



Jim Pillen, Governor

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: Procurement
Subject: Procurement Certification Program
Effective Date: 07-01-2025

1. Procurement professionals who require a PT role are required to complete Procurement Certification Training to gain access to the State's financial system (E1). NIS Security will deny PT role add-requests submitted by Authorized Agents when training is not complete.
2. The term "PT" or "PT Role" refers to the permission classification within E1 that allows a user to access procurement information or process procurement transactions. The addition or removal of a PT role does not affect other roles within the financial system.
3. Procurement professionals with access to E1 must complete refresher training every two (2) years. Refresher training consists of Procurement Law and Ethics. Failure to complete required refresher training results in the removal of the procurement professional's PT role from E1.
4. Refresher training may be completed at any time prior to the two-year mark of the last completed training requirement. Once refresher training is completed, the two-year deadline for the next refresher training will reset. Any requests for a training deadline extension may be submitted to the DAS-Materiel Procurement Training Coordinator (as.materielpurchasingtraining@nebraska.gov) using a [PCP Refresher Training Deadline Extension Request Form](#).
5. Managers and executives are strongly encouraged to take "Procurement Process and Protest Policy Information Training" when their responsibilities include signature authority on contracts, purchase orders, and requisitions; approval authority for funds; or executive decisions regarding contracts or purchases. Taking the executive level training does not fulfill the requirement for PT role access to the State's financial system.
6. Procurement Certification Training requirements are associated with the PT Role. When a user requests more than one PT Role, the highest level of initial training is completed, and no additional training is required. The table below depicts the different PT Roles and the associated Workday training module to be completed in order for procurement certification and access to be granted:

Michelle Potts, Materiel Administrator

Department of Administrative Services | MATERIEL DIVISION

1526 K Street, Ste. 130
Lincoln, Nebraska 68508

OFFICE 402-471-6500
FAX 402-471-2089

das.nebraska.gov

PT Role	Workday Training Module
PT09	N/A – Certification Training Not Required
PT10, PT15, PT52	Level 1 Procurement Certification Training
PT20, PT25, PT26	Level 2 Procurement Certification Training
PT30, PT40, PT50, PT51, PT62, PT63, PT64	Level 3 Procurement Certification Training

7. All Procurement Certification Training must be completed in Workday. When a course is offered both in-person and virtual, either option may be completed to fulfill the requirement. When the in-person option is selected, enrollment in Workday is required to gain credit for the course.
8. For assistance with enrollment, verification that you have enrolled in the correct module, or verification your training requirements are complete you may contact the DAS-Materiel Procurement Training Coordinator at as.materielpurchasingtraining@nebraska.gov.

