

MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM

*Winter/Spring Schedule January — June 2021
(Registration Closes Two Weeks Before a Class Starts)*

If you are [paying electronically](#), you do not need to complete this form. If you are paying by check or IE/ITA 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@state.ma.us 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:

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 winter/spring classes will be held online. Please check our website for additional information about the MCPPO program or email us at MA-IGO-Training@state.ma.us.

CLASS TIMES:

All classes begin at 8:30 a.m. and end at approximately 3:00 p.m., unless otherwise noted.

PLEASE ENTER YOUR CLASS SELECTION HERE

PLEASE MAIL PAGE 1 ONLY

Class Code	Date(s)	Prerequisite Met? (Circle One)
CAD		—
CPO		—
MDR		Yes / No
MSC		—
MSR		Yes / No
PWC		—
RPT		—
SSD		—
SOS		—
SSC		Full
TMP		Yes / No

HOW TO REGISTER: Please [pay online](#) or mail a completed registration form *with* a check or money order made payable to:

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

TYPE OF PAYMENT:

- Check/ money order
 State agencies: payment via IE/ITA

MCPPO ONLINE TERMS OF USE AND ATTENDANCE POLICY:

- I have read and agree to the MCPPO Policies on Page 5

****Purchase orders are not accepted****

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</i>		
CORE CLASSES	PUBLIC CONTRACTING OVERVIEW CLASS CODE: PCO No Prerequisite 8:30 a.m.—3:00 p.m.	MAY 4, 5, 6 <i>Registration closes April 20, 2021</i>	\$595 20 Credits
	SUPPLIES AND SERVICES CONTRACTING CLASS CODE: SSC Prerequisite: PCO	MAY 24 - JULY 25 <i>Class is full</i>	\$595 20 Credits
	MCPPO DESIGNATION RENEWAL CLASS CODE: MDR Prerequisite: Valid MCPPO Designation 8:30 a.m.—3:00 p.m. <i>This is <u>not</u> the school designer and OPM certification.</i>	MAY 25, 26 <i>Registration closes May 11, 2021</i>	\$495 14 Credits
	REAL PROPERTY TRANSACTIONS UNDER M.G.L. c. 30B CLASS CODE: RPT No Prerequisite	MAY 24 - JUNE 27 <i>Registration closes May 10, 2021</i>	\$200 6 Credits
ELECTIVES	CONTRACT ADMINISTRATION CLASS CODE: CAD No Prerequisite 8:30 a.m.—3:00 p.m.	MAY 18 <i>Registration closes May 4, 2021</i>	\$200 6 Credits
	CHAPTER 30B TERMS, MISCONCEPTIONS AND PRACTICES CLASS CODE: TMP Prerequisite: PCO 8:30 a.m.—3:00 p.m.	MAY 20 <i>Registration closes May 6, 2021</i>	\$200 6 Credits
	PREVAILING WISDOM—CONFRONTING POTENTIAL PITFALLS AND APPLYING SOLUTIONS ON PREVAILING WAGE AND PUBLIC CONSTRUCTION PROJECTS ONLINE CLASS CODE: PWC No Prerequisite 8:30 a.m.—3:00 p.m.	JUNE 8 <i>Registration closes May 25, 2021</i>	\$15 6 Credits
	SPOTLIGHT ON SCHOOLS CLASS CODE: SOS No Prerequisite 8:30 a.m.—3:00 p.m.	JUNE 29 <i>Registration closes June 15, 2021</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</i>		
MSBA	SCHOOL PROJECT DESIGNERS AND OWNER’S PROJECT MANAGERS CERTIFICATION CLASS CODE: MSC No Prerequisite 8:30 a.m.—3:30 p.m.	JUNE 9, 10, 16, 17 <i>Registration closes May 26, 2021</i>	\$1,350 26 Credits
	SCHOOL PROJECT DESIGNERS AND OWNER’S PROJECT MANAGERS RECERTIFICATION CLASS CODE: MSR Prerequisite: MSC 8:30 a.m.—4:00 p.m.	JUNE 3 <i>Registration closes May 20, 2021</i>	\$550 7 Credits
TRAINING WEBINARS	SURPLUS SUPPLY DISPOSITION PRACTICES UNDER CHAPTER 30B CLASS CODE: SSD No Prerequisite 10:00 a.m.—11:00 a.m.	MAY 12 <i>Registration closes April 28, 2021</i>	\$29 1 Credit
	CHIEF PROCUREMENT OFFICER RESPONSIBILITIES AND DELEGATION AUTHORITY CLASS CODE: CPO No Prerequisite 10:00 a.m.—11:30 a.m.	JUNE 2 <i>Registration closes May 19, 2021</i>	\$15 1.5 Credits

