UPPCC Certification Programs and Updates

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Session Outline

• Public Procurement Profession
• What is Certification
• Benefits of Certification
• UPPCC Environmental Scan Survey Results
• Why UPPCC Certifications
• Five Reasons to get your CPPO, CPPB
• UPPCC Certification
• Job Analysis Process
• CPPO/CPPB Certification Programs
• 2021 UPPCC Body of Knowledge & Competency (BoK-C)
• Questions
PUBLIC PROCUREMENT PROFESSION

• Serve as trusted stewards of taxpayer dollars

• Exercises the strictest level of care and judiciousness in conducting government business

• Upholding high standards of job performance and ethical behavior

• Be transparent in its practices, processes, policies and relationships with all stakeholders

The ongoing development of academic degrees in public procurement, coupled with the increasing importance of professional certifications, continue to elevate the profession of public procurement as a chosen and distinguished career path.
WHAT IS CERTIFICATION?

• Establishes a verified system of distinguishing professionals who have met an advanced level of training and work experience in public procurement

• Defines professional standards and validates qualifications against those standards

• Identifiable recognition

• Demonstrates an ongoing commitment to professional development and ethical practice

• Increases professionalism in a field of practice by:
  ✓ Identifying a body of knowledge and competencies
  ✓ Establishing a specific level of knowledge and experience
  ✓ Providing third party verification of qualifications
  ✓ Encourages ethical practice and professional development
  ✓ Establishes a minimum criteria for the profession

Certification is not a training program nor should it be confused with a “certificate” program.
BENEFITS OF CERTIFICATION to the Procurement Professional

- Professional recognition
- Increased knowledge and skills
- Personal satisfaction and increased self-confidence
- Increased credibility with government, suppliers and contractors, and peers
- Career advancement and competitive marketing advantage
- Demonstrates commitment to the profession
- Continued professional development opportunities and defined path for growth
- Portability of professional certification
BENEFITS OF CERTIFICATION to the Procurement Office/Entity/Agency

- Sets a standard of excellence within the organization
- Increases the professionalism, skills and accountability of procurement staff
- Fosters ethical behavior of Staff
- Promotes recognition of Staff as purchasing professionals
UPPCC ENVIRONMENTAL SCAN SURVEY RESULTS

• Both certified and non-certified officials agree on the importance of certification.

• 84% of certified officials agree with the statement “Certification helps to define the profession” (61% of non-certified officials agreed with the same statement).

• Most of the practitioners surveyed agreed that professional certification is beneficial to both procurement officials and their employers.

• 75% of managers surveyed were more likely to hire an individual if he or she is certified in public procurement or a related field.

• 60% of the managers surveyed believe certified procurement employees know what is required to perform their jobs better than uncertified practitioners.

*Results from the 2019 UPPCC Environmental Scan Survey.*
WHY UPPCC CERTIFICATIONS?

• The CPPO and CPPB are the only globally recognized certifications specifically designed for government procurement professionals.

• Wholly-owned and operated by the independent certifying body, the Universal Public Procurement Certification Council, the CPPO and CPPB represent the gold standard in public procurement certification.

• Demonstrates that an individual’s knowledge, skills and abilities meet the competency level established thru the Job Task Analysis for public procurement.

• Lends authority to an entity and validates through experience and certification, that staff are well qualified to guide the agency’s procurement function.
FIVE REASONS TO GET YOUR CPPO, CPPB*

Jason Soza, CPPO, CPPB
Former CFO, Alaska

1. VALIDATION
A certification can lend authority to a procurement professional's counsel and validate that through their experience and certification, they are well qualified to guide the agency's purchasing function.

2. EMPLOYMENT
Jobs in public procurement can be highly competitive. Having a CPPB or CPPO can help to set you apart from others by showing that you have gone above and beyond to secure a professional certification.

3. JOB SECURITY
As budgets are tightened and agencies look to their procurement function to help save money, those who have continued their education and obtained their certification represent a valuable asset and investment to the organization.

