



CPPB Certification

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Education and professional development has been a primary objective of NIGP since its founding in 1944.






What is Certification


Certification is the process by which the public purchaser demonstrates a standard of competency for the benefit of the public.

Certification reflects established standards and competencies for those engaged in governmental purchasing, and attests to the purchaser's ability to obtain maximum value for the taxpayer's dollar.

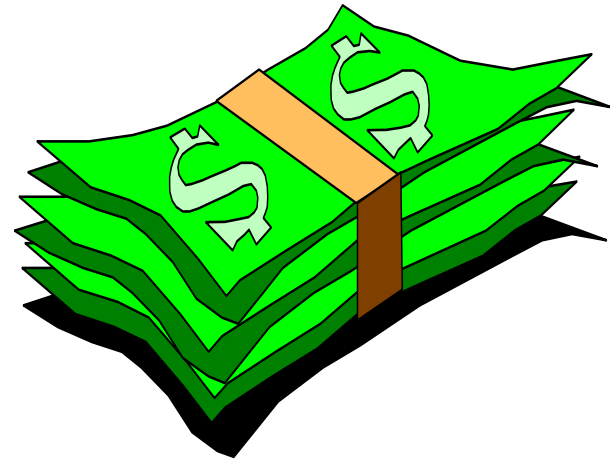


Certification of procurement professionals is a critical tool for agencies as they watch every dollar and look to maximize value.





Certification communicates 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 purchasing.





Who is the UPPCC?

Universal Public Purchasing
Certification Council

is an independent entity formed to govern and administer the CPPO and CPPB certification programs



Mission of the UPPCC:

The mission of the UPPCC is to establish and monitor the professional standards required for success in the public purchasing profession.



UPPCC's Goals of Certification

- Establish the level of knowledge and experience required for certification
- Raise industry standards, practices, and ethics
- Increase the value of procurement professionals to their employers



To date, the UPPCC has certified well over 10,000 professionals primarily within the US and Canada as well as in other nations around the globe.



Prometric

The UPPCC contracted with a third-party testing vendor to provide for enhanced test development and expanded testing services for the certification programs.



CPPB Certification

- CPPB

Certified Professional Public Buyer

- Buyer level or non-managerial or supervisory

Why do I need to be certified?





The Value of Certification

- Credibility
- Professional Growth
- Career Advancement
- Job Requirement
- International Recognition



Credibility & Professional Growth

Your certification reflects your knowledge and commitment to professionalism.



Career Advancement

Certification can also provide an edge when applying for an open position or looking to be promoted.



Job Requirement

The trend in governmental purchasing is for mandatory certification of procurement professionals.



International Recognition

CPPB certifications are recognized in the United States and foreign countries.



How Do I Get Started?

Visit the UPPCC website for information on eligibility requirements, the application, testing processes and important dates.

URL address: www.uppcc.org



Eligibility

The UPPCC programs are designed specifically for public procurement professionals.

Only those who have public purchasing experience are eligible.



Review of UPPCC Eligibility Schedules



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- **Associate's Degree**
 - **Coursework/Training**
 - **3 years public purchasing experience within the previous 10 years**



Work Experience

Unlike most purchasing-related certification programs, the Council requires substantial work experience in purchasing which must include years of public purchasing experience.



Purchasing Experience is defined as the length of time employed in a position where the candidate has the responsibility to perform functions within the purchasing cycle.



Qualifying Experience

- Determining customer requirements
- Reviewing specifications or requirements
- Developing and issuing bids/proposals
- Evaluating offers and selecting the vendor
- Negotiating fair and reasonable price and terms



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- Preparing the contract or purchase order
 - Maintaining vendor relations
 - Ensuring timely and accurate delivery
 - Contract administration provisions



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- Managers of contracts
 - Warehouse personnel including storekeepers
 - Stocking personnel
 - Property accountability personnel
 - Contract oversight personnel



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- MBE/WBE outreach personnel
 - Training personnel who teach purchasing related courses
 - Delegated purchasing authority personnel who purchase for their agency as part of their responsibilities if the functions constitute 50% or more of the total job responsibilities



What experience doesn't qualify

- Administrative, secretarial, clerical, office management activities
- Data input positions involved in the purchasing cycle but not directly with purchasing
- Budget and finance positions
- Expediting activities



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- Private sector purchasing experience counts toward the total number of years of experience requirement.
 - Require a minimum of three years of public sector purchasing experience.
 - Current employment at the time of application is not required.
 - Part time experience is not pro-rated to meet the experience requirement.



