



****Do not submit this form****

This form has been replaced by Workday@OK learner transcripts

Instructions:

- CPO is responsible for acquiring 24 credits in a 24-month period.
- CPO reports will be automatically submitted via Workday@OK.
- To claim approved external credits located on this form, please [submit a service request](#) along with the required documents to be reviewed.
- If you have completed courses in Workday@OK, they will be automatically recorded and added to your learning transcript.
- This form is live and changes often.
- The Required Submission of Attendance column shows what verification must be submitted.
- Please email additional questions to procurement.training@omes.ok.gov.

Other requirements:

- If you need copies of your certificates, the Sponsor column shows whom to contact.
- You must have prior approval from Procurement Training utilizing OMES FORM CP022 for courses, classes and conferences. After approval, the training will be listed on OMES FORM CP006.
- OMES is not responsible for keeping track of your continuing education hours.
- You cannot carry over continuing education units to subsequent periods. However, we do encourage CPOs to continue their education on an ongoing basis.
- Individuals must not repeat a course for credit in a 24-month period unless otherwise indicated in this form.
- If a continuing education course requires a fee, it is noted.
- Ethics – maximum not to exceed eight hours in a 24-month period.
- Subject matter experts who participate as presenters through OMES Central Purchasing earn two CEUs for one hour of training. Contact [Procurement Training](#) if you are interested in volunteering.
- If your status changes, including changing agencies, last name, email, etc., complete and email OMES FORM CP007 to procurement.training@omes.ok.gov.

APPROVED CLASSES

Date	Description	Sponsor (contact information and link for training)	Continuing Education Units	Required Submission of Attendance	Number of CEUs Claimed
2024-2025	Recordings from 2024 Brown Bag Webinars (login to Workday to access the recording)	procurement.training@omes.ok.gov Workday Learning	Open	No Submission Needed (already recorded @ Workday@OK)	
2024-2025	CP Listens	procurement.training@omes.ok.gov Workday Learning	Open	No Submission Needed (already recorded @ Workday@OK)	
2024-2025	CAM Listens	procurement.training@omes.ok.gov Workday Learning	Open	No Submission Needed (already recorded @ Workday@OK)	
2024-2025	Various NASPO Courses	Procurement U 859-514-9159 Kaitlyn Barringer KBarringer@naspo.org	Open	Copy of NASPO transcript OR Certificate	
2024-2025	Various NASPO Conferences	naspo.org 859-514-9159	Open	Agenda, Circling Session attended, placing total CEUS at top, with copy of name badge	
2024-2025	Various NIGP Courses	nigp.org 800-367-6447 (Customer Care)	Open	Copy of NIGP certificate or transcript ONLY	
2024-2025	Various NIGP Conferences	nigp.org 800-367-6447 (Customer Care)	Open	Agenda, Circling Session attended, placing total CEUS at top, with copy of name badge	
2024-2025	State of Oklahoma P-card training	pcard@omes.ok.gov Invitation only	3	No submission needed (already recorded @ Workday@OK)	
2024-2025	LinkedIn Learning course: Project Management Foundations: Procurement	Select to view recording	1	Copy of LinkedIn certificate	
2024-2025	LinkedIn Learning course: Project Management Foundations	Select to view recording	1	Copy of LinkedIn certificate	
2024-2025	LinkedIn Learning course: Negotiation Foundations	Select to view recording	1	Copy of LinkedIn certificate	
2024-2025	LinkedIn Learning course: Ethics	Select to view recording	1	Copy of LinkedIn certificate	
2024-2025	Purchasing and Procurement Center: The Effective Procurement Executive Online Training	https://kavaq.infusionsoft.com/app/orderForms/The-Effective-Procurement-Executive Artin Vaqari artin@ppc-inc.com	5	Copy of certificate	

