

Waiver:

The waiver process is designed to allow experienced procurement and contracting professionals the opportunity to forgo the Basic Certificate Program (BCP) and advance to the Cal-PCA Basic Workshops. Two workshops will continue to be required in order to advance to the Intermediate Certificate Program. The department's/agency's PCO must verify that the participant being waived has the basic knowledge, skills, and abilities of a procurement and contracting professional. This documentation must be kept on file by that department/agency. You may access the following to view a [sample waiver](#).

Note: If participants choose to waive the BCP, they will not receive the 64 hours of class time credit toward their Advanced Professional Development Certificate (100 hours required).

To enroll in the Intermediate Certificate Program, participants must provide the State Training Center (STC) with: (1) a copy of their BCP Certificate or a copy of their waiver signed by their PCO; (2) copies of at least two certificates of completion from the Cal-PCA Basic Workshops; and (3) a STD 697. These documents can be mailed (STC, 1515 "S" Street, North Bldg., Ste. 108, Sacramento, CA 95814) or faxed to the STC at (916) 324-4050.

Please remember that the Department of General Services (DGS) may request a copy of a participant's waiver from his/her department/agency.