



NIGP-CPP Requirements Manual

6TH EDITION

Revised November 2025



The Requirements Manual as a Guide and Resource

This NIGP-CPP Manual Requirements Manual 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 NIGP-CPP Requirements Manual 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 (hereinafter also referred to as the “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 NIGP-CPP Requirements Manual is issued with a revised effective date, the content of the new manual shall supersede all previous processes, policies, and procedures. For this reason, you are encouraged to review the current Manual edition available on the NIGP Website from time to time to ensure your understanding of all current requirements and guidelines.

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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 support 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 set 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 recognize 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.



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Chair, NIGP Certification Commission

The NIGP Certification Commission and Staff

The Certification Commission

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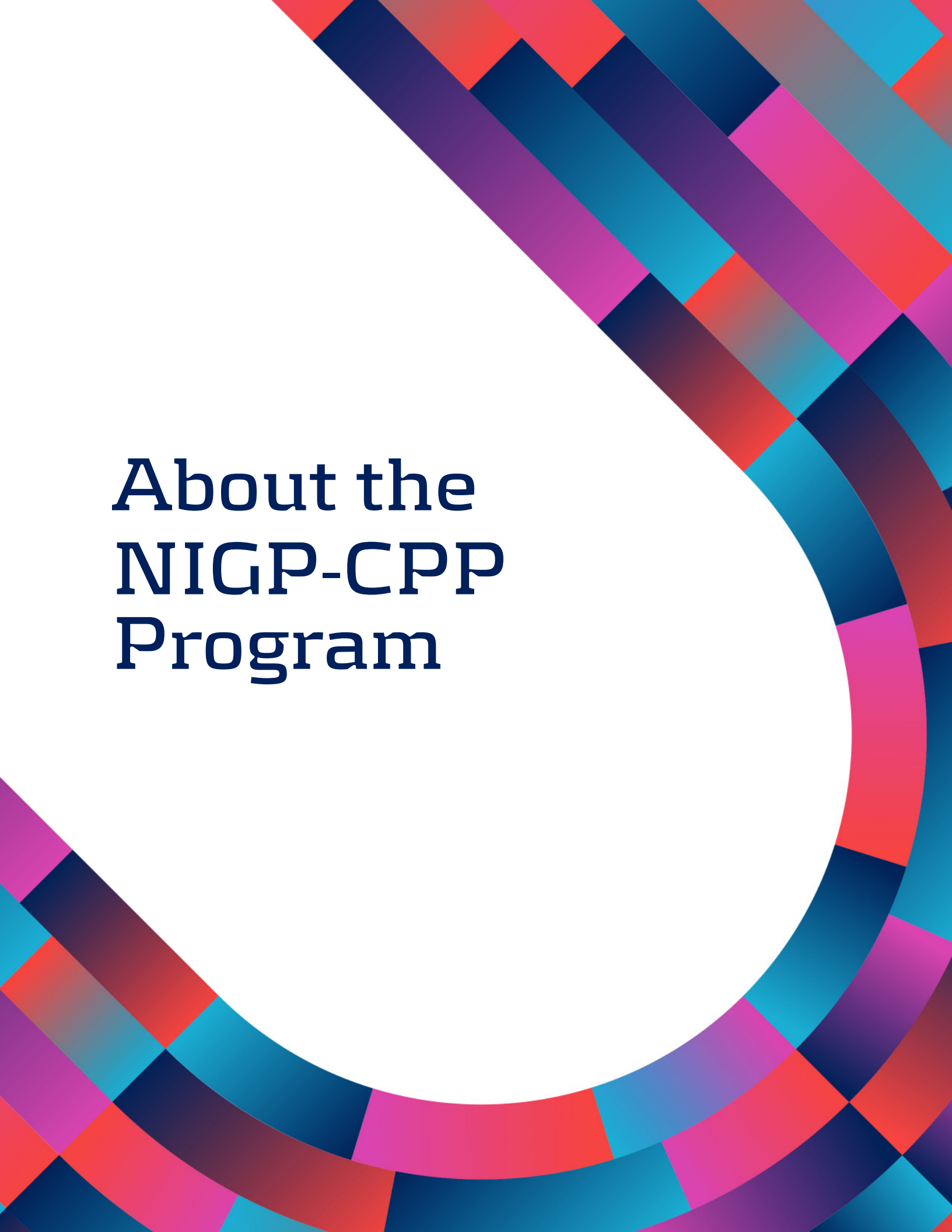
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About the NIGP-CPP Program

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.

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.

Today, NIGP offers public procurement professionals a variety of credentialing programs, offered through Pathways, in support of their career aspirations. 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 includes the NIGP Certified Procurement Professional (NIGP-CPP) designation - one of only two professional certification programs serving the procurement and contracting community that has earned third-party, rigorous accreditation from the ANSI National Accreditation Board.

NIGP-CPP Guiding Principles

The following NIGP-CPP Guiding Principles were developed in 2019 by the NIGP Governing Board:

- 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 Institute for Supply Management (ISM) and the National Contract Management Association (NCMA). 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.

Achieving Accreditation by World-Renowned ANSI National Accreditation Board

The NIGP credentialing system and structure was designed to comply with the American National Standards Institute (ANSI) and the 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.

In May 2024, the ANSI National Accreditation Board attested that NIGP fulfilled the requirements of ISO/IEC 17024:2012 general requirements for bodies operating certification of persons and granted accreditation to the NIGP Certified Procurement Professional (NIGP-CPP) program.

The NIGP-CPP is one of only two professional certifications focused on procurement and contracting, public or private, that has earned this distinction. The other is the highly respected certification programs offered by our colleagues at the National Contract Management Association (NCMA).

By earning this prestigious accreditation, this achievement validates that NIGP-CPP certification meets those standards. NIGP recognizes that standards are critically important to the public procurement community which frequently incorporates ANSI and ISO standards in bid specifications and assessments.

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

NIGP is firmly committed to the inclusive practice of providing equal access to activities and resources to all interested parties regardless of their religious and political beliefs, skill sets, 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 conducting 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 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 two-fold:

- 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.
- To provide a continuum of products within the NIGP Pathways program that recognizes a professional's growth in his/her career.

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 and 54 technical competencies anchored in the Framework
- **International Standards:** Accredited by the ANSI National Accreditation Board as having fulfilled the requirements of ISO/IEC 17024:2012 for bodies operating certification of persons
- **Structure:** Two-part modular exam that assesses competency behaviors
- **Holistic:** The exams assess core procurement functions (planning, sourcing, solicitation, and contract administration) as well as essential skills required of leaders (strategy, business principles and operations, and leadership and engagement)
- **Flexibility for Fast-Paced Professionals:** A two-year application period and four testing windows annually
- **Equity:** All Candidates pay the same application and exam fees
- **Recognition:** When qualifying a Candidate's prior work experience for eligibility, all sector experiences in procurement are recognized (private, public, or non-profit)
- **No Prior Training Requisites:** No prior training hours are required for eligibility.
- **Refreshed Relevance:** NIGP's Center for the Advancement of Research and Excellence informs NIGP programs of new practices that may be included in future editions of the exams
- **Data-Integration:** The NIGP-CPP database system integrates with NIGP's learning management system so Continuing Education Hours (CEHs) earned through NIGP courses and educational events (webinars, seminars, workshops) are automatically recorded in the candidate's record; saving time and effort during recertification
- **Service Level:** NIGP is committed to providing exceptional service.



The Six Steps to a Meaningful Certification

Step 1: Determining Your Eligibility

There are two components that determine whether you are eligible to apply for the NIGP-CPP certification: formal education and relevant work experience.

Several certification programs also require prior procurement training or coursework to become eligible. The NIGP-CPP does not. This is because the NIGP-CPP exam assesses competencies and behaviors rather than knowledge.

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—five pathways to be exact!

Pathway A

Graduate degree from an accredited college/university with a specified concentration in supply chain, procurement, public administration, public policy, or economics; or Juris Doctor (JD), Legus Baccalaureus (LLB) or equivalent program recognized by the American Bar Association as satisfying the educational requirements to sit for the Bar exam

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

Bachelor's or higher degree (any discipline) or a program that has earned the Global Standard for Purchasing and Supply Chain educational Programs from the International Federation of Purchasing and Supply Management (IFPSM) 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

Bachelor's or higher degree in any discipline from an accredited college/university or a program that has earned the Global Standard for Purchasing and Supply Chain educational Programs from the International Federation of Purchasing and Supply Management (IFPSM).

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.

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.**

Relevant Work Experience

For all applications submitted on or after October 1, 2025, documentation supporting relevant work experience is required for all applicants applying under Pathways A through E.

"Relevant work experience" is defined as:

- Full-time work performed as an employee, contractor, or as self-employed in the public, private or non-profit sectors;
- Within the last ten (10) years; and
- Whose job responsibilities align with at least 25 of the 54 technical competency statements as listed in the "Exam Content for Exam Modules C and D for the NIGP-CPP Exam" Section of this NIGP-CPP Requirements Manual.

During the application process, you will have the opportunity to qualify relevant work experience across **multiple job titles or positions** within the same employer as well as multiple job titles/positions across **multiple employers**. However, for each job title/position listed on your online application, you will identify, via a dropdown box, which technical competencies you performed for each job title/position listed. For the job title/position to meet minimum eligibility requirements, you must identify at least 25 of the 54 competency statements. A job title/position that does not meet the 25-minimum threshold will not be considered.

To meet the eligibility requirements for relevant work experience:

- Your **aggregate experience** across all listed titles/positions and all employers **must equal or exceed the total number** of years (or months) of relevant work experience required for your selected Pathway. Nothing prohibits you from entering more relevant work experience than is required based on your Pathway as long as the work was within the last ten (10) years. A break in service is allowed.

