

VCCO Seminar Information

What is the VCCO Seminar and who may attend?

The VCCO (Virginia Construction Contracting Officer) Seminar is a two-day seminar which provides additional coverage of the *Construction and Professional Services Manual*, with an emphasis on procurement and contract administration. Registration is limited to Commonwealth of Virginia government personnel employed in positions related to the design, procurement, and construction of State projects. Federal and local government personnel may also be admitted.

The VCCO Seminar provides a more intimate forum for discussing common concerns and provides an opportunity to network with peers at other agencies.

Attendees qualify for testing and certification as a Virginia Construction Contracting Officer (VCCO).

Are there any other qualifying factors to attend a VCCO Seminar?

The attendee must have completed a recent CPSM Seminar.

When are VCCO Seminars held?

DEB typically holds one VCCO Seminar each spring and one each fall, provided demand is sufficient to make each VCCO session economically viable. If there is a larger demand, additional sessions can be scheduled.

How do I express my interest in attending a VCCO seminar?

Complete the [online "Expression of Interest" form](#) on the Division's webpage.

How will I be notified when a VCCO session is available?

If you completed the [online "Expression of Interest" form](#), you will be e-mailed **Application Instructions** once a VCCO seminar is scheduled.

How will I be notified if my application is accepted? Once I have been notified by DEB that my application was accepted, how do I register and pay?

If your application is accepted, you will be notified via email. The email message will provide a link to a secure online registration and payment system. Registration is not complete until your payment is successfully processed by the system. Carefully read all policies, terms and conditions listed in the **Application Instructions**.

Immediately use the emailed link to access the system to complete the registration/payment process. There are usually more qualified applicants than slots available. The class size is usually held at 20 and 20 initially-selected* applicants are notified first. If all 20 initial slots are not filled after approximately 1 week, other qualified applicants will be notified and will be registered on a first-come, first-serve basis (i.e., a “first twenty” applicant could lose their slot, if the registration/payment process is not quickly completed).

(* - When screening the applications to fill the first twenty slots, the Division considers factors such as: the need for VCCOs at an agency and the relevancy of the training to the applicant’s current job duties and to assuring that a diverse group from multiple agencies is represented.)

How will I be notified if my application is not accepted?

If your application is not accepted, you will be notified via email.

How will I know I have or have not been successfully registered by the system?

Once your payment is accepted by the system you will get a confirmation message. It is recommended that you print a copy of this message as it serves as both a registration confirmation and a payment receipt. No other receipts will be issued. The online registration system will provide a message if you attempt to register and seminar is already full. Registrations are processed by the system in the order they are received until the preset seminar attendance limit has been met. These seminars tend to fill quickly so early registration is encouraged.

If my application is not accepted or if it was, but I did not register in a timely enough manner (i.e., I lost my slot), do I need to complete the “Expression of Interest” form again to continue to express my interest in attending a future VCCO Seminar?

No. You will remain on DEB’s notification list until you are successfully registered for a VCCO Seminar or until you advise DEB (at seminars@dgs.virginia.gov) to remove you from the notification list.

Once you are successfully registered, you will be removed from the notification list and will need to complete the [online form](#) again to add your name to the notification list for subsequent VCCO Seminars.

Can I get a refund?

Once an applicant is successfully registered by the system, no refund will be issued, however, please see SUBSTITUTIONS below.

There will also be no refunds for “no shows” or partial attendance. DEB must make advance contractual commitments with conference facilities and caterers based upon the commitments made by the applicants. The refund policy is clearly stated in the **Application Instructions**.

If a seminar is cancelled by DEB, refunds will be issued.

DEB may limit the number of attendees from any individual organization to assure equitable and widespread access to this training. DEB reserves the right to cancel registrations to apply this policy. If a registration is cancelled by DEB to apply this policy, a refund will be provided.

SUBSTITUTIONS: Can someone else from my firm attend in my place?

Substitution of attendees is allowed, provided they meet the other prerequisite requirements. In the case of a substitution, e-mail seminars@dgs.virginia.gov and provide the seminar date and the names of both the original registrant and the individual who will be attending in their place. (This is needed to check their qualifications, to adjust rosters and to correct the pre-printed Certificates of Training.)

Will I get a Certificate of Training?

All attendees who complete the full two-day training session will receive a **Certificate of Training** listing the number of contact hours of instruction.

How do I schedule to take the VCCO Exam?

Testing is conducted on an individual basis. After you complete both the CPSM and VCCO seminars, you may e-mail seminars@dgs.virginia.gov with several preferred dates. You will be notified via return e-mail of the scheduled examination date.

What topics are on the exam? What’s the format? What do I need to bring?

This will be discussed at the conclusion of the VCCO Seminar.

Any exceptions to these policies shall be at the sole discretion of the Director of the Division of Engineering and Buildings or his designee. Refunds may be subject to an administrative fee.