



CPPO/CPPB CERTIFICATION

Presented by:

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Agenda

- Why Certify?
- Who is the UPPCC?
- CPPO/CPPB Certification Programs
- Certification Process
- Questions



Goals of Certification

- Increases professionalism in a field of practice by:
 - Identifying a Body of Knowledge
 - Establishing a specific level of knowledge and experience
 - 3rd Party verification of qualifications



Benefits of Certification

- Professional Recognition
- Increased Credibility
- Increased Self-Confidence
- Increased Knowledge



Benefits of Certification (cont.)

- Enhances Value to the Employer/Employee
- Career Advancement
- Competitive Marketing Advantage



UPPCC Certifications

“Only globally recognized certifications specifically designed for government procurement professionals”



Who is the UPPCC?

- Created in 1978 by NIGP and NASPO
- Composed of 2 separate volunteer bodies:
 - The Governing Board
 - The Board of Examiners



UPPCC Headquarters

- HQ Offices – Washington, DC Metro Area
 - Professional Staff
 - Executive Director
 - Certification Manager
 - Certification Support Staff
 - Consultant Staff
 - Testing Agency - Prometric



UPPCC Certifications



Certified Public Procurement Officer (CPPO)

- Supervisors of public purchasers/buyers **OR**
- Managers of public procurement functions



Certified Professional Public Buyer (CPPB)

- Perform public purchasing functions (buyers)
- Non-managerial or supervisory



Certification Process Overview

- Demonstrate eligibility via application
- Obtain approval of application
- Schedule exam with Prometric
- Successfully pass the examination
- Recertify every 5 years



Testing Dates & Deadlines

Fall 2016 – October 17-29, 2016

Application Deadline: July 18

Late Deadline: August 1

Exam Scheduling Deadline: Sept 12

Spring 2017 – May 1-13, 2017

Application Deadline: January 30

Late Deadline: February 13

Exam Scheduling Deadline: March 27



UPPCC Eligibility Requirements

- Formal Education
- Procurement Coursework/Training
- Public Procurement Experience



CPPB Eligibility

Minimum Requirements:

- Formal Education:
 - Associate's Degree
- Coursework/Training:
 - 158 contact hours of [instructor-led training](#) OR
 - 3 credit hours of [public/government-specific](#) procurement coursework **OR** 6 credit hours of [procurement-related](#) coursework **AND** 56 contact hours of training
- Work Experience:
 - 3 years of public procurement experience w/i previous 10 years



CPPO Eligibility

Minimum Requirements:

- Formal Education
 - Bachelor's Degree
- Coursework/Training:
 - 174 contact hours of [instructor-led training](#) OR
 - 3 credit hours of [public/government-specific procurement](#) coursework **OR** 6 credit hours of [procurement-related](#) coursework **AND** 72 contact hours of training
- Work Experience:
 - 5 years of public procurement experience; 3 years management; w/i previous 10 years



Formal Education



- Any area of study is acceptable
- Degrees do not expire
- Official Sealed Transcript issued by College or University
- Document only highest level achieved

Coursework/Training

- What is **procurement-related**?
 - Any course at the formal education level that typically results in “credit hours” and contains one or more of the following keywords AND can be linked to the current UPPCC Body of Knowledge.



Coursework/Training

- Procurement–related key words:
 - Acquisition, business ethics, business law, commercial law, contracting, distribution, ethics, finance, inventory, legal, logistics, management, material, negotiation, organization, personnel, procurement, purchasing, supplier, supply-chain, supply, transportation.