AND

- A current or former supervisor, manager, director, or someone with similar authority on behalf of the employer who is/was familiar with your relevant work must **independently verify your qualifications** for each job title/position that you list on your application. Alternatively, a Human Resources (HR) representative may verify your qualifications if it is not possible to identify an agent for the employer. For self-employment verification, a business client may serve as the verifier. During the online application process, you must provide your verifier's name, job title, phone number, and current email address. This individual can be retired or employed by another organization as long as he/she can verify your qualifications.

You can only list one verifier for each job title/position listed. However, this individual may also verify multiple job titles/positions listed on your application for an employer if applicable.

Once you complete and submit your online application and payment, each verifier identified on your application will receive an electronic email notification which contains the Employment Verification Form (see Appendix K). In that notification, each verifier will be requested to confirm:

- Dates of employment
- Job titles/positions
- All of the competency statements you selected

Each verifier is also required to confirm, sign, and digitally return the verification form. Until this step is completed for every verification, your application cannot be approved.

If your named employment verifier cannot or will not verify your information, he/she can confirm his/her decision on the Applicant Verification Form and email it back to NIGP. If your named verifier does not return the Employment Verification Form within thirty (30) business days after the form was sent to him/her digitally, NIGP will assume that the verifier does not wish to verify your employment information. In either case, you will be able to name another verifier for the affected job title/position.

If your named employment verifier denies that you performed the selected competencies, that job title/position and the corresponding number of months of work experience is denied and cannot be used towards the minimum eligibility requirements. Resubmitting time/ experience/ competencies for the denied portion of experience is not allowed and cannot be considered once an initial denial has occurred. The decision of your verifier is not appealable, and you cannot name another employment verifier for the specific job title/position that was denied.

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.

Given the critical nature of the employment verification process, you may want to sketch a draft matrix which lists those jobs you have performed that meet the eligibility criteria for a minimum number of competency statements, then identify your employment verifier. And it is highly recommended that, prior to beginning the application, you **communicate directly with your employment verifier(s)** to ensure that he/she is aware of, and agrees with, the employment details you are providing in your application. Most importantly, you want to ensure that he/she agrees with the list of job tasks you selected that align with the competency statements.

Below is an example of a strategy for a Pathways D candidate who has to submit at least 6 years (72 months) of relevant work experience:

Employer	Start Date	End Date	# Mos.	Job Title	# Statements	Verifier
City of Omaha	5/1/2015	4/30/2016	12	Buyer II	26	M. Moffitt
City of Omaha	5/1/2016	12/31/2016	8	Senior Buyer	28	M. Moffitt
City of Omaha	1/1/2017	3/31/2020	39	Asst. Director	29	M. Moffitt
Lincoln Co, NE	6/1/2023	Current	24+	Procurement Director	36	J. Clements
Total			83			

Step 2: Applying for Certification

The Requirements You Need to Know Before You Apply

1. You must meet all eligibility criteria listed under Step 1 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 NIGP-CPP Requirements Manual 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.

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.

4. If you plan to formally request 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 Manual.

The completed Request for Special Accommodations Form (Appendix G in this certification manual) must be submitted. Please apply at least 60 days before your selected testing window begins.

The 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 submitted automatically for review by the NIGP certification team.

5. The NIGP certification team will verify that you meet all eligibility requirements for the selected eligibility Pathway and that all information on the application is accurate and complete. The NIGP certification team may require additional documentation during the evaluation phase including college/university diplomas or transcripts. Be prepared to submit additional documents to NIGP if requested.
6. While the NIGP certification team is evaluating your application, your employment verification forms required for Pathways A through E candidates will be emailed to the specific named verifiers. Your application cannot be finalized until your verifiers review, sign and return the employment verification forms. No other means of employment verification is allowed.
7.
 - A. For all candidates approved on or before September 30, 2025, your application is valid for two years from the approval date or through November 2026 testing, whichever comes first. You are required to successfully complete Exam Modules A and B to attain the NIGP-CPP.
 - B. For all applications submitted on or after October 1, 2025, your approved application will be valid for two years from the approval date. You are required to successfully complete new Exam Modules C and D to attain the NIGP-CPP.

For information about Exceptions, please see **Section F: Policy Exceptions**.

Note: For candidates approved on or before September 30, 2025, you must successfully complete Exam Modules A and B before your application expires or November 2026, whichever comes first.

For all applications submitted on or after October 1, 2025, you must successfully complete new Exam Modules C and D before your application expires.

8. Your application may be modified during the evaluation phase for the following reasons:
 - To submit additional documentation that supports your formal education and/or relevant work experience;
 - To include additional relevant work experience that was not reported on the original application; with the understanding that a third-party verifier will be required to review and confirm the relevant work experience;
 - To replace the name and/or contact information of a verifier for a specific work experience if the verifier has not responded to the NIGP Certification's request for at least twenty (20) business days; or
 - To revise the eligibility Pathway.
9. Your application may not be modified during the evaluation process to change the name and contact information of any verifier who rejected a specific work experience reported on your application.
10. Your application may be modified during the application validity period if special accommodations are needed; with the understanding that the Request for Special Accommodations Form must be completed and submitted to, and approved by, the NIGP certification team at least 60 days prior to registering for a specific testing window.
11. You must successfully complete all 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 application period, that exam result does not carry over to a new application period. You will have three (3) opportunities to pass each module of the exam during the initial application period.

When to Apply

1. You can apply any time. There are no application periods and no late application fees.
2. However, as you decide on when to apply, keep in mind that your first decision is actually selecting the specific testing window when you wish to take your first exam(s). Your considerations include:
 - Choosing one of the full months of February, May, August, and November. The final testing window for Exam Modules A and B is the November 2026 testing window. The first testing window for new Exam Modules C and D is February 2026.
 - Recognizing that registration for each testing period opens four (4) months in advance of the testing window and closes one (1) month in advance of the testing window. For example, the registration period for the November testing window opens July 1st and closes September 30th.
 - Submitting your application at least forty-five (45) calendar days prior to the first day of that preferred testing window (or) at least sixty (60) calendar days if your application includes a Request for Special Accommodations Form since adequate time is necessary to secure any authorized special accommodations from the testing delivery partner.

These suggested timelines should provide sufficient time to review and approve your application, for you to register and pay 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:

- A. Candidate's Information and Demographics
- B. Candidate's Eligibility: Formal Education
- C. Candidate's Eligibility: Relevant Work Experience
- D. Request Form for Candidate's Special Accommodation Needs if any
- E. Candidate's Affirmations

A. Candidate's Information and Demographics

1. Login to your NIGP member record from the home page of the NIGP Website. Your member data will auto-populate your certification application record. Except as noted below, you can edit data that was auto-populated into your certification application.

If you are not a member of NIGP, you will create a certification account using a valid email address, create a password, and provide a profile of general, demographic information. Please note that NIGP Membership is not required to attain your NIGP-CPP certification. Further, all applicants pay the same application, exam, and recertification fees regardless of membership status. To create your certification account, go to the home page of the NIGP Website and select "Login" from the top-right of the website page. This action will take you to the Sign In page. Select the "Set up inline access" link.

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. If you are not a NIGP member, you still have the benefit of a single sign-on between your certification record and any NIGP-hosted learning activities or events for which you registered and completed. When you apply for recertification, your certification record will auto-populate all continuing education hours earned through NIGP which saves time and research.

Exceptions:

Name. Your NIGP-CPP certification record must contain your full legal name that appears on a valid government-issued photo-identification card. Since you will present a valid government-issued photo-identification card to prove your identity at a testing center, it is critical that the first and last names on your NIGP-CP certification record exactly match your government-issued photo-identification card. **If you need to change your name on your NIGP-CPP certification record, please contact the NIGP certification team at certification@nigp.org during the application process or no later than the date when you register for a testing window.**

Demographic data once your certification record is created. A certification candidate may decide to use an email address or physical address for his/her certification record that is different than the member record. To respect one's privacy, NIGP does not automatically overwrite changes between a member record and a certification record; therefore, it is your responsibility to update both sets of records in your best interest.

2. Select the specific Pathway (A through E) you are accessing for eligibility. In some cases, you may be eligible to apply under multiple pathways. In this situation, select the Pathway that requires the least number of months of relevant work experience. For example, a candidate who has both a bachelors degree (Pathway C which requires 48 months of relevant work experience) and a masters degree in public administration (Pathway A which requires 24 months of relevant work experience) should choose Pathway A and qualify for fewer months of relevant work experience.

B. Candidate's Eligibility: Formal Education

Enter information and required documentation for your highest educational level only that corresponds to a Pathway.

- If you are applying under Pathway A, you will upload a PDF of your diploma or transcript showing the degree conferred and the date conferred for graduate degrees with a concentration in public policy, public administration, procurement, supply chain, or economics, or for the Juris Doctor (JD) degree or Legus Baccalaureus (LLB) degree. If your degree is from an equivalent program recognized by the American Bar Association as satisfying the educational requirements to sit for the Bar exam, you will upload a copy of your diploma or transcript showing the degree conferred and date conferred AND documentation verifying that your degree is recognized by the American Bar Association as satisfying the educational requirements to sit for the Bar exam. International degrees also require documentation that the college/university outside of the US/Canada is an accredited institution.
- For Pathway B candidates, you will upload a PDF of your diploma or transcript showing the degree conferred and the date conferred, and you will also upload a PDF of your graduate certificate from an accredited college/university. If you are applying through a degree program that has earned the Global Standard for Purchasing and Supply Chain educational programs from the International Federation of Purchasing and Supply Management (IFPSM), you will upload your diploma or transcript showing the degree conferred and date conferred; AND a PDF of your graduate certificate from an accredited college/university; AND documentation verifying that your degree program has earned the Global Standard for Purchasing and Supply Chain educational programs from the International Federation of Purchasing and Supply Management (IFPSM). The documents you upload need to identify the type of certificate, the date when it was conferred and the name of the educational institution.

