



CANDIDATE HANDBOOK

Certified Public Procurement Officer® (CPPO®)
Certified Professional Public Buyer® (CPPB®)

2016 Version

This Handbook contains detailed certification program information including eligibility, application, examination, and recertification requirements, policies and procedures.



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CANDIDATE HANDBOOK FOR CERTIFICATION

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UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL (UPPCC)

CANDIDATE HANDBOOK

This Candidate Handbook provides guidance through the essential steps in the certification process and will provide stakeholders with information about the organization and how the organization is governed, how the CPPO and CPPB programs were developed, the steps to becoming certified as a CPPO and/or CPPB and how to maintain the credentials once earned. Specifically, this Handbook contains program policies and procedures regarding:

- eligibility requirements
- completing the application for certification
- studying and preparing for the examinations
- scheduling and taking the examinations
- scoring of the examinations
- recertification requirements

ABOUT THE ORGANIZATION

A. History

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 independently and objectively administer certification to the public procurement profession. 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 Governing Board, 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.

B. Governance

The UPPCC consists of two volunteer boards; the Governing Board and the Board of Examiners. The six (6) voting members of the UPPCC Governing Board are responsible for the overall governance of the UPPCC and establish and monitor policy relating to the certification programs; including eligibility requirements, fee structures, recertification requirements, examination structure, organizational budget, and appoint individuals to serve on the Board of Examiners (BOE).

The BOE is comprised of representatives from NIGP, NASPO, NPI, FAPPO, CAPPO, and NAEP. The eighteen (18) 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.

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C. Development of the Certification Programs

In 1964, NIGP introduced the Certified Public Procurement 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. Public purchasers and personnel specialists informed NIGP that such a standard was needed.

In 1979, the need for a second certification program designed for non-managers became apparent to leadership. The UPPCC joined forces with the Education and Professional Development Committee of NIGP and developed the Professional Public Buyer (PPB) certificate. The PPB certificate was expanded into a certification program and renamed the Certified Professional Public Buyer (CPPB) in 1991.

In 2007, the UPPCC contracted with third-party testing vendor Prometric, to provide for enhanced test development and expanded test administration services for its professional certification programs. Prometric facilitates the development of all

UPPCC certification exams, handles all registrations for 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 is routinely commissioned by the UPPCC 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 by the official UPPCC testing agency, Prometric, and incorporated the knowledge and expertise of thousands of public procurement professionals. The study identified the essential knowledge 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 will be based upon the new 2013 UPPCC Body of Knowledge (Appendices B & C of this Handbook) beginning with the May 2014 testing window.

D. 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. 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
- Professional growth and development
- Provides leverage of the importance of the employee to his/her employer
- Demonstrates a commitment to the profession
- Enhanced job opportunities, career advancement and personal marketability
- Greater respect from superiors, co-workers and customers

Benefits of certification to the employer/public agency individual include:

- Enhanced knowledge and expertise
- Increased productivity and departmental efficiency which could lead to increased agency cost savings
- Reduction in training time required to get employees "up to speed"
- Allows for public entity to promote its expertise through a highly qualified and credentialed workforce

In the United States, many local and state 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.

In addition to the US and Canada, UPPCC certificants can be found throughout the world including Africa, Ireland and the Caribbean. The UPPCC is currently seeking accreditation of the CPPO and CPPB certification programs by the American National Standards Institute (ANSI) under ISO 17024. Accreditation under the ISO 17024 standard assures that programs are conducted under strict standards of independence, openness, fairness and integrity. UPPCC is a member of ANSI as well as the Institute for Credentialing Excellence (ICE) and follows the ICE guidelines for credentialing.

E. Certification Offerings

The Universal Public Procurement Certification Council programs are applicable to all public procurement personnel in federal, state and local governmental organizations and agencies. Two distinctly different credentials are offered by the UPPCC; the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB).

CPPO PROGRAM

The CPPO program applies to 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 applies to individuals who have demonstrated prescribed levels of professional competency as a public sector buyer in a non-managerial and/or supervisory position.

F. How to Become Certified

The UPPCC certification programs follow a two-part processes 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.

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

- Review the Certification Eligibility Requirements and select the credential that aligns with his/her qualifications,
- Complete the Application form and return it along with required documentation and payment to the UPPCC by the published application deadline that corresponds with the applicant's desired testing window,
- Allow four (4) to six (6) weeks for the UPPCC to review of the application and notify all applicants of status.
- Upon notification of eligibility pay the examination fee in order to schedule a testing appointment with Prometric, the official UPPCC testing agency,
- Schedule a testing appointment directly with Prometric
- Complete the appropriate examination covering the 6 essential topic areas of public procurement,
- Allow six (6) to eight (8) weeks following the end of the testing window for notification of testing results,
- Candidates who are successful in meeting eligibility requirements via the application process and demonstrating competency via the examination will earn the CPPO/CPPB credentials.
- Recertify every five (5) years in order to maintain CPPO/CPPB certified status.

II. APPLYING FOR CERTIFICATION

A. Eligibility Requirements

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

The UPPCC programs are designed specifically for public procurement professionals. Only those individuals who have full-

time, public procurement experience are eligible. The applicant's eligibility is determined by evaluating the candidate in three (3) areas:

- Formal education;
- Public procurement experience; and
- Coursework/training in procurement.

