

MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM

*Fall 2022 and Spring 2023 Schedule – September 2022 - July 2023
(Registration Closes Two-Weeks Before a Class Starts)*

Please register and [pay electronically](#). If IE/ITA, please register [here](#). If you choose to pay by check, please complete this form and indicate your class selection in the box to the right.

NAME: _____

AIA # (if applicable)*: _____

WORK TITLE: _____

PHONE: _____

REGISTRANT EMAIL: _____

EMPLOYER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

Do you require any reasonable accommodations? If yes, please email us at MA-IGO-Training@mass.gov with your accommodation request.

*AIA refers to the American Institute of Architects.

SUBSTITUTIONS/CANCELLATIONS:

Each class is filled on a first-come, first-served basis. [Transfer of a registration within your organization is possible with prior notice, one time only. Please refer to our updated attendance policy at \[www.mass.gov/ig\]\(http://www.mass.gov/ig\).](#) The Office of the Inspector General reserves the right to cancel or reschedule any class and is not responsible for any costs incurred by registrants. Program terms and conditions may change without notice.

ONLINE PAYMENTS (PREFERRED):

The Office of the Inspector General accepts electronic payments for most of our classes. Please note, electronic payments incur a convenience fee. We accept credit cards (Master Card, Visa, Discover and American Express - a 2.79% transaction fee applies) and electronic checks (\$0.35 fee applies).

CLASS LOCATIONS:

All classes will be held online unless otherwise noted. Please check our website for additional information about the MCPPO program or email us at MA-IGO-Training@mass.gov.

CLASS TIMES:

All classes begin at 8:30 a.m. and end at approximately 4:00 p.m., unless otherwise noted.

PLEASE ENTER YOUR CLASS SELECTION HERE PLEASE MAIL PAGE 1 ONLY		
Class Code	Date(s)	Requirements
ARP		—
BCR		—
CAD		—
CAO		—
CEE		PCO recommended
CMR		DCC recommended
CPO		—
DCC-B		PCO recommended
DCC		PCO recommended
DRU		—
FRA		—
FSF		—
IFB		PCO recommended
MAC		—
MDR		MCPPO designation
MSC		—
MSR		Certification
PBP		—
PCF		—
PCO		—
PFS		—
PPD		—
PSE		—
RPT		—
SOS		—
SSC		PCO recommended
TMP		PCO recommended
UDL		—

HOW TO REGISTER: Please [pay online](#). If paying by check or money order, complete this registration form, include a check payable to The Office of The Inspector General and submit to:

Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
Attn: MCPPO Program

TYPE OF PAYMENT:

- Check/ money order (Purchase orders are not accepted)
- Berkshire Regional Planning Commission (BRPC)

PLEASE REVIEW: MCPPO ONLINE TERMS OF USE AND ATTENDANCE

- I have read and agree to the [MCPPO Policies](#)

Note: You will not be registered until payment is received.

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS	DATES	COST/CREDITS ISSUED
<i>All classes will be held online unless noted otherwise.</i>		
CORE CLASSES		
<p>PUBLIC CONTRACTING OVERVIEW CLASS CODE: PCO No Prerequisite 8:30 a.m.—3:00 p.m.</p> <p style="text-align: right;">3-day webinar</p>	<p>OCTOBER 11, 12, 13 <i>Registration closes September 27, 2022</i></p> <p>NOVEMBER 1, 2, 3 <i>Registration closes October 18, 2022</i></p> <p>DECEMBER 6 7, 8 <i>Registration closes November 22, 2022</i></p> <p>FEBRUARY 7, 8, 9 <i>Registration closes January 24, 2023</i></p> <p>MARCH 7, 8, 9 <i>Registration closes February 21, 2023</i></p> <p>APRIL 4, 5, 6 <i>Registration closes March 21, 2023</i></p> <p>MAY 2, 3, 4 <i>Registration closes April 18, 2023</i></p> <p>JUNE 6, 7, 8 <i>Registration closes May 23, 2023</i></p>	<p>\$595 20 Credits</p>
<p>DESIGN AND CONSTRUCTION CONTRACTING BLENDED CLASS CODE: DCC No Prerequisite</p> <p style="text-align: right;">Blended webinar</p> <p>This is a two-part class. You must complete both the five-week self-paced part and one-day live webinar.</p>	<p>PART 1: OCTOBER 24 - NOVEMBER 27 PART 2: DECEMBER 13, 2022 <i>Registration closes October 11, 2022</i></p> <p>PART 1: JANUARY 9 - FEBRUARY 12 PART 2: JUNE 13, 2023 <i>Registration closes December 27, 2022</i></p> <p>PART 1: FEBRUARY 13 - MARCH 19 PART 2: JUNE 13, 2023 <i>Registration closes January 30, 2023</i></p> <p>PART 1: MARCH 20 - APRIL 23 PART 2: JUNE 13, 2023 <i>Registration closes March 6, 2023</i></p> <p>PART 1: APRIL 24 - MAY 28 PART 2: JUNE 13, 2023 <i>Registration closes April 10, 2023</i></p>	<p>\$695 20 Credits AIA credits offered</p>
<p>DESIGN AND CONSTRUCTION CONTRACTING CLASS CODE: DCC No Prerequisite 8:30 a.m.—3:00 p.m.</p> <p style="text-align: right;">3-day webinar</p>	<p>NOVEMBER 30 - DECEMBER 2 <i>Registration closes November 16, 2022</i></p>	<p>\$695 20 Credits AIA credits offered</p>