- For Pathway C candidates, you will upload a PDF of your diploma or transcript showing the degree conferred and the date conferred. If you are applying through a degree program that has earned the Global Standard for Purchasing and Supply Chain educational programs from the International Federation of Purchasing and Supply Management (IFPSM), you will upload your diploma or transcript showing the degree conferred and date conferred; AND documentation verifying that your degree program has earned the Global Standard for Purchasing and Supply Chain educational programs from the International Federation of Purchasing and Supply Management (IFPSM).
- For Pathway D candidates, you will upload a PDF of your diploma or transcript showing the degree conferred and the date conferred OR a PDF of your NIGP Public Procurement Associate Designation certificate.
- For Pathway E applications, you do NOT need to upload any educational documents.

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

1. For each job title that meets the definition of "relevant work experience" (as defined earlier in this Manual), you will enter data in an Experience Verification Section within the application.
 - Additional sections are available to record each additional relevant work experience. For example, you may have three unique job titles at the same employer that meet the definition of relevant work experience. That would require three separate Experience Verification sections. Or you may have multiple employers which would require you to enter separate Experience Verification sections for each combination of job title and employer.
 - You have the option of qualifying additional relevant work experience above the number of years/months required based on your selected Pathway as long as the experience was earned in the last ten (10) years.
2. For each job title, you will enter:
 - The Name of your employer (or) Entity
 - Your position or job title
 - The beginning and ending (or current) dates of the qualifying period
 - The total months qualified
 - The specific competencies you perform(ed) while serving in that job title. A dropdown box will appear that displays all 54 technical competencies. You must select at least 25 of the 54 technical competencies in order for the position/ job title to qualify as relevant work experience.

- The full name, position title, and email address of the Employment Verifier (A current or former supervisor, manager, director, or someone with similar authority on behalf of the employer or HR Representative). Your Third-Party Verifier can be used for multiple job titles within the entity; however, you will need to repeat the name, position title, and email address for each additional relevant work experience. Generic information (such as Human Resources or Payroll et al) cannot be provided instead of the required employment verifier details. All verifications must be completed, signed, and returned by the individual named as the employment verifier.

The information you record on your application will be sent to your verifier(s) electronically via email via the Employment Verification Form (See Appendix K). Your application cannot move forward until your designated supervisor or HR representative returns the Employment Verification Form to NIGP either verifying your relevant work experience or declining to participate in the verification process or denying the employment details you provided on your application. The automated employment verification form is the only means of employment verification.

Since third-party employment verification is required, it is strongly recommended that you communicate with each named employment verifier before submitting the application.

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 25-point minimum or requires the removal of this employment experience, the NIGP team 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.

If the supervisor or HR representative declines to participate in the verification process, as noted on the Employment Verification Form, the NIGP team will inform you of this situation and give you sixty (60) calendar days to provide a **new verifier** of the specific job title/position. Alternatively, if the supervisor or HR representative fails to respond to the Employment Verification Form within thirty (30) calendar days of receipt, the NIGP team will inform you of this situation and give you sixty (60) calendar days to provide a new verifier of the specific job title/position.

D. 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 evaluated by the exam, which 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 Requirements Manual) has been uploaded as a part of the online NIGP-CPP application.

On the Special Accommodations section within the online application, candidates must mark “Yes” or “No” 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
- Specify 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 Special 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.

E. Candidate 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 manual)
- The NIGP-CPP Candidate’s Statement of Accuracy, Veracity, and Truthfulness (see the appendix listing in this manual)

F. Candidate’s Payment of Fees, Test Period Scheduling, and Provisions for Refunds

- Once your online application is complete, please remit the \$175 **non-refundable** application fee. All NIGP-CPP fees must be paid by credit card in US dollars. 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 Manual. 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 and relevant work experience verification forms 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 ten (10) business 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. If the additional documentation is not submitted by the deadline, your application will be rejected and your application fee forfeited. If additional information is required and you confirm that you cannot provide the required documentation to verify eligibility within the 60-day period, your application will be denied, and your application fee is forfeited.

If your verifier(s) denies your relevant work experience for a specific job title, the NIGP Certification Team will inform you of the denial. The decision of the verifier cannot be appealed, and this relevant work experience will be deducted from your overall reported number of months needed to qualify as a NIGP-CPP candidate. If the deduction causes your application to fall below the minimum number of months needed to qualify, you will be given sixty (60) calendar days to submit a new job title, verifier, and related information.

If your verifier(s) decides that he/she cannot or will not assess your relevant work experience or otherwise declines to participate in the verification process by not returning the Employment Verification Form within thirty (30) calendar days, you will be given sixty (60) calendar days to identify and submit a new verifier(s). Until you identify a new verifier, your application cannot move forward.

In addition to the new job title and new, relevant work experience, you may also revise your application during the review phase as follows:

- A revised or new Request for Special Accommodations Form
- Revised name and/or contact information
- A change in your eligibility Pathway

Contact the NIGP Certification Team for instructions on how to submit these revisions.

Application Decisions and Appeals

Typically, you should receive notification of your application within ten (10) business 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 for reasons other than denied relevant work experience by your verifier, you have the right to appeal the decision in accordance with the provisions outlined in this Manual. Your appeal must be received within a specific number of days after notification, as noted in the appeals section of this Manual.

Step 3: Modifying Your Certification Record

There are limited circumstances where you can modify your certification record during the application period:

Special Accommodations

If you and your healthcare provider discover that you need special accommodations at the testing center for symptoms that were unknown when you applied for your NIGP-CPP, contact the NIGP Certification Team for instructions. You will need to present the *Special Accommodations Request Form* to your licensed healthcare professional, who must be qualified to diagnose and treat your condition. Your licensed healthcare professional is required to:

- Provide the diagnosis
- Specify 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

Please apply at least 60 days prior to the starting date of your selected testing window so that the NIGP Certification team has additional time to review your requested accommodations and determine if any reasonable accommodations can be provided to you. You should receive notification of approved accommodations within ten (10) business days after your application and completed form are submitted.

Name Change

If you have subsequently changed your first and/or last name after approval of your NIGP-CPP application, contact the NIGP Certification Team for instructions. You may be required to upload legal documentation that confirms your new name. Please request a name change at least 30 days prior to the starting date of your selected testing window so that the NIGP Certification team has additional time to revise your certification record. **If your first and last names in the NIGP-CPP records, the testing delivery partner records, and on your appointment confirmation email do not exactly match your valid government-issued photo-identification card, you will not be allowed to test and your testing fee will be forfeited.**

Step 4: Preparing for Your Exam

Through November 2026, the NIGP-CPP certification program will be managing two different candidate groups concurrently. For all candidates approved on or before September 30, 2025, both Exam Module A and Exam Module B must be successfully completed by the application expiration date or November 2026, whichever comes first. For all applications submitted on or after October 1, 2025, both new Exam Module C and Exam Module D must be successfully completed by the application expiration date. **For all applications approved on or before September 30, 2025, you must pass Exam Modules A and B. For all applications submitted on or after October 1, 2025, you must pass new Exam Modules C and D.**

Exam Format

The NIGP-CPP is a two-module computer-based, multiple-choice exam. The Exam Modules you are required to pass depend solely on your application approval date. If approved on or before September 30, 2025, you are required to successfully complete Exam Modules A and B. If you applied on or after October 1, 2025, you are required to successfully complete new Exam Modules C and D. All candidates must pass either Modules A and B OR Modules C and D. No candidate has to pass all four Modules.

The advantage of a modular exam is that each exam is scored independently so it is possible to pass one module but fail the other; in which case, you only need to retake the module for which you did not achieve a passing score. This should help reduce the total time you spend preparing for retesting, it will reduce your exam fees, and hopefully, reduce some stress and anxiety.

For Exam Modules A and B, 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.

For Exam Modules C and D, Module C consists of 80 questions and Module D consists of 85 questions. For Module C, 75 questions will be scored and the remaining 5 will be considered pretest questions which may be used in future exams. For Module D, 80 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 and 10 minutes to complete each Module.

Whether you are required to complete Modules A and B OR Modules C and D, there is no requirement to take each module in a specific order. You can schedule appointments for your two modules on the same date within a testing window, or on different dates within the same testing window, or over different testing windows. It's your choice. The only requirement is that you must successfully complete both modules before your application expiration date. You will have three (3) opportunities to pass each required module of the exam within the application period.

You can schedule your two modules on the same date if appointments are available.

Exam Content

For applications submitted on or before September 30, 2025, Exam Modules A and B must be successfully completed. For applications submitted on or after October 1, 2025, new Exam Modules C and D must be successfully completed.

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

Exam Modules A and B

For Exam Modules A and B, 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.

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 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.

Generally, the 43 technical competency statements fall into one of the two modules:

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 Modules A and B: The 43 Competency Statements

Exam Modules A and B are based on the 43 competency statements listed below. REMEMBER: Only candidates approved on or before September 30, 2025, will be required to successfully complete Exam Modules A and B.

