

CFC- NIGP MENTORING PROGRAM

The goal of the Central Florida Chapter of the NIGP Mentoring Program is to provide an opportunity for Mentees and Mentors to engage one-on-one to acquire 'real world' guidance and offers a unique opportunity for both the mentors and mentees to make a personal contribution to the professional development and share their experiences.

BENEFITS OF MENTORING PROGRAM

- Develop a loyal network of supporters.
- One-on-one: creating relationship among members and allowing equal access to mentoring.
- Gather valuable perspective from new members.
- Gain insight into other parts of our Chapter.
- Help new members adjust.
- Leadership/volunteer grooming.
- Customize plan to meet member's goals = CPPB or CPPO Certifications.
- Assist member in identifying courses require meeting CPPB and CPPO certification requirements.
- Assist member thru certification process (during application and preparing for exam).
- Provide answers to posted questions.
- Frequent communication (via phone, during Chapter meetings, email, Skype, etc.)
- Knowledge transfer of the practical experience and wisdom gained from long-term members.
- Enhancing professional development.
- Creating a mentoring culture, promotes members growth and development.
- Gains satisfaction in sharing expertise with others.

GOALS

- Promote the benefits of certification and volunteering in different committees.
- Increase the number of certified members.
- Greater support and involvement from Chapter members.
- Provide guidance in procurement matters as requested.

1. **BECOME A MENTOR**

As you begin your journey toward becoming a mentor, you will need to thoroughly understand the role of mentoring. You will act as role model, motivator, advocates, and friends. You will need to understand the need to assume a number of different roles during the course of a mentoring relationship, but successful mentors also share the same basic qualities:

- A sincere desire to be involved with a colleague.
- Respect for your colleague.
- Active listener.
- Empathy.
- See solutions and opportunities.
- Be flexible and open.

As you and your Mentee begin your relationship; exploring values, interests and goals, you will find yourself making a difference and having a positive effect on their life. What you may also be surprised to see is that you will be learning more about yourself, too. Mentoring is a shared opportunity for learning and growth. Many mentors say that the rewards they gain are as substantial as those for their mentees. Mentors are willing to take time to get to know their mentees, to learn new things that are important to your colleagues, and even to be changed by their relationship. Accept the challenges and rewards of mentoring a colleague and experience the benefits that will last each of you a lifetime.

2. **MENTOR'S QUALIFICATION**

For a Mentor to meet the minimum qualification criteria for this Mentoring Program, the Mentor:

- 2.1. Shall be an active member and in good standing at a minimum of three (3) year;
- 2.2. Preferably hold a CPPB and CPPO certification;
- 2.3. Shall have at a minimum three (3) years of experience in public procurement experience;
- 2.4. Be willing to commit to the mentoring program for one (1) year;
- 2.5. Complete the mentor agreement;
- 2.6. Desired characteristics:
 - 2.6.1. Trustworthy
 - 2.6.2. Nurturing
 - 2.6.3. Have integrity
 - 2.6.4. Confidential
 - 2.6.5. Positive
- 2.7. Desired skills:
 - 2.7.1. Communicate clearly and positively.
 - 2.7.2. Observe teaching and discuss observations objectively and non-judgmentally.
 - 2.7.3. Plan in advance for mentoring work to minimize the negative impact and maximize the positive impact on the Mentee.
 - 2.7.4. Excellence in best practices.
 - 2.7.5. Provide consistent follow up support and guidance to the Mentee.
 - 2.7.6. Flexibility.
 - 2.7.7. Serve as a facilitator.
 - 2.7.8. Be an advocate for mentoring.

3. **MENTORING INCENTIVES**

Scholarship points.

4. **MENTORING TECHNIQUES**

- 4.1. Time Management.
- 4.2. Understand the role of the Mentee.
- 4.3. Mentor's role.
- 4.4. Explain the expectation of the program.
- 4.5. Explain what the mentee can expect from the program.
- 4.6. Listen to the concern of the mentee –
 - 4.6.1. Let Mentee describe his/her: (i) strengths; (ii) weakness; and (iii) goals.
 - 4.6.2. Reasons for wanting to obtain certification.
 - 4.6.3. Real life procurement issues
 - 4.6.4. Ideas, conflicts and decisions.
 - 4.6.5. Share your own experiences (successes and failures) and offer insights that can only come with experience.
- 4.7. Explaining the differences of the certification
 - 4.7.1. CPPO
 - 4.7.2. CPPB
 - 4.7.3. NIGP-CPP
- 4.8. Making aware the Mentee of Mentoring Plan
 - 4.8.1. Success.
 - 4.8.2. Encourage Mentee to reach goal.
 - 4.8.3. Offer wisdom, knowledge, experience, constructive criticism, connections and resources.
- 4.9. Decide when, where and how do you want the mentoring program to continue:
 - 4.9.1. Do you want to meet in person on a monthly basis?
 - 4.9.2. Do you want to have phone conversation bi-weekly?
 - 4.9.3. Do you want to utilize social media on a weekly basis?
 - 4.9.4. Guide your mentee by setting tasks and expecting outcomes or by sharing your approaches through conversation?
 - 4.9.5. Evaluate the process formally on paper or informally by periodically checking with each other to make sure the relationship continues to meet your needs?

