BEFORE YOU BEGIN YOUR ON-LINE APPLICATION:

For the best on-line user experience, please use the current versions of Google Chrome or Mozilla Firefox web browsers. Internet Explorer has known incompatibilities with the functionality of the MyUPPCC site.

www.uppcc.org
certification@uppcc.org
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MyUPPCC Account
In 2018, UPPCC introduced our new certification management system and the on-line self-service portal, MyUPPCC. The MyUPPCC self-service portal can be accessed from the UPPCC website and provides many self-service features such as:

- update contact information (phone, email, mailing addresses)
- set communication preferences and opt in/opt out of communications
- view certification status and expiration dates
- apply for a new or recertify an existing certification
- log and store continuing education and professional development activities
- upload and store associated documentation for continuing education activities completed
- access previous online application history detail
- order UPPCC products and replacement certificates
- view and pay open invoices, and
- much, much more!

Please Note: With the launch of MyUPPCC, UPPCC no longer accepts paper applications. All applications for certification and recertification must be submitted online through MyUPPCC.
All certificants have a MyUPPCC account that is linked to their certified status whether they have accessed the account or not.

Certificants will be prompted to reset their account password upon logging in for the first time. To access an existing MyUPPCC Account and reset the system-generated password, follow these steps:

- Click on the Login To MyUPPCC button from the UPPCC homepage.
- Click on “Forgot Password?” from the MyUPPCC login screen.
- You will be prompted to enter 1 of 3 pieces of information to locate your account; an email address, account number or login name. For first time access, the account number and login name will not be known. The only option will be to enter the email address that you believe to be associated with UPPCC certification records. If the system locates an account associated with the email address entered, it will confirm the email address to which it will send a password reset email upon clicking Submit.
- Check your email account for the password reset email and follow the instructions.

Certificants who no longer have access to the email address associated with UPPCC certification records, do not recall the associated email or have any other difficulties with accessing their existing account will need to contact staff for assistance. A new account should not be created as creating a new account will not link the certificant to his/her certification record.

**Maintaining Your Information**
UPPCC makes every effort to keep the most current contact information for applicants, candidates and certificants. If you get married, move, change jobs, let us know! You can update your contact information at any time through your MyUPPCC self-service portal Account.

**Preferred Contact & Communication Preferences**
UPPCC communicates via email to the preferred address designated in the individual’s MyUPPCC Account. Information such application status, certification program related reminders, and examination scores are sent to this address. Applicants may update their preferred email address or change other communication preferences at any time by logging into their MyUPPCC Account.

**Name Changes**
If the name listed on the MyUPPCC account changes due to marriage, divorce, etc., the account owner must contact UPPCC staff to make any name change updates and provide valid legal documents to support the change. Name changes can be initiated by email to certification@uppcc.org, but must be accompanied by at least one form of valid legal documentation listed below:

- Marriage Certificate
- Divorce decree (only the page regarding the name change and page with the official seal are necessary)
- Current, valid Driver’s License or Passport
- Court Order or naturalization paperwork
INTRODUCTION

This Guide is designed to assist certificants in navigating the recertification process and understanding the policies and procedures as they relate to recertification and retired status.

Guidelines for Recertification
Certificates are valid for a period of five (5) years from the effective date of the certificate. Prior to the expiration date of the current certificate successful recertification is required. The purpose of the recertification process is to ensure that the certificant remains current with professional practices as they continue to evolve and change.

Recertification is required for all CPPOs and CPPBs in order to maintain the certification(s). Recertification is achieved by completing a prescribed number of contact hours of procurement-related activities during the five (5) year certification period. Contact hours can be earned for continued public procurement employment experience, continuing education and professional development activities as well as professional contributions to the field of public procurement.

An application for recertification may be submitted at any time during the five (5) year certification period once the required number of contact hours has been attained, but well before the certification expiration date.

Tips for the Applicant:
Certification expiration date(s) may also be accessed by the certificant via their MyUPPCC Account and publicly through the UPPCC Certification Directory.

