



## Who must obtain the Contract Administration Training Certificate?

State employees responsible for administering a state contract over \$150,000 must obtain the Contract Administration Training Certificate. This standard applies to state contracting agencies, even those not under DAS procurement authority. Other state employees assigned to contract administration related duties are encouraged to take the training Learning Events that apply to their job.

## What is the deadline?

Affected employees must obtain the Contract Administration Training Certificate by December 31, 2018.

## What does the training consist of?

- 11 Learning Events, each event includes a quiz.
- Online delivery - take the training from your computer when it's convenient for you.
- No fee to access and take the Contract Administration Training in iLearn.
- Test out option - Learning Events allow you to go directly to the end of course quiz. You'll receive full credit for the Learning Event when passing the quiz.
- Certificate issued in iLearn upon successful completion of all Learning Events and quizzes.

## How much time is needed to take the training?

The 11 Learning Events are independent of each other, delivered online at your own pace, and take no more than a total of 12 hours to complete.

## How much does the training cost?

There is no fee to access and take the Contract Administration Training in iLearn.

## When will the Contract Administration Training program be available?

The Contract Administration Training program launches in late fall of 2017.

## How is my on-the-job experience or non-DAS training considered?

If you're an expert on a Learning Event topic, go directly to the end of course quiz to "test out". You'll receive full credit for the Learning Event when passing the quiz.

## I'm unsure if I need to take the training, what should I do?

Contact your manager, or review this webpage for more information:  
[www.oregon.gov/DAS/Procurement/Pages/ProcTrngLaw.aspx](http://www.oregon.gov/DAS/Procurement/Pages/ProcTrngLaw.aspx)

## What happens if an affected employee fails to obtain the certificate?

State employees failing to obtain the Contract Administration Training Certificate by December 31, 2018, will no longer be able to administer state contracts over \$150,000. However, they may be able to work under the supervision of someone who has the certificate.