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS	DATES	COST/CREDITS ISSUED
All classes will be held online unless noted otherwise.		
CORE CLASSES		
<p>SUPPLIES AND SERVICES CONTRACTING CLASS CODE: SSC No Prerequisite Self-Paced 5-week class</p>	<p>NOVEMBER 28 - JANUARY 3 <i>Registration closes November 14, 2022</i></p> <p>FEBRUARY 13 - MARCH 19 <i>Registration closes January 30, 2023</i></p> <p>APRIL 24 - MAY 28 <i>Registration closes April 10, 2023</i></p> <p>JUNE 5 - JULY 9 <i>Registration closes May 22, 2023</i></p>	<p>\$595 20 Credits</p>
<p>MCPPO DESIGNATION RENEWAL CLASS CODE: MDR Blended webinar Prerequisite: Valid MCPPO Designation</p> <p>This is a two-part class. You must complete both the three-week self-paced part and one-day live webinar.</p>	<p>PART 1: OCTOBER 17 - NOVEMBER 6 PART 2: DECEMBER 15 <i>Registration closes October 3, 2022</i></p> <p>PART 1: NOVEMBER 14 - DECEMBER 4 PART 2: DECEMBER 15 <i>Registration closes October 31, 2022</i></p> <p>PART 1: JANUARY 30 - FEBRUARY 19 PART 2: JUNE 15 <i>Registration closes January 17, 2023</i></p> <p>PART 1: MARCH 20 - APRIL 9 PART 2: JUNE 15 <i>Registration closes March 6, 2023</i></p> <p>PART 1: MAY 1 - MAY 21 PART 2: JUNE 15 <i>Registration closes April 17, 2023</i></p> <p>PART 1: MAY 22 - JUNE 11 PART 2: JUNE 15 <i>Registration closes May 8, 2023</i></p>	<p>\$495 14 Credits</p> <p>Class includes a pre-test to determine the pathway assigned. Pathways include a procurement topic refresher and one that assumes procurement knowledge.</p>

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS	DATES	COST/CREDITS ISSUED
<i>All classes will be held online unless noted otherwise.</i>		
ELECTIVES		
REAL PROPERTY TRANSACTIONS UNDER M.G.L. c. 30B CLASS CODE: RPT No Prerequisite Self-Paced 3-week class	OCTOBER 31 - NOVEMBER 20 <i>Registration closes October 17, 2022</i> JANUARY 9 - JANUARY 29 <i>Registration closes December 27, 2022</i> FEBRUARY 27 - MARCH 19 <i>Registration closes February 13, 2023</i> MAY 8 - MAY 28 <i>Registration closes April 24, 2023</i>	\$200 6 Credits
CONSTRUCTION MANAGEMENT AT-RISK UNDER M.G.L. c. 149A CLASS CODE: CMR No Prerequisite 1-day webinar 8:30 a.m.—3:30 p.m.	APRIL 13 <i>Registration closes March 30, 2023</i>	\$200 6 Credits AIA credits offered
PROCUREMENT FRAUD CLASS CODE: PCF No Prerequisite 1-day webinar 8:30 a.m.—3:30 p.m.	OCTOBER 18 <i>Registration closes October 4, 2022</i> JUNE 14 <i>Registration closes May 31, 2023</i>	\$200 6 Credits
CHAPTER 30B TERMS, MISCONCEPTIONS AND PRACTICES CLASS CODE: TMP No Prerequisite 1-day webinar 8:30 a.m.—3:00 p.m.	NOVEMBER 8 <i>Registration closes October 25, 2022</i> APRIL 19 <i>Registration closes April 5, 2023</i>	\$200 6 Credits
CONTRACT ADMINISTRATION CLASS CODE: CAD No Prerequisite 1-day webinar 8:30 a.m.—3:00 p.m.	NOVEMBER 17 <i>Registration closes November 3, 2022</i> FEBRUARY 16 <i>Registration closes February 2, 2023</i>	\$200 6 Credits
CHAPTER 30B EXEMPTIONS AND EXCEPTIONS CLASS CODE: CEE No Prerequisite 1-day webinar 8:30 a.m.—3:30 p.m.	NOVEMBER 29 <i>Registration closes November 15, 2022</i> MAY 16 <i>Registration closes May 2, 2023</i>	\$200 6 Credits