BECOME A MENTEE

1. MENTEE'S QUALIFICATIONS

For a Mentee to meet the minimum qualification criteria for this Mentoring Program, the Mentee:

- 1.1. Shall be an active member and in good standing;
- 1.2. Willing to pursue the NIGP-CPP, CPPO or CPPB certification;
- 1.3. Willing to develop and maintain the mentor/mentee relationship for at least one (1) year;
- 1.4. Actively participate in the mentoring program by contacting the mentor at least once per month during the mentoring year.
- 1.5. Completion of the mentoring agreement.

2. MENTEE TECHNIQUES:

- 2.1. Set specific goals.
- 2.2. Set a specific time to reach your goals.
- 2.3. Accept responsibility for your learning.
- 2.4. Be open to the new ideas and ways of learning.
- 2.5. Communicate regularly and efficiently.
- 2.6. Accept feedback and act on it.
- 2.7. Cooperate.
- 2.8. Be able to ask for help when need it.
- 2.9. Keeping trust levels high through confidentiality.
- 2.10. Holding to professional standards.
- 2.11. Staying positive.

3. THE MENTEE SELECTION & MATCHING PROCESS

Each Mentee will be assigned to a Mentor to allow a close Mentor-Mentee relationship. Mentees will be selected based upon evidence of their commitment to maintain a mentoring relationship. In making matches based on the available pool of Mentors, the Mentoring Committee will do their best to match Mentees with similar interests and experiences.

4. WITHDRAW FROM THE MENTORING PROGRAM

By signing up to participate in the Mentoring Program, the Mentee has obligated herself/himself to remain a positive, productive, contributing mentee. If you cannot fulfill your obligations, you must contact your Mentor and Mentoring Committee to formally withdraw.

5. PROGRAM EVALUATIONS

- 5.1. Each Mentee will receive an evaluation survey at the end of the program in order for the Mentoring Committee to obtain Mentee feedback on the program and your mentoring relationship. Personal and confidential comments are welcome.

- 5.2. Ask your Mentor to share with you successful strategies and resources he/she has used in the past that could apply to the challenges you face.
- 5.3. Know that the energy you invest will have a significant impact on your development

6. **MENTEE RESPONSIBILITIES**

- 6.1. During your first meetings with your Mentor, clearly define the relationship to best meet your and your mentors' needs.
- 6.2. Set Goals – feasible, reasonable and mutually agreeable goals for the mentoring relationship (i.e.: frequency and location of meetings; target date to reach desirable goals).
- 6.3. Listening Actively - creates a positive, accepting environment that permits open communication.
- 6.4. Building Trust – it is built over time, sense of comfort with Mentor, keeping your conversations and other communications confidential, honoring your scheduled meetings and calls, and consistently showing interest.
- 6.5. Identify boundaries and follow the NIGP Code of Ethics. All professional relationships have boundaries about what is and isn't permitted. The mentor relationship should comply with professional code of conduct standards at all times.
- 6.6. Apply what you have learned.
- 6.7. Take full advantage of any assistance offered.
- 6.8. You have some knowledge, perspectives, or connections that your Mentor would appreciate. Make yourself useful and you will make yourself worth the investment of time.
- 6.9. Express Gratitude, Mentors are all volunteers. They spare their time in addition to their full time job to mentor you and to help you be successful. Let them know that you appreciate their commitment.
- 6.10. Keep the Mentoring Committee informed what is working well or what is not.