The 23 competency statements for Module B are noted below:

Competency Statements for Exam Modules A and B

Strategy

Module A 8%
Module B 12%

- Create procurement's strategic goals, objectives, and policies in alignment with the entity-wide strategic plan
- Choose and implement strategic improvements for the procurement function (*Module B*)
- Manage efficiency and effectiveness in achievement of procurement's mission
- Identify, evaluate, and implement social and environmentally sustainable procurement policies and other procurement priorities (*Module B*)

Policy, Legislation and Program Oversight

Module A 13%
Module B 17%

- Engage the legislative process to further procurement interests
- Ensure compliance with applicable rules and regulations from the various branches and levels of government
- 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 (*Module B*)
- Manage stakeholder expectations by communicating requirements, responsibilities, and outcomes (*Module B*)
- Create, lead, and provide holistic procurement program oversight (*Module B*)

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 (<i>Module B</i>)
Contract Administration	■ Establish policies and procedures for contract administration
Module A 17%	■ Establish policies and procedures to promote acceptable contract performance
Module B 5%	■ Establish policies and procedures to address contract performance issues ■ Ensure the efficiency and effectiveness of asset management, warehousing, and logistics programs (<i>Module B</i>) ■ Recommend options to dispose of assets to maximize residual value (<i>Module B</i>)
Leadership	■ Create and foster a professional, ethical culture ■ Create policies and procedures to support an ethical workplace (<i>Module B</i>)
Module A 11%	■ Create a culture and system to foster continuous improvement (<i>Module B</i>)
Module B 38%	■ Provide procurement professional development opportunities (<i>Module B</i>) ■ Provide educational opportunities related to procurement best practices to non-procurement professionals (<i>Module B</i>) ■ Engage stakeholders in development of entity key performance indicators to achieve change implementation (<i>Module B</i>) ■ Communicate programs, policies, and procedures in support of the entity's continuous advancement (<i>Module B</i>) ■ Develop criteria for evaluation of internal and external relationships and procurement's performance (<i>Module B</i>) ■ Align procurement change with entity goals (<i>Module B</i>)

	■ Recruit, hire, develop, retain, and promote procurement professionals ■ Identify and address challenges and conflicts (<i>Module B</i>)
Business Principles and Operations	■ Establish a continuous improvement plan (<i>Module B</i>) ■ Identify how changes in global, national and regional economies will affect operations (<i>Module B</i>)
Module A 7% Module B 22%	■ Develop and manage a thriving and resilient workplace (<i>Module B</i>) ■ Select and implement technology to further procurement goals ■ Obtain and manage budgetary resources to further procurement goals (<i>Module B</i>) ■ Develop and implement a communications plan to enhance the image of the procurement function (<i>Module B</i>)

Exam Content - New Modules C and D

In 2024, the NIGP Certification Commission developed the Updated Practice Analysis Survey tool and NIGP fielded the Panel's survey between September and October of 2024. The survey methodology assessed the frequency with which 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. 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 percentage weighting. This weighting reflects the range of responsibilities and the perceived importance of those responsibilities for mid and executive level managers. Fifty-four key technical competency statements were determined for the new Exam Modules C and D for testing beginning February 2026. The NIGP-CPP Module C and D exam questions will assess your ability to demonstrate competency aligned to those 54 competency statements.

The 54 technical competencies fall into either Module C or Module D:

The 54 technical competency statements that comprise Module C and Module D are as follows:

NIGP-CPP Focus Areas	# Technical Statements	# Statements Module C	% of Module C	# Statements Module D	% of Module D
Planning & Analysis	5	5	20.0%	0	0
Sourcing & Solicitation	8	8	32.0%	0	0
Contract Administration	5	5	21.3%	0	0
Business Principles	7	7	26.7%	0	0
Strategy	6	0	0	6	20.0%
Governance	9	0	0	9	32.5%
Leadership & Engagement	14	0	0	14	47.5%
Total	54	25	100%	29	100%

Module C - 75 Questions + 5 pretest questions which may be used in future exams and therefore, are not included in the candidate's score.

Planning and Analysis (20%)

- Analyze information from multiple sources to create an entity wide procurement plan to meet the overall entity's goals.
- Analyze current market trends and their impact on entity wide procurement planning.
- Identify opportunities for strategic procurement contracting initiatives.
- Incorporate procurement priorities and best value factors, along with cost and price considerations, to guide decision making
- Assess risk and incorporate appropriate risk response strategies

Sourcing and Solicitation (32%)

- Analyze information from multiple sources to create individual procurement project plans to meet stakeholder objectives. (new)
- Determine the most appropriate sourcing, solicitation, and award structure.
- Determine the most favorable contract content and structure.

- Manage the solicitation development and pre-release process. (new)
- Manage all stages of the selection process (from release to award).
- Develop and manage an appropriate negotiation strategy.
- Develop and implement dispute mitigation and resolution strategies.
- Manage impacts related to international business matters.

Contract Administration
(21.3%)

- Create and implement a contract administration plan.
- Establish contract performance monitoring process.
- Facilitate resolution of contract performance issues.
- Ensure the efficiency and effectiveness of asset management, warehousing, and logistics programs.
- Evaluate options and execute appropriate methodology to dispose of assets to maximize residual value.

Business Principles and Operations (26,7%)

- Create and maintain a continuous improvement plan.
- Develop and manage a resilient and agile workforce.
- Organize procurement staff to optimize the procurement service delivery model. (new)
- Implement and manage technology and automation to enhance procurement performance.
- Obtain and manage budgetary resources to achieve procurement goals.
- Develop data-based decision making protocols. (new)
- Develop and implement continuity of operations plan. (new)

Module D - 80 Questions + 5 pretest questions which may be used in future exams and therefore, are not included in the candidate's score.

Strategy (20%)

- Create, implement, and update procurement's mission, vision, strategic goals, and objectives in alignment with the entity-wide strategic plan.
- Identify and implement initiatives and improvements to achieve the strategic goals for the procurement function.

- Manage efficiency and effectiveness in the achievement of procurement's mission.
- Identify, implement, and evaluate appropriate programs in response to industry conditions (e.g. social, sustainability, emerging technology, artificial intelligence, automation, supply chain disruptions).
- Align policies, procedures and practices with organizational priorities, professional procurement values and best practices. (new)
- Develop and implement a communications plan to promote the value of the procurement function.
- Analyze information from multiple sources to create an entity wide procurement plan to meet the overall entity's goals.

Governance (32.5%)

- Develop governance around the procurement function (e.g., centralized procurement, decentralized procurement, hybrid procurement, category management). (new)
- Engage the legislative process to further procurement interests.
- Ensure compliance with applicable statutory laws, common law, rules, and regulations (e.g., international, federal, regional, state/provincial, and local).
- Create, implement, and maintain fair, accessible, and transparent policies that align organizational behaviors, priorities, and professional procurement values.
- Advise the entity on how to address procurement-related matters.
- Define and communicate service level standards, requirements, roles and responsibilities, and outcomes to facilitate stakeholder engagement.
- Establish procedures for procurement process (e.g., planning, sourcing, selection, contract management) (new)
- Develop and maintain various templates and contract models (new)
- Integrate project management principles into procurement processes (new)

Leadership and Engagement (47.5%)

- Cultivate a professional environment that fosters continuous improvement.
- Provide professional development opportunities (e.g., internal/external training, credentialing, experiences, cross training, job shadowing, conferences)
- Implement stakeholder relationship management (e.g., internal client department, suppliers, senior leadership, professional associations)
- Provide educational opportunities related to procurement best practices to non-procurement professionals.
- Engage stakeholders in development of key performance indicators.
- Promote programs, policies, and procedures in support of procurement operations.
- Solicit and analyze feedback from internal and external stakeholders. (new)
- Recruit, hire, develop, retain, and promote procurement professionals.
- Collaborate with the business community to enhance education, foster participation, and reduce obstacles to competition. (new)
- Engage internal stakeholders to enhance education, improve collaboration, and optimize procurement outcomes. (new)
- Develop and implement an organizational succession plan. (new)
- Develop and implement job enrichment programs for staff. (new)
- Provide appropriate resources to optimize job performance. (new)
- Advocate for strategic organizational position of the procurement function. (new)

Study Methods as You Prepare for Certification

NIGP offers a wide range of materials to help you prepare for the NIGP-CPP exam including prep or review guides, an instructor-led prep course or Question Analysis course, self-assessment tools, informal study groups, and mentoring support. These materials are featured on the NIGP Website under the Certification Tab. The NIGP Certification Commission does not endorse any preparatory products. And NIGP does not have access to the NIGP-CPP exam.

Please contact the NIGP Customer Care Team at CustomerCare@nigp.org or (800) FOR NIGP x0 or 1-800-367-6447 for all prep or study questions and information.

Step 5: Scheduling Your Exam

Registering for a Test Window

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. Be sure to check your application expiration date and the Exam Modules you are required to complete by logging in to your NIGP-CPP record. Or contact the NIGP Certification Team at certification@nigp.org for assistance. As you consider your options, please consider the following:

- Candidates who were approved on or before September 30, 2025, who must successfully complete Exam Modules A and B by the application expiration date or November 2026, whichever comes first. No exceptions will be granted.
- Candidates who submitted applications on or after October 1, 2025, must successfully complete Exam Module C and Module D by the end of the two-year application period. The first testing window is February 2026. 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 to the month of the testing window and close one month prior to the testing window. For example, registration for the May testing window will become available in January and close on March 31.
- When you decide it is time to register to take your exam, you must register for a specific testing window and a specified Exam Module. To register for a specific testing window, select Add Exam for your preferred window on your certification record and remit the testing fee. You have the option to register and remit payment for both required Exam Modules at the same time or you may opt to register for the exam modules during different testing windows.

Scheduling Your Exam at a Testing Center

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. The authorization-to-test email will include the PTI ID to use to schedule your testing appointment. 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.

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)!

Special Accommodations

If you submitted the Request for Special Accommodations Form, any approved accommodations will be provided to you by the NIGP certification team and communicated to Pearson VUE by the NIGP certification team. 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.

Step 6: 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 a valid government-issued photo identification card. **The first and last names on your government-issued photo-identification card 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 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.

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 Within the Same Testing Window

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.***

Exam Rescheduling to a Future Testing Window (Transfer)

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
2. Contact the NIGP certification staff for options on a new testing period and to provide your cancellation confirmation emails. A transfer fee is assessed which is defined in Appendix D.

You may only transfer to a new testing window if the testing window occurs before your application expiration date.

Failure to Appear: Penalty

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 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.

