

CERTIFICATION AND DELEGATION

The Alaska Procurement Officer Certification Program consists of three levels of procurement complexity. Each level corresponds with core training requirements that are building blocks for the next higher level. After completing the training requirements for each level via the Procurement Academy, State of Alaska executive branch employees will be certified to perform procurements that fall within their level and are eligible to receive a delegation of purchasing authority from their department for that particular level. Certification does not guarantee that an employee will receive a delegation from their department.

- **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. 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.*

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 can actually conduct a procurement.

Employees who procure supplies and services in amounts below \$5,000 or who purchase from existing contracts do not need procurement certification. However, these employees still need a delegation of purchasing authority to conduct procurements under \$5,000.