UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL

GUIDE TO RECERTIFICATION AND RETIRED STATUS

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

version 2026.07

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UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL®

Contact Information

If you should have any policy or procedural questions related to UPPCC Certifications or Recertification requirements, please contact Universal Public Procurement Certification Council.

Universal Public Procurement Certification Council
333 W Vine St, Ste 1740|Lexington KY 40507|
800-884-6073| certification@uppcc.org

@UPPCC78 | facebook.com/uppcc78 | linkedin.com/company/uppcc78

Office Hours

UPPCC office hours: Mon – Thurs 8 AM – 5:00 PM ET
Friday 8 AM – 12 PM ET

Website

The UPPCC website, www.uppcc.org, is a valuable resource for CPPOs and CPPBs and those aspiring to be. In addition to program information, the site includes the official UPPCC Certification Directory. Policy changes and announcements are also updated on the website.

UPPCC COMMUNICATES VIA EMAIL.

PLEASE ADD OUR DOMAIN @UPPCC.ORG TO YOUR SAFE SENDER LIST AND ADD OUR EMAIL ADDRESS TO YOUR PERSONAL EMAIL CONTACT LIST.

certification@uppcc.org

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. 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.

Maintaining Your Information

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.**

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 the page with the official seal are necessary)
- Current, valid Driver's License or Passport
- Court Order or naturalization paperwork

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.

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.

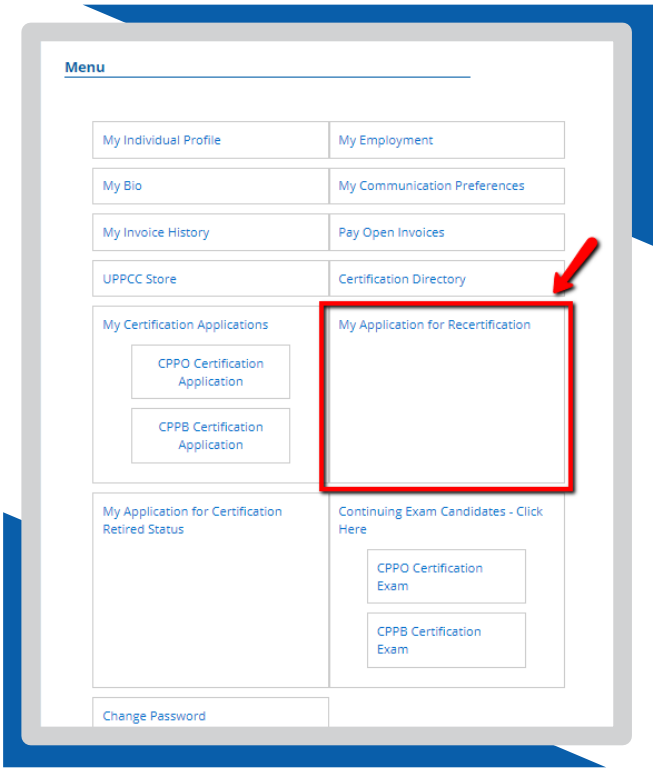
Certificants who fail to recertify by their certification expiration date will lose all rights to the certification and must discontinue using the designation(s) following the expiration date. UPPCC makes several attempts to remind certificants of the requirement to recertify and of his/her specific 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 ensure 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."

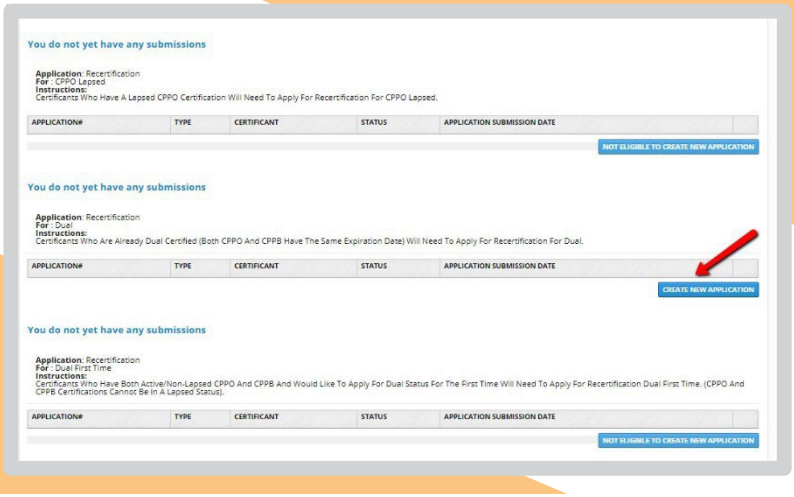
Types of Recertification Applications

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 **oldest** of the two expiration dates (the one that expires first) which is 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. Dual certification combines both certifications *expiration dates*, but the individual certification *award date* is maintained, and the original effective date is not altered, nor will the certificate numbers issued for either certification be changed.