GUIDELINE ON HOW TO BECOME CERTIFIED BY UPPCC

CPPB ELIGIBILITY REQUIREMENTS	YES	NO
Applicants for the CPPB certification program can choose one of two options for applying; Option 1 that includes a degree or Option 2 that does not include a degree. The application option without a degree requires 2 additional years of experience.		
OPTION 1 – WITH DEGREE		
Completion of a 2-year, post-secondary education program that results in a degree, diploma or certificate		
3 years of experience within the previous 10 years from the applications submission date. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).		
72 contacts hours of procurement-related coursework/training completed within the previous 10 years from the applications submission date.		
OPTION 2 – NO DEGREE		
5 years of experience within the previous 10 years from the applications submission date. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).		
72 contacts hours of procurement-related coursework/training completed within the previous 10 years from the applications submission date		
UPPCC Body of Knowledge & Competency (BoK-C) Domain Areas		
Legal Framework		
Procurement Planning and Analysis		
Sourcing and Solicitation		
Contract Development and Management		
Leadership		
Business Principles		
Certification Fees/UPPCC Handbook/Application		
Please visit UPPCC site: UPPCC CPPO CPPB Certification		
Guide to Applying and Testing for Certification		
https://uppcc.org/Portals/0/2021_UPPCC_BoKC_CPPB_Crosswalk.pdf		

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GUIDELINE ON HOW TO BECOME CERTIFIED BY UPPCC

CPPO ELIGIBILITY REQUIREMENTS	YES	NO
Applicants for the CPPO certification program can choose one of two options for applying; Option 1 that includes a degree or Option 2 that does not include a degree. The application option without a degree requires 2 additional years of experience.		
Bachelor's Degree or higher earned from an accredited institution of higher learning.		
5 years of procurement experience within the previous 10 years from the applications submission date of which a minimum of 3 years is in a management or supervisory position. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).		
96 contact hours of procurement-related coursework/training completed within the previous 10 years from the applications submission date.		
UPPCC Body of Knowledge & Competency (BoK-C) Domain Areas		
Legal Framework		
Procurement Planning and Analysis		
Sourcing and Solicitation		
Contract Development and Management		
Leadership		
Business Principles		
Certification Fees/UPPCC Handbook/Application		
Please visit UPPCC site: UPPCC CPPO CPPB Certification		
Guide to Applying and Testing for Certification		
https://uppcc.org/Portals/0/2021 UPPCC BoKC CPPO Crosswalk.pdf		

APPLICANTS WHO ARE NOT CERTIFIED AS CPPO/CPPB

Your Path to NIGP-CPP Certification

FOCUS AREAS:

[Strategy](#)

[Policy and Legislation](#)

[Planning and Analysis](#)

[Contract Administration](#)

[Sourcing and Solicitation](#)

[Leadership](#)

[Business Principles](#)

Unlike most other programs, the NIGP-CPP does not require any specific procurement classes or training to be eligible. This means greater flexibility for you on how best to prepare for your exam without required mandates from NIGP.

For more information, please visit NIGP website at:

[NIGP Certification | NIGP](#)

CHOOSE YOUR PATH

NIGP offers **5** paths towards certification for those who have never been certified. Choose the one that best applies to you. All 5 paths require you take the Comprehensive Exam.

PATHWAY A

Graduate degree with a specific concentration in public administration, public policy, supply chain, procurement, or economics

2 years (24 months) relevant full-time 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 in public administration, public policy, supply chain, or procurement

3 years (36 months) relevant full-time work experience involved with procurement (public or private, purchaser or seller) within the past 10 years

PATHWAY C

Bachelors degree or higher (any discipline)

4 years (48 months) relevant full-time work experience involved with procurement (public or private, purchaser or seller) within the past 10 years

PATHWAY D

Two-year post-secondary diploma OR associate degree (any discipline) OR NIGP Public Procurement Associate Designation

6 years (72 months) relevant full-time work experience involved with procurement (public or private, purchaser or seller) within the past 10 years