Certificants who fail to recertify by their certification expiration date will lose all rights to the certification and must discontinue using the designation(s) following the expiration date. UPPCC makes several attempts to remind certificants of the requirement to recertify and of his/her specific expiration date; however, the ultimate responsibility to recertify rests with the individual certificant. Certificants should promptly notify the UPPCC of any changes to contact information to insure timely receipt of recertification reminders and any other pertinent information regarding his/her UPPCC certification(s).
APPLYING FOR RECERTIFICATION

The application may be completed online via the MyUPPCC self-service portal. Once logged into MyUPPCC, an application for recertification may be accessed by clicking on the menu item titled My Application for Recertification.

Certificants will notice a list of several types of applications for recertification upon clicking into “My Application for Recertification”. This area includes all possible types of applications for recertification regardless of the certifications that the certificant has earned or is eligible to apply. The types of recertification applications that apply to the certificant will provide the certificant with the option to “Create New Application.”

Types of Recertification Applications

The various types of recertification applications and a description of each type is provided here for reference and is also provided within the Recertification Submissions dashboard.

- **CPPB**: Certificants who have an active/non-lapsed CPPB certification will need to apply for CPPB for recertification.
- **CPPB Lapsed**: Certificants who have a lapsed CPPB certification will need to apply for CPPB Lapsed for recertification.
- **CPPO**: Certificants who have an active/non-lapsed CPPO certification will need to apply for CPPO for recertification.
- **CPPO Lapsed**: Certificants who have a lapsed CPPO certification will need to apply for CPPO Lapsed for recertification.
- **Dual**: Certificants who are already dual certified (both CPPO and CPPB have the same expiration date) will need to apply for Dual for recertification.
- **Dual First Time**: Certificants who have both active/non-lapsed CPPO and CPPB and would like to apply for dual status for the first time will need to apply for Dual First Time recertification. CPPO and CPPB certifications cannot be in a lapsed status when applying for Dual First Time.
- **Dual Lapsed**: Certificants who are already dual certified and allowed their certifications to lapsed will need to apply for Dual Lapsed recertification.

Dual and Dual First Time

Dual Certification is an option that UPPCC provides to individuals who have earned both the CPPO and CPPB certifications. It allows the certificant to merge the two different expiration dates and two different 5-year certification periods associated with each certification into one. Dual Certification changes one of the two certification expiration dates so that only one expiration date exists for both certifications as a result. The one of the two expiration dates that is the closest to the date in which the application for Dual Certification is submitted will serve as the new expiration date for both certifications. For example, if the CPPB expiration date
is 5/12/2020, the CPPO expiration date is 5/10/2022, and application for Dual Certification is submitted 5/1/2020, then the new expiration date for both certifications would become 5/12/2025. Although the certification expiration dates are combined with Dual Certification, the individual certification records for CPPO and CPPB certifications are maintained and will not alter the original effective date or certificate number issued for either certification.

A certificant who previously combined their certifications under Dual Certification will complete the Dual Recertification Application. A certificant requesting to combine their active, non-lapsed CPPO and CPPB expiration dates for the first time will complete the Dual First Time Recertification Application. Both certifications must be in an active/non-lapsed status to request Dual Certification for the first time. If one or both certifications are lapsed, the certificant must first complete the Lapsed Application for Recertification for the certifications that have lapsed and then submit a Dual First Time Recertification Application for the next recertification process when the certification(s) are no longer lapsed.

Lapsed Status

Lapsed status is a certification that has not been recertified and has passed its expiration date but by no more than one (1) year. Certifications in lapsed status are still eligible to recertify, but with increased requirements and at a higher application fee. If the recertification process is not completed by the end of the 1-year lapsed period, the certification will officially expire and will no longer be eligible for recertification. While in lapsed status, the individual must discontinue use of the designation until the certification has been returned to an active/non-lapsed status.

