UPPCC®

UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL

Guide to Applying and Testing for Certification

MARCH 2020 Edition

* BEFORE YOU BEGIN YOUR ON-LINE APPLICATION:

For the best on-line user experience, please use the current versions of **Google Chrome** or **Mozilla Firefox** web browsers. **Internet Explorer** has known incompatibilities with the functionality of the **MyUPPCC** site.

www.uppcc.org
certification@uppcc.org

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UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL®

Contact Information
If you should have any policy or procedural questions related to UPPCC Certifications or Recertification requirements, please contact Universal Public Procurement Certification Council.

Universal Public Procurement Certification Council

201 East Main Street, Suite 1405 | Lexington, KY 40507

800-884-6073| certification@uppcc.org

 @UPPCC78 | facebook.com/uppcc78 | linkedin.com/company/uppcc78

Office Hours
UPPCC office hours are Monday through Friday from 8:30 – 17:00 (8:30 AM – 5:00 PM) Eastern Time.

Website
The UPPCC website, www.uppcc.org, is a valuable resource for CPPOs and CPPBs and those aspiring to be. In addition to program information, the site includes the official UPPCC Certification Directory. Policy changes and announcements are also updated on the website.

UPPCC COMMUNICATES VIA EMAIL.
PLEASE ADD OUR DOMAIN @UPPCC.ORG TO YOUR SAFE SENDER LIST AND ADD OUR EMAIL ADDRESS TO YOUR PERSONAL EMAIL CONTACT LIST.

certification@uppcc.org

MyUPPCC Account
In 2018, UPPCC introduced our new certification management system and the on-line self-service portal, MyUPPCC. The MyUPPCC self-service portal can be accessed from the UPPCC website and provides many self-service features such as:

- update contact information (phone, email, mailing addresses)
- set communication preferences and opt in/opt out of communications
- view certification status and expiration dates
- apply for a new or recertify an existing certification
- log and store continuing education and professional development activities
- upload and store associated documentation for continuing education activities completed
- access previous online application history detail
- order UPPCC products and replacement certificates
- view and pay open invoices, and
- much, much more!

Please Note: With the launch of MyUPPCC, UPPCC no longer accepts paper applications. All applications for certification and recertification must be submitted online through MyUPPCC.

Getting Started with MyUPPCC

All certificants have a MyUPPCC account that is linked to their certified status whether they have accessed the account or not.

Individuals who have applied or tested for certification in the past will also have a MyUPPCC account. Individuals who already have a MyUPPCC account should not create a second account but should instead access the existing account and reset the password. To access an existing account for the first time, follow these steps:

1). Click on the Login To MyUPPCC button from the UPPCC homepage.

2). Click on "Forgot Password?" from the MyUPPCC login screen.

3). You will be prompted to enter 1 of 3 pieces of information to locate your account; an email address, account number of login name. For first time access, the account number and login name will not be known. The only option will be to enter the email address that you believe to be associated with UPPCC records. If the system locates an account associated with the email address entered, it will confirm the email address to which it will send a password reset email upon clicking Submit.

4). Check your email account for the password reset email and follow the instructions.

Individuals who no longer have access to the email address associated with UPPCC records, do not recall the associated email or have any other difficulties with accessing their existing account will need to contact staff for assistance.

If you are new to UPPCC and don't already have a MyUPPCC account, you will need to create a new account to get started. Even if you are not yet ready to apply for your CPPO or CPPB, creating an account will allow us to keep you informed about certification. You will also gain access to all of the great features that come with having a MyUPPCC account. To create your account, click "New Customer? Click here" from the My UPPCC login screen.

Maintaining Your Information

UPPCC makes every effort to keep the most current contact information for applicants, candidates and certificants. If you get married, move, change jobs, let us know! You can update your contact information at any time through your MyUPPCC self-service portal Account.

Preferred Contact & Communication Preferences

UPPCC communicates via email to the preferred address designated in the individual's MyUPPCC Account. Information such application status, certification program related reminders, and examination scores are sent to this address. Applicants may update their preferred email address or change other communication preferences at any time by logging into their MyUPPCC Account.

Name Changes

If the name listed on the MyUPPCC account changes due to marriage, divorce, etc., the account owner must contact UPPCC staff to make any name change updates and provide valid legal documents to support the change. Name changes can be initiated by email to certification@uppcc.org, but must be accompanied by at least one form of valid legal documentation listed below:

- Marriage Certificate
- Divorce decree (only the page regarding the name change and page with the official seal are necessary)
- Current, valid Driver's License or Passport
- Court Order or naturalization paperwork

INTRODUCTION

UPPCC has developed Guides to assist applicants, candidates and certificants through the various stages of earning, testing for and maintaining a UPPCC certification. The UPPCC Guide to Applying and Testing for Certification provides program policy information and guidance through the essential steps of applying and testing for certification, including detailed information about eligibility requirements, completing the online application as well as guidance related to preparing, scheduling and testing for certification. This Guide to Applying and Testing also includes information about exam scoring and results reporting. Program policy information and guidance related to maintaining UPPCC certification(s) once earned can be found in the UPPCC Guide to Recertification.

About the Organization

To more effectively promote and elevate professionalism and ethical conduct in public sector procurement, in 1978 NIGP: The Institute for Public Procurement and the National Association of State Procurement Officials (NASPO) jointly established the Universal Public Procurement Certification Council as a separately incorporated entity to objectively administer certification to the public procurement profession independent of influence or control by any one organization or educational curriculum. Built upon the highest standards of quality and integrity and in support of the public trust, the mission of the UPPCC is to recognize professionalism in public procurement through the identification of a common body of knowledge and the certification of individuals against established standards of competency.

The functions of the UPPCC are:

- to establish the body of knowledge for public procurement;
- to monitor and revise, as needed, the requirements for certification;
- to continue research efforts relating to the certification of public procurement professionals;
- to encourage professional growth in the field of public procurement through certification; and
- to do all things necessary and proper to promote and elevate professionalism and ethical practice in public procurement.

The CPPO and CPPB certification programs are wholly owned and governed by the Universal Public Procurement Certification Council. While NIGP elects and the National Association of State Procurement Officials (NASPO) appoints representatives to serve on the UPPCC Board of Directors, the certification programs are governed exclusively by the UPPCC. The CPPO and CPPB certification programs are neither NIGP's nor NASPO's certification programs; nor do their respective Boards of Directors have the authority to effect policy issues or certification decisions.

Governance

The UPPCC consists of two volunteer-led boards; the Board of Directors and the Board of Examiners. The eight (8) voting directors of the UPPCC Board of Directors are responsible for the overall governance of the UPPCC and establish and monitor policy relating to the certification programs. This includes eligibility requirements, fee structures, recertification requirements, examination structure, organizational budget, and appointing individuals to serve on the Board of Examiners (BOE).

The BOE is comprised of representatives from NIGP, NASPO, CPPC, CAPPO, FAPPO, NAEP and NPI. The twenty (20) members of the BOE are responsible for continuously developing, revising and monitoring the CPPO and CPPB certification examinations. The BOE's development efforts are supported by an unlimited number of UPPCC certified volunteers from across the profession who contribute their time, professional knowledge and expertise by participating on various committees and task forces of the UPPCC.

Development of the Certification Programs

In 1964, NIGP introduced the Certified Public Purchasing Officer (CPPO) program. The CPPO program was, at the time of its initiation, the only professional certification offered by a national professional purchasing association in North America.

The concept underlying the development of the CPPO program was to establish a standard by which qualifications of any public procurement official could be evaluated for a managerial or supervisory level position in public procurement.

In 1979, the need for a second program designed for non-managers became apparent to leadership. The UPPCC joined forces with the Education and Professional Development Committee of NIGP to develop the Professional Public Buyer (PPB) certificate program. The PPB certificate was expanded into a certification program

and renamed the Certified Professional Public Buyer (CPPB) in 1991. The CPPO program was also further refined and developed by UPPCC and in 2010 was renamed the Certified Public Procurement Officer.

In 2007, the UPPCC contracted with third-party testing vendor Prometric, to provide for enhanced test development and expanded test administration services for its two professional certification programs. Prometric facilitates the development of all UPPCC certification exams, handles all exam appointment scheduling and administers all certification examinations at its expansive network of computer-based testing centers located around the globe. Prometric allows for streamlining of the certification processes, expanded testing access, enhanced test security and informative score reporting for candidates.

Certification eligibility requirements and the body of knowledge for public procurement for which the examinations are developed are based on a thorough study of the public procurement profession. This comprehensive assessment of the profession also known as a job task or practice analysis is routinely commissioned by the UPPCC at 5-year intervals to ensure that all essential elements of the CPPO and CPPB certification programs continue to evolve along with the profession.

The most recent job analysis study was conducted in 2013 and incorporated the knowledge and expertise of thousands of public procurement professionals. The study identified the essential knowledge, skills and abilities needed by individuals to competently perform the work of a public procurement professional in both the role of a buyer and that of an officer. The essential knowledge, also known as the Body of Knowledge serves as the basis for the development of the certification examinations. The CPPO and CPPB certification exams have been based upon the 2013 UPPCC Body of Knowledge (Appendices B & C of this Guide) as of the May 2014 exam window. In the fall of 2019, the UPPCC commissioned a new job task analysis and projects that program updates that result (including exams) will become effective in 2021.

Benefits of Certification

Certification, unlike licensure, is a voluntary action taken by a group of professionals to establish a system to grant recognition to certain individuals who have met an established level of knowledge, training and practical experience. These professional groups or certification bodies typically grant recognition to successful participants via a certificate and other forms of recognition. The certificate authorizes the individual holder the right to publicize their achievement and their certified status through the use of specific acronyms (CPA, CPPO, CPPB, etc.) after the credentialed individual's name. Individuals who earn recognition are set apart from their non-credentialed peers.

CPPO and CPPB reflects established standards and competencies for those engaged in governmental procurement and attests to the procurement professional's ability to obtain maximum value for the taxpayer's dollar. CPPO and CPPB designations communicate to the taxpayer that the public employee who manages tax dollars has reached a specific level of education and experience and is knowledgeable about government procurement.

Benefits of certification to the individual include:

- Professional recognition through 3rd party verification of knowledge
- Personal satisfaction
- Increased knowledge and skills
- Professional growth and development
- Leverage of the importance of the individual to his/her employer
- Demonstrated a commitment to the profession
- Enhanced job opportunities, career advancement and personal marketability
- Greater respect from superiors, co-workers, suppliers and customers
- Portability of professional certification, which are earned by the individual and go with them wherever their professional path may take them

Benefits of certification to the employer/public agency include:

- Sets a standard of excellence with the organization
- Fosters ethical behavior of departmental staff
- Increases productivity and departmental efficiency which could lead to increased agency cost savings
- Promotes responsible expenditure of public funds that complies with agency's purchasing laws and rules
- Produces better purchasing and contracting outcomes by improving competencies of employees with purchasing and contracting responsibilities
- Reduction in training time required to get employees "up to speed"
- Provides objective benchmarks for evaluating skills
- Allows for public entity to promote its expertise through a highly qualified and credentialed workforce

With more than 13,000 professionals certified in the United States, Canada and other countries, the CPPO and CPPB programs are highly respected among procurement professionals and employers in public procurement. In the United States, many state and local governments formally recognize the CPPO and CPPB designations as meaningful standards for employment and advancement of public procurement personnel. In Canada, the CPPO and CPPB designations are highly regarded by all levels of government, and in some locations have been integrated as prerequisites into their promotion systems.

Certification Program Offerings

The Universal Public Procurement Certification Council programs are designed specifically for public procurement personnel in federal, state, provincial, territorial and local governmental organizations and agencies. Only those individuals who have government-specific procurement experience are eligible to achieve the designations. UPPCC offers two distinctly different credentials; the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB).

CPPO Program

The CPPO program is geared towards individuals holding supervisory and/or managerial positions within a public/governmental agency. These individuals may or may not be performing the buying for the governmental entity, but do either supervise a staff of buyers, the procurement department, the public agency, etc. or manage at least one (1) essential function of the procurement cycle (i.e. contracting).

CPPB Program

The CPPB program is geared to individuals who have demonstrated prescribed levels of professional competency as a buyer within a public/governmental agency in a non-managerial and/or supervisory position.

HOW TO BECOME CERTIFIED

The UPPCC certification programs follow a two-part process in which the applicant must first demonstrate eligibility via an application and then successfully complete an examination covering the essential knowledge and functions performed in public/government procurement. Once certified, recertification is required every five (5) years in order to maintain certified status.

- To become certified by the UPPCC, all individuals must complete the following steps:

- Review the Guide to Applying and Testing for Certification to determine if you are eligible to apply. All eligibility requirements must be fully met at the time of application.

- Select the credential that best aligns with your professional qualifications.

- Complete the application for certification providing the required documentation and payment.

- Upon notification of eligibility, pay the exam scheduling fee and schedule a testing appointment.

- Successfully complete the examination.

- Candidates who are successful in both establishing his/her eligibility via the application process and demonstrating competency via successful testing results will earn the CPPO/CPPB credential.

