



PURCHASING CERTIFICATE

Earning your Purchasing Certificate from MDI will equip you with the latest technical, profit-making, and cost-cutting ideas you need to excel on the job and increase value to your organization. Completion of the Certificate represents a prestigious achievement for any purchasing professional wanting to keep on the industry's cutting-edge and advance in their career.

WHO WILL BENEFIT? CERTIFICATE FAQ'S

Participants come from an array of manufacturing, service, health care and utility settings. Through the Purchasing Certificate program you will gain access to a networking group of peers in which to exchange ideas and discuss practical industry solutions.

Organizations look to Certification as:

- **A standard of performance**
- **A measurement of individual achievement**
- **Documentation of results**

How do I enroll in a Certificate program?

A certificate application should be completed toward the beginning of your coursework if pursuing the Administrative Excellence program. Applications can be completed during class time or found online under the MDI Certificate tab. There is no extra fee for participating in a Certificate program.

How long does it take to complete a Certificate program? Certificates can be completed in a relatively short time. While some programs vary in design and length, participants have up to 2 years to complete the requirements unless otherwise arranged.

Is there any testing involved to earn a Certificate?

No. MDI's seminars and courses are targeted to the adult learner and impact of learning is being assessed throughout the programs through relevant activities, exercises, case studies and Q&A.

Dates:
Seminar dates and descriptions can be found at mdi.missouristate.edu

Times:
4—Two-day seminars
8:30 a.m.—4:30 p.m.

Location:
MDI Training Facilities
Robert W. Plaster Center
for Free Enterprise
405 N. Jefferson Ave.
Springfield, MO 65806

Fees:
\$799 per topic
Or \$2,999 for entire certificate program

Fee includes all materials and refreshment breaks

Questions Call:
Tara Horton
MDI Training Coordinator
417-837-2615 or
800-733-3203 or visit
mdi.missouristate.edu

Any seminar topic can be delivered at your organization!

PURCHASING CERTIFICATE REQUIREMENTS

To complete the Purchasing Certificate, participants must attend the core required course, Fundamentals of Purchasing, plus the three elective courses listed for a total of **56** contact hours.

Each purchasing seminar is a two-day, 14-hour program. You must complete all four program topics listed, in order to complete the Purchasing Certificate. The courses can be taken in any order; therefore, you can begin the certificate at any point in time.

Purchasing Certificate Program—\$2,999
With advanced enrollment and payment in all 4 courses.

Each individual 2-day Topic—\$799

Upon completion of the minimum **56** contact hour requirement, participants will be presented a framed Certificate granted by MDI and the Center for Business and Economic Development at Missouri State University.

PURCHASING CERTIFICATE 2015 SCHEDULE	
REQUIRED CERTIFICATE SEMINARS	
Fundamentals of Purchasing <i>(Core Course-does not have to be taken first)</i>	October 27 & 28, 2015
Strategic Purchasing & Supply Management	October 29 & 30, 2015
Improving Purchasing Negotiation Skills	November 17 & 18, 2015
Understanding Purchasing & Supply Contracts	November 19 & 20, 2015