4. PERSONAL CHALLENGE
Procurement in and of itself is a great, challenging profession that changes every day, but setting a goal to achieve your CPPB/CPPO and working toward it can provide a welcome extracurricular challenge.

5. NETWORKING
Becoming certified places you in a small group of other certified procurement officials. As you come across other certified professionals, whether in person or through social media, having a common base of knowledge is a great start to establishing a mutually beneficial professional relationship.

*except from LinkedIn post shared in 2015: https://www.linkedin.com/pulse/5-reasons-get-your-cppb-cppo-jason-soza-cppo-cppb/
UPPCC CERTIFICATION

UPPCC follows industry accepted best practices and accreditation standards that are established for organizations that offer professional certification programs. In 2007, UPPCC evaluated its programs against best practices and standards and made adjustments to ensure UPPCC maintained a robust certification process that is valid, fair and legally defensible.

• Follows accepted best practices and professional accreditation standards:
  ✓ Standards for Educational and Psychological Testing
  ✓ ANSI ISO 17024 Standards and NCCA Standards for Accreditation of Certification Programs

• Prometric-UPPCC partnership
  ✓ Test Development
  ✓ Test Administration
  ✓ Test Analysis & Scoring

• Job Task Analysis is the foundation for UPPCC programs
  ✓ Conducted in 2007, 2012 & 2017
  ✓ Involves various steps and practitioner expertise
  ✓ Periodic evaluation of the exam content
  ✓ Goal is an updated content outline (a.k.a., test specifications, exam blueprint, Body of Knowledge) for the CPPO and CPPB exams that aligns with current practice
  ✓ Conducted by UPPCC typically every 5 years
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2017</td>
<td>RFP issued by UPPCC for Environmental Scan Project</td>
</tr>
<tr>
<td>June 2018</td>
<td>Contract Awarded to Association Laboratories</td>
</tr>
<tr>
<td>August 2018</td>
<td>Project Steering Committee formed</td>
</tr>
<tr>
<td>August 2018</td>
<td>Qualitative survey developed</td>
</tr>
<tr>
<td>January 2019</td>
<td>Quantitative survey developed</td>
</tr>
<tr>
<td>February 2019</td>
<td>Survey launched</td>
</tr>
<tr>
<td>March 2019</td>
<td>Survey data analyzed by AL</td>
</tr>
<tr>
<td>April 2019</td>
<td>Survey results presented to UPPCC Board</td>
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- Nearly 3,000 SMEs participated in one or more phases of the Environmental Scan project
- Credential Satisfaction – 94% of CPPOs and 93% of CPPBs indicated that their UPPCC credentials are relevant to their personal career and employment goals
- Barriers to Certification – validated changes to eligibility requirements that were formally announce in Aug 2019
- Future Needs – Need for greater recognition (digital certification badges announced in Dec 2019), defined career path
JOB ANALYSIS PROCESS – Public Procurement Workforce Competency Model

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>June 2018</td>
<td>Interviews Conducted with SMEs</td>
</tr>
<tr>
<td>August 2018</td>
<td>SME Workshop to provide input on Competency Model Ver. 2.0 and identify public procurement roles</td>
</tr>
<tr>
<td>September 2018</td>
<td>Survey developed to align roles to competencies</td>
</tr>
<tr>
<td>October 2018</td>
<td>Survey tested on SME Workshop and further refined</td>
</tr>
<tr>
<td>December 2018</td>
<td>Competency Model Ver. 2.2 was published by Public Spend Forum</td>
</tr>
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- Public Spend Forum engaged UPPCC in the further development of its Public Procurement Workforce Competency Model 2.0
- Over 50 SMEs participated in the various stages of the project
JOB ANALYSIS PROCESS