- Maintain CPPO/CPPB certified status through recertification every five (5) years and continuing to abide by UPPCC's Code of Ethics and Professional Conduct.

ELIGIBILITY REQUIREMENTS

UPPCC certification eligibility is based on the applicant's ability to demonstrate that he/she meets minimum requirements. The minimum requirements are the same for all applicants and there is no reduction in the continuing education and professional development or experience requirements for applicants with advanced levels of education. Please note that the UPPCC reserves the right to modify eligibility requirements periodically to reflect the changing requirements of the profession.

The UPPCC programs are designed specifically for public sector procurement professionals. Only those individuals who have full-time, public procurement experience are eligible. An applicant's eligibility is determined by evaluating the applicant's professional qualifications in three core areas:

- Formal education,
- Procurement experience, and
- Coursework/training.

Unlike most procurement certification programs, the UPPCC requires substantial practical experience in procurement. This experience must be complemented by continuing education and professional development specifically within the field of procurement. Additionally, a formal educational degree is required for the CPPO program and optional for the CPPB certification.

Certified Public Procurement Officer ® (CPPO®)

Bachelor's Degree

Coursework/Training - 96 contact hours of procurement-related coursework/training completed within the previous 10 years

Procurement Experience - 5 years of experience *within the previous ten (10) years* of which a minimum of 3 years is in a management/supervisory position. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).

Certified Professional Public Buyer ® (CPPB®)

Option 1

Completion of 2-year post-secondary educational program

Coursework/Training - 72 contact hours of procurement-related coursework/training completed within the previous 10 years

Procurement Experience - 3 years of procurement experience within the previous 10 years. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).

Option 2

- **Coursework/Training** - 72 contact hours of procurement-related coursework/training completed within the previous 10 years

- **Procurement Experience** - 5 years of procurement experience within the previous 10 years. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).

Procurement-Related Defined

The term procurement-related is used throughout this Guide and is defined as any activity that relates to the sequence of activities carried out by a procurement organization in the acquisition and disposition of supplies and services and can be tied to one or more of the six domains in the Body of Knowledge for CPPO and CPPB.

FORMAL EDUCATION

The completion of a formal degree program is required for eligibility for the CPPO Program and the completion of a post-secondary educational (degree, diploma or certificate) program is optional for the CPPB Program. Regardless of the program type or level of education achieved, there is no additional requirement for the area of focus or study of the program to be in a procurement-related discipline to be applicable for credit.

CPPO Program

For the CPPO Program, the completion of a Bachelor's degree program or higher, earned from a regionally or nationally accredited institution of higher learning in the United States or the international equivalent is required. In the United States, regional or national accreditation means that the college or university is recognized by one of the many regional or national accrediting organizations recognized by the U.S. Department of Education. In Canada, colleges and universities are accredited by the Ministry of Education within the province or territory in which the institution operates.

If the educational degree was earned from an institution of higher learning within the U.S. and Canada and is not accredited as described above, the degree would not contribute to the applicant's qualifications for the CPPO program.

For formal educational degrees earned outside of the United States and Canada, the applicant must have the degree earned evaluated by a reputable educational research firm to determine equivalency to a nationally or regionally accredited Bachelor's degree or higher in the U.S. BEFORE submitting an application for CPPO. Any 3rd party educational evaluation services are to be performed at the applicant's request and are at the applicant's expense.

Degrees earned from accredited colleges and universities in Canada do not require a degree equivalency. This applies to Doctorate, Master's, Bachelor's, or Associate's degrees that are awarded in Canada.

CPPB Program

For the CPPB Program, the completion of a 2-year post-secondary educational program is required to apply under Option 1. Qualifying 2-year educational programs consist of a minimum of 4 full-time semesters or the part-time equivalent of post-secondary study and result in a degree, diploma or certificate being earned. The 2-year, post-secondary educational program is the minimum requirement. Higher levels of formal education such as an Associate's, Bachelor's, Master's or Doctorate will also satisfy this requirement. The 2-year education program is not required to be accredited; however, it must be fully completed.

Applicants for CPPB who do not completed a 2-year post-secondary educational program or higher may still apply using Option 2. Option 2 requires the applicant to have 2 additional years of professional procurement experience than their Option 1 counterparts.

PROCUREMENT EXPERIENCE

Depending on the certification that an applicant is pursuing, 3 to 5 years of professional procurement experience is required of which a minimum of 50% of the total years required must be in public sector (the remaining experience may be in public or private sector).

Any employment experiences submitted by the applicant for consideration toward meeting the experience requirement must be full-time, paid employment. Positions requiring less than thirty (30) work hours per week are considered part-time and are not acceptable towards meeting the experience requirement. Internships and volunteer work are also not acceptable towards meeting the experience requirement. Current employment at the time of application is not required, nor is it a requirement for the total years of experience be continuous. All positions submitted for consideration must have been held within the previous ten (10) years from the date the application is submitted to the UPPCC.

Applicants must be able to document all employment experience by supplying an official position description, resume or Curriculum Vitae (CV) for each position submitted for consideration. Positions submitted without acceptable documentation will not be considered.

Private Employment

Private sector encompasses all for-profit and not-for-profit companies that are not owned or operated by government. Professional procurement experience in the private sector is not required to apply; however, some applicants may have this type of experience and may apply up to 50% of the total years required from private sector.

Public/Government Employment

Public entities/agencies are funded by the citizenry through tax dollars. A minimum of 50% of the total years of experience required to apply for both the CPPO and CPPB programs must be within a public/government work setting. Examples of types of public entities include, but are not limited to:

- States, provinces, territories
- counties
- municipalities
- public educational enterprises (K-12, public colleges and universities, etc.)
- authorities (parks, airports, water, utilities, etc.)
- public healthcare organizations and facilities
- military
- federal governments
- independent, not-for-profit colleges and universities that are recognized as such by a national regulatory body (i.e. the U.S. Internal Revenue Service)

Applicants employed by the private sector and assigned to the public sector on a full-time basis may have the portion of time assigned to the public sector considered as public procurement experience. For this type of experience to qualify, the applicant must demonstrate that he/she acted as an agent of and possessed the independent authority to act on behalf of a government entity on a full-time basis at the government entity's location. Government contractors that provide goods and services to government and interact with government do not meet the public procurement experience requirement as the work of these individuals is typically managed by procurement personnel at the government agency with whom the ability to bind the government resides.

Qualifying Procurement Experience - All Applicants

Procurement Experience is defined as the length of time employed in a position where the applicant has the responsibility to perform essential functions within the procurement cycle. The procurement cycle is defined as the sequence of activities carried out by a procurement department in the acquisition and disposition of supplies and services, which includes the following:

- the process of determining customer requirements,
- reviewing specifications or requirements,
- developing and issuing RFPs and/or IFBs/ITTs,
- evaluating offers and selecting the vendor,
- negotiating fair and reasonable price and terms,
- developing and issuing contractual documents,
- maintaining vendor relations,
- monitoring contract terms and requirements, and
- contract administration provisions.

Other positions involved in one or more facets of the procurement cycle are also eligible and include: managers of contracts; warehouse and inventory personnel including

storekeepers, stocking personnel and property accountability personnel; contract oversight personnel such as engineers; and MBE/WBE outreach personnel. In situations where the delegation of the procurement function has been transferred from the centralized procurement department to other agents with responsibilities similar or equal to those performed within a centralized procurement department, these delegated authorities would also meet the procurement experience requirement. Additionally, training personnel who teach procurement related courses are also eligible.

Although many potential applicants will find that they have procurement responsibilities as part of their positions, only those positions where the time spent performing responsible procurement functions constitute 50% or more of the total job responsibilities are applicable towards meeting the procurement experience requirement.

- Certain job functions, although auxiliary to the procurement function do not qualify as procurement functions. Those job functions are:
- administrative, secretarial, office management and clerical activities in support of procurement
- budget accountability
- financial management and accountability including budget allocation, verification and payment of purchase orders
- expediting activities
- data input positions involved with the procurement cycle, but not directly with procurement.

Procurement Management and/or Supervisory Experience - CPPO Applicants Only

In addition to the overall procurement experience requirement that applies to all applicants, applicants for the CPPO must also have experience in a procurement management function. Procurement management experience must include responsibility for overall procurement/material management activities to include the supervision of procurement personnel and/or the display of executive abilities involving economic/financial, technical, statistical, legal and administrative attributes.

Management positions may be totally dedicated to the procurement function or shared with other responsibilities. The percentage of time managing the procurement function must be 50% or more of the applicant's total job responsibility unless the applicant has total responsibility for procurement for the organization.

Examples of procurement management functions include:

- management of contracts either within a centralized procurement function or in a decentralized function.
- management of user requirements, without direct supervision of procurement personnel, such as buyers.
- management of warehouse, inventory or stores function.
- management of a training program, which must include procurement within the curriculum.
- management of contracts, overseeing contracts to benefit using agencies, diversity outreach programs, procurement training programs, and budget oversight of contracts.
- supervision shall include the direct supervision of one or more individuals who are defined as procurement personnel. Procurement personnel shall include buyers, buyer assistants, diversity representatives, property auditors, procurement auditors, engineers participating in the procurement cycle, and users who are responsible for contract administration. Supervision of clerical, secretarial and other non-buying personnel within the procurement function does not satisfy the supervisory experience criteria.

At least 50% of the management and/or supervisory experience that is additionally required for applicants for the CPPO program must be in public sector, while the remaining experience may be in either public or private sector.

COURSEWORK/ TRAINING

All educational activities offered by a professional entity or educational provider may be acceptable for credit from UPPCC so long as the activity was completed within the previous 10 years, is procurement-related, can be properly documented and meets the following qualifying guidelines.

- All activities must be instructor-led and include a speaker, instructor, trainer, facilitator or moderator.

- Live conferences, workshops, seminars, or classes (including face-to-face, audio/video conference, and on-line delivery) earn 1 contact hour per actual clock time of education including partial hours, up to a maximum of 8 contact hours per day.

- For most programs, the recorded version of a live program will not qualify for contact hours. To qualify for credit for self-study, the program would need to meet at least one of the following criteria to satisfy the instructor-led requirement:

  1) Self-study programs that qualify for IACET CEUs and meet procurement content requirements earn ten (10) contact hours per 1 IACET CEU;

  2) Self-study programs that qualify for CEUs from a duly accredited U.S. college or university and meet procurement content requirements earn contact hours on an hour equivalency basis in accord with the college or university's calculation guidelines;

  3) Programs that meet the procurement content requirements and are approved for self-study by the American National Standards Institute (ANSI), or state licensure programs (such as the State Bar), or credentialing or licensing programs accredited by these organizations, are eligible on a clock-hour for contact hour basis;

  OR

  4) Audio recordings of live programs that qualify for contact hours would also qualify for contact hours on an hour-for-hour basis provided that the recordings include all handouts distributed at the original event, the reactive discussion that occurred, and an interactive component (e.g., quiz or other learning assessment exercise) by which a participant demonstrates comprehension of the covered content areas.

The following activities are excluded and do NOT earn credit towards meeting the continuing education and professional development requirement:

- General software training courses (Microsoft Excel, PowerPoint, etc.)

- Tradeshows and product-specific promotions, demonstrations and trainings

- Breaks and intermissions between sessions and workshops

- Networking, entertainment and social events (includes stand-alone events as well as those that are part of larger events).

College/University Courses

Courses taken for academic credit (e.g., face-to-face, independent study/correspondence, online) at a U.S. or Canadian accredited college or university may also be applied towards meeting the coursework/training requirement. Credit hours are earned for academic credit courses. To determine the equivalent contact hours, multiply credit hours by 16. For example, a 3-credit hour course would be equivalent to 48 contact hours.

Non-academic credit courses that do not earn credit hours earn are treated the same as other coursework/training and 1 contact hour for every 1 clock hour of education.

APPLYING FOR CERTIFICATION

Exam Application Deadlines & Exam Windows

The UPPCC offers two (2) examination opportunities for candidates on an annual basis. Examinations are delivered daily, Monday thru Saturday at a time and location scheduled by the candidate within the defined exam window. Fall examinations are administered during the last two full weeks in October. Spring examinations are administered during the first two full weeks in May. Advanced application is required in order to establish eligibility for each potential candidate. Exam window dates and associated application deadlines dates are posted a year in advance and are posted on the UPPCC website.

Late Applications

The UPPCC will accept late applications during a two-week period following the published application deadline. Applications that are submitted during this two-week period will include a late fee of $50 USD with the application fee.

Completing The Application

The application for certification may be completed online via the MyUPPCC self-service portal. Applicants who do not already have a MyUPPCC account will need to create one first and should refer to the "MyUPPCC" section at the front of this Guide.

UPPCC has developed the Guide to Applying and Testing for Certification to assist applicants through the online application process. The Guide to Applying and Testing for Certification is designed to help applicants understand eligibility requirements and the rules and procedures of the UPPCC certification programs. It is the responsibility of the applicant to read this Guide carefully before applying and refer to it as often as needed or whenever there is a question.

