



Columbia Chapter of NIGP

Sponsors:

Preparing for the Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) Exam: a Review

**Multnomah County ESD
1161 NE Ainsworth Circle
Portland, OR 97220-9017**

Review – December 4 – 5, 2006 (8 a.m. – 5 p.m.)

Exam – December 6, 2006 (8 a.m. – 12 p.m. – CPPB; 8 a.m. – 3 p.m. – CPPO)

Review Description: Columbia Chapter of NIGP is hosting a consolidated, 2-day review course that will assist candidates who are preparing to take either their CPPB or CPPO certification exam. The course provides an extensive review that incorporates key information contained in the NIGP curriculum and Review Guide as well as an explanation of the exam form, test taking tips, pretest samples and review of specific topics that have historically been problematic for candidates.

On December 6, 2006 Columbia Chapter will sponsor a proctored testing session for both the CPPB and CPPO exam for candidates who are approved by NIGP and wish to take the exam. Candidates wishing to take the exam are not required to participate in the Review. Please be aware that any candidate wishing to take the exam on this day must have completed and submitted their application materials to NIGP at least six (6) weeks prior to the exam.

Any candidate wishing to take the certification exam without attending the Review must RSVP with the Seminar Contact no later than two (2) weeks prior to the exam.

Review Fees: \$120 (Includes all study materials, with break refreshments. These fees do not include the NIGP certification testing fees – see Exam information for additional details.)

Instructor: Rob Rickard, CPPO and Jeff Morgan, CPPO, CPPB

Intended Audience: Highly recommended for any candidate scheduled to sit for the CPPB or CPPO Exam issued by the Universal Public Purchasing Certification Council.

Lodging/Parking: Check with Seminar Contact for lodging suggestions

Seminar Contact: Bobbi Matthews, CPPO, CPPB, bobbi.matthews@portofportland.com (503) 944-7590 Fax (503) 548-5607

EXAM INFORMATION

Certification applications must be received by NIGP at least six (6) weeks prior to taking the exam in order to determine eligibility to take the exam. Certification applications can be obtained by contacting the UPPCC office that is located within NIGP's national offices (703) 736-8900 X236 or may download the application document at www.nigp.org/cert/application.pdf.

Applicant Information:

- Complete application in its entirety.
- Faxed or emailed applications are acceptable.
- Faxed or emailed applications must include a purchase order or credit card information.
- Applications and documentations must be received sixty (60) days prior to desired examination date.
- Comments or clarification of any entry should be submitted with the application.
- No application will be processed without required documentation or payment.
- Official college transcripts must be sent by the issuing institution directly to the UPPCC.
- If submitting a G.I. Bill reimbursement for this certification, please indicate in the space provided for this information.
- Application fees are non-refundable.

Fees:	CPPB Exam	NIGP/NASPO National Members \$200	Non-Members \$400
	CPPO Exam	NIGP/NASPO National Members \$275	Non-Members \$600

***Note: The exam fee is to be paid directly to NIGP and not included with the registration for the certification review.**

Columbia Chapter of NIGP

CPPB/CPPO Review & Test
December 4 – 6, 2006

Registration Deadline: November 15, 2006

Multnomah County ESD
11611 NE Ainsworth Circle
Portland, OR 97220-9017

Review Fees:

- Make checks payable to:
Columbia Chapter – NIGP
c/o Bobbi Matthews
Port of Portland
121 NW Everett
Portland, OR 97209
- Registration fee: \$120
- Mail check with registration form.
- Registrations received after the deadline or without payment will not be accepted. Registration fee includes all course materials and break refreshments. Lunch is not provided.

Cancellation & Refund Policy: Full refunds will be given only for cancellations received in writing at least 14 calendar days before the starting date of the event. Cancellations received 7-14 days before the event are subject to a \$75.00 cancellation fee. No refunds will be given for cancellations received less than 7 days before the event. Verbal notification will not be accepted.

Exam Fees: Certification applications must be received by NIGP at least six (6) weeks prior to taking the exam in order to determine eligibility to take the exam. The exam fee is to be paid directly to NIGP and not included with the registration for the Review.

Registrant Information: (Please print all information)

Name: _____
Last Name First Name
Title: _____
Full Agency Name: _____
Work Address: _____
Work Phone: _____ Fax: _____
E-mail address: _____

I plan to take the exam on December 6, 2006 yes no unsure

I plan to review for the CPPB Certification CPPO Certification

When: Review Dates: December 4 – 5, 2006 (Wed-Thursday); Exam: December 6, 2006
Seminar Contact: Bobbi Matthews, CPPO, CPPB bobbi.matthews@portofportland.com Phone: (503) 944-7590
Fax: (503) 548-5607
Lodging/Parking: Parking is available at this location.
Hotel Information: Contact seminar contact for this information