Unlike most procurement certification programs, the UPPCC requires substantial employment experience in public procurement. This work experience must be complemented by coursework/training specifically within the field of procurement as well as the completion of a formal educational degree program.

Certified Public Procurement Officer® (CPPO®)

- ✓ **Bachelor's Degree**
- ✓ **Coursework/Training** - Completion of any 1 of the following 3 Options:
 - **OPTION 1:** 3 credit hours of **public procurement** coursework AND 72 contact hours of "instructor-led" procurement training/education,
 - **OPTION 2:** 6 credit hours of **procurement-related** coursework AND 72 contact hours of "instructor-led" procurement training/education,
 - **OPTION 3:** 174 contact hours of "instructor-led" procurement training/education.
- ✓ **Public 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

Certified Professional Public Buyer® (CPPB®)

- ✓ **Associate's Degree**
- ✓ **Coursework/Training** - Completion of any 1 of the following 3 Options:
 - **OPTION 1:** 3 credit hours of **public procurement** coursework AND 56 contact hours of "instructor-led" procurement training/education,
 - **OPTION 2:** 6 credit hours of **procurement-related** coursework AND 56 contact hours of "instructor-led" procurement training/education,
 - **OPTION 3:** 158 contact hours of "instructor-led" procurement training/education.
- **Public Procurement Experience** - 3 years of experience within the previous ten (10) years

FORMAL EDUCATION

Eligibility for CPPO/CPPB certifications requires all applicants to document the completion of a formal degree program for eligibility.

While the CPPO/CPPB certifications require the completion of a formal degree program for eligibility, there are no additional requirements regarding the concentration of the degree or the focus of study. The degree can be in any area of study or discipline and still be applicable for credit provided the degree itself was earned from a regionally accredited college or university. Regional accreditation means that the college or university is recognized by at least one of six U.S. accrediting organizations listed with the Council for Higher Education Accreditation (CHEA) (<http://www.chea.org/directories/regional.asp>); Middle States Association of Colleges and Schools (MSA), New England Association of Schools and Colleges (NEASC), North Central Association of Colleges and Schools (NCA-HLC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools (SACS), and Western Association of Schools and Colleges (WASC-ACSCU).

If the educational degree was earned in the United States from a school not accredited by one of the above listed accrediting organizations, the degree would not contribute to the applicant's degree qualifications for UPPCC certification.

For formal educational degrees earned outside of the United States, the applicant must have the degree evaluated by a reputable educational research firm to determine equivalency to the US regionally accredited degree required for the UPPCC

certification for which the applicant is applying BEFORE submitting an application. Any 3rd party educational evaluation services are to be performed at the applicant's request and are at the applicant's expense.

CPPO Formal Education Requirement

Successful completion of a Bachelor's Degree program, in any area of study is the minimum level of formal education required for CPPO Certification.

CPPB Formal Education Requirement

Successful completion of an Associate's Degree program, in any area of study is the minimum level of formal education required for CPPB Certification.

i **Special Consideration Regarding Associate's Degree Programs outside the U.S.:** *For applicants who have educational degrees earned outside the U.S., the Associate's Degree requirement may be satisfied if the applicant earned a degree, diploma or certificate following a minimum of two (2) years of full-time or its equivalent in part-time enrollment at a post-secondary accredited institution. Two (2) years of full-time enrollment typically results in a minimum of 60 credit hours for programs considered to be equivalent to the UPPCC desired level of an Associate's Degree. If an applicant has earned an educational degree outside of the U.S., that the applicant believes to be equivalent to two (2) years of full-time enrollment, but did not result in a minimum of 60 credit hours may opt to have an equivalency review performed by a 3rd party prior to submitting an application for certification. This special consideration applies to the Associate's Degree requirement only and only to those applicants whose formal educational degree was earned outside the U.S. where Associate's Degree programs are not as prevalent.*

PUBLIC PROCUREMENT EXPERIENCE

Depending on the certification, applicants will be required to document from 3 to 5 years of full-time qualifying public procurement experience at the time of application. Only employment history in the previous ten (10) years from the date the application is submitted is applicable.

Public/Government Employment - All Applicants

Public Procurement experience is required to apply for both CPPO and CPPB certifications. Some applicants may have procurement experience within the private sector as well as the public sector; however, for consideration for the CPPO and CPPB which are public procurement certifications, only the time spent employed with a public sector will be considered. Public entities include:

- states/provinces
- counties
- municipalities
- public educational enterprises
- authorities (parks, airports, water, utilities, etc.)
- military
- federal governments
- not-for-profit, independent colleges and universities, recognized by the U.S. Internal Revenue Service or similar national regulatory body.

Public entities, unlike private companies, are not profit based and are funded by taxpayers. 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. In order for the 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

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 currently required nor is it a requirement that the total years of public procurement experience that is required be continuous. All positions submitted for consideration to equal the total years of experience required, 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 for each position submitted for consideration towards meeting the experience requirement. Positions submitted without an official position description will not be considered.

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 for UPPCC certifications.

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
- 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

There is an additional type of experience required for those applicants applying for CPPO certification. CPPO applicants must also possess a number of years of experience in a public procurement management function. The public 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 entity.

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.

COURSEWORK/TRAINING IN PROCUREMENT

There is no time limitation on the completion of coursework/training. All coursework/training will be considered applicable provided the coursework/training activity can be properly documented and the activity also meets specific qualifying guidelines as outlined in this section.

