

**NIGP-Certified Procurement
Professional (NIGP-CPP)**

Certification Handbook



5TH EDITION

Revised February 2024



The Certification Handbook as a Guide and Resource

This NIGP-CPP Certification Handbook is your essential and principal source of information for the NIGP-CPP program. It contains everything you need to evaluate the program and complete the certification requirements. It is your responsibility to be aware of, and comply with, all policies, procedures, timelines, and deadlines associated with certification.

This Handbook includes:

- The policies governing the NIGP-CPP certification
- The eligibility requirements for attaining the NIGP-CPP certification
- The content outline for the exams
- The testing policies, identification requirements, and information about the retest and transfer fees
- The NIGP Code of Ethics
- The Candidate Statement of Accuracy, Veracity, and Truthfulness
- The recertification requirements
- Your rights to Special Accommodations through the Americans with Disabilities Act and Canadian and international laws

The NIGP Certification Commission reserves the right to update or change all standards, requirements, and processes for the NIGP-CPP program as it deems necessary. When a new handbook is issued with a revised effective date, the content of the new handbook shall supersede all previous processes, policies, and procedures. For this reason, you are encouraged to review the current Handbook edition available on the NIGP Website from time to time to ensure your understanding of all current requirements and guidelines.

Copyrights

The NIGP-CPP Certification Handbook is the property of NIGP. Permission to reproduce its content must be granted in writing by the NIGP Certification Commission.

NIGP holds all proprietary rights for the NIGP-CPP exams including trade secret and copyright. To safeguard the integrity of the examination and to ensure the validity of exam scores, you must follow all guidelines regarding proper behavior and conduct in handling all copyrighted and proprietary information. Any attempt to reproduce all or part of the NIGP-CPP exam modules is strictly prohibited by law.

NIGP-CPP Certification Handbook Content

Introduction.....	4
The NIGP Certification Commission Leadership and Staff.....	5
About the NIGP-CPP Program	
NIGP's Commitment to Professional Development and Certification.....	7
NIGP-CPP Guiding Principles.....	8
The Mission of the NIGP Certification Commission.....	8
The NIGP Certification Commission as an Independent Authority	8
Conformance with International Standards.....	8
NIGP-CPP Program Development.....	8
NIGP's Principles of Inclusion, Impartiality, and Non-Discrimination.....	10
Why Certify as a NIGP-Certified Procurement Professional?	
The Value of Professional Certification	12
Market Differentiation	12
Unique Elements of the NIGP-CPP	13
The Five Steps to a Meaningful Certification	
Step 1: Determining Your Eligibility.....	15
Formal Education.....	15
Relevant Work Experience	16
Step 2: Applying for Certification.....	17
What You Need to Know Before You Apply.....	17
When to Apply.....	18
How to Apply.....	18
Candidate Information and Demographics.....	19
Candidate Eligibility: Formal Education.....	19
Candidate Eligibility: Relevant Work Experience	20
Candidate Special Accommodation Needs for Testing	22
Candidate Affirmations.....	23
Payment of Fees and Provisions for Refunds.....	23
Application Review	23
Application Decision and Appeals.....	24

Step 3: Preparing for Your Exam	24
Exam Format.....	24
The Comprehensive NIGP-CPP Exam.....	24
The NIGP-CPP Bridge Exam.....	25
Exam Content.....	25
The Comprehensive NIGP-CPP Exam.....	26
The NIGP-CPP Bridge Exam.....	26
The 43 Competency Statements.....	27
Study Methods as You Prepare for Certification	30
Step 4: Scheduling Your Exam	30
Scheduling an Exam at a Testing Center	30
Step 5: Taking Your Exam.....	31
What to Expect at the Testing Center	31
Special Accommodations	32
Inclement Weather, Emergencies, and Disruptions.....	32
Exam Rescheduling.....	32
Personal Emergencies.....	33

Exam Scores, Retesting and Withdrawal

Passing the Exam.....	35
Appeals of Test Scores.....	36
Retesting	36
Program Withdrawal.....	36

Maintaining Your Certification through a Recertification Process

Recertification Requirements.....	38
Earning Continuing Education Hours.....	39
Continuing Education Standards.....	39
When to Apply for Recertification	40
Extended Certification Periods.....	41
Expired Certification.....	41
Lifetime Certification.....	42
NIGP-CPP Retired Status	42
Recertification Fees	42

Extenuating Provisions

Extending the Application or Recertification Periods.....	44
---	----

Appeals, Suspensions, and Revocations

Appeals.....	46
Appeal Submission	46
First Level Appeal Review and Determination.....	46
Second Level Appeal Review and Determination.....	47
Final Level Appeal Review and Determination	47
Suspensions and Revocations.....	48

Complaints

Complaints.....	50
Complaints about the Certification Program.....	50
Complaints Against Certificants or Candidates	50
Formal Complaint Policies:.....	51
Formal Complaint Submission Requirements:.....	51
Formal Complaint Review Processes:	52
All Complaints.....	52

Code of Conduct

NIGP Code of Ethics	53
Candidate Statement of Accuracy, Veracity, and Truthfulness	53

Appendices

Acknowledgements and Gratitude	55
Public Procurement Competency Framework.....	59
Exam Content: NIGP-CPP Technical and Knowledge Statements.....	60
Fee Schedule	71
NIGP Code of Ethics	72
Candidate Statement of Accuracy, Veracity, and Truthfulness	74
NIGP-CPP Special Accommodations Request Form.....	76
NIGP-CPP Request for Extension Form	79

Introduction

The NIGP Certification Commission is honored by your interest in attaining your NIGP-CPP certification. The NIGP-CPP is the fastest growing globally recognized and competency-based public procurement certification available, and it is the only certification managed and administered by NIGP. The NIGP-CPP recognizes and assesses how you, as an experienced procurement leader, deliver success to your organizations and supports your professional credibility and aspirations now and in the future.

Whether this is your first professional certification in procurement, or you're ready to advance your career beyond the limits of other certifications, you will recognize distinct differences in the NIGP-CPP program that sets it apart. As a key component of the NIGP Pathways program which integrates learning with credentialing, the NIGP-CPP is one of several ways you can be recognized for your educational achievements. Additionally, as new learnings evolve through research, standards, and best practices, the NIGP-CPP adapts to these revisions; ensuring that the certification remains relevant.



Sean Carroll, NIGP-CPP, CPPO
Chair, NIGP Certification Commission

The NIGP Certification Commission and Staff

The Certification Commission

Sean Carroll, NIGP-CPP, CPPO: Chair Elect. Member appointed by NIGP. Owner, Aposterior, LLC

Michael E. Bevis, Esq., NIGP-CPP, FNIGP, JD, CPPO, CPSM, DBIA, CIP, C.P.M.: Member Appointed by NIGP. Chief Procurement Officer, City of Norfolk, VA

David Billingsley, CPSM, CPM: Member appointed by the Florida Association of Public Procurement Officials (FAPPO). Chief Procurement Officer for the City of Orlando, FL

Nathan J. Daou, NIGP-CPP, CPPO, CPPB, C.P.M., A.P.P.: Member Appointed by NIGP. Contract Administrator, City of Tucson, AZ

Stacy Gregg, NIGP-CPP, CPPO, CPPB: Member appointed by NIGP. Procurement Director, South Carolina State University – Office of Procurement

Dan Marran, NIGP-CPP, CPPO, C.P.M.: Member appointed by NIGP. Client Relations Supervisor, Sourcewell

Zulay Vincenty Millan, NIGP-CPP, CPPO, CPPB, FCCM: Member appointed by NIGP. Assistant Manager Procurement Division at Orange County, FL

Jack Pellegrino, NIGP-CPP, CPPO, CPCM: Member appointed by the California Association of Public Procurement Officials (CAPPO). Director of Purchasing and Contracting for the County of San Diego, CA

Christina Pryor, CPPO, CPPB: Member appointed by the National Procurement Institute (NPI). Purchasing and Materials Manager for the City of Chandler, AZ

Annie Teav, CPPB: Member appointed by NIGP. eProcurement Support for Multnomah County, OR

Dr. Adam Williams, PhD: Voting Academic Advisor. Associate Professor of Public Administration for Nova Southeastern University FL

Dr. Sawsan Abutabenjeh, Ph.D: Non-Voting Academic Advisor. Associate Professor, Mississippi State University

The NIGP Certification Staff

Diane Daly, NIGP Certification Director

Logan Boutcher, Certification Coordinator



About the NIGP-CPP Program

NIGP's Commitment to Professional Development and Certification

Since 1964, when NIGP issued its first Certified Public Purchasing Official (CPPO) designation, the Institute has led the initiative to drive a professional certification program that publicly recognizes public procurement officials who have mastered the body of knowledge.

Fast forward 14 years to 1978 when the Institute was pushing new limits. NIGP elected its first woman to the NIGP Board, it held its first Forum outside the United States (Toronto), it launched its technical assistance and consultancy program, and it wanted to gain more recognition for its certification program by inviting the National Association of State Procurement Officials (NASPO) to join NIGP in creating the Universal Public Purchasing Certification Council (UPPCC).

Throughout its history, the NIGP Board never lost sight of the value of professional certification, committing its Chief Executive and related resources to administer the UPPCC certification programs on behalf of the association partners.

In 1997, legal counsel recommended that the UPPCC either become a committee of NIGP or transition to become a separate non-profit corporation. Counsel cited the fact that the structure and staffing of the UPPCC was creating significant, financial responsibility for NIGP without the corresponding authority over the policies of the Council. Hence, the UPPCC was legally incorporated as a separate non-profit association in 1998.

In June 2018, reflecting on recent member surveys and industry research, and recognizing the critical, symbiotic nature of learning and recognition, the NIGP Governing Board concluded that learning should not be restricted to a singular format and public recognition should not be a singular pathway leading only to certification. Rather, the Board determined that recognition should also be achievable through multiple credentials that provide flexible options for everyone regardless of where they are in their career journey. This led to the creation of the NIGP Pathways program which launched in Spring 2019.

Now, public procurement professionals can choose from a variety of credentialing programs offered through Pathways: There are numerous certificate programs that can either be standalone offerings, or they can be bundled and stacked to achieve a designation. The content in these various programs can range from introductory foundational to mid-level to more advanced and/or specialty areas that recognize life-long learning and skill development. In addition, Pathways also offers the NIGP-CPP as a professional certification program.

To institute a new professional certification, the NIGP Governing Board formed a highly diversified Credentialing Design Team (CDT) in September 2018 to assist the Board in two areas: (1) defining the inherent challenges of the existing learning and credentialing programs; and (2) recommending an array of options to consider when building a holistic learning and credentialing program. As the CDT began its work, the team identified three major challenges in the profession that the new credentialing system would address:

- Shortage of qualified public procurement professionals and the need for succession planning
- Failure to transition from practitioner to leader
- Failure to permanently establish procurement as a strategic function

In late November 2018, the NIGP Governing Board finalized the credentialing system components to address these major challenges and asked NIGP staff to develop a comprehensive business plan to implement a credentialing system. The business plan was adopted in April 2019 and the Institute publicly announced its learning and credentialing options under the Pathways brand in May 2019.

In June 2019, the NIGP Governing Board established the NIGP Certification Commission to implement the NIGP-CPP certification.

In February 2020, the NIGP-CPP certification was implemented. Testing began in May 2020 with pilot testing through August 2020. The first NIGP-CPPs were named in August 2020. Currently, the NIGP-CPP is the only certification managed and administered by NIGP.

NIGP-CPP Guiding Principles

The NIGP-CPP was developed by and for your colleagues in public procurement based on the following guiding principles:

- The NIGP-CPP is perceived as valuable by public procurement professionals, their supervisors and their employing organizations (e.g., district superintendents, finance officers)
- Employers should be able to use the NIGP-CPP to find qualified employees
- The NIGP-CPP values competency over years of experience
- The achievement of the NIGP-CPP must be rigorous and meaningful
- The NIGP-CPP must be flexible and adaptable to remain current and relevant
- The NIGP-CPP must be comprehensive of enabling competencies

The Mission of the NIGP Certification Commission

The NIGP Certification Commission is the autonomous governing body for the NIGP-CPP certification. The Commission enacts the strategic and visionary goals related to the professional NIGP certification program.

The Commission is specifically empowered to:

1. Oversee and monitor the objectives, performance and results of the NIGP certification program.
2. Establish and monitor the NIGP certification scheme-related policies related to: (a) eligibility requirements for certification; (b) eligibility requirements to test; (c) requirements for recertification; and (d) provisions and criteria for suspension or revocation.
3. Provide direction and oversight to the NIGP Certification Test Development Committee, the NIGP Practice Analysis Panel and the NIGP Standard Setting Panel.
4. Address any candidate, credential holder, or volunteer ethics issues as they arise.
5. Serve as the final review board for appeals, suspensions and revocations related to the NIGP certification program.

The NIGP Certification Commission as an Independent Authority

The NIGP Certification Commission is an autonomous body within the NIGP legal, non-profit structure. The Commission is empowered to take actions in accordance with the expressed authority granted by the NIGP Governing Board. The NIGP Certification Commission independently makes essential certification decisions related to all NIGP certification schemes. These decisions are made under no influence by any other individual or business entity within or outside of NIGP.

This independent structure within a single non-profit association mirrors the structure followed by the American Production and Inventory Control Society (APICS), the Institute for Supply Management (ISM), the National Contract Management Association (NCMA), and Supply Chain Canada (SCMA). For each of these associations, their educational programs are distinctly separate from their certification programs through appropriate firewalls. The NIGP Board concluded that there is a substantial benefit to practitioners and the profession when certification is integrated within the overall strategic mission of NIGP.

Conformance with International Standards

The NIGP credentialing system and structure was designed to comply with the American National Standards Institute (ANSI) International Organization for Standardization (ISO) 17024 standards for professional certification programs. ISO 17024:2012 serves as the basis of the ANSI National Accreditation Board (ANAB) personnel certification program. NIGP is seeking third-party accreditation from ANAB for its certification system.

Currently, the NIGP-CPP certification is an applicant for accreditation through ANAB. NIGP's desire to earn third-party accreditation from ANAB is consistent with NIGP's commitment to the third-party accreditation of our educational program from the International Association for Continuing Education and Training (IACET).

NIGP-CPP Program Development

Following the ISO 17024 standards, the NIGP-CPP Program was designed by your colleagues and leaders in the public procurement profession.

- A 12-member Practice Analysis Panel convened in July 2019 to recommend the certification scheme and exam content. The Panel's work was validated by a comprehensive practice analysis survey performed in August and September 2019. More than 1,200 procurement practitioners provided input on the survey. Based on the results of the practice analysis survey, the NIGP Certification Commission approved the exam content in November 2019.
- A 15-member Item Writing Workshop Team convened in January 2020 to develop exam questions. The team represented a diverse group of subject matter experts. To further refine the test questions, the work of the Writing Team was reviewed by a separate group of Subject Matter Experts who served on the Item Review Workshop Team in February 2020.
- The Commission's Standards-Setting Panel, a fifth, independent group of subject matter experts, recommended the passing scores for the NIGP-CPP.