The purpose of the application is to allow the applicant a means of demonstrating that his/her qualifications meet UPPCC eligibility requirements as outlined in this Guide. Only individuals who successfully demonstrate their qualifications via the application process and receive application approval are eligible to schedule an examination. All applicants must have an approved application on file with the UPPCC for the desired certification in order to register for an examination.

An application is valid for a period of one (1) year from the date that the application is submitted for review. An application submitted through the MyUPPCC Account can be accessed and viewed at any time by an applicant.

Due to the volume of applications submitted, the UPPCC does not perform pre-reviews of applications in a "pending" or "presubmit" status. If an applicant submits documentation to UPPCC staff by email, staff will not perform any pre-review of the information provided. Detailed information designed to assist applicants in determining qualifying experience and coursework/training is available in this Guide.

Applicant Tip:

Applicants must consider all the information he/she submits to the UPPCC objectively. Consider the requirements the UPPCC is looking to verify regarding the applicant's education, coursework/training and experience and review the documentation with those specific points of verification in mind. UPPCC is only able to verify the qualifications of the applicant based on the information provided by the applicant.

Applying for Both CPPO & CPPB

A separate online application and fee is required for each UPPCC certification application; however, only one (1) set of official, sealed college/university transcripts is required.

Create a Certification Application

To start an application for certification, login to your MyUPPCC account. Select the certification that you plan to pursue by selecting the appropriate application under "My Certification Applications" from the MyUPPCC Account Menu.
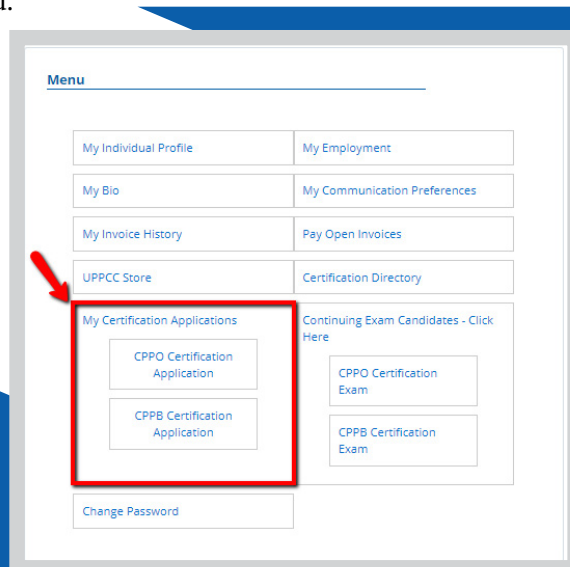
Once a certification application is selected, click on "Create New Application" and navigate to the Instructions tab located in the navigation menu to the left of the application. Carefully read all instructions and guidance provided.

Candidate Confidentiality

It is the policy of the UPPCC to maintain all applicant and candidate information in confidential files. Information submitted by applicants and candidates for UPPCC certification programs is viewed by UPPCC leadership and staff for the purpose of determining qualifications for initial certification and/or recertification and for maintaining historical records. All database records are permanently archived by the UPPCC. Active certificants may be contacted from time to time to participate in special UPPCC projects and other UPPCC volunteer opportunities.

The UPPCC does not sell applicant, candidate or certificant information to any third party; however, the UPPCC may opt to distribute information to current certificants on behalf of a third party. Such distributions would be limited to those that are deemed by the UPPCC to be potentially beneficial to the certificant.

The UPPCC strictly prohibits the release of any information regarding the status of an applicant or candidate enrolled in a UPPCC certification program unless the applicant explicitly grants permission to the UPPCC to release information to other individuals by completing the "Confidentiality Release" located in the Applicant Confidentiality section of the online application. Once certification is conferred, however; the status of the individual's certification is available as a public record. Public information is limited to the certificant name, award date, expiration date and certificate number, city, state and country of the certified individual.

Non-Discrimination Policy

The UPPCC does not discriminate against any person on the basis of gender, race, creed, age, sexual orientation, national origin, religion or disability.

UPPCC Code Of Ethics & Professional Conduct

All applicants and certified professionals are required to subscribe to and be bound by the UPPCC Code of Ethics & Professional Conduct. The full UPPCC Code of Ethics policy is provided in the Applicant Affirmation section of the application and is included in the Guide to Applying for Certification as Appendix A. The policy should be reviewed and fully understood by the applicant submitting an application for certification.

All applicants are required to uphold and abide by the UPPCC Code of Ethics & Professional Conduct and furthermore agree to accept the consequences of any willful violations of the Code. Through the affirmation statement, the applicant also affirms that:

- the information provided in the application is accurate and truthful,
- he/she has read and understands the policies and procedures as outlined in the UPPCC Guide to Apply for Certification and Examination Guide in affect at the time of application, and that
- he/she has no felony convictions relating to the practice of public procurement.

Applicant affirmation is required to proceed with submitting an application. Applicants who do not provide affirmation will not be able to submit their application and will remain in a "pending" status."

Required Documentation

Applicants are required to submit documentation as proof of meeting all eligibility requirements. This section of the Guide will describe what forms of documentation are acceptable and what forms are not. All information and documentation must be provided to the UPPCC in English. If the documentation is not available in English, the applicant must provide a notarized translation into the English language at his/her own expense to supplement the original. With the exception of official college/university transcripts, all required documentation must be uploaded to the appropriate section of the online application.

Formal Education

An official, sealed transcript from the college or university is required to document formal educational degrees, diplomas, certificates and courses taken for academic credit and may either be sent directly to the UPPCC by the institution or by the applicant. If the transcript is sent by the applicant, the transcript must remain unopened and officially sealed by the institution. The UPPCC will not accept a student copy of the transcript; nor will it accept a copy of the diploma.

Official sealed transcripts should be sent to the following address:

> **UPPCC**
> **Attn: Application Department**
> **201 East Main Street, Suite 1405**
> **Lexington, KY 40507**
> **USA**

Official electronic copies are acceptable and can be sent from the institution to UPPCC staff. Provide the institution with the following information; UPPCC Application Department (certification@uppcc.org).

All information and documentation submitted must be provided in English. There are no exceptions to this rule. If the documentation is not available in English, the applicant must provide a notarized translation into the English language at the applicant's own expense to supplement the original document(s).

It is not necessary for the applicant to submit transcript documentation for any other formal educational degrees earned beyond the minimum degree required for the sole purpose of satisfying the formal education requirement.

Applicants are advised to place transcript orders with the appropriate institutions well in advance of the application submission deadline date due to the length of time it may take to receive an official transcript following a request. For any formal education degrees that require a 3rd party educational equivalency review or notarized translation of educational documents, the original documents referenced in the equivalency report or the notarized translation must be sent directly to the UPPCC.

UPPCC staff will verify and upload transcripts and/or 3rd party educational equivalency reports received to the applicants record as they are received. The applicant will be able to view an uploaded transcript in the section of the application titled "Transcripts."

Procurement Experience

Applicants must be able to document all employment experience by supplying an official position description for each position submitted, resume or curriculum vitae for consideration towards meeting the public or private procurement experience requirement. Positions submitted for consideration without acceptable documentation will not be considered. Position descriptions are used to set the "generic" description of the types of duties performed by positions in specific classes of employment. An Official Position Description includes a class title; a definition of the kind of work performed in that class; distinguishing characteristics of the class; illustrative duties; knowledge, skills and abilities required to perform the work; employment standards for incumbents of positions in that class; required licenses and certificates; and necessary special requirements (if any) which must be met. The UPPCC requires an official position description, as described above, as a means of documenting experience and more importantly determining whether the applicant performs essential procurement and/or procurement management functions; particularly in those cases where the official title of the position does not accurately reflect the work that is performed. As the UPPCC does not make decisions on qualifying experience based on position title alone, experience cannot be considered without the benefit of additional information such as the position description, resume or CV.

In some cases, an official position description is generic in its description of the position and does not provide a true descriptive representation of the incumbent's responsibilities or of the duties performed. In such cases, the UPPCC will accept a "working" position description developed by the employee's immediate supervisor and validated by an official in the Human Resources department to supplement the official description. A working position description will not be accepted as a substitution for the official position description but must be provided in addition to the official position description.

For experience at independent, not-for-profit colleges and universities, applicants must submit a determination document from a national regulatory agency recognizing its employer's not-for-profit status (e.g. Internal Revenue Service (IRS) Determination Letter).

Applicant Tip

The online application system allows for three document uploads per position listed; the official position description, a working position, and other types of supporting documentation. Applicants may upload only 1 file per document upload. If the applicant has multiple files to upload, the applicant must combine all files into 1 single file prior to upload. Uploading subsequent files will replace previous file uploads. To view, edit or replace uploads, click on the edit button within the individual transaction.

Coursework and Training

All coursework/training will be considered applicable provided the coursework/training activity can be properly document and that the activity meets established qualifying guidelines as outlined to qualify for credit.

Acceptable forms of documentation for procurement coursework/training include: a transcript from the education provider which may include the applicant's employer for any internal training, certificates of attendance, participation, completion, etc. This documentation must be in the applicant's name and include: the title of the activity/event, the date and location of the activity/event, the name of the training/education provider, and the duration of the activity (contact hours). NIGP national members may upload a copy of his/her member profile in place of individual certificates of completion as documentation. Applicants should contact NIGP directly to obtain instructions on how to access the NIGP member profile or to obtain a transcript of procurement activities completed.

NASPO Procurement U online courses and other NASPO-provided live trainings may be documented by uploading a copy of the NASPO transcript or by providing individual certificates of completion. For NASPO conference attendance the provided self-tracking spreadsheet may be uploaded as documentation.

For the purposes of the online application for certification, UPPCC has separated Coursework/Training into two (2) separate application sections; Coursework/Training-Prequalified and Coursework/Training-Not Prequalified.

Coursework/Training-Prequalified

The Coursework/Training-Prequalified section of the online application links to coursework/training provided by UPPCC's founding partner organizations; NIGP (The Institute for Public Procurement, Inc.) and NASPO (National Association of State Procurement Officials) that has been reviewed and prequalified for contact hours.

If an applicant completed coursework/training activities from NIGP or NASPO, that activity may be prequalified. Any prequalified activities should be added to Coursework/Training-Prequalified section of the application so that those activities may be categorized as such and bypass the staff review process. To add a prequalified activity to the application, click on Add under the Transactions heading. Select the type of activity, select the provider, select the activity from the drop-down list of prequalified activities, enter the date the activity was completed, and upload appropriate documentation (e.g. certificate of completion, transcript, etc.). Although prequalified, an applicant is still required to upload documentation of attendance for each activity. Any activity listed and not accompanied by documentation of attendance will not be considered.

If you completed an activity from NIGP or NASPO and do not see the activity on the drop-down list of prequalified activities, then list the activity instead under the Coursework/Training-Not Prequalified section.

Coursework/Training-Not Prequalified

All other coursework/training requires staff review to determine if the activity meets established guidelines for credit and therefore must be added to the Coursework/Training-Not Prequalified section of the application.

College/University Courses

An official, sealed transcript from the college/university is required to document qualifying college/university courses taken for academic credit and must be sent directly to the UPPCC by the institution. If the transcript is sent by the applicant to the UPPCC, the transcript must remain unopened and officially sealed by the institution. The UPPCC will not accept a student copy of the transcript.

Official sealed transcripts should be sent to the following address:

UPPCC
Attn: Application Department
201 East Main Street, Suite 1405
Lexington, KY 40507
USA

Official electronic copies are acceptable and can be sent from the institution to UPPCC staff. Provide the institution with the following information; UPPCC Application Department (certification@uppcc.org).

Applicant Tip

The online application system allows for one file upload per education activity listed. If the applicant has multiple files to upload, the applicant must combine all files into 1 single file prior to upload. Uploading subsequent files will replace previous file uploads. To view, edit or replace uploads, click on the edit button within the individual transaction.

CERTIFICATION FEES & REFUND POLICY

All quoted fees for certification are in U.S. Dollars. An application fee is due at the time the application is submitted and covers the cost of the review. The application fee is non-refundable regardless of the outcome of the review process and whether or not the candidate continues to the testing phase.

An exam scheduling fee is due from all candidates for the examination only after his/her eligibly is determined. The exam scheduling fee must be paid prior to scheduling an examination appointment and covers one (1) examination opportunity per candidate. If re-testing is required and the candidate is still eligible to test, an additional exam scheduling fee will be required. If a candidate pays the exam scheduling fee, but fails to schedule a testing appointment, the fee will be refunded to the candidate less an 10% administrative fee following the close of the exam window via the original method of payment. If a candidate pays the exam scheduling fee and schedules a testing appointment, the Exam Cancellation/Reschedule policy applies. Please consult the section on Exam Cancellation/Reschedule Policy in this Guide.

	Member	Non-Member
Application Fee	$240	$365
Exam Scheduling Fee	$315	$315

Affiliations & Discounts

UPPCC offers discounted rates for the application fee to applicants who hold a valid membership with NIGP or NASPO.