Formal Coursework

Options 1 and 2 for satisfying the coursework/training requirement for certification eligibility apply to formal coursework obtained at the higher education level. This may or may not be coursework completed by the applicant as part of a formal educational degree or certificate program. In order for the coursework to be considered:

- the college/university must be regionally accredited*,
- the applicant must have fully completed and earned a passing grade for the course (a grade of "C" or better or an indication of "pass" or "complete" for credit only courses), AND
- the applicant must provide an official, sealed transcript that clearly indicates the course name, the date or semester in which the course was completed, number of credit hours earned and grade earned along with the official course description if applicable.

*Only courses taken from regionally accredited colleges or universities are applicable toward satisfying the formal coursework requirements, although credit for non-accredited coursework may be applicable under the Procurement Training/Education category (see next section). Regional accreditation means that the college or university is recognized by at least one of six U.S. accrediting organizations listed with the Council for Higher Education Accreditation (CHEA) (<http://www.chea.org/directories/regional.asp>); Middle States Association of Colleges and Schools (MSA), New England Association of Schools and Colleges (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).

Completion of coursework at the formal education level typically results in "credit hours." The coursework/training requirement is measured in contact hours. For those applicants who choose Option 3 for meeting the coursework/training requirement or have additional coursework beyond the Option 1 and Option 2 requirements will need to convert "credit hours" to equivalent "contact hours" in order to apply those hours to the "instructor-led" procurement training/education requirement. Applicants may convert credit hours into contact hours by simply multiplying the total number of credit hours by 8 to determine equivalent contact hours for a given course. For example, a 3 credit hour course equals 24 contact hours (3 credit hours x 8 = 24 contact hours).

Procurement-Related Courses

Any course that meets the guidelines for formal coursework as outlined above, contains one or more of the following procurement keywords in the course title AND can be linked to the current Body of Knowledge, will be applicable for credit as a procurement-related course. The procurement keywords are: acquisition, business ethics, business law, commercial law, contracting, distribution, ethics, finance, inventory, legal, logistics, management, material, negotiation, organization, personnel, procurement, purchasing, supplier, supply-chain, supply, transportation.

Although previously included, coursework topics in accounting and economics are no longer applicable for credit.

Public/Government-Specific Procurement Courses

Any course that meets the guidelines for an applicable procurement-related course as outlined above AND contains one or both of the following two keywords in either the course title or the course description will be applicable for credit as a public/government-specific procurement course. The two additional keywords are: public and government(al).

Procurement Training/Education

Regardless of which of the three available options an applicant chooses to satisfy the coursework/training requirement, there are a specific number of contact hours of "instructor-led" training/education that are required in each of the options. The following will assist applicants in determining which educational activities are applicable for credit in this category and which ones are not.

In order for the educational activity to be considered:

- the activity must be procurement specific,
- the activity must be instructor-led**
- the applicant must have fully completed and earned a passing grade for the course (a grade of "C" or better or an indication of "pass" or "complete" for credit only courses), AND
- the applicant must be able to fully document all activities submitted.

**Instructor-led training/education activities include live conferences, workshops, seminars, or classes (including face-to-face, audio/videoconference, and on-line delivery), and earn 1 contact hour per actual clock time of qualifying training/education including partial hours, up to a maximum of eight (8) contact hours per day. Example: 1 and 1/2 hours of qualifying instructor-led training/education equals 1.5 contact hours. General software training courses are not acceptable courses.

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.

For attendance at industry meetings, conventions and other events such as the annual NIGP Forum & Products Exposition, applicants may only claim contact hours at a rate of eight (8) contact hours per day maximum, but only for sessions and workshops that are specific to procurement and include a speaker, instructor, trainer, facilitator or moderator. Example: 1 and 1/2 hours of qualifying instructor-led training/education equals 1.5 contact hours. Networking, tradeshow, entertainment and social events are excluded and are not applicable for contact hours. This exclusion applies to stand alone events as well as those that are part of larger events such as the annual NIGP Forum & Products Exposition.

B. Application Deadlines & Testing Windows

The UPPCC offers two (2) examination opportunities for candidates on an annual basis. Each exam opportunity is offered for a two (2) week testing window in May and again in October. The table below outlines upcoming testing windows and the application and exam registration deadlines for each. Advanced application is required in order to establish eligibility for each potential candidate.

Testing Window	Application Deadline	Late Application Deadline	Exam Registration Deadline
May 2 – 14, 2016	Feb 1, 2016	Feb 16, 2016	Mar 28, 2016
Oct 17 – 29, 2016	Jul 18, 2016	Aug 1, 2016	Sep 12, 2016

CPPO and CPPB Examinations are offered on a continuous basis during the May and October testing windows in professional testing centers located throughout the world. Due to the length of application packages and documentation requirements, the UPPCC will not accept submissions via facsimile or email. Applicants are strongly encouraged to make a personal copy of all pages of the application and documents submitted and to utilize a reputable courier service with the ability to track delivery of the application and guarantee delivery on or before the published application deadline date. The published deadline dates are not postmark dates, but received by dates.

LATE APPLICATIONS

The UPPCC will accept late applications during a two-week period following the published application deadline. Applications that arrive during this two-week period must include a late fee of \$50 USD. Applications received during the late filing period that do not include the required late filing fee *and* applications received *after* the late filing period will be considered for the testing window following the next scheduled testing window.

