

What is VCARM?

Do your job duties involve administering contracts for your agency or entity? Then the Virginia Contract Administration and Risk Management certification may be for you!



Online Modules

Complete four online modules covering: Ethics, Procurement Fundamentals, Contract Basics, and Administering a Contract.



Weekly Meetings

Meet virtually four times - once weekly for an hour - with a trainer to discuss the week's content and answer any questions.



Case Study Project

Submit an analysis of a selected case study, applying what has been learned throughout the course.



Final Exam

Pass a final online exam consisting of multiple choice and true/false questions.

VCARM Overview

The VCARM is a 'Virginia Contract Administration' certification focusing on policy surrounding contract administration activities in the Commonwealth. It is considered a hybrid course, as it is comprised of both self-paced learning as well as scheduled virtual meetings.

The course lasts for six-weeks; however, most of the work is done at your own pace. There are only four scheduled one-hour meetings that meet virtually.

VCARM Fast Facts

- The required application can be accessed on the VIP LMS via the 'Apply to the VCARM Program' course.
- The VCARM course costs \$525 and includes all online work, virtual class meetings, and one exam session.
- There are three VCARM class sessions in 2022 to choose from with start dates of:
 1. February 28, 2022
 2. April 11, 2022
 3. May 23, 2022



For further information please view the VCARM FAQs on the VIP LMS or email absorb@dgs.virginia.gov.