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS	DATES	COST/CREDITS ISSUED
<i>All classes will be held online unless noted otherwise.</i>		
ELECTIVES		
SPOTLIGHT ON SCHOOLS CLASS CODE: SOS No Prerequisite 8:30 a.m.—12:00 p.m.	3.5-hour webinar PART 1: FEBRUARY 14 <i>Registration closes January 31, 2023</i> PART 2: MARCH 14 <i>Registration closes February 28, 2023</i> PART 3: APRIL 11 <i>Registration closes March 28, 2023</i>	\$200 (All three parts) 10.5 Credits \$99 (Each part. Specify which part on Page 1) 3.5 Credits
INVITATIONS FOR BIDS AND REQUESTS FOR PROPOSALS WORKSHOP CLASS CODE: IFB No Prerequisite 8:30 a.m.—3:30 p.m.	1-day webinar APRIL 26 <i>Registration closes April 12, 2023</i>	\$200 6 Credits
MCPPO CERTIFICATIONS		
SCHOOL PROJECT DESIGNERS & OWNER’S PROJECT MANAGERS CERTIFICATION CLASS CODE: MSC No Prerequisite 8:30 a.m.—3:30 p.m.	4-day webinar OCTOBER 19, 20, 26, 27 <i>Registration closes October 5, 2022</i> MARCH 14, 15, 22, 23 <i>Registration closes February 28, 2023</i> MAY 10, 11, 17, 18 <i>Registration closes April 26, 2023</i>	\$1,350 26 Credits AIA credits offered
SCHOOL PROJECT DESIGNERS & OWNER’S PROJECT MANAGERS RECERTIFICATION CLASS CODE: MSR Prerequisite: MSC 8:30 a.m.—4:00 p.m.	1-day webinar OCTOBER 25 <i>Registration closes October 11, 2022</i> MARCH 21 <i>Registration closes March 7, 2023</i> MAY 9 <i>Registration closes April 25, 2023</i>	\$550 7 Credits AIA credits offered

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS	DATES	COST/CREDITS ISSUED
TRAINING WEBINARS		
<p>AMERICAN RESCUE PLAN ACT (ARPA) TRAINING: ELIGIBILITY, PROCUREMENT AND REPORTING CLASS CODE: ARP No Prerequisite 90-minute webinar</p>	<p>NOVEMBER 8 2:00 p.m.—3:30 p.m. <i>Registration closes October 25, 2022</i></p> <p>FEBRUARY 21 10:00 a.m.—11:30 a.m. <i>Registration closes February 7, 2023</i></p> <p>APRIL 18 2:00 p.m.—3:30 p.m. <i>Registration closes April 4, 2023</i></p> <p>JUNE 1 10:00 a.m.—11:30 a.m. <i>Registration closes May 18, 2023</i></p>	<p>Free Non-Credit Training</p>
<p>BOARDS AND COMMISSIONS: KNOW YOUR RESPONSIBILITIES CLASS CODE: BCR No Prerequisite 3-hour webinar</p>	<p>NOVEMBER 15 4:00 p.m.—7:00 p.m. <i>Registration closes November 1, 2022</i></p> <p>FEBRUARY 23 9:00 a.m.—12:00 p.m. <i>Registration closes February 9, 2023</i></p> <p>APRIL 20 9:00 a.m.—12:00 p.m. <i>Registration closes April 6, 2023</i></p>	<p>\$15 Non-Credit Training</p>
<p>PUBLIC BUILDING PROJECT PROCUREMENT AND OVERSIGHT BASICS CLASS CODE: PBP No Prerequisite 3-hour webinar 8:30 a.m. - 11:30 a.m.</p>	<p>MARCH 2 <i>Registration closes February 16, 2023</i></p>	<p>\$99 3 Credits</p>
<p>PROMOTING PROCUREMENT DIVERSITY USING CHAPTER 30B CLASS CODE: PPD No Prerequisite 90-minute webinar</p>	<p>OCTOBER 19 2:00 p.m.—3:30 p.m. <i>Registration closes October 5, 2022</i></p> <p>MAY 23 10:30 a.m.—12:00 p.m. <i>Registration closes May 9, 2023</i></p>	<p>\$29 1.5 Credits</p>
<p>CHIEF PROCUREMENT OFFICER RESPONSIBILITIES AND DELEGATION AUTHORITY CLASS CODE: CPO No Prerequisite 90-minute webinar 10:30 a.m.—12:00 p.m.</p>	<p>OCTOBER 20 <i>Registration closes October 6, 2022</i></p> <p>MAY 9 <i>Registration closes April 25, 2023</i></p>	<p>\$15 1.5 Credits</p>
<p>MCPPO DESIGNATION AND RENEWAL UPDATE CLASS CODE: DRU No Prerequisite 30-minute webinar 2:00 p.m.—2:30 p.m.</p>	<p>OCTOBER 26 <i>Registration closes October 12, 2022</i></p> <p>NOVEMBER 22 <i>Registration closes November 8, 2022</i></p>	<p>Free Non-Credit Training</p>

