



RUTGERS-NEW BRUNSWICK
Center for Government Services

Center for Government Services
Rutgers, the State University of New Jersey
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901
www.cgs.rutgers.edu

**REGISTERED PUBLIC PURCHASING SPECIALIST
APPLICATION FORM**

Please do not staple documents together

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)

Have you obtained the QPA certification? ____ If yes, when does your QPA certification expire (month/year)? ____

Check list of items to be attached:

_____ Copies of course certificates.

_____ Current job description as identified in your government unit's documentation (administrative code, etc.), including title and duties specific to the purchasing process. Be as detailed as possible. Do not submit a generic (DOP) job description.

_____ Previous job description (if applicable) as identified in your government unit's documentation (administrative code, etc.), including title and duties specific to the purchasing process. Be as detailed as possible. Do not submit a generic (DOP) job description.

_____ Notarized certification of service by appointing authorities confirming your appointments, titles, time in position and job descriptions (Attachments A-1 – and A-2, if applicable).

_____ College transcript or diploma (if applicable).

_____ \$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 Lifelong Learning Center 3 Rutgers Plaza, 3rd Floor
New Brunswick, 08901

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 appointing authority and notarized on Appendix A;
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 of 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 848-932-4731.

ATTACHMENT A-1

CURRENT POSITION
NOTARIZED CERTIFICATION OF SERVICE

TITLE	FULL or PART TIME	DATES IN POSITION Start/End	CURRENT POSITION DESCRIPTION List all duties routinely performed by you	% OF TIME ON PURCHASING FUNCTIONS

Name of Appointing Authority

Signature of Appointing Authority

Date

Government Unit

NOTARY

ATTACHMENT A-2

**PRIOR POSITION
NOTARIZED CERTIFICATION OF SERVICE**

TITLE	FULL or PART TIME	DATES IN POSITION Start/End	PRIOR POSITION DESCRIPTION List all duties routinely performed by you	% OF TIME ON PURCHASING FUNCTIONS

Name of Appointing Authority

Signature of Appointing Authority

Date

Government Unit

NOTARY