MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM
REGISTRATION FORM  Summer 2018

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

NAME:__________________________________________

TITLE:__________________________________________

PHONE:________________________________________

EMAIL:________________________________________

ORGANIZATION/JURISDICTION:_____________________

ADDRESS:_______________________________________

CITY/STATE/ZIP CODE:____________________________

Do you require any reasonable accommodations?

CLASS INFORMATION:
All classes 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 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. 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. 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 about MCPPO program 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.

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 CLASS
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Tuition:</th>
<th>Location</th>
<th>Date</th>
<th>Class Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL PROPERTY TRANSACTIONS UNDER M.G.L. c. 30B</td>
<td>$200 each participant</td>
<td>NORTH ATTLEBOROUGH</td>
<td>July 11</td>
<td>1-day class</td>
</tr>
<tr>
<td>INVITATIONS FOR BIDS &amp; REQUESTS FOR PROPOSALS</td>
<td>$200 each participant</td>
<td>HOLYOKE</td>
<td>July 18</td>
<td>1-day class</td>
</tr>
<tr>
<td>ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION? KNOW YOUR RESPONSIBILITIES</td>
<td>Free</td>
<td>WORCESTER</td>
<td>July 25</td>
<td>½-day class</td>
</tr>
<tr>
<td>RECERTIFICATION FOR MCPPO</td>
<td>$400 for government/non-profit employees</td>
<td>FITCHBURG</td>
<td>August 1, 2</td>
<td>2-day class</td>
</tr>
<tr>
<td>ADVANCED TOPICS: CLARIFYING CHAPTER 30B TERMS, MISCONCEPTIONS AND PRACTICES</td>
<td>$200 each participant</td>
<td>BURLINGTON</td>
<td>August 21</td>
<td>1-day class</td>
</tr>
<tr>
<td>PROCUREMENT FRAUD</td>
<td>$200 each participant</td>
<td>PITTSFIELD</td>
<td>August 23</td>
<td>1-day class</td>
</tr>
</tbody>
</table>

Class addresses:
- NORTH ATTLEBOROUGH POLICE STATION, 102 South Washington Street, North Attleborough, MA 02760
- HOLYOKE COMMUNITY COLLEGE, Kittredge Center, 303 Homestead Avenue, Holyoke, MA 01040
- CLARK UNIVERSITY, Higgins Building, Grace Conference Room, 950 Main Street, Worcester, MA 01610
- FITCHBURG STATE UNIVERSITY, Hammond Building,G01/G01B, 160 Pearl Street, Fitchburg, MA 01420
- BURLINGTON, Town Hall Annex, 25 Center Street, Burlington, MA 01803
- BERKSHIRE COMMUNITY COLLEGE, Susan B. Anthony Center, G12 , 1350 West Street, Pittsfield, MA 01201

COMING SOON
FALL/WINTER 2018
MCPPO PROGRAM CLASS SCHEDULE