

# UPPCC CERTIFICATION



*Presented by:*  
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## Agenda

- Why Certify?
- Who is the UPPCC?
- CPPO/CPPB Certification Programs
- Certification Process
- Program Enhancements/Changes
- How to prepare for certification
- Questions



## Goals of Certification

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



## Benefits of Certification

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



## Benefits of Certification (cont.)

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



## UPPCC Certifications

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*"Only globally recognized certifications  
specifically designed for government  
procurement professionals"*

*"Global recognition provides for greater  
career mobility"*



## Who is the UPPCC?

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



## UPPCC Composition

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### Governing Board

- 3 - NIGP
- 3 - NASPO
- 2 advisory members
- 2 academicians
- NIGP & NASPO Executive Directors

### Board of Examiners

- 4 - NIGP
- 4 - NASPO
- 2 per org: CAPPO, FAPPO, NAEP & NPI
- 2 advisory members
- Prometric



## UPPCC Headquarters

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- HQ Offices – Washington, DC Metro Area
  - Professional Staff
    - Director
    - Certification Coordinator
    - Certification Analyst
  - Consultant Staff
    - Testing Agency - Prometric



## 2010-2015 Strategic Planning Process

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- Name Changes
  - Universal Public Procurement Certification Council
  - Certified Public Procurement Officer
- Elevate the procurement profession
  - New eligibility requirements
  - New recertification requirements



## UPPCC Certification Offerings



### Certified Public Procurement Officer (CPPPO)

- Formerly Certified Public Purchasing Officer
- Supervisors of public purchasers/buyers **OR**
- Managers of public procurement functions\*
- First certification issued in 1964



### Certified Professional Public Buyer (CPPPB)

- Perform public purchasing functions (buyers)\*
- Non-managerial or supervisory
- First certificate (under PPB certificate program) issued in 1979
- First CPPB certification issued in 1991



## Certification Process Overview

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



## UPPCC Testing Dates & Deadlines

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### **SPRING 2014 – May 5-17, 2014**

*Application Deadline: February 3, 2014*

*Registration Deadline: March 31, 2014*

### **FALL 2014 – Oct 20 – Nov 1, 2014**

*Application Deadline: July 14, 2014*

*Registration Deadline: September 8, 2014*



## UPPCC Eligibility Requirements

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



## CPPB Eligibility

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### Minimum Requirements:

- Formal Education:
  - Associate's Degree
- Coursework/Training:
  - 158 contact hours of instructor lead training OR
  - 3 credit hours of public procurement coursework **OR** 6 credit hours of procurement-related coursework **AND** 56 contact hours of training
- Work Experience:
  - 3 years of public procurement experience



## CPPO Eligibility

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### Minimum Requirements:

- Formal Education
  - Bachelor's Degree
- Coursework/Training:
  - 174 contact hrs of instructor lead training OR
  - 3 credit hours of public procurement coursework **OR** 6 credit hours of procurement-related coursework **and** 72 contact hours of training
- Work Experience:
  - 5 years of public procurement experience; 3 years management





## Documentation: *Formal Education*

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- Official Sealed Transcript issued by College or University
- Document only highest level achieved



## Documentation: *Procurement Experience*

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



## **Documentation: Coursework/Training**

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### Higher Education Level

- Procurement-Related Topics
- 1 credit hour = 8 contact hours
- Official Sealed Transcript



## **Documentation: Coursework/Training**

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### Other Coursework/Training

- Procurement-Specific Topics
- 1 clock hour = 1 contact hour
- Completion Certificates, NIGP Member Transcript, Certificate of Attendance



## Application Process (cont.)

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- Applications valid for 1 year
  - Allows sufficient time to complete the examination (2 opportunities)
  - Allows sufficient time to correct deficiencies



## Application Review

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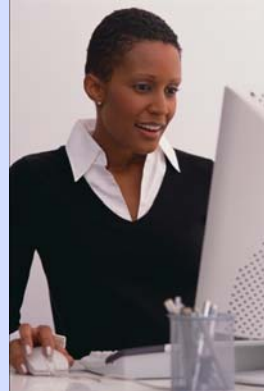
- Verify applicant meets eligibility req's
- Req's must be met at the time of application
- 4-6 weeks processing time
- Authorization To Test (ATT)
- Application Appeals Process



## Examination Format

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



## Examination Format

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### Domain Areas

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



## Examination Format

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- CPPB Exam - Situational & Recall Questions
- CPPO Exam – Situational & Recall, plus Analysis Questions
- Statistics reviewed by BOE
- Final scores released to candidates