Memberships of NIGP at the chapter level only do not qualify for the member rate. If an applicant meets the requirements of membership with NIGP or NASPO, they should follow the instructions provided in the section of the application titled Affiliations & Discounts to verify the membership. NIGP membership is verified instantly within the online application via an established link with NIGP. NASPO membership is honored at checkout for individuals who select NASPO membership and is verified by UPPCC staff after checkout.

NIGP members will need to have their individual NIGP member number available and enter it in the Affiliations & Discounts section of the application to allow the system to verify the membership with NIGP automatically. If the member number entered is successfully verified, the applicant will be offered the discounted member rate at checkout.

SUBMITTING THE APPLICATION

It is the applicant's responsibility to ensure that the application is submitted online on or before the application submission deadline. Due to the amount of documentation and the requirement for original transcript documentation, applications must be submitted online with a MyUPPCC Account.

Applicants should ensure that all the requested information and supporting documentation are uploaded to their online application. Payment must also be submitted. Applicants who prefer to pay by check or Purchase Order (PO) may select the appropriate payment option at checkout. An invoice will be created and accessed at any time from the applicant's MyUPPCC Account.

To pay by check, print the invoice and make the check payable to UPPCC and mail to:

> **UPPCC**
> **PO Box 672**
> **Lexington, KY 40588-0672**
> **USA**

THE APPLICATION REVIEW PROCESS

The evaluation process begins once an application is submitted and payment has been made in full. An applicant can track the status of their application review at any time from the applicant's MyUPPCC Account by navigating back to the certification application that was submitted. Below are the various statuses of an application and additional details about each status:

- **Pending** – an application has been created but not submitted
- **Awaiting Payment** – an application has been submitted but payment has not yet been received
- **Staff Review** – an application has been submitted with payment and is under staff review
- **Additional Information Needed** - staff has reviewed the application submission, but requires additional information (clarification, documentation etc.) from the applicant
- **Exam Qualified** – the application has been approved, applicant is now a candidate for the exam, exam scheduling payment has not been made
- **Accommodation Review** – the applicant has requested special accommodations for testing that are being reviewed and processed internally
- **Exam Eligible** – the candidate has paid all fees and can proceed to scheduling his/her testing appointment with Prometric
- **Certified** or **Exam Failed** – testing results have been received
- **Invalid** – an application is no longer valid
- **Expired** – an application has reached the end of the one (1) year timeframe and is now expired and no longer valid

The UPPCC notifies all applicants of the outcome of the application review process via the preferred email address on file with the UPPCC approximately four (4) to six (6) weeks following the application submission deadline. The notification can also be viewed through the applicant's MyUPPCC account by selecting "Message History" from the account menu.

When an application moves to the Exam Qualified status, the applicant is considered a candidate for the exam. An

email notification is sent to all Exam Qualified candidates providing information on the next steps which is to request any special accommodations needed for testing and submit payment for the examination scheduling fee.

Once the examination scheduling fee payment is made, the application moves to a status of Exam Eligible or Accommodation Review depending on whether or not the candidate requested special accommodations for testing. If special accommodations are requested, the request is first reviewed internally. An Accommodation Review application status would move to Exam Eligible once the request for accommodations is reviewed and approved.

Candidates with applications in a status of Exam Eligible are sent an Authorization To Test (ATT) email notification which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric (the official UPPCC testing agency). The ATT email notification can also be viewed through the candidate's MyUPPCC Account by selecting "Message History" from the account menu.

Candidates will have the ability to schedule a testing appointment within the upcoming exam window only. More information about exam scheduling, exam preparation and the examination itself can be found in the UPPCC Examination Guide.

Eligibility Denials

Applications that cannot be approved and moved to Exam Qualified will remain in an open review state until the application expires. All applications are valid for up to one (1) year from the date the application was submitted with payment. Applications that are in an open review state move between statuses of Staff Review and Additional Information Needed. This allows the applicant to submit additional information with the goal of reaching an Exam Qualified status before the application expires; however, it may be necessary for an applicant to submit a new application for eligibility if the last exam window within the one (1) year application period passes prior to receiving an approval decision.

Application Appeals

All applicants have the right to appeal an adverse decision made on his or her application.

The first line of appeal is to the UPPCC Executive Director. Letters of Appeal to the UPPCC Executive Director must be received in writing within fourteen (14) calendar days of the application moving to a status of Needs More Information. Email notifications are sent to applicants notifying them of the status change. The communication can also be viewed through the applicant's MyUPPCC account by selecting "Message History" from the account menu.

For further information on this topic, please refer to the section entitled, "Appeals Process – Applicants, Candidates and Certificants" in this Guide.

EXAM SCHEDULING

The UPPCC notifies all applicants of the outcome of the application review process via the preferred email address on file with the UPPCC approximately four (4) to six (6) weeks following the application submission deadline. The notification can also be viewed through the applicant's MyUPPCC account under "Message History."

If an applicant is approved, they become a candidate for testing. The email notification sent to approved candidates will provide information on the next steps including payment of the examination scheduling fee and how to request any special accommodations for testing that may be required (see next section). Please be sure to add the UPPCC email address to your 'safe senders' list: certification@uppcc.org.

Once the examination scheduling fee payment is made, candidates are sent an Authorization To Test (ATT) email notification to the preferred email address on file which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric (the official UPPCC testing agency). The ATT also contains the Eligibility ID Number. This is the number a candidate needs to schedule an exam with Prometric. The ATT email notification can also be viewed through the candidate's MyUPPCC account under "Message History."

Upon receipt of the ATT email, the candidate must verify that the **name printed** on the ATT email matches the name exactly as it appears on the current photo identification that the candidate will present at the testing center at check-in. Candidates must present a valid government-issued photo identification to the test center administrator for check-in on the day of the exam. The name on the valid identification must match the name used when the candidate registered and scheduled an appointment. The testing center staff is instructed to deny entry when identity cannot be verified. If you discover that your registered name printed on the ATT email does not match your identification, you must contact the UPPCC immediately to have the mismatch resolved prior to the scheduled appointment, but preferably prior to scheduling an appointment.

Individuals are permitted to schedule an appointment within the next testing exam window only. Candidates will not receive an ATT email or be able to schedule an appointment for testing until the examination scheduling fee invoice is paid.

All testing is computer-based and is administered through a network of professional testing centers located around the globe. The UPPCC has contracted with testing vendor, Prometric, for scheduling, administration and scoring of certification exams. Candidates may schedule examination appointments directly with Prometric using the information provided in the Authorization To Test (ATT) email.

Appointments must be scheduled directly with Prometric (the official UPPCC testing agency) by the published registration deadline within the upcoming exam window only. Scheduling is available via the web or by phone with a Prometric registration agent. As the UPPCC shares the Prometric professional testing network with many other testing programs, it is advisable for candidates to register early, preferably as soon as the candidate receives the ATT email. Early registration allows candidates the widest selection of testing centers, dates and times.

Upon completion of the exam scheduling process with Prometric, the candidate will receive an email confirming the exam and specific instructions directly from Prometric.

Special Exam Day Accommodation Requests

The UPPCC and its testing agency, Prometric, comply with the provisions of the Americans with Disabilities Act (ADA) (42 USCG section 12101, et. seq.) and with Title VII of the Civil Rights ACT, as amended (42 U.S.C. 2000e, et. seq). UPPCC uses the guidelines in these documents to address similar requests made by candidates outside the United States. A person who has a physical or cognitive impairment or limitation that prevents him or her from taking the exam under standard testing conditions may request special accommodations. The types of accommodations that might be available include providing a person to read the questions and/or mark the answer sheet, extending the testing time, or providing a separate testing room.

A candidate requests testing accommodations when paying the examination scheduling fee to UPPCC. If special accommodations are requested, the status of the application will update to "Accommodations Review." Testing accommodations approved by UPPCC will be transmitted to Prometric along with the candidate's testing authorization. Testing accommodation requests must include a separate letter describing each of the following:

- Candidate's disability or special need
- Adaptations the candidate is requesting
- Documentation from a physician or other appropriate diagnostic authority (e.g. psychologist, vocational specialist) regarding the disability and special needs

The documentation will need to be uploaded in the Special Exam Day Accommodations section.

UPPCC will make every effort to accommodate special needs unless fulfilling them might alter the exam or results or cause an undue burden on the testing center. There is no additional charge for testing accommodations.

Following review and approval of the requested accommodations by UPPCC Staff, the status of the application will update to Exam Eligible allowing the candidate to proceed with scheduling his/her testing appointment with Prometric.

English as a Second Language

UPPCC certification exams are offered in English only. Candidates whose primary language is not English may request additional 30 minutes in which to take the exam. To help UPPCC evaluate a request for extra testing time, the candidate must submit documentation that proves English is his or her second language (e.g. proof of citizenship, passport). Requests and supporting documentation must be submitted to UPPCC before paying the exam fee.

A candidate who does not require special exam day accommodation is required to select "No" under the question, "Are you requesting Exam Day Accommodations."

APPLICATION ELIGIBILITY

Approved candidates must successfully complete the testing requirement for UPPCC certification within the one (1) year of the date the application is submitted with payment for staff review. If an applicant does not receive approval for the upcoming exam window OR if a candidate does not test OR is unsuccessful during the first exam window and is still within their one-year eligibility period, then the applicant/candidate may be considered eligible to test during the following exam window. Once an application expires, it and all supplemental documentation is no longer valid. If testing is not completed within the one (1) year timeframe, the applicant must apply anew for additional eligibility and submit all required documentation and fees.

If a candidate does not test or is unsuccessful during their first exam window and still has remaining eligibility, the candidate is considered eligible to test during the next exam window.

Staff will notify candidates who have testing opportunities remaining and advise them of next steps. Approved candidates with eligibility left will register through the "Continuing Exam Candidates" menu and select the appropriate application and click on "Create New Application."
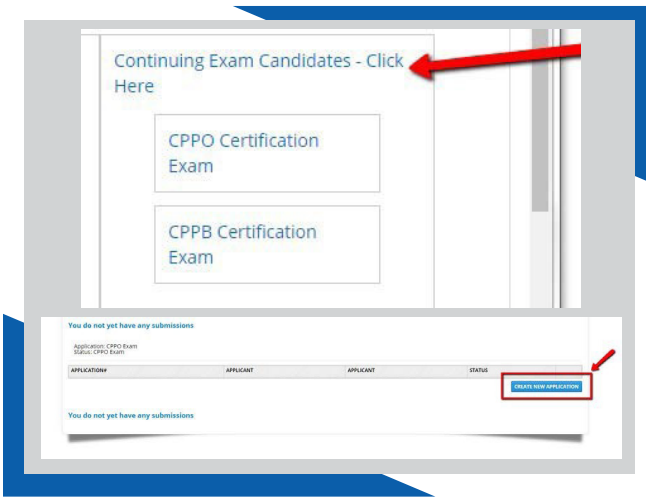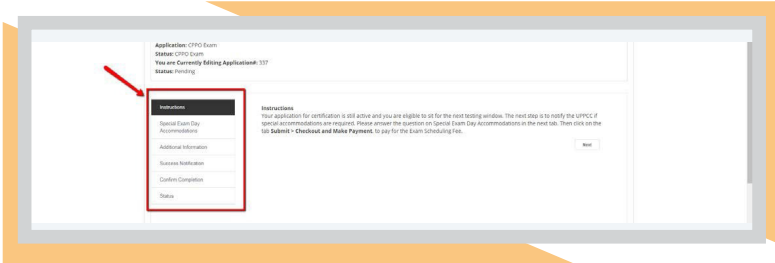
From there, the candidate will complete minimal information such as Special Exam Day Accommodations etc. before proceeding to pay the examination scheduling fee of $315.

Once the examination scheduling fee payment is made, candidates are sent an Authorization To Test (ATT) email notification to the preferred email address on file which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric (the official UPPCC testing agency). The ATT email notification can also be viewed through the candidate's MyUPPCC account under "Message History."

PREPARING FOR THE EXAM

The Examination

There is only one (1) examination required for each certification. The UPPCC examinations consist of 190 multiple-choice questions, 175 scored (operational) questions and 15 unscored (pre-test) questions covering the six (6) domain areas identified in the 2013 UPPCC Body of Knowledge. Each test question presents the candidate with four (4) options of which only one option is correct.

Candidates are permitted a total of 3.5 hours in which to complete the 190-question examination. The 3.5-hour timed portion of the examination is preceded by a navigational tutorial and followed by a post-examination satisfaction survey which includes an opportunity to comment on the examination itself or any individual test questions. Both the tutorial and the survey are optional and can take up to fifteen (15) minutes to complete. Time taken to complete the tutorial, and/or the survey do not factor into the

3.5-hour testing time permitted. Candidates who do not finish the exam in the allotted 3.5 hours will not be given a refund.

Candidates should keep in mind that the certification examinations are based on a broad body of knowledge in the field of public procurement, representing a variety of positions within the profession. Candidates may be experts in their specific job role but should consider all other positions that are included in the profession when preparing for testing.

