



MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM
REGISTRATION FORM *January–June 2018*

Please complete the fields below and indicate your seminar selection(s) on page two:

NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

ORGANIZATION/JURISDICTION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

Do you require any reasonable accommodations? _____

DO NOT WRITE IN THIS BOX
MCPPO OFFICE USE ONLY

COURSE INFORMATION:

All seminars will be confirmed based on a minimum of 25 participants.

GOVERNMENT/NON-PROFIT COURSE PRICE:

Government employees shall include all employees of the Commonwealth, the Commonwealth's political subdivisions, other state governments and the federal government, as well as employees of any other municipality, county or local district. Non-profit employees include any employee of a 501(c)(3) corporation. Proof of government or non-profit status must be provided with this registration form in order to receive the government rate.

SUBSTITUTIONS/CANCELLATIONS:

Space is limited. Each seminar is filled on a first-come, first-served basis. Transfer of a registration within your organization is possible with prior notice, one time only. The Office of the Inspector General reserves the right to cancel or reschedule any seminar and is not responsible for any costs incurred by registrants. Terms and conditions may change without notice.

CORI NOTICE:

Please be advised that all applications for MCPPO Designation must include a completed Criminal Offender Record Information (CORI) Acknowledgement Form. You do not need to include a CORI form with this registration form.

For more information regarding administrative policies, such as complaint and refund resolution, please email Joyce McEntee Emmett, Director of the MCPPO Program, at MA-IGO-Training@state.ma.us or go to our website at www.mass.gov/ig.

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 Joyce McEntee Emmett, Director of the MCPPO Program, at (617) 727-9140.



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.



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

HOW TO REGISTER: Please 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

***ALL CHECKS AND IE/ITA PAYMENTS MUST BE RECEIVED PRIOR TO THE START OF THE COURSE**

Additional Seminar Information

**PUBLIC CONTRACTING OVERVIEW***No Prerequisite*

February 14, 15, 16

☐ BOSTON

March 26, 27, 28

☐ BOSTON☐ HUNTINGTON
(VIDEOCONFERENCE)

April 23, 24, 25

June 5, 6, 7

Tuition: \$595 for government/non-profit employees
\$750 for all others☐ COMM FIRE DISTRICT☐ BOSTON

3-day seminar

SUPPLIES & SERVICES CONTRACTING*Prerequisite: Public Contracting Overview or Charter School Procurement*

March 14, 15, 16

☐ BOSTON☐ UMASS LOWELL
(VIDEOCONFERENCE)

June 13, 14, 15

Tuition: \$595 for government/non-profit employees
\$750 for all others☐ BOSTON

3-day seminar

May 2, 3, 4

☐ BOSTON☐ HUNTINGTON
(VIDEOCONFERENCE)**DESIGN & CONSTRUCTION CONTRACTING***Prerequisite: Public Contracting Overview or Charter School Procurement*

February 6, 7, 8

☐ UMASS LOWELL

May 14, 15, 16

Tuition: \$695 for government/non-profit employees
\$850 for all others☐ COMM FIRE DISTRICT

April 11, 12, 13

☐ BOSTON☐ HUNTINGTON
(VIDEOCONFERENCE)

June 19, 20, 21

☐ BOSTON

3-day seminar

MCPPO RECERTIFICATION**NEW***Prerequisite: Valid MCPPO Designation*

March 29, 30

☐ BOSTON

May 7, 8

Tuition: \$400 for government/non-profit employees
\$600 for all others☐ BOSTON

2-day seminar

PROCUREMENT FRAUD*No Prerequisite*

March 22

☐ BOSTON☐ HUNTINGTON
(VIDEOCONFERENCE)

Tuition: \$200 per participant

1-day seminar

CONSTRUCTION MANAGEMENT AT RISK*No Prerequisite*

April 3

☐ BOSTON

Tuition: \$200 per participant

1-day seminar

CONTRACT ADMINISTRATION*No Prerequisite*

April 18

☐ BOSTON

Tuition: \$200 per participant

1-day seminar

ADVANCED TOPICS UPDATE*Prerequisite: Supplies & Services Contracting or Design & Construction Contracting*

April 26, 27

☐ BOSTONTuition: \$400 for government/non-profit employees
\$600 for all others

2-day seminar

RUNNING A SUCCESSFUL PROCUREMENT OFFICE*No Prerequisite*

May 30, 31

☐ BOSTONTuition: \$400 for government/non-profit employees
\$600 for all others

2-day seminar

DRAFTING A MODEL IFB*No Prerequisite**Requires Microsoft Word 7.0 or higher* ☐ AT YOUR DESK

Tuition: \$75 per participant

Self-paced

PRIVATE SECTOR TRAINING**CERTIFICATION for School Project Designers & Owner's Project Managers**

Tuition: \$1,350 per participant

February 28, March 1, 7, 8

☐ BOSTON

May 17, 18, 24, 25

☐ BOSTON

4-day seminar

RECERTIFICATION for School Project Designers & Owner's Project Managers

Tuition: \$550 per participant

Prerequisite: Certification for School Project Designers & Owner's Project Managers

March 6

☐ BOSTON

May 23

☐ BOSTON

1-day seminar

COMING SOON**Are You a Member of a Public Board or Commission? Know Your Responsibilities
Story of a Building**

Please check back with us regularly for additional course dates and locations.

On-site address:Office of the Inspector General
One Ashburton Place, Room 1306
Boston, MA 02108**Videoconference address:**Gateway Regional School District
12 Littleville Road
Huntington, MA 01050**Off-site address:**COMM Fire District
1875 Falmouth Road
Centerville, MA 02632**Off-site and videoconference address:**UMass Lowell
Campus Recreation Center
Room 111 (CRC111)
332 Aiken Street
Lowell, MA 01854

Please check our website regularly as videoconference locations may be added in the future.