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

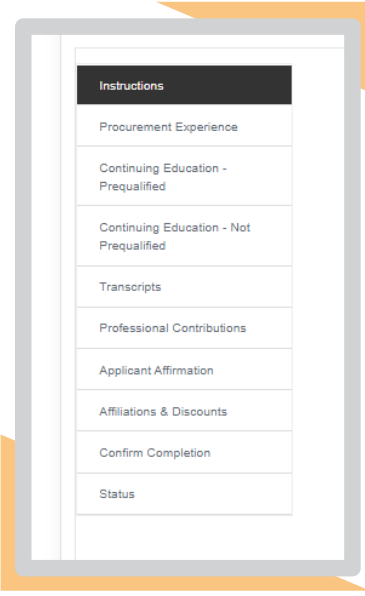
Lapsed status is a certification that has not been recertified and has passed its expiration date but by no more than one (1) year. Certifications in lapsed status are still eligible to be recertified, but with increased requirements and at a higher application fee. If the recertification process is 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 certificate 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
Cont. Ed – Prequalified
Cont. Ed – Not Prequalified
Transcripts
Professional Contributions
Applicant Affirmation
Affiliations & Discounts
Confirm Completion
Status



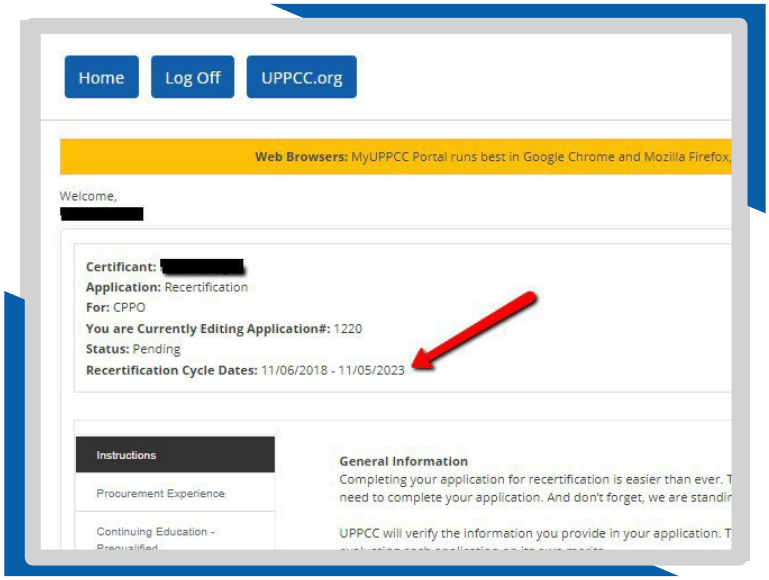
Tracking an Application Submission

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 have 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 be recertified 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 (maximum 20 contact hours)

Contact hours to be used toward 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 requires the certificant to provide documentation of continuing public procurement experience as part of the review process. Acceptable documentation of public procurement experience may be provided in the form of an Official Position Description document from the public entity (i.e., job posting). A resume or Curriculum Vitae (CV) may be included as a Working Position Description document in support of the Official Position Description documentation.

