



Office of
General Services

GOVBUY PROCUREMENT CONFERENCE

November 21-22, 2024

Empire State Plaza Convention Center, Albany, NY



NEW
YORK
STATE

Office of
General Services

How CPPO & CPPB Certifications Elevate Your Professional Value

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UPPCC History

Founded in 1978

Two Certifications: CPPB & CPPO

To date, the UPPCC has certified:

- 15,212 professionals
- 8 countries,
- 10 of the provinces & territories in Canada,
- 53 of the states & territories of the United States.



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Procurement Magazine takes a look at ten of the most influential procurement associations and networks around the world in 2024

- UPPCC
- The Global Sourcing Association (GSA)
- Procurement & Supply Institute of Asia (PASIA)
- World Commerce & Contracting (WCC)
- NCMA
- Next Level Purchasing Association (NLPA)
- NASPO
- Procurement Leaders
- Institute for Supply Management (ISM)
- Chartered Institute of Procurement & Supply (CIPS)

[Top 10: Procurement Associations | Procurement Magazine](#)



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The Fall 2024 Class of New CPPB's and CPPO's



121 New CPPB's



70 New CPPO's

Leaders By Location

State/ Province	New Certificants
Florida	35
Ontario, Canada	23
Texas	20
California	17
Maryland	14
Virginia	13



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Personal Benefits of Certifications

- Professional recognition
- Personal satisfaction
- Increased knowledge through exam preparation
- New employment/advancement opportunities
- Increased self-confidence
- Increased credibility with clients
- Increased competency



Five Factors Give Certifications Value

1. The Marketplace
2. Independence
3. Rigor
4. Investment
5. Universal/Global



What Does the Marketplace Say?

indeed Find jobs Company reviews Find salaries Upload your resume Sign in

What CPPB Where City, state, zip code, or "remote" Search jobs

Date Posted Remote Salary Estimate Job Type Encouraged to apply Location Company Experience Level Education

Upload your resume - Let employers find you

CPPB jobs Sort by: relevance - date 239 jobs

Buyer
Roanoke County, VA 3.0 ★
Roanoke, VA
\$47,024 - \$57,294 a year Full-time

Performs responsible professional and technical work in the procurement of a wide variety of commodities and services for the County government; exercises...

Today · More...

TPWD - Purchaser V

Buyer
Roanoke County, VA ★★★★★ 15 reviews
Roanoke, VA
\$47,024 - \$57,294 a year - Full-time
You must create an Indeed account before continuing to the company website to apply

Apply on company site

Required: Some finance, business, purchasing or related experience.
Preferred: Two (2) or more years of experience and/or training in purchasing.

Certifications/ Licenses
Preferred: One or more certifications: Certified Professional Public Buyer (CPPB), Certified Professional Public Purchasing Officer (CPPO), Certified Purchasing Manager (CPM), or Virginia Contracting Officer (VCO).

Knowledge, Skills and Abilities

- General knowledge of purchasing principles and practices; rules, regulations and legislation governing purchasing activities.
- Some knowledge of sources of materials, supplies and services.
- General knowledge of contracting methods, types, principles and procedures as



Independence

- Methodology Agnostic
- No Training Offerings



UPPCC Exam Updates/Inputs

- Job Task Analysis Project
- Surveys
- Task Force(s)
- Feedback from certificants, collegial associations



Refreshed Exams Aligned to the 2025 Body of Knowledge and Competency

CPPO Exam	CPPB Exam
62 Competency Statements	53 Competency Statements

**Both Exams are 175 Questions (160 Scored, 15 Pre-Test)
Scenario Based Questions
Answers Based on Global Best Practices**

CPPO Domains	Percent of Exam
Procurement Organizational Business Principles	16%
Regulatory & Compliance	16%
Strategic Procurement Planning	18%
Sourcing & Supplier Selection	15%
Contract Management	16%
Leadership & Influence	19%

CPPB Domains	Percent of Exam
Regulatory & Compliance	14%
Procurement Life Cycle: Pre-Solicitation Planning	20%
Procurement Life Cycle: Sourcing & Supplier Selection	19%
Procurement Life Cycle: Contract Development & Administration	18%
Leadership & Influence	15%
Procurement Business Principles	14%



2025 Body of Knowledge & Competency – (BoK-C)



2025 UPPCC Certification

Periodically, the certifications are renewed based on performance in the input and experts to occur. The result of the candidates for certification is provided to educators in the profession.

CPPB Certification is an essential function within the procurement cycle responsibilities. Candidates for the CPPB Certification must complete procurement training and education and have a minimum of 3 years of direct procurement experience.

Effective for the May 2025 exam window, the CPPB certifications which comprise the UPPCC BoK-C for CPPB. The percentage listed to the right of each domain is the content from Domain II - Procurement Life Cycle cover items from Domain VI - Procurement Business the essential knowledge and competencies of a professional.

Domain I. Regulatory & Compliance

(14%)

The framework of public procurement must adhere to in the performance of government public procurement.

- A. Apply laws, policies, and regulations
- B. Detect and report unethical behavior
- C. Apply confidential and records requests, redaction
- D. Apply unique attributes such as currency exchange, etc.