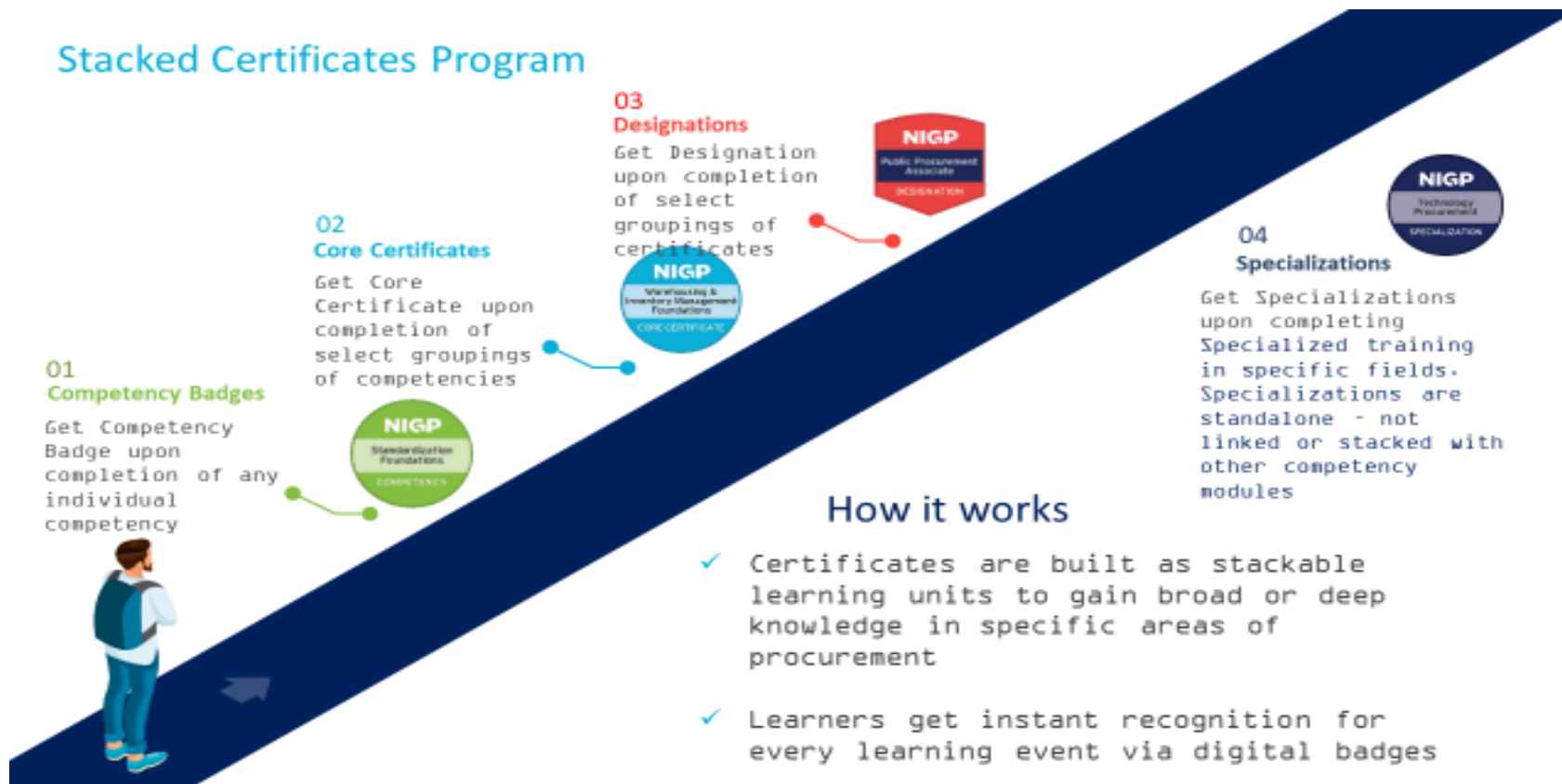
PATHWAY E

No post-secondary diploma required

8 years (96 months) relevant full-time work experience involved with procurement (public or private, purchaser or seller) within the past 10 years

Stacked Certificates Program

Stacked Certificates Program



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CFC- NIGP MENTORING PLAN FOR CERTIFICATION

GOALS for CERTIFICATION	Est. No. of Days	Est. Startin g Date	Est. Endin g Date	Actual Starting Date	Actual Endin g Date
Certification NIGP-CPP CPPB CPPO					
Meet with Mentor to discuss Assessment/Planning					
Review Eligibility from UPPCC site or NIGP site					
Determine courses needed to meet UPPCC Eligibility:					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Meet with Mentor to discuss progress					
Determine desired Examination Period (Spring or Fall)					
Print & Review Handbook and Application from UPPCC site or NIGP site					
Gather required documentation					
Complete Application					
Mail application & fee via airmail/courier before deadline					
6 weeks waiting period to obtain approval/permission to take exam (Note: you have 1 year to take the exam upon receipt of your authorization from UPPCC) Note: This may be different for NIGP.					
Body of Knowledge Review (5 months before testing) Note: This may be different for NIGP.					
Exam Registration Deadline _____ for testing date					
Meet with Mentor to discuss progress					
Join a study group (4 months before testing)					
Meet with Mentor to discuss progress					
NIGP Prep: ___ Classes ___Virtual ___On-line Assessment (3 months before testing)					
Meet with Mentor to discuss progress					
NIGP Prep Webinars (2 months before testing)					
Meet with Mentor to discuss progress					
Personal Study (1 month before testing)					
Testing Date					
Exam Results (4-6 weeks)					

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NOTES