C. Application Process

OVERVIEW

The purpose of the application is to allow the applicant a means of demonstrating that his/her qualifications meet UPPCC eligibility requirements. Only individuals who successfully demonstrate their qualifications via the application process and receive application approval are eligible to register for the 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.

Due to the volume of applications received, the UPPCC does not perform pre-reviews of applications. Detailed information designed to assist applicants in determining qualifying experience and coursework/training is available in this Candidate Handbook.

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

Applying for Both CPPO & CPPB

A separate application and fee is required for each UPPCC certification. Applicants for CPPO may apply formal education, coursework/training hours and experience (including previously submitted supporting documentation) from his/her previous application for CPPB towards meeting the eligibility requirements for CPPO certification provided the CPPB application resulted in a CPPB certification. Unsuccessful applications are purged from UPPCC records within 6 months of the expiration date of the application and may not be available for use for a CPPO application. When using information and documents from an existing CPPB file for a CPPO application, it is not necessary to provide any information that is already contained in the

applicant's CPPB file. The applicant should only submit new information and any additional supporting documents to demonstrate that the applicant has met the additional eligibility requirements for CPPO certification.

Applicants should make a personal copy of all information submitted to the UPPCC. The UPPCC does not release original or copies of previously processed application materials or associated documentation back to the applicant for any reason.

APPLICANT INFORMATION

Applicants Name and Contact Information

Applicants must complete the information in Part A – C of the certification application so that the UPPCC can maintain contact with the applicant throughout the certification process. Please print the information in this section completely and legibly.

G.I. Bill Reimbursement

The UPPCC certification programs are fully approved for reimbursement by the United States Department of Veterans Services. Please check the appropriate box on the application form if you are applying for reimbursement through the G.I. Bill. Details for filing can be found at www.gibill.va.gov under the Education Benefit Programs Section.

Communications

The UPPCC will utilize the applicant's home mailing address information to communicate examination scores. All other correspondence/updates are sent via the preferred email address on record for the individual.

Applicant Demographics

Part D of the certification application asks for specific demographic information. The UPPCC collects this information as a means of monitoring the composition of the certified population to ensure appropriate representation in its governance structure and to identify trends that are utilized by leadership in the organization's strategic planning process.

CERTIFICATION ENROLLMENT INFORMATION

Certification Program & Minimum Requirements

Applicants must select the certification program (CPPO or CPPB) for which he/she is applying in this section of the application. Minimum Requirements for each program are summarized in this section of the application as confirmation of the requirements for the selected certification.

If applying for both certifications simultaneously, although not recommended, a separate application and fee is required for each certification although the applicant need only include one set of documentation for both applications.

Special Exam Day Accommodation Requests

The UPPCC complies with the Americans with Disabilities Act (ADA), the American Civil Rights Act and other similar laws/regulations outside the United States. This section of the application allows for special accommodations for testing to be requested for potential candidates with special needs. Any individual who has a physical or cognitive impairment or limitation that prevents him/her from taking the examination under standard testing conditions may request special testing arrangements. The types of accommodations that may be provided include large print screen display, extended testing time, separate testing room, etc. Applicants who know that they will need special arrangements to be made for testing must advise the UPPCC in advance and at the time of application. The applicant may indicate that special accommodations will be required, by checking the "Yes" box in this section of the application (Section II. Part B).

Applicants will be afforded special exam day accommodations at the testing center without incurring any additional fees if appropriate documentation is received. Documentation from a physician or appropriate authority (i.e., psychologist, vocational specialist, etc.) is required to confirm a candidate's special need and the specific testing adaptation(s) requested. Please see Appendix F of this Handbook for the "Candidate Request for Special Testing Accommodations" form. A fully completed form must be received by the UPPCC within ten (10) calendar days of receiving the certification application. UPPCC will not be obligated to accommodate any request made after the application is submitted or any request received without a fully completed "Special Testing Accommodations" form.

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 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 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 Section III of the application. However, once certification is conferred, 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.

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 Ethical Code and Prohibited Acts are provided in Section V of the application form and should be reviewed and fully understood by all applicants submitting an application for certification.

All applicants are required to sign the Applicant Affirmation Statement (Section VI of the application form). By signing the Statement, the applicant agrees to uphold and abide by the UPPCC Code of Ethics & Professional Conduct and furthermore agrees 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 Candidate Handbook in affect at the time of application, and that
- he/she has no felony convictions relating to the practice of public procurement.

Applications presented without a signed Applicant Affirmation Statement will delay the processing and may be returned to the applicant.

D. Required Documentation

Applicants are required to submit documentation as proof of meeting all eligibility requirements. This section of the Handbook 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. Applications received without all necessary documentation cannot be properly evaluated and will most likely result in a denial decision of the application.

FORMAL EDUCATION

An official, sealed transcript from the college or university is required to document formal educational degrees and may either be sent directly to the UPPCC by the institution or included by the applicant with the application packet. If the transcript is included by the applicant with the application packet, 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.

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. It may however, be

necessary for the applicant to submit transcript documentation for other formal educational in order to document formal procurement coursework completed for the purpose of satisfying the coursework/training 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 included in the application package.