Domain III. Procurement Life Cycle: Sourcing & Supplier Selection

(19%)

Sourcing & Supplier Selection is the core of procurement. Sourcing includes market analysis, proposal delivery methods, and related functions. Supplier Selection includes the process of requesting offers, evaluating needs of the public entity. Supplier Selection includes responsiveness and responsibility, and contract; as well as preparation for potential suppliers.

- A. Utilize competitive solicitation methods (request for proposal, request for quote, etc.)
- B. Utilize alternative and non-competitive methods (single source, sole source)
- C. Assemble solicitation documents
 - 1. Terms and conditions
 - 2. Specifications and/or scope of work
 - 3. Evaluation methodology
- D. Manage the sourcing and approval process
- E. Evaluate solicitation responses (cost analysis, technical analysis)
- F. Apply negotiation strategies and techniques
- G. Prepare for debriefs and/or protests

Domain V. Leadership & Influence

(15%)

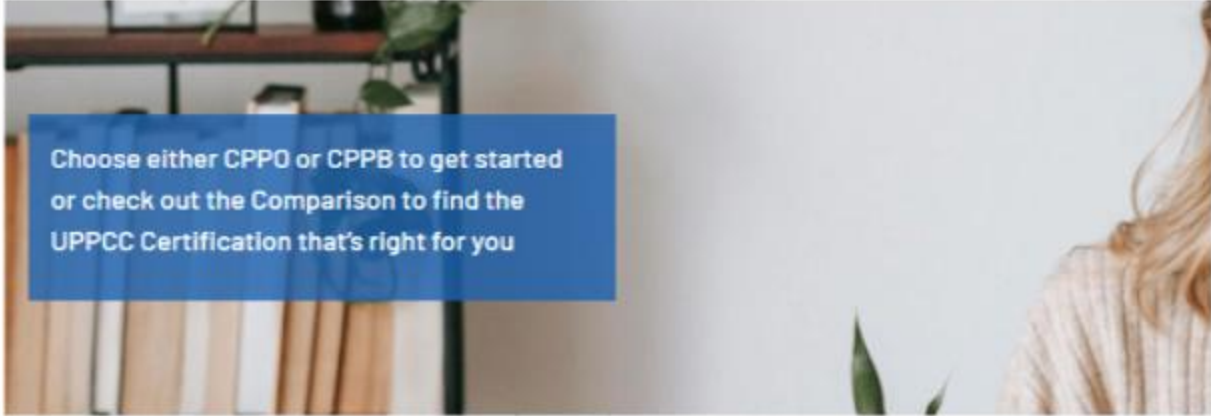
Leadership and Influence in public procurement is the process of applying knowledge and competencies to achieve organizational success. Leadership includes self-awareness and the ability to manage interpersonal relationships judiciously and empathetically. Communication is key for procurement professionals of all levels and adds value to all aspects of procurement success and stakeholder relationships. Procurement organizations serve the needs of the public entity, including: delivering the tools required to provide service to stakeholders, providing leadership in the procurement function focusing on overall planning, policy development and execution, hiring and retaining qualified staff, fostering positive interaction with support and oversight bodies, and continuous monitoring and improvement. Influence includes the ability to demonstrate competence, character, connection, and culture as they pertain to the public procurement process. Influence also involves the promotion of new ideas or change within an organization, with the ability to affect behaviors, opinions, and attitudes.

- A. Advocate for and demonstrate the value of public procurement
- B. Demonstrate professional values and ethics (e.g., accountability, impartiality, transparency)
- C. Prepare and deliver information for target audiences
- D. Leverage outreach methods to strengthen and develop partnerships
- E. Provide guidance and training for internal and external stakeholders
- F. Utilize conflict resolution techniques to address internal and external challenges
- G. Engage in professional development, continuing education, cross training, and mentorship