Candidates should approach the certification exams and respond to questions based on generally accepted best practices as addressed in the textbooks from the authoritative literature listing and NOT respond to questions based on "how things are done" at his/her current government entity, which may or may not be a generally accepted best practice.

As the BOK serves as the outline for the content of the certification exams, the BOK also serves as an excellent guidance document for choosing appropriate education and exam preparation activities. The first step in any preparation process is to first review the current Body of Knowledge and assess personal areas of strength and weakness.

CPPB exam questions are designed to test candidates on the Body of Knowledge as it relates to the role of a buyer. Conversely, the CPPO questions are designed to test candidates on the Body of Knowledge as it relates to the role of a procurement manager and/or supervisor.

The exams consist primarily of situational, process-oriented questions, but also include some recall questions. Situational questions require a candidate to be able to apply his/her knowledge of topics found in the Body of Knowledge to responding appropriately to real world situations and problems, while recall questions simply ask a candidate to recall a simple fact or piece of knowledge such as a definition.

Pre-Test Questions

Pre-test questions allow the UPPCC to collect valuable performance statistics on test questions before they become operational (scored) questions on an examination. Pre-test questions are not labeled as such, are randomly placed throughout the exam and do not factor into a candidate's score. Operational (scored) questions must meet the content and composition specified in the Body of Knowledge (BOK) for the specific certification; CPPO or CPPB. Pre-test questions do not follow a pre- determined outline and can cover any topic in the BOK. Pre-testing is a common practice among professional certification programs.

Examination Development

Individual exam questions are developed by UPPCC certified members of the profession. These individuals are members of the UPPCC Item Writing Committee. Item Writing Committee members receive professional training on how to construct quality test questions for the certification exams. The test questions that are generated are reviewed by a second group of professionals. The members of this second group, the Item Review Committee, receive professional training on how to review test questions. Only questions approved by the Item Review Committee are eligible for selection for an actual examination. The members of the Board of Examiners (BOE) develop the examinations from a bank of approved questions.

The BOE together with testing professionals at Prometric (the UPPCC testing agency) build each examination form by selecting the appropriate number of test questions from each of the six (6) content areas as prescribed in the 2013 UPPCC Body of Knowledge. The Body of Knowledge serves as an outline for individuals involved in all stages of exam development and should likewise be the basis for candidates preparing to take the examination. New forms of the exams are developed for each exam window so that the tested content remains current and relevant.

Suggested Study Resources/Authoritative Literature

There isn't any course or education required to take the exam or to prepare for the exam. There is authoritative literature, which addresses public procurement knowledge topics from the 2013 UPPCC Body of Knowledge, is available from a variety of sources. The Universal Public Procurement Certification Council (UPPCC) suggests the following textbooks as resources for candidates preparing for the either the CPPO or the CPPB certification examination. Additional reading/resources for candidates preparing for the CPPO examination follows the main list below:

- *Principles and Practices of Public Procurement: Values and Guiding Principles –* https://www.uppcc.org/Portals/0/Documents/VGPS_2014May.pdf

- State & Local Government Procurement: A Practical Guide, NASPO

- Contract Administration - William D. Davison, CPPO & Elisabeth Wright, Ph.D., CPCM, NIGP, ISBN 1-932315-05-5, ISBN 978-1-932315-05-9

- Developing and Managing RFP's in the Public Sector - Khi V. Thai, Ph.D., NIGP, ISBN 1-932315-04-7, ISBN 978-1-932315-16-5

- Fundamentals of Leadership and Management in Public Procurement - Clifford McCue, Ph.D. and Jack T. Pitzer, Ph.D., CPPO, C.P.M., 2005, NIGP, ISBN 1-932315-06-3, ISBN 978-1-932315-06-6

- Getting To Yes: Negotiating Agreement without Giving In – Roger Fisher and William Ury, 1991, ISBN 978-0140157352 – available for purchase at www.amazon.com.

- Introduction to Public Procurement - Khi V. Thai, Ph.D., NIGP, ISBN 1-932315-20-94, ISBN 978-1932315- 20-2

- Legal Aspects of Public Procurement - Kirk W. Buffington, C.P.M. & Michael Flynn, Esq., NIGP, ISBN 1- 932315-01-2, ISBN 978-1-932315-01-1

- Strategic Procurement Planning in the Public Sector - McCue, C.P. & Johnson, B.R., NIGP, ISBN 1-932315-30-6, ISBN 978-932315-30-1

- Public Procurement Dictionary of Terms, 2012, NIGP, ISBN 1-932315-13-6 ISBN 978-1-932315-13-4, ISBN 978-1-932315-13-4

- Sourcing in the Public Sector - Ken S. Babich, BCom., CPPO & Carole Pettijohn, Ph.D., NIGP, ISBN 1-932315-03-9, ISBN 978-1-932315-17-2

Additional reading/resources for the CPPO Exam:

- Alternative Dispute Resolutions, Lawrence Martin, Ph.D., and John Miller, CPPO, 2005, NIGP

- Contracting for Construction Services, Wendell C. Lawther, Ph.D., and John O. Adler, CPPO, 2008, NIGP

- Capital Acquisitions - Wendell C. Lawther, Ph.D., and John O. Adler, CPPO, 2006, NIGP

- Contracting for Public Sector Services, Lawrence Martin, Ph.D., and John Miller, CPPO, 2006, NIGP

- Logistics and Transportation, Linda Stanley, Ph.D., and Darin Matthews, CPPO, C.P.M., 2007, NIGP

- Risk Management in Public Contracting, Elisabeth Wright, Ph.D., CPCM, 2007, NIGP

- Warehousing & Inventory Control, Jerry Gianakis, Ph.D., and Darin Matthews, CPPO, C.P.M., 2008, NIGP

NIGP publications are available through the NIGP Bookstore and can be ordered on-line from the NIGP website, www.nigp.org. The CPPO and CPPB certification programs are governed by the Universal Public Procurement Certification Council (UPPCC), an independent certifying body. The staff and volunteers of the UPPCC do not participate in the development of any preparatory resource or course, and no specific preparatory resource or course is endorsed by the UPPCC.

EXAMINATION DAY

Exam Day Overview

On the day of the examination, candidate should plan to arrive at the scheduled testing center early. Candidates who arrive more than thirty (30) minutes after the scheduled appointment time will be turned away and will be considered a no-show for the examination. Candidates should allow 4.5 hours for the examination, which includes the 3.5 hours for the examination, plus an extra hour for check in and check out procedures as well as time to view the pre-test tutorial and time to complete the post-survey questionnaire following the exam. Late arrivals to the test center for check-in that result in a denial of admission into the examination will result in the forfeiture of the candidate's exam fee. Refunds will not be given for exams that are missed because a candidate was not able to locate the testing center, arrived late or provided invalid identification.

What to Bring to the Exam

Candidates are advised to limit the number of personal items brought into the center. For security reasons, candidates will not be permitted to bring personal belongings or study materials into the testing center. Secure storage is provided; however, space is limited. Prometric testing centers assume no responsibility for personal belongings and candidates should plan accordingly.

Upon arrival at the testing center, the test center administrator will perform the center's standard security check. The standard security check includes electronic wanding of the candidate prior to entry into the testing room. The test center administrator will require the candidate to present one (1) piece of valid government-issued photo identification.

Acceptable forms of identification include:

- current, non-expired driver's license
- government issued photo identification card; or
- current, non-expired passport.

The photo identification presented must match the name that is printed on the ATT email. If the administrator cannot make a positive identification, the candidate will not be permitted to test. If a candidate is denied entrance into a scheduled exam due to failure on the part of the candidate to inform UPPCC of a mismatch of the name used to registered and schedule an appointment and the identification to be presented at the test center, the candidate will be responsible for any fees that may be billed by the test center as a result. Denied entry due to missing, expired or improper identification or late arrivals to the testing center will result in a no-show status for the examination appointment. No-shows will result in the forfeiture of the candidate's exam fee.

The administrator will scan the candidate's identification at check in. Electronic copies of the candidate's identification will be temporarily held by Prometric during the examination and verified against identification captured at check out and at any breaks that the candidate may take during the examination. All electronic identification records are destroyed upon check-out.

Candidates are encouraged to review and be acquainted with Prometric test security and check-in procedures as part of his/her exam preparation efforts. These policies are available from the "Prepare for Test Day" tab on the Prometric website (https://www.prometric.com/en-us/for-test-takers/prepare-for-test-day/pages/overview.aspx).

Exam Security

In order to maintain the integrity of the examinations, all examinations are proctored by direct observation by the test center administrator and under video and audio surveillance.

Following check-in, the candidate will be escorted by test center personnel to a workstation and logged into the UPPCC examination. Upon log in, the examinee (candidate) will have five (5) minutes to read and accept the UPPCC Non-Disclosure Agreement and General Terms of Use for Exams. If the candidate does respond or does not click 'I Agree' to accept the terms within the allotted time, the exam session will end and cannot be restarted by test center personnel. The candidate will also forfeit the exam fee. If this occurs, the candidate must leave the test center, contact UPPCC and schedule a new exam appointment. To prepare exam day, please review the NDA that follows:

UPPCC® Non-Disclosure Agreement And General Terms Of Use For Exams Developed For The CPPO® And CPPB® Certification Programs

I certify that I am the person whose name and address appears on the registration of record for this exam and for which I provided official identity verification at check-in for this exam.

I understand that the exam is confidential and is protected by the laws in the United States and elsewhere. It has been made available to me, the examinee, solely for the purpose of assessing my qualifications in the professional discipline referenced in the title of this exam. I agree that I am expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the UPPCC®. I understand that any unauthorized disclosure of the content of this exam could compromise the integrity and security of the certification programs.

Furthermore, I understand that if I violate this Agreement or otherwise engage in any misconduct that the UPPCC® will take appropriate action(s) in response to the misconduct. Examples of action(s) that may result from candidate misconduct include:

- Cancellation of my exam scores without refund of my exam fee
- Revocation of my certification
- Complete ban from future participation in UPPCC® certification programs
- Civil and/or criminal prosecution

Examples of misconduct include:

- Impersonating another candidate for the purposes of taking the exam
- Providing or accepting improper assistance during the exam
- Possession of un-authorized items/materials during the exam
- Removing or attempting to remove exam materials from the exam facility
- Disseminating actual exam content by any means
- Intentionally causing a disturbance of any kind during the exam

O I Agree   O I do not Agree

Following the acceptance of the NDA, a brief navigational tutorial will follow. The candidate will officially launch the exam following completion of the tutorial.

During the Examination

The 3.5 hours of time permitted for testing does not include pre and post testing activities (i.e. check-in, pre-exam tutorial, Non- Disclosure Agreement, post exam satisfaction survey, etc.), but does include any unscheduled breaks the candidate may personally elect to take during the official exam.

Examination questions will be presented one at a time on the computer screen. For each question displayed candidates may choose to either answer it or skip it and move on to the next. Regardless of whether or not a question was answered, the candidate also has the ability to mark a question in order to come back to it later.

A clock, displayed on screen during testing, will count down continuously from 3.5 hours, so that the candidate is always aware of how much testing time is remaining. Available to candidates during the exam is a small, dry-erase board for use as scratch paper and an on-screen calculator.

The candidate will be permitted to take breaks during the examination, but any break that the candidate takes will not stop the exam clock. Any breaks will be counted as testing time. Candidates who leave the testing center for breaks or any other reason will be asked to sign a logbook and present his/her identification to re-enter the center. Once the candidate reaches the end of the examination and if time still remains, he/she will be presented with a summary of the exam which will flag all the questions that were skipped or marked for review allowing the candidate to go back to those specific questions. The candidate may also return to any question on the exam and change his/her response. Candidates will receive a printed confirmation of testing at the test center upon completion of the examination. Exam results will be sent to all candidates regardless of result within six (6) to eight (8) weeks following the close of the exam window.

Inclement Weather and Local and National Emergencies

In the event of inclement weather or a local and/or national emergency on the day of the examination, candidates should phone the local Prometric Testing Center for which he/she has scheduled an appointment. If the testing center is closed and as a result an appointment is cancelled, UPPCC will arrange for the examination to be rescheduled. Candidates are not penalized if the examination is cancelled due to inclement weather or if a local or national emergency occurs.

Exam Cancellation/Reschedule Policy

Once the candidate has scheduled an examination appointment with Prometric, any reschedules within the same exam window or cancellations must also be made through Prometric. Reschedule/cancellation fees are dependent upon the amount of advanced notice given to Prometric.

Examination appointments may be scheduled, rescheduled, cancelled and otherwise altered for the current testing exam window only. Candidates will not be permitted to cancel from one exam window and reschedule for another even if the exam window is within the one (1) year life of the certification application.

Candidates should note that although rescheduling an examination is permitted, seats fill up quickly and space may be limited or even unavailable as the desired testing date draws near. As such, it is advisable for candidates, if needed, to reschedule an examination as soon as possible. Rescheduling is only applicable for the current exam window by canceling the current appointment and rescheduling for a different date within the exam window.