To recertify a certification that has lapsed, the Lapsed version of the Application for Recertification must be completed (i.e. CPPO Lapsed, CPPB Lapsed, Dual Lapsed). If a non-lapsed Application for Certification is opened by the certificant but the certification falls into a lapsed status before it is submitted to UPPCC, the MyUPPCC system will prompt the applicant to continue the recertification process in the Lapsed version of the same Application for Recertification. If this occurs, the non-lapsed application will move to an Expired status; however, all activities previously logged will be automatically synched to the Lapsed version of the application.

Please Note: A Dual First Time Application for Recertification will be automatically Expired if not submitted before one of the two certification moves into a Lapsed status. The certificant will not be prompted to continue with a Lapsed version of a Dual First Time Application since Dual First Time is not an option when one or more of the certifications have lapsed.

Sections of the Application:

- Instructions
- Procurement Experience
- Continuing Education – Prequalified
- Continuing Education – Not Prequalified
- Transcripts
- Professional Contributions
- Applicant Affirmation
- Affiliations & Discounts
- Confirm Completion
- Status
Tracking an Application Submission
View the “status” of the application from the header area of an individual application or from the application submission summary on the Recertification Submissions Dashboard. The various statuses of an application and a description of each are provided here for reference and is also provided within the Instructions section within each type of application.

- **Pending** - Application has been created but not submitted.
- **Awaiting Payment** – An application has been submitted but payment has not yet been received.
- **Staff Review** - Application has been submitted and is under staff review.
- **Additional Information Needed** - Staff has sent the application back to the applicant for additional information (clarification, documentation etc.). Visit the section titled “Application Comments” for detailed information and instruction.
- **Invalid** – An application is no longer valid.
- **Expired** - Application has expired and is no longer valid.
- **Certified** – Application for recertification has been approved.

Recertification Cycle Dates
Recertification Cycle Dates are the range of dates for which all activities submitted must fall in order to be applicable for credit. For the certificant’s convenience, the Recertification Cycle Dates are displayed in the header area of the Application for Recertification.

An application for recertification should be submitted well in advance of the certification expiration date to allow time for staff review before the certification lapses or expires. The application can be accessed and viewed at any time by the certificant and remains on the Recertification Submissions Dashboard for historical reference.

Due to the volume of applications submitted, the UPPCC cannot perform pre-reviews of applications or of documentation sent by email. Detailed information designed to assist applicants in determining qualifying experience, continuing education and professional development as well as professional contributions is provided in this Guide.

Early Submissions
An application for recertification may be submitted at any time during the five (5) year certification period once the minimum requirements have been met.

Early submissions will not alter the certification period or subsequent recertification cycle dates. The five (5) year certification cycle is based on the original certification effective 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 continuing education activities completed after the time that the certificant successfully recertifies and before the next 5-year certification period begins will not be eligible for the next recertification. The next recertification cycle begins the day following the certification expiration date. For example, if a certificant is due to recertify by January 2018, but submits an early application for recertification in July 2017, any activities the certificant participated in or completed between July 2017 and January 2018 could not be counted toward the next recertification. The new certificate printed for this individual would indicate an expiration date of January 2023 and contact hours for the next recertification must have been earned between January 2018 and January 2023.
RECERTIFICATION REQUIREMENTS

CPPO, CPPB, Dual, and Dual First Time
Current active/non-lapsed CPPOs and CPPBs and those recertifying under Dual or Dual First Time are required to complete a minimum of forty-five (45) contact hours. Contact hours may be earned in any of the following areas:

- Procurement Experience
- Continuing Education and Professional Development
- Professional Contributions (20 contact hours maximum)

Contact hours to be used towards recertification must be earned within the 5-year Recertification Cycle Dates. Although an application for recertification may be submitted as soon as requirements have been met, contact hours can only be earned during the current 5-year period.

CPPO Lapsed, CPPB Lapsed or Dual Lapsed
Current CPPO Lapsed, CPPB Lapsed and Dual Lapsed are required to complete a minimum of fifty-five (55) contact hours. Contact hours may be earned in any of the following areas:

- Procurement Experience
- Continuing Education and Professional Development
- Professional Contributions (maximum 20 contact hours)

Contact hours to be used towards recertification of a certification in lapsed status must be earned during a maximum of a specific 6-year period. This 6-year period includes the original 5-year recertification cycle, plus up to the 1-year lapsed period that immediately follows the 5-year Recertification Cycle Dates. The application for lapsed recertification must be submitted online with payment on or before the lapsed period ends (1 year following the certification expiration date).

