

NM EDGE

NM Public Purchasing

2nd CPO Continuing Recertification Classes 2019

<h4>Tip Sheet on How to Enroll in Continuing Recertification Classes</h4>

- ❖ These classes are open to those who have already recertified their CPO once, and meet the pre-requisite class requirements.
- ❖ To enroll in these classes, go to NMEDGE.NMSU.EDU, using the menu on the left-hand side, find Public Procurement Class Information, and the “Student Record and Enrollment Site” link. Press the link to log in to your student account (if you don’t remember your student number, call us).
- ❖ Find the Public Purchasing Continuing Recertification event you wish to attend by using the little arrow on the right side of the pull-down menu to scroll through the options. Within the event select both classes and press “submit”.
- ❖ Dates available for your selection are:
 - March 20, 2019- Ruidoso- NMPPA Members registered for NMPPA Spring Conference only
 - April 3, 2019-ABQ- NAHRO Members only
 - April 10, 2019-ABQ- 2nd CPO Continuing Recertification
 - July 24, 2019- ABQ- 2nd CPO Continuing Recertification
 - October 16- ABQ- 2nd CPO Continuing Recertification
 - Other Dates and Locations may be added on-demand
- ❖ After enrolling, you can generate your invoice and either pay on-line with a credit card or print your invoice to submit for payment (questions call Chantel at 575 646 0335)
 - If you are part of a group account (check with your supervisor) DO NOT generate an invoice, instead choose “Continue and Pay Later.” Your classes will be paid for by your group account administrator.

If you have any questions or concerns enrolling, please call us at 575 646 0314.

Wednesday, April 10 or July 24 or October 16

- 8:30 am – 11:30 am
NMP 212- PUBLIC PROCUREMENT UPDATE & WORKSHOP (pre-req NMP 142 & NMP 211)
 - For the second round of recertification (continuing recertification) this class will cover any legislative or administrative updates and any pertinent hot topics gleaned from the headlines. The majority of the class will focus on creating and evaluating effective Scope of Work, identifying problem language in advance, exploring real-life scenarios resulting from a poorly written SOW, and more!
 - Instructor: Kathy Sanchez or TBD
- 1:30 pm – 4:30 pm
NMP 213- PUBLIC PROCUREMENT WORKSHOP (Pre-req NMP 142 & NMP 211)
 - For the second round of recertification (continuing recertification) this class will offer a hands-on workshop on NM Procurement Code intricacies with a focus on problem solving. Interactive topics include, The Solicitation – what to include in your procuring documents and how to handle a protest; The Contract – contract protections to ensure your legal footing in a dispute with contractors, how to determine non-performance, what to do if you need to cancel a contract, the importance of adhering to board policy, and more!
 - Instructor: Dotty McKinney or TBD



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