Date	Description	Sponsor (contact information and link for training)	Continuing Education Units	Required Submission of Attendance	Number of CEUs Claimed
2024-2025	Purchasing and Procurement Center: Essential Procurement Practices Online Training	https://www.purchasing-procurement-center.com/essential-procurement-practices-online-training.html#enrollnow Artin Vaqari artin@ppc-inc.com	2	Copy of certificate	
2024-2025	Purchasing and Procurement Center: The Effective Procurement Negotiator Online Training	https://kavaq.infusionsoft.com/app/or derForms/The-Effective-Procurement-Negotiator-Online-Training Artin Vaqari artin@ppc-inc.com	2	Copy of certificate	
2024-2025	Purchasing and Procurement Center: Advanced Negotiations Online Training	Advanced Negotiations Online Training (purchasing-procurement-center.com) Artin Vaqari artin@ppc-inc.com	4	Copy of certificate	
2024-2025	Purchasing and Procurement Center: Advanced Strategic Sourcing Online Training	Advanced Strategic Sourcing Online Training/Scenario Based E-Learning (purchasing-procurement-center.com) Artin Vaqari artin@ppc-inc.com	5	Copy of certificate	
2024-2025	Purchasing and Procurement Center: Win-Win Procurement Negotiations Online Training	Procurement Negotiations Online Training (purchasing-procurement-center.com) Artin Vaqari artin@ppc-inc.com	4	Copy of certificate	
2024-2025	Purchasing and Procurement Center: Strategic Sourcing Fundamentals Online Training	Strategic Sourcing Fundamentals Online Training (purchasing-procurement-center.com) Artin Vaqari artin@ppc-inc.com	3	Copy of certificate	
2024-2025	Purchasing and Procurement Center: Cost Management Online Training	Cost Management & Reduction Online Training Course (purchasing-procurement-center.com) Artin Vaqari artin@ppc-inc.com	4	Copy of certificate	
2024-2025	NASPO/Procurement University, Introducing Sustainability in the Procurement Process	Introducing Sustainability in the Procurement Process - NASPO 859-514-9159	2	CPO must request copy of certificate	
2024-2025	Procurement and Supply Chain Management	mccart13@nsuok.edu https://secure.touchnet.net/C21156_u stores/web/product_detail.jsp?PRODU CTID=1088&SINGLESTORE=true	8	Certificate of completion	
2024-2025	Supply Chain Management Basics	mccart13@nsuok.edu https://secure.touchnet.net/C21156_u stores/web/product_detail.jsp?PROD UCTID=1089&SINGLESTORE=true	8	Certificate of completion	
2024-2025	Center for Procurement Excellence (CPE) - Ask the RFP	amy@center4procurement.org https://center4procurement.org/about-cpe/	1	Certificate	

Date	Description	Sponsor (contact information and link for training)	Continuing Education Units	Required Submission of Attendance	Number of CEUs Claimed
Feb. 6-8, 2024	S.W. Region FSMS Procurement Training Food Service Professionals	LouisianaFitKids@PBRC.Edu	12	Copy of name badge and agenda from event. Circle classes attended with total CEUs CPO is claiming circled at the top	
Feb. 8, 2024	Sub Awarding Pass Through Entities	teresa.terry@okdhs.org	16	Certificate	
Feb. 26- March 4, 2024	Supplier Management in Public Procurement	naspo.org procurementu@naspo.org Instructor Led Course Procurement U (myabsorb.com) 859-514-9159 Space limited to 40	4	Certificate	
March 14, 2024	GRDA March Training Recording available to Dec. 1, 2024	tina.balmer@grda.com	6	Sign-in Sheets AM and PM	
March 16-20, 2024	NAEP Educational Conference	dyoung28@uco.edu	10	Copy of name badge and agenda from event. Circle classes attended with total CEUs CPO is claiming circled at the top	
April 4-5, 2024	OACUBO Spring Conference	austin.rosenthal@tulsacc.edu	3	Attendance sheets have been provided by sponsor	
April 23, 2024	OkAPP Innovative Federal Procurement Strategies	jdvealjr@sbcglobal.net	1	Attendance sheets have been provided by sponsor	
April 27, 2024	OkAPP Thinking Out Cloud	austin.rosenthal@tulsacc.edu	1	Attendance sheets have been provided by sponsor	
June 18, 2024	Summer 2024 CPO Event	tina.balmer@grda.com	7	Sign in Sheets AM and PM Attendance sheets have been provided by sponsor	
August 22, 2024	Auditing and Fraud in Government Contracts	support@yellowbook-cpe.com 979-493-5569	2	Certificate	
Dec. 3 2024, Dec. 10 2024	ALGA 2024 Virtual CPE Symposium	tgrayson@nasact.org	8	Copy of name badge and agenda from event. Circle classes attended with total CEUs CPO is claiming circled at the top	
April 17, 2025	GRDA Summer 2024 CPO Training Event	Tina.balmer@grda.com	6	Attendance sheets have been provided by sponsor	
April 7, 2025	2025 IOCP Annual Conference	heidi.kaliher@iocpnow.com https://www.iocpnow.com/page/Conf Schedule	3	Certificate	

Date	Description	Sponsor (contact information and link for training)	Continuing Education Units	Required Submission of Attendance	Number of CEUs Claimed
April 28, 2025	BOA 2025 Global Payments & Card Conference	Susan.j.rummel@bofa.com https://gems.bankofamerica.com/public/EventOverview.do?dispatch=display&inviteId=4YVdZU/y2+59U2e7ZpP6EQ==&authKey=bK7JimRSjvls+RlPqb1jgitF6B3Smbke7KH+E8myN/X+jPk8zzQM1YIOGr7YKY5kuWGSNKbvVQ=&eventId=0MC64BiQKpM=&bgid=SPkeRGgc9AY=&site=client#/overview	7	Certificate	
Nov. 6-7, 2025	OKAPP Forum 2025	austin.rosenthal@tulsacc.edu https://okapp.org/content.aspx?page_id=22&club_id=406187&module_id=722633	11	Sign-in Sheet	