Procurement Experience
Applicants may earn up to 1 contact hour for each year of continuing experience in public procurement within the 5-year certification period. Consulting and private procurement experience is excluded. Partial years will be pro-rated for credit.

Any employment experiences submitted by the applicant for consideration must be full-time, paid employment. Positions requiring less than thirty (30) work hours per week are considered part-time and are not eligible for credit. Current public procurement employment at the time of application is not required to recertify; however, all work experience submitted for credit must have been held within the current certification period.

Only the time spent employed within the public sector will be considered. Public entities are funded by the citizenry through tax dollars. Examples of types of public entities include, but are not limited to:

- States, provinces, territories
- counties
- municipalities
- public educational enterprises (K-12, public colleges and universities, etc.)
- authorities (parks, airports, water, utilities, etc.)
- public healthcare organizations and facilities
- military
- federal government
- independent, not-for-profit colleges and universities that are recognized as such by a national regulatory body (i.e. the U.S. Internal Revenue Service)

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. For this type of 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.

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 may also earn credit for their continuing experience in public procurement.

Documenting Procurement Experience
UPPCC does not require the certificant to provide documentation of continuing public procurement experience for the purposes of recertification unless requested by UPPCC staff as part of the review process. The certificant should be prepared to provide documentation in the event that it is requested. Acceptable documentation of public procurement experience may be provided in the form of an official position description from the public entity resume, or Curriculum Vitae (CV).

Continuing Education and Professional Development
Continuing Education and Professional Development has been separated into 2 sections for the purposes of the online application for recertification; Continuing Education-Prequalified and Continuing Education-Not Prequalified.

Continuing Education-Prequalified
The Continuing Education-Prequalified section links to education activities provided by UPPCC’s founding partner organizations; NIGP and NASPO (National Association of State Procurement Officials). Activities in this section have been reviewed and prequalified by UPPCC for contact hours of instructor-led education.

If you have completed education from NIGP or NASPO, the activity may have already been prequalified. Any prequalified activity should be added in the Continuing Education-Prequalified section of the application so that those activities may be categorized as such and bypass the staff review process. All other education activities require staff review to determine if the activity meets established guidelines for credit and therefore must be added to the Continuing Education-Not Prequalified section of the application.

Not all education activities offered by NIGP and NASPO are available for selection in the Continuing Education-Prequalified section. Annual conferences and regional events that do not have a designated number of contact hours that apply to all attendees or participants would not appear in the Continuing Education-Prequalified section. These activities as well as event and activities offered by other providers (e.g. ISM, APICS, NPI, SCMP, PMI, etc.) should be logged in the Continuing Education-Not Prequalified section.

Continuing Education-Not Prequalified
All education activities will be considered applicable provided that the activity meets established qualifying guidelines for credit as outlined. All activities must be related to public procurement or designed to prepare or enhance the certified individual’s ability to perform in a current or future procurement role. A description is provided for each activity listed to support the relevancy of the activity’s content to procurement or to describe how the activity enhanced performance in a current or future procurement role. To relate the content of the activity to procurement, the certificant will select one or more of the six knowledge domain areas of the current CPPO/CPPB Body of Knowledge (Appendices B and C) when adding the activity to the application.

Contact hours may be earned for the completion of educational activities related to procurement; such as completing an online course, webinar, attendance to conferences, meetings, events, etc.

