There are four schools within the Washington Procurement Academy. Read the descriptions to find in which school you belong or use our Virtual Guidance Counselor.

School of **Procurement Professionals**	School of **Small Purchasers**	School of **Contract Managers and Monitors**	School of **Procurement Executives**
You belong in this school if you are a subject matter expert in the entire procurement process to include developing a solicitation strategy, writing contracts, and posting a solicitation to WEBS. **You _don't_ belong in this school if you are not familiar with these tasks.**	You belong in this school if you make low-risk purchases as part of your job. Low risk purchases are usually simple or routine transactions. **You _don't_ belong in this school if you manage contracts or post solicitations to WEBS.**	You belong in this school if you monitor a contract to verify good or services have been received or manage the contract post award. You may even provide input to the procurement professional during the solicitation process. **You _don't_ belong in this school if you independently develop the solicitation strategy or post a solicitation to WEBS.**	You belong in this school if you are an executive in your organization who makes purchasing decisions or directs the work of those who do. Some examples of common titles of those who are part of this school include, Director, Deputy Director, Assistant Director, or Agency Secretary. **You _don't_ belong in this school if you independently develop the solicitation strategy, post solicitations to WEBS, or manage contracts.**
Courses Required for School of Procurement Professionals • Purchasing & Procurement 101 M1-4 • Environmental Procurement ⧗ • Emergency Purchases • Supplier Diversity ⧗ • Contract Management 101-102 • Contract Management 201, 301, or 401 • Procurement Ethics ⧗ • Small Purchases ⧗ • Sole Source Purchases – *Coming 2025* ✎ • RCW 39.26 basics – *Coming 2025* ✎ • IT Purchases – *Coming 2026* ✎ • IAA Purchases – *Coming 2026* ✎ • Contract Manager Updates – Coming 2027 ✎⧗ • Procurement Professional Updates – Coming 2027 ✎⧗ **Optional courses:** • Implicit Bias Training for Evaluators • Access Equity Contract Compliance • Access Equity Outreach	**Courses Required for School of Small Purchasers** • Small Purchases (*Includes supplier diversity and environmental basics.*) ⧗ • Procurement Ethics ⧗ **Optional courses:** • Environmental Procurement • Supplier Diversity	**Courses Required for School of Contract Managers and Monitors** • Contract Management 101-102 • Contract Management 201, 301, or 401 • Procurement Ethics ⧗ • Supplier Diversity ⧗ • Contract Management Updates ⧗ **Optional courses:** • Implicit Bias Training for Evaluators • Environmental Procurement Access • Equity Contract Compliance • Access Equity Outreach	**Courses Required for School of Procurement Executives** • Contracts & Procurement for Executives ⧗ (*Includes supplier diversity and environmental basics.*) • Procurement Ethics ⧗ **Optional courses:** • Implicit Bias Training for Evaluators • Access Equity Contract Compliance • Access Equity Outreach • Emergency Purchases

⧗ Beginning in January of 2027, DES requires learners to repeat each course marked with a ⧗ every three years. For assistance in how to assign, please contact DES IT at DESITSupport4U@des.wa.gov.

✎ These courses are currently being written and will be required. They are on this document as an FYI to training coordinators who often need to plan for future training requirements. As always, RCWs, policies, and executive orders may require additional courses. See RCW 39.26.110