To reschedule or cancel an examination, candidates should contact Prometric via the web or by phone. When canceling an examination, candidates should obtain email written confirmation of the cancellation from Prometric.

Exceptions to the Cancellation/Reschedule Policy

The UPPCC recognizes that serious issues may arise that could prevent a candidate from canceling his/her exam appointment within the prescribed timeframe. There are acceptable instances in which thirty (30) or more calendar days' notification is not possible. Such acceptable instances include:

- Serious illness – either the candidate or an immediate family member (spouse, child, parent, etc.)
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Unexpected military duty call-up

Late cancellations or no-shows on the day of the examination due to one of the reasons listed above must be submitted in writing to the UPPCC as soon as possible, but no later than five (5) business days following the incident and must be accompanied by meaningful documentation. For injuries and illnesses to be considered acceptable, documentation must prove that the onset of the injury and/or condition occurred AFTER the candidate scheduled his/her examination appointment OR that the injury and/or condition worsened AFTER the candidate scheduled

his/her examination appointment. Upon review of the written request and accompanying documentation, any cancellation/no-show fee will be waived for candidates whose requests were approved; however, the 10% administrative fee that applies to any and all exam refunds will still apply.

Exam Cancellation/Reschedule Fees	
Thirty (30) or more calendars days' notice prior to the scheduled examination	No fee *(Admin Fee only if applicable)*
Between twenty-nine (29) and five (5) calendar days' notice prior	$50 *(plus Admin Fee if applicable)*
Less than five (5) calendar days' notice prior	$100 *(plus Admin Fee if applicable)*

Administration Fee

Post administration, the exam fee paid will be refunded via the original method of payment less a 10% administrative fee for any candidate who does not test and therefore requires a refund to be issued by UPPCC. This fee applies to:

- candidates who cancelled exam appointments with or without fee and did not reschedule and test during the exam window;
- candidates who did not schedule a testing appointment during the exam window; or
- candidates who were granted waivers of other fees under the Exceptions to the Cancellation/Reschedule Policy.

No Shows for the Exam

Candidates who fail to show for a scheduled exam appointment without sufficient prior notification will forfeit the full examination fee. Candidate No-Shows include:

- candidates who fail to show for a scheduled exam appointment without sufficient prior or post notification (via the Exception to the Cancellation/Reschedule policy) to the UPPCC;
- candidates who fail to show for a scheduled exam appointment without sufficient prior notification, but do not provide acceptable

cause for the no-show via the Exception to the Cancellation/Reschedule Policy to be granted a waiver of the no-show fee;

- candidate was denied entry into the examination due to a mismatch of the candidates printed name on the ATT email and the photo identification provided at check-in and failed to notify the UPPCC so that the mismatch could be corrected;

- candidate was denied entry into the examination due to improper identification presented at the testing center at check-in (improper refers to failure to provide identification, providing identification that has expired or providing unacceptable forms of identification);

- candidate arrived late to the testing center and could not be accommodated at the time of arrival due to scheduling availability.

Problems at the Testing Center

Very rarely do any issues arise at the test center that might be perceived as having a negative effect on a candidate's performance. However, the UPPCC takes these issues very seriously. In order for the UPPCC to investigate any problems thoroughly, all issues must be reported before leaving the test center.

Issues should be reported to the Test Center Administrator (TCA) during the exam/before leaving the test center.

AFTER THE EXAMINATION

Scoring the Examinations

Each candidate's performance on the exam is measured against a predetermined standard. This standard is the benchmark standard of knowledge that can be expected of individuals that possess the requisite level of formal education, years of experience and continuing education/training for the associated certification as identified in the eligibility requirements. Candidates are not measured against the performance or other individuals taking the exam and do not compete with one another. This means that it is possible for all candidates to pass the exam if they meet the predetermined standard for passing.

Standard Setting (Pass/Fail Cut-Score)

The passing score for the UPPCC exams is set by a panel of Subject Matter Experts representative of the diversity of the profession. The panel reviews each examination question, evaluates the difficulty of the question and makes a judgment of how a candidate with the requisite level of formal education, years of experience and continuing education/training for each associated certification as identified in the respective eligibility requirements would perform on the question. These judgments are then analyzed by testing experts to determine and recommend the standard or the passing score for each certification. The UPPCC Governing Board sets the standard based on the recommendation from the panel and the test developer.

Equating

Each form of the CPPO/CPPB exam has a unique selection of questions. Every exam form is constructed based on the specifications outlined in the 2013 UPPCC Body of Knowledge, however; no two forms of the examination are identical. Although the UPPCC strives to develop exams that are similar in difficulty, they are not precisely equal in difficulty. The equating process compares subsequent forms of the exam back to the original exam form used to establish the standard or the passing score and adjusts it accordingly.

Score Reporting

Following the scoring process, raw exam scores are mathematically converted to scaled scores that range from 1000 to 2500. Within that 1500-point scale, 1800 is linked to and represents the standard or passing score. The scale used to report scores is the same for every examination. Candidates must obtain a scaled score of 1800 or better in order to pass the CPPO/CPPB examinations.

CPPO and CPPB exam results will be made available through the candidates' MyUPPCC account regardless of the result approximately six (6) to eight (8) weeks following the close of the two (2) week exam window. Tested candidates will receive an email notification when results are available online. The notification can also be viewed through the applicant's MyUPPCC account under "Message History."

To protect the confidentiality of the candidate's score, results are never given over the phone or by email.

The intent of the examination is to distinguish those who meet the predetermined standard from those who do not. There is no evidence that someone who receives a very high score on the exam will perform significantly better on the job than someone whose score falls exactly at the passing point. Therefore, if a candidate passes the examination, he/she is informed only that the examination was passed. Passing candidates are not notified of his/her actual exam score.

Candidates who do not achieve a passing score will be notified of his/her score and will receive a diagnostic report showing the candidate's performance in each of the six (6) domain areas that comprise the exam. One (1) of three (3) performance indicators for each domain area will be provided. The three diagnostic performance levels are listed below:

- **Proficient** – The score you obtained in this domain area is at or above the acceptable level; you have demonstrated an acceptable understanding of the content in this domain. A review of this area may be helpful to you prior to you prior to retaking the examination.

- **Marginal** – The score you obtained is marginally unacceptable. Your understanding of the content in this domain area does not appear to be strong, additional study is recommended.

- **Deficient** – The score you obtained is below an acceptable level; substantial study of this content area is recommended prior to retaking the examination.

This information is provided to assist the candidate in deciding whether to retake the exam and how to plan study efforts for future exams.

Examination Score Validation

Candidates who do not achieve a passing score on his/her exam may request a revalidation of his or her score by the testing agency to verify the reported score. Score validation requests must be in writing and must be accompanied by a payment in the amount of $75. Requests for score validation can be honored only up to thirty (30) calendar days after the date on the results email notification.

For information on the Appeals Process, see Appeals Process – Applicants, Candidates and Certificants.

Re-Examination

Candidates who are eligible wish to retake the examination must submit payment for a new examination fee to the UPPCC by the next application deadline date provided the application will still be active through the next scheduled examination window. Upon payment of the examination fee, the candidate will be issued a new Authorization To Test (ATT) email to proceed with scheduling an examination appointment with Prometric.

Passing the Examination

Upon successful completion of the certification examination, a certificate documenting the achievement along with a certification lapel pin is mailed to each new credentialed professional shortly after notification of examination results. The certificate is valid for five (5) years at which time renewal of the certification is required in order to maintain the certification earned.

Digital Badges

UPPCC is committed to providing certificants with the recognition they deserve for the significant accomplishment of earning CPPO and/or CPPB. In 2019, UPPCC began issuing digital badges to all CPPOs and CPPBs to provide them with an additional tool to help them with communicating and sharing their credentials. Digital badges are as the name implies, a digital version of the credentials. Digital badges can be embedded in email signatures or in digital resumes, on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your qualifications and the process required to earn them.

UPPCC has partnered with Credly, the industry leader in digital credentials, to provide the digital badges through its Acclaim platform. Upon achieving a UPPCC certification, the certificant is issued a digital badge as well as a paper certificate and lapel pin. The certificant will receive instructions on how to claim and use his/her digital badge by email to the preferred email address in the MyUPPCC account. Digital badges are an additional benefit that is provided by UPPCC at no cost to the certificant.

Duplicate and Replacement Certificates

A duplicate and replacement certificate can be purchased through the certificant's online account visiting the online store through their MyUPPCC account.

APPEALS PROCESS – APPLICANTS, CANDIDATES AND CERTIFICANTS

Any applicant, candidate or certificant has the right to appeal to the UPPCC regarding any situation or incident that he/she believes has caused or may cause an adverse decision or result that directly affects the applicant, candidate or certificant. Any individual who wishes to make an appeal (the "Appellant") must submit an appeal in writing to the UPPCC Executive Director within fourteen (14) calendar days of an adverse incident occurring or of the notification of an adverse decision being made. For an appeal to be considered, it must expressly state the situation or incident and how said situation or incident adversely affected or directly caused the adverse outcome. The appeal must be fact based and not simply an opinion of the affected individual for the appeal to be considered.

All appeals should be directed to the attention of the appropriate UPPCC individual or group based on the appeal level as described below.

The first line of appeal is to the UPPCC Executive Director. Letters of Appeal to the UPPCC Executive Director must be submitted and received in writing within fourteen (14) calendar days of the application denial decision notification email. Appeals will not be considered if received more than fourteen (14) calendar days following the date on the decision letter. The Letter of Appeal must contain the following information:

- the applicant's name, address, telephone number, email address,
- a clear statement of the reason for appeal, and
- supporting exhibits, evidence, new documentation, if any, in support of the appeal.

Upon receipt, the UPPCC Executive Director will review the appeal and render a written decision. The Appellant should allow fourteen (14) calendar days for receipt of a decision from the UPPCC Executive Director. The second and final line of appeal is to the UPPCC Board of Examiners (BOE). Letters of Second Appeal to the UPPCC BOE must be received in writing within fourteen (14) calendar days of the date of the decision notification received from the UPPCC Executive Director on the first appeal. Appeals to the UPPCC BOE submitted more than fourteen (14) calendar days following the date of the decision notification from the UPPCC Executive Director on the first appeal will not be considered. The Letter of Second Appeal must contain the following information:

- the applicant's name, address, telephone number, email address,
- a copy of the decision notification received from the UPPCC Executive Director and all supporting documentation provided by the applicant; and
- the factual basis for the second appeal to the UPPCC BOE specifying any NEW information not considered in previous decision.

The BOE will render a decision within thirty (30) calendar days of the receipt of the Letter of Second Appeal to the BOE. _The decision made by the BOE is final._

APPENDIX A

UPPCC CODE OF ETHICS & PROFESSIONAL CONDUCT

All applicants and certified professionals shall subscribe to and be bound by the following Code of Ethics & Professional Conduct.

- I shall only seek or accept a position of employment when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of my employer.

- I shall endeavor to keep myself knowledgeable and current on the practices and issues related to my profession.

- I shall conduct myself in a professional manner that reflects the dignity and worth of the services rendered by my employment and the societal responsibilities assumed as a trusted public servant.

- I shall be governed by the highest ideals of honor and integrity in all public and professional relationships in order to merit the respect and inspire the confidence of my employer and the public served.

- I shall neither seek nor accept any form of personal aggrandizement or profit through misuse of public or personal relationships.

- I shall identify and eliminate participation of any individual in operational situations where a conflict of interest may be involved.

- I shall not at any time or under any circumstances accept directly or indirectly, gifts, gratuities, services or other things of value from suppliers, which might influence or appear to influence the performance of my professional duties.

- I shall keep my governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

- I shall handle all personnel matters on a merit basis.

- I shall neither seek nor dispense personal favors that are in conflict with my professional duties.

- I shall handle each administrative problem objectively and empathetically without discrimination.

- I shall subscribe to and support the professional aims and objectives of the Universal Public Procurement Certification Council.

PROHIBITED ACTS

Individuals currently certified by the UPPCC, certified in a retired status or applying for UPPCC certification may be subject to review and appropriate action including revocation or denial of certification for conduct detrimental to the dignity and respect for their position, including, but not limited to, the commission of any of the following Prohibited Acts:

- A material misstatement or misrepresentation or fraud on application materials for certification or recertification.

- Willful violation of examination procedures, confidentiality or security.

- Failure to report or concealing knowledge of potentially illegal activity by any staff, volunteer or vendor related to his or her job or professional activities.

- Failure to pay certification or recertification fees in a timely manner.

- Misrepresentation or improper use of the CPPO, the CPPB or any other professional credential.

- Conviction for or entry of a plea of nolo contendere to any crime involving an individual's professional practice in the field of public procurement including but not limited to matters of conduct related to his or her employment and/or conduct related to professional associations and other professional activities.

- Failure to comply with the Code of Ethics provisions listed above or other behavior that may bring discredit to the profession.

