



**MCPPO Designation Application (First Time or Renewal)**

*Electronic submission highly recommended.*

**Education and Experience Requirements**

**Note: MCPPO designation expires three years from the date of issuance. A grace period of up to 90 days may be granted upon request for application filing and/or meeting renewal requirements.**

Designation	Requirements	Professional Experience
<b>MCPPO</b>	<p><b>NEW APPLICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Completion of all three core classes within 3 years: <ul style="list-style-type: none"> <li>• Public Contracting Overview</li> <li>• Supplies &amp; Services Contracting</li> <li>• Design &amp; Construction Contracting</li> </ul> </li> <li>➤ Submission of signed and notarized CORI form</li> </ul> <p><b>RENEWAL APPLICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Successful completion of the following: <ul style="list-style-type: none"> <li>• MCPPO Designation Renewal class within the last 18-months of your renewal cycle (or the missing core class if transitioning from discontinued designation.)</li> <li>• And earn 11 continuing education credits</li> </ul> </li> <li>➤ Submission of signed and notarized CORI form</li> </ul>	3 or more years of procurement-related experience*
<b>ASSOCIATE MCPPO</b>	<ul style="list-style-type: none"> <li>➤ <u>Same requirements as the MCPPO except for professional experience.</u></li> </ul>	Less than 3 years of procurement-related experience*

\* “Procurement-related experience” means buying, soliciting, purchasing, leasing, contracting for or otherwise acquiring supplies, services, real property, or design or construction services. It may also include the disposition of supplies and real property. It also includes all the functions related to any of the above activities, including, but not limited to, preparing solicitations and specifications, preparing and awarding contracts, and all phases of contract administration.

Your professional procurement-related work experience can be in a public, private or not-for-profit setting or in the service of a public entity. For example, it can be as an owner’s project manager, clerk of the works, architect, or procurement consultant. It must be a job that involves procurement-related tasks.



### Submission of the Application and Payment

There are two ways to apply and pay the \$100 application processing fee. We prefer that you completed the [electronic designation application](#), including the notarized CORI form (with a copy of your valid government-issued photo identification), and [pay the fee online](#). If you are renewing your designation, you must also submit supporting documentation for any of the required 11 credits not obtained through the MCPPO program. Please see the checklist below for a listing of the application requirements.

- 1) **Preferred:** You may submit your application [online](#) and pay the processing fee on our [Payment Portal](#).
- 2) U.S. Mail: If you are unable to submit your application and payment electronically, you may mail the application and a check to the Office of the Inspector General, MCPPO Program, One Ashburton Place, Room 1311, Boston, MA 02108. Sending applications and payments through the mail may delay processing.

Note: We do not accept faxed or emailed applications.

**Reminder: You must renew your designation every three years from the date of issue.**

Appeals of application denials or any other application-related matters may be made to the MCPPO Program Administrator at [MA-IGO-TRAINING@mass.gov](mailto:MA-IGO-TRAINING@mass.gov). Appeals made after 90 days of a denial or other adverse action will be addressed solely at the discretion of the Program Administrator.



<b>MCPPO Designation Application Checklist</b>	
<input type="checkbox"/>	Initial application: Successfully completed MCPPO core classes
<input type="checkbox"/>	<b>Renewal application only:</b> Successfully completed MCPPO Designation Renewal class and earned 11 continuing education credits. <b>For non-MCPPO credits earned, you <u>must</u> submit the name of the training provider, a training description independently prepared by the training provider, training date, credits issued and proof of training attendance.</b>
<input type="checkbox"/>	Signed application authorization and affirmation statement (on last page)
<input type="checkbox"/>	Notarized CORI request form (attached and at <a href="#">CORI Form</a> )
<input type="checkbox"/>	Copy of a valid government issued identification photo (e.g., driver’s license, passport or employee ID)
<input type="checkbox"/>	\$100 Application fee included or paid
<b>**NOTE: Incomplete applications will <u>not</u> be accepted or processed.</b>	



## MCPPO Designation and Renewal Application

### General Information

Name to appear on certificate: \_\_\_\_\_  
Last First Middle initial

Current job title: \_\_\_\_\_

Current jurisdiction/agency: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### Designation Requested (choose one)

- New (First-time) Application:  For MCPPO or  For Associate MCPPO
- MCPPO Designation Renewal  Associate MCPPO Renewal
- Designation Change (no fee): Holders of the Associate designation may [request a change](#) at any time after reaching three years of procurement experience. However, this will not change the original three-year renewal period for the designation.

### Work Experience

List only the procurement-related work experience needed to qualify for a designation.

Starting/Ending Dates	Employer	Jurisdiction/Agency	Official Position



**FOR DESIGNATION RENEWALS ONLY**

Please list any continuing education credits **not** earned through the MCPPO Program. Include the title of the training and credits granted, a description of the training, the date of training, and the training provider or sponsoring organization. **Important:** Please attach any proof of training attendance or membership information. If needed, include additional information on a separate page.

Sponsor/Title	Description	Date	Credits	Provider
Sample: MAPPO – Monthly Mtg*	Developing specs for IT purchase	10/15/2019	1	Assoc. of IT Specification Writers

\*Please also provide a proof of attendance provided by the training sponsor, a training description provided by the training sponsor, number of offered credits or training hours as provided by the training sponsor. Any additional information may be added below or attached as a separate document.

**Authorization and Affirmation**

I \_\_\_\_\_ (please print your name) hereby declare under the pains and penalties of perjury that the information in this application is complete and accurate.

I hereby authorize the Office of the Inspector General (OIG) to obtain records from all training providers and places of employment listed in this application to verify my compliance with the MCPPO designation or renewal requirements and faithful adherence to the law. I acknowledge that providing inaccurate, false, or misleading information could lead to the rejection of this application, other sanctions and/or the revocation of my MCPPO designation.

The MCPPO program webpage, publications and other public materials may include names of MCPPO designation holders. Information may be placed in a searchable electronic database and include designation issuance and/or expiration date. By applying for a designation you expressly agree to the use of the aforementioned information by the OIG’s MCPPO program.

The OIG reserves the right to verify, through a compliance audit or request, any information provided to the Office through the designation application process. If you are chosen for a compliance audit, you will be notified by the MCPPO program and be provided with instructions about what information we are seeking and your options for providing this information.



**MCPPO**  
Excellence in Public Procurement

## Massachusetts Certified Public Purchasing Official Program

Massachusetts Office of the Inspector General

Phone: [\(617\) 722-8884](tel:6177228884)

Email: [MA-IGO-Training@mass.gov](mailto:MA-IGO-Training@mass.gov)

You will be given 90 days to provide the information. If you are unable to provide the requested information or are found to have made a false certification on your application, this may lead to the suspension or revocation of your designation.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date