

CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE
PURCHASING LEVEL 1

Type of Assignment	Representative Activities
Purchasing Agent or Supervisory Purchasing Agent	<ul style="list-style-type: none"> ● Purchases, rents, or leases supplies, services and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements

Core Certification Standards (Required for DAWIA certification.)	
Acquisition Training	<ul style="list-style-type: none"> ● None required
Functional Training	<ul style="list-style-type: none"> ● CON 100 Shaping Smart Business Arrangements ● CON 237 Simplified Acquisition Procedures ● CLG 001 DoD Government Purchase Card ● CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity
Education	<ul style="list-style-type: none"> ● Formal education not required for certification
Experience	<ul style="list-style-type: none"> ● 1 year of purchasing experience

Core Plus Development Guide (Desired training, education, and experience)	Type of Assignment
Training	Sup/Pur Agent
CLC 003 Sealed Bidding	✓
CLC 004 Market Research	✓
CLC 009 Service-Disabled, Veteran-Owned Small Business Program	✓
CLC 046 Green Procurement	✓
CLC 054 Electronic Subcontracting Reporting System (eSRS)	✓
CLC 113 Procedures, Guidance, and Information	✓
CLE 043 Online Representations & Certifications Application (OCRA)	✓
CLE 044 Intra-Governmental Transactions	✓
SPS 101 Standard Procurement System and federal Procurement Data System - Next Generation User	✓
Education	
<ul style="list-style-type: none"> ● 16 semester hours of undergraduate work with emphasis in business 	
Experience	
<ul style="list-style-type: none"> ● None specified 	

Notes:

1 The Core Certification Standards section lists the training, education and experience REQUIRED for certification at this level.

2 "R" following a course title indicates the course is delivered as resident based instruction.

3 When preparing your IDP, you and your supervisor should consider the training, education and experience listed in this Core Plus Development Guide if not already completed.

13 Some continuous learning (CL) modules have been created by extracting lessons in their entirety from a training course. If this is the case for the CL module(s) identified in the above core certification standards, the course the CL module was extracted from is identified in the "Notes" section of the CL course description and the course can be substituted to meet the certification standard.