



Virginia Institute of Procurement Request for VCA or VCO Re-instatement

VCA or VCO Re-instatement is for any person whose VCA or VCO certification has expired up to 5 years or has lapsed (after 5 years you must go through the VCA or VCO program again). To become re-instated for either the Virginia Contracting Associate (VCA) or Virginia Contracting Officer (VCO) Certification Program you must:

1. Pay the fee and submit this application online in the VIP Learning Management System at <https://vip.myabsorb.com> by following instructions on submission through the appropriate Re-Instatement Course. VCA Re-instatement is \$100.00. VCO Re-instatement is \$200.00.
2. Once your re-instatement application has been approved, you will receive an approval and instruction e-mail from VIP stating that you have met the criteria to pursue the re-examination with instructions on registering for an exam date.

This PDF form can be typed, printed or saved

Your Name as you want it to appear on your certificate:

Name:	
Title:	
Agency:	
Address:	
City:	State/Zip
Phone:	Fax#
Email:	

Purchasing director or your supervisor if you are not in a purchasing department

Name:	
Title:	
Agency:	
Address:	
City:	State/Zip
Phone:	Fax#
Email:	

Name on the expired certificate: _____

Date of issue for expired certificate: _____

Date of last recertification for expired certificate _____

_____ Date: _____

Signature