An official position description must be included for each purchasing position submitted to meet the work experience criteria.

(Available from Personnel or Human Resource Office)



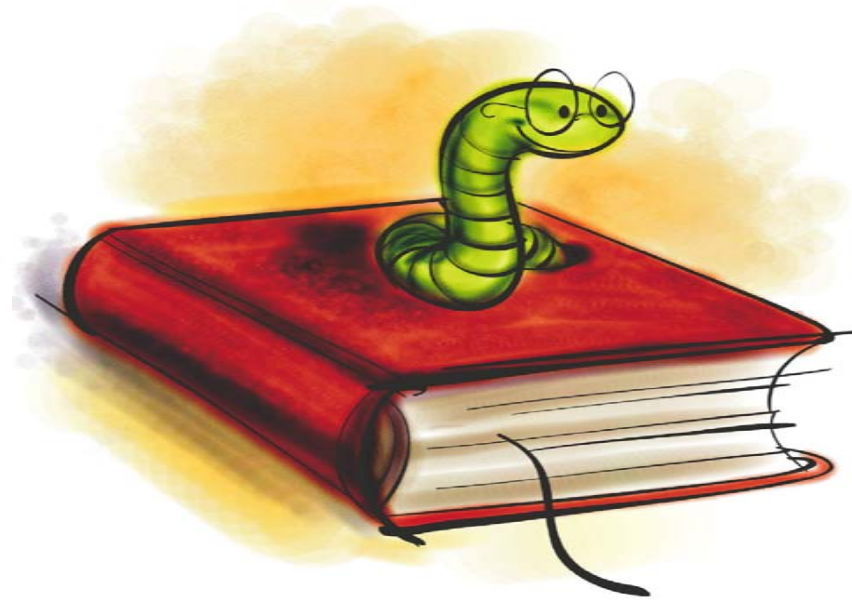
Resumes are not acceptable as a substitute for official or working position descriptions.

Fulfilling the Education Requirements



NIGP's Certification Prep

NIGP has an exceptional suite of products to assist you in preparing for the CPPB exam.





Cert Prep Central allows you to chart your certification preparation and purchase a range of products and services including Prep texts and classes, as well as an online assessment tool.

www.nigp.org



Education

Work experience must be complemented by formal training courses specifically in procurement as well as formal education

Associate's Degree from accredited college or university is required



Accreditation

College or University must be recognized by at least one of six U.S. accrediting organizations listed with the Council for Higher Education Accreditation (CHEA)



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- Middle States Association of Colleges and Schools (MSA)
 - New England Association of Colleges and Schools (NEASC)
 - North Central Association of Colleges and Schools (NCA-HLC)
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Southern Association of Colleges and Schools (SACS)
 - Western Association of Schools and Colleges (WASC-ACSCU)



Converting Credit Hours to Contact Hours

Multiply Total Number of Credit Hours x 8

Example: 3 Credit Hours = 24 Contact hours



Coursework/Training

Option 1

3 credit hours of public procurement coursework and 56 contact hours of “instructor-led” procurement training/education.

* Formal education level resulting in credit hours and contains public or government(al) in the course title or course description and can be linked to the UPPCC Body of Knowledge.



Coursework/Training

Option 2

6 credit hours of procurement-related coursework and 56 contact hours of “instructor-led” procurement training/education.

*Formal education level resulting in credit hours and contains procurement keyword in the course title and can be linked to the UPPCC Body of Knowledge.



