

CERTIFICATION RENEWAL HOW DOES IT WORK?

Training & Policy Development

Effective Date: January 1, 2018

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WHAT IS CERTIFICATION RENEWAL?

To keep your certification active, it is your responsibility to remain in compliance with the required continuing education hours (CEH).

- Certification Year Definition: 12 months from the date your certification was issued.
- 12 CEH of Statewide Procurement Division Sponsored training, within 3 years. 1 CEH must pertain to Ethics and a class may not be counted more than once during a renewal period.
- A Renewal Refresher course must be completed between the second and third year of obtaining certification and does not count toward CEH. This course will be required after the next legislative session in 2019.
- Core hours acquired from attending the required contract development and/or contract management courses do not count towards certification renewal.

SUBMITTING YOUR RENEWAL DOCUMENT

- Your Excel Spreadsheet is your “Official” renewal document. It must be emailed as a file (not PDF) no earlier than 60 days and no later than 30 days prior to your certification expiration date.
- The Contact Information tab must be completely filled out. For those renewing with 12 CEH of SPD sponsored training, only the Contact Information tab is necessary. We will verify your training in our system.

[Email to: cert.renewal@cpa.texas.gov](mailto:cert.renewal@cpa.texas.gov)

WHAT IS A “DUAL” CERTIFICATION? (CTCM & CTCD)

- Each certification will keep the original issued certification # and issued date, but will now have the same expiration date. If you plan on renewing under a dual certification, you will need to complete 24 CEH's.

RENEWAL FEES

- One certification = \$50.00
- Dual certification = \$75.00
- **Please Note:** Do not send payment until invoice is received.

FOR THOSE INDIVIDUALS CERTIFIED PRIOR TO JANUARY 1, 2018

- Procurement professionals renewing a five (5) year certification may renew under the previous requirement of 80-hours of continuing education provided the training meets the previous policy and time line for renewals.
- Procurement professionals renewing a five (5) year certification may also elect to renew under the twelve (12) hour SPD-sponsored continuing education requirement. 1 CEH of which must be Ethics. A Renewal Refresher must be taken after the next legislative session of 2019.
- Certifications previously issued for five (5) years will be renewed for three (3) years. Once a certification is renewed, all current rules and procedures apply.

FOR THOSE INDIVIDUALS CERTIFIED PRIOR TO JANUARY 1, 2018 (Continued)

All CEH information must be entered into the State Certification Renewal spreadsheet and meet the following guidelines:

- **Prior to April 1, 2016:**
Max of CEH per certification year...45 with no more than 16 CEH in "Non-Standard" training.
- **As of April 1, 2016 thru September 30, 2016:**
Max of CEH per certification year...36 with no more than 8 CEH in "Non-Standard" training.
- **As of October 1, 2016:**
Max of 24 CEH per certification year with no more than 24 CEH. All has to be "Procurement OR Contract Management" related.

-One (1) hour of training equals one (1) CEH

-Staff meetings do not count as CEH's. If a training class/presentation will be conducted in conjunction with a staff meeting, a certificate will be required or verifying documentation excluding the meeting as part of the CEH.

-Instructions on how to insert documents will be found in column E (comments) within the spreadsheet.

FOR THOSE INDIVIDUALS CERTIFIED PRIOR TO JANUARY 1, 2018 (Continued)

- If you are missing documentation, the following will suffice as verifying documentation and must contain your name, title and class date, provider of training, # of CEH's:
 - Memo on agency letter-head from your manager/director
 - Email from your manager/director
 - Class agenda, course description, table of contents or sign in sheet with your manager/director's signature
 - Training class/college transcript with your manager/director's signature

NEED YOUR TPD CLASS HISTORY?

- Access the [TPD Registration Site](#)
- Scroll to the bottom of the table and enter your work email in the field titled “***Work Email Address***”
- You can print this information like any other document. The class history summary will suffice for your CEH documentation.
- **Please Note:** If you have changed email addresses or have used multiple email addresses to register for courses you will need to enter each one in order to get a complete “Class History Summary.”

NEED TO UPDATE YOUR TRAINING PROFILE?

- Access the [TPD Registration Site](#)
- Go to the bottom of the table of classes listed
- Click on RETURNING Student Registration
- Enter the email address which was used to register for your last class.
- At the top of the page, click on [Edit My User Information]
- Make your changes and click on “Update Information”
- If you have any changes, you must also fill out the [Certification Information Change Form.](#)

CONTACT INFORMATION

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Training & Policy Development

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* All certified individual certificate information can be found in the [Directory of Certified Individuals](#).