Continuing Education and Professional Development

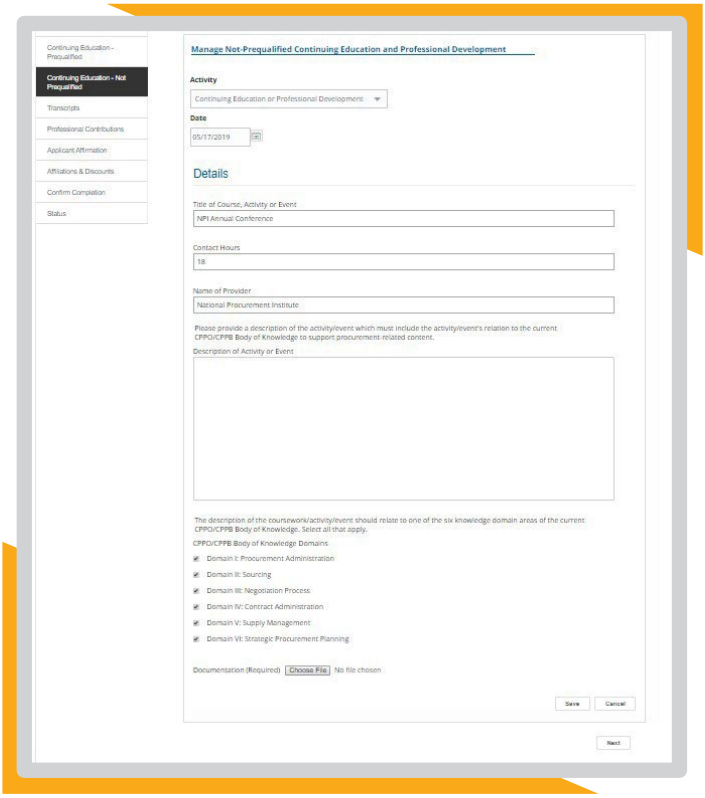
Continuing Education

All educational activities will be considered applicable provided that the activity meets established qualifying guidelines and is completed ***within the application's current five-year recertification cycle window***. Activities completed outside of the recertification cycle window do not qualify for contact hour credit. Additionally, 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 must be 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 (see Appendix B) 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 or in-person class, seminar, webinar, attendance to conferences, meetings, etc. Such activities 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.



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.

Networking, trade shows, 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.

For attendance at industry meetings, conventions and College/University Courses

College or university academic credit courses (e.g., face-to-face, independent study/ correspondence, online) completed within the current recertification cycle window may be counted for contact hour credit so long as it was procurement related. Convert credit hours earned for academic courses by multiplying each academic credit by 16. The certificant will then need to add the activity and converted contact hours in the Continuing Education section of the application and attach a copy of the official college/university transcript to the entry as supporting documentation.

Non-academic credit courses completed through a college or university are logged in the Continuing Education section by entering the contact hours awarded on the 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 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 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, please attach the transcript to the application under TRANSCRIPT. **A student copy of the transcript is not an acceptable form of documentation**.

Official transcripts can be mailed to:

UPPCC
333 W. Vine Street, Ste 1740
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 transcript).

Tips for the Applicant:

Tip 1: The online application system allows for only 1 file document upload per activity. If you have multiple files to upload for an activity, please combine your files into
1 single file prior to upload. Uploading subsequent files will replace your previous file uploads. To view, edit or replace your uploads, click on the edit button within the individual transaction.

Tip 2: Each activity for which you are claiming contact hours must be individually added and listed. This means not combining multiple activities as one entry. Staff must evaluate each activity individually.

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.

Officer of a Board – 3 per full year	Board Member – 2 per full year
Task Force/Committee Member - 1 per full year	Consulting Engagement – 2 per engagement
Authoring a published book – 3	Authoring a published article – 2
Authoring a chapter in a published book – 2	Teaching/Speaking at a meeting/event – 1
Earning an individual award/certification – 1	Developing a course – 1
UPPCC Job Analysis survey participant – 1	Teaching a course - 1
UPPCC Item Writing Committee member – 10 per engagement	UPPCC Job Analysis Standard Setting panelist – 2 per engagement
UPPCC Job Analysis Task Force member – 2 per engagement	UPPCC Job Analysis Test Specifications Task Force member – 1 per engagement

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 application submission 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 rate for applicants who are members of a UPPCC Partner.

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

Recertification Type	Partner	Non-Partner
CPPO or CPPB (Active/ Non-Lapsed)	$315	$340
CPPO or CPPB (Lapsed)	$465	$490
Dual and Dual First Time (Active/Non-Lapsed)	$415	$440
Dual Lapsed	$565	$590



RETIRED STATUS

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.
- 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), the retired individual must:

- promptly notify UPPCC staff if their employment status changes, and they rejoin the procurement workforce.
- successfully complete the recertification process by the end of the certificate's current expiration date.
- 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 notify UPPCC 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.

