



Maryland Procurement Academy Continuous Learning Points (CLPs) Submission Application

Application for MDPA Certification Renewal

To submit Continuous Learning Points (CLPs) for the purpose of maintaining MDPA certification, complete the entire form. Use the table to list each activity being submitted. If your number of submissions exceeds the allotted list space, complete additional form(s) as needed.

- Submissions should be made as complete packages for recertification (ie. all 100 CLPs with one submission for CMPO recertification).
- Continuous Learning Points (CLPs) must be submitted in increments of 0.5; clock hours are equally converted (1.0 hour = 1.0 CLP).
- One (1) Continuing Education Unit (CEU) equates to ten (10) Continuous Learning Points (CLPs).
- For more information on Continuous Learning Points (CLPs), refer to the MDPA Certification Programs Guidebook.
- Support documentation must be provided for each individual activity (listed as quantity on the form; attached as individual documents).
- This form requires applicant signature; forms without signatures will not be accepted.
- Completed submission packages must be emailed to dgs.osp-mdpa@maryland.gov and include 'Continuous Learning Points Submission Application' in the email subject line.

SECTION MUST BE COMPLETED FOR SUBMISSION

First & Last Name: _____ **Email:** _____
Agency/Organization: _____ **Job Title:** _____
Certification Type (CMPO/CMPA/CMCM): _____ **Certification Number:** _____

LISTED ACTIVITIES MUST INCLUDE ALL REQUESTED INFORMATION FOR SUBMISSION

Month (2 digits)	Day(s) (2 digits)	Year (2 digits)	Activity (Host; description; format)	Attached Documents (2 digits)	Hours (2 digits)
Total					
(Total listed documents should match number of attached documents in submission)					

SIGNATURE REQUIRED FOR SUBMISSION

After reviewing and ensuring the form is complete and verifying all support documentation for each activity has been attached as indicated above, I (applicant) certify attendance in the activities listed above and achievement of the criteria necessary to obtain the Continuous Learning Points (CLPs) assigned to each activity.

Applicant's Signature (signed/typed): _____