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<th>Activity</th>
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<tbody>
<tr>
<td>April 2019</td>
<td>Project Planning Meeting</td>
</tr>
<tr>
<td>November 2019</td>
<td>Preliminary research and SME interviews</td>
</tr>
<tr>
<td>November 2019</td>
<td>SME Task Force formed</td>
</tr>
<tr>
<td>January 2020</td>
<td>UPPCC BOKs evaluated and additional KSAs added based on various inputs and research</td>
</tr>
<tr>
<td>January 2020</td>
<td>JTA Task Force meetings to confirm KSAs based on current state of professional practice</td>
</tr>
<tr>
<td>February 2020</td>
<td>Convert KSAs into survey format</td>
</tr>
<tr>
<td>March 2020</td>
<td>Administer JTA Survey to the larger profession as validation</td>
</tr>
<tr>
<td>April 2020</td>
<td>Analyze survey data</td>
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<tr>
<td>May 2020</td>
<td>Develop new content outlines for UPPCC Exams</td>
</tr>
<tr>
<td>July 2020</td>
<td>Final JTA Report provided to UPPCC</td>
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- UPPCC began research work to prepare for the next Job Analysis process in November 2017 by issuing the RFP for the Environmental Scan project.
- UPPCC began work on the Job Analysis project in November 2019 and it officially concluded in July 2020
- Over 1,500 SMEs participated
CPPO/CPPB CERTIFICATION PROGRAMS

- **Certified Public Procurement Officer® (CPPO®)**
  - Supervisors of public buyers OR
  - Managers of public procurement functions

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
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<tbody>
<tr>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>96 contact hours</td>
</tr>
<tr>
<td>5 years of experience of which a minimum of 3 years is in a management or supervisory position (a min of 50% is public)</td>
</tr>
</tbody>
</table>

- **Certified Professional Public Buyer® (CPPB®)**
  - Perform public purchasing functions (buyers)
  - Non-managerial or supervisory

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
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</thead>
<tbody>
<tr>
<td><strong>Option 1</strong></td>
</tr>
<tr>
<td>2-year degree</td>
</tr>
<tr>
<td>72 contact hours</td>
</tr>
<tr>
<td>3 years experience (a min of 50% is public)</td>
</tr>
<tr>
<td><strong>Option 2</strong></td>
</tr>
<tr>
<td>No degree</td>
</tr>
<tr>
<td>72 contact hours</td>
</tr>
<tr>
<td>5 years experience (a min of 50% is public)</td>
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Certification Process Overview

- Create a MyUPPCC account- [https://my.uppcc.org/uppccsssa](https://my.uppcc.org/uppccsssa)
- Demonstrate eligibility via online application (non-refundable application fee) -
- Obtain approval of application
- Schedule testing appointment with Prometric (exam fee)
- Pass the examination
- Recertify every 5 years (recertification fee)
Application Details

- Applications are 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

- Applicants must have an account with UPPCC via MyUPPCC
  - Applications, supporting documentation and payment are all done online
  - Track your application status and progress
Exam Preparation

• Review UPPCC Body of Knowledge
• Perform self-assessment
• Focus on weak areas
• Review the suggested study resources
• Join a study group
• Take a preparatory course
New exams will test candidates on their Knowledge, Skills and Abilities based on the UPPCC BoK-C.

Candidates will demonstrate competency in 6 content domain areas relative to the selected certification.

<table>
<thead>
<tr>
<th>CPPO</th>
<th>Domain Areas</th>
<th>CPPB</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Legal Framework</td>
<td>14%</td>
</tr>
<tr>
<td>17%</td>
<td>Procurement Planning and Analysis</td>
<td>18%</td>
</tr>
<tr>
<td>20%</td>
<td>Sourcing and Solicitation</td>
<td>23%</td>
</tr>
<tr>
<td>17%</td>
<td>Contract Development and Management</td>
<td>21%</td>
</tr>
<tr>
<td>18%</td>
<td>Leadership</td>
<td>11%</td>
</tr>
<tr>
<td>13%</td>
<td>Business Principles</td>
<td>13%</td>
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QUESTIONS?

Your Certification Resource:
uppcc.org
certification@uppcc.org