PUBLIC PROCUREMENT EXPERIENCE

Applicants must be able to document all employment experience by supplying an official position description for each position submitted for consideration towards meeting the public procurement experience requirement. Positions submitted without an official position description 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 Official Position Descriptions, 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 the Official Position Description.

Often times the Official Position Description is too generic 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 Position Description. A Working Position Description will not be accepted as a substitution for the Official Position Description and must be provided in addition to the Official Position Description. Under no circumstances are applicants to develop and submit their own Working Position Descriptions. Resumes, verification of employment and annual employee performance evaluations are not acceptable substitutes for an Official Position Description.

Additional documentation may be provided as needed to support the procurement responsibilities/duties of the applicant in such situations where information from official documents, titles, etc. conflict during transitional periods at the government agency. These transitional periods include large-scale staffing reorganizations due to changes in the political landscape, the implementation of large government initiatives, etc. At a minimum, this documentation must be on letterhead and authenticated by an official from the agency’s Human Resources Department to the fullest extent possible.

For experience at not-for-profit independent 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).

COURSEWORK/TRAINING IN PROCUREMENT

Documentation is required for any and all coursework/training submitted to the UPPCC for consideration. 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).

Formal Coursework

An official, sealed transcript from the college or university is required to document formal coursework and may either be sent directly to the UPPCC by the institution or included by the applicant with the application packet. If the transcript is included by the applicant with the application packet, the transcript must remain unopened and officially sealed by the institution. The UPPCC will not accept a student copy of the transcript.

Procurement Training/Education

Acceptable forms of documentation for procurement education/training include: a transcript from the training/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).

Members of NIGP: The Institute for Public Procurement may submit a copy of his/her member profile in place of individual certificates of completion for NIGP, non-chapter education attended. Applicants should contact NIGP Headquarters directly to obtain instructions on how to access the member profile or to obtain a NIGP transcript of procurement training/education completed.

E. Certification Fees & Refund Policy

All UPPCC Certification fees are quoted and are to be made payable to the UPPCC in US Dollars. An application fee is due at the time an applicant submits an application for certification and covers the cost of reviewing the application to determine eligibility. 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 examination fee is due from all eligible candidates prior to scheduling an examination appointment. The examination fee covers one (1) examination opportunity per candidate. If re-testing is required, an additional examination fee will be required. If a candidate pays the examination fee, but fails to schedule a testing appointment, the fee will be refunded to the candidate less an administrative fee following the close of the testing window via the original method of payment.

	Member ¹	Non-Member
Application Fee	\$175	\$350
Examination Fee	\$250	\$250

¹ The member rate applies to individuals that currently hold a valid membership with NIGP or NASPO. Memberships of NIGP at the chapter level only do not qualify for the member rate.

SUBMITTING THE APPLICATION

It is the applicant's responsibility to ensure that the application package arrives on or before the application submission deadline. Due to the amount of documentation and the requirement for original transcript documentation, applications must be submitted by mail only. Applications sent via facsimile and/or email will not be accepted.

Applicants should ensure that all the requested information, supporting documentation and fee is included and is mailed to the UPPCC Offices address provided below:

UPPCC
ATTN: APPLICATION DEPARTMENT
2201 Cooperative Way, Ste 600
Herndon, VA 20171 USA
Phone: +1-800 884-6073

F. Application Review

THE REVIEW PROCESS

Each application is evaluated for completeness once it is received in the UPPCC Offices. Only complete applications are processed. Incomplete applications are set aside for contact to be made to the applicant or are simply returned to the applicant without processing.

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.

Approved candidates will be sent an invoice for the examination fee when the application approval notification is sent. Candidates will be required to pay the invoice prior to scheduling an examination appointment.

Once the examination fee payment is made, candidates are sent an Authorization To Test (ATT) letter which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric (the official UPPCC testing agency). ATT letters are sent to approved candidates by both email and by mail to the home address. Individuals are permitted to schedule an appointment within the next testing window only. Candidates will not receive an ATT letter or be able to schedule an appointment for testing until the examination fee invoice is paid.

Unsuccessful applicants have the opportunity to appeal the eligibility decision made on his/her application by providing missing or additional information and/or documentation. Please see the Application Appeals section of this Handbook for detailed information on filing an appeal of the application decision. If the applicant is still unsuccessful in receiving an approval decision, or elects not to appeal, the application will remain on file with the UPPCC for one (1) year from the date the application was received. During the time that an application is on file with the UPPCC, an applicant may provide additional information in order to obtain approval/eligibility to test; however, it may be necessary for an applicant to submit a new application for eligibility if the last testing window within the 1 year application period has passed prior to receiving an approval decision.

LIMITATION FOR ELIGIBILITY

Approved candidates must successfully complete the testing requirement for UPPCC certification within the one (1) year active life of the application. One (1) year entitles candidates to a maximum of two (2) opportunities to test. Once an application expires, it and all supplemental documentation is destroyed. 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.

G. Application Appeals

All certification applicants have the right to appeal the decision made on his/her application. All appeals should be directed to the attention of the appropriate individual or group at the UPPCC Offices, based on the appeal level as described below.

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

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

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

For more information on the Appeals Process, see Section VIII. Appeals Process.

III. EXAM REGISTRATION

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) letter.

Candidates will receive the official ATT letter from UPPCC following payment of the examination fee and verification that candidate information has successfully uploaded into the Prometric scheduling system.

