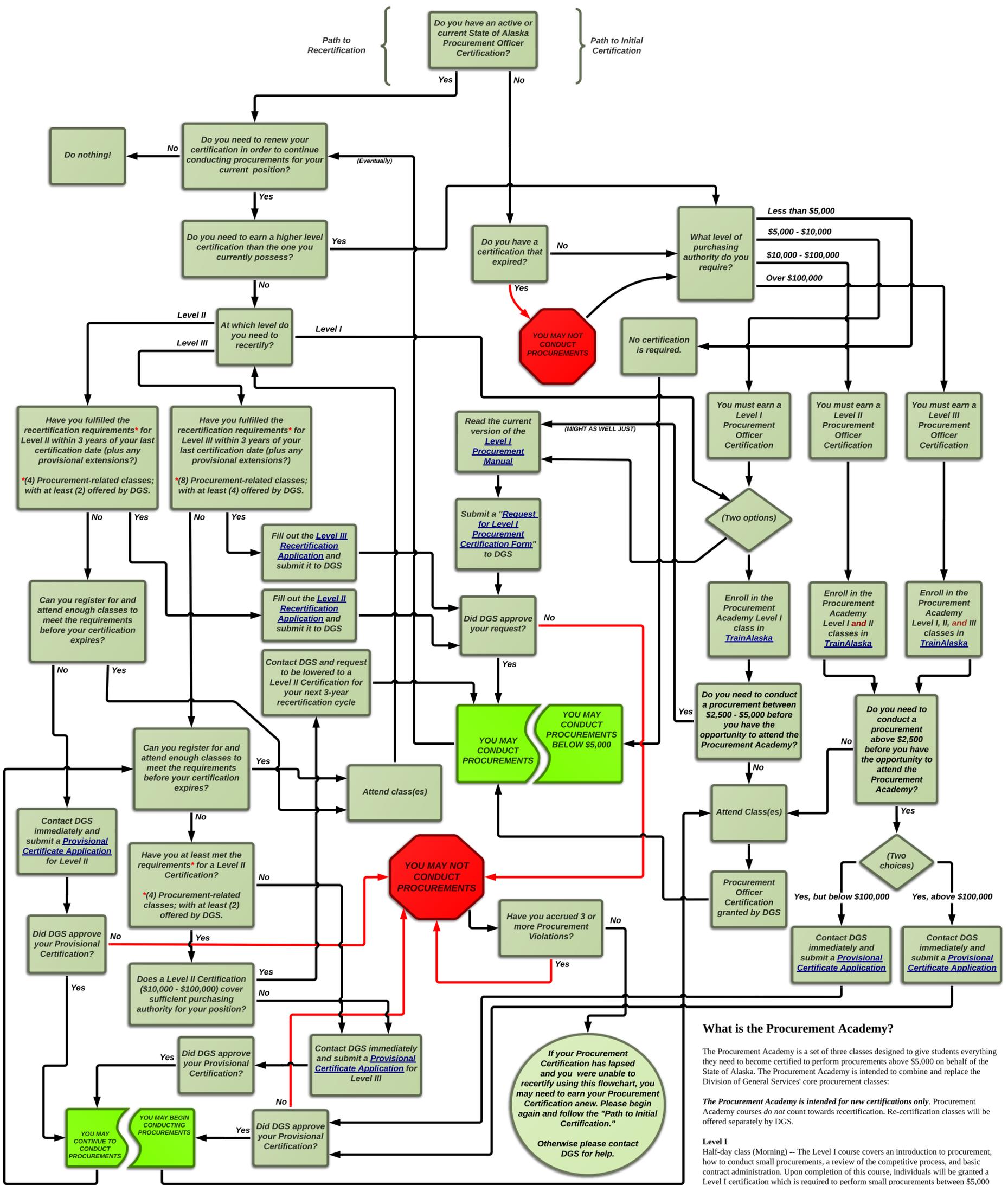


**State of Alaska, Division of General Services
Procurement Officer Certification (and Recertification) Program Flowchart**



What is the Procurement Academy?

The Procurement Academy is a set of three classes designed to give students everything they need to become certified to perform procurements above \$5,000 on behalf of the State of Alaska. The Procurement Academy is intended to combine and replace the Division of General Services' core procurement classes:

The Procurement Academy is intended for new certifications only. Procurement Academy courses do not count towards recertification. Re-certification classes will be offered separately by DGS.