APPENDIX B

Periodically the UPPCC commissions a Job Analysis study to ensure that the certification exams are aligned with the skills, knowledge and abilities needed for successful job performance in the public procurement profession. The Body of Knowledge is the end result of the Job Analysis Study. A Job Analysis consists of several activities: the development of a survey tool, survey dissemination, compilation of survey results, and finally, the development of the Body of Knowledge.

The Body of Knowledge for the CPPO Certification was based on input from over 2,500 active public procurement professionals and consists of 78 total job tasks/responsibilities and 87 total knowledge statements representing common skills, knowledge and abilities that are essential to competent performance of **management level and above positions** within the public procurement profession.

Effective for the May 2014 exam window, the CPPO certification examination will cover all six domain areas listed below. The percentage of the exam that will come from each of the six domain areas is indicated by the percentage listed to the far right of each content domain heading. For example, 25% of the CPPO Exam will cover items from Domain I, while 5% of the exam will cover items from Domain V.

I. PROCUREMENT ADMINISTRATION – 25%

Knowledge of:

A. common procurement performance measurement criteria (e.g. cycle time, inventory turns, customer satisfaction, number of disputes)

B. automated procurement systems (e.g., electronic requisitioning)

C. solicitation and contract file contents

D. cooperative procurement programs

E. value analysis (e.g., cost-reduction, cost avoidance, total cost of ownership)

F. procurement audit and review processes

G. purpose for department audits and reviews

H. e-procurement programs

I. supplier diversity programs (e.g., small, disadvantaged, minority-owned, women-owned, socio-economic business programs)

J. sustainable procurement initiatives

K. procurement policies and procedures (e.g., approvals, delegated level of signature authority)

L. budgeting methods (e.g., performance based, zero based, line item)

M. impact of budget cycle (e.g., lead times, receipt of goods, payment of goods)

N. operational forms and templates (e.g., checklists, purchase orders, Request for Proposals boilerplate)

O. procurement card programs

P. process improvement programs (e.g., benchmarks, customer surveys)

Q. standardization programs (e.g., materials, procedures, specifications)

R. procurement trends

S. procurement information resources (e.g., NIGP, Responsible Purchasing Network)

T. professional values (e.g., ethics, guiding principles)

U. outreach methods for internal and external stakeholders (e.g., tradeshows, training, networking, social media)

V. team dynamics

W. personnel management

Associated Tasks/Responsibilities:

1. design and maintain operational forms and templates (e.g., checklists, requisitions, solicitation boilerplate)

2. implement an automated procurement system (e.g., integrate business processes, interfaces)

3. administer a procurement card program (e.g., training, promoting, auditing, policies and procedures for use, implementation)

4. administer an e-procurement (conducting all or some procurement functions over the internet) program (e.g., training, promoting, auditing, policies and procedures for use, implementation)

5. implement a standardization process (e.g., materials, procedures, specifications)

6. implement operating work policies, guidelines, and procedures for the control of the department's work flow (e.g. training manuals, Code of Ethics, Standard Operating Procedures [SOP], process improvement]

7. interpret policies and procedures (e.g., apply policy situationally, respond to questions about policies and regulations)

8. establish cooperative procurement programs with other public agencies/private organizations

9. implement a sustainable procurement program (e.g., buy-recycled programs, green initiatives)

10. audit the procurement process (e.g., ratification process, confirming orders, identifying illegal purchases, unauthorized commitment)

11. prepare operating budget

12. manage purchasing department personnel (e.g., evaluate, counsel, discipline, coach)

13. train purchasing department personnel

14. promote purchasing department to Administration and other key stakeholders

15. originate and maintain procurement files

16. develop and maintain job descriptions and duties for procurement staff/team

II. SOURCING - 20%

Knowledge of:

A. product specifications, descriptions, and prices (e.g., order history)

B. scope of work for service contracts

C. benchmarking techniques and processes

D. procurement methods and techniques (e.g., request for proposal [RFP], invitation for bid [IFB], best value)

E. supply and demand concepts

F. total cost of ownership concepts

G. make, lease, or buy concepts

H. market research resources

I. roles and responsibilities in the procurement process

J. special considerations for supplies (e.g., controlled goods, hazardous materials, material and inventory management, re-use and recycling)

K. requisition approval process (e.g., funds availability, appropriate authorizations)

L. laws, regulations, and ordinances

M. specification requirements (e.g., completeness, accuracy)

N. specification types (e.g., design, performance)

O. contract types (e.g., blanket order, term contracts, incentive)

P. contract terms and conditions

Q. small dollar purchases (e.g., telephone quotes, fax quotes, e-mail, procurement cards)

R. competitive sealed bids and proposals

S. competitive negotiations

T. supplier preference programs (e.g., local, small business, minority-owned, woman-owned)

U. noncompetitive procurement (e.g., sole-source, single source)

V. emergency procurement

W. cooperative procurement (e.g., joint solicitation, piggyback)

X. professional services procurement (e.g., architect and engineering, legal, physician, accounting, insurance)

Y. construction procurement

Z. pre-solicitation conferences

AA. solicitation process (e.g., issuing solicitation, addenda, solicitation openings)

BB. offer evaluation (e.g., responsiveness, responsibility, price analysis, cost analysis)

CC. sources of services and/or supplies

DD. methods of payment

EE. payment types (e.g., progress, advance, retainage, incentive)

FF. fair and open competition concepts

GG. protest processes and procedures

HH. hearing processes and procedures

II. debrief processes and procedures

JJ. supplier requirements (e.g., space, delivery, industry standards)

KK. contract document preparation

LL. award recommendation process

MM. contract approval process (e.g., legal, risk management, health and safety)

Associated Tasks/Responsibilities:

1. utilize an internal automated procurement system

2. utilize an e-procurement system

3. ensure compliance with supplier diversity policy (e.g., minority, women, small business, socio-economic, disadvantaged)

4. ensure compliance with sustainable procurement programs (e.g., buy-recycled programs, green initiatives)

5. review procurement requests for compliance with established laws, policies, and procedures (e.g., bid thresholds, small business programs, completeness of specifications, available funds, appropriate approvals)

6. conduct market research to ascertain the use/availability of commercial items and services

7. make recommendations to requester regarding make, lease or buy decisions

8. obtain historical information for decision making (e.g., forecast estimated demand, sourcing, procurement method)

9. analyze economic conditions affecting specific procurements

10. identify sources of services and/or supplies

11. select method of procurement (e.g., small purchases, procurement card, competitive sealed bids, competitive proposals, cooperative purchasing)

12. develop solicitation document (e.g., product specifications/ scope of services, terms/conditions, performance period)

13. review solicitation document (e.g., consistent language, no conflicting requirements)

14. select contract type (e.g., blanket order, term contracts)

15. solicit competitive quotes

16. solicit competitive sealed bids/tenders

17. solicit competitive sealed proposals

18. ensure a transparent solicitation process that provides for open and fair competition

19. identify evaluation methodology/criteria and select team

20. conduct pre-bid or pre-proposal conferences

21. prepare and issue addenda

22. analyze and evaluate solicitation responses (e.g., responsiveness, responsibility)

23. prepare and make recommendation for award

24. respond to protests and inquiries (e.g., procedure, process, hearings)

25. select payment methods and options

26. review supplier samples and/or demonstrations with the buying organization management and/or customer departments

27. prepare and execute contractual documents (e.g., contract, award letter, acceptance agreement, purchase order)

28. conduct post-award respondent debriefing

29. mitigate risk through development of terms and conditions

III. NEGOTIATION PROCESS – 10%

Knowledge of:

A. negotiation strategies and techniques (e.g., conflict resolution)

B. problem-solving and decision-making techniques and processes

C. negotiation process and documentation requirements

Associated Tasks/Responsibilities:

1. select negotiation team members and assign roles

2. prepare negotiations strategies (e.g., market research and availability, goals, outcomes, tactics, positions)

3. conduct negotiations (e.g., pricing, terms, renewals)

4. document negotiation process and results

IV. CONTRACT ADMINISTRATION - 20%

Knowledge of:

A. techniques to ensure supplier compliance to specifications (e.g., receipt inspection, site visits, item sampling/testing)

B. techniques to evaluate supplier performance

C. elements of a contract

D. contract management (e.g., performance, ongoing risk)

E. contract performance deficiencies, disputes, and resolutions (e.g., notice to cure, liquidated damages)

F. contract modifications (e.g., change orders, amendments, escalation)

G. contract termination (e.g., default, convenience, non-appropriation)

H. contract renewal process

I. contract close-out (e.g., substantial completion, service transition, lien waivers)

Associated Tasks/Responsibilities:

1. conduct a post-award start-up conference

2. evaluate contractor/supplier performance (e.g., quality control)

3. monitor contractor/supplier compliance (e.g., insurance requirements, licensing requirements, prevailing wage)

4. modify contracts

5. remediate contractor/supplier non-compliance (e.g., cure notice, show cause notice)

6. resolve contract disputes

7. terminate contracts (e.g., default, convenience, non-appropriations)

8. conduct contract closeout activities

V. SUPPLY MANAGEMENT – 5%

Knowledge of:

A. ordering process (e.g., route, expedite, follow-up)

B. inventory management techniques and principles (e.g., Just In Time, min/max levels, Last In First Out, First In First Out)

C. disposition of obsolete and surplus equipment and materials

D. asset management

E. supply chain management

Associated Tasks/Responsibilities:

1. follow-up and expedite orders

2. resolve delivery and receiving problems

3. maintain inventory (e.g., safety stock, stocking levels)

4. design internal distribution channels

5. account for assets (e.g., fixed, capital, consumable, tagging and tracking)

6. establish warehouse shipping and receiving processes (e.g., acceptance, rejection)

7. select method of disposal for obsolete and surplus equipment and materials

8. dispose of obsolete and surplus equipment and materials

9. facilitate movement of goods (e.g., transportation logistics, delivery locations, clearing Customs)

VI. STRATEGIC PROCUREMENT PLANNING – 20%

Knowledge of:

A. analytical techniques (e.g., Pareto analysis)

B. research techniques

C. forecasting techniques and strategies

D. procurement strategies based on forecast data, market factors, and economic trends

E. strategic planning

F. cost/benefit analyses on future acquisitions

G. contingency/continuity of operations plan (e.g., disaster preparedness)

H. succession planning

Associated Tasks/Responsibilities:

1. establish the mission statement, vision, and operating values of the procurement department

2. uphold and promote the mission, vision, and values of the procurement department (e.g., ethics, diversity, professionalism, accountability)

3. conduct value analysis (e.g., cost-reduction, cost avoidance, total cost of ownership)

4. implement goals, objectives, and measurement criteria for procurement department

5. monitor professional and legislative trends and laws (e.g., rules, regulations, executive orders)

6. conduct business analyses (e.g., outsourcing, privatization, partnering)

7. analyze economic trends and conditions that affect procurement

8. conduct cost/benefit analyses on future acquisitions

9. implement a process improvement plan (e.g., stakeholder satisfaction, remediation)

10. plan and implement procurement strategies and objectives based on forecast data, market factors, economic trends, and customer needs (e.g., strategic sourcing, staffing)

11. formulate a procurement contingency/continuity of operations plan (e.g., disaster preparedness, supply chain)

12. develop staff succession plan

APPENDIX C

2013 UPPCC BODY OF KNOWLEDGE - CPPB

Periodically the UPPCC commissions a Job Analysis study to ensure that the certification exams are aligned with the skills, knowledge and abilities needed for successful job performance in the public procurement profession. The Body of Knowledge is the end result of the Job Analysis Study. A Job Analysis consists of several activities: the development of a survey tool, survey dissemination, compilation of survey results, and finally, the development of the Body of Knowledge.

The Body of Knowledge for the CPPB Certification was based on input from over 2,500 active public procurement professionals and consists of 61 total job tasks/responsibilities and 87 total knowledge statements representing common skills, knowledge and abilities that are essential to competent performance of **buyer level positions** within the public procurement profession.

Effective for the May 2014 exam window, the CPPB certification examination will cover all six domain areas listed below. The percentage of the exam that will come from each of the six domain areas is indicated by the percentage listed to the far right of each content domain heading. For example, 36% of the CPPB Exam will cover items from Domain II, while 8% of the exam will cover items from Domain VI.

