



# CPPO/CPPB Certification

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# Agenda

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

# 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

# Goals of Certification

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

# Benefits of Certification

- Professional Recognition
- Increased Credibility
- Increased Self-Confidence
- Increased Knowledge
- Enhances Value to the Employer/Employee
- Career Advancement
- Competitive Marketing Advantage

# UPPCC Certifications

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

# 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

**Spring 2019 – May 6 – 18, 2019**

Application Deadline: February 4

*Late Deadline: February 19*

# UPPCC Eligibility Requirements

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

# CPPB Eligibility

## Minimum Requirements

- Formal Education:
  - Associate's Degree
- Coursework/Training:
  - OPTION 1:** 3 *credit hours* of [public/government-specific](#) procurement coursework **AND** 56 contact hours of training/education
  - OR** 6 *credit hours* of [procurement-related](#) coursework **AND** 56 contact hours of training/education
  - OPTION 2:** 158 contact hours of [instructor-led 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:
  - OPTION 1:** 3 *credit hours* of [public/government-specific procurement coursework](#) **AND** 72 contact hours of training/education **OR** 6 *credit hours* of [procurement-related coursework](#) **AND** 72 contact hours of training/education
  - OPTION 2:** 174 contact hours of [instructor-led training](#)
- Work Experience:
  - 5 years of public procurement experience; 3 years management and/or supervisory; w/i previous 10 years

# Formal Education



- Any area of study is acceptable
- Degrees do not expire
- Official Sealed Transcripts or Official Electronic Transcripts 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

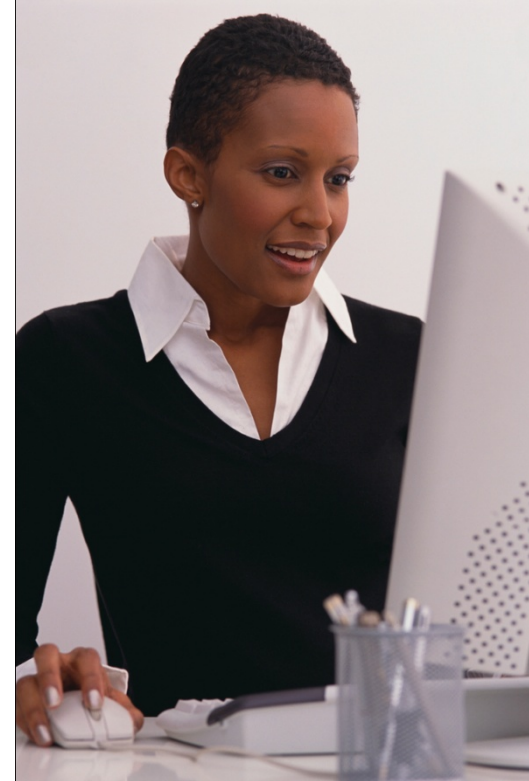
- Applications valid for 1 year
  - 1 year period begins when application is submitted to UPPCC, not the date of approval
  - Allows sufficient time to complete the examination (2 opportunities)
  - Allows sufficient time to correct deficiencies

# 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](http://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](http://uppcc.org)  
[certification@uppcc.org](mailto:certification@uppcc.org)**

**For more information regarding:**

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