Upon receipt of the ATT letter, the candidate must verify that the name printed on the ATT letter 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 both the ATT letter and photo identification to the test center administrator for check-in on the day of the exam. These two documents must match in order to be seated for testing. 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 letter 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.

Appointments must be scheduled directly with Prometric (the official UPPCC testing agency) by the published registration deadline within the upcoming testing 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 letter. 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.

IV. PREPARING FOR THE EXAMINATION

A. 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 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 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 testing window so that the tested content remains current and relevant.

B. Suggested Study Resources/Authoritative Literature

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* –Available at <http://principlesandpractices.org>.
- 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
- State & Local Government Procurement: A Practical Guide, NASPO

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.

V. EXAMINATION DAY

A. 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 fifteen (15) 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.

Candidates are advised to limit the number of personal item 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 wand of the candidate prior to entry into the testing room. The test center administrator will also require the candidate to present both the ATT letter and 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 letter. 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 printed on the ATT letter 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.

Following check-in, the candidate will be escorted by test center personnel to a computer work station and logged into the UPPCC examination.

EXAM SECURITY

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

Upon log in to the exam, the examinee (the 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**

I Agree 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 log book 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 testing window.

B. 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.

C. Exam Cancellation/Reschedule Policy

Once the candidate has scheduled an examination appointment with Prometric, any reschedules or cancellations must also be made through Prometric. Associated fees that the applicant will be expected to make payment for at the time of the reschedule or cancellation is dependent upon the amount of advanced notice given to Prometric.

Examination appointments may be scheduled, rescheduled, cancelled and otherwise altered for the current testing window only. Candidates will not be permitted to cancel from one testing window and reschedule for another even if the testing 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.

To reschedule or cancel an examination, candidates should contact Prometric via the web or by phone. When canceling an examination, candidates should obtain 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 <i>(Admin Fee only if applicable)</i>
Between twenty-nine (29) and five (5) calendar days' notice prior	\$50 <i>(plus Admin Fee if applicable)</i>
Less than five (5) calendar days' notice prior	\$100 <i>(plus Admin Fee if applicable)</i>

Other Exam Related Fees	
<p>Administrative 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:</p> <ul style="list-style-type: none"> • candidates who cancelled exam appointments with or without fee and did not reschedule and test during the testing window; • candidates who did not schedule a testing appointment during the testing window; or • candidates who were granted waivers of other fees under the Exceptions to the Cancellation/Reschedule Policy. 	10%
<p>No-Shows - Candidates who fail to show for a scheduled exam appointment without sufficient prior notification will forfeit the full examination fee. Candidate No-Shows include:</p> <ul style="list-style-type: none"> • 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 letter 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. 	\$250

VI. AFTER THE EXAMINATION

A. 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.

B. Standard Setting (Pass/Fail Cut-Score)

The passing score for the UPPCC exams are set by a panel of 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.

C. Equating

Each form of the CPPO/CPBP 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.

D. 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/CPBP examinations.

CPPO and CPBP exam results are mailed to all candidates regardless of the result approximately six (6) to eight (8) weeks following the close of the two (2) week testing window. To protect the confidentiality of the candidate's score, results are never given over the phone, by email or by fax.

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:

1. **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.
2. **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.

3. **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.

E. 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 printed on the results letter.

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

F. Re-Examination

Candidates who 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) letter to proceed with scheduling an examination appointment with Prometric.

G. 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.

H. Duplicate and Replacement Certificates

A written request for replacement of a printed certificate can be made to the UPPCC with fee. Request forms are available at uppcc.org.

VII. RECERTIFICATION

A. Overview

Recertification is required for all CPPOs and CPPBs in order to maintain certification. Certificates are valid for a period of five (5) years from the effective date of the certificate. The purpose of the recertification process is to ensure that the certificant remains current with professional practices through continuing education and professional development. Certificants must document qualifying activities through an application form. No examination is required for recertification.

An application for recertification can be submitted at any time during the five (5) year period once the minimum number of contact hours has been attained, but no later than the expiration date printed on the current certificate. Certificants who fail to recertify by the expiration of his/her current certificate will lose all rights to the certification and must discontinue using the designation(s) following the expiration date. Although the UPPCC makes several attempts to remind certificants of the requirement to recertify and of his/her specific expiration date, the ultimate responsibility to recertify lies with the individual certificant. Certificants should notify the UPPCC of any mailing address and/or email address changes to insure receipt of recertification reminders and any other pertinent information regarding UPPCC certification.

B. Recertification Requirements

Certificants are eligible to recertify regardless of employment status. Current employment is not a recertification requirement. Recertification fees are outlined in the Recertification Application which is available on the UPPCC Website.

All certificants, regardless of the UPPCC certification(s) earned, complete the same recertification application. Current CPPOs and CPPBs and those recertifying under “Dual Status” are required to complete a minimum of forty-five (45) contact hours in a minimum of two (2) out of three (3) possible categories of the application.

EARLY SUBMISSIONS

Applicants for recertification may file an application at any time during the five (5) year certification period once the minimum number of contact hours has been attained.