All activities must be instructor-led. Instructor-led education activities include live conferences, workshops, seminars, or classes (including face-to-face, audio/video conference, and on-line delivery), and earn 1 contact hour per actual clock time of qualifying education including partial hours, up to a maximum of 8 contact hours per day. General software training courses (Microsoft Excel, PowerPoint, etc.) 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:

- Self-study programs that qualify for IACET CEUs and meet procurement content requirements earn to (10) contact hours per 1 IACET CEU;
- Self-study programs that qualify for CEUs from a duly accredited U.S. college or university and meet procurement related content requirements earn contact hours on an hour equivalency basis in accord with the college or university’s calculation guidelines;
- 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

- Audio recordings of live programs that qualify for contact hours would also 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 similar events, contact hours may only be earned for sessions and workshops that are instructor-led and include a speaker, instructor, trainer, facilitator or moderator. Networking, tradeshows, entertainment, social events, and breaks between sessions and workshops 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.

### College/University Courses

For certificants who complete college or university academic credit courses (e.g., face-to-face, independent study/correspondence, online) may convert credit hours earned for the course by multiplying each credit hour by 16. The certificant will need to convert credit hours to contact hours and then add the activity as well as contact hours in the Continuing Education – Not Prequalified section of the application.

For certificants who complete non-academic credit courses through a college or university should also log the activity in the Continuing Education – Not Prequalified section but will enter contact hours provided on the completion certificate. Non-academic credit courses do not require conversion since these courses do not earn credit hours.

### Documenting Continuing Education & Professional Development Activities

UPPCC does not require the certificant to provide documentation of continuing education and professional development activities for the purposes of recertification unless requested by staff as part of the review process. The certificant should be prepared to provide documentation in the event that it is requested. All information and documentation submitted must be provided in English. If the documentation is not available in English, the certificant must provide a notarized translation at your own expense to supplement the original document(s).

Acceptable forms of documentation for procurement-related education include: a transcript (external educational provider, applicant’s employer for internal training, etc.), certificates of attendance, participation, completion, etc. This documentation must include the applicant’s name as the attendee, the title of the activity, the date and location of the activity, the name of the education provider, and the duration of the activity (contact hours).
College/University Courses
An official, sealed transcript from the college or university is required to document academic credit courses (earn credit hours) and may either be sent directly to the UPPCC by the institution or by the applicant. If the transcript is sent by the applicant, it must remain unopened and officially sealed by the institution. A student copy of the transcript is not an acceptable form of documentation.

Official sealed transcripts can be mailed to:
UPPCC
Attn: Recertification Department
110 W. Vine Street, Suite 600
Lexington, KY USA 40507

Official electronic transcripts are acceptable and can be sent from the institution directly to UPPCC staff. Provide the institution with the following information: UPPCC Recertification Department (certification@uppcc.org).

An official transcript is not required to document non-academic credit courses (no credit hours earned). A certificate of a completion showing contact hours earned will suffice.

To add an education activity to your application, click on Add under the Transactions heading. Select the type of activity and input the requested information details for the type of activity selected. Upload documentation of attendance for each activity or arrange for the mailing of the appropriate documentation if required for the selected activity (i.e. official sealed transcript).

Professional Contributions (20 contact hours maximum)
Certificants are encouraged to be involved in and give back to the profession. Professional Contributions are primarily volunteer activities in which the certificant is engaged to improve the field of procurement or has been recognized for such contributions. Typically, any activity that is required as part of your paid employment is not considered a professional contribution and will not be applicable for credit.

You may claim credit in the form of contact hours for professional contributions that are directly related to procurement, such as leadership roles on a Board of a professional procurement organization, authoring a published procurement-related article or book, speaking or teaching at procurement-related meetings and/or events, and performing activities in support of UPPCC.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Maximum Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer of a Board</td>
<td>3 per full year</td>
</tr>
<tr>
<td>Task Force/Committee Member</td>
<td>1 per full year</td>
</tr>
<tr>
<td>Authoring a published book</td>
<td>3</td>
</tr>
<tr>
<td>Authoring a chapter in a published book</td>
<td>2</td>
</tr>
<tr>
<td>Earning an individual award/certification</td>
<td>1</td>
</tr>
<tr>
<td>UPPCC Job Analysis survey participant</td>
<td>1</td>
</tr>
<tr>
<td>UPPCC Item Writing Committee member</td>
<td>2 per engagement</td>
</tr>
<tr>
<td>UPPCC Job Analysis Standard Setting panelist</td>
<td>2 per engagement</td>
</tr>
<tr>
<td>UPPCC Job Analysis Task Force member</td>
<td>2 per engagement</td>
</tr>
<tr>
<td>UPPCC Job Analysis Test Specifications Task Force member</td>
<td>1 per engagement</td>
</tr>
</tbody>
</table>

Please note that additional contact hours may not be earned for teaching and/or speaking multiple times on identical topics within the same 5-year certification period. Contact hours will be prorated for Board, Committee and Task Force service activities to allow credit for the portion of time that falls within the certificant’s Recertification Cycle Dates.

