



## PROCUREMENT PROFESSIONAL CERTIFICATION (PPC)

The Procurement Professional Certification (PPC) is designed for those who are engaged in regular procurement activities of a department or unit. Upon successful completion of the required hours of training, from the approved courses and 80% passing percentage on each course exam where applicable, an individual will obtain the PPC recognized throughout the OSU and A&M Systems.

### **New Employees**

New employees will be required to become an OK CORRAL DEPUTY (completion of OK Corral Basics and Procurement Basics training courses) before Requestor access to the OK Corral e-procurement system will be granted.

### **Current Employees already having completed training**

Employees who currently have OK Corral access who completed Procurement Basics and/or Advanced OK Corral training may be eligible to count previously completed training upon enrollment in the PPC program.

You must meet the following criteria to be eligible:

1. Completed either one or both classes within the past 12 months, and
2. Completed each post-test with a minimum score of 80%.

If either of these criteria have not been met the training must be completed again.

### **Program Completion Requirements**

- A. **OK Corral Deputy (2 Courses):** Upon successful completion of the **OK Corral Basics** and **Procurement Basics** a new employee will be granted requestor access to the OK Corral system and may begin use of the e-procurement system. The certification level of "Deputy" will be given to those successfully completing the two required courses.
- B. **OK Corral Marshal (OK Corral Deputy status, 3 additional core courses and 1 elective course):** Upon successful completion of the required courses of approved training, the employee will have successfully completed the Procurement Professional Certificate



program (PPC) and earned the certification level of “MARSHAL.” *Core courses include: OK Corral Basics, Procurement Basics, Advanced OK Corral, Legal Issues in Contracts, and \*Purchasing Card (Pcard) Training.*

- C. “Successful Completion” is defined as attendance in required and/or elective courses and 80% passing percentage of each course exam for courses containing an exam.

#### **Certification Benefits**

- A. The employee earning the Purchasing designation of “MARSHAL” may be delegated signature authority by the Chief Procurement Officer of the following levels;
  - Contract signature authority: up to \$5,000.
- B. The above described delegated authority will be a very valuable tool for the certified individual and the employing department or unit. By gaining contract signature authority, requisitions submitted will have the benefit of not requiring additional contract review by Purchasing and should thereby streamline the approval process for the Department.

#### **Continuing Education**

- A. Those holding the certification of MARSHAL will be required to participate in one (1) **Marshal Roundtable Discussion** each calendar year.
- B. The Purchasing Department plans to host two or more Marshal Roundtable Discussion sessions annually and the participant may choose which session to attend.
- C. Failure to attend a Marshal Roundtable Discussion will result in your signature authority being disabled until such time as a Marshal Roundtable is attended.

\*Completing Pcard training does not require you to apply for a Pcard. There are additional steps to the application process.



Updated 05/11/2021

**PROCUREMENT PROFESSIONAL CERTIFICATION PROGRAM**  
**Completion Form**

<b>Employee Name:</b>	<b>Department:</b>
<b>Email:</b>	
<b>Supervisor's Name:</b>	<b>Supervisor's Email:</b>

OK Corral Deputy		
	Course Title	Completion Date
	OK Corral Basics	
	Procurement Basics*	
OK Corral Marshal		
	Course Title	Completion Date
	Advanced OK Corral*	
	Legal Issues in Contracts**	
	P-Card Training*	
	Building a Better Bid-Elective	
	Travel Training-Elective	

**Must complete OK Corral Basics and Procurement Basics before registering for Advanced OK Corral.**

\*Denotes course includes completion exam. Completing Pcard training does not require you to apply for a Pcard. There are additional steps to the application process.

\*\*Previous sessions of this class will not count towards the certification program.