



Office of the Inspector General
Glenn A. Cunha, Inspector General
MA-IGO-Training@state.ma.us Tel: (617) 727-9140

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

For detailed course information, visit our website at www.mass.gov/ig

PUBLIC CONTRACTING OVERVIEW

No Prerequisite

February 14, 15, 16
 March 26, 27, 28

BOSTON
 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

DESIGN & CONSTRUCTION CONTRACTING

Prerequisite: Public Contracting Overview or Charter School Procurement

February 6, 7, 8
 April 11, 12, 13

UMASS LOWELL
 BOSTON HUNTINGTON
 (VIDEOCONFERENCE)

May 14, 15, 16
 June 19, 20, 21

Tuition: \$695 for government/non-profit employees
 \$850 for all others

COMM FIRE DISTRICT
 BOSTON

3-day seminar

MCPPPO RECERTIFICATION

NEW

Prerequisite: Valid MCPPPO 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)

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

BOSTON

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

2-day seminar

RUNNING A SUCCESSFUL PROCUREMENT OFFICE

No Prerequisite

May 30, 31

BOSTON

Tuition: \$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.