A maximum of 20 contact hours is permitted in the Professional Contributions section.
Documenting Professional Contributions

UPPCC does not require the certificant to provide documentation of professional contributions for the purposes of recertification unless requested by UPPCC staff as part of the application review process. The certificant should be prepared to provide documentation in the event that it is requested. Examples of acceptable documentation include: a re-print of the published article, chapter or publication, a certificate or letter of appreciation for service, a photocopy or digital image of the physical award, etc.

Recertification Fees & Refund Policy

All quoted fees for recertification are in U.S. Dollars. An application fee is due at the time an applicant submits an application for recertification and covers the cost of the review process and related administrative costs. The application fee is non-refundable regardless of the outcome of the review process; however, an application that cannot be approved on the initial review will be kept open until the current certification period ends and the certification expires. Subsequent re-evaluations will be at no additional cost to the applicant.

Fees listed show a discounted member rate which refers to National members of either of the two founding organizations of the UPPCC; NASPO and NIGP.

Payment must be made in full within 30 calendar days of the invoice date.

<table>
<thead>
<tr>
<th>Recertification Type</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPPO or CPPB (Active/Non-Lapsed)</td>
<td>$265</td>
<td>$315</td>
</tr>
<tr>
<td>CPPO or CPPB (Lapsed)</td>
<td>$415</td>
<td>$465</td>
</tr>
<tr>
<td>Dual and Dual First Time (Active/Non-Lapsed)</td>
<td>$365</td>
<td>$415</td>
</tr>
<tr>
<td>Dual Lapsed</td>
<td>$515</td>
<td>$565</td>
</tr>
</tbody>
</table>
The CPPO-Ret. and the CPPB-Ret. retired status designations are offered to active CPPO and/or CPPB certificants in good standing who are currently or are preparing to retire from the procurement profession. Retired status allows individuals to continue to be recognized for achieving CPPO/CPPB certification(s) after officially leaving the profession. Retired status does not require the on-going professional development of the active status certifications, which may no longer provide value to an individual who has retired. Individuals who qualify for retired status may use the active designation followed by the retired designation after their name and in all forms of address to indicate their status. For example, John Smith, CPPO-Ret., which signifies a retired status CPPO certification. Retired status designees are not entitled to use or hold themselves out to the public as active certificants.

Any active CPPO and/or CPPB certificant in good standing (non-lapsed) that is or soon will be separated from employment within the procurement profession is eligible. Not just retirees, but certificants who temporarily suspend their careers in public procurement may also apply for retired status. The status allows individuals in various stages of their careers to suspend their active status certification.

Suspending active status prevents the certification from lapsing or expiring due to a personal/temporary situation, which may make it difficult at the time to meet the active renewal requirements.

Requirements

Applicants for retired status must:

- be in good standing (non-lapsed) as either an active CPPO or CPPB.
- be separated from and/or no longer employed within the field of procurement (public or private) and maintain the separation at all times while in retired status; this includes self-employment as an independent contractor or consultant.
- complete the application form and include a one-time, non-refundable fee.
- adhere to the same UPPCC Code of Ethics & Professional Conduct policy as active certificants.

Limitations

An individual in retired status must maintain the separation from employment within the field of procurement (public or private) at all times. This includes self-employment as an independent contractor or consultant. If the individual in retired status becomes re-employed within the procurement profession, he/she must notify UPPCC and discontinue use of the retired status designation immediately. If still eligible to do so (see next section), successfully complete the current recertification process to return to active certified status.

