



# UPPCC Certification Programs and Updates

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Past Chair & Current Advisor to the UPPCC Board

Executive Director, UPPCC

# Objectives

- Identify Value and Benefits
- Introduce 2021 Body of Knowledge & Competency
- Highlight aspects to consider when selecting a certification
- Summarize how we got here
- Review certification inputs

# UPPCC

## VISION

Driving Excellence in the Global Public Procurement Profession.

## MISSION

In support of the public trust, our mission is to recognize professionalism in public procurement through the identification of a common body of knowledge and the certification of individuals against established standards of competency.

## VALUES

Integrity – We do the right things for the right reasons.

Excellence – We are the standard to which others aspire.

Service – We act in support of the public trust.

Collaboration – We foster relationships to accomplish our missions.

# Value of UPPCC Certifications

- Specifically designed for government procurement professionals
- Wholly-owned and operated
- Independent, third-party certifying body
- Internationally recognized gold standard
- Follows ANSI ISO 17024 and NCCA Standards

# Benefits to You!

- A respected certification is easily recognized by peers, organizations, elected officials, and the supplier community
- Obtaining a CPPO/CPPB designation demonstrates a recognized standard of competency
- Agencies recognize the CPPO/CPPB designations as meaningful standards for employment and advancement
- Established programs with 40+ years in the profession
- Internationally recognized

# Benefits to You!

- Choice of testing for certification in a traditional testing center or remotely in your home or office
- Access to free MYUPPCC account
- Extended recognition and benefits through digital badges

# New Exams - What's Changing?

Current Exams – thru May 2021		New Exams – Effective Oct 2021	
Based on Body of Knowledge (BOK)		Based on 2021 Body of Knowledge & Competency (BoK-C)	
CPPO Exam	CPPB Exam	CPPO Exam	CPPB Exam
87 knowledge & 78 task statements	87 knowledge & 61 task statements	75 competency statements	73 competency statements
190 questions		175 questions	
Independent multiple-choice questions, 4 options each		Testlets and items that incorporate visual and graphic elements added	
Scores emailed 6 – 8 weeks following exam window		Immediate Scoring effective May 2022	

# CPPO/CPPB Certification Programs

## Certified Public Procurement Officer® (CPPO®)

- ✓ Supervisors of public buyers OR
- ✓ Managers of public procurement functions

Minimum Requirements
Bachelor's Degree
96 contact hours
5 years of experience of which a minimum of 3 years is in a management or supervisory position (a min of 50% is public)



# CPPO/CPPB Certification Programs

## Certified Professional Public Buyer® (CPPB®)

- ✓ Perform public purchasing functions (buyers)
- ✓ Non-managerial or supervisory

Minimum Requirements	
Option 1	Option 2
2-year degree	No degree
72 contact hours	72 contact hours
3 years experience (a min of 50% is public)	5 years experience (a min of 50% is public)

# 2021 UPPCC Body of Knowledge & Competency (BoK-C)

CPPO	Domain Areas	CPPB
15%	Legal Framework	14%
17%	Procurement Planning and Analysis	18%
20%	Sourcing and Solicitation	23%
17%	Contract Development and Management	21%
18%	Leadership	11%
13%	Business Principles	13%

- Detailed BoK-C available on UPPCC website:  
<https://www.uppcc.org/New-Exams-for-October-2021>.

# CPPO BoK-C – Example Domain

## Leadership (18%)

- A. Advocate and demonstrate the value of public procurement
- B. Demonstrate professional values and ethics (e.g., accountability, impartiality)
- C. Establish and promote the mission, vision, and operating values of the procurement department
- D. Prepare and deliver information for a target audience (e.g., business cases, presentations, reports)
- E. Develop and leverage outreach methods for internal and external stakeholders
- F. Create a plan for professional development and continuing education
- G. Develop and lead personnel resources (e.g., professional development, mentorship, cross training)
- H. Develop and monitor qualitative and quantitative staff performance metrics
- I. Manage purchasing department personnel (e.g., evaluations, corrective action, feedback)
- J. Develop and deliver procurement training to external and internal stakeholders
- K. Develop staff succession plan
- L. Analyze impacts of socio-political factors on procurement
- M. Explain procurement impacts and outcomes to internal and external stakeholders
- N. Identify conflicts and challenges and employ strategies for resolution

# What is an independent third-party certification?

- First-party is a self declaration
- Second-party certification is when a company or training provider creates its own verification program
- Third-party certification verifies that a product, process or service meets a defined standard

Third-party certification is independently developed and verified thereby reducing conflict of interest and providing significant meaning.

