



STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION

*Purchasing Division*

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**MEMORANDUM**

September 10, 2020

To: All State Agencies  
From: Kevin D. Doty, Administrator  
Subject: **NEVADA CERTIFIED CONTRACT MANAGER COURSE**

The Nevada Certified Contract Manager (NVCCM) course is required pursuant to the State Administrative Manual (SAM) for all State of Nevada employees whose responsibilities include managing agency contracting activities. The course is designed to cover the more complex aspects of state contracting, with an emphasis on the service contracting process under the State Purchasing Act (NRS 333).

- A passing score on the exam is required for certification.
- Recertification is required every two (2) years.
- The Purchasing Division is in the process of scheduling the following upcoming classes via Microsoft Teams.

Type of Class	Upcoming Dates
CCM Initial Course	Tuesday, October 6 <sup>th</sup> through Wednesday, October 7 <sup>th</sup>
CCM Recertification Course	Thursday, October 8 <sup>th</sup>

- You can register for the appropriate class in NEATS. If you do not have access to NEATS, please contact Gideon Davis at the email address below for help with registration.
- To access the class downloads go to: <http://Purchasing.nv.gov/contracts/toolbox/> and click the 'Classes and Workshops' link.
- To access the CETS Access Form go to: <http://Purchasing.nv.gov/contracts/toolbox/> and click on 'CETS Access Form'. Note: Always go to the website to access the form as the Purchasing Division periodically updates the form.

If there are any questions regarding the NVCCM course, please contact Gideon Davis, Purchasing Officer III at the Purchasing Division at [gkdavis@admin.nv.gov](mailto:gkdavis@admin.nv.gov).