- The retired individual must promptly notify UPPCC staff if their employment status changes and they rejoin the procurement workforce.
- The individual will no longer be eligible for retired status if re-employed and the individual must discontinue using the retired status designation.

Returning to Active Status - Time-Limited

A certification can be reactivated within the 5-year period that follows the certification period in which the active status was retired. For example, an active CPPO's certification period is May 11, 2014 – May 10, 2019. He/she applies for and is granted retired status in 2017. Although the certificant applied for and was approved for retired status in 2017, the retired status does not officially begin until the day after the current active certification period ends. In this example, May 11, 2019. He/she would have until May 10, 2024 to return to active CPPO status.

If the retired status individual does not complete the process to return to active status before May 10, 2024, his/her retired status would become permanent [RETIRED] and he/she would no longer have the opportunity to return to active status. The retired individual would be required to re-apply (meeting all necessary requirements in effect at the time) and successfully complete the exam to regain an active CPPO status once again.

New certification number and certified since date will be issued upon successful certification after retired status.

Individuals in retired status may reactivate their certification(s) at any time up until the end of the 5-year period that follows the certification period in which the active status was retired. To do so, the individual must apply for and successfully complete all the recertification requirements currently in effect at the time of reactivation. The original certification number will remain unchanged; however, a new expiration date will be issued 5-years from the date the individual is approved to return to active status. For example, if the application was approved March 2, 2022, the new period would be March 3, 2022 - March 2, 2027.

If the retired status individual becomes ineligible for retired status due to rejoining the procurement workforce and fails to complete the process to return to active status before the end of the 5-year period that follows the certification period in which the active status was retired, his/her designation will expire and the individual would be required to reapply (meeting all necessary requirements in effect at the time) and successfully complete the exam to regain an active CPPO (or CPPB) status once again.
Applying for Retired Status

The application may be completed online through the MyUPPCC self-service portal accessible from the UPPCC website, uppcc.org. All certificants have a MyUPPCC account that is linked to their certified status. Certificants will need to reset their password upon logging in for the first time. Once logged into MyUPPCC, an application for retired status may be accessed by clicking on the menu item titled My Application for Certification Retired Status.

Retired Status Fee & Refund Policy

The quoted fees for retired status is in U.S. Dollars. An application fee is due at the time an applicant submits an application for retired status and covers the cost of the review. The application fee is non-refundable regardless of the outcome of the review regardless of the outcome of the review process; however, an application that cannot be approved on the initial review will be kept open until the current certification period ends and the certification expires. Subsequent re-evaluations will be at no additional cost to the applicant.

<table>
<thead>
<tr>
<th>Retired Status</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPPO or CPPB</td>
<td>$215</td>
</tr>
<tr>
<td>Dual</td>
<td>$215</td>
</tr>
</tbody>
</table>
DIGITAL BADGES

UPPCC is committed to providing certificants with the recognition they deserve for the significant accomplishment of earning CPPO and/or CPPB. In 2019, UPPCC began issuing digital badges to all CPPOs and CPPBs to provide them with an additional tool to help them with communicating and sharing their credentials. Digital badges are as the name implies, a digital version of the credentials. Digital badges can be embedded in email signatures or in digital resumes, on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your qualifications and the process required to earn them.

UPPCC has partnered with Credly, the industry leader in digital credentials, to provide the digital badges through its Acclaim platform. Upon achieving a UPPCC certification, the certificant is issued a digital badge as well as a paper certificate and lapel pin. The certificant will receive instructions on how to claim and use his/her digital badge by email to the preferred email address in the MyUPPCC account. Digital badges are an additional benefit that is provided by UPPCC at no cost to the certificant.

UPPCC CODE OF ETHICS & PROFESSIONAL CONDUCT

All applicants, candidates, certified professionals, and retired certificants are required to subscribe to and be bound by the UPPCC Code of Ethics & Professional Conduct. The full UPPCC Code of Ethics policy is provided in the Applicant Affirmation section of the application and is included in this Guide (Appendix A). The policy should be reviewed and fully understood by the applicant submitting an application for certification, recertification or retired status.

