

**LFN 2012-17**

**August 10, 2012**

# Local Finance Notice

Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Richard E. Constable, III  
Commissioner

Thomas H. Neff  
Director

## Contact Information

### Director's Office

V. 609.292.6613  
F. 609.292.9073

### Local Government Research

V. 609.292.6110  
F. 609.292.9073

### Financial Regulation and Assistance

V. 609.292.4806  
F. 609.984.7388

### Local Finance Board

V. 609.292.0479  
F. 609.633.6243

### Local Management Services

V. 609.292.7842  
F. 609.633.6243

### Authority Regulation

V. 609.984.0132  
F. 609.984.7388

### Mail and Delivery

101 South Broad St.  
PO Box 803  
Trenton, New Jersey  
08625-0803

Web: [www.nj.gov/dca/dlgs](http://www.nj.gov/dca/dlgs)

E-mail: [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us)

## Distribution

Procurement Officials  
Chief Financial Officers  
Municipal Clerks

## QUALIFIED PURCHASING AGENT CERTIFICATION RENEWAL APPLICATION & CORRECTION TO LOCAL FINANCE NOTICE 2012-9

### Instructions for QPA Certification Renewal Application

The QPA Certification Renewal Application may be downloaded from the Division of Local Government's [Professional Certification Programs](#) webpage or by [clicking here](#).

### Part I. Contact Information

The first section of the application requires your complete name (given name, middle initial, if any, and surname), address of record, personal telephone number, work telephone number, e-mail of record, and QPA certification number.

Please note that the "address of record" and "e-mail of record" you provide on the application will be entered into the Division's database as your designated ADDRESS/E-MAIL OF RECORD and may be available to the public under the Open Public Records Act. This means you should provide an alternative address and e-mail contact information if you do not want your home address or primary e-mail address identified as your address/e-mail of record.

If you know your QPA certification number, please include it where indicated. Otherwise, you may leave the field blank for your first certification renewal. The Division will include your QPA certification number on your renewal certificate. You will be required to include your QPA certification number for all future renewal applications.

### Part II. Continuing Education

The second section of the application requires detailed information on approved continuing education courses you successfully completed in order to satisfy the required 20 contact hours. You must include the course number assigned by the Division, date the course was attended, course name, course sponsor, and the number of contact hours approved for the applicable subject area of the course.

### **Part III. Certification of Attendance**

The third section of the application requires you certify the truthfulness of the information provided in the application. Any willful misrepresentation of the information submitted may be grounds for suspension or revocation of your QPA certificate.

#### **Additional renewal application instructions**

- All certified QPAs are subject to the continuing education requirements in order to maintain QPA certification. Exceptions and waivers will not be granted. Twenty (20) continuing education contact hours must be earned every three years in the subject areas of procurement procedures, office administrative/general duties, ethics, and information technology. At least three (3) of the required 20 contact hours must be associated with an approved Ethics course(s).
- Complete and file with the Division only one renewal application after you accrue all of the required 20 contact hours. In other words, do not file separate forms for each continuing education course.
- Do not attach records proving course attendance with your renewal application. You are required to retain your own course attendance records until the last day of the sixth month following the month in which your renewal certificate was due to expire (“the retention period”). The Division will routinely audit continuing education course information and renewal applications that are on file with the Division. Therefore, we may request during the retention period that you forward to the Division the proof of course attendance for the courses included on your renewal application. Once the retention period expires, you are no longer required to retain the records for that particular renewal application.

By way of example, if your renewal certificate is due to expire on June 30, 2015, you are required to retain proof of course attendance until December 31, 2015. The Division may request until December 31, 2015, that you produce proof of course attendance for the courses included on your most recent renewal application. The Division will not request production of these documents after December 31, 2015.

- Current QPA regulations do not include a renewal application fee.
- Certified QPAs are not permitted to “bank” continuing education courses from one renewal cycle to another. For example, if a QPA certificate expires as of June 30, 2015, contact hours in excess of 20 hours earned before June 30, 2015, cannot be used in the QPA’s next renewal cycle (that is, the June 30, 2015, to June 30, 2018 cycle). Required contact hours must be earned during the current renewal cycle (or the 6-month grace period if applicable). Stated differently, continuing education credit balances are zero (0) at the beginning of each renewal cycle regardless of any excess contact hours achieved during the prior renewal cycles.

#### **QPA Certification Renewal Schedule**

For your convenience, the renewal schedule contained in [Local Finance Notice 2012-9](#) (issued April 23, 2012) is repeated below in a modified format for your easy reference. Please note that the

Division does not intend to issue any future reminders concerning the renewal schedule. All certified QPAs are expected to know when their QPA certification is due for renewal.

GROUP	ISSUED	INITIAL EXPIRATION/RENEWAL	SUBSEQUENT RENEWALS
1	Prior to 1/01/2005	6/30/2015	Every three years thereafter
2	Between 1/1/2005 and 12/31/2009	1/1/2016	Every three years thereafter
3	Between 1/1/2010 and 4/11/2012	6/30/2016	Every three years thereafter
4(a)	Between 4/12/2012 and 6/30/2013	6/30/2016	Every three years thereafter
4(b)	On and after 7/1/2013	At least three years later on December 31 or June 30, whichever is sooner	Every three years thereafter

All certified QPAs who fail to renew their QPA certification will be required to re-take the qualifying examination in order to obtain a new QPA certificate. The renewal procedures, including but not limited to the continuing education requirements, apply to all QPAs regardless of when and how you may have obtained your original QPA certificate (i.e. there is no “grandfather clause” exemption).

**Correction to Local Finance Notice 2012-9**  
**Regarding Examination Qualifications for Certain Applicants**

[Local Finance Notice 2012-9](#) discussed a provision of the QPA Law permitting applicants who have been performing the duties of a purchasing agent for at least three continuous years on or before October 11, 2012, to participate in the examination without having to satisfy the course requirements that are administered by the Rutgers University Center for Government Services. The Notice stated that any person who applies to participate in the examination in accordance with this provision after October 11, 2012, would have to satisfy the course requirements. However, that information was incorrect. By way of correction to LFN 2012-9, as long as any applicant under this provision satisfies the “three continuous years” condition as of October 11, 2012, they can participate in any future QPA examination administered by the Division. We regret any confusion this error may have caused.

Any questions regarding this Notice may be directed to the Certification Unit by calling 609.292.9757, or via e-mail to [Daniel.Kaminski@dca.state.nj.us](mailto:Daniel.Kaminski@dca.state.nj.us)

<b>Page</b>	<b>Shortcut text</b>	<b>Internet Address</b>
1	Professional Certification Programs webpage	<a href="http://nj.gov/dca/divisions/dlgs/programs/certification.html">http://nj.gov/dca/divisions/dlgs/programs/certification.html</a>
1	QPA Certification Renewal Application	<a href="http://tinyurl.com/8wbbjp7">http://tinyurl.com/8wbbjp7</a>
2, 3	LFN 2012-9	<a href="http://nj.gov/dca/divisions/dlgs/lfns/12/2012-9.pdf">http://nj.gov/dca/divisions/dlgs/lfns/12/2012-9.pdf</a>
N/A	LFN 2011-15	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/11/2011-15.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/11/2011-15.doc</a>
N/A	LFN 2011-16	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/11/2011-16.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/11/2011-16.doc</a>