Level I
Half-day class (Morning) -- The Level I course covers an introduction to procurement, how to conduct small procurements, a review of the competitive process, and basic contract administration. Upon completion of this course, individuals will be granted a Level I certification which is required to perform small procurements between \$5,000 and \$10,000.

Level II
Half-day class (Afternoon) -- The Level II course covers requests for alternate procurements (RAPS), protests & violations, procurement ethics, and an introduction to formal procurements. Upon completion of this course, individuals will be granted a Level II certification which is required to perform small procurements between \$10,001 and \$100,000. *(The Procurement Academy Level I is a prerequisite for this course.)*

Level III
Full-day class -- The Level III course covers competitive sealed bids (ITBS) and competitive sealed proposals (RFPS). Upon completion of this course, individuals will be granted a Level III certification, which is required to perform large and/or alternate procurements greater than \$100,000. *(The Procurement Academy Level II is a prerequisite for this course.)*

Upon completion of the Procurement Academy courses, students will be granted the appropriate certification in the TrainAlaska system and those who have earned a Level II or Level III certification will be issued a printed Procurement Officer Certificate.

Though completing the Procurement Academy certifies that you have received the necessary training to perform procurements, you must still have a delegation of purchasing authority before you can do so.

What are the new certification and recertification requirements?

The Procurement Academy is a set of three classes designed to give students everything they need to become certified to perform procurements above \$5,000 on behalf of the State of Alaska. The Procurement Academy is intended to combine and replace the Division of General Services' core procurement classes:

LEVEL I PROCUREMENT CERTIFICATION

Required for procurement officers that perform small procurements from \$5,000 to \$10,000.

Recertification Requirements: Level I Procurement Academy is required every 3 years.

Note: The Level I Procurement Manual may be substituted for the class, but will not count towards subsequent levels.

LEVEL II PROCUREMENT CERTIFICATION

Required for procurement officers that perform small and/or alternate procurements from \$10,000 to \$100,000.

Recertification Requirements: 4 procurement-related classes every 3 years, at least 2 must be DGS procurement recertification classes. Classes provided by other organizations will count towards recertification on a 2 hour = 1 class basis.

LEVEL III PROCUREMENT CERTIFICATION

Required for procurement officers that perform formal and/or alternate procurements above \$100,000.

Recertification Requirements: 8 procurement-related classes every 3 years, at least 4 must be DGS procurement recertification classes. Classes provided by other organizations will count towards recertification on a 2 hour = 1 class basis.

Note about level I certifications: Anyone who earned a level I certification prior to April 2014 did not receive an expiration date for their certification. In 2014, we will be making a global change to all level I certifications in the TrainAlaska system to ensure that they will also expire in three years. If you received your Level I certification prior to April 2014 and require it for your position, please be advised that you will need to recertify before April 2017. (Reading the new [Level I State of Alaska Procurement Manual](#) and submitting the form on page 29 is all that is required to renew a level I certification.)

What if I need to be certified now?

A Provisional Certification may be granted for one of two reasons:

- For new employees who require purchasing authority and are waiting to take the next set of Procurement Academy classes.
- For employees with Level II or III certifications that are about to expire and are waiting to take DGS-sponsored classes required for recertification.

In either case, the term of a Provisional Certification cannot exceed 1 year.

Provisional Certifications are subject to approval by the Chief Procurement Officer.

What are the differences between certifications and delegations?

While a procurement certification indicates that an employee has received the training necessary to perform procurement actions within their certification level, a written departmental delegation of purchasing authority is needed before that employee may conduct a procurement.

Who can I talk to about enrolling in the Procurement Academy, my current certification or delegation, or anything else related to purchasing authority?

Contact the Division of General Services' Publications Technician II at (907) 465-5694.

When and Where is the Procurement Academy offered?
Current plans are to offer the Procurement Academy twice-yearly in Juneau, Anchorage, and Fairbanks. Additional dates and locations may be added based on demand.

Where can I sign up for the Procurement Academy classes?
Once the classes are scheduled, you may self-enroll with your State of Alaska username and password in [the TrainAlaska system](#). If you have any trouble, or if you do not have a SOA username, contact the Division of General Services' Publications Technician II at (907) 465-5694.