

What is the VCA?

CONTRACT

The term of this Agreement shall begin on _____
termination date of _____

This Contract may not be modified in any
Parties. This document and any attachment
the Parties. This Contract shall be binding
assigns and shall be enforced under
In consideration of the mutual
agrees that it



Online Modules

Complete online modules to prepare for the class and exam.



Class Session

Virtual two-day class session.



Case Study

Apply what is being learned to an in-class case study.



Final Exam

Pass the final exam for certification.

VCA Overview

The Virginia Contracting Associate (VCA) is the first rung of the 'Virginia Contracting' certification ladder. This certification has a particular focus on small purchase, emergency, and sole source procurements as well as eProcurement.

The course consists of pre-class online modules, taking approximately seven hours to complete, followed by two days of class. The course concludes on the third day with an online exam.

VCA Fast Facts

- The required application can be accessed on the VIP LMS via the 'Apply to the VCA Program' course.
- The VCA course costs \$735 and includes all online work, one class session, and one exam session.
- There are several VCA class sessions each year. Check the Calendar of Classes on the VIP LMS for the current schedule.

For more information, view the VCA FAQs on the [VIP LMS](#) or email absorb@dgs.virginia.gov.

