| DOAS Application for re-certification |
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| Applicant Information |
| Name (as you want it to appear on the certificate): |
| Entity/College/University: |
| Work e-mail: | Phone: |
| Work address: |
| City: | State: | ZIP Code: |
| type of re-certification |
| Please select all the certifications for which you are re-certifying: |
|  [ ]  GCPA Re-Certification |  [ ]  GCPCA Re-Certification |  [ ]  GCPM Re-Certification |
| Re-certification Requirements |
| * **Contact Hours for Re-Certification Requirements**: Current GCPA, GCPCA, and GCPM holders are required to earn a minimum of forty (40) Contact Hours. Only Contact Hours earned after the date of award on the certificate will qualify for re-certification.

Once the GCPM certification has been achieved, GCPA re-certification is no longer needed but re-certification for GCPM will be required.For additional information, please review the [SPD Training Reference Guide](https://doas.ga.gov/assets/State%20Purchasing/Purchasing%20Training%20for%20State%20Entities/Training%20Reference%20Guide.pdf). |
| * **Lapsed Status Requirements**: An additional ten (10) Contact Hours will be required for individuals who allow their certification to lapse by less than 12 months. Individuals in lapsed status (less than 12 months) will be required to earn an additional ten (10) Contact Hours in addition to the forty (40) Contact Hours already required.

If a certification has expired by 12 months or more, then the individual will be required to earn their certification again from the beginning coursework. |
| Continuing Education Units documentation |
| **Please submit all materials with this application including all certificates and supporting documentation to us via email at** **georgia.learning@doas.ga.gov****.**  |
| State Purchasing courses & non-spd approved courses |
| **Course Title** | **Organization** | **Dates** | **CEUs** |
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| Webinars |
| **Course Title** | **Organization** | **Dates** | **CEUs** |
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| College courses |
| **Course Title** | **Organization** | **Dates** | **CEUs** |
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| re-certification Affirmation Statement |
| I hereby affirm that I have read and understand the certification program information and policies as outlined in the Georgia Procurement Manual in effect at the time of application. I understand that DOAS reserves the right to revise or update program requirements and that it is my responsibility to be aware of the current requirements. I further affirm that the statements and information set herein this application are true and correct. |
| Signature of Applicant: | Date: |