

CPPO/CPPB CERTIFICATION: Are *YOU* getting it?

Presented by:

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Agenda

- What is the UPPCC?
- Certification – What's in it for you?
- UPPCC Certification Offerings
- Application & Exam Process
- Changes in 2008
- Questions

What is the UPPCC?



- Universal Public Purchasing Council
- An independent body created in 1978 by NIGP and NASPO
- Administers exams
- Issues CPPO & CPPB Certifications



UPPCC Staff

- Program Administrator – Ann Peshoff
- Certification Coordinator – Kitty Campbell
- Certification Analyst – Charles Tedesco
- Professional Testing Agency - Prometric

Certification - What's in it for *you*?

- Professional Recognition
- Increased Knowledge and Credibility
- Increased Credibility
- Enhanced Value to Employers
- Career Advancement
- Competitive Marketing Advantage
- Increased Self-Confidence

Certification - What's in it for **us**?

- Increased professionalism in Public Procurement by:
 - Identifying a Body of Knowledge
 - Establishing a specific level of knowledge and experience for certification
 - Recognizing and raising global standards of practice and professional ethics

Test

- What does the first "P" in CPPO and CPPB stand for?

UPPCC Certification Offerings

That was a “trick” question!



Certified Public Purchasing Officer (CPPO)

- Supervisors of public purchasers/buyers
- Managers of public purchasing function
- First certificate issued in 1964



Certified Professional Public Buyer (CPPB)

- Perform public purchasing functions (buyers)
- Non-managerial or supervisory
- First certificate issued in 1991



Application & Exam Overview

1. Go to www.uppcc.org
 - Review the UPPCC Handbook
 - Complete and submit the application
2. *Allow* 4-6 weeks for application review
3. Upon application approval, schedule exam
4. Pass the exam!
5. *Allow* 4-6 weeks for exam results
6. Recertify every 5 years



CPPO Eligibility Requirements

	Schedule A	Schedule B	Schedule C
Education	CPPB Certification	Bachelor's Degree	Advanced Degree
Seminar or Class Hours	144 hours	48 hours	24 hours
Experience	8 years (3 public & mgt.)	3 years (2 years public & mgt.)	3 years (2 years public & mgt.)





CPPB Eligibility Requirements

	Schedule A	Schedule B	Schedule C	Schedule D
Education	High School or GED	Associate's Degree	Bachelor's Degree	Advanced Degree
Seminar or Class Hours	96 hours	96 hours	48 hours	24 hours
Experience	5 years (3 public)	4 years (3 public)	2 years public	2 years public



The Application Process

- ✓ Determine your Eligibility Schedule
 - ✓ Fill out, Sign & Submit the Application Form
 - ✓ Attach the following:
 - Application Fee
 - Your Official Job Descriptions
 - Document Your Formal Education (i.e.: transcripts)
 - Document Coursework (i.e.: seminar certificates)
- www.nigp.org (see your profile under "Members Only")



After Your Application is Approved

- Applications valid for 2 full years
 - Allows sufficient time for approved applicants to complete the examination(s)
 - Allows sufficient time for denied applicants to re-apply without incurring additional application fees

Program Fees – *current*

- **CPPO Fees**

- Members: \$325
- Non-Members: \$650

- **CPPB Fees**

- Members: \$250
- Non-Members: \$450

Highlights of Changes in 2008

- New Examination Content
 - Based on 2007 Job Analysis Study
 - Over 1,800 responses received
 - New Body of Knowledge
- New Question Format
 - Situational instead of Factual
- Semi-Annual Computer-Based Exams
 - October testing (6-day window)
 - May testing (6-day window)
- No Oral Exam Requirement for CPPO





CPPO Exam Format Changes

CURRENTLY:

- Pencil and Paper exam
 - 240 multiple-choice, 4 options
 - 4 hours (w/break)
 - 2nd Mon. and 3rd Fri. each month
- Oral exam
 - 33 questions
 - 90 minutes
 - Panel of 3 CPPO examiners
- Scheduled by a Chapter or Self-scheduled with your HR
- Take exam individually or as a group

2008 FORMAT:

- Computer Based Testing (CBT)
 - 175 multiple-choice, 4 options
 - 3.5 hours (no break)
 - Two 6-day windows per year (October & May)
- No Oral exam
- Scheduled through Prometric
www.prometric.com
- Test administered at Prometric offices





CPPB Exam Format Changes

CURRENTLY:

- Pencil and Paper exam
- 240 multiple-choice, 4 options
- 4 hours of testing time (w/break)
- 2nd Mon. and 3rd Fri. each month
- Scheduled by a Chapter or Self-scheduled with your HR
- Take exam individually or as a group

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CPPO Test Comparison

CURRENTLY:

- Admin. Aspects of Purchasing – 10%
- Procurement Requests – 9%
- Solicitation and Evaluation – 15%
- Supplier Analysis – 5%
- Negotiation Process – 8%
- Contract Award & Admin. – 11%
- Ext./Internal Relationships – 17%
- Personnel Issues – 17%
- Forecasting/Strategies – 8%

2008 FORMAT:

- Admin. Aspects of Purchasing – 15%
- Procurement Requests – 8%
- Solicitation & Evaluations of Bids & Proposals – 10%
- Supplier Analysis – 7%
- Negotiation Process – 8%
- Contract Award and Admin. – 10%
- Ext./Internal Relationships – 15%
- Materials Management – 3%
- Human Resources/Personnel – 14%





CPPB Test Comparison

CURRENTLY:

- Admin. Aspects of Purchasing – 6%
- Procurement Requests – 15%
- Solicitation and Evaluation – 16%

- Supplier Analysis – 6%
- Negotiation Process – 11%
- Contract Award & Admin. – 15%
- Ext./Internal Relationships – 17%

- Material Flow – 8%
- Inventory Management – 3%
- Miscellaneous – 3%

2008 FORMAT:

- Admin. Aspects of Purchasing – 19%
- Procurement Requests – 17%
- Solicitation & Evaluations of Bids & Proposals – 20%
- Supplier Analysis – 8%
- Negotiation Process – 3%
- Contract Award and Admin. – 18%
- Ext./Internal Relationships – 9%

- Materials Management – 2%
- Human Resources/Personnel – 2%
- Forecasting & Strategies – 2%



Current CPPO Oral Exam Evaluation

- **Evaluation of Candidate**

- Each panel member rates candidate response
- Scale 0 – 5 (opportunity for 495 points max)
- Comprehension, application of subject matter, delivery skills, communication skills and ability to solve problems and react to situations

CPPO / CPPB Side-by-side Comparison



CPPO

- Admin – 15%
- Procurement Req – 8%
- Bids & Prop – 10%
- Supplier Analyst – 7%
- Negotiations – 8%
- Contract Award – 10%
- Relationships – 15%
- Materials Mgmt – 3%
- HR – 14%
- Forecasting – 10%



CPPB

- Admin – 19%
- Procurement Req – 17%
- Bids & Prop – 20%
- Supplier Analyst – 8%
- Negotiations – 3%
- Contract Award – 18%
- Relationships – 9%
- Materials Mgmt – 2%
- HR – 2%
- Forecasting – 2%

Why the Changes?

- ANSI Certification
 - American National Standards Institute
- Benefits of CBT
- Improved Score Reporting

Benefits of CBT

- Greater Efficiencies
 - Candidates will schedule exams via the web or phone directly with Prometric
 - Exam candidates will no longer be required to coordinate their own testing
 - *“Going Green!”* - Paperless exams and registration process

Benefits of CBT

- Enhanced Security
 - Secure check-in procedures
 - Greater control over access to exams
 - Reduced chance of exams being lost in transit
 - Reduced chance of the exams being exposed
 - Professionally trained proctors

Benefits of CBT

- Consistent experience for candidates
- Provides UPPCC with more and better data
 - Improved test analysis
 - Facilitates continuous improvement of exams
 - Allows for enhanced score reporting and candidate feedback

Score Reporting

- Confirmation of testing provided at testing center
- Statistical flags and candidate comments reviewed and addressed prior to scoring
- Final scores to candidates will include performance indicators by topic area
- Final report of each administration communicated to the profession to facilitate professional development

Important Dates – *current programs*

- January 1, 2008: *New fees effective*
- March 30, 2008: *Last day to apply, current exams*
- July 31, 2008: *Last day to take written exams*
- December 31, 2008: *Last day to take orals*

Important Dates – *new programs*

- July 21, 2008: *Application deadline for Oct. '08 test*
- September 15, 2008: *Registration deadline (Oct.)*
- October 20-25, 2008: *First Testing Window*

Your Certification Resource



Learn more about:

*Eligibility Requirements, Application Process,
Program Enhancements, New Test Specifications,
Computer-Based Testing, etc.*

NEW RESOURCES AND INFO ADDED DAILY!



Questions?

- Don Hicks, CPPB:
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 - (503) 257-1518
 - Online Co-op Purchasing
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Herndon, VA 20170