NIGP's Principles of Inclusion, Impartiality, and Non-Discrimination

NIGP is firmly committed to the principles of diversity and inclusion within all products and services including its NIGP-CPP certification program. NIGP believes that diversity is a 360-degree view of differing attributes that are distinctly and uniquely personal yet encapsulate and bind us together. These attributes include, but are not limited to, religious and political beliefs, skillsets, abilities, perspectives, background experiences, gender, age, race, ethnicity, education, socio-economic background, sexual orientation, and geographic location.

NIGP is also firmly committed to the importance of impartiality in carrying out its certification activities, managing conflicts of interest and ensuring the objectivity of its certification activities.

If you believe that you have been discriminated against by NIGP or its agents in violation of these principles, please report this incident directly to the Chair of the NIGP Certification Commission as listed on the NIGP Certification Section of the NIGP Website for his/her attention and resolution.

Why Certify as a NIGP Certified Procurement Professional?

The Value of Professional Certification

Professional certification is not achievable for everyone. The eligibility criteria for every professional certification program are intended to set the minimum thresholds that a candidate must achieve before earning the right to sit for an examination. These thresholds are intended to set expectations for several audiences including the candidate who is seeking certification and the candidate's employer who is anticipating that the achieved certification is reflective of the candidate's ability to perform on the job and deliver value to the organization.

You may decide to obtain a certification in procurement, supply management, or contract management for a variety of reasons. Your supervisor may require it to keep your current job, to earn a promotion, or to gain additional responsibility or authority. You may also earn additional compensation with your certification.

Regardless of your reason, recent surveys conclude that most professionals seek certification to:

- Develop and advance their knowledge, skills, and abilities
- Distinguish themselves in the job market
- Expand their career opportunities
- Network and connect with others holding the NIGP-CPP certification

Market Differentiation

There are many high-quality certification programs offered by the American Production and Inventory Control Society (APICS), the Chartered Institute of Procurement and Supply (CIPS), the Institute for Supply Management (ISM), the National Contract Management Association (NCMA), Supply Chain Canada (SCMA) and the Universal Public Procurement Certification Council (UPPCC). If you have earned your designation from these exceptional organizations, NIGP encourages you to continue to recertify your credentials with pride.

NIGP's objective is not to replicate any of these certification programs. Rather, our objective is to complement other certification programs by offering a high-level, competency-based certification that is specifically for leaders in procurement.. The NIGP-CPP addresses content and competencies that may not be addressed in other respected certifications in the marketplace but are required to achieve success in the workplace. Additionally, our objective is to provide a continuum of products within the NIGP Pathways program that recognizes a professional's growth in his/her career. This continuum offers a unique certification that integrates with other credentialing products offered by the Institute and aligns with NIGP's learning program.

For the NIGP-CPP, the thresholds are set intentionally for procurement leaders, and it's why the NIGP-CPP is an integral part of the Institute's continuum in offering options within its credentialing program. Some NIGP certificate programs and designations are well-suited for the entry-level professional who needs to develop foundational skills in the areas of strategy and policy, planning and analysis, and sourcing and contracting. Other NIGP certificate programs and designations target more advanced or expert skills in a specific competency while other NIGP certificate programs focus on the development of competencies and skills in specific areas of procurement such as warehousing and leadership. And still other NIGP certificate programs are focused on trending procurement topics such as technology and construction where a specialization warrants expertise that enhances your life-long learning journey.

Unique Elements of the NIGP-CPP

There are unique elements to the NIGP-CPP certification and program administration that may help you decide whether the NIGP-CPP program fits your needs and career goals.

These include:

- Target: Leaders in Procurement
- Source: Public Procurement Competency Framework
- Standards: Designed to Follow Professional Certification Criteria
- Focus: Competency-Based Modular Exam
- Flexibility: Designed with the Fast-Paced Professional in Mind
- Equity: All Candidates Treated the Same
- Relevance: Certification is Integrated with Research and Life-Long Learning
- Career Planning: NIGP's Credentialing System Provides Variety
- Service Level: NIGP is Committed to Providing Exceptional Service

The NIGP-CPP reflects a holistic view of what procurement leaders do in the performance of their work. It not only includes procurement techniques (like planning, solicitation, contract administration) traditionally covered in other procurement certification programs, but also emphasizes three critical focus areas that lead to success regardless of your specific role: Strategy, Business Principles and Operations, and Leadership.

The NIGP-CPP does not require procurement coursework or informal training as an eligibility requirement. There are six eligibility pathways, including a pathway for leaders who do not have a post-secondary diploma or degree but have years of relevant employment experience.

The NIGP-CPP is a competency-based, modular exam built upon the Public Procurement Competency Framework (PPCF) and is centered on 43 technical competency statements. NIGP-CPP recertification occurs every three years with a minimum requirement of 36 contact hours of continuing education in procurement content.

NIGP's membership represents a breadth of work experience in procurement, earned in both public and private agencies, serving as both buyers for and sellers to the public sector. The NIGP-CPP recognizes that all this work experience is valuable to the procurement professional. Both public and private sector experience, in both buyer and seller roles, will be considered when determining candidate eligibility.

The NIGP-CPP and NIGP database systems integrate NIGP learning records utilizing single sign-on functionality. This means members use the same login and password to access the NIGP and NIGP-CPP database systems. And, the NIGP-CPP database system records are secure and confidential with access only by the NIGP-CPP Team and the NIGP IT Team.

For recertification, the NIGP system, ASPIRE, automatically uploads contact hours earned through NIGP education programs, such as webinars, seminars, and workshops into the secure NIGP-CPP candidate record. This is accomplished through data integration and security. This saves time and effort in tracking NIGP-CPP recertification contact hours earned through participation in NIGP learning events. The NIGP-CPP can also report continuing education activities completed outside of NIGP, such as chapter learning events.

For the NIGP Annual Forum and NIGP Leadership Summit, the activity is transmitted to the NIGP-CPP candidate record. However, the NIGP-CPP must calculate his/her earned Continuing Education Hours (CEHs) for Forum and Leadership Summit and then report the number of CEHs and upload documentation to her/his NIGP-CPP record.



The Five Steps to a Meaningful Certification

Step 1: Determining Your Eligibility

There are two eligibility requirements to keep things simple:

1. Formal Education
2. Relevant Work Experience

Note: While many certification programs require procurement training or coursework for eligibility, the NIGP-CPP does not. This is because the NIGP-CPP exam assesses competencies and behaviors rather than knowledge. Eliminating this requirement gives you the flexibility to sharpen your skills and competencies within specific learning modules that you choose, without any mandates. This includes Pathways, the NIGP modular learning program which aligns with the same Public Procurement Competency Framework that anchors the NIGP-CPP.

Formal Education

The number of required years/months of relevant work experience will depend on your attained level of formal education. Candidates with advanced degrees will need to document fewer years of experience, while candidates without a post-secondary degree will require a higher number of years. The bottom line, there is a pathway to the NIGP-CPP for every mid to executive level leader—six pathways to be exact!

Pathway A	Graduate degree from an accredited college/university with a specified concentration in public administration, public policy, supply chain, procurement, or economics. Plus 2 years (24 months) of full-time, relevant work experience involved with procurement (public or private, purchaser or seller) within the past 10 years.
Pathway B	Bachelors or higher degree (any discipline) AND a graduate level certificate from an accredited college/university specifically in public administration, public policy, supply chain, or procurement. Plus 3 years (36 months) of full time, relevant work experience involved with procurement (public or private, purchaser or seller) within the past 10 years.
Pathway C	Bachelors or higher degree in any discipline from an accredited college/university. Plus 4 years (48 months) of full-time, relevant work experience involved with procurement (public or private, purchaser or seller) within the past 10 years.
Pathway D	Two-year post-secondary diploma from an accredited college/university (or) associate degree (any discipline) from an accredited college/university (or) a NIGP Public Procurement Associate designation (see the FAQs for NIGP's Certificate Program for more details). Plus 6 years (72 months) of full-time, relevant work experience involved with procurement (public or private, purchaser or seller) within the past 10 years.
Pathway E	No Post-Secondary diploma. Plus 8 years (96 months) of full-time, relevant work experience involved with procurement (public or private, purchaser or seller) within the past 10 years.
Pathway F	Current holder of the Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) designation; or recently lapsed within one year of the expiration date of the certification. There are no work experience requirements.

Note: Pathway F provides an option for candidates who possess either a CPPO or a CPPB to attain the NIGP-CPP with fewer requirements since many of these requirements have already been fulfilled by CPPO or CPPB eligibility.

Successfully completing only Exam Module B for Pathway F candidates is available through the May 2024 testing window only. **After May 2024 testing, ALL candidates, regardless of eligibility pathway, will be required to successfully complete BOTH Exam Module A and Exam Module B to earn the NIGP-CPP certification. No exceptions will be granted.**

Relevant Work Experience

“Relevant work experience” is defined as full-time experience that aligns with the 43 competency statements (as defined in the “Exam Content for the Comprehensive NIGP-CPP Exam” Section of this Handbook).

Note: If you are qualifying under Pathway F because you hold a current CPPO or CPPB designation, you will not be required to demonstrate relevant work experience.

During the application process, you will be asked to verify that you have performed (or currently perform) at least 20 of the 43 competency statements for each job title or position you wish to qualify. Do not submit a job title or position that does not meet the 20-minimum threshold because that work experience will not count. You can qualify relevant work experience across multiple job titles or positions and across multiple employers if your aggregate experience equals or exceeds the total years (or months) of relevant work experience required for your selected Pathway.

Your supervisor or a Human Resources (HR) representative must independently validate your qualifications for each job title or position you submit as a third-party verifier. You must provide your verifier’s name, job title at the employer, phone number, and current email address. The supervisor can be retired or employed by another organization as long as he/she can verify your qualifications. Only your boss or supervisor or an HR representative may serve as the employment verifier. The employment verifier must be identified by name, job title, email address, and phone number. General or generic contact information will not be accepted.

Only one employment verifier may be named for each employment experience. Prior to completing the application, it is **highly recommended** that you communicate directly with your employment verifier(s) to ensure that he/she is aware of the employment details you provided and that an employment verification form must be confirmed, signed, and returned electronically. The employment verification form requires verification of all employment experience details provided on the application, including job title, starting and ending dates, and all of the 20+ technical competencies you self-selected on your application.

If your named employment verifier denies the employment experience or indicates that he/she cannot verify ALL of the employment details, then that employment experience is denied and cannot be used towards the minimum eligibility requirements. It is not possible to name another employment verifier if the initial employment verifier does not confirm and verify ALL information on the employment verification form.

You may discover that you cannot qualify for the NIGP-CPP due to the relevant work experience requirement. Keep in mind that the NIGP-CPP is intentionally geared to the procurement leader.. NIGP offers other recognition programs that are tailored for the entry to mid-level practitioner including certificates and designations. Learn more by visiting the Pathways section of the NIGP Website.

Step 2: Applying for Certification

What You Need to Know Before You Apply

1. You must meet all eligibility criteria before you apply for the NIGP-CPP certification. There is no early application process where you can apply before you fully meet the education and/or relevant work experience requirements.
2. You must read the Certification Handbook in its entirety before submitting the online application.
3. The level of effort required to apply for certification depends on which Pathway applies to you.
 - a. For Pathways A through E candidates, the application should take no more than one hour to complete. Your effort ultimately depends on how many related employment positions you need to document in order to meet the 'relevant work experience' requirement.
 - b. For Pathways F candidates, the application should take no more than 15 minutes to complete.
4. If you require special accommodations at the testing center, please review the requirements for submitting documentation under the heading "Candidate's Special Accommodation Needs for Testing" within this Handbook. **The completed Request for Special Accommodations Form (Appendix G in this certification handbook) must be submitted at the time of application.** Please apply at least 60 days before your selected testing window begins. There is no other means for requesting special accommodations.
5. The \$150 non-refundable application fee must be remitted when your application is complete and all required information and/or documents are attached. Once the application fee is paid, your application will be automatically submitted and any necessary employment verification forms required for Pathways A through E candidates will be emailed to the specific named verifiers.
 - a. **Application fees are not refundable.** Take reasonable steps to ensure that you meet the eligibility requirements prior to submitting your application.
 - b. Unlike other certifications, the NIGP-CPP does not require procurement training hours which can substantially reduce the cost of earning your NIGP-CPP certification.
6. The application is online and does not require substantial documentation during submission. The NIGP certification staff will verify that you meet all eligibility requirements. Therefore, be aware that applications will be selected for audit from time to time during the evaluation phase. Additionally, the review of your application may require the need for supplemental documentation during the evaluation phase. Be prepared to submit additional documents to NIGP if requested. All information on the application must be verified to be accurate, and the NIGP-CPP Team reserves the right to independently verify all information, including the relationship of employment verifier (boss/supervisor/HR representative) to the applicant.

7. Once your application is evaluated and approved, it is valid for two years from the approval date. You may qualify for an exception to the two-year period if you request that your application be extended based on extenuating circumstances. For more information, see **Section F: Policy Exceptions**.
8. You must successfully complete the exam requirement(s) before your application expires. If you do not successfully complete the exam requirements before the application expires, you must reapply and repay the application and testing fees again. You must also begin with both exam modules as a new candidate. This means that if a module was successfully completed during the initial two-year application period, that exam result does not carry over to a new two-year application period. You will have three (3) opportunities to pass each module of the exam during the two-year application period.

When to Apply

1. You can apply any time. There are no application periods and no late application fees.
2. Plan on submitting your application at least forty-five (45) calendar days prior to the first day of your preferred testing window. If applying with the Request for Special Accommodations Form, plan on submitting your application at least 60 days before the first day of the testing window. Registration for testing periods opens four (4) months in advance. This will provide sufficient time to review and approve your application, for your registration and payment of testing fees, and to forward your candidate information to the testing administrator for appointment scheduling.

How to Apply

The NIGP-CPP Application is exclusively online and all supporting attachments must be submitted as PDF documents. There are no additional requirements to mail or fax paperwork.

The application includes the five (5) major sections detailed below:

1. Candidate's Information and Demographics
2. Candidate's Eligibility: Formal Education (waived for Pathway F candidates)
3. Candidate's Eligibility: Relevant Work Experience (waived for Pathway F candidates)
4. Candidate's Special Accommodation Needs for Testing, if any
5. Candidate's Affirmations

Candidate's Information and Demographics

In this section, you will indicate which Pathway (A through F) you are accessing for eligibility.

Note: *If you are qualifying under Pathway F as a current CPPO or CPPB certificant, you will upload a copy of your CPPO or CPPB certificate or a screenshot of your UPPCC database record. Make sure that the expiration date of the certification is displayed. Remember, you can only apply under Pathway F if your certification is current or the expiration date is within one year of your NIGP-CPP application date.*

You will either provide (or verify pre-populated data) concerning your personal and optional demographic information to include name, mailing address, email address, phone number.

Note: *NIGP uses a single sign-on database to integrate your member data and your learning data on Aspire (NIGP's Learning Management System) into the NIGP-CPP certification database. This means you only need to manage one login and one password to gain access to your NIGP member profile, your NIGP learning activities, and your NIGP-CPP certification record.*

Your member data will auto-populate your certification record at the time of application. You will be able to edit your data where needed but you won't need to rekey information that's already contained in your member profile, saving you time and effort. Name changes cannot be made by applicants. All name changes must be submitted to the NIGP-CPP Team at certification@nigp.org.

For NIGP-CPP candidates who do not have an NIGP account, they will initially create an account for continual access into their learning and certification records.

NIGP Membership at the Institute level is NOT required for certification. If you are not a member of NIGP, you will create a new login, password, and profile to enter your personal and demographic information. That same login and password will be used to access your certification record.

Candidate's Eligibility: Formal Education

Note: *If you are qualifying under Pathway F, you do not need to complete the formal education eligibility section.*

In this section, you will enter your highest educational level. If you are applying under Pathways A through D, you will also upload a PDF of your diploma or transcript showing the degree conferred and the date conferred. For Pathway B candidates, you will also upload a PDF of your graduate certificate from an accredited college/university. The document you upload needs to identify the type of degree or certificate, the date when it was conferred and the name of the educational institution that conferred the degree.

For Pathways A through D, all formal education must be attained from an accredited college or university.

- For United States institutions, please ensure that the educational institution is accredited by visiting the United States Department of Education's Database of Accredited Postsecondary Institutions and Programs at the following link:
<https://ope.ed.gov/dapip/#/home>

- For Canadian institutions, please ensure that the educational institution is accredited by the related provincial or territorial government by visiting the Canadian Information Centre for International Credentials (CICIC) as linked below:
https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada
- For all other international educational institutions, the institution offering the program should be accredited or similarly approved by a recognized regional, national, or international agency and you are **required to document such accreditation or approval when uploading the diploma.**

You do NOT need to upload any educational documents if you are qualifying under Pathway E.

Candidate's Eligibility: Full-Time, Relevant Work Experience

Note: *If you are qualifying under Pathway F, you do not need to complete the relevant work experience eligibility section.*

In this section, you will indicate which competencies you perform, or have performed throughout the last ten (10) years of your career. This is a critical section because NIGP's Certification Commission believes that years in a position do not necessarily prove the expertise of the individual. Instead, competency-based work experience is a better measure of one's ability and future success.

The amount of full-time, relevant work experience to be documented (measured in months) is determined by the specific Pathway you selected. For example, if you have earned a master's degree with a specified concentration in public administration, public policy, supply chain, procurement, or economics (Pathway A) you need to demonstrate relevant work experience over an aggregate period of 24 months.

These relevant work experiences will be documented online via an Experience Verification Section within the application. You will use one section to record each relevant work experience to be qualified. Additional sections are available to record each additional relevant work experience if you need to enter multiple job titles at the same or with multiple employers.

Within each section, you will enter:

- The Entity Name
- Qualifying Position Title
- Begin and End (or Current) Date of the Qualifying Period
- Total Months Qualified
- Name, Position Title, and Email of the Third-Party Verifier (Supervisor or HR Representative)

For work experience to be considered 'relevant' for eligibility:

- Each work experience must align with a minimum of 20 of the 43 competency statements identified in the NIGP-CPP exam content. Through your own self-assessment, you will check boxes to indicate that you have developed and performed these competencies within the related position title. There is no requirement to indicate the percentage of time you have performed the competency.

- Experience must be earned within the past ten years.
- Your information must also be independently verified either by your current or past direct supervisor or a Human Resources representative. We understand that, in some cases, these individuals are employed or retired from organizations that you previously worked for. However, their ability to verify your competencies is essential. **Please confer directly with your verifier to ensure he/she is aware of the information you provided and that they will be required to confirm your employment verification.**
- You will be asked to provide the name, job title, phone number, and email address for each person who will verify your experience so NIGP can send employment verification form(s) directly by email to the named employment verifier(s). In turn, these individuals will verify your relevant work experience, including your self-identified technical competencies, by signing and returning the form directly to NIGP via email. General or generic contact information will not be accepted. All verifications must be completed by the named verifier who is required to sign, verify, and return the employment verification form. The employment verification form is emailed to each named verifier from certification@nigp.org. There are no alternative means to verify employment.
- **Only one employment verifier may be named for each employment experience.** Prior to completing the application, it is **highly recommended** that you communicate directly with your employment verifier(s) to ensure that he/she is aware of the employment details you provided and that an employment verification form must be confirmed, signed, and returned electronically. The employment verification form requires verification of all employment experience details provided on the application, including job title, starting and ending dates, and all of the 20+ technical competencies you self-selected on your application.
- **If the employment verifier denies the employment experience or indicates that he/she cannot verify ALL of the employment details, then that employment experience is denied and cannot be used towards the minimum eligibility requirements. It is not possible to name another employment verifier if the initial employment verifier will not confirm and verify ALL information on the employment verification form.**
- **Employment verification denials and comments cannot be appealed.**
- **Since this step is essential for your application to move forward, it is highly recommended that you confer with those individuals who will verify your experience so there is agreement before you apply for your NIGP-CPP. They should also be alerted that an email from NIGP will be forthcoming. It is not uncommon to have emails detained or deleted through an organization's firewall. It is your responsibility to take proper steps to ensure these emails reach the intended recipients.**

There is no requirement to submit official or working position descriptions with your application, but it may be required during the assessment process.

There can be a break in service during circumstances where you held a position that does not qualify as relevant work experience.

Your application cannot move forward until the supervisor or HR representative returns the form to NIGP verifying your relevant work experience. The supervisor or HR representative has the right to disagree with, and/or disqualify any of your self-assessment entries. If this action causes your relevant work experience to fall below the 20-point minimum or requires the removal of this employment experience, NIGP staff will inform you of this situation and

give you the opportunity to add **new** employment experiences to your application. However, any denied employment experience will not be counted towards the minimum eligibility requirements

This exercise, while rigorous, takes the guesswork out of eligibility. NIGP is not looking for specific job titles or position descriptions as a gateway for eligibility because too often job titles do not adequately explain what you do on the job. The exercise relies on your own self-assessment of your roles and responsibilities, validated independently by your current and/or former supervisor or HR representative for each job position to be qualified, to affirm that your relevant work experience aligns with the key competencies assessed in the NIGP-CPP. Ultimately, you and your supervisor(s) know best whether you qualify for the exam.

Candidate's Special Accommodation Needs for Testing

The NIGP Certification Commission and its testing administrator comply with the Americans with Disabilities Act (ADA) and related Canadian and international laws and shall ensure no individual is deprived of the opportunity to take the certification examination solely by reason of a disability as defined under the ADA and similar laws. These rights extend to all NIGP-CPP applicants regardless of their residency. NIGP is also committed to ensuring that the validity, security, and integrity of the exams cannot be compromised by any approved accommodations.

Special accommodations are individualized and considered on a case-by-case basis through submission of the signed and completed Request for Special Accommodations Form (see Appendix G). Accommodations depend on the nature of the disability or medical or learning condition and the documentation provided. Accommodations will not be approved that alter the measurement of the knowledge and skills tested by the exam, that jeopardize test security and integrity, and that result in an undue burden to NIGP and the NIGP-CPP certification program.

Only NIGP-CPP certification staff have the authority to approve requests for special accommodations. No special accommodations will be considered or granted unless the required and completed *Special Accommodations Form* (Appendix G of this certification handbook) has been uploaded as a part of the online CPP application.

On the Special Accommodations section within the online application, candidates must mark “Yes” to the question regarding the need for special accommodations. **All candidates requesting special accommodations through the ADA must upload the signed and completed Special Accommodations Request Form as part of the online application.**

Please present the *Special Accommodations Request Form* to your licensed health care professional, who must be qualified to diagnose and treat your condition. Your licensed health care professional is required to:

- Provide the diagnosis
- The recommended accommodation(s) that explain how this diagnosis affects the candidate's ability to sit for the NIGP-CPP exam(s) under standard conditions
- The date you were last seen by this licensed health care professional – this date must be within one (1) year prior to your application date

The completed and signed *Request for Accommodations Form* and *Statement of Explanation* is uploaded as part of your application process. Please plan for additional time for the NIGP Certification staff to review your application and requested accommodations and determine

if any reasonable accommodations can be provided to you. Please apply at least 60 days prior to the starting date of your selected testing window. You should receive notification of approved accommodations within ten (10) business days after your application and completed form are submitted. If you are not satisfied with the decision of the NIGP Certification team, you may appeal its decision to the NIGP Certification Commission.

There are no extra fees charged by NIGP for any approved special accommodation.

If you fail to successfully complete your exam requirements during the effective dates of your application, you will be required to resubmit a new Special Accommodations Request Form with your new NIGP-CPP application.

Candidate's Affirmations

In this last section, all candidates are required to affirm/attest that they have read and will abide by:

- The NIGP-CPP Code of Ethics (see the appendix listing in this handbook)
- The NIGP-CPP Candidate's Statement of Accuracy, Veracity, and Truthfulness (see the appendix listing in this handbook)

Candidate's Payment of Fees, Test Period Scheduling, and Provisions for Refunds

- Once your online application is complete, please remit the \$150 **non-refundable** application fee. After this fee is paid, your application will be automatically submitted and all employment verification forms (if any) will be emailed to the named verifiers.
- For a complete list of fees, see Appendix D in this handbook. These fees are subject to change. NIGP will make every effort to publicly communicate fee revisions to the public procurement community prior to their effective date.

Application Review

Once your application is electronically submitted and all required employment verification forms (if any) are returned, your confidential, secure application is reviewed by the NIGP Certification Team. These are the only individuals who have access to your records. If you call NIGP's Customer Care Team or other NIGP employees for a status of your application, they will refer your query to the NIGP Certification Team.

Since the application is streamlined and requires minimal uploaded documentation, the NIGP Certification Team will strive to communicate the status of your application within fourteen (14) calendar days. A surge in applications may delay this process. The need for additional information or documentation may delay this process.

If your application is incomplete or is missing any required documents, the NIGP Certification Team will inform you of the pending status of your application and you will have up to sixty (60) calendar days from the date of notification to submit the additional documents before your application is rejected and your application fee is forfeited. If additional information is required and you confirm that you cannot provide the required documentation to verify eligibility, your application will be denied and your application fee is forfeited.

Application Decisions and Appeals

Typically, you should receive notification of your application within fourteen (14) calendar days. Once your application is approved, the NIGP Certification team will notify you, via email, that your application has been approved and you can register for a specific testing window. See Step 4 (Scheduling Your Exam) for details.

- If your application is rejected, you have the right to appeal the decision in accordance with the provisions outlined in this handbook. Your appeal must be received within a specific number of days after notification, as noted in the appeals section of this handbook.

Step 3: Preparing for Your Exam

Exam Format

The NIGP-CPP is a computer-based, modular exam. The advantage of a modular exam is that if you do not pass either of the modules, you would only need to retake the module for which you did not achieve a passing score. This should help reduce the total time you spend in retesting; plus, it will reduce your exam fees and hopefully, some of the stress and anxiety.

The Comprehensive NIGP-CPP Exam

The Comprehensive exam is a two-module (A and B), computer-based, multiple-choice exam. There is no requirement to take each module in a specific order. Each module consists of 80 questions; of these, 75 questions will be scored and the remaining 5 will be considered pretest questions which may be used in future exams. You will have two hours to complete each module.

You can schedule your two modules on the same date (two appointments for four hours total) if appointments are available or schedule them on separate dates. It's your choice. The only requirement is that you must successfully complete both modules within two years of the date of your application approval to earn your NIGP-CPP. You will have three (3) opportunities to pass both modules of the exam within the two-year application period.

The NIGP-CPP Bridge AVAILABLE THROUGH MAY 2024 TESTING ONLY

Pathway F candidates are only required to successfully complete Exam Module B through the May 2024 testing window. After May 2024 testing, ALL candidates - regardless of eligibility pathway - are required to successfully complete BOTH Module A and Module B to earn the NIGP-CPP certification. No exceptions will be granted.

Exam Module B includes 80 questions; of these, 75 are scored and the remaining 5 will be considered pretest questions which may be used in future exams. You will have two hours to complete the exam module.

Note: *Candidates who apply under Pathway F are only required to successfully complete Exam Module B through May 2024 testing. After May 2024 testing, ALL candidates are required to successfully complete BOTH Module A and Module B to earn the NIGP-CPP.*

You will have three (3) opportunities per Exam Module to successfully complete the exam requirements within your two-year application period.

Exam Content

The exam content is derived from the Practice Analysis research study.

A Practice Analysis Panel of senior practitioners and stakeholders developed the comprehensive Practice Analysis Survey tool and NIGP fielded the Panel's survey between August and September 2019. The survey received over 1,200 responses. The survey methodology assessed the frequency with which mid and executive level leaders in public procurement perform a range of responsibilities and the perceived importance of those responsibilities. The survey results validated the critical tasks professionals should be able to perform and the competencies needed to accomplish those tasks.

The data gleaned from this research informed the Commission on decisions related to eligibility for initial certification and recertification of exam content.

Note: *NIGP is currently an applicant seeking accreditation from the ANSI National Accreditation Board (ANAB). Please see page 9 for further information.*

The Practice Analysis concluded that the exam content should be anchored within the seven focus areas of the Public Procurement Competency Framework and based on a percentage weighting. This weighting reflects the range of responsibilities and the perceived importance of those responsibilities for mid and executive level managers. Forty-three key technical competency statements were determined for the exam. The NIGP-CPP exam questions will assess your ability to demonstrate competency aligned to those 43 competency statements.

Exam Module B (BRIDGE ONLY AVAILABLE THROUGH MAY 2024 TESTING)

Exam Module B includes the competency and knowledge statements that were not included in either the CPPO or CPPB exams when the gap analysis was performed in 2019 between the CPPO/CPPB and the new NIGP-CPP. The requirement to only successfully complete Exam Module B is through May 2024 testing only. **After May 2024 testing, ALL candidates – regardless of eligibility pathway – must successfully complete BOTH Exam Module A and Exam Module B.**

When the gap analysis between the CPPO, CPPB and NIGP-CPP was performed in 2019 by Subject Matter Experts, there were minimal differences in the technical skills and no differences in the knowledge statements between the CPPO and CPPB. Rather than creating two separate bridge exams, the NIGP Certification Commission decided to establish a single bridge exam for content not included in either the CPPO or the CPPB. This means that the NIGP-CPP exam may include a limited number of topics covered on the CPPO exam but not on the CPPB exam. And, because this gap analysis was performed in 2019, it will be required after May 2024 testing for ALL candidates to successfully complete BOTH Module A and Module B – regardless of eligibility pathway and application expiration date.

Generally, the 43 technical competency statements fall into two categories. Twenty (20) are similarly covered in the CPPO and/or CPPB exams and are therefore, excluded from the bridge exam. Twenty-three (23) were not covered in the CPPO and/or CPPB exams when the gap analysis was performed in 2019 and therefore form the basis of the bridge as follows:

NIGP-CPP Focus Area	# Competency Technical Statements	# Statements in Module A	% of Module A	# Statements Module B	% of Module B
Strategy	4	2	8%	2	12%
Policy, Legislation, Oversight	6	3	13%	3	17%
Planning & Analysis	5	4	17%	1	5%
Sourcing & Solicitation	6	5	27%	1	1%
Contract Administration	5	3	17%	2	5%
Leadership	11	2	11%	9	38%
Business Principles	6	1	7%	5	22%
	43	20	100%	23	100%

Exam Content: The 43 Competency Statements

The NIGP-CPP exam is based on the 43 competency statements listed below. The comprehensive exam covers all 43 competency statements within Module A and Module B. The weighting of the exam is based on the percentages shown below for each of the seven focus areas.

Exam Module B covers the 23 competency statements which had limited or no reference in the CPPO and CPPB exams. Candidates who are eligible for the NIGP-CPP via Pathway F are not required to take the Module A exam—through May 2024 testing only—since they have already demonstrated knowledge and skills in these areas. After May 2024 testing concludes, ALL candidates—regardless of eligibility pathway—will be required to successfully complete BOTH Exam Module A and Exam Module B. No exceptions will be granted.

The 23 competency statements for Module B are noted below.:

Competency Statements		
Strategy	■	Create procurement's strategic goals, objectives, and policies in alignment with the entity-wide strategic plan
Module A 8%	■	Choose and implement strategic improvements for the procurement function (<i>Module B</i>)
Module B 12%	■	Manage efficiency and effectiveness in achievement of procurement's mission
	■	Identify, evaluate, and implement social and environmentally sustainable procurement policies and other procurement priorities (<i>Module B</i>)
<hr/>		
Policy, Legislation and Program Oversight	■	Engage the legislative process to further procurement interests
Module A 13%	■	Ensure compliance with applicable rules and regulations from the various branches and levels of government
Module B 17%	■	Create, implement, and maintain fair, accessible, and transparent policies and procedures that align organizational behaviors, priorities, and professional procurement values
	■	Advise the entity on how to resolve procurement-related issues (<i>Module B</i>)
	■	Manage stakeholder expectations by communicating requirements, responsibilities, and outcomes (<i>Module B</i>)
	■	Create, lead, and provide holistic procurement program oversight (<i>Module B</i>)

Planning and Analysis

Module A 17%
Module B 5%

- Analyze information from multiple sources to create a procurement plan to meet the overall entity's goals
- Analyze current market trends and the impact on procurement planning
- Identify opportunities for strategic contracting initiatives (*Module B*)
- Use procurement priorities and best value considerations in addition to cost, price, and spend analysis methods to inform decisions
- Assess risk and implement appropriate risk management approaches

Sourcing and Solicitation

Module A 27%
Module B 1%

- Determine most advantageous sourcing, solicitation, and award method
- Determine the most favorable contract structure and content
- Manage all stages of the selection process (from receipt to award)
- Develop a negotiation strategy that maximizes advantages for all involved
- Manage a protest consistent with the law and the entity's policy
- Manage the issues distinct to international business (*Module B*)

Contract Administration

Module A 17%
Module B 5%

- Establish policies and procedures for contract administration
- Establish policies and procedures to promote acceptable contract performance
- Establish policies and procedures to address contract performance issues
- Ensure the efficiency and effectiveness of asset management, warehousing, and logistics programs (*Module B*)
- Recommend options to dispose of assets to maximize residual value (*Module B*)

Leadership

Module A 11%

Module B 38%

- Create and foster a professional, ethical culture
- Create policies and procedures to support an ethical workplace (*Module B*)
- Create a culture and system to foster continuous improvement (*Module B*)
- Provide procurement professional development opportunities (*Module B*)
- Provide educational opportunities related to procurement best practices to non-procurement professionals (*Bridge*)
- Engage stakeholders in development of entity key performance indicators to achieve change implementation (*Module B*)
- Communicate programs, policies, and procedures in support of entity's continuous advancement (*Module B*)
- Develop criteria for evaluation of internal and external relationships and procurement's performance (*Module B*)
- Align procurement change with entity goals (*Module B*)
- Recruit, hire, develop, retain, and promote procurement professionals
- Identify and address challenges and conflicts (*Module B*)

Business Principles and Operations

Module A 7%

Module B 22%

- Establish a continuous improvement plan (*Module B*)
- Identify how changes in global, national and regional economies will affect operations (*Module B*)
- Develop and manage a thriving and resilient workplace (*Module B*)
- Select and implement technology to further procurement goals
- Obtain and manage budgetary resources to further procurement goals (*Module B*)
- Develop and implement a communications plan to enhance the image of the procurement function (*Module B*)

Study Methods as You Prepare for Certification

NIGP offers a wide range of materials to help you prepare for the NIGP-CPP exam including a digital prep guide, an instructor-led prep course, a self-assessment tool, informal study groups, and mentoring support. These materials are featured on the NIGP Website under the Certification Tab. **The NIGP Customer Care team is available to provide assistance: (800) FOR-NIGP x0 (1-800-367-6447 x0)**

Step 4: Scheduling Your Exam

Scheduling Your Exam at a Testing Center

Once your application has been approved, the NIGP Certification Team will send you an approval notification via email which provides information on how to register for a specific testing window. As you consider your options, please consider the following:

- Once your application is approved, you have two years to successfully pass the exam (both modules A and B for Pathway A to E candidates and module B only for Pathway F candidates only through May 2024 testing). **All candidates are required to successfully complete both Module A and Module B after May 2024 testing concludes.** No exceptions will be granted.
- There are four testing windows each year – the full months of February, May, August, and November. Testing windows become available four (4) months prior the month. For example, the February testing window will become available the prior October.
- To register for a specific testing window, select to Add Exam for your preferred window on your certification record and remit the testing fee. For Pathway A through E candidates, you have the option to register and remit payment for both Module A and Module B at the same time or you may opt to register for the exam modules during different testing windows.

When you register, you must register for a specific testing window and a specified Exam Module. Once you register for a testing window and Exam Module(s) and remit the exam fee(s), you will receive your authorization-to-test email from NIGP's test administrator, Pearson VUE, within 24 to 48 business hours. One authorization-to-test email is sent to you for each registered Exam Module, and it is valid for the registered testing window and exam module only. These instructions will instruct you on how to schedule your specific exam appointment based on the following parameters: your registered testing window, available test dates and times during your testing period, and testing center locations. This activity places you on the List of Eligible Test Candidates.

The NIGP Certification Commission selected Pearson VUE, a leader in professional testing, because they offer the largest inventory of local and regional testing centers throughout North America. Pearson VUE can also accommodate global testing centers as the NIGP-CPP gains global recognition.

Despite Pearson VUE's large footprint in the test administration market, there is no guarantee that there will be an available 'seat' to take your computer-based exam on your preferred date and at your preferred location. Seats are available on a first come, first served basis. Each testing center sets its own available appointment schedules during these testing periods. Some testing centers may only be open during the weekday while others may be open on weekends. Further, some of these dates will fall within a holiday when the testing center may

not be open. Be prepared to consider alternative dates and testing centers. All scheduling and communications will occur online or via telephone directly with Pearson VUE. Pearson VUE will not address any questions related to eligibility requirements, fees, reference materials, test standards, or exam scores. Direct those questions to the NIGP Certification staff at certification@nigp.org.

If you submitted the Request for Special Accommodations Form with your application and received approved special accommodations, those requirements will be communicated to Pearson VUE by the NIGP certification team when your confidential candidate record is transmitted to them by NIGP. **No special accommodations will be considered or granted if the required Request for Special Accommodations Form was not submitted at the time of application.**

Once your exam appointment has been scheduled through Pearson VUE, they will send you an appointment confirmation email. Please be sure to retain your appointment confirmation email(s)!

Step 5: Taking Your Exam

NIGP manages multiple versions of each exam – referred to as test forms. Do not expect to see the same exam questions if you need to retake an exam module.

What to Expect at the Testing Center

Detailed instructions will be provided to you by Pearson VUE once your test has been scheduled.

Please be aware of the rigorous requirements at the testing center to ensure security and integrity of the testing process:

- When you check-in to the testing center, a digital photograph of you will be taken, and you will be required to give an electronic signature and a palm vein capture for identity verification and security within the test center.
- You will be required to present two (2) valid forms of identification. One form of identification must be a valid government issued photo identification card. The second must be an identification card displaying your signature. **The first and last names on your identifications must exactly match the first and last names on your testing appointment confirmation email or you will not be allowed to test.** If these names do not match, please contact the NIGP Certification Team immediately to update your record. It takes up to 72 business hours for all name changes to become effective in Pearson VUE's system. If you do not allow enough time for the name change to be complete or if the first and last names on your valid forms of identification do not match the name on your Pearson VUE account, you will not be allowed to test and your testing fee will be forfeited and you will be marked a No Show. A new \$100 testing fee will be required for you to register again for testing.
- You will be required to sign a Professional and Regulatory Candidate Rules Agreement.

- You may not take any personal property into the testing room. This includes, but not limited to, mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, pencils, books, or notes.
- Testing center personnel may inspect clothing such as hoodies, jackets, sleeves, cuffs, scarves, eyeglasses, etc.
- You must store all your personal items in a secure area (a locker) and you may not access these belongings during your test. If you refuse to store your personal items, you will not be able to test and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.
- You may not take water or food into the testing room.
- If you require a restroom break, the two-hour period allowed for the exam will continue uninterrupted.

Special Accommodations

If you submitted the Request for Special Accommodations Form with your online application, any approved accommodations will be provided to you by NIGP certification staff and communicated to Pearson VUE by the NIGP certification staff. You will also receive an authorization-to-test email with the specified accommodations and specific instructions for you to follow to schedule your testing appointment with the approved accommodations.

You will not be provided special accommodations at the testing center if you failed to submit the required Special Accommodations Request Form as a part of your application.

Inclement Weather, Emergencies and Disruptions

In the event of inclement weather, or a local or national emergency, or other disruptions such as power outages and internet interruptions on the day of the examination, the assigned Pearson VUE testing center will notify you that the center is closed, and your appointment is cancelled. If you do not hear from the testing center under these circumstances, you should contact the center to confirm if they are open. Under these circumstances, Pearson VUE will work with you directly to reschedule the exam. There is no penalty for cancelled exams due to inclement weather, local/national emergencies, or technical issues at the test center.

Exam Rescheduling

You can reschedule your exam within your registered testing window with no penalty up to twenty-four (24) hours in advance of your existing appointment date and time. ***You must cancel your appointment online through your Pearson VUE record. NIGP-CPP staff and Pearson VUE staff cannot cancel your appointment. This can only be done through your online Pearson VUE record with more than 24 hours notice before your appointment date and time.***

If you need to reschedule your exam for a future testing period (also known as a transfer), you will need to (1) cancel your exam at least twenty-four (24) hours prior to your appointment date and time directly through your online Pearson VUE record and then (2) contact the NIGP certification staff for options on a new testing period. A \$50 transfer fee is assessed which is defined in Appendix D.

If you fail to reschedule your exam with more than twenty-four (24) hours notice or if you fail to appear for your appointment, your exam fee will be forfeited and not refunded. This will require you to pay another \$100 exam fee to NIGP before your exam can be scheduled.

Personal Emergencies

If you experience a personal or medical emergency within 24 hours of your appointment date and time, you can request special considerations as noted below.

Personal emergencies include:

- Emergency hospitalization, either the candidate or an immediate family member (spouse, domestic partner, child, parent, etc.)
- Death in the immediate family
- Disabling traffic accident

In these situations, you must submit written notification and supporting documentation to the NIGP certification staff within seven (7) calendar days following the scheduled testing appointment date and time if you wish to request to have the exam fees transferred to a future exam date.

The NIGP certification staff will assess your request and may require additional documentation. A decision should be rendered within fourteen (14) calendar days from receipt of your request.

If approved, you will be able to schedule a future date for your exam with no penalties and you will not incur additional fees. NIGP will cover your fees that are to be paid to the testing center. If not approved, you may appeal the staff decision in accordance with the appeals process contained in this handbook.

Exam Scores, Retesting and Withdrawal

Passing the Exam

The NIGP Certification Commission has established a Standards Setting Panel that participates in the standard setting process overseen by NIGP's testing and measurement contractor and recommends a passing score to the NIGP Certification Commission. All NIGP- CPP exams have passing scores determined by sound psychometric analyses. The NIGP Certification Commission, in conjunction with its Standards Setting Panel and its test administrator, will review data and analyses to determine the passing score. Each scored question is worth one point, and your final score is calculated by the number of points earned on the exam.

Your passing or failing exam score is based on the number of questions that you answered correctly on the exam. To pass the exam, each candidate must correctly answer a minimum number of questions. Individuals who correctly answer the minimum number of questions or higher will receive a passing score. Those individuals who do not correctly answer the minimum of questions will receive a failing score.

The Official Score Report will include::

- Pass or Fail status
- For unsuccessful results, diagnostic information on your performance within each of the seven focus areas in the Public Procurement Competency Framework, indicating a percentage of questions answered correctly.
- For successful candidates, only the passing result will be provided. Further diagnostic information is not provided.
- The score report provided at the testing center is the Official Score Report.
- If appealing your test result, the appellant must submit the written appeal and documentation within thirty (30) calendar days following the date of the written decision. **The Official Score Report is the written decision.**

The Official Score Report will NOT include:

- Specific information about the exact number of questions answered correctly.
- Specific information related to the exam questions that were or were not answered correctly. Consistent with exam security policies, exam questions will not be shared with any candidate as a part of the score report.
- Specific recommendations of what to study for future retesting.

If the testing center does not provide your Official Score Report, please contact the NIGP certification staff immediately at certification@nigp.org. The staff will then work with Pearson VUE to obtain your Official Score Report.

It is the intent of the NIGP Certification Commission to provide you with your Official Score Report at the end of the computer-based exam so you immediately know if you passed the exam module.

However, when a new test form is developed, the Standards-Setting Panel will need to meet to review the analytical data captured during the pilot exams to recommend any adjustments to the scoring process. For this reason, test results for a new test form are not automatically released to the candidate. The NIGP Certification Commission will strive to release test results within six (6) weeks after the testing period is completed.

Appeals of Test Scores

You cannot appeal a failing score due to concerns about test questions. NIGP conducts ongoing examination analyses to identify and resolve issues with test questions.

Retesting

If you are not successful in passing your initial exam, you will have two (2) additional opportunities per exam module to retake the exam within the two-year period before your current application expires. If you exhaust these three opportunities, you must wait until your current application expires before reapplying for your NIGP-CPP as a new candidate.

When rescheduling your exam, you must wait until at least the next testing period. Each exam module may be attempted only once per testing window. You will be required to pay the exam fees for retesting.

The NIGP-CPP exam is in two modules – Module A and Module B. Please remember that exam scores are separated by module. If you earn a passing score for one of the modules and a failing score for the other, you will only need to retake the entire module for which you did not receive a passing score. You will be required to retake the entire exam module. You will also only need to pay the exam fee for the module you need to retest.

Program Withdrawal

If you decide to withdraw from the program, you must cancel your scheduled appointment through your Pearson VUE account AND you must contact the NIGP Certification Team BEFORE your initial registered testing window ends.

If your appointment has been cancelled and your request is received by the NIGP Certification Team BEFORE your initial registered testing window ends, the testing fee paid for the initial testing window will be refunded.

If the initial testing window has ended, a refund of the testing fee will not be granted. All paid transfer fees are non-refundable.



Maintaining your certification through Recertification Process

Congratulations!

You have earned the prestigious NIGP-CPP certification as a mid to executive level leader in your organization. This achievement distinguishes you as an influential leader in our profession.

By signing your NIGP-CPP application, you have given NIGP permission to publicize your name as a NIGP-CPP certificant and promote your achievement.

You are able to obtain a digital copy of your NIGP-CPP certificate on a 24/7 basis via the NIGP-CPP database system. You simply download a PDF of your certificate for framing or documentation. NIGP will also mail a hard-copy certificate to you four weeks after the testing window concludes if automated scoring is available during your testing window. Please be sure that your mailing address is correct in your NIGP-CPP database record before your registered testing window ends.

You will also receive a NIGP-CPP digital badge that will be available through Aspire and transferrable to any social platform you desire.

Please note that the NIGP-CPP is trademarked as a brand and logo owned by the NIGP Certification Commission. Individuals earning the NIGP-CPP certification are granted a non-exclusive, non-transferable, limited, revocable, royalty-free license to use, reproduce or display the NIGP-CPP marks for their professional use. This license shall not be conveyed to another party without the expressed, written consent of the Commission.

Further, the license is extended to the individual only during the effective date of the certification or recertification. If the individual fails to maintain his/her certification and the certification lapses, or if the certification is revoked by the NIGP Certification Commission, the individual shall remove the NIGP-CPP brand from his/her name and from all related references including, but not limited to, business cards, correspondence, signatures, official letterhead, and social media.

The NIGP Certification Commission retains ownership of all NIGP-CPP printed certificates, digital certificates, and digital badges. The NIGP Certification Commission retains the right to revoke or cancel any NIGP-CPP certificate or digital badge if the individual fails to maintain his/her certification and the certification lapses or if the certification is revoked by the NIGP Certification Commission.

Keep in mind that professional certification is a milestone in your career that requires life-long learning as you continue employment. Therefore, the NIGP Certification Commission has established a recertification process that requires you to recertify every three (3) years to retain your certification.

Recertification Requirements

During the effective period of your current certification, you must earn a minimum of 36 contact hours (also referred to as Continuing Education Hours or CEHs) to recertify your NIGP-CPP certification for an additional three years.

You are not required to remain employed in the procurement profession at the time of recertification, but you must confirm adherence to the NIGP-CPP Code of Ethics, complete the Recertification Application, and pay the recertification fee.

Earning Continuing Education Hours

The purpose of NIGP-CPP recertification is to ensure that you remain current on best practices and trends and are committed to continuing learning in procurement content.. Therefore, while the Commission values volunteer leadership and service to the profession, contact hours are limited to continuing education.

Continuing education includes developing or delivering public procurement content. You can optionally earn up to 25% of your contact hours as a developer or deliverer of public procurement content.

The start date(s) of activities claimed for contact hours must fall within the effective period of your certification, and the ending date must fall on or before your three-year cycle expiration date.

Generally, continuing education hours must be earned through learning that relates specifically to NIGP-CPP content outline and/or the Public Procurement Competency Framework (PPCF).

The NIGP Certification Commission will not prescribe or pre-approve specific subjects. However, the Commission has developed a streamlined Authorized Education Provider Program (AEPP) to achieve the following objectives:

- Provide standards on what types of educational activities are recognized by the Commission for the purpose of earning Authorized Continuing Education Hours (CEHs) towards NIGP-CPP recertification.
- Recognize educational providers who meet these standards and are therefore eligible to use the program's brands.
- Provide reasonable assurances to a NIGP-CPP certificant that his/her educational activities will result in CEHs for recertification.

An education provider is not required to be a designated Authorized Education Provider to have its education programs qualify for continuing education hours by the Commission.

Continuing Education Standards

The NIGP Certification Commission has established standards for continuing education by recognizing two types of educational offerings for recertification contact hours:

1. Courses, Workshops, and Webinars
 - A. By definition, courses, workshops, and webinars are structured on a pre-established number of education hours/minutes from beginning to end and the participant attends the entire event.
 - B. The course may be delivered in various modalities: in-person, virtual instructor-led, self-paced or pre-recorded (on-demand), or a combination of these modalities. Workshops may be delivered in-person or virtual instructor-led.
 - C. The course or workshop shall align with one or more of the competency statements covered in the NIGP-CPP exams; as may be revised by the NIGP Certification Commission from time to time.

2. Conferences

A. By definition, conferences are structured on a pre-established number of days and a maximum number of hours with the understanding that the learner may elect not to attend all of the scheduled learning activities and therefore earns education contact hours only for those activities for which he/she participated.

B. The learning may be delivered in various modalities: in-person, virtually, or pre-recorded sessions.

C. Continuing Education Hours for conferences can apply to the following activities:

- (1) General keynote and plenary sessions featuring speakers or panels providing content relevant to the public procurement profession
- (2) Workshops and breakout/concurrent sessions that include learning objectives and outcomes
- (3) Formal, scheduled information exchange networking sessions relevant to the public procurement profession
- (4) Learning exchanges with suppliers within a products exposition/trade show setting (limited to a maximum of 2 hours) relevant to the public procurement profession

D. Continuing Education Hours CANNOT be applied to the following activities:

- (1) Meals and social activities
- (2) Business meetings
- (3) Awards programs
- (4) Informal networking
- (5) Breaks

The NIGP Certification staff will seek clarification from you if there is a contact hour activity that does not appear to relate to the content outline or the PPCF.

When to Apply for Recertification

Recertification is an online process. You can apply for recertification any time during the three-year cycle. However, your online application must be submitted before the expiration date of your current certification period. It is recommended that you apply for recertification within three (3) months of your upcoming certification expiration deadline.

Regardless of when you recertify, your certification period will remain the same. For example, if your current certification covers the period of July 1, 2020 to June 30, 2023, you can recertify any time in that cycle with the understanding that your next certification will cover the period of July 1, 2023 to June 30, 2026 (the next three-year period).

Through the recertification process, you will upload documents that support your contact hour earnings. NIGP will automatically upload all contact hours you have earned through Aspire, NIGP's Learning Management System into your individualized NIGP-CPP record. This includes NIGP webinars, seminars, certificate programs, and virtual conferences. Your participation at the 2023 and later NIGP Forum and NIGP Leadership Summit will be included on your Recertification Application, but you will be required to calculate your earned CEHs strictly by your participation in sessions and then to upload documentation for 2023 and later NIGP Forum and NIGP Leadership Summit. You can also manually enter additional contact hours earned outside of NIGP, such as Chapter learning events, by accessing your

online NIGP-CPP portal at any time during your three-year certification cycle. We welcome learning that is provided by our NIGP chapter affiliates, our collegial associations, educational institutions and training providers.

Extended Certification Periods

If you determine that you will be unable to earn the 36 contact hours during the certification period due to extenuating circumstances, you can request to have your current certification period extended if you meet the required extenuating circumstances. Your request needs to be submitted to NIGP prior to the last day of your certification period. Refer to *Section F: Extenuating Provisions* in this handbook.

Expired Certification

While NIGP will send you communications six (6) and three (3) months prior to your NIGP-CPP expiration, it is your responsibility to ensure that your certification remains current. There is ample opportunity, during your certification period, to request an extension of your certification period due to extenuating circumstances. Therefore, if you fail to submit your recertification credentials before your current certification expires:

- Your certification as a NIGP-CPP ends on your certification expiration date.
- If your NIGP-CPP is expired, you will not be included in the Online Directory of NIGP-CPPs or on any NIGP-CPP listings, and verification as a NIGP-CPP cannot be requested. Also, you cannot promote yourself as NIGP-CPP certified on social media, business cards, employment applications, or any other platform.
- The NIGP certification staff will also only verify certification for current NIGP-CPP certificants. If your NIGP-CPP expires, the NIGP certification staff will not verify expired certification details for any reason, including employment application requests.

Reinstatement of the NIGP-CPP within one year of your expiration date

- You will be able to reinstate your certification within one (1) year of the expiration date of your current certification by documenting that you earned the required 36 or more CEHs during your specific three-year certification cycle and by remitting a \$50 penalty in addition to the recertification fee. On the Recertification Application, you will be required to report 36 or more accepted CEHs earned during the specific three-year cycle dates. If your recertification application is approved, the beginning date of your next certification period will revert to the expiration date of your last certification period.
- If you wish to reinstate your certification, you cannot report CEHs earned outside the three-year certification period. For example, if your three-year certification cycle runs from 3/1/2023 – 2/28/2026, all CEHs must be earned between 3/1/2023 – 2/28/2026 even if you are applying to reinstate your NIGP-CPP.
- You will not be able to reinstate your certificate if your NIGP-CPP expiration date is greater than one year. This will require you to reapply as a new NIGP-CPP applicant, including remitting all application and testing fees and submitting a new online application with all documentation and employment verifications (if any) and successfully completing all exam requirements.

Lifetime Certification

The NIGP Certification Commission does not support a lifetime certification program. A lifetime program allows a professional to obtain a lifetime certification after a prescribed number of years of experience without the requirements for additional learning, even though the professional is still actively employed.

The Commission believes that a professional should continue to develop competencies and skills and keep current on trends and best practices while actively employed.

NIGP-CPP Retired Status

The NIGP Certification Commission offers the NIGP-CPP Retired status to any current NIGP-CPP certificant who is fully retired from active practice in the profession, including part-time work, consulting, instructing, or independent contracting in the procurement field. Any current NIGP-CPP who requests and is approved for the NIGP-CPP Retired status must use the title NIGP-CPP Retired or the acronym NIGP- CPP Ret. to designate they are not active NIGP-CPP certification holders.

To apply online for the NIGP-CPP Retired status, you must apply during the effective period of your current certification three-year cycle. The NIGP-CPP Retired status may not be requested by any individual after his/her certification expiration date.

Please note that a NIGP-CPP Retired person is not a current NIGP-CPP certificant and is not required to recertify once the NIGP-CPP Retired status is obtained. There will also be a separate listing of all those with the NIGP-CPP Retired status to differentiate between those individuals who are current NIGP-CPP certificants.

Please contact the NIGP certification staff at certification@nigp.org to request the NIGP-CPP Retired Status application in time to submit the application and documents BEFORE your certification expiration date. Documentation of full retirement will be required, and the application will require the individual to sign the NIGP Code of Ethics and the NIGP-CPP Retired status declaration statements, verifying that all active practice has been concluded.

If an individual has obtained the NIGP-CPP Retired status, he/she may opt to return to full NIGP-CPP certification within one year from the NIGP-CPP Retired status date. The NIGP-CPP Retired person must remit the recertification fee and submit the completed recertification application to verify that he/she could have recertified during the recertification period. After one year, the only way to become a current NIGP-CPP would be to apply as a new candidate, remit all application and testing fees, and successfully complete all examination requirements.

Recertification Fees

Recertification (every three years)

- \$125

NIGP-CPP Retired status

- \$75 once – at the time that the NIGP-CPP Retired status application is submitted.

Expired Certification (within one year of the certification expiration date)

- \$50 Expired Certification fee plus regular recertification fee.

These fees are subject to change. NIGP will make every effort to publicly communicate fee revisions to the public procurement community prior to their effective date.

Extenuating Provisions

We realize that unforeseen circumstances may alter your timelines for attaining your NIGP-CPP certification through the application period or retaining your NIGP-CPP through the recertification process. We also realize that it is in everyone's best interest to provide you with options so you can attend to these unforeseen circumstances and eventually return to the workplace as a productive contributor to your organization.

Therefore, the Commission has developed a process through which the expiration dates of your application or recertification can be extended for a defined period of not more than six (6) months when you are experiencing difficulties.

The extension will be dependent on the circumstances which impact your ability to participate in learning activities. The following circumstances may generally qualify for an extension:

- Medical leave of absence for you or as a caregiver
- Parental leave for you or as a caregiver
- Loss of job due to layoffs or reductions in force
- Military service that requires you to take leave from your current job

Circumstances that typically will not qualify for an extension include:

- Increased workloads with your organization
- Temporary assignment within your organization
- Vacations and travel

The NIGP Certification Commission will consider other circumstances not listed above and will treat every request with compassion and consistency.

To be considered for an extension period, you must submit a Request for Extension form (Appendix H in this Handbook)) prior to the expiration of your current application or certification. You must provide details that document and justify your requested extension, not to exceed six (6) months from the date that the extension is approved. Documentation is required and should include support that can be verified by a third party.

Your request will be reviewed by the NIGP Certification staff and a determination will be made within fourteen (14) calendar days.

- If your application period is extended, your application record will be updated with the revised expiration date.
- If your certification period is extended, your certification record will be updated and your revised certificate, located on Aspire, will reflect the revised effective dates.

If your request is denied by the Certification staff, you will have the right to appeal the decision in accordance with Section G of this handbook.

Appeals, Suspensions and Revocations

Appeals

An appeal is a formal request made by an individual (hereinafter referred to as “appellant”) who is either seeking or retaining a credential administered by the NIGP Certification Commission and is requesting special consideration regarding a specific decision made by the NIGP Certification Commission or its representatives.

Appealable decisions include those made regarding application denial, certification attainment, recertification attainment, and suspension or revocation decisions.

Decisions not appealable include a failing score due to concerns about test questions and employment verification denial(s) by your employment verifier(s). NIGP conducts ongoing examination analyses to identify and resolve issues with test questions. NIGP will not allow the appeal of any employment verification denial(s) or comments provided by your employment verifier(s).

Appeal Submission

Within thirty (30) calendar days following the date of the written decision or Official Score Report, the appellant must submit written documentation that:

1. Identifies the decision that is subject to the appeal
2. States the reason(s) for the appeal
3. Provides the appellant’s contact information

The submission may also include additional material in support of the appeal.

Appeals and any supporting documentation shall be sent to the Chair of the NIGP Certification Commission.

No appeal shall be considered if it is received more than thirty (30) calendar days after the date of the written decision or Official Score Report.

First Level Appeal Review and Determination

1. The Chair of the NIGP Certification Commission shall appoint three (3) members of the NIGP Certification Commission who do not have an actual or apparent conflict of interest with the appellant to the Initial Appeal Review Team for the purpose of deliberating the merits of the appeal.
2. If the initial appeal does not include the information needed, the Chair or his/her designee shall notify the appellant that he/she has fourteen (14) calendar days to provide the additional information. If the appellant fails to meet this timeline, the Chair will inform the appellant that his/her appeal period has lapsed.
3. The Initial Appeal Review Team shall complete its review within fourteen (14) calendar days of the date of the initial appeal and shall determine, by majority vote, its decision which shall be communicated, in writing, to the appellant.

Second Level of Appeal and Determination

1. If the appellant is not satisfied with the decision, he/she has the right to elevate the appeal to the full NIGP Certification Commission within thirty (30) calendar days following the date of the written Initial Appeal Review determination.
2. Any member of the Certification Commission who has an actual or apparent conflict of interest with the appellant shall disclose this conflict and recuse himself/herself from the deliberations.
3. The Commission shall deliberate the merits of the appeal and determine, by majority vote, its decision which shall be communicated, in writing, to the appellant within thirty (30) calendar days following the date of the written second level of appeal submitted by the appellant.

Final Level of Appeal and Determination

1. If the appellant remains unsatisfied with the decision, he/she has the right to elevate the final appeal to the Appeals Panel within thirty (30) calendar days following the date of the written Second Level Appeal Review determination.
2. The Final Appeals Panel will consist of five current NIGP-CPP certificants who are not members of the NIGP Certification Commission, the NIGP Governing Board, or any NIGP Committees or Task Forces. The Final Appeals Panel will be appointment by the Certification Commission Chair.
3. Any member of the Final Appeals Panel who has an actual or apparent conflict of interest shall disclose this conflict and recuse himself/herself from the deliberations.
4. The Final Appeals Panel shall deliberate the merits of the appeal and determine, by majority vote, its decision which shall be communicated, in writing, to the appellant within thirty (30) calendar days following the date of the final level of appeal submitted by the appellant.
5. The decision of the Final Appeals Panel shall be final and binding.

Suspensions and Revocations

1. Any individual who can objectively show cause for the suspension or revocation of the NIGP-CPP certification from a current holder may petition the NIGP Certification Commission.

Causes may include:

- a. Failure to adhere to the professional standards of NIGP
 - b. Failure to adhere to the NIGP Certification program's Code of Ethics
 - c. Failure to adhere to the Candidate's Statement of Accuracy, Veracity and Truthfulness
2. The individual shall submit written documentation that demonstrates cause for suspension or revocation. Said documents shall be sent to the Chair of the NIGP Certification Commission for examination of the written complaint.
 3. If further consideration is warranted, the Chair shall confidentially submit said documentation to the NIGP Certification Commission members for deliberation.
 4. If the NIGP Certification Commission decides, by majority vote, to pursue suspension or revocation, the affected party is entitled to a hearing conducted by the NIGP Certification Commission to be held in a manner mutually acceptable to all parties. The affected party may waive this right in writing.
 5. Following the hearing, or subsequent to a written notice from the affected party waiving his/her rights for a hearing, the NIGP Certification Commission shall determine its course of action. Such action requires a two-thirds (2/3) vote of the entire Commission. The decision shall be communicated in writing to the affected party; and such decision shall be final and binding.

Complaints

Complaints

A formal complaint is made by an individual (hereinafter referred to as “complainant”) who is seeking special consideration regarding the NIGP-CPP certification program, exam administration, personnel, other elements of the certification program, certificants, or candidates. Only formal complaints are considered. Dissatisfaction based on hearsay, anonymous, and informal complaints shall not be considered.

Complaints or appeals regarding a failing score due to concerns about test questions and employment verification denial(s) by your employment verifier(s) will not be considered. NIGP conducts ongoing examination analyses to identify and resolve issues with test questions. NIGP will not allow a formal complaint about or a formal appeal of any employment verification denial(s) or comments provided by your employment verifier(s).

Complaints about the Certification Program

If you have a concern regarding the NIGP-CPP certification, exam administration, personnel, or other elements of the certification program, you are encouraged to address concerns with the NIGP-CPP Team to try to resolve the matter informally. However, if informal resolution is not possible, you may choose to file a formal complaint.

In the case of formal complaints related to exam administration, a formal complaint must be submitted within two (2) weeks after the applicable exam administration. All other formal complaints must be submitted in writing to the NIGP Certification Commission Chair and/or the NIGP Director of Certification within 30 days of the incident’s occurrence. All formal complaints must include substantiating documentation.

Dissatisfaction based on hearsay shall not be considered as a complaint. Anonymous and informal complaints shall not be considered.

Complaints Against Certificants or Candidates

The NIGP Certification Commission was established as the autonomous certification body for the evaluation of individuals who wish to attain the NIGP Certified Procurement Professional (NIGP-CPP) certification.

Those certified (referred to as “certificants”) have successfully completed the required certification process, which includes applying for and successfully completing the examination requirements for the NIGP-CPP program. NIGP-CPP applicants attest to the *NIGP Code of Ethics* and the *Candidate Statements of Accuracy, Veracity, and Truthfulness (hereinafter referred to as Candidate Statements)*. The Code of Ethics and Candidate Statements must be signed and attested to by all NIGP-CPP applicants at the time of application and by all NIGP-CPP certificants at the time of recertification.

Successful candidates are granted certification by the NIGP Certification Commission and the use of NIGP-CPP as the formal certification mark. In order to maintain and ensure the credibility of the NIGP-CPP program, these procedures are established to allow consumers and others to bring complaints concerning certificants’ conduct to the NIGP Certification Commission. In the event of a violation of the *NIGP Code of Ethics or Candidate Statements* or other conduct warranting disciplinary action under these Procedures, the NIGP Certification Commission may reprimand or suspend the individual’s application, or revoke the certificant’s certification. Candidates who submitted an application for certification and agreed to the

NIGP Code of Ethics and Candidate Statements of Accuracy, Veracity, and Truthfulness are also held to the same standard and are eligible for disciplinary action under this policy. The grounds for disciplinary action under these Procedures also include:

- Violating the *NIGP Code of Ethics or Candidate Statements* or failing to comply with the NIGP-CPP certification requirements
- Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, professional procurement
- Gross negligence or willful misconduct in the performance of professional procurement services, or other unethical or unprofessional conduct based on demonstrable violations of the *NIGP Code of Ethics*.
- Fraud or misrepresentation in the application or maintenance of professional certification

A formal complaint must be submitted in writing to the NIGP Certification Commission Chair and/or the NIGP Director of Certification within 30 days of the incident's occurrence. The formal complaint must include substantiating documentation.

Dissatisfaction based on hearsay shall not be considered as a complaint. Anonymous and informal complaints shall not be considered.

Formal Complaint Policies:

- A formal complaint must be submitted in writing to the NIGP Certification Commission Chair and/or the NIGP Director of Certification within 30 days of the incident's occurrence. Formal complaints submitted late will not be considered.
- The formal complaint must include substantiating documentation.
- In the case of formal complaints related to exam administration, those must be submitted in writing within 2 weeks after the applicable exam administration. Formal complaints submitted late will not be considered.
- The formal complaint and documentation may be mailed or e-mailed.
- The submission must include sufficient objective evidence to substantiate the claim(s) and allow for a decision to be made and the appropriate action to be taken.

Formal Complaint Submission Requirements:

- Statement confirming that this is a formal Complaint with supporting documentation.
- Identify the issue that is the subject of the complaint.
- State the reason(s) for the complaint.
- Provide the complainant's contact information.
- Provide the name and contact information for the subject of the complaint.
- Include additional documentation in support of the complaint.

Formal Complaint Review Processes:

- Upon receipt of a formal complaint and supporting documentation received, the Director of Certification and/or the Certification Commission Chair will confirm receipt to the complainant.
- The Certification Commission Chair shall serve as the first level of complaint consideration to determine its validity. He or she shall investigate the circumstances of any valid complaint and determine and implement corrective action.
- The Certification Commission Chair may choose to escalate the formal complaint to the Grievance Panel for review.
- If the formal complaint is to be escalated to the Grievance Panel, the Grievance Panel will be notified. The formal complaint shall be reviewed by the Appeals Panel within a period of not longer than 30 days.
- The Certification Commission Chair shall communicate the resolution to the complainant within a period of no longer than 30 days.

The determination of the Certification Commission or the Grievance Panel to a formal complaint is appealable and the Appeals policy shall apply.

All formal complaints and dispositions shall be recorded in the Complaints Register, which shall be maintained by the Director of Certification and the NIGP-CPP Team. The Complaints Register shall be reviewed periodically, at a minimum as part of the internal audit of the complaints policies and procedures, to identify the need for corrective or preventive action.

All Complaints

The NIGP Certification Commission ensures that information concerning the complaint process is available to consumers and the public without request through inclusion in the online NIGP-CPP Certification Handbook. These procedures and policies apply to all formal complaints received about the conduct of a NIGP-CPP applicant, candidate, or certificant. All complaints and related documentation shall be dealt with in a strictly confidential manner.

It should be emphasized that actions taken under these procedures do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made about the conduct of the certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken. Commercial disputes are not considered under these procedures.

Code of Conduct

Candidates for the NIGP-CPP Certification are expected to comply with, and affirm, the NIGP Code of Ethics.

Candidates are also expected to affirm the accuracy, veracity, and truthfulness of their application as a NIGP-CPP candidate and certificant.

These two affirmations, included in this Handbook as appendices, are required to be electronically 'signed' during the application process.

Appendices

Appendix A

Acknowledgments and Gratitude

NIGP is grateful for its many volunteer leaders who dedicated their passions, talents and countless hours steering the direction of the NIGP-CPP towards recognition as a highly respected certification program for mid to senior level leaders.

Sixty-seven volunteers served as strategists, thought leaders, subject matter experts and stakeholders to bring the NIGP-CPP to our public procurement community. It truly took a village!

With appreciation, we salute the following leaders:

NIGP Governing Board (2018 to 2020)

Taylor V. Adams, CPPO
Director of Economic Development
City of Virginia Beach, VA

Jack Adger, NIGP-CPP, CPPO, CPPB
Assistant Purchasing Agent
Harris County Medical Division, TX

Michael E. Bevis, JD, NIGP-CPP, CPPO, CPSM, CPM
Chief Procurement Officer
City of Norfolk, VA

Don Buffum, FNIGP, NIGP-CPP, CPPO
Executive Director, Procurement & Contracts
Mississippi State University, MS

Jeff Cobb
Co-Founder and Director
Tagoras, NC

Keith K. Glatz, NIGP-CPP, CPPO
Purchasing & Contracts Manager
City of Tamarac, FL

Cheral A. Manke, NIGP-CPP, CPPO, CPPB
Marketing & Relationship Manager
Washington State Department of Enterprise Services, WA

Carrie F. Mathes, NIGP-CPP, CPPO, APP, CPPB, C.P.M., CFCEM, MPA
Procurement Manager
Orange County, FL

Molly McLoughlin, NIGP-CPP, CPPO, CPPB
Director, Facilities
Boulder Valley School District, CO

Mike Mucha
Deputy Executive Director
Government Finance Officers Association, IL

Stephanie Osborn
Senior Executive and Director, Finance & Operations
National League of Cities, DC

Kate M. Rotella, NIGP-CPP, CPPO, MPA
Purchasing Manager
Capitol Region Education Council, CT

William Shields
Executive Director
American Society for Public Administration, DC

Miriam Singer, CPPO
Chief Procurement Officer
County of Santa Clara, CA

Jon M. Walton, JD, NIGP-CPP, CPPO, CPPB, CPM
Contracts Officer
Oregon Business Development Department, OR

NIGP Certification Commission (2018 to 2020)

Mohamad G. Alkadry, PhD
*Professor and Public Policy Department
Head*
University of Connecticut

Carl Bonitto, CSCMP
*Manager of Purchasing and Risk
Management Services*
Northumberland County, ON

David M. Billingsley, CPSM, C.P.M.
Chief Procurement Officer
City of Orlando, FL
*Representing the Florida Association of
Public Procurement Officials (FAPPO)*

Sean Carroll, NIGP-CPP, CPPO
Chief Procurement Officer
New York State Office of General
Services, NY

Stacy Gregg, NIGP-CPP, CPPO, CPPB
Procurement Manager
University of South Carolina, SC

Etta A. Henry, CPPO, CPPB, VCCO, CUPO,
VCO
Director of Procurement Services
Old Dominion University, VA

Barbara R. Johnson, FNIGP, NIGP-CPP, CPPO,
CPPB, MPA
Retired
State of Ohio Department of Corrections,
OH

Chris Liu
Director
Washington State Department of
Enterprise Services, WA

Zulay Vincenty Millan, NIGP-CPP, CPPO,
CPPB, FCCM
Assistant Manager - Procurement Division
Orange County, FL

Jack M. Pellegrino, NIGP-CPP, CPPO, CPCM
Director of Purchasing and Contracting
County of San Diego, CA
*Representing the California Association of
Public Procurement Officials (CAPPO)*

Christina Pryor, CPPO, CPPB
Purchasing and Materials Manager
City of Chandler, AZ
*Representing the National Procurement
Institute (NPI)*

Annie Teav
Contract Specialist Senior
Multnomah County Purchasing, OR

Adam M. Williams, PhD
Assistant Professor
Nova Southeastern University, FL

NIGP Practice Analysis Panel

Tara L. Acton, CPPB
Principal Contract Officer
City of Tucson, AZ

Lynda Allair, NIGP-CPP, CPPO
Retired
Ministry of Finance, ON

Keith I. Ashby, CPPO
Purchasing Manager
Arapahoe County, CO

Michael E. Bevis, JD, FNIGP, NIGP-CPP, CPPO,
CPSM, CPM
Chief Procurement Officer
City of Norfolk, VA

Lisa Marie Cummins, CPPB, MBA
Purchasing Manager
City of Rochester Hills, MI

Joan E. Graham, CPPO, CPPB
Executive Director
Commonwealth of Kentucky, Finance
& Administration Cabinet, Office of
Procurement

Etta A. Henry, CPPO, CPPB, VCCO, CUPO, VCO
Director of Procurement Services
Old Dominion University, VA

Ginny N. Justiniano, CPPB
Lead Senior Buyer
King County, WA

Nicole A. Krneta Rogers, CPPB
State Purchasing Officer - Higher Education
State of Illinois Procurement

Cheral A. Manke, NIGP-CPP, CPPO, CPPB
Marketing & Relationship Manager
Washington State Department of Enterprise Services, WA

Clifford P. McCue, PhD
Associate Director
Public Procurement Research Center - Florida Atlantic University

Arthur L. Moore, Jr., NIGP-CPP, CPPO, CPPB
Chief Procurement Officer - Capital Development Board
State of Illinois Procurement

Jon M. Walton, JD, NIGP-CPP, CPPO, CPPB, CPM
Contracts Officer
Oregon Business Development Department

NIGP Item Writer Task Force

Jeff Dansdill CPPO, CPPB
Senior Contracts Manager
Hawaii Health Systems Corp.

Kylesha Davis
Assistant Director
State of New York Procurement

Daina DeNye, NIGP-CPP, CPPO
Purchasing Officer
City of Elgin IL

Amy Flack, NIGP-CPP, CPPO, CPPB
Purchasing Manager, Non-Capital Program
Tampa Airport, FL

Ashley Kennedy-Shell
Procurement Manager
University of South Carolina

Kerrie Koopman, NIGP-CPP, CPPO, CPPB
Purchasing Manager
Frederick County Schools MD

Damaris Nazario, CPPB
Procurement Analyst III
Osceola County, FL

Jacqueta Scott, CPPB
Senior Contract Administrator
Orange County, FL

Diane Seaton, NIGP-CPP, CPPO, CPPB
Contracts Manager
City of Portland, OR

Blake Skiles, NIGP-CPP, CPPM, CPP, CPC
Senior Purchasing Coordinator
Williamson County, TX

Teresa Slayton, CPPB, CICCM, CISM, CCA, GCMP, CPPC, CPP, CPPM
Senior Procurement Official & DBE Fraud Specialist

Ima Udoh, CPPO, CPPB
Corporate Contract Specialist
City of Red Deer, AB

Diane Wetherington, CPPB, FCCM
Purchasing Agent III
City of Orlando, FL

Brian Wilcox, NIGP-CPP, CPPO
Purchasing Manager
City of Franklin, TN

Arju Yudasto
Procurement Contracting Officer
City of Miami Beach, FL

NIGP Item Reviewer Task Force

Vickey Cortinas, NIGP-CPP CPPO, CPPB, CPM
Purchasing Director
Town of Oro Valley, AZ

Alex Denis, NIGP-CPP, CPPO
Director, Procurement
City of Miami Beach FL

Joyce Foster, NIGP-CPP, CPPO, CPPB
Contract Administrator
DeKalb Peachtree Airport, GA

Georgia Gillens, NIGP-CPP, CPPO, CPPB
Procurement Director
South Carolina Public Employees

Rosalind Knox, CPPO, CPPO, VCA
Contract Specialist
Fairfax County Stormwater
Management, VA

Victor Leamer, CPPB
Senior Buyer
Spokane County WA

Dan Marran, NIGP-CPP, CPPO, C.P.M.
Contracts and Risk Manager
City of Sparks, NV

Rochelle Ragas, CPPB
Procurement Manager
Child Care Group, TX

Michelle Trudel, NIGP-CPP, CPPB
Manager of Procurement
Town of Whitby, ON

Lisa-Marie Cummins, CPPB, MBA
Purchasing Manager
City of Rochester Hills, MI

Ruth Hall, CPPO
Purchasing Manager
Lake County IL

Ginny Justiniano, CPPB
Lead Senior Buyer
King County, WA

Samuel P. Lemonis, NIGP-CPP, CPPB
Director of Purchasing
Rankin County School District, Brandon MS

Cliff McCue, PhD
Associate Director
Public Procurement Research Center -
Florida Atlantic University

Carmela Thornton, CPPO
Director Office of Equal Opportunity
Missouri Office of Administration

Rashpal Uppal
Manager, Procurement Services
Town of Whitechurch
Stouffville, ON

NIGP Standards Setting Panel

Tara Acton, CPPB
Principal Contract Officer
City of Tucson AZ

John Adler, CPPO
Vice President, Procurement
Dallas Area Transit TX

Rogelio Anasagasti, CPPO, MED
*Executive Director, Procurement
Operations*
University of Texas

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County MO

Brett Wood, CPPO, CPPB
Purchasing Manager
Placer County, CA

Appendix B

Public Procurement Competency Framework

Strategy

- Mission and Public Benefit
- Transformation and Vision Creation
- Social Responsibility Alignment

Policy and Legislation

- Enabling Regulations and Compliance
- Ethics, Integrity and Transparency
- Legislation and Legal Environment
- Program Implementation and Management
- Internal Customers: Advice and Expertise

Planning and Analysis

- Requirements Planning and Understanding
- Standardization
- Market Analysis and Forecasting
- Cost, Price and Value Analysis
- Spend Analysis
- Risk Analysis

Sourcing and Contracting

- Sourcing and Contracting Methods
- Specification Development
- Evaluation Methods
- Negotiations
- Protests and Appeals
- International Procurements

Contract Administration

- Contract Management and Performance
- Quality Assurance, Inspection and Acceptance
- Logistics and Transportation
- Asset and Inventory Management

Leadership

- Driving Change, Innovation and Agility
- Communication Strategies
- Problem Solving and Critical Thinking
- Talent Recruitment and Development, Succession Planning
- Relationship Management: Internal Customers and Suppliers

Business Principles

- Business Management and Continuity
- Economics, Budget, Financial Management and Accounting
- Technology Management



Appendix C

Exam Content: NIGP-CPP Technical and Knowledge Statements

Module A

Focus Area 1: Strategy (8%)

Technical Competencies (Core Responsibilities)

1. Create procurement's strategic goals, objectives, and policies in alignment with the entity-wide strategic plan (A)
2. Manage efficiency and effectiveness in achievement of procurement's mission (A)

Key Skills and Abilities Needed

- Critical thinking
- Agility
- Advocacy
- Relationship management
- Building trust and credibility
- Data analysis
- Effective communications
- Strategic planning
- Business acumen

Key Knowledge Needed

- A. Organizational mission and vision and their relation to public procurement and its strategic management and planning (A)
- B. Principles and techniques of strategic planning (A)
- C. Procurement strategies based on forecast data, market factors, and economic trends (A)
- D. Contingency/continuity of operations (A)
- E. Succession planning (A)
- F. Roles, organizational placement, values, and functions of the procurement department as it relates to public entities as a whole (A)
- G. Techniques for measuring work requests for risk, level of expertise needed, and effort needed (A)
- H. Continuous business and other process improvement principles and techniques (A)
- I. Available training programs/opportunities (NIGP, higher education) (A)
- J. Statutory and rule interpretation (A)
- K. Where to find examples and other resources related to the focus area competencies (A)

Focus Area 2: Policy Legislation and Program Oversight (13%)

Technical Competencies (Core Responsibilities)

1. Engage the legislative process to further procurement interests (A)
2. Ensure compliance with applicable rules and regulations from the various branches and levels of government (A)
3. Create, implement, and maintain fair, accessible, and transparent policies and procedures that align organizational behaviors, priorities, and professional procurement values (A)

Key Skills and Abilities Needed

- Interpreting legal writing
- Advocacy
- Consensus building
- Legislative analysis and drafting
- Team building
- Effective communication
- Conflict resolution
- Leadership
- Educating stakeholders
- Understanding legislative impact
- Organizational change leadership
- Decision-making

Key Knowledge Needed

- A. Procurement values and objectives (A)
- B. Issue resolution techniques (A)
- C. Available industry resources (such as state statutes; arbitration directories; DBIA resources) (A)
- D. Relationship between various statutes and rules (A)
- E. Policy and procedure development (A)
- F. Compliance and risk assessment (A)
- G. Conflict resolution methods (A)

Focus Area 3: Planning and Analysis (17%)

Technical Competencies (Core Responsibilities)

1. Analyze information from multiple sources to create a procurement plan to meet the overall entity's goals. (A)
2. Analyze current market trends and the impact on procurement planning (A)
3. Use procurement priorities and best value considerations in addition to cost, price, and spend analysis methods to inform decisions (A)
4. Assess risk and implement appropriate risk management approaches (A)

Key Skills and Abilities Needed

- Critical thinking
- Data evaluation
- Effective communications
- Outreach
- Needs assessment
- Collaboration
- Forecasting
- Decision-making

Key Knowledge Needed

- A. Current market trends (A)
- B. Risk assessment and management approaches (A)
- C. Tools for price/cost analysis (A)

Focus Area 4: Sourcing and Solicitation (27%)

Technical Competencies (Core Responsibilities)

1. Determine most advantageous sourcing, solicitation and award method (A)
2. Determine the most favorable contract structure and content (A)
3. Manage all stages of the selection process (from receipt to award) (A)
4. Develop a negotiation strategy that maximizes advantages for all involved (A)
5. Manage a protest consistent with the law and the entity's policy (A)

Key Skills and Abilities Needed

- Critical thinking
- Negotiations
- Effective communications
- Facilitation
- Educating end-users
- Collaboration
- Problem solving
- Creativity

Key Knowledge Needed

- A. Advantages and/or disadvantages that will provide best value of various solicitation methods for different needs (RFQ, RFP, ITB, etc.) (A)
- B. Functions of specific typical terms and conditions; implications and options for negotiating (A)
- C. Typical provisions for different categories of procurement (IT; construction; gov't to gov't) (A)
- D. Different bases for compensation; different types of payment delivery (A)
- E. Supplier costs and pricing strategies(A)
- F. Best practices for solicitation processes: Collection-of required documents, consistent evaluation process (A)
- G. Standardization process for specifications (A)
- H. Total cost of ownership assessment (A)
- I. Market research methods and sources (A)
- J. Impacts of choice of governing law for resolving disputes; other dispute options (A)

Focus Area 5: Contract Administration (17%)

Technical Competencies (Core Responsibilities)

1. Establish policies and procedures for contract administration (A)
2. Establish policies and procedures to promote acceptable contract performance (A)
3. Establish policies and procedures to address contract performance issues (A)

Key Skills and Abilities Needed

- Conflict resolution
- Collaborative engagement
- Effective communications
- Legal interpretation
- Contract management
- Performance measurement
- Records management

Key Knowledge Needed

- A. Practical implications of the terms and conditions, and options if any of them are breached (A)
- B. Effective training techniques (techniques for training staff on best practices in contract administration and contract management) (A)
- C. Principles and best practices of contract administration and management (prevention, documentation, performance monitoring, issue resolution, lessons learned) (A)
- D. Methods of vendor performance measurement (A)

Focus Area 6: Leadership (11%)

Technical Competencies (Core Responsibilities)

1. Create and foster a professional, ethical culture (A)
2. Recruit, hire, develop, retain, and promote procurement professionals (A)

Key Skills and Abilities Needed

- Visioning
- Mentoring
- Engagement
- Partnership
- Effective communications
- Advocacy
- Agility
- Motivation
- Relationship building
- Talent management
- Knowledge management
- Coaching
- Trustworthiness

Key Knowledge Needed

- A. Policies and procedures (e.g., confidentiality, code of conduct, etc.) (A)
- B. Comparative ethics and their application in the workplace (A)
- C. Applicable federal and state laws (A)
- D. Methods to assess customer needs, concerns and satisfaction (A)

Focus Area 7: Business Principles and Operations (7%)

Technical Competencies (Core Responsibilities)

1. Select and implement technology to further procurement goals (A)

Key Skills and Abilities Needed

- Data analytics
- Organizational development
- Budget analysis and planning
- Human resource management
- Systems thinking
- Critical thinking
- Communications
- Relationship management
- Collaboration
- Creativity
- Marketing

Key Knowledge Needed

- A. Processes and techniques for continuous improvement (A)
- B. Application of technological innovations and best practices for procurement technology systems (like ERP, online bidding, etc.) (A)
- C. Market research methods (A)
- D. Techniques for building and maintaining teams (A)
- E. Budget process (A)

Appendix C

Exam Content: NIGP-CPP Technical and Knowledge Statements

Module B

Focus Area 1: Strategy (12%)

Technical Competencies (Core Responsibilities)

1. Choose and implement strategic improvements for the procurement function (B)
2. Identify, evaluate, and implement social and environmentally sustainable procurement policies and other procurement priorities (B)

Key Skills and Abilities Needed

- Critical thinking
- Agility
- Advocacy
- Relationship management
- Building trust and credibility
- Data analysis
- Effective communications
- Strategic planning
- Business acumen

Key Knowledge Needed

- A. Relationship of public procurement professionals' performance expectations to the overall organizational strategic plan (B)
- B. Strategic value of public procurement to the delivery of public commodities (B)
- C. Impact of local, state, and national priorities (B)
- D. Methods of organizational influence at all levels within the entity (B)
- E. Value of procurement (B)
- F. Effective business communication techniques (B)
- G. Principles and theories of leadership (B)
- H. Appropriate process for forming mission, vision, values, objectives and strategies (B)
- I. Maturity model/framework (B)
- J. Risks and benefits of delegation (B)
- K. Best practices, knowledge and "tools" to make available to clients/end users and managers/decision makers to elevate their level of understanding (B)
- L. Management theories and techniques (B)
- M. Internal and external options for mentoring and coaching (job shadowing, job rotations, peer reviews, learning events) (B)
- N. Where to find best practices related to the focus area competencies (B)

Focus Area 2: Policy Legislation and Program Oversight (17%)

Technical Competencies (Core Responsibilities)

1. Advise the entity on how to resolve procurement-related issues (B)
2. Manage stakeholder expectations by communicating requirements, responsibilities, and outcomes (B)
3. Create, lead, and provide holistic procurement program oversight (B)

Key Skills and Abilities Needed

- Interpreting legal writing
- Advocacy
- Consensus building
- Legislative analysis and drafting
- Team building
- Effective communication
- Conflict resolution
- Leadership
- Educating stakeholders
- Understanding legislative impact
- Organizational change leadership
- Decision-making

Key Knowledge Needed

- A. Principles of program oversight (B)
- B. Principles of persuasion (B)
- C. Industry terminology (B)
- D. Principles of policy analysis (B)
- E. Principles of fiscal analysis (B)
- F. Legislative process (B)
- G. Statutory and rule interpretation (B)
- H. Presentation techniques (to multiple audiences) (B)
- I. Theories of change management (B)
- J. Leadership models (B)
- K. Accounting best practices (B)
- L. Consensus building methods (B)
- M. Effective business communication techniques (B)
- N. Principles and theories of leadership (B)
- O. Management Strategies (B)
- P. Sources and impact of local, state, and national priorities (B)

Focus Area 3: Planning and Analysis (5%)

Technical Competencies (Core Responsibilities)

1. Identify opportunities for strategic contracting initiatives (B)

Key Skills and Abilities Needed

- Critical thinking
- Data evaluation
- Effective communications
- Outreach
- Needs assessment
- Collaboration
- Forecasting
- Decision-making

Key Knowledge Needed

- A. The entity's values, goals, and desired outcomes (B)
- B. Procurement's value and impact (B)
- C. Awareness of procurement capacity (B)
- D. Strategies for building capacity (B)
- E. Organization awareness (e.g. knowing decision makers and influencers) (B)
- F. Applicable procurement manual and code (B)
- G. Laws and statutes that govern procurement (B)
- H. Procurement best practices (B)
- I. Forecasting methods and considerations (B)
- J. Principles and techniques of strategic planning (B)