All applicants, candidates, certified professionals, and retired certificants are required to uphold and abide by the UPPCC Code of Ethics & Professional Conduct and furthermore agree 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 Guide for Applying for Recertification and Certification Retired Status in effect at the time of application, and that
- he/she has no felony convictions relating to the practice of public procurement.

Applicant affirmation is required to proceed with submitting any UPPCC application. Applicants who do not provide affirmation will not be able to submit their application and will remain in a “pending” status.
EXPIRED CERTIFICATIONS

Individuals who fail to maintain his/her certification(s) through recertification will cause their certification(s) to expire. The former certificant must discontinue use of their certification until the expired certification is successfully recertified (if eligible). Expired certifications can only be recertified during a one (1) year grace period following the expiration date known as lapsed status. If the one (1) year grace period passes without successfully completing the recertification process the certification will expire permanently.

IMPROPER USE OF CERTIFICATION

Individuals must discontinue use of any UPPCC certification(s) on the first day following the expiration date of the certification(s). The continued use of UPPCC certification(s) 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, effective date, expiration date and certificate number. Certificants who allow their certification(s) to lapse are displayed as such within the public searchable directory located on the UPPCC website. Those certificants who allow their certification(s) to permanently expire are purged from the directory.
REVOCATION OF CERTIFICATION

The UPPCC Board of Examiners may revoke a CPPO, CPPB, CPPO-Ret., or CPPB-Ret. certification for demonstrated violations of the UPPCC Code of Ethics & Professional Conduct. A petition signed by at least five (5) current CPPOs must be presented to the UPPCC Board of Examiners (BOE) recommending revocation of the UPPCC certification(s) of the individual in question. The petition must fully document its allegations of violations of the UPPCC Code of Ethics and Professional Conduct.

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 Board of Directors of the Universal Public Procurement Certification Council, whose decision will be final.

APPLICATION APPEALS

All applicants have the right to appeal an adverse decision made on his or her application.

The first line of appeal is to the UPPCC Executive Director. Letters of Appeal to the UPPCC Executive Director must be received in writing within fourteen (14) calendar days of the application moving to a status of Needs More Information. Email notifications are sent to applicants notifying them of the status change. The communication can also be viewed through the applicant's MyUPPCC account by selecting “Message History” from the account menu. For further information on this topic, please refer to the section entitled, “Appeals Process – Applicants, Candidates and Certificants” in this Guide.

CONFIDENTIALITY

It is the policy of the UPPCC to maintain all applicant and candidate information in confidence. Information submitted for UPPCC certification or recertification 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 UPPCC 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 or share information with a third party to distribute. Such distributions would be limited to those that are deemed by the UPPCC to be of interest or potentially beneficial to the applicant, candidate or certificant. The applicant, candidate or certificant may restrict the sharing of information via the Communications Preferences tab from the MyUPPCC Account dashboard.

The UPPCC strictly prohibits the release of 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 the Applicant Confidentiality section of the online application. Once certification is conferred, however; the status of the individual’s certification is available as a public record. Public information is limited to the certificant name, effective date, expiration date, certificate number, city, state and country of the certified individual.

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.
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 Executive Director within fourteen (14) calendar days of an adverse incident occurring or of the notification of an adverse decision being made. 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 for the appeal to be considered.

All appeals should be directed to the attention of the appropriate UPPCC individual or group based on the appeal level as described below.

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

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

The BOE will render a decision within thirty (30) calendar days of the receipt of the Letter of Second Appeal to the BOE. The decision made by the BOE is final.
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 endeavor to keep myself knowledgeable and current on the practices and issues related to my profession.

• 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.
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 exam 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., tradeshows, 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 exam 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 from 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., tradeshows, 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,
3. professionalism, accountability)
4. conduct value analysis (e.g., cost-reduction, cost avoidance, total cost of ownership)
5. implement goals, objectives, and measurement criteria for procurement department
6. monitor professional and legislative trends and laws (e.g., rules, regulations, executive orders)
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)