

REC'D: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CERTIFICATION #: \_\_\_\_\_



**COMPTROLLER OF PUBLIC ACCOUNTS (CPA)  
APPLICATION FOR STATE CERTIFICATION  
CERTIFIED TEXAS CONTRACT MANAGER (CTCM)**

**EMPLOYMENT INFORMATION:** Name listed here will appear on your CTCM certificate

**(First)** **(Middle)** **(Last)**

Name: \_\_\_\_\_

Agency Telephone: \_\_\_\_\_ Agency E-mail Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Agency City/State/Zip Code: \_\_\_\_\_

**COURSE REQUIREMENTS:** Provide date (mm/dd/yy) when you completed required courses:

Tx Gov't Contract Management (TGCM) \_\_\_/\_\_\_/\_\_\_ Tx Gov't Project Management (TGPM) \_\_\_/\_\_\_/\_\_\_

Negotiation Skills & Strategies (NSS) \_\_\_/\_\_\_/\_\_\_ or

CPA Texas Contract Management Certification Training \_\_\_/\_\_\_/\_\_\_

Check Registration History at: <https://cmbreg.cpa.state.tx.us/reg/index.cfm>

**TYPE OF CERTIFICATION AND CONTRACT MANAGEMENT REQUIRED EXPERIENCE**

Certified Texas Contract Manager (CTCM): Must have **one (1) year of contract management experience**

**Current Job Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**CONTRACT MANAGEMENT EXPERIENCE:** Experience can be current or prior employer, State, COOP Entity, Federal or Private. Visit CPA's website for a list of functional responsibilities

<http://www.window.state.tx.us/procurement/prog/training-cert/cmt/contrmgrfunction/>

**REQUIREMENTS:** Check appropriate box that applies to you.

My current job title contains the word "Contract" and **I HAVE** the required one (1) year of contract experience in my **current position**. (Proceed and complete page two of application)

Supporting documentation from current or prior employer is required if either one applies:

My current job title contains the word "Contract" but **I DO NOT** have the required experience in my current position.

My current job title **DOES NOT** contain the word "Contract" but I have prior contract experience meeting the one (1) year requirement.

Supporting documentation can be a job description or a signed letter/memo on agency letterhead by Human Resources or Manager. All supporting documentation **MUST** include:

