



UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL
2023 Application for UPPCC Leadership and Positions

I. GENERAL INFORMATION/PROFESSIONAL EXPERIENCE

Please provide UPPCC with your contact information and professional work experiences covering the last 5 years.

Date of Application: _____

Full Name: _____

A. Current Position and Contact Information

Employment Dates: _____

Official Title: _____

Working Title: _____

Dept/Division: _____

Agency: _____

Work Address: _____

City & State/Province: _____ Zip/Postal Code: _____

Country: _____ Work Email: _____

Work Phone No. (____) _____ Mobile Phone No. (____) _____

B. Previous Position

Employment Dates: _____

Official Title: _____

Working Title: _____

Dept/Division: _____

Agency: _____

City & State/Province: _____ Country: _____

II. PROFESSIONAL CERTIFICATION(S)

Please note that UPPCC certification is required for nearly all leadership positions with the UPPCC. CPPO certification is required for the 6 Director positions that are appointed by NASPO. CPPO certification is preferred, but not required for the 2 remaining Director positions elected by the UPPCC Board. UPPCC Certification is required for all positions on the BOE. The CPPO certification is required for members of the CPPO Team and CPPB certification is required for members of the CPPB Team. Dual Certification is required for the role of Chair of the BOE.

Certification(s) and year obtained:

<input type="checkbox"/> CPPO	_____	<input type="checkbox"/> CPCM	_____
<input type="checkbox"/> CPPB	_____	<input type="checkbox"/> C.P.M.	_____
<input type="checkbox"/> C.P.P.	_____	<input type="checkbox"/> A.P.P.	_____
<input type="checkbox"/> CPSM	_____	<input type="checkbox"/> Other	_____

III. TYPE OF GOVERNMENTAL ENTITY

Type of Agency:

<input type="checkbox"/> Federal	<input type="checkbox"/> State/Province	<input type="checkbox"/> City/Town/Village	<input type="checkbox"/> County/Region
<input type="checkbox"/> Crown Corporation	<input type="checkbox"/> School District	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Municipality
<input type="checkbox"/> Hospital	<input type="checkbox"/> Special Tax District	<input type="checkbox"/> Special Authority	<input type="checkbox"/> Tribal
<input type="checkbox"/> Retired from Procurement (indicate former Agency type)/Other			

Employment*: _____

*Current Employment within public procurement is required for service on the Board of Examiners (BOE). Other employment may impact selection due to potential conflicts of interest. Applicants must describe the nature of any "other employment" in the attached narrative of this application.

IV. CONTRIBUTIONS TO PUBLIC PROCUREMENT PROFESSION

A. Membership in Public Procurement Organizations (e.g. CAPPO, CPPC, FAPPO, NAEP, NASPO, NIGP, NPI, VAGP, etc.):

Organizational Membership: _____	National/Chapter: _____	Since: _____
Organizational Membership: _____	National/Chapter: _____	Since: _____
Organizational Membership: _____	National/Chapter: _____	Since: _____
Organizational Membership: _____	National/Chapter: _____	Since: _____

B. Volunteer Roles (Leadership, Committees, Task Forces, etc.) in Public Procurement Organizations (e.g. UPPCC, CAPPO, CPPC, FAPPO, NAEP, NASPO, NIGP, NPI, VAGP, etc.):

Organization: _____ Position: _____ Year: _____
Organization: _____ Position: _____ Year: _____
Organization: _____ Position: _____ Year: _____
Organization: _____ Position: _____ Year: _____

C. Instructor Service: Members of the UPPCC Board of Directors and the UPPCC Board of Examiners are prohibited from teaching CPPO/CPPB preparatory courses while actively serving in these roles with the UPPCC and for a 2-year post service prohibition period following the end of service.

Organization/Affiliation: _____ Year Initiated: _____
Courses Instructed: _____

Organization/Affiliation: _____ Year Initiated: _____
Courses Instructed: _____

D. Other Professional Contributions (Conference Presenter, Editor, Speaker, etc.)

Contributory Activity/Role: _____ Year: _____
Contributory Activity/Role: _____ Year: _____
Contributory Activity/Role: _____ Year: _____
Contributory Activity/Role: _____ Year: _____

E. Nominating Organization (Please indicate with which partner organization your nomination is affiliated.)

V. INTEREST IN SERVING UPPCC

Please select one or more areas that you are interested in serving.

UPPCC Board of Directors

Board of Directors Responsibilities: Governs all policies and procedures affecting the certification programs (CPPO and CPPB).

Requirements for Service: Members of the Board of Directors serve 3-year terms and can serve a maximum of 3 consecutive terms. Review position description, conflict of interest policy, confidentiality policy, and other requirements.

UPPCC Board of Examiners (BOE) Team CPPO Team CPPB BOE Chair

BOE Responsibilities: Develops and maintains all examinations related to the UPPCC certification programs (CPPO and CPPB).

Requirements for Service: BOE members serve 3-year terms and can serve a maximum of 3 consecutive terms. Review position description, conflict of interest policy, confidentiality policy, and other requirements.

***Include a short narrative that describes the personal experience, skills and/or abilities you would bring to UPPCC that would enhance the mission of the organization and anything else you believe would be important for the UPPCC Board of Directors members to know as they consider your application.**

VI. DEMOGRAPHICS

To ensure that the UPPCC Board of Examiners is guided by a broad range of perspectives reflective of the public procurement industry, candidates for UPPCC positions are requested to complete the following questions. Submission of the following information is strictly voluntary and declining to provide it will not impact the evaluation of your nomination.

Gender: Female Male Prefer not to Answer

Ethnicity: Caucasian/White Middle Eastern Native American
 African-American/Black Asian Pacific Islanders
 Latino Hispanic Other: _____

Disability: No
 Yes Explain type of disability: _____

Education: High School (Only) Bachelors Doctorate
 Associates Masters Other: _____

DOB (MM/DD/YYYY): _____

Years in the Public Procurement Profession: _____

VII. COMMITMENT TO THE UPPCC

Minimum commitments for Board of Directors positions will include at least one face-to-face meeting annually as well as monthly virtual meetings. Minimum commitments for BOE positions will include approximately six to eight virtual meetings annually, as well as one in person meeting. Board members are expected to attend regular board meetings, which typically take place on a quarterly basis, one of which occurs in person. Board members support the job task analysis, which requires one 2-3 day in-person meeting, and subsequent bi-monthly meetings. BOE members participate in item development and review around our 2 testing windows in May and October. Additionally, there may be occasional ad hoc meetings or special events that require participation. We estimate that the time commitment for BOE members is approximately 25 hours per quarter. Each member of the Board of Directors and the BOE is expected to act as a UPPCC spokesperson for the certification programs in the marketplace and/or at industry events where potential certificants are present, and should be able to attest that the UPPCC Program is the pinnacle of certifications as the longest standing and most universally recognized certification in public procurement.

VIII. CANDIDATE CERTIFICATION

I have read the information presented in this application. I understand my commitment should I be selected to serve as a member of the UPPCC.

Signature of Candidate: _____

Date: _____

Submit to: UPPCC via Email attachment or PDF submission
 Subject: UPPCC Leadership Application
 Eharrison@upgcc.org

Thank you for your interest in serving the Universal Public Procurement Certification Council.