

ASSOCIATION OF PROCUREMENT TECHNICAL ASSISTANCE CENTERS (APTAC)

P.O. BOX 1607, ORANGE, TX 77631-1607 (409) 886-0125 FAX: (409) 886-2849

**PLEASE TYPE OR
PRINT CLEARLY**

**APTAC CERTIFICATION APPLICATION
(NON-FORMAL EDUCATION CRITERIA)**

DATE _____ NAME _____

ADDRESS _____

EMAIL _____ TELEPHONE _____

EVALUATED

BY: _____

DATE: _____

LEVEL APPLYING FOR: 1 () 2 () 3 ()

EVALUATION AREA	LEVEL 1 CONTRACTING ASSISTANT (CA) (Minimum of 15 Points)		LEVEL 2 ASSOCIATE CONTRACTING ASSISTANCE SPECIALIST (ACAS) (Minimum of 23 Points)		LEVEL 3 CERTIFIED CONTRACTING ASSISTANCE SPECIALIST (CCAS) (Minimum of 33 Points)		EVALUATOR'S BLOCK (REMARKS)
	POINTS REQUIRED	POINTS DECLARED (By Applicant)	POINTS REQUIRED	POINTS DECLARED (By Applicant)	POINTS REQUIRED	POINTS DECLARED (By Applicant)	
FORMAL EDUCATION (Minimum)	0		0		0		
PROCUREMENT EDUCATION AND TRAINING (Minimum)	10 (1 COR Point)		14 (2 COR Points)		21 (3 COR Points)		
EXPERIENCE (Minimum)	2		3		5		
OPTIONAL POINTS (Maximum)	3		6		7		
TOTAL	15		23		33		

INSTRUCTIONS TO APPLICANT: See other side for assistance. Mark only in the column that applies to your Application.

Request Level 1, 2, or 3. **YOU ARE REQUIRED** to attach sufficient and relevant backup material for each evaluation area in order to support the points you are declaring in the "POINTS DECLARED" column. Applications submitted without proper documentation will be rejected. Mail your completed package to the address at the top of this sheet. If you have any questions, please call or fax to the numbers in the heading above.

**APPLICATION AND CERTIFICATION FOR QUALIFICATION
CLARIFICATIONS FOR APPLICANT**

GENERAL RULES

- 1) In order to be eligible for certification, it is necessary to be an APTAC member in good standing.
- 2) The Professional Review Board of APTAC reserves the right to require an oral or written examination before approving certification.
- 3) The Professional Review Board reserves the right to waive requirements in the certification process when the candidate's qualifications warrant special consideration.
- 4) Candidates may appeal decisions made by the Professional Review Board. The appeal must be submitted in writing within 30 days after the candidate has been notified of the Professional Review Board decision. Through this appeal, candidates may request that the Board reconsider determinations made concerning certification levels. If, after further review, the Board reaffirms its previous determination, the candidate may appeal to the full Board of Directors in writing at the next regularly scheduled Board meeting. Candidates will be notified within 10 days of the Board of Directors' decision.

CALCULATION OF POINTS BY APPLICANT AND BY EVALUATOR

5) Formal Education:

- (1) If you have a degree, you will receive **2 points** for a two year Associate Degree, **4 points** for a four year Bachelor Degree, or **6 points** for a Master/Doctorate Degree. Use the Formal Education application.
- (2) If you do not have a degree, you will receive **1 point** for 30-59 semester hours (45-89 quarter hours); **2 points** for 60-89 semester hours (90-134 quarter hours); **3 points** for 90-119 semester hours (135-179 quarter hours); or **4 points** for 120 + semester hours (180 + quarter hours). If you do not have the requisite points on the Formal Education Application for the level you are seeking, please use the Non-Formal Application.

6) Procurement Education and Training:

- (1) APTAC = **1 point** for each 8 hours of classroom instruction.
- (2) NCMA = **1 point** for each 8 hours of classroom instruction.
- (3) Federal Govt. = **1 point** for each 12 hours of classroom instruction.
- (4) Other Related = **1 point** for each 24 hours of classroom instruction.

7) Experience:

- (1) Contracting = **1 point** for each year of experience.
- (2) PTA Center = **1 point** for each year of experience.
- (3) Economic Development = **1 point** for each year of experience.
- (4) Other Relevant Business Management/Business Development = $\frac{1}{4}$ point for each year of related Business Management or Business Development

Note: Years cannot be counted twice.

8) Optional Points

- (1) APTAC Membership = 1 point for each year
- (2) Service as an APTAC Board Member of Committee Chair = 1 point for each year
- (3) Professional Publications = 1 point for each article published
- (4) Conducting Training in Government Contracting and /or PTA Center Topics at APTAC or Federally Sponsored Workshops or Conferences = 2 point for each 8 hours of classroom training. This does not apply to training performed locally for your PTA Center.