



Leadership through Certification

LaWana Robinson-Lee, CPPO, CPPB

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Agenda

- What is Certification?
- Why UPPCC Certifications?
- CPPO/ CPPB Certification Programs
- Questions



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What is Certification?

- Establishes professional standards
- Validates qualifications against those standards
- Gives credibility to the certificant
- Provides recognition for those who meet the standards



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Goals of Certification

- Increase professionalism in a field of practice by:
 - Identifying a body of knowledge
 - Establishing a specific level of knowledge and experience
 - Providing third party verification of qualifications
 - Requiring ongoing professional development



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Benefits of Certification

- Professional Recognition
- Increased Credibility
- Increased Self-Confidence
- Increased Knowledge
- Enhanced Value to the Employer/Employee
- Acknowledged by government, suppliers and contractors, and peers
- Career Advancement
- Competitive Marketing Advantage



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The Value of Certification to Practitioners and their Agencies

- Both certified and uncertified officials agree on the importance of certification.
- 84% of certified officials* agree with the statement “Certification helps to define the profession”.
- 61% of uncertified officials agreed with the same statement.
- Most of the practitioners surveyed agreed that professional certification is beneficial to both procurement officials and their employers.



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The Value of Certification to Practitioners and their Agencies (continued)

- Nearly 3/4 of managers were more likely to hire an individual if he or she is certified in public procurement or a related field.
- 3/5 of the managers surveyed believe certified procurement employees know what is required to perform their jobs better than uncertified practitioners.
- A very large percentage of the public entities for whom these managers work pay for or reimburse the costs of employees preparing for and taking certification examinations.



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Why or Why Not?

- Intrinsic factors such as an employee's need for a sense of personal accomplishment, desire for personal growth, and professional commitment motivate them to pursue professional certification much more than do extrinsic factors such as financial and non-financial recognition and rewards.
- The top three reasons cited by practitioners for not getting certified included the challenging nature of the certification process, a belief that *certification is not necessary for the performance of their duties*, and a belief *there is no need to get certified because they have sufficient practical and educational experience to do their jobs well*.



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Why UPPCC Certifications?

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

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



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UPPCC Certifications

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

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



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CPPO Requirements

Previous Requirements	Current Requirements
Bachelor's Degree	Bachelor's Degree
<ul style="list-style-type: none"> 1 public specific, college level course AND 72 contact hours of training 2 procurement-related, college level courses AND 72 contact hours of training 174 contact hours of coursework/training 	96 contact hours
5 years of public procurement experience of which a min of 3 years is in a management or supervisory role	5 years of experience of which a minimum of 3 years is in a management or supervisory position (a min of 50% is public)



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CPPB Requirements

Previous Requirements	Current Requirements	
	Option 1	Option 2
Associate's Degree	2-year degree	no degree
<ul style="list-style-type: none"> 1 public specific, college level course AND 56 contact hours of training 2 procurement-related, college level courses AND 56 contact hours of training 158 contact hours of coursework/training 	72 contact hours	72 contact hours
3 years of public procurement experience	3 years experience (a min of 50% is public)	5 years experience (a min of 50% is public)



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Certification Process Overview

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



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Formal Education



- Any area of study is acceptable
- Degrees do not expire
- Official sealed transcripts or official electronic transcripts issued by college or university
- Document only highest level achieved



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Application Details

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

HOW DO I APPLY?

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



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MyUPPCC

Menu

My Individual Profile	My Employment
My Bio	My Communication Preferences
My Invoice History	Pay Open Invoices
UPPCC Store	Certification Directory
Change Password	<div style="border: 2px solid red; padding: 5px;"> <p>My Certification Applications</p> <p>CPPO Certification Application</p> <p>CPPB Certification Application</p> </div>

Web Browsers: MyUPPCC Portal runs best in Google Chrome and Mozilla Firefox, as it has experienced issues with Internet Explorer.

Applicant: jennifer.nguyen
 Application: Initial CPPO
 For: CPPO Certification
 You Are Currently Editing Application: 581
 Status: Pending

APPLICATION INFORMATION

Applicant

Relationship	Last Name	First Name	City	State	Country	Company
Applicant	Nguyen	Jennifer	Herndon	VA	United States of America	

Instructions

Additional Information

Minimum Requirements Selection

Applicant Confidentiality

Formal Education

Transcripts

Public Procurement Experience

Coursework/Training - Not Prequalified

Coursework/Training - Prequalified

Applicant Affiliation

Affiliations & Discounts



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Application Review by UPPCC Staff

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



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Examination Details

CPPB – Situational & Recall Questions

CPPO – Situational, Recall & Analysis Questions

CPPO	Domain Areas	CPPB
25%	Procurement Administration	20%
20%	Sourcing	36%
10%	Negotiation Process	8%
20%	Contract Administration	20%
5%	Supply Management	8%
20%	Strategic Procurement Planning	8%

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Examination Preparation

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



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Suggested Study Resources - CPPB

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



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Suggested Study Resources - CPPO

- Suggested Study Resources for CPPB, plus
- Advanced Textbooks and Procurement Management Resource Materials



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Important Dates

Spring Exams: May 4-16, 2020

Apply By: February 3	Apply w/Late Fee: February 18	Schedule Exam By: April 13
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NIGP Online Prep Courses

CPPO	February 6, 2020
CPPB	January 13, 2020 and March 3, 2020



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Wrap Up



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Questions?

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



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