Applicants should be aware that early submissions will not change the certification period and subsequent recertification dates. The five (5) year certification/recertification cycle is based on the original certification date, not on the candidate’s recertification date. Early submission does not change the period when recertification activities must occur. Applicants may find convenience in an early submission, but should understand that any potential recertification activities completed during the time that the applicant recertifies and the current certification period ends are not eligible for the next recertification cycle which would begin the day following the expiration date printed on the current certificate. For example, if an individual is due to recertify by January 2015, but files an early recertification in July 2014, any activities the individual participated in between July 2014 and January 2015 could not be counted toward the next recertification cycle. The new certificate printed for this individual would indicate an expiration date of January 2020 and contact hours for the next renewal must have been earned between January 2015 and January 2020.

CONTINUING EDUCATION – ACCREDITED

Contact hours may be earned for the completion of procurement-related coursework at the formal education level or seminars, courses, training events, etc. that are offered by professional procurement organizations provided that they are accredited by a 3rd party [i.e. IACET (International Association for Continuing Education & Training)]. Documentation is required for all activities recorded in this section. An official, sealed transcript must be submitted to document coursework at the formal education level and a transcript or completion certificate must be submitted to document any other type of accredited continuing education. A *description of the course content and its relation to the current CPPO/CPPB Body of Knowledge* is also required for each item listed to support procurement-related content as only procurement-related continuing education is applicable for recertification credit.

Each credit hour earned for coursework completed at the formal education level may be multiplied by 8 to determine equivalent contact hours earned. Each CEU hour earned for other accredited continuing education may be multiplied by 10 to determine equivalent contact hours earned, ONLY IF contact hours are not already reflected on the transcript or completion certificate issued by the provider of the continuing education.

CONTINUING EDUCATION – NON-ACCREDITED

Maintaining a file of professional development activities is recommended. When a course or seminar is attended and/or successfully completed, the certificant should file a copy of the documentation in his/her recertification folder. When the time comes to recertify, all the required information is at their fingertips. It is also a great way to track contact hours earned to date and to identify contact hours yet to be achieved well before the expiration date of the current certificate. NIGP National members may print a copy of their NIGP on-line member profile or request a copy of the NIGP transcript as documentation for any NIGP activities completed.

Contact hours may be earned for attending procurement-related conferences, meetings, events, etc. The certificant may claim one (1) contact hour for each clock hour of education, including partial hours, up to a maximum of 8 hours per day. A *description of the activity’s content and its relation to the current CPPO/CPPB Body of Knowledge* is also required for each item listed to support procurement-related content as only procurement-related continuing education is applicable for recertification credit. For attendance at industry meetings, conventions and other events such as the annual NIGP Forum & Products Exposition, certificants may only claim contact hours for sessions and workshops that are specific to procurement and include a speaker, instructor, trainer, facilitator or moderator. Networking, tradeshow, entertainment and social events are excluded and are not applicable for contact hours. This exclusion applies to stand alone events as well as those that are part of larger events such as the annual NIGP Forum & Products Exposition. Documentation is not required to be included with

the application for activities recorded in this section, but may be requested by UPPCC Staff during the evaluation process. The certificant should be prepared to provide documentation for any activities listed in the event the documentation is requested.

PROFESSIONAL CONTRIBUTIONS

Certificants are encouraged to become involved in, or maintain involvement in, the profession. Leadership roles in procurement organizations at the national and chapter level earn contact hours towards recertification as do contributions to the UPPCC in the form participation in the routine Job Analysis project, item writing and review activities, as well as leadership roles on the Governing Board and/or Board of Examiners. Publishing articles, receiving awards, and volunteer activities also earn contact hours. Applicants should refer to the recertification application form for specific contact hour values for each activity.

C. Dual Recertification

Certificants who have earned both the CPPO and CPPB certifications and have maintained both may opt to combine the recertification requirements for both certifications into one. Recertifying under “Dual Recertification Status” will change one of the two certification expiration dates so that only one expiration date exists for both certifications as a result of the dual recertification process. The one of the two expiration dates that is the closest to the date in which the dual recertification application is filed will serve as the new dual certification expiration date. For example, if the CPPB expiration date is 5/12/2014, the CPPO expiration date is 5/10/2016, and the dual recertification application is submitted 5/1/2014, then the new dual certification expiration date would be 5/12/2019.

Applicants for dual recertification are to use the Application for Recertification form and indicate Dual Recertification as the type of recertification. Applicants are required to document a total of forty-five (45) contact hours in a minimum of two (2) out of three (3) categories. A new certificate will be issued for each certification to include the new, revised expiration date upon successful recertification.

D. Expired Certification

Individuals who fail to maintain his/her certification through recertification will cause his/her certification(s) to expire. The individual must discontinue use of the certification until the expired certification is successfully recertified or becomes certified once again through reapplication and re-examination.

E. Lapsed Status

Lapsed Status describes a once certified individual who has passed their recertification due date, but by no more than one (1) year. Individuals with certifications in lapsed status are not entitled to continue using the certification that has lapsed and they are not considered certified by the UPPCC until the certification is successfully re-instated. Individuals who are more than one (1) year passed their due date are considered to be officially expired and must re-apply, re-qualify as well as re-test in order to become certified once again. The process for certification for an individual who has allowed his/her certification(s) to expire is no different than an individual newly applying for certification.

With penalty, lapsed individuals have the opportunity to re-instate their certification(s). Within one (1) year of the expiration date of the certification, former CPPOs and/or CPPBs must earn a minimum of fifty-five (55) contact hours in a minimum of two (2) of the three (3) possible categories.

