

Frequently Asked Questions (FAQs) – Program Changes

With all of the changes happening to the UPPCC Programs, what are the key dates I should remember?

- **January 1, 2008** – new certification fees go into affect
- **March 31, 2008** – last day to apply to take the current CPPO and/or CPPB exams
- **July 21, 2008** – application deadline for new exams (October 2008 testing)
- **September 15, 2008** – exam registration deadline for new exams (October 2008 testing)
- **July 31, 2008** – last day to take the current CPPB and/or CPPO written examinations
- **September 30, 2008** – last day to apply for the C.P.M. to UPPCC Bridge
- **December 31, 2008** – last day to take the written CPPB Bridge Exam; last day to take the CPPO Bridge Exam, last day to take the CPPO Oral Panel Exam.

How does the new exam differ from the current exams?

- **Updated Content:** The new exams will be based on the 2007 Job Analysis Study. The Job Analysis dictates the content and number of questions to be tested on the certification exams. The current exams are based on the 1997 Study.

- **Question Format:** The new situational style of questions will be introduced with the new examinations, which eliminate the need for a follow up oral assessment for the CPPO program and allow UPPCC to assess candidates with fewer questions for both programs.

- **Dates & Locations:** The new exams are computer-based and will only be offered through Prometric testing centers two times per year (May & October).

What is computer-based testing?

Computer-based examinations are tests given to candidates at individual computer workstations. The workstations are located at over 300 proctored testing centers across the U.S. and Canada.

What should I expect the test to look like on computer?

The computer screen will display a single multiple choice test question to the candidate with four possible options. Candidates will click on their selected response which is recorded. Selecting a response will prompt the next question to be displayed on the screen.

What is the format of the new exams?

The new exams will be composed primarily of situational/scenario-based questions; however all examination questions will be in a multiple-choice, four-option format.

What is a situational question? Is there a sample question anywhere?

Situational/scenario-based questions test candidates not only on their knowledge, but their ability to apply knowledge gained from study and on-the-job experience.

UPPCC provide a few samples of the new style of questions on the resources page of the website;

http://www.uppcc.org/resources/practice_exam.aspx

How many questions are on the new exams?

There are a total of 175 multiple choice questions.

How much testing time will be allowed for candidates to take the new examinations?

Candidates taking the new examinations will be permitted 3.5 hours of testing time.

How should I prepare for the new examinations?

The UPPCC does not anticipate any significant modifications to the existing content outline for the CPPO and CPPB examinations. The UPPCC will be reviewing the current list of recommended study materials to determine if there is a need to add additional resources to adequately cover the new examination content.

How many times a year will computer-based exams be given?

Examinations are offered twice annually, during the first full week in May and the last full week in October.

Will the examination be offered on a specific day?

No, exams will be offered daily Monday through Saturday during a six-day testing period, always during the first full week in May and the last full week in October. Exam candidates will have the flexibility of choosing the day, time and location that is most convenient for them during the six-day testing period.

Can I just show up at a Prometric Test Center during the testing window and take the exam?

No. Advanced registration is required and only eligible candidates who have first successfully completed the application process are eligible to register for the examination. Approved applicants must schedule their exam with Thomson Prometric by the published registration deadline, which is five weeks prior to the start of the scheduled testing window.

I have not yet applied, but want to test in October 2008. Is there a deadline to apply?

Yes. Interested individuals without an approved application on file with the UPPCC must submit an application by the published application deadline which is typically nine weeks prior to the exam registration deadline. The application deadline for the October 2008 exams is July 21, 2008. Only approved applicants will be eligible to continue to the next stage in the process which is to register for the examination. (View the Exam Schedule on the UPPCC Website for future testing dates and deadlines through 2010.)

What if my application arrives after the published deadline for the new exams?

The UPPCC will accept late applications during a two-week period following the published deadline. Applications that arrive during this two-week period must include a late fee of \$50. UPPCC will assume that applications received after the late period are applications for the next testing window.

How long will it take to review my application?

The application review process takes approximately 4-6 weeks.

If I schedule an examination and need to change the date, can that be done with the new computer based exam?

Yes, an examination can be rescheduled with Prometric during the six-day testing window; however, a rescheduling/cancellation fee will be assessed for rescheduling/cancellations made less than 30 days prior to the scheduled examination. The fee assessed will be determined based on the amount of advanced notice provided to the testing agency. No fee will be assessed for rescheduling/cancellations made more than 30 days prior to the scheduled testing date.

Will I be able to switch to the new computer based exam for CPPB after the written CPPB exam is no longer offered?

Yes, if testing is required after July 31, 2008, only the computer-based examination at a Prometric Test Center will be available. You will be permitted to test for the CPPB through a Prometric Test Center through to the testing window immediately following the expiration of your application.

Will I be able to switch to the new computer based exam for CPPO after the written CPPO exam is no longer offered?

Yes, if testing is required after July 31, 2008, only the computer-based examination at a Prometric Test Center will be available. You will be permitted to test for the CPPO through a Prometric Test Center through to the testing window immediately following the expiration of your application.

Do these changes to the examinations also affect the eligibility requirements for CPPO and CPPB?

No, the application requirements will remain unchanged. However, applicants must adhere to the published application deadlines to be considered for the next scheduled testing window. For example, those applicants interested in the October 20-25, 2008, testing window must submit completed applications with required documentation by the published July 21, 2008, deadline.