Focus Area 4: Sourcing and Solicitation (1%)

Technical Competencies (Core Responsibilities)

1. Manage the issues distinct to international business (B)

Key Skills and Abilities Needed

- Critical thinking
- Negotiations
- Effective communications
- Facilitation
- Educating end-users
- Collaboration
- Problem solving
- Creativity

Key Knowledge Needed

- A. Types of contracts that have historically been most successful for the entity (B)
- B. Range of business & contract arrangements (lease vs. purchase; concessions; P3 variations; alternate delivery methods; etc.) (B)
- C. Typical organization of a contract; sections and their purposes (B)
- D. Risk assessment process and the value that can be provided by legal review (low versus high risk contracts and when to partner with legal) (B)
- E. Appropriate use of Request For Information (RFI)(B)
- F. Noncompetitive selection, and contract award methods(B)
- G. Principles and issues regarding supplier relationship management (B)
- H. International trade agreements, embargoes and restrictions; tariffs and import processes; delivery (B)

Focus Area 5: Contract Administration (5%)

Technical Competencies (Core Responsibilities)

- 1. Ensure the efficiency and effectiveness of asset management, warehousing, and logistics programs (B)
- 2. Recommend options to dispose of assets to maximize residual value (B)

Key Skills and Abilities Needed

- Conflict resolution
- Collaborative engagement
- Effective communications
- Legal interpretation
- Contract management
- Performance measurement
- Records management

Key Knowledge Needed

- A. Entity policy regarding roles and responsibilities (know how to partner with staff to administer contracts through the life of the contract) (B)
- B. Best practices regarding active contract administration (B)
- C. Differences between contract administration and contract management (B)
- D. Elements of a new contract supplier onboarding program (e.g., conducting kickoff meeting at start of contract) (B)
- E. Methods of supplier relationship management (B)
- F. Techniques for capturing and applying lessons learned (B)

Focus Area 6: Leadership (38%)

Technical Competencies (Core Responsibilities)

1. Create policies and procedures to support an ethical workplace (B)
2. Create a culture and system to foster continuous improvement (B)
3. Provide procurement professional development opportunities (B)
4. Provide educational opportunities related to procurement best practices to non-procurement professionals (B)
5. Engage stakeholders in development of entity key performance indicators to achieve change implementation (B)
6. Communicate programs, policies, and procedures in support of entity's continuous advancement (B)
7. Develop criteria for evaluation of internal and external relationships and procurement's performance (B)
8. Align procurement change with entity goals (B)
9. Identify and address challenges and conflicts (B)

Key Skills and Abilities Needed

- Visioning
- Mentoring
- Engagement
- Partnership
- Effective communications
- Advocacy
- Agility
- Motivation
- Relationship building
- Talent management
- Knowledge management
- Coaching
- Trustworthiness

Key Knowledge Needed

- A. Methods of developing an ethical culture (B)
- B. Methods of individual and professional development (B)
- C. Procurement activities constituting conflicts of interest (B)
- D. Theories of change management (B)
- E. Organizational theory (B)
- F. Succession planning (B)
- G. Effective business communication techniques (B)
- H. Methods to maintain a respectful workplace (B)
- I. Methods of communications (B)
- J. Coaching strategies (B)
- K. Best practices in transparency and public engagement (B)
- L. Team building techniques (B)
- M. Labor and employment legislation (B)

Focus Area 7: Business Principles and Operations (22%)

Technical Competencies (Core Responsibilities)

1. Establish a continuous improvement plan (B)
2. Identify how changes in global, national and regional economies will affect operations (B)
3. Develop and manage a thriving and resilient workplace (B)
4. Obtain and manage budgetary resources to further procurement goals (B)
5. Develop and implement a communications plan to enhance the image of the procurement function (B)

Key Skills and Abilities Needed

- Data analytics
- Organizational development
- Budget analysis and planning
- Human resource management
- Systems thinking
- Critical thinking
- Communications
- Relationship management
- Collaboration
- Creativity
- Marketing

Key Knowledge Needed

- A. Characteristics and attributes of forward-thinking and innovative workplace culture (B)
- B. Elements of a thriving and resilient workplace (B)
- C. Effective business communication techniques (B)
- D. Nature and role of operational and financial controls (B)
- E. Descriptions and models for analysis of alternative revenue sources (B)
- F. Theories of change management (B)
- G. Business financial management practices (B)
- H. Supplier relationship management and supplier responsibility (B)
- I. Organizational development and employee engagement (B)
- J. Learning styles and communication styles (B)
- K. Available training programs/opportunities (NIGP; higher education) (B)
- L. Principles and theories of leadership (B)
- M. Principles and techniques of strategic planning (B)
- N. Principles of persuasion (B)
- O. Presentation techniques with executives and all audiences (B)

Appendix D

Fee Schedule

Fees are subject to change by the NIGP Certification Commission

Application Fee Non-refundable	All Candidates		\$150
Exam Fee	All	Module A	\$100
		Module B	\$100
Rescheduled Exam > 24 hours prior to test date	All		\$0
Missed Exam Appointment < 24 Hours prior to test date	All		Testing fee paid is forfeited, and a new testing fee must be paid to reschedule.
Transfer Fee Between Two Testing Periods	All		\$50
Recertification	All		\$125
Expired Certification	All		\$50
NIGP-CPP Retired Status	All		\$75

Appendix E

NIGP Code of Ethics

NIGP: The Institute for Public Procurement is a not-for-profit charitable association serving the public procurement profession. The NIGP-CPP Certification Program certifies qualified practitioners in the field of public procurement who have met the professional competency standards established by the NIGP Certification Commission.

The NIGP-CPP Code of Ethics applies to those individuals seeking the NIGP-CPP certification (candidates) and all individuals certified and recertified by the NIGP Certification Commission (certificants). This Code of Ethics sets appropriate and enforceable professional conduct standards and identifies the minimum ethical behavior requirements for NIGP Certified Procurement Professional candidates and certificants.

The NIGP Certification Commission requires that all candidates and certificants attest to the following ethical principles:

- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.

Ethical principles related to public procurement practice:

1. I will seek or accept a position only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications necessary to serve under those principles to the advantage of my employing organization.
2. I will guide my actions in all professional matters and activities by the highest standards of integrity and honesty; and will act professionally in all matters for each client or employer or agency.
3. I believe in the dignity and worth of public service rendered by my organization, and the societal responsibilities necessary to produce results for the community I serve as a trusted public servant.
4. I am governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
5. I believe that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
6. I will identify and eliminate participation in operational situations where a conflict of interest may be involved.
7. I believe that public procurement professionals should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
8. I will resist encroachment on control of personnel to preserve integrity as a professional manager.

9. I will address all personnel matters under my authority on a merit basis, and in compliance with applicable laws prohibiting discrimination on the basis of religious and political beliefs, skillsets, abilities, perspectives, background experiences, gender, age, race, ethnicity, education, socioeconomic background, sexual orientation, and geographic location.
10. I will not seek or dispense personal favors and will handle each administrative challenge objectively and empathetically, without discrimination.
11. I subscribe to and support the professional aims and objectives of NIGP - The Institute for Public Procurement.

Ethical principles related to the NIGP-CPP program:

12. I will fully comply with the certification requirements including policies, procedures, guidelines, and schemes established by the NIGP Certification Commission as modified from time to time.
13. I will provide accurate, complete, and truthful representations concerning all certification and recertification documentation and pledge to provide additional documentation required by the Commission as requested during the assessment of my applications. Further, I understand that any falsification or misrepresentation of these documents will result in the termination of my application.
14. I will maintain the security of all NIGP-CPP examination information and materials and will not disclose any exam content to include exam questions. I will not participate in fraudulent test taking practices. Further, I will report the unauthorized distribution of exam questions or any fraudulent exam-taking practices.
15. I will honor the use of the designation as authorized and only in the approved matter.
16. I will not use the certification in such a manner as to cause disrepute.
17. I will not use the certification in a misleading manner.
18. I will not make misleading or unauthorized statements about the certification.
19. If my designation lapses, or is suspended or withdrawn by the Commission for any reason, I will discontinue the use of the NIGP-CPP trademark, will remove the credential from any documents bearing my name and credentials, and return the certificate issued by the Commission until such time as my designation is restored.
20. I will voluntarily and immediately report to the Commission any felony convictions or other legal disposition that would constitute violations of this Code of Ethics that have not already been disclosed, regardless of when they occurred, and report any conditions that prohibit fulfillment of duties as set forth in the competency requirements.
21. I will accept responsibility for maintaining the NIGP-CPP designation through recertification, as applicable, and for adhering to the NIGP-CPP Code of Ethics.

Electronically signed by the NIGP-CPP Candidate and Submitted with the Application

Appendix F

Candidate Statement of Accuracy, Veracity and Truthfulness

1. I agree to abide by NIGP Principles, credentialing program requirements, and examination policies as which may be amended.
2. I attest that I have read the Certification Handbook and I agree that it is my responsibility to be aware of all current requirements.
3. I attest that the information provided on my application form is true and accurate to the best of my knowledge and ability.
4. I agree understand that this application does not guarantee certification.
5. I agree and understand that certification may be denied or revoked in the event that the NIGP Certification Commission determines that any information is falsified or misrepresented on the application form.
6. I agree and understand that my exam scores may be withheld or invalidated by the NIGP Certification Commission if it is determined that any information is falsified or misrepresented on the application form.
7. I agree and understand that my exam scores may be withheld or invalidated by the NIGP Certification Commission if it is determined that I have participated in any expressly authorized disclosure of exam questions, information, or materials or if I have received, relayed, or used copies of exam materials, questions, or answers without express written authorization from NIGP, or if I have plagiarized questions or answers from the exam.
8. I agree and understand that my exam scores may be withheld or invalidated by the NIGP Certification Commission if it is determined that I engaged in cheating or any other misconduct or unprofessional behavior with respect to taking, sitting for, or preparing for the exam.
9. I understand that it is my responsibility to inform the Certification Commission of any changed circumstances that may affect my application.
10. I grant NIGP permission to make any and all inquiries necessary to evaluate my application and my eligibility for certification.
11. I agree to respond to all requests for information related to the application.
12. I agree that my candidate and demographic information may be released in the aggregate by NIGP.

13. I authorize NIGP to make any and all inquiries, investigations, and other communications which may be necessary for the Certification Commission to grant, deny, or revoke certification or to invalidate or withhold examination scores.
14. I authorize NIGP to publish (via email, website, or print) my name once I have earned the credential.
15. I agree that NIGP has the right to investigate all allegations of violations. I understand that, if the allegations are proven true, prosecution will be sought.
16. I understand that my exam scores will be invalidated in the event of any breach of this Candidate Statement. I further understand that any breach of this Candidate Statement may result in my removal from the NIGP-CPP certification and/or NIGP's refusal to allow my readmittance into the NIGP-CPP certification program.

Electronically signed by the NIGP-CPP Candidate and Submitted with the Application

Appendix G

NIGP Certified Procurement Professional (NIGP-CPP) Special Accommodations Request Form

This form must be completed by a licensed health care professional whose credentials are appropriate to diagnose and evaluate the candidate's current physical or learning disability and make recommendations for testing accommodations. The licensed health care professional must have examined and treated the candidate within the last one (1) year and have knowledge of the candidate's current level of function. Attach additional sheets as needed.

For learning accommodations, a copy of the documentation (e.g. educational assessment, psychological report) dated within the last three (3) years that provides diagnostic/clinical data (e.g., scores from educational testing) confirming the diagnosis, and the need for the testing accommodation along with accommodation recommendation(s) must be enclosed with this form for all learning disabilities. Additionally, the licensed health care professional must have seen and evaluated the candidate within the last (1) one year.

I: Licensed Health Care Professional Information

Licensed Health Care Professional's Name:

Title: License #:

License Granting Authority:

Institution/Practice Name:

Address:

City:

State/Province:

Zip Code:

Country:

Daytime Telephone:

II: Candidate Disability Status: (Check all that apply)

Physical _____ Learning _____ Hearing Impaired _____ Vision Impaired _____

Other (Specify): _____

III: Diagnosis and Treatment Information

A. Specified Diagnosis:

Please note: If this is a specific learning disability, learning-related or psychological disability, please provide identification of the DSM-V or the most current version of the DSM diagnosis. Enclose a copy of psychological or educational assessment report. An individual self-assessment is not acceptable.

B. Describe the manner that this disability impairs major life activity/functioning:

C. Last date of your most recent treatment or consultation with the candidate AND the date you first saw the candidate for this condition:

D. Personal Confidential Information

Identify the aspect(s) of the candidate's functioning which requires testing accommodations, and the effect of the disability on the candidate's functioning under standard testing conditions:

If the candidate has a specific learning or psychological disability, identify the specific assessments (e.g., standardized psychological/educational tests) used to identify and confirm the diagnosis. You must enclose copies of these test results/evaluations/ educational or psychological reports with this form or the request will not be considered.

E. Please describe your qualifications/credentials and professional relationship with this candidate which facilitates making these recommendations for the candidate:

F. Based on your knowledge of this candidate's disability and current functioning, which special accommodations are recommended?*

* If extra time is selected, the specific amount of extra time requested is required.

Upon providing this signed and completed form to the candidate, the candidate is responsible for uploading the form to his/her online application.

I certify that the information provided by me on this form is true and correct to the best of my knowledge.

Professional's Name (printed): _____

Professional's Signature: _____ Date: _____

APPENDIX H

NIGP Certified Procurement Professional (NIGP-CPP) Request for Extension Form

Please return completed and signed form with supporting documentation to NIGP-CPP staff.

Form and supporting documentation must be submitted prior to your application expiration date or your certification expiration date.

Name: _____

Email: _____

Date: _____

Reason for Extension Request:

_____ Extension of application expiration date

_____ Extension of recertification cycle expiration date

Length of Extension Requested – six (6) month maximum

_____ One month

_____ Four months

_____ Two months

_____ Five months

_____ Three months

_____ Six months

Reason for Request – please provide details that document and justify your requested extension.

Note: Acceptable reasons include emergency hospitalization of candidate or immediate family member; death in the immediate family; disabling traffic accident; medical leave of absence for you or as a caregiver; parental leave for you or as a caregiver; loss of job due to layoffs or reductions in force; or military service that requires you to take leave from your current job. Circumstances that typically would not qualify for an extension include increased workloads with your organization or temporary assignment within your organization. The NIGP-CPP Certification staff will consider other circumstances not listed above and will treat every request with compassion and consistency.

Documentation that supports the request for an extension must be provided, and the documentation may require verification by a third-party.

_____ Yes, supporting documentation is provided

Third-party verification:

Name (printed): _____

Organization Name: _____

Organization Address: _____

Daytime Phone Number: _____

Email: _____

I certify that the information provided on this form is true and correct

(Print Name)

(Signature)

(Date)



NIGP The Institute for Public Procurement

NIGP Certification Commission
13800 Coppermine Road, 1st Floor
Herndon, VA 20171