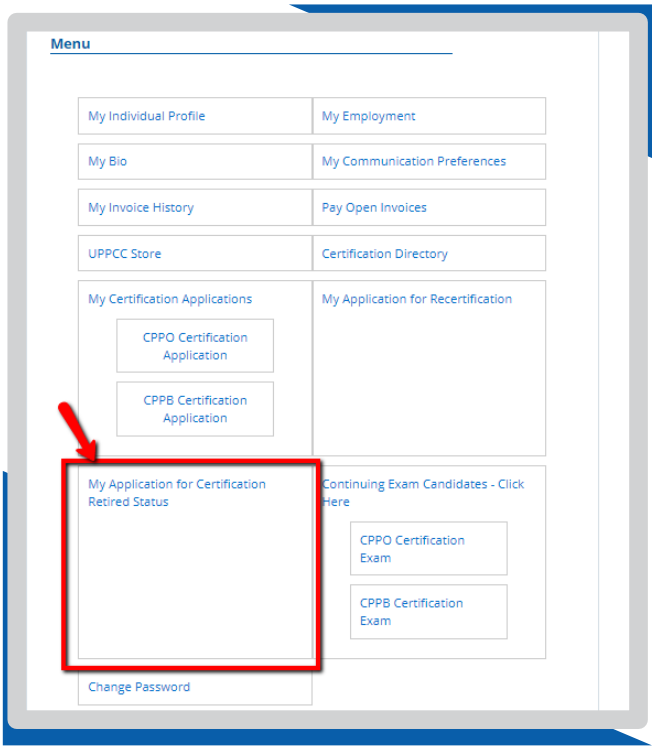
Individuals in retired status may reactivate their certification(s) at any time up until the end of the 5-year period that follows the certification period in which the active status was retired. To do so, the individual must contact UPPCC and advise them that they have rejoined the procurement workforce and would like to have their certification reinstated to active status. The original certification number and expiration date will remain unchanged; certificant's will have until the end of 5-year period that follows their certifications original expiration date to recertify.

Using the example noted above, if an active CPPO's recertification period is May 11, 2014 – May 10, 2019, and they retired in 2017, their certificate would retire on May 11, 2019, and would have until May 10, 2024, to return to active CPPO status. If in 2023, the individual returns to the procurement workforce and they notified UPPCC that they would like to become actively CPPO certified again, then they would have until May 10, 2024, to meet the current recertification requirements and apply to UPPCC for review.

If the retried status individual becomes ineligible for retired status due to rejoining the procurement workforce and failing 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, the designation will expire, and the individual 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 fee for retired status is in U.S. Dollars. An application fee is due at the time an application is submitted 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.

Retired Status	Fee
CPPO or CPPB	$240
Dual	$240



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 applying 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 certificant's 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 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.

APPEALS PROCESS – APPLICANTS, CANDIDATES AND CERTIFICANTS

Any applicant, candidate or certificant has the right to appeal to the UPPCC regarding any situation or incident that he/she believes has caused or may cause an adverse decision or result that directly affects the applicant, candidate or certificant. Any individual who wishes to make an appeal (the "Appellant") must submit an appeal in writing to the UPPCC 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 conceal knowledge of potentially illegal activity by any staff, volunteer or vendor related to his or her job or professional activities.
- Failure to pay certification or recertification fees in a timely manner.
- Misrepresentation or improper use of the CPPO, the CPPB or any other professional credential.
- Conviction for or entry of a plea of nolo contendere to any crime involving an individual's professional practice in the field of public procurement including but not limited to matters of conduct related to his or her employment and/or conduct related to professional associations and other professional activities.
- Failure to comply with the Code of Ethics provisions listed above or other behavior that may bring discredit to the profession.

APPENDIX B

UPPCC BODY OF KNOWLEDGE & COMPETENCY CPPO & CPPB

Periodically, the UPPCC conducts a Job Analysis study to ensure the examinations required for UPPCC certifications continue to align with the knowledge, skills and abilities needed for successful job performance in the public procurement profession. A Job Analysis consists of several activities and involves the input and expertise of test developers to guide the process and from public procurement subject matter experts to accurately capture the important work they do.

The result of the analysis is a comprehensive, research- based outline of the content to be tested of candidates for certification. This outline serves as both a guide for candidates preparing for testing and for educators in the development of training and continuing education resources which support the profession.

CPPO Certification is designed for management level public procurement professionals with a formal education level of a bachelor's degree or higher; a minimum of 5 years of direct procurement experience, of which a minimum of 3 years is in a management or supervisory position; and at least 96 contact hours of relevant procurement training and education.

CPPB Certification is designed for public procurement professionals who are responsible for performing essential functions within the procurement cycle but may or may not have management or supervisory responsibilities.

Those actively certified will need to tie any continuing education entered on the application to at least one (1) or more of the UPPCC Body of Knowledge domains listed on the application. Click the appropriate link below to review the competencies found in the Body of Knowledge & Competency (BoK-C) outlines.

UPPCC CPPO BoK-C

UPPCC CPPB BoK-C