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| **Qualified Purchasing Agent** |
| RECORD OF CONTINUING EDUCATION / CERTIFICATION RENEWAL APPLICATION  |
| **Part I – Please complete the following contact information:** |
| Name:  |        | QPA No.: |       Exp. Date:            |
| Address of Record: |       |
| Home Phone: |       | Work Phone: |          | E-Mail of Record: |            |
| **IMPORTANT** – Please note that the address and e-mail you provide will be entered into the Division of Local Government Services (Division) database as your **ADDRESS/E-MAIL OF RECORD**. Such address and email may then be provided to any member of the public who requests it. Therefore, if you do not wish your home address or e-mail to be your address/e-mail of record, please provide an alternative address and email. Your address of record must include a street address. **Please notify the Division of any future changes to your address/e-mail of record.**   | ProcurementProcedures | Office Administrative/General Duties | Ethics | Green Purchasing | Information Technology | Public Works Compliance |
| **Part II: As you complete an approved course for continuing education contact hours, fill in each row as appropriate. List the number of approved hours in the appropriate subject column.**  |  |  |  |  |  |  |
| Course No. | Course Date | Course Name | Course Sponsor |  |  |  |  |  |  |
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| TOTAL HOURS (PAGE 1) |            |            |            |       |       |       |
| CONTINUE ON THE NEXT PAGE |
| **Part II Cont.: As you complete an approved course for continuing education contact hours, fill in each row as appropriate. List the number of approved hours in the appropriate subject column. Add additional rows as necessary.** | ProcurementProcedures | Office Admin./General Duties | Ethics | Green Purchasing | Information Technology | Public Works Compliance |
| Course No. | Course Date | Course Name | Course Sponsor |  |  |  |  |  |  |
|       |       |       |       |       |       |       |       |       |       |
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| TOTAL HOURS |       |       |       |       |       |       |
| Renewal requires completion of twenty-five (25) contact hours of continuing education. Applicants for renewal must obtain a minimum of two (2) contact hours for the subject areas of “Office Admin.” and “Green Purchasing”, five (5) contact hours for “Procurement”, and three (3) contact hours for “Ethics”. “Information Technology” and “Public Works Compliance” are both optional categories.  |
| **Part III – Certification of Attendance:** |
| I,  |            | , QPA # |            | certify that I have  |
|  | PRINT NAME |  |  |
| attended the educational courses noted above which are required for the renewal of my qualified purchasing agent certificate. I understand that any willful misrepresentation on my part may be grounds for suspension or revocation of my certification. Further, I understand that the Division may request proof of my attendance at the above seminars anytime within six (6) months after the renewal date of my certification. |
| Signature: |  |  Date: |            |  |
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| Upon completion of the continuing education requirements, please forward the application to: Department of Community Affairs, Attn: Certification Unit, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Applications must be accompanied by a check or money order for $35 made payable to the State Treasurer. THE APPLICATION FEE IS NOT REFUNDABLE. Please contact the Division at DLGS.Certification@dca.nj.gov if you have any questions concerning completion of the application. Revised: August 2022. |