Additional Resources

MCPPO Contact:

Email: MA-IGO-Training@State.MA.US

Telephone: (617) 722-8884

Chapter 30B Contact:

Email: 30BHotline@State.MA.US

Telephone: (617) 722-8838

OIG COVID-19 Information and Resources Page:

<https://www.mass.gov/oig-covid-19-information-and-resources>

Access our YouTube Videos:

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

MCPPO Program Accreditation

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: DDC, CMR, MSC, MSR and SOB	
All MCPPO classes are eligible for MCPPO designation renewal credits	
To be determined	

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.

MCPPO Online Program Terms of Use and Attendance Policy

The following statement is applicable for every MCPPO online class and must be accepted when you register for a class.

Please read these Terms of Use ("Terms") carefully before accessing the Massachusetts Certified Public Purchasing Officials (MCPPO) online class materials.

Your access and use of the MCPPO online class materials is conditioned on your acceptance of and compliance with the Terms outlined here. By registering for a class, accessing or using the online class materials, you agree to be bound by these Terms and the mechanisms used to ensure attendance related to acquiring the National Association of State Boards of Accountancy (NASBA) continuing professional education credits.

Upon a determination by the Office of the Inspector General that a student has violated these Terms, the student shall have their access to MCPPO online class materials revoked, shall be unenrolled from the class, and shall not receive credit for any coursework completed. No refunds shall be provided to the student who is unenrolled under such circumstances. A student may appeal this determination in writing to the Office of the Inspector General.

1. Access and Use

Access and use of the MCPPO class material is restricted to students enrolled in the MCPPO class offered through the Office of the Inspector General. You, the enrolled student, are solely responsible for any activity which occurs on or through your account. You are prohibited from allowing other individuals to use your account to access online class material.

You are solely responsible for ensuring the security of your account, including password protection.

2. Completion and Submission of Assignments and Assessments

Students must complete and submit their own assignments and assessments. Unless otherwise directed by MCPPO Program staff, students shall neither receive assistance from other people nor provide assistance to current or future class enrollees, including sharing test and quiz questions and answers, or other class assignments.

3. Prohibited Conduct

Students are prohibited from engaging in any conduct via the MCPPO class and online platform which is deemed inappropriate by the Office of the Inspector General. Such prohibited conduct includes, but is not limited to:

- Sending public or private messages that discriminate on the basis of race, ethnicity, religion, sex or gender, sexual orientation, gender identity, or disability;
- Threatening, harassing, or otherwise abusing fellow students or instructors;
- Posting images, video, or links to websites containing images or video of any nudity, pornography, violence, gore, or other inappropriate material;
- Providing links to malicious or third-party websites; or
- Engaging in or promoting criminal activity.

The Office of the Inspector General, as well as its employees, agents, officers, contractors, consultants, and vendors shall not be liable for the actions or statements of any students taken on the online platform or otherwise in connection with the MCPPO online classes.

The presence of content posted by students on the MCPPO online platform shall not constitute an endorsement of the content by the Office of the Inspector General or its employees, agents, officers, contractors, consultants, and vendors. Nor shall failure by such parties to remove a student's content be deemed an endorsement or approval of such content.

4. Intellectual Property

The Office of the Inspector General owns all rights, title, and interests (including copyrights and other intellectual property rights) in all MCPPO class materials, including all video, images, and written content. The Office of the Inspector General reserves all rights for its exclusive use and control over such materials.

All materials and resources provided to students are to be used only for the purpose of completing the MCPPO class. Students shall not share or distribute any class materials for any reason. Reproduction or distribution of any material without express written permission of the Office of the Inspector General is prohibited.

5. Consent to Recording

The Blackboard Collaborate environment can record audio, video, chats and any other files, documents and other materials exchanged or viewed during a webinar session. By joining a webinar, you automatically consent to such recordings.

6. Reservation of Rights

The Office of the Inspector General reserves the right to amend these Terms from time to time. Use of the online class materials constitutes acceptance and agreement to any adjustment to these Terms.

7. Attendance: You must attend all scheduled class dates, and may not miss more than 60 minutes of class time to receive a certificate of attendance and, if applicable, sit for an exam.

If you have any questions about these Terms, please contact the MCPPO Program at Ask-the-OIG-Instructor@mass.gov.