After the one (1) year lapsed period has passed, any expired certificant must apply as a new applicant and complete the current examination requirements. A new certification number and new valid certification dates will be issued upon successful completion of the examination.

Expired records are not maintained by the UPPCC beyond the one (1) year lapsed period.

F. Improper Use of Certification

Individuals must discontinue use of any UPPCC credential on the first day following the expiration date of the certification. The continued use of UPPCC credentials after expiration is misrepresentation and may carry legal implications. Black's Law

Dictionary defines misrepresentation as: “Any manifestation by words or other conduct by one person to another that, under the circumstance amounts to an assertion not in accordance with the facts.

Upon receiving information that an individual is continuing to use the designation after expiration or if the designations were never earned, the UPPCC will notify the individual by certified mail of the violation and request the individual to immediately cease its use. The individual is responsible for correcting the situation and legal implications may result for individuals who fail to correct the situation.

UPPCC Certification status is a matter of public record and includes the certificant's name, award date, expiration date and certificate number. Certificants who allow their certification to lapse or expire are removed from the public searchable directory located on the UPPCC Website.

G. Revocation of Certification

The UPPCC Board of Examiners may revoke a CPPO or CPPB Certificate for demonstrated violations of the UPPCC Code of Ethics.

A petition signed by at least five (5) current CPPOs must be presented to the UPPCC Board of Examiners (BOE) recommending revocation of the CPPO or CPPB designation of the individual in question. The petition must fully document its allegations of violations of the UPPCC Code of Ethics.

After full review of the facts and after the accused has had the opportunity to present any arguments on his/her behalf, a decision to revoke certification may be made by the Board of Examiners. Any ruling of the BOE regarding revocation of certification may be appealed to the Universal Public Procurement Certification Council, whose decision will be final.

VIII. 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 Director within fourteen (14) calendar days of an adverse incident occurring or of the notification of an adverse decision being made.

In order 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 in order for the appeal to be considered.

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.

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 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

2013 UPPCC BODY OF KNOWLEDGE: CPPO

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 testing 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., tradeshow, 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 testing 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 listed under 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., tradeshow, 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, 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. analyze economic trends and conditions that affect procurement
7. conduct cost/benefit analyses on future acquisitions
8. implement a process improvement plan (e.g., stakeholder satisfaction, remediation)
9. plan and implement procurement strategies and objectives based on forecast data, market factors, economic trends, and customer needs (e.g., strategic sourcing, staffing)
10. formulate a procurement contingency/continuity of operations plan (e.g., disaster preparedness, supply chain)

APPENDIX D

A. 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

A. 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.

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

151 Spring Street
Herndon, Virginia 20170 USA
Phone: +703-736-8900
www.nigp.org

Institute for Supply Management

P.O. Box 22160
Tempe, Arizona 85285 USA
Phone: +800-888-6276
www.ism.ws

National Assoc of State Procurement Officials

201 East Main Street
Lexington, Kentucky 40507 USA
Phone: +859-514-9159
www.naspo.org

National Contract Management Association

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

National Assoc of Educational Procurement

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

National Procurement Institute

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

California Assoc of Public Procurement Officials

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

Supply Chain Management Association

P.O. Box 112
Toronto, Ontario M5G 2C8 CANADA
Phone: +416-977-7111
www.scmanational.ca

Florida Assoc of Public Procurement Officials

P.O. Box 600
Winter Park, FL 32790-0600
Phone: +813-435-3109
www.fappo.org

Canadian Public Procurement Council

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

APPENDIX F

The UPPCC will work with Prometric to provide for reasonable testing center adaptations to accommodate exam candidates with disabilities and other special needs as defined by the Americans with Disabilities Act and other similar laws/regulations outside the U.S. Applicants must complete Section A (Request) and have the appropriate licensed physician, therapist, or other healthcare worker complete Section B (Documentation) and submit the completed form to the UPPCC within ten (10) calendar days of submitting an application for certification.

A. Candidate Request for Special Testing Accommodations

APPLICANT'S INFORMATION

Full Name: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code & Country: _____ Phone: _____

SPECIAL TESTING ACCOMMODATIONS REQUESTED - Please check all that apply:

- Additional Testing Time. Specify extra time needed here: _____
- Separate Testing Room
- Special Seating
- Wheelchair access
- Other accommodations (please specify): _____

B: Supporting Documentation

The applicant must have a licensed healthcare provider, therapist, etc. complete Section B. The provider must describe the disability, how the disability was diagnosed, a description of past accommodations made for the individual and the specific accommodations professionally recommended for the upcoming testing event. Section B must adequately support the request for special accommodations made by the candidate in Section A.

PROFESSIONAL DOCUMENTATION

I have known _____ since _____
in my capacity as a(n) _____

The applicant discussed with me the nature of the test to be administered. It is in my professional opinion that, because of this applicant's disability/special need as described below, he/she should be accommodated by providing the special arrangements listed in Section A of this Form, for the reasons that I have also provided below.

Comments: _____

Signature: _____ Date: _____

License #: _____

Please mail, fax or email the completed form to:

Universal Public Procurement Certification Council (UPPCC)
ATTN: TESTING ACCOMMODATION REQUESTS
2201 Cooperative Way, Ste 600
Herndon, Virginia 20171 USA
Fax: +1-859-514-9166
E-mail: certification@uppcc.org