Coursework/Training

- What is **public/government-specific** procurement?
 - Courses that meet the requirement for procurement-related coursework AND
 - Contain one of the following keywords in either the course title or description:
 - Government(al)
 - Public



Coursework/Training

- What is **Instructor-led** Training?
 - Must include a speaker, facilitator, instructor, trainer, moderator, etc.
 - Includes: Live conferences, workshops, seminars, courses (face-to-face, remote audio/video conferences, and online)
 - Networking, tradeshow, social activities, etc., do NOT qualify



Public Procurement Experience



- Full-time employment only (min 30 hrs weekly)
- Position Titles to match position descriptions
- Official Position Descriptions (*required*)
- Working Position Descriptions (*if needed*)

Application Details

- Applications valid for 1 year
 - 1 year period begins when application is submitted to UPPCC, not the date of approval
 - Allows sufficient time to complete the examination (2 opportunities)
 - Allows sufficient time to correct deficiencies



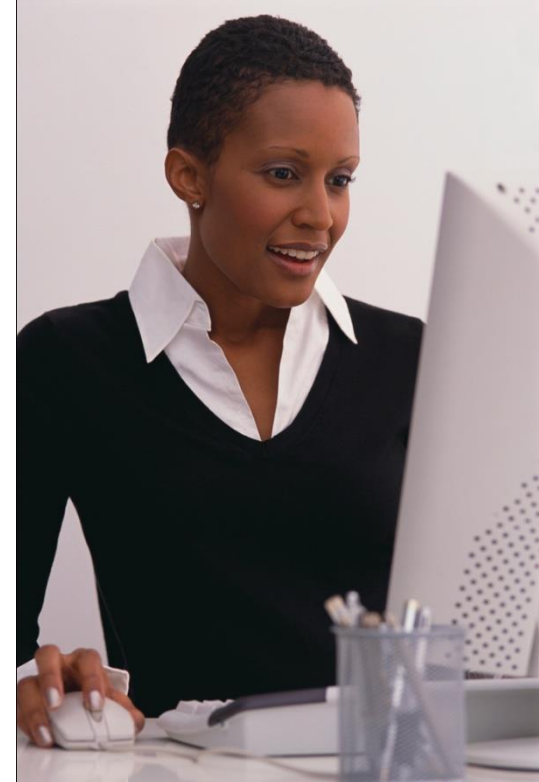
Application Review

- Verify applicant meets eligibility req's
- Req's must be met at the time of application
- 4-6 weeks processing time
- Authorization To Test (ATT)
- Application Appeals Process



Examination Format

- Single computer-based assessment
- Based on UPPCC Body of Knowledge
- 190 multiple-choice questions
- 3.5 hours of testing time



Examination Format

Domain Areas

- I. Procurement Administration
- II. Sourcing
- III. Negotiation Process
- IV. Contract Administration
- V. Supply Management
- VI. Strategic Procurement Planning



Examination Format

- CPPB - Situational & Recall Questions
- CPPO - Situational & Recall, plus
Analysis Questions



Exam Preparation

- Review UPPCC Body of Knowledge
- Perform self-assessment
- Focus on weak areas
- Review the suggested study resources
- Join a study group or take a preparatory course



Suggested Study Resources - CPPB

- Principles and Practices of Public Procurement: Values and Guiding Principles (principlesandpractices.org)
- Foundation Textbooks (NIGP)
- State & Local Government Procurement: A Practical Guide (NASPO)
- Fundamentals of Leadership & Management in Public Procurement (NIGP)
- Getting To Yes (Fisher, Ury & Patton)
- Public Procurement Dictionary of Terms – 2012 edition (NIGP)



Suggested Study Resources - CPPO

- Suggested Study Resources for CPPB, plus
- Advanced Textbooks (NIGP)



Examination Scoring

- BOE Reviews statistics prior to final scoring
- Scoring Scale [1000 – 2500]
- Passing Standard is 1800
- Final exam results released to candidates
- Unsuccessful candidates receive detailed performance info



Recertification Requirements

- 45 contact hours needed
- Recertification points earned in 2 of 3 categories
 - Continuing Education – accredited
 - Continuing Education – non-accredited
 - Professional Contributions



Questions?

Your Certification Resource: uppcc.org

For more information regarding:

*Eligibility Requirements, Application Process,
Program Enhancements, Body of Knowledge,
Study Resources, etc.*