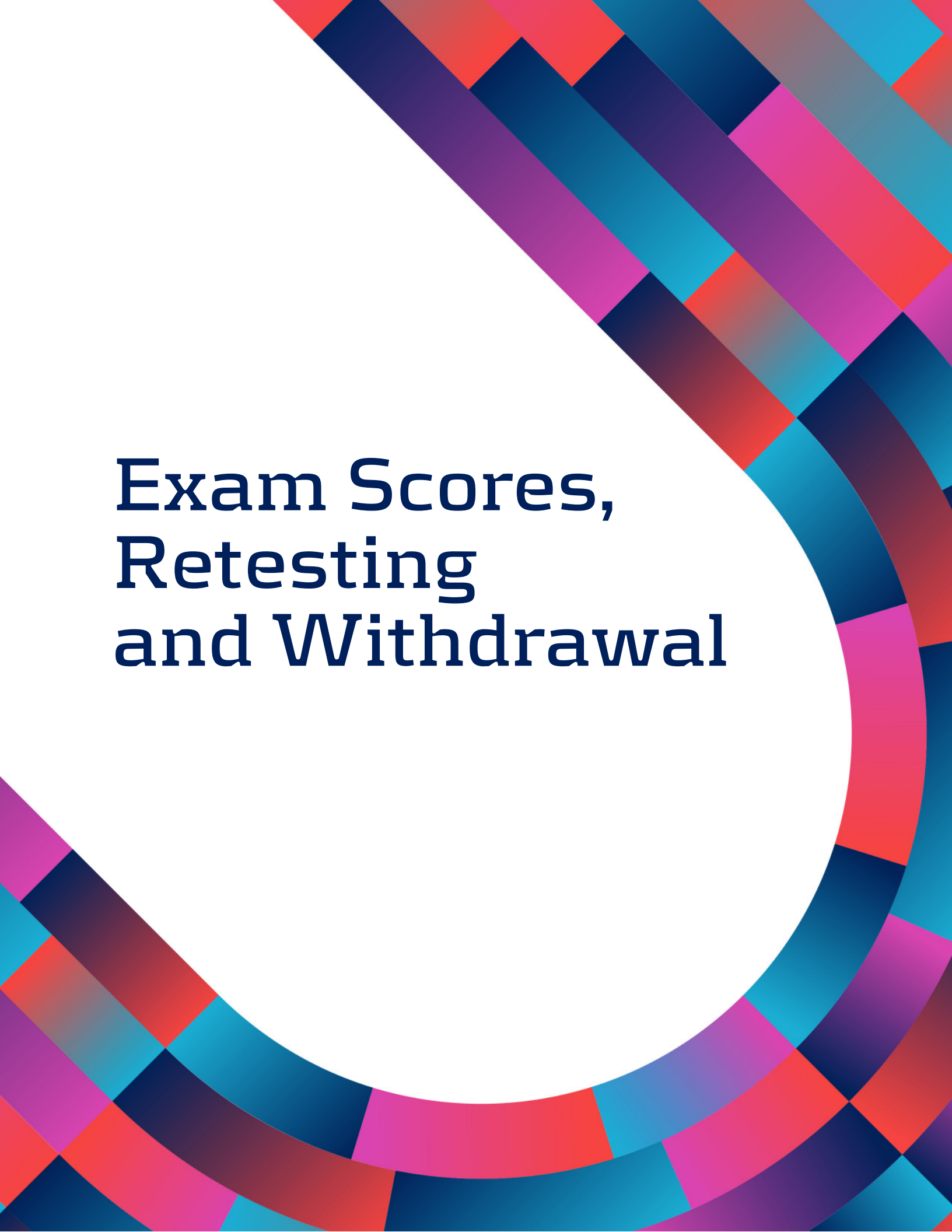
Personal emergencies include:

- 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 team if you request to have the exam fees transferred to a future exam date. Such written notification must be submitted within seven (7) calendar days of the scheduled testing appointment unless extenuating circumstances occur.

The NIGP certification team 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 team decision in accordance with the appeals process contained in this Manual.

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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.

Official Score Reports are provided at the testing center for all Module A and Module B completed tests.

For Module C and Module D tests, Official score reports will NOT be provided at the testing center until after the standard setting processes have been completed. It is expected that standard setting will occur after the February 2026 testing window if a sufficient number of tests are completed. The standard setting processes take four to six weeks, and score results will be provided to testers by email after the standard setting processes are complete.

For Exam Modules A and B, 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.**

For Exam Modules A and B, 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 for Exam Modules A or B, please contact the NIGP Certification Team 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.

When new Exam Modules are 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 new Exam Modules C and D 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 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 certification program will be managing two separate candidate groups concurrently through November 2026. The first group - those who applied and were approved on or before September 30, 2025 - must pass Exam Module A and Exam Module B before the application expiration date or November 2026, whichever comes first. The second group - those who apply on or after October 1, 2025 - must pass Exam Module C and Exam Module D before the two-year application expiration date. 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 Exam Module for which you did not receive a passing score. 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.

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 logos. The NIGP Certification Commission retains the right to revoke or cancel any NIGP-CPP certificate 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.

Please note that NIGP-CPP certificants who attained the NIGP-CPP by passing Exam Modules A and B will be required to complete the free, online New Competencies Course to recertify. The free, online Course will cover all new competencies being assessed on Exam Modules C and D. Registration will be easy, the course will be free, and it will be available only to current NIGP-CPPs who recertify on or after December 1, 2025. The NIGP-CPP program is requiring this course completion to ensure that all NIGP-CPP certificants are up-to-date and current on all 54 technical competencies being assessed on the new Exam Modules C and D.

Note: All NIGP-CPP certificants who attain the NIGP-CPP by passing Exam Modules C and D will NOT be required to complete the free New Competencies Course as you will be tested on all 54 technical competencies with Modules C and D.

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 team 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.

Maintaining Relevance When Competency Statements Are Revised

The NIGP Certification Commission will conduct a Job Task Analysis on a routine basis to ensure that the eligibility requirements reflect industry demographics, and the exam structure and content reflect shifts in policies and practice impacting the public procurement profession.

When the technical competency statements are revised through a new Job Task Analysis to form new exams, certificants who earned their NIGP-CPP via earlier technical competency statements are required to participate in coursework that familiarizes them with the new content. NIGP is committed to developing and delivering the coursework via a webinar without creating undue burdens on the certificants. No exams or assessments are required. However, all certificants are required to register and participate in this webinar during the active three-year period of their certification before recertifying their NIGP-CPP.

The content and webinar are planned for release on November 1, 2025 through NIGP's Learning Management System - Aspire. Once released, NIGP-CPP certificants who earned their certification under Modules A and B, including those certificants who earned their certification through the Module B bridge exam, are required to register and attend this free online course. Aspire will automatically record attendance in the certificant's certification record. Participation is a requisite for recertification.

The NIGP Certification Team will contact current NIGP-CPP certificants with additional information once the New Competencies Course is available.

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 in conferences, as described earlier, should include both documentation of your attendance and a checklist of activities you attended during the conference that are eligible for CEHs. If the organizing entity does not provide a checklist, you can take a copy of the conference schedule and indicate which activities you attended. This document must be uploaded into your certification record in order to qualify for CEHs.

You can also manually enter additional contact hours earned outside of NIGP, such as Chapter learning events, by accessing your online NIGP-CPP Recertification Application 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. Documentation verifying your participation, the session content, and session dates and times must be uploaded to your Recertification Application.

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 manual.

Expired Certification

While the NIGP Certification team will strive to 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 penalty fee 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 certification 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, 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

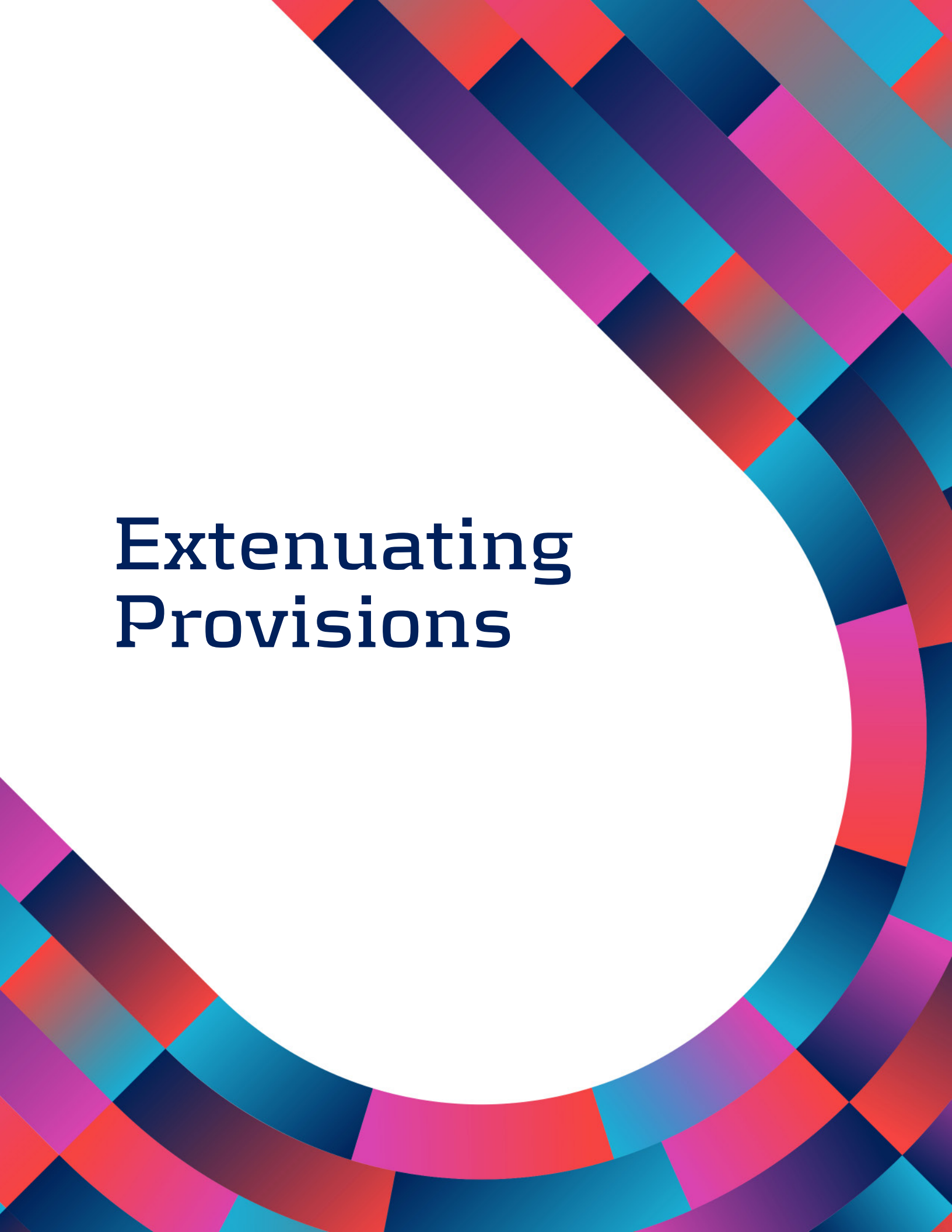
The NIGP Certification Commission offers the NIGP-CPP Retired status to any current NIGP-CPP certificant who is fully retired from active practice in the profession, including part-time work, consulting, instructing, or independent contracting in the procurement field. Any current NIGP-CPP who requests 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.