I. PROCUREMENT ADMINISTRATION – 20%

Knowledge of:

A. common procurement performance measurement criteria (e.g. cycle time, inventory turns, customer satisfaction, number of disputes)

B. automated procurement systems (e.g., electronic requisitioning)

C. solicitation and contract file contents

D. cooperative procurement programs

E. value analysis (e.g., cost-reduction, cost avoidance, total cost of ownership)

F. procurement audit and review processes

G. purpose for department audits and reviews

H. e-procurement programs

I. supplier diversity programs (e.g., small, disadvantaged, minority-owned, women-owned, socio-economic business programs)

J. sustainable procurement initiatives

K. procurement policies and procedures (e.g., approvals, delegated level of signature authority)

L. budgeting methods (e.g., performance based, zero based, line item)

M. impact of budget cycle (e.g., lead times, receipt of goods, payment of goods)

N. operational forms and templates (e.g., checklists, purchase orders, Request for Proposals boilerplate)

O. procurement card programs

P. process improvement programs (e.g., benchmarks, customer surveys)

Q. standardization programs (e.g., materials, procedures, specifications)

R. procurement trends

S. procurement information resources (e.g., NIGP, Responsible Purchasing Network)

T. professional values (e.g., ethics, guiding principles)

U. outreach methods for internal and external stakeholders (e.g., tradeshows, training, networking, social media)

V. team dynamics

W. personnel management

Associated Tasks/Responsibilities:

1. design and maintain operational forms and templates (e.g., checklists, requisitions, solicitation boilerplate)

2. implement an automated procurement system (e.g., integrate business processes, interfaces)

3. implement a standardization process (e.g., materials, procedures, specifications, records retention/ management)

4. implement operating work policies, guidelines, and procedures for the control of the department's work flow (e.g., training manuals, Code of Ethics, Standard Operating Procedures [SOP], process improvement]

5. interpret policies and procedures (e.g., apply policy situationally, respond to questions about policies and regulations)

6. establish cooperative procurement programs with other public agencies/private organizations

7. audit the procurement process (e.g., ratification process, confirming orders, identifying illegal purchases, unauthorized commitment)

8. manage purchasing department personnel (e.g., evaluate, counsel, discipline, coach)

9. train purchasing department personnel

II. SOURCING – 36%

Knowledge of:

A. product specifications, descriptions, and prices (e.g., order history)

B. scope of work for service contracts

C. benchmarking techniques and processes

D. procurement methods and techniques (e.g., request for proposal [RFP], invitation for bid [IFB], best value)

E. supply and demand concepts

F. total cost of ownership concepts

G. make, lease, or buy concepts

H. market research resources

I. roles and responsibilities in the procurement process

J. special considerations for supplies (e.g., controlled goods, hazardous materials, material and inventory management, re-use and recycling)

K. requisition approval process (e.g., funds availability, appropriate authorizations)

L. laws, regulations, and ordinances

M. specification requirements (e.g., completeness, accuracy)

N. specification types (e.g., design, performance)

O. contract types (e.g., blanket order, term contracts, incentive)

P. contract terms and conditions

Q. small dollar purchases (e.g., telephone quotes, fax quotes, e-mail, procurement cards)

R. competitive sealed bids and proposals

S. competitive negotiations

T. supplier preference programs (e.g., local, small business, minority-owned, woman-owned)

U. noncompetitive procurement (e.g., sole-source, single source)

V. emergency procurement

W. cooperative procurement (e.g., joint solicitation, piggyback)

X. professional services procurement (e.g., architect and engineering, legal, physician, accounting, insurance)

Y. construction procurement

Z. pre-solicitation conferences

AA. solicitation process (e.g., issuing solicitation, addenda, solicitation openings)

BB. offer evaluation (e.g., responsiveness, responsibility, price analysis, cost analysis)

CC. sources of services and/or supplies

DD. methods of payment

EE. payment types (e.g., progress, advance, retainage, incentive)

FF. fair and open competition concepts

GG. protest processes and procedures

HH. hearing processes and procedures

II. debrief processes and procedures

JJ. supplier requirements (e.g., space, delivery, industry standards)

KK. contract document preparation

LL. award recommendation process

MM. contract approval process (e.g., legal, risk management, health and safety)

Associated Tasks/Responsibilities:

1. utilize an internal automated procurement system

2. utilize an e-procurement system

3. ensure compliance with supplier diversity policy (e.g., minority, women, small business, socio-economic, disadvantaged)

4. review procurement requests for compliance with established laws, policies, and procedures (e.g., bid thresholds, small business programs, completeness of specifications, available funds, appropriate approvals)

5. conduct market research to ascertain the use/availability of commercial items and services

6. make recommendations to requester regarding make, lease or buy decisions

7. obtain historical information for decision making (e.g., forecast estimated demand, sourcing, procurement method)

8. analyze economic conditions affecting specific procurements

9. identify sources of services and/or supplies

10. select method of procurement (e.g., small purchases, procurement card, competitive sealed bids, competitive proposals, cooperative purchasing)

11. develop solicitation document (e.g., product specifications/scope of services, terms/conditions, performance period)

12. review solicitation document (e.g., consistent language, no conflicting requirements)

13. select contract type (e.g., blanket order, term contracts)

14. solicit competitive quotes

15. solicit competitive sealed bids/tenders

16. solicit competitive sealed proposals

17. ensure a transparent solicitation process that provides for open and fair competition

18. identify evaluation methodology/criteria and select team

19. conduct pre-bid or pre-proposal conferences

20. prepare and issue addenda

21. analyze and evaluate solicitation responses (e.g., responsiveness, responsibility)

22. prepare and make recommendation for award

23. respond to protests and inquiries (e.g., procedure, process, hearings)

24. select payment methods and options

25. review supplier samples and/or demonstrations with the buying organization management and/or customer departments

26. prepare and execute contractual documents (e.g., contract, award letter, acceptance agreement, purchase order)

27. conduct post-award respondent debriefing

28. mitigate risk through development of terms and conditions

III. NEGOTIATION PROCESS – 8%

Knowledge of:

A. negotiation strategies and techniques (e.g., conflict resolution)

B. problem-solving and decision-making techniques and processes

C. negotiation process and documentation requirements

Associated Tasks/Responsibilities:

1. select negotiation team members and assign roles

2. prepare negotiations strategies (e.g., goals, outcomes, tactics, positions)

3. conduct negotiations (e.g., pricing, terms, renewals, best and final offer, best alternative to a negotiated agreement)

4. document negotiation process and results

IV. CONTRACT ADMINISTRATION – 20%

Knowledge of:

A. techniques to ensure supplier compliance to specifications (e.g., receipt inspection, site visits, item sampling/testing)

B. techniques to evaluate supplier performance

C. elements of a contract

D. contract management (e.g., performance, ongoing risk)

E. contract performance deficiencies, disputes, and resolutions (e.g., notice to cure, liquidated damages)

F. contract modifications (e.g., change orders, amendments, escalation)

G. contract termination (e.g., default, convenience, non-appropriation)

H. contract renewal process

I. contract close-out (e.g., substantial completion, service transition, lien waivers)

Associated Tasks/Responsibilities:

1. conduct a post-award start-up conference

2. evaluate contractor/supplier performance (e.g., quality control)

3. monitor contractor/supplier compliance (e.g., insurance requirements, licensing and bonding requirements, prevailing wage, warranties)

4. modify contracts

5. remediate contractor/supplier non-compliance (e.g., cure notice, show cause notice)

6. resolve contract disputes

7. terminate contracts (e.g., default, convenience, non-appropriations)

8. conduct contract closeout activities

V. SUPPLY MANAGEMENT – 8%

Knowledge of:

A. ordering process (e.g., route, expedite, follow-up)

B. inventory management techniques and principles (e.g., Just In Time, min/max levels, Last In First Out, First In First Out)

C. disposition of obsolete and surplus equipment and materials

D. asset management

E. supply chain management

Associated Tasks/Responsibilities:

1. follow-up and expedite orders

2. resolve delivery and receiving problems

VI. STRATEGIC PROCUREMENT PLANNING – 8%

Knowledge of:

A. analytical techniques (e.g., Pareto analysis)

B. research techniques

C. forecasting techniques and strategies

D. procurement strategies based on forecast data, market factors, and economic trends

E. strategic planning

F. cost/benefit analyses on future acquisitions

G. contingency/continuity of operations plan (e.g., disaster preparedness)

H. succession planning

Associated Tasks/Responsibilities:

1. establish the mission statement, vision, and operating values of the procurement department

2. uphold and promote the mission, vision, and values of the procurement department (e.g., ethics, diversity,

3. professionalism, accountability)

4. conduct value analysis (e.g., cost-reduction, cost avoidance, total cost of ownership)

5. implement goals, objectives, and measurement criteria for procurement department

6. monitor professional and legislative trends and laws (e.g., rules, regulations, executive orders)

7. analyze economic trends and conditions that affect procurement

8. conduct cost/benefit analyses on future acquisitions

9. implement a process improvement plan (e.g., stakeholder satisfaction, remediation)

10. plan and implement procurement strategies and objectives based on forecast data, market factors, economic trends, and customer needs (e.g., strategic sourcing, staffing)

11. formulate a procurement contingency/continuity of operations plan (e.g., disaster preparedness, supply chain)

APPENDIX D

Candidate Tips

- **RELAX!** Have confidence in yourself and your abilities.
- Remember… you have met eligibility requirements, now demonstrate your knowledge.
- Maintain a positive attitude.
- Get a good night's sleep and have a nourishing protein-filled breakfast.
- Arrive early at the test site.
- Immediately identify any inappropriate conditions to the test center administrator.
- Read all exam questions carefully.
- Do not spend too much time on any one specific difficult question.
- Skip questions that you are unsure of and return to them later.
- Eliminate any incorrect answer choices from the potential options.
- Apply practical reasoning to determine the correct answers.
- Divide the question into manageable and understandable parts.
- Keep the intent of the question and basic subject matter in mind.
- There are no trick questions. If two choices seem correct, choose the BEST answer. Remember, good test questions include options that are plausible, but not completely correct. Many options for test questions include common mistakes that individuals make when they don't completely understand the material being tested.
- Don't second-guess yourself — your first instinct is usually correct.
- Don't read too much into questions and over-anticipate the answers.
- Answer what is asked for and not what you feel should be asked.
- Estimate time required to answer remaining questions.
- Return to previously marked difficult questions to select an option.
- Plan time effectively.
- Monitor the on-screen counter which continuously counts down your remaining testing time from the start of the examination.

Appendix E

Educational Resources

NIGP is recognized by the UPPCC as a provider of quality education for public procurement professionals. UPPCC recommends many of the NIGP textbooks for exam preparation. NIGP also offers intensive 2-day and 3-day courses based upon these textbooks that are recommended by the UPPCC. These courses often include the textbook as part of the course.

Although NIGP coursework is not required to achieve certification, it is one opportunity to review and/or reinforce a candidate's individual understanding of the UPPCC Body of Knowledge (BOK). NIGP also offers CPPO and CPPB informational webinars and preparatory courses both in face-to-face format as well as on-line.

Through its multi-faceted education platform, Procurement U, NASPO provides courses and certification resources that meet the high educational standards set by the UPPCC for public procurement professionals. NASPO's Procurement U courses are designed to provide instruction to learners at all levels of state government procurement, although other public procurement professionals (including federal, city and county government employees) may also benefit from the courses. Procurement U offers online certification exam prep courses, as well as other courses on market research, request for proposals, negotiation strategies, terms and conditions and more that exam takers might find helpful. Many Procurement U courses can be used to fulfill the continuing education contact hour requirements for UPPCC Recertification. CPPO and CPPB online study groups are also available through Procurement U at no cost to help any state procurement officials who are preparing for CPPO/CPPB certification exams.

For more information on Procurement U courses and products offered by NASPO including upcoming dates and additional available resources, visit www.naspo.org.

In addition to NIGP, the UPPCC recognizes the following industry organizations as suppliers of quality procurement education. It is important to utilize the UPPCC Body of Knowledge (BOK) as the basis for formulating any test preparation plan. Since the BOK dictates the content to be tested on the certification exams, the candidate should choose educational products that work to reinforce a topic found in the BOK.

As the exam questions are kept secured at all times and are not shared with any organization, private entity or individual. Use caution when selecting programs that claim to address actual CPPB and/or CPPO test questions.

NIGP: The Institute for Public Procurement
2411 Dulles Corner Park, Suite 350
Herndon, Virginia 20170 USA
Phone: +800-367-6447
www.nigp.org

National Association of State Procurement Officials
110 West Vine Street, Suite 600
Lexington, Kentucky 40507 USA
Phone: +859-514-9159
www.naspo.org

National Association of Educational Procurement
8840 Stanford Blvd, Suite 2000
Columbia, Maryland 21045 USA
Phone: +443-543-5540
www.naepnet.org

California Association of Public Procurement Officials
P.O. Box Y
Yuba City, California 95992 USA
Phone: +800-592-1970
www.cappo.org

Florida Association of Public Procurement Officials
P.O. Box 600
Winter Park, FL 32790-0600
Phone: +813-435-3109
www.fappo.org

Institute for Supply Management
P.O. Box 22160
Tempe, Arizona 85285 USA
Phone: +800-888-6276
www.instituteforsupplymanagement.org

National Contract Management Association
21740 Beaumeade Circle, Suite 125
Ashburn, Virginia 20147 USA
Phone: +571-382-0082
www.ncmahq.org

National Procurement Institute
PO Box 370192
Las Vegas, Nevada 89137 USA
Phone: +702-989-8095
www.npiconnection.org

Supply Chain Canada
P.O. Box 112
Toronto, Ontario M5G 2C8
CANADA
Phone: +416-977-7111
www.supplychaincanada.com

Canadian Public Procurement Council
PO Box 2404
St-Nicolas, Quebec G7A 4X5
CANADA
Phone: +418-619-1951
www.cppc-ccmp.ca