

**PROCUREMENT CONVERSION/INDUCTION COURSE  
(Foundation)**



**ACCREDITATION AND DOCUMENTATION FORM**



**Surname:** .....

**First Name:** .....

**Middle Name:** .....

**Agency:** .....

**Supervising Authority/Agency:** .....

**Contact Address:** .....

**Contact Number(s):** .....

**Email Address:** .....

**Date of Birth:** .....

**Gender (Male/Female):** .....

**Date of 1<sup>st</sup> Appointment:** .....

**Date of Confirmation:** .....

**Date of last Promotion:** .....

**Previous Cadre (if any):** .....

**Highest Academic Qualification obtained:** .....

**List of Procurement related trainings obtained:**

i.....

ii.....

iii.....

**List of Professional Qualifications Obtained:**

i.....

ii.....

**Present Position & Grade Level in Office:** .....

**Tick Course Enrolled for: CONVERSION:**  **INDUCTION:**

**Registration No:** BPP/PCIC/NOV/2021/.....(to be issued by BPP)

**Signature & Date:** .....

**List of documents to be attached:**

1. Copies of letters of appointment, confirmation and promotion(where applicable)
2. Copy of Birth certificate
3. Copy of NYSC discharge and or exemption certificates
4. Copies of Academic and professional qualifications obtained
5. Copy of Official ID card
6. Two(2) passport size photographs
7. Copy of Curriculum Vitae