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 either your application or recertification can be extended for a defined period of not more than six (6) months when you are experiencing difficulties.

Note: Testing on Modules A and B will NOT be extended beyond November 2026. No exceptions or extensions will be granted.

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 Manual)) 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 verified by a third party.

Your request will be reviewed by the NIGP Certification team 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 the Certification team denies your request, you will have the right to appeal the decision in accordance with Section G of this Manual.



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 the following:

1. A failing score
2. Relevant Work Experience denial(s) by your employment verifier(s).

Appeal Submission

Within twenty (20) business days following the date of any written decision or Official Score Report, the appellant must submit an electronic NIGP Certification Appeals Tracking Form (hereinafter referred to as “Appeals Form” Appendix I).

The electronic Appeals Tracking Form may be accessed at <https://www.nigp.org/certification/appeals>. The only means of formally appealing is through the electronic Appeals Tracking Form. No other means will be accepted.

The purpose of the Appeals Form is to serve as a single document that tracks all activities, documents, and dates throughout the appeals process to ensure fairness and accountability to all parties.

The initial data that is provided on the Appeals Form by the appellant includes:

1. The name, contact information, and signature of the appellant
2. The date of the appeal
3. The specific reference from the NIGP-CPP Certification Requirements Manual that is subject to the appeal
4. The specific reason(s) why the appellant is appealing the decision or reference to include any uploaded documentation that supports the reason(s)

The NIGP Certification Appeals Form and any accompanying documentation shall be sent electronically to the Director of NIGP’s Certification Program at certdirector@nigp.org.

No appeal shall be considered if it is received more than twenty (20) business days after the date of the written decision or Official Score Report.

First Level Appeal Review and Determination

1. The Director of NIGP's Certification Program will enter the date that the Form was received. The Director shall utilize this first level to perform a fact-finding assessment of the circumstances surrounding the appeal and to review any documents that support or refute the appeal. The Director shall record, date, and sign the decision on the Form within ten (10) business days from the receipt date.
2. However, the Director may, in his/her best interest, request additional documentation from the appellant that is pertinent to resolving or dismissing the appeal. A specific, detailed request and related date shall be recorded on the Appeals Form and sent electronically to the appellant. If the Director exercises this right, the appellant has ten (10) business days from the date of notice to upload the additional information and record this activity on the Appeals Form.
3. If the appellant fails to meet this timeline, the Director will date and sign the Appeals Form to indicate that the additional requested documentation was not provided and shall render a decision on the Appeals Form. The Appeals Form shall be sent electronically to the appellant.
4. If the appeal is denied, the appellant has the right to appeal this decision to the Chair of the NIGP Certification Commission via a second level review by signing and dating the NIGP Certification Appeals form and sending it electronically to the Commission Chair at nccchair@nigp.org. This action must be taken within ten (10) business days after receiving the determination of the first level appeal; otherwise, a second level review will not be considered.

Second Level of Appeal and Determination

5. Upon receipt of the Appeals Form, the Chair of the NIGP Certification Commission shall establish an Appeals Review Panel for the purpose of deliberating the merits of the appeal. The Chair shall appoint three (3) members of the NIGP Certification Commission, including a Chair, to the Appeals Review Panel. Those individuals shall not have an actual or apparent conflict of interest with the appellant. The names of the panelists shall be recorded on the Appeals Form and the Panel's Chair shall be noted.
6. The Appeals Review Panel shall render a decision within thirty (30) business days of receipt of the Appeals Form. Alternatively, if a majority of the Appeals Review Panel wishes to obtain additional documentation not yet requested, The Panel Chair or his/her designee shall notify the appellant that he/she has ten (10) business days to provide the additional information to be uploaded onto the Appeals Form.
7. If the appellant fails to meet this timeline, the Panel Chair will date and sign the Appeals Form to indicate that the additional requested documentation was not provided and shall render a decision on the Appeals Form. The Appeals Form shall be sent electronically to the appellant.
8. If the appellant submits additional documents, the Commission has another ten (10) business days to render a final decision which shall be recorded, dated, and signed on the Appeals Form which will be sent electronically to the appellant.
9. If the appeal is denied, the appellant has the right to appeal this decision to the entire Commission through the Chair via a third and final level review by signing and dating the NIGP Certification Appeals form and sending it electronically to the Commission Chair. This action must be taken within ten (10) business days after receiving the determination of the second level appeal; otherwise, a third level review will not be considered.

Third and Final Level Appeal Review and Determination

10. Upon receipt of the Appeals Form, the Chair of the NIGP Certification Commission shall schedule a special meeting of the Commission; dismissing any members who may have an actual or apparent conflict of interest with the appellant. The names of all panelists shall be recorded on the Appeals Form.
11. The Commission shall render a decision within thirty (30) business days of receipt of the Appeals Form. Alternatively, if a majority of the Commission wishes to obtain additional documentation not yet requested, The Commission's Chair or his/her designee shall notify the appellant that he/she has ten (10) business days to provide the additional information to be uploaded onto the Appeals record.
12. If the appellant fails to meet this timeline, the Chair will date and sign the Appeals Form to indicate that the additional requested documentation was not provided.
13. If the appellant submits additional documents, the Commission has another ten (10) business days to render a final decision which shall be recorded, dated, and signed on the Appeals Form which will be sent electronically to the appellant.
14. The decision of the NIGP Certification Commission 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. The affected party shall receive notice of the hearing date and time. The affected party may waive his/her right to a hearing in writing.
 6. A Hearing shall be conducted unless the affected party waives his/her rights for a hearing or fails to respond to the hearing notice; in which case, a hearing is optional in the best interest of the Commission.
 7. The 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, anonymity, 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 an 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 no 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 Requirements Manual. 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 Manual 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:

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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 For Modules A and B: NIGP-CPP Technical and Knowledge Statements

Exam Modules A and B are to be completed only by candidates who applied and were approved on or before September 30, 2025. November 2026 testing is the final testing window.

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)

Exam Content

The exam content for **Modules A and B** remains unchanged.

The exam content for **Modules C and D** is the culmination of the 2024 Job Task Analysis which resulted in the deletion or merger of 6 technical competencies and the addition of 17 technical competencies for a net addition of 11 technical competencies; 54 competencies total. All 54 competencies are listed below. Each of the seven major focus areas is 100% aligned within one of the modules. This alignment should make preparatory efforts easier. (The current alignment of Modules A and B has all seven major focus areas in both modules.)

NIGP-CPP Focus Areas	# Technical Statements	# Statements Module C	% of Module C	# Statements Module D	% of Module D
Planning & Analysis	5	5	20.0%	0	0
Sourcing & Solicitation	8	8	32.0%	0	0
Contract Administration	5	5	21.3%	0	0
Business Principles	7	7	26.7%	0	0
Strategy	6	0	0	6	20.0%
Governance	9	0	0	9	32.5%
Leadership & Engagement	14	0	0	14	47.5%
Total	54	25	100%	29	100%

The 54 technical competency statements that comprise Module C and Module D are as follows:

Module C - 75 Questions + 5 pretest questions which may be used in future exams and therefore, are not included in the candidate's score.

Planning and Analysis (20%)

- Analyze information from multiple sources to create an entity wide procurement plan to meet the overall entity's goals.
- Analyze current market trends and their impact on entity wide procurement planning.
- Identify opportunities for strategic procurement contracting initiatives.
- Incorporate procurement priorities and best value factors, along with cost and price considerations, to guide decision making
- Assess risk and incorporate appropriate risk response strategies

Sourcing and Solicitation
(32%)

- Analyze information from multiple sources to create individual procurement project plans to meet stakeholder objectives. (new)
 - Determine the most appropriate sourcing, solicitation, and award structure.
 - Determine the most favorable contract content and structure.
 - Manage the solicitation development and pre-release process. (new)
 - Manage all stages of the selection process (from release to award).
 - Develop and manage an appropriate negotiation strategy.
 - Develop and implement dispute mitigation and resolution strategies.
 - Manage impacts related to international business matters.
-

Contract Administration
(21.3%)

- Create and implement a contract administration plan.
 - Establish contract performance monitoring process.
 - Facilitate resolution of contract performance issues.
 - Ensure the efficiency and effectiveness of asset management, warehousing, and logistics programs.
 - Evaluate options and execute appropriate methodology to dispose of assets to maximize residual value.
-

Business Principles and Operations (26,7%)

- Create and maintain a continuous improvement plan.
- Develop and manage a resilient and agile workforce.
- Organize procurement staff to optimize the procurement service delivery model. (new)
- Implement and manage technology and automation to enhance procurement performance.
- Obtain and manage budgetary resources to achieve procurement goals.
- Develop data-based decision making protocols. (new)
- Develop and implement continuity of operations plan. (new)

Module D - 80 Questions + 5 pretest questions which may be used in future exams and therefore, are not included in the candidate's score.