Procurement Course Keywords

- Acquisition
- Business Ethics
- Business Law
- Commercial Law
- Contracting
- Distribution
- Ethics
- Finance
- Inventory
- Legal
- Logistics
- Management

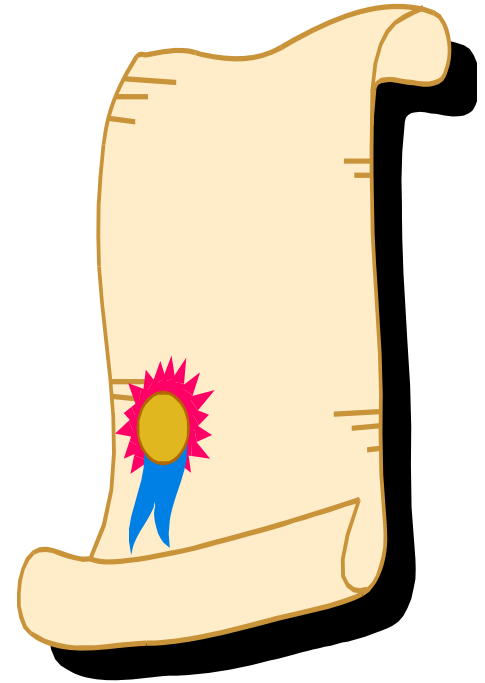


Procurement Course Keywords

- Material
- Negotiation
- Organization
- Personnel
- Procurement
- Purchasing
- Supplier
- Supply-Chain
- Supply
- Transportation
- Public*
- Governmental*



**Official College
Transcript is
required for all
college courses
or degrees
claimed**





Coursework/Training

Option 3

158 contact hours of “instructor-led” procurement training/education.



All NIGP courses qualify toward achieving the CPPB certification.

NIGP's courses ensure that you get the knowledge and the qualifying credits you need to obtain your certification.



Webinars

NIGP Webinars are 90-minute web-based seminars that provide opportunity to earn contact hours without ever leaving the office.

90-minute webinars provide
1 contact hour credit



Foundation Courses


Three-day NIGP Foundation Courses are offered through local NIGP Chapters

Three-day courses provide 24 contact hours credit




Online Courses

Online Courses offer the greatest flexibility. These self-contained, easy-to-use and interactive classes present concepts reinforced by self-test Question & Answer, making the learning process simple and convenient

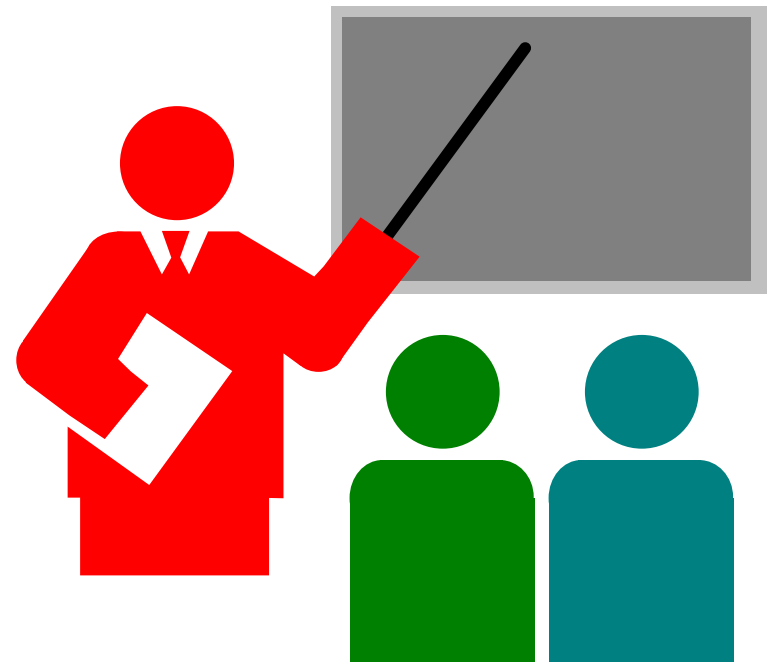


National, Regional or Chapter conference seminar attendance applies to the requirement for coursework as long as the seminar attendance can be documented





Each full day of classroom training is calculated as eight contact hours. Pro-rated hours for less than a full day of training is acceptable