Updated Website

Home

Certification



Certification Overview

CPPO

CPPB

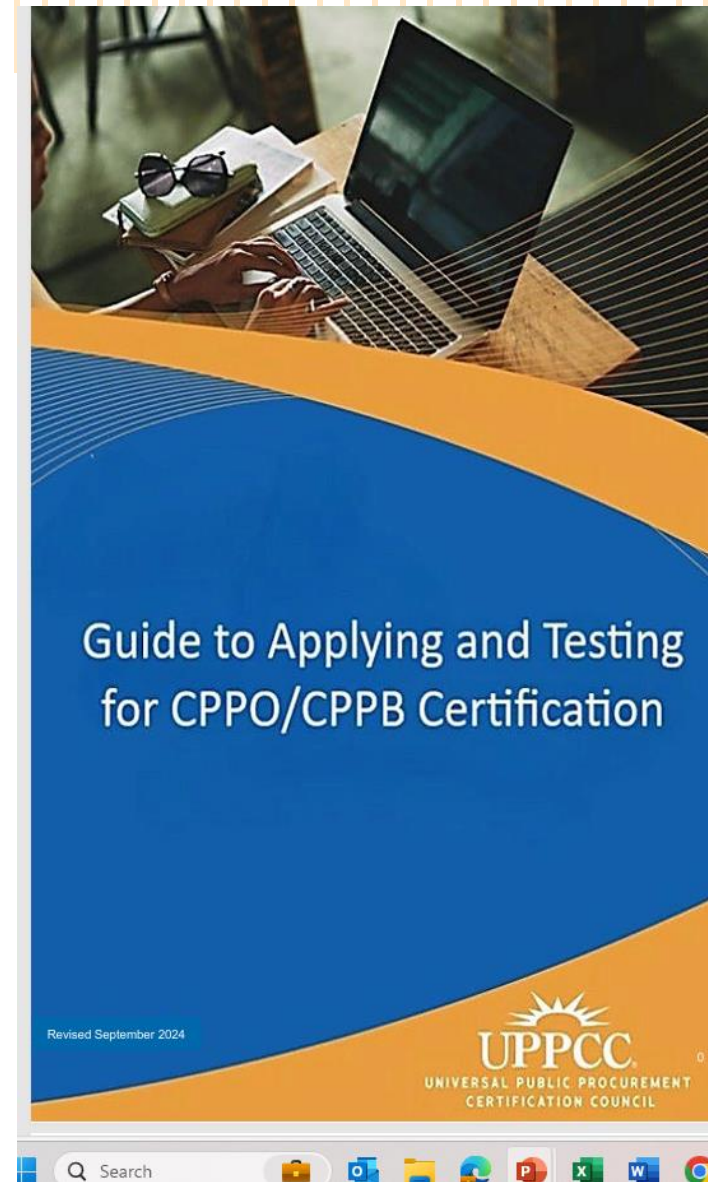
UPPCC Certifications are applicable to all public procurement personnel in federal, state, provincial, territorial and local government organizations and are the recognized gold standard in public procurement. For over 40 years, the Certified Public Procurement Officer (CPPO)[®] and the Certified Professional Public Buyer (CPPB)[®] have been respected by public procurement practitioners and their employers. Both designations demonstrate an individual's comprehensive mastery of public procurement. Requisite levels of education and professional experience are required to apply.

Hear From CPPOs & CPPBs

Definitions



UPPCC Certification Guide



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Certified Professional Public Buyer® (CPPB®) –

Designed for non-supervisory level public procurement professionals who are responsible for performing essential functions within the procurement cycle.



Option One	Option Two
<ul style="list-style-type: none">• Completion of a 2-year, post-secondary education program that results in a degree, diploma or <u>certificate</u>• 3 years of experience within the previous 10 years from the applications submission date. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector)• 72 contacts hours of procurement-related coursework/training completed within the previous 10 years from the applications submission <u>date</u>	<ul style="list-style-type: none">• No Degree Required• 5 years of experience within the previous 10 years from the applications submission date. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector)• 72 contacts hours of procurement-related coursework/training completed within the previous 10 years from the applications submission <u>date</u>



Certified Public Procurement Officer[®] (CPPO[®]) –

Designed for management level public procurement professionals. All exam content is based on the necessary competencies of a public procurement leader.



Option One	Option Two
<ul style="list-style-type: none">• Bachelor’s degree or higher earned from an accredited institution of higher <u>learning</u>• 5 years of procurement experience within the previous 10 years from the applications submission date of which a minimum of 3 years is in a management or supervisory position. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector), and• 96 contact hours of procurement-related coursework/training completed within the previous 10 years from the applications submission date.	<ul style="list-style-type: none">• No Degree Required• Active CPPB Certification• 10 years of procurement experience within the previous 15 years from the applications submission date of which a minimum of 6 years is in a management or supervisory position. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector), and• 96 contact hours of procurement-related coursework/training completed within the previous 10 years from the applications submission date.



UPPCC Strategic Partners



Exam Prep Resources



Exam Prep Guides

Sitting for the CPPB or CPPO exam is a major milestone in your public procurement career. Jump-start your study preparations by utilizing the ONLY approved UPPCC exam prep course guides on the market!



LinkedIn Study Groups

Prepping for an exam can be hard! Let UPPCC's experienced instructors help take the headache out of preparing for you! A few weeks prior to each exam window, UPPCC will announce via LinkedIn registration for approved study groups for the upcoming exam window. Seating is limited, and on a first come, first serve basis for ONLY approved candidates sitting for the upcoming exam. Be sure to follow UPPCC on LinkedIn for details if you're planning on sitting for an exam.



Practice Exams

NASPO, a founding and Strategic Partner of the UPPCC, encourages all procurement professionals to pursue public certification and actively supports UPPCC's mission to elevate the public profession globally through its CPPO and CPPB certification programs! All applicants seeking to become CPPO or CPPB certified can take advantage of the UPPCC approved practice exams and self-directed study tools hosted through NASPO when formulating their exam preparations.



Partner Training

Are you in need of procurement-related continuing education hours to meet certification or even recertification requirements? Browse a listing of UPPCC Strategic Partners, and other organizations within the industry who may be able to assist you with customized training to meet certification requirements or with exam preparation.



Giving Back Reimbursement Program



Current Body of Knowledge and Competency (BoK-C) for the CPPO and