## Examination Scoring

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- Consistent passing standard
- Scoring Scale [1000 – 2500]
- Passing Standard is 1800
- Final exam results released to candidates
- Failing candidates receive detailed exam performance info
- Exam reports released to the profession to facilitate professional development



## Exam Preparation

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



## Suggested Study Resources - CPPB

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



## Suggested Study Resources - CPPO

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



## Eligibility Requirements

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- Eligibility Schedules Replaced w/ Minimum Requirements
- Formal Degree Required
- College Level Coursework
- Instructor Lead Training
- Training & Experience completed within 10 years prior to application



## Recertification Requirements

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- 45 contact hours needed
- Membership Category Eliminated
- Recertification points earned in 2 of 3 categories
  - Continuing Education – accredited
  - Continuing Education – non-accredited
  - Professional Contributions
- Lifetime Status Replaced with Retired Status



## How to Prepare for Certification

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- The NIGP website gives some good info on preparation for the exam:
  - 5 Step Timeline
  - Online Assessment Tool
  - Webinars
  - Face-2-Face Courses





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**Cert Prep Central**

What's The Best Way To Prepare For the Exam?

**Certification Preparation Recommended Timeline**

5 MONTHS BEFORE TEST	Body of Knowledge Review (UPPCC) NIGP Foundation courses & texts
4 MONTHS BEFORE TEST	Study group
3 MONTHS BEFORE TEST	NIGP Prep Classes (CPPO & CPPB) NIGP Virtual Prep (CPPO & CPPB) NIGP Online Assessment
2 MONTHS BEFORE TEST	NIGP Prep Webinars Contact-an-Expert (NIGP Member-exclusive)
1 MONTH	Personal study

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**Online Assessment Tool**

NIGP's CPPO and CPPB assessment tools offer self-guided, online preparation activity that you can use to prepare for the UPPCC certification exam. The assessments consist of practice tests, covering all 10 domains of the UPPCC Body of Knowledge that will help analyze overall preparedness for the UPPCC exam and help guide future study activity.

**The Online Assessment Offers:**

- Seven day access period with unlimited use
- Practice tests for each of the 10 domains in the UPPCC Body of Knowledge
- Specific resources cited for additional study for each domain
- A listing of all practice questions with the correct answer for each domain
- Access to a resource library to complement study activity
- A comprehensive practice test simulating

*"I feel that the Online CPPB Assessment Tool was a very valuable part of my study program and contributed greatly to obtaining my CPPB designation"*

R. C., CPPB  
Buyer II  
Rancho Cucamonga, CA

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**Webinars**

Looking to become certified or strengthen your professional skills? Take advantage of NIGP's webinar offerings.

NIGP Webinars are 90-minute topical online classes that provide time-challenged professionals the opportunity to earn contact hours without ever having to leave the office. All you need is a computer. Offered throughout the year, Webinars are a great way for you and the entire procurement team to stay abreast of the best practices and current issues in the profession.

Offered at various times during the day, a Webinar includes 60-70 minutes of information followed by a Q&A session. **Effective July 1, 2013: All registrants receive a certificate of completion and one contact hour for attending.**

Train without the travel. Register today!

Complimentary - Members  
\$185 - Non-Members (Includes a one-year complimentary NIGP membership for eligible individuals)

**Recognize A Colleague**  
Now accepting submissions for NIGP's Prestigious Awards  
NEW NOMINATION PROCESS  
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**NEW**  
Position Paper:  
Best Value in

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**Face-2-Face Courses**

All courses below are available through the NIGP chapter network or on a contract basis with procurement agencies. View [currently scheduled](#) courses, schedule a course for [your chapter](#) or learn more about [contract training](#) for your agency.

**Three-day Foundation Courses**

Note: The fees listed are for standard registration (31-59 days before course). Save \$25 by registering 60 days or more before the course. Late fees apply if registering within 30 days of the start of the course!

**National Members - \$650**  
**Non-Members - \$850**

Contract Administration  
Developing and Managing Requests for Proposals  
Introduction to Public Procurement  
Legal Aspects of Public Procurement  
Sourcing in the Public Sector  
Strategic Procurement Planning

Note: A complimentary textbook is included in the fee.

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## How to Prepare for Certification

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- Take the intro class to get general knowledge
- Take additional courses that fill in areas of weakness
- NIGP dictionary of terms
  - meaning of the term
  - how it is used in daily activities



## Questions?

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**Your Certification Resource:**

**[www.uppcc.org](http://www.uppcc.org)**

**for more information regarding:**

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

