

Contract Officer Level 1 Training Plan



☒ State of Montana Talent Online Courses

- ☐ Purchasing Tech Course
- ☐ Foundations of Procurement
- ☐ Level 1 Course

☒ Procurement U Phase 1

- ☐ 1. 101 - Foundations of Public Procurement (5 hours)
- ☐ 2. 109 - Introduction to Ethical Procurement (1 hour)
- ☐ 3. 105 - Introduction to Terms & Conditions (1 hour)
- ☐ 4. 107 - Introduction to Service Contracts (2 hours)
- ☐ 5. 108 - Introduction to Cooperative Procurement (2 hours)
- ☐ 6. 104 - Introduction to Negotiations (1 hour)
- ☐ 7. 209 - Ethical Procurement Strategies (2 hours)
- ☐ 8. Communication Essentials (3 hours)

To register and begin these courses, go to NASPO's [Procurement U](#)

When you have completed these courses, go to the [SPSD's Training Page](#) to **attest** that you have. Then, send your transcript to emacs@mt.gov.