Strategy (20%)

- Create, implement, and update procurement's mission, vision, strategic goals, and objectives in alignment with the entity-wide strategic plan.
 - Identify and implement initiatives and improvements to achieve the strategic goals for the procurement function.
 - Manage efficiency and effectiveness in the achievement of procurement's mission.
 - Identify, implement, and evaluate appropriate programs in response to industry conditions (e.g. social, sustainability, emerging technology, artificial intelligence, automation, supply chain disruptions).
 - Align policies, procedures and practices with organizational priorities, professional procurement values and best practices. (new)
 - Develop and implement a communications plan to promote the value of the procurement function.
 - Analyze information from multiple sources to create an entity wide procurement plan to meet the overall entity's goals.
-

Governance (32.5%)

- Develop governance around the procurement function (e.g., centralized procurement, decentralized procurement, hybrid procurement, category management). (new)
- Engage the legislative process to further procurement interests.
- Ensure compliance with applicable statutory laws, common law, rules, and regulations (e.g., international, federal, regional, state/provincial, and local).
- Create, implement, and maintain fair, accessible, and transparent policies that align organizational behaviors, priorities, and professional procurement values.
- Advise the entity on how to address procurement-related matters.
- Define and communicate service level standards, requirements, roles and responsibilities, and outcomes to facilitate stakeholder engagement.
- Establish procedures for procurement process (e.g., planning, sourcing, selection, contract management) (new)

- Develop and maintain various templates and contract models (new)
- Integrate project management principles into procurement processes (new)

Leadership and Engagement (47.5%)

- Cultivate a professional environment that fosters continuous improvement.
- Provide professional development opportunities (e.g., internal/external training, credentialing, experiences, cross training, job shadowing, conferences)
- Implement stakeholder relationship management (e.g., internal client department, suppliers, senior leadership, professional associations)
- Provide educational opportunities related to procurement best practices to non-procurement professionals.
- Engage stakeholders in development of key performance indicators.
- Promote programs, policies, and procedures in support of procurement operations.
- Solicit and analyze feedback from internal and external stakeholders. (new)
- Recruit, hire, develop, retain, and promote procurement professionals.
- Collaborate with the business community to enhance education, foster participation, and reduce obstacles to competition. (new)
- Engage internal stakeholders to enhance education, improve collaboration, and optimize procurement outcomes. (new)
- Develop and implement an organizational succession plan. (new)
- Develop and implement job enrichment programs for staff. (new)
- Provide appropriate resources to optimize job performance. (new)
- Advocate for strategic organizational position of the procurement function. (new)

Appendix D

Fee Schedule

Fees are subject to change by the NIGP Certification Commission. All fees must be paid by credit card in US dollars.

Application Fee Non-refundable	All Candidates		\$175
Exam Fee	All	Module A	\$150
		Module B	\$150
		Module C	\$150
		Module D	\$150
Rescheduled Exam – Same Testing Window > 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 per Module Between Two Testing Periods	All		\$75
Recertification	All		\$125
Expired Certification	All		\$50 penalty + recertification fee
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, 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 Requirements Manual 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 and 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 the 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 the 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 must be verified 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)

APPENDIX I

Appeals Tracking Form - Example ONLY. All appeals must be submitted through the online electronic Appeals Form at <https://www.nigp.org/certification/appeals>. No other means will be accepted.

Instructions

1. An initial appeal must be submitted via the electronic Appeals Form at <https://www.nigp.org/certification/appeals>. The electronic Appeals Form must be submitted within twenty (20) business days following the date of any written decision or Official Score Report that the appellant wishes to appeal. Subsequent appeals require action within a specific number of days as outlined in the Manual. **The electronic Appeals Form is the only means to formally appeal.**
2. The following actions are not appealable:
 - a. A failing score
 - b. Relevant work experience denied by the appellant's employment verifier.
 - c. Failure of the appellant to respond to deadlines defined in the Appeals instructions in the Manual

The electronic Appeals Form will require the following information for the First Level of Appeal: Certification Director.

Appellant's Last Name _____

Appellant's First Name _____

Appellant's Email Address _____

(_____) _____ - _____
Appellant's Phone Number

Specific reference(s) from the NIGP-CPP Certification Requirements Manual that is subject to the appeal:

Subject/Title _____

Page Number _____

Specific reason(s) for the appeal

If additional space is needed, attach an uploaded document to become part of the record.

Uploaded PDF documents Attached to Form (include a date in the name of the document)

Document Name _____

Signature of Appellant _____

Date _____

Complete the electronic Appeals Form at <https://www.nigp.org/certification/appeals> within twenty (20) business days of an appealable decision.

The Director of Certification will indicate the date the electronic Appeal Form is received.

If additional information is required, the Director of Certification will request this within ten (10) business days of the electronic Appeal Form receipt. The Director will include the date of the request and the documents requested.

The appellant will have ten (10) business days from the date of the Director's request to upload the PDF documents to the electronic Appeal Form.

The Director of Certification's decision will be shared via the electronic Appeal Form within ten (10) business days of initial appeal or 10 business days after receipt of the requested additional documents.

The Director of Certification will date and sign the Appeal Response as a part of the electronic Appeal Form.

Appellant may appeal this first level decision by initiating the second level appeal within ten (10) business days after receiving the determination of the first level of appeal.

Second Level of Appeal: Appeals Review Panel

If the appellant wishes to pursue the Second Level of Appeal to the Appeals Review Panel, he/she will do so through the electronic Appeal Form. A statement explaining the reason(s) for further appeal will be required including additional information or discovery to be reviewed. Replace with "If the appellant wishes to pursue the Second Level of Appeal to the Appeals Review Panel, he/she will do so through the electronic Appeal Form. A statement explaining the reason(s) for further appeal will be required including additional information or discovery to be reviewed.

The Second Level of Appeal must be submitted through the Electronic Appeal Form within ten (10) business days of the decision(s) rendered by the Director of Certification in the first level of appeal.

The NIGP Certification Commission Chair will appoint a three person Appeals Panel, naming a Chair and two additional Commission members to serve on the Appeals Panel.

The Appeals Panel Decision must be rendered within thirty (30) business days of the initiation of the Second Level of Appeal or thirty (30) business days after the receipt of the requested additional information. The decision and decision date will be submitted via the electronic Appeals Form.

The Appeals Panel may request additional documentation within 30 business days of the receipt of the Second Level Appeal. The Panel will state the request date and identify the documents to be provided. The Appellant must respond within ten (10) business days via the electronic Appeals Form.

Via the electronic Appeals Form, the appellant may appeal this second level decision by initiating the third and final level appeal within ten (10) business days after receiving the determination of the second level of appeal.

Third and Final Level of Appeal: NIGP Certification Commission

The Certification Commission Chair will provide the Third Level Appeal to the Certification Commission members. The Chair must record the names of the Commission members participating in the third level appeal (excusing those with an actual or apparent conflict of interest).

The Commission may request additional documentation via the electronic Appeals Form within thirty (30) business days of receipt of the third level appeal. The Commission will identify the date of the request and the documentation requested.

The Appellant has ten (10) business days to respond and upload the requested documentation via the electronic Appeals Form. The Appellant has ten (10) business days to respond and upload the requested documentation via the electronic Appeals Form.

The Commission's decision must be rendered via the electronic Appeals Form within thirty (30) business days of the initiation of the third level appeal or receipt of the required additional documentation.

The decision of the Commission is final and binding.

APPENDIX J

Revisions in Eligibility and Exam Content Effective October 1, 2025

Eligibility

Pathway F: This Pathway will be deleted effective October 1, 2025. Please note that all applications and documentation for Pathway F must be submitted on or before September 30, 2025. No applications for Pathway F will be accepted after September 30, 2025. All Pathway F applications must be approved on or before September 30. These applicants will test on Modules A and B. These candidates cannot transfer to Modules C and D.

If the Pathway F application cannot be approved on or before September 30, 2025, the application will be closed without approval. A new application would then be required under eligibility Pathways A – E and the applicant will test on Modules C and D. These applicants cannot transfer to Modules A and B.

Relevant Work Experience. The requirement to demonstrate work experience in conjunction with the technical competency statements remains unchanged. The requirement to have relevant work experience verified by a supervisor, manager, or HR remains unchanged. However, the revised exam content will expand to 54 competency statements. Therefore, the minimum number of technical statements to be performed under a job title or position has increased to twenty-five (25).

Exam Modules

Exam Modules A and B will be available through the November 2026 testing window. Current NIGP-CPP applicants must successfully pass both modules by the November 2026 testing window or by the end of their two (2) year application period; whichever comes first.

All applications for candidates wishing to test on Modules A and B must be submitted AND approved on or before September 30, 2025. Please submit your application with sufficient time for all required documentation and verifications to be received to ensure that application approval is complete on or before September 30, 2025. No applications will be accepted after September 30, 2025. Applications approved on or before September 30, 2025 must test on Modules A and B. These applicants cannot transfer to Modules C and D.

Any application that cannot be approved on or before September 30, 2025, will be closed without approval. A new application would be required for the individual to then apply to test on Modules C and D. These applicants cannot transfer to Modules A and B.