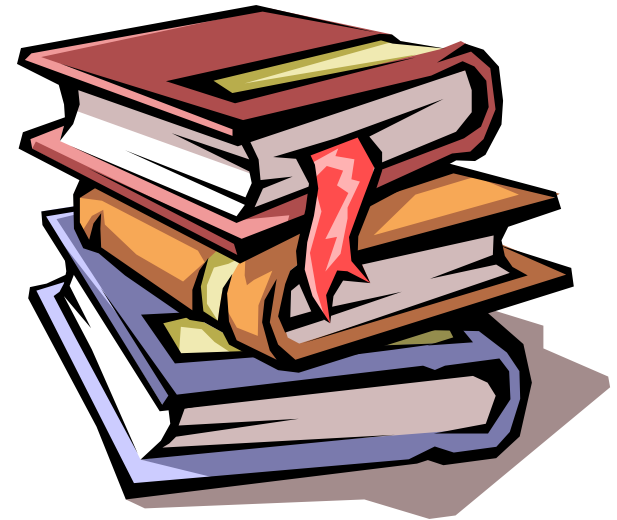


Chapter business meetings, luncheons, vendor presentations, banquets or entertainment events are not considered to be educational in content.



What other courses qualify?

- Nat'l Assn. Of Purchasing Management (NAPM)
- Nat'l Contract Management Assn. (NCMA)
- Purchasing Management Association of Canada (PMAC)





The Application Process

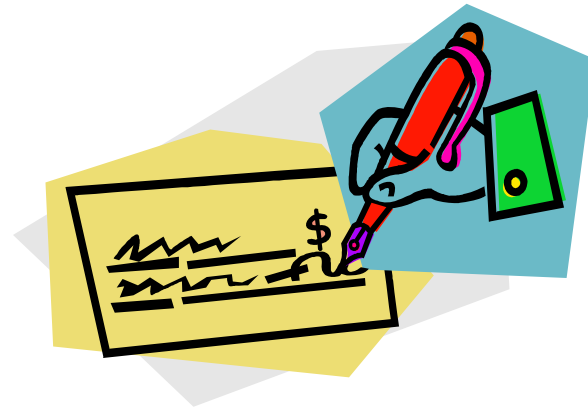
- Review the eligibility requirements
- Obtain a UPPCC Handbook and Application
- Review the Handbook
- Complete the Application



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- Gather required documentation
 - Submit application, appropriate fees, and documentation to UPPCC via mail or courier service by the published application deadline date

Note:

- Keep copies of everything you send.
- Remember to send your payments





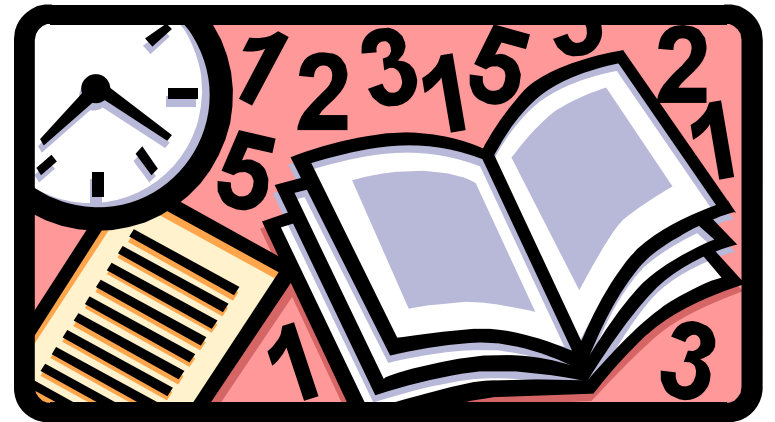
Allow 4 to 6 weeks for the UPPCC to complete the review of the application and notify you of your status.

Approved candidates are sent Authorization To Test (ATT) letters which contains their candidate specific information as well as instructions on how to schedule a testing appointment with the testing agency during the next testing period.

Only approved candidates are permitted to take the examination.

