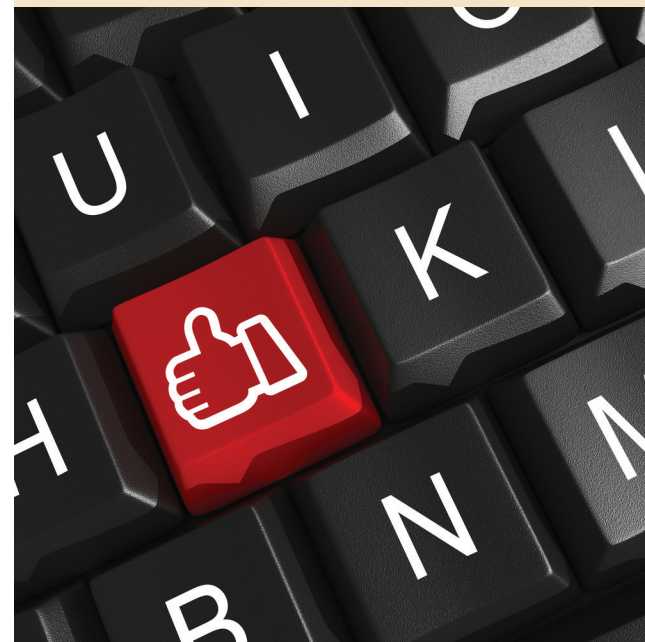
1 contact hour per chapter of instructional material;

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.

CENTER FOR  
GOVERNMENT SERVICES

# PUBLIC PURCHASING CERTIFICATE PROGRAM



**Registered Public Purchasing Official**

**Registered Public Purchasing Specialist**

*Effective July 2013*

**RUTGERS**  
Continuing Studies

## **PUBLIC PURCHASING CERTIFICATE PROGRAM**

A series of courses is offered by Rutgers University for public purchasing officials desiring the Registered Public Purchasing Official or the Registered Public Purchasing Specialist certification. The certifications are awarded by the Center for Government Services and require successful completion of Principles of Public Purchasing 1, 2, and 3 courses, as well as a Municipal Finance Administration course. Time in service requirements must also be met. The courses will also prove valuable to those interested in increasing their knowledge of public purchasing functions.

### **Principles of Public Purchasing 1 (30 hours)**

This introductory purchasing course acquaints municipal and county purchasing agents and other public officials responsible for purchasing with sound purchasing practices and principles.

### **Principles of Public Purchasing 2 (30 hours)**

This second course in the purchasing sequence emphasizes advanced information, ideas and techniques for the experienced county, municipal and public agency purchasing official.

### **Principles of Public Purchasing 3 (30 hours)**

This course covers the competitive process in public purchasing with emphasis on bid specifications and requests for proposals. It will also discuss current issues in the purchasing field.

### **Municipal Finance Administration for Public Purchasing Personnel (26 hours) - OR -**

### **Municipal Finance Administration (for Certified Municipal Finance Officers) (26 hours)**

These introductory courses on municipal finance are designed to provide a foundation for a better understanding of New Jersey local government fiscal affairs. Only one of the above finance courses is required for certification. Please note that the course designed for Public Purchasing Personnel will not satisfy the requirement for NJ DCA Certified Municipal Finance Officer (CMFO) certification.

## **Registered Public Purchasing Official (RPPO) Criteria:**

United States Citizenship;

Receipt of a certificate or diploma issued after completion of study in an approved secondary school or an academic education accepted by the Commissioner of Education of this state as fully equivalent;

Successful completion of Principles of Public Purchasing 1, 2 and 3 courses, as well as a Municipal Finance Administration course. Successful completion requires 80% attendance at each course and a passing grade of 80% for each course's examination;

Current service in the public sector (local, state, federal) with administrative job responsibility such as the purchasing agent, charged with the purchasing responsibility on a day to day basis and authorized by the governing body to contract on behalf of the government unit, with supervisory responsibility for the management of people or programs in a purchasing environment for not less than 5 years;

-OR -

Current service in the public sector (local, state, federal) holding the RPPS certification, having worked directly under the supervision of an RPPO for a minimum of 3 years, and having been appointed to a position with administrative job responsibility such as the purchasing agent, charged with the purchasing responsibility on a day to day basis and authorized by the governing body to contract on behalf of the government unit, with supervisory responsibility for the management of people or programs in a purchasing environment for not less than 2 years.

**NOTE:** Waiver of time in position for 1 year of credit toward the service requirement of 5 years will be given for every 2 years of college credit. A minimum of 3 years experience in the public sector with appropriate job title and responsibility is required. No credit is given for time in the private sector.

Completed application form must be submitted with supporting material and a \$25 application fee.

## **Registered Public Purchasing Specialist (RPPS) Criteria:**

United States Citizenship;

Receipt of a certificate or diploma issued after completion of study in an approved secondary school or an academic education accepted by the Commissioner of Education of this state as fully equivalent;

Successful completion of Principles of Public Purchasing 1, 2 and 3 courses, as well as a Municipal Finance Administration course. Successful completion requires 80% attendance at each course and a passing grade of 80% for each course's examination;

Current service in the public sector (local, state, federal) in the general administration of the purchasing process for not less than three years.

**NOTE:** Waiver of time in position for 1 year of credit toward the service requirement of 3 years will be given for every 2 years of college credit. A minimum of 2 years experience in the public sector with appropriate job responsibility is required. No credit is given for time in the private sector.

Completed application form must be submitted with supporting material and a \$25 application fee.

**Certification and recertification applications can be found at the Center for Government Services website:**

<http://cgs.rutgers.edu/publicpurchasing>

**Mail complete documentation package to:  
Public Purchasing Program  
Center for Government Services  
Rutgers Lifelong Learning Center  
3 Rutgers Plaza, 3<sup>rd</sup> Floor  
New Brunswick, NJ 08901**

**Additional information is available by calling:  
848-932-4731**