For detailed class information and locations, visit our website at www.mass.gov/ig

CLASS	DATES	COST/CREDITS ISSUED
<i>All classes will be held online unless noted otherwise.</i>		
TRAINING WEBINARS		
FRAUD AWARENESS CLASS CODE: FRA No Prerequisite 2:00 p.m.—3:00 p.m.	1-hour webinar NOVEMBER 2 <i>Registration closes October 19, 2022</i> FEBRUARY 15 <i>Registration closes February 1, 2023</i>	Free 1 Credit
MAKING A CHOICE: DESIGN-BID-BUILD OR CONSTRUCTION MANAGEMENT AT-RISK CLASS CODE: MAC No Prerequisite 8:30 a.m. - 11:30 a.m.	3-hour webinar NOVEMBER 9 <i>Registration closes October 26, 2022</i>	\$99 3 Credits
HOW TO DETECT FRAUD IN FINANCIAL STATEMENTS CLASS CODE: FSF No Prerequisite 10:30 a.m.—12:00 p.m.	90-minute webinar NOVEMBER 16 <i>Registration closes November 2, 2022</i>	\$29 1.5 Credits
PUBLIC SECTOR ETHICS CLASS CODE: PSE No Prerequisite 10:00 a.m.—12:00 p.m.	2-hour webinar NOVEMBER 30 <i>Registration closes November 16, 2022</i>	Free 2 Credits
CONTRACT ADMINISTRATION OVERVIEW CLASS CODE: CAO No Prerequisite 10:30 a.m.—12:00 p.m.	90-minute webinar JANUARY 18 <i>Registration closes January 4, 2023</i> APRIL 25 <i>Registration closes April 11, 2023</i>	\$29 1 Credit
UNDERSTANDING LEADERSHIP CLASS CODE: UDL No Prerequisite 2:30 p.m.—4:00 p.m.	90-minute webinar APRIL 27 <i>Registration closes April 13, 2023</i>	\$29 1.5 Credit
PREVENTING COMMON FRAUDS AND SCAMS CLASS CODE: PFS No Prerequisite 11:00 a.m.—12:00 p.m.	60-minute webinar JUNE 20 <i>Registration closes June 6, 2023</i>	Free 1 Credit

NONDISCRIMINATION POLICY: The 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 or 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; see Section 504 of the Rehabilitation Act of 1973. Inquiries pertaining to the Office’s nondiscrimination policy relating to MCPPO programs may be addressed to the MCPPO Program at (617) 722.8884.

Additional Resources

MCPPO Contact:

Email: MA-IGO-Training@mass.gov

Telephone: (617) 722-8884

Chapter 30B Contact:

Email: 30BHotline@mass.gov

Telephone: (617) 722-8838








Access our YouTube Videos:

<https://www.youtube.com/channel/UC1ooTjG2C7Ly3XINsT7RS3g/videos>

[MCPPO Policies](#)

[MCPPO FAQs](#)

MCPPO Program Accreditations

For in-person classes ONLY	 <p>The 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 submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.</p>
AIA credits eligible for the following MCPPO classes: DCC, CMR, MSC, MSR and SOB	
All MCPPO classes are eligible for MCPPO designation renewal credits	 
PDP credits eligible for the following MCPPO classes: PCO, SSC, DCC, MDR, MSC, CSP and SOS	
All MCPPO classes are eligible for Teaching Credit Hours (TCH) Board File No.: BC-2021-3674	 <p>Board of Certification of Wastewater Treatment Plant Operators</p>
TCH credits eligible for the following MCPPO classes: PCO, SSC, DCC and MDR	 <p>Board of Certification of Operations of Drinking Water Supply Facilities</p>
FCC/FCRC credits eligible for the following MCPPO classes: PCO, SSC, DCC, CAD, EYP, HNI, IFB, PSE, PWC, RPT, UDL and VCR	