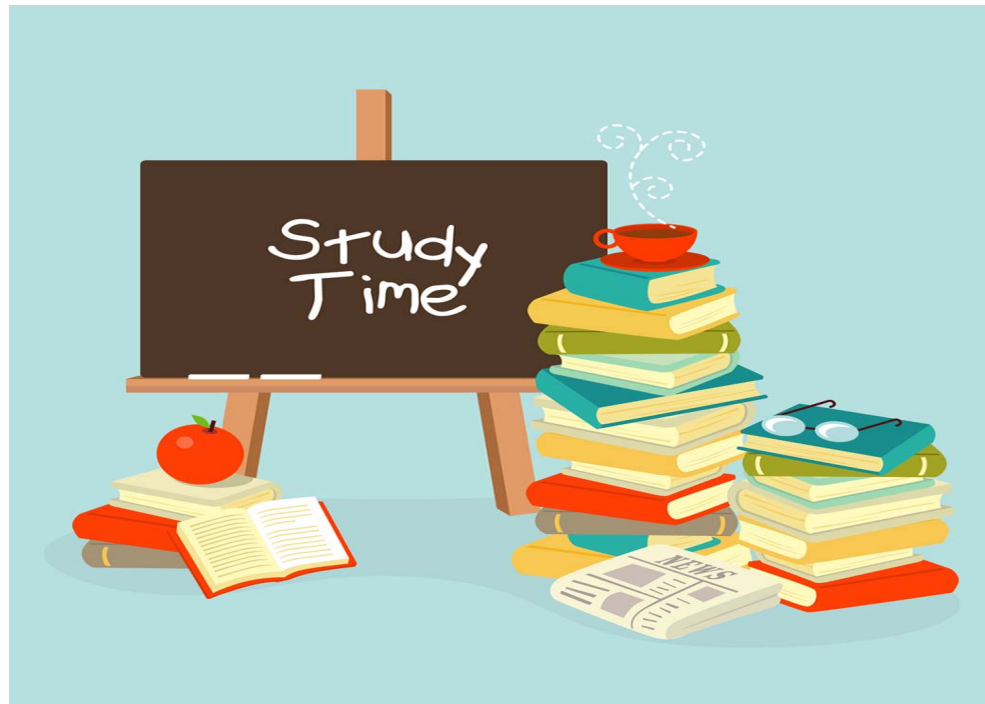
Candidates have 1 year to successfully schedule and pass the examination upon receipt of the application by the UPPCC.

Candidates will not be able to schedule an examination date until they have been notified of eligibility approval.



Preparing for the Examination

It is recommended that you begin preparing for the exam at least 5 months before you sit for the exam.





Recommended preparation is as follows:

- **5 Months before: Body of Knowledge review and NIGP Foundation courses and texts**
- **4 Months before: Study Group**
- **3 Months before: NIGP Prep Classes, NIGP Virtual Prep, and NIGP Online Assessment**
- **2 Months before: NIGP Prep Webinars, Contact-an-Expert (NIGP member exclusive)**
- **1 Month before: Personal Study, CPPB Review Class**



Test Taking Tips

- Have a study partner
- Study terms and concepts
- Take sample tests
- Review acronyms
- Review Canadian terms



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- Associate the concepts with how you perform your job
 - Make 5 x 8 cards for study purposes
 - Make a list of terms you find hard to remember for quick review the morning of the exam
 - Don't cram the night before the exam
 - Arrive at the exam site early and refreshed



Testing

Total testing time for the examination is 3-1/2 hours.

The examinations are administered via computer at one of the Prometric testing centers in North America

There are 190 multiple-choice questions on the exam containing four (4) options of which only one option is correct.

Fifteen of the 190 questions are pre-test questions placed throughout the exam. They are not identified on the exam. You are graded on 175 test questions.



**Exam questions are based on
the UPPC Body of Knowledge**



The Topic Areas

The examination consists of topic areas as follows:

- **PROCUREMENT ADMINISTRATION**
20%
- **SOURCING**
36%
- **NEGOTIATION PROCESS**
8%
- **CONTRACT ADMINISTRATION**
20%
- **SUPPLY MANAGEMENT**
8%
- **STRATEGIC PROCUREMENT PLANNING**
8%



The Results

Candidates will be notified by mail within 4 – 6 weeks of their exam results following the close of the testing window

Candidates who are successful in both meeting eligibility requirements via the application process and demonstrating competency via the exam earn the CPPB certification

Remember.....

Certification is a voluntary action and it reflects your knowledge and commitment to professionalism.



Recertification

In order to maintain certified status, recertification is required every 5 years from the effective date printed on the individual's certificate.





Sources for More Information

- National Institute of Governmental Purchasing
 - www.nigp.org
 - Or follow NIGP on Facebook
- Universal Public Purchasing Certification Council
 - www.uppcc.org



Thanks for attending this session

