



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM
REGISTRATION FORM FY10 July-December 2009

Office of the Inspector General
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REGISTRATION INFORMATION:
All seminars will be confirmed based on a minimum of 20 participants.

GOVERNMENT/NON-PROFIT COURSE PRICE:

Government employees shall include all employees of the commonwealth, employees of the commonwealth's political subdivisions, employees of other state governments, employees of the federal government and employees of any other municipality, county, or local district. Non-Profit employees include any employee of a 501 (c)(3) corporation. Proof of non-profit status must be provided with registration.

RESERVE SEATING:

To reserve seating, fax registration and purchase order to (617-723-2334).

MAIL ORIGINAL TO:

Commonwealth of Massachusetts
Office of the Inspector General
One Ashburton Place, Rm. 1311
Boston, MA 02108
ATTN: MCPPO Program

MAKE CHECK PAYABLE TO: OIG

SUBSTITUTIONS / CANCELLATIONS:

Each seminar is limited and filled on a space available basis. No refunds for cancellations. Registration transfer to someone in your organization is possible with prior notice. The OIG reserves the right to cancel/reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice. Alternate course dates may be substituted in the event of an emergency, upon notification. NO-SHOWS or LATE CANCELLATIONS will be invoiced a \$100.00 service charge. For more information regarding administrative policies, such as complaint and refund resolution, please email Joyce McEntee Emmett, Director of the MCPPO Program at MCPPO@maoig.net or go to our website at www.mass.gov/ig.

PUBLIC CONTRACTING OVERVIEW
No Prerequisite
September 15, 16, 17-2009 BOSTON
December 1, 2, 3-2009 BOSTON

SUPPLIES & SERVICES CONTRACTING
Prerequisite: Public Contracting Overview or Charter School Procurement
August 11, 12, 13-2009 BOSTON
October 20, 21, 22-2009 BOSTON

DESIGN & CONSTRUCTION CONTRACTING
Prerequisite: Public Contracting Overview or Charter School Procurement
September 29, 30 & October 1-2009 BOSTON
November 17, 18, 19-2009 BOSTON

ADVANCED TOPICS UPDATE
November 3 & 4 - 2009 BOSTON

CERTIFICATION for School Project Designers & Owner's Project Managers
July 15, 16, 22, 23-2009 BOSTON
October 7, 8, 14, 15-2009 BOSTON
December 9, 10, 16, 17-2009 BOSTON

CONSTRUCTION MANAGEMENT AT RISK Under M.G.L. c. 149A: Legal Requirements & Practical Issues
*Introductory material geared to procurement officials who are not construction experts
November 24-2009 BOSTON

CHARTER SCHOOL PROCUREMENT
No Prerequisite
October 27 & 28-2009 BOSTON

Drafting A Model IFB
Self-paced
Disk program requiring Microsoft Word 7.0 or higher
Tuition: \$75 ea. for govt./non-profit employees \$200 for all others

POLICY OF NON-DISCRIMINATION:
The Commonwealth of Massachusetts Office of the Inspector General does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, sexual orientation, political affiliation, or Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration or operation of, or access to its programs and policies. The Office of the Inspector General does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office's non-discrimination policy for MCPPO programs may be addressed to Joyce McEntee Emmett, Program Director, at 617-727-9140.



The Commonwealth of Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State Boards of Accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, www.nasba.org.



The Commonwealth of Massachusetts Office of the Inspector General is registered with the Department of Education to award professional development points (PDP).

Payment Method: CHECK/M.O. PURCHASE ORDER # I/E/ITA

NAME: TITLE

PHONE: FAX E-MAIL

ORGANIZATION/JURISDICTION:

ADDRESS: CITY: STATE: ZIP CODE:

Do you need special accommodations?