

**REGISTERED PUBLIC PURCHASING SPECIALIST
Application Form**

Name (as it is to appear on a certificate - PLEASE PRINT CLEARLY)

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

Home Address _____

Employer _____ Job Title _____

Business Address _____

Work Phone _____ Preferred e-mail address _____

I certify that I am a United States Citizen _____ (initial) Year of High School Graduation _____

Higher Education _____
(if claiming college credit: institution, degree, date received)

What are your duties in the purchasing function? _____

Have you obtained the QPA certification from the DCA, Division of Local Government Services? _____

If yes, what is your recertification cycle's time frame (month/year)? _____

Check list of items to be attached:

_____ Copies of course certificates.

_____ Current job description, including title, duties specific to your entity's purchasing process, and time in position.
* Be as detailed as possible. Do not submit a generic (DOP) job description.

_____ Notarized certification of service by appointing authority confirming your appointment, title, time in position and job description.

_____ College transcript or diploma (if applicable).

_____ Previous job description (if applicable), including title, duties specific to your entity's purchasing process, and time in position. * Be as detailed as possible. Do not submit a generic (DOP) job description.

_____ \$25 fee payable to Rutgers University Check # _____ Voucher # _____

Signature _____ Date _____

Send this form, supporting material and a non-refundable application fee of \$25 (payable to Rutgers University) to:

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

REGISTERED PUBLIC PURCHASING SPECIALIST

Certification Criteria

Rutgers, The State University of New Jersey, Center for Government Services (CGS), will accept applications for registration as a Registered Public Purchasing Specialist in the State of New Jersey. A written application shall be submitted on a form provided by CGS, along with additional supporting information that indicates the applicant has met the following criteria:

1. Applicant is a citizen of the United States;
2. Applicant has obtained a certificate or diploma issued after completion of study in an approved secondary school or equivalent;
3. Applicant has successfully completed Principles of Public Purchasing 1, 2, and 3, and a Municipal Finance Administration courses offered by CGS. Proof in the form of certificate copies must be submitted with application;
4. Applicant is serving in the public sector (local, state, federal) in the general administration of the purchasing process for not less than 3 years. While in this position the applicant must, for example, act as a buyer, make vendor contacts, coordinate specifications, review quotes and bids, administer contracts, review financial statements, maintain inventory control, participate in the development of departmental budgets, assist in departmental personnel management or other similar responsibilities;
5. Applicant's purchasing duties and time in position are attested to by the chief executive officer or appointing authority on the questionnaire form;
6. Payment of a non-refundable processing fee of \$25 upon submission.

Waiver of Time in Position

One year of credit toward the service requirement of three years will be given for two or more years of college credit earned by the applicant. Proof of college credit in the form of transcript or diploma must be submitted with application.

A minimum of three years experience in the public sector with appropriate job title and responsibility is required.

No credit is given for time in private sector.

Upon finding by the CGS that the applicant has met the qualifications set forth above, a Registered Public Purchasing Specialist Certificate will be awarded. The certificate is renewable every three years, with proof of fifteen (15) continuing education credit hours over the following three-year period.

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

REGISTERED PUBLIC PURCHASING SPECIALIST

Prior Experience Questionnaire

Complete this portion of the form ONLY if you are claiming public purchasing duties from a previous position. Private sector experience is not accepted.

What was the official job title of your previous position? _____

How long did you hold this title? From: _____ to: _____

What was the name of your governmental unit employer? _____

What were your duties in the purchasing function? _____

I attest that the above statements are true and accurate and authorize the Center for Government Services to inquire as to my employment experience as may be necessary.

Signature _____
Applicant

Date _____

Signature _____
Applicant's Supervisor or Appointing Authority from Previous Position

Date _____