The exam content for Modules A and B shall remain the same.

New exam Modules C and D will be initiated effective the February 2026 testing period. The application and registration period for the February 2026 testing window opens October 4, 2025 and closes December 21, 2025.

Applicants who submit an application on or after October 4, will take Exam Modules C and D. These applicants cannot transfer to Modules A and B.

Note: For candidates approved on or before September 30, 2025, you must successfully complete Exam Modules A and B before your application expires or November 2026, whichever comes first.

For all applications submitted on or after October 1, 2025, you must successfully complete new Exam Modules C and D before your application expires.

Exam Content

The exam content for **Modules A and B** remains unchanged.

The exam content for **Modules C and D** is the culmination of the 2024 Job Task Analysis which resulted in the deletion or merger of 6 technical competencies and the addition of 17 technical competencies for a net addition of 11 technical competencies; 54 competencies total. All 54 competencies are listed below. Each of the seven major focus areas is 100% aligned within one of the modules. This alignment should make preparatory efforts easier. (The current alignment of Modules A and B has all seven major focus areas in both modules.)

NIGP-CPP Focus Areas	# Technical Statements	# Statements Module C	% of Module C	# Statements Module D	% of Module D
Planning & Analysis	5	5	20.0%	0	0
Sourcing & Solicitation	8	8	32.0%	0	0
Contract Administration	5	5	21.3%	0	0
Business Principles	7	7	26.7%	0	0
Strategy	6	0	0	6	20.0%
Governance	9	0	0	9	32.5%
Leadership & Engagement	14	0	0	14	47.5%
Total	54	25	100%	29	100%

The 54 technical competency statements that comprise Module C and Module D are as follows:

Module C - 75 Questions + 5 pretest questions which may be used in future exams and therefore, are not included in the candidate's score.

Planning and Analysis (20%)

- Analyze information from multiple sources to create an entity wide procurement plan to meet the overall entity's goals.
- Analyze current market trends and their impact on entity wide procurement planning.
- Identify opportunities for strategic procurement contracting initiatives.
- Incorporate procurement priorities and best value factors, along with cost and price considerations, to guide decision making
- Assess risk and incorporate appropriate risk response strategies

Sourcing and Solicitation
(32%)

- Analyze information from multiple sources to create individual procurement project plans to meet stakeholder objectives. (new)
- Determine the most appropriate sourcing, solicitation, and award structure.
- Determine the most favorable contract content and structure.
- Manage the solicitation development and pre-release process. (new)
- Manage all stages of the selection process (from release to award).
- Develop and manage an appropriate negotiation strategy.
- Develop and implement dispute mitigation and resolution strategies.
- Manage impacts related to international business matters.

Contract Administration
(21.3%)

- Create and implement a contract administration plan.
- Establish contract performance monitoring process.
- Facilitate resolution of contract performance issues.
- Ensure the efficiency and effectiveness of asset management, warehousing, and logistics programs.
- Evaluate options and execute appropriate methodology to dispose of assets to maximize residual value.

Business Principles and Operations (26,7%)

- Create and maintain a continuous improvement plan.
- Develop and manage a resilient and agile workforce.
- Organize procurement staff to optimize the procurement service delivery model. (new)
- Implement and manage technology and automation to enhance procurement performance.
- Obtain and manage budgetary resources to achieve procurement goals.
- Develop data-based decision making protocols. (new)
- Develop and implement continuity of operations plan. (new)

Module D - 80 Questions + 5 pretest questions which may be used in future exams and therefore, are not included in the candidate's score.

Strategy (20%)

- Create, implement, and update procurement's mission, vision, strategic goals, and objectives in alignment with the entity-wide strategic plan.
 - Identify and implement initiatives and improvements to achieve the strategic goals for the procurement function.
 - Manage efficiency and effectiveness in the achievement of procurement's mission.
 - Identify, implement, and evaluate appropriate programs in response to industry conditions (e.g. social, sustainability, emerging technology, artificial intelligence, automation, supply chain disruptions).
 - Align policies, procedures and practices with organizational priorities, professional procurement values and best practices. (new)
 - Develop and implement a communications plan to promote the value of the procurement function.
 - Analyze information from multiple sources to create an entity wide procurement plan to meet the overall entity's goals.
-

Governance (32.5%)

- Develop governance around the procurement function (e.g., centralized procurement, decentralized procurement, hybrid procurement, category management). (new)
- Engage the legislative process to further procurement interests.
- Ensure compliance with applicable statutory laws, common law, rules, and regulations (e.g., international, federal, regional, state/provincial, and local).
- Create, implement, and maintain fair, accessible, and transparent policies that align organizational behaviors, priorities, and professional procurement values.
- Advise the entity on how to address procurement-related matters.
- Define and communicate service level standards, requirements, roles and responsibilities, and outcomes to facilitate stakeholder engagement.
- Establish procedures for procurement process (e.g., planning, sourcing, selection, contract management) (new)

- Develop and maintain various templates and contract models (new)
- Integrate project management principles into procurement processes (new)

Leadership and Engagement (47.5%)

- Cultivate a professional environment that fosters continuous improvement.
- Provide professional development opportunities (e.g., internal/external training, credentialing, experiences, cross training, job shadowing, conferences)
- Implement stakeholder relationship management (e.g., internal client department, suppliers, senior leadership, professional associations)
- Provide educational opportunities related to procurement best practices to non-procurement professionals.
- Engage stakeholders in development of key performance indicators.
- Promote programs, policies, and procedures in support of procurement operations.
- Solicit and analyze feedback from internal and external stakeholders. (new)
- Recruit, hire, develop, retain, and promote procurement professionals.
- Collaborate with the business community to enhance education, foster participation, and reduce obstacles to competition. (new)
- Engage internal stakeholders to enhance education, improve collaboration, and optimize procurement outcomes. (new)
- Develop and implement an organizational succession plan. (new)
- Develop and implement job enrichment programs for staff. (new)
- Provide appropriate resources to optimize job performance. (new)
- Advocate for strategic organizational position of the procurement function. (new)

Emerging Content Requirements

As an integral component of the professional certification standards established in ISO17024 and ANAB's accreditation which is managed by the ANSI National Accreditation Board (ANAB), certificants are required, as a condition for recertification, to be aware of new content and responsibilities that typically emerge during the Commission's Job Task Analysis (JTA).

The 2024 JTA revealed the emergence of 17 new competency statements. In compliance with ANSI standards, NIGP-CPP certificants who earned their certification by passing the Module A and Module B exams are required to be familiar with these 17 new statements.

NIGP's Content team will develop webinar offerings as of September 1, 2025, that review these 17 new statements. As a condition of recertification, Module A and B certificants must register for, and participate in, one of these webinars which will be offered at no charge. Since registration occurs within NIGP's Learning Management System, Aspire, a record of your attendance will be uploaded onto your Recertification Application to prove that you met the recertification requirements. Certificants are not required to sit for an exam to demonstrate these competencies.

This means that current NIGP-CPP certificants whose certification expires December 1, 2025 will have a limited period (three months) to attend the webinar. Other Module A and B certificants with a later recertification date will have additional time to complete this requirement.

This also means that applicants who apply for their NIGP-CPP on or after October 1, 2025 will not need to register for the webinar because their exam will include those 17 new competency statements within Modules C and D. When a future Job Task Analysis occurs and new content emerges, this second group of Module C and D certificants will need to participate in a Webinar or other learning program as a condition for recertification.

If you are considering applying for your NIGP-CPP but have not already done so, please understand your options:

- Candidates who apply for their NIGP-CPP and are approved on or before September 30, 2025 will take the Module A and B exams and will also need to take the emerging content webinar as a condition for recertification.
- Candidates who apply for their NIGP-CPP on October 1, 2025 or later will take the Module C and D exams and will not need to take the emerging content webinar until such time as a new JTA is commissioned.

APPENDIX K

Employment Verification Form

This is a template of the Employment Verification Form that will be auto-emailed to all named employment verifiers upon payment of the application fee and submission of the application. The information below is provided directly on the application by the application. These details will be included on the Employment Verification Form for your named verifier to sign, confirm all information, and return the Employment Verification Form. This is the only means of employment verification.

Please verify the information below. If you can attest that the information provided is true and accurate, please sign in the appropriate section below. If you cannot attest that the information provided is true or accurate, please indicate the reason for denial in the comments and sign in the appropriate section below.

Verifier Name:	<i>provided by applicant on the application</i>
Verifier Email:	<i>provided by applicant on the application</i>
Verifier Position Title:	<i>provided by applicant on the application</i>
Verifier Phone Number:	<i>provided by applicant on the application</i>
Applicant Contact Information:	<i>name and email provided by applicant on the application</i>
Entity Name (Employer):	<i>provided by applicant on the application</i>
Qualifying Position Title:	<i>provided by applicant on the application</i>
Start Date:	<i>provided by applicant on the application</i>
End Date:	<i>provided by applicant on the application</i>
Total Months Worked in Position:	<i>provided by applicant on the application</i>
Technical Competencies Performed During Employment:	Total number of competencies specified by applicant on the application
NIGP-CPP Competency Statements	Exact listing of all technical competencies specified by applicant on the application
Your Comments:	(An information box for the employment verifier to include any comments)
Do you attest that the information Provided to us is true?	Dropdown menu appears stating “Select Verified” with the selections of YES or NO.

Please sign by typing your Name*: Signature Box

Your Position Title*: Signature Box

Your Email*: Signature Box

THE FORM SUBMISSION CHOICES ARE THEN “FINISH LATER” OR “CANCEL” OR “SUBMIT” OR “WITHDRAW VERIFICATION”.

Once the form submission is “submit” the employment verification form is automatically emailed back to the NIGP-CPP application.



NIGP Certification Commission
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Reston, VA 20191