*Source: IASSC Lean Sigma Certification*

# UPPCC Certification Guidance

- Board of Directors
- Board of Examiners (BOE)
- Academic Resource Committee (ARC)
- Prometric
- Partnerships through MOU

# Academic Resource Committee (ARC) Charter

To coordinate with education and training providers within the public procurement space to identify existing authoritative works that support the exam content for the UPPCC certification examinations and encourage the development of additional authoritative works that may be needed to support the education and certification of public procurement practitioners.

# UPPCC Certification Inputs

- Environmental Scan Project
- Public Procurement Workforce Competency Model Project
- Job Task Analysis Project
- Surveys
- Task Force(s)
- Feedback from certificants, collegial associations

# Eligibility Review

- Need was determined by UPPCC Board
- Task Force created
- Environmental Scan validated concerns of practitioners relative to eligibility requirements
- Board approved task force recommendations and eligibility requirements were changed



# Environmental Scan Project

## Why Was it Important?

- Determine the validity and value of the UPPCC certification programs
- Leadership Steering Committee to check the current landscape of public procurement to determine if there were gaps in the current programs
- Surveyed 2,500 certified and non-certified public procurement practitioners
- Entire process included over 3,000 practitioners and provided current data regarding the profession

# Environmental Scan Project

Date	Activity
Nov 2017	RFP issued by UPPCC for Environmental Scan Project
June 2018	Contract Awarded to Association Laboratories
Aug 2018	Leadership Steering Committee formed
Aug 2018	Qualitative survey developed
Jan 2019	Quantitative survey
Feb 2019	Survey launched
March 2019	Survey data analyzed by AL
April 2019	Survey results presented to UPPCC Board

# Environmental Scan Project Results

- 84% of certified officials agree with the statement “Certification helps to define the profession”
- 75% of managers were more likely to hire a certified individual
- 60% of the managers believe certified employees know what is required to perform their jobs better than uncertified employees

*Source: 2019 UPPCC Environmental Scan Survey*

# Public Procurement Workforce Competency Model Project

Date	Activity
June 2018	UPPCC SME Task Force Created
June 2018	Interviews conducted with UPPCC SMEs
June-Sep 2018	Adjustments made to Version 2.0 of the PPWFCM - Version 2.1 was developed
Sept 2018	SME TF developed survey to align roles to competencies
Oct 2018	Survey tested on small group
Dec 2018	Input from UPPCC and NIGP was merged to create the current Version 2.2 of the Model

# Job Task Analysis Project

## Why Was it Important?

- Required by Accreditation Standards
- Ensures that the content of the exam is researched based
- Ensures that candidates are tested on what is important for professional practice
- Ensures that the certification exams stay aligned with professional practice

# Job Task Analysis Project

Date	Activity
April 2019	Project Planning Meeting
November 2019	Preliminary research and SME interviews
November 2019	SME Task Force formed
January 2020	UPPCC BOKs evaluated and additional KSAs added based on various inputs and research
January 2020	JTA Task Force meetings to confirm KSAs based on current state of professional practice
February 2020	Convert KSAs into survey format
March 2020	Administer JTA Survey to the larger profession as validation
April 2020	Analyze survey data
May 2020	Develop new content outlines for UPPCC Exams
July 2020	Final JTA Report provided to UPPCC

# Job Task Analysis Project – CPPO vs. CPPB

**CPPO Exam** – designed for management level public procurement professionals. All exam content is based on the necessary competencies of a public procurement leader.

**CPPB Exam** – designed for non-management level public procurement professionals who are responsible for performing essential functions within the procurement cycle. All exam content is based on the essential knowledge and competencies of a public procurement buyer.

# Job Analysis Project – CPPO vs. CPPB

Knowledge	Comprehensive	Application	Analysis	Synthesis	Evaluation
Define	Classify	Apply	Analyze	Construct	Assess
Identify	Compare	Calculate	Differentiate	Create	Determine
Indicate	Describe	Demonstrate	Distinguish	Design	Estimate
List	Differentiate	Employ	Inspect	Detect	Evaluate
Name	Estimate	Interpret	Inventory	Formulate	Measure
Recite	Express	Operate	Summarize	Integrate	Recommend
Recognize	Predict	Report		Prepare	
Write	Translate	Review		Propose	
		Utilize		Synthesize	

- CPPO – ANALYZE the impacts of socio-political factors on procurement.
- CPPB – RECOGNIZE the impact of socio-political factors on procurement.



# What is a Body of Knowledge?

- Structured knowledge that is used by members of a discipline to guide their practice or work
- Complete set of concepts, terms and activities that make up a professional domain
- Prescribed aggregation of knowledge in a particular area an individual is expected to have mastered to be considered or certified as a practitioner
- Core teachings and skills required to work in a particular field or industry

# FIVE REASONS TO GET YOUR CPPO, CPPB\*

*Jason Soza, CPPO, CPPB  
Former CPO, Alaska*



1. Validation
2. Employment
3. Job Security
4. Personal Challenge
5. Networking

# Questions?



  
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