Will I receive my score immediately following the exam?

No, results will be mailed to your home address within 4-6 weeks following testing window.

If I fail the new examination, will I be able to take it again?

Yes. The new examinations will be offered two times per year, which amounts to 4 opportunities to test under the 2-year life of an application. As with the existing programs, a re-examination fee will be assessed at the time of subsequent registrations for the examination.

Will the paper and pencil CPPB and CPPO exams still be given?

Yes, but only until July 31, 2008. Individuals who have not yet applied and want to take the current exams must apply no later than March 31, 2008. New applicants and current approved applicants for CPPB must successfully complete the current written examination by July 31, 2008. New applicants and current approved applicants for CPPO must successfully complete the current written examination by July 31, 2008. Only those CPPO applicants who successfully complete the written examination by July 31, 2008 will have until December 31, 2008, to complete the oral panel assessment.

Will I still be able to take my exam at the NIGP Annual Forum and other chapter/regional events?

The final opportunity to take the current CPPB and CPPO written exams, will be at the 2008 NIGP Forum in Charlotte, NC. Thereafter, the new computer-based examinations will be offered only at Prometric testing centers twice per year in May and October.

Will these changes affect the C.P.M. to UPPCC certifications bridging opportunity?

No, the C.P.M. Bridge exams will not be converted to computer based testing. C.P.M. Bridge candidates in process for CPPB will be able to take the written examination through the end of 2008. C.P.M. Bridge candidates in process for CPPO will be able to take the oral panel assessment through the end of 2008.

Individuals interested in applying for the C.P.M. Bridge to either the CPPO or CPPB must do so by the bridge application deadline, September 30, 2008.

I have already passed the CPPO written examination, am I still required to pass the oral exam or can I earn my CPPO certification based on the current written exam alone?

No. The current written examination for the CPPO Certification is not intended to stand alone and is not itself adequate to fully assess the skills, knowledge and abilities required of a CPPO. Candidates currently enrolled in the CPPO program or those interested in applying prior to the March 31, 2008 application deadline under the existing program must be prepared to complete both the written and oral assessment to satisfy the current CPPO examination requirement. The written CPPO examination must be completed by July 31, 2008 and the oral panel assessment by December 31, 2008. No extensions for testing will be offered beyond these deadline dates.

The oral assessment will not be a requirement for the new computer-based examination for CPPO. Due to the higher cognitive level of questions found on the new examinations (primarily situational/scenario based) the new CPPO examination can stand alone as a single assessment.

I have an approved application currently on file with the UPPCC. Can I wait and take the computer-based examination instead of the current exams?

Yes, current candidates for either the CPPO or CPPB may elect to wait to take the new computer-based examinations instead of the current exams and there will be no additional fee assessed to do so; however, the expiration date of the current application on file will remain the same. Because candidates are limited to two years in which to complete all the program requirements to avoid reapplication, waiting may not be a viable option for most candidates.

What is the last day to apply and still take the current exams?

March 31, 2008 is the last day an individual may apply for the current CPPO/ CPPB exams.

If I apply by the March 31, 2008, deadline to take the current CPPB examination, how long will I have to meet the examination requirement?

Recognizing that the current examination for CPPB will only be offered through July 31, 2008, applying in March 2008 affords the candidate only one opportunity to take the existing written exam. If the candidate is unsuccessful in meeting the requirements, the candidate will be permitted to take the new exam in a Prometric testing center through the testing

window immediately following the expiration of the application.

If I apply by the March 31, 2008, deadline to take the current CPPO examination, how long will I have to meet the examination requirement?

The same applies for those applying close to the deadline for CPPO. They afford themselves only one opportunity to take the current written examination since the written exam is only offered through July 31, 2008. If the candidate is unsuccessful in meeting the written exam requirements, the candidate will be permitted to take the new exam in a Prometric testing center through the testing window immediately following the expiration of the application. Only if candidates are successful on the written CPPO examination will they have the opportunity to take the oral panel assessment. Successful CPPO written exam candidates will have until December 31, 2008 or up to the time their application expires (whichever date occurs first) to complete the oral assessment requirement.

What happens to my eligibility if I apply by the March 31, 2008, deadline for the current programs and do not successfully complete the exam requirements by the specified deadline and my current application is still valid?

Any applicant that applies under the current program and is unsuccessful in meeting the exam requirements will be permitted to register for the new computer based examinations through the testing window immediately following the expiration of his/her application.

I am a CPPO candidate and just need to do the oral exam, how do I proceed?

Will I need to start the process again?

No, you should proceed with the existing process and request to take the oral assessment as soon as possible. You must complete the oral assessment by December 31, 2008 or prior to the expiration of your application, whichever occurs first.

Will program fees change?

Yes. The program fees will increase effective January 1, 2008 and can be viewed on the UPPCC website at www.uppcc.org/become_certified/fees.aspx.

Will I be required to pay the new fees if I apply after January 1, 2008, even though I am applying to take the current exams instead of the new computer based exams?

Yes, the fee increase takes affect January 1, 2008, and applies to all program fees.

How will these changes impact recertification requirements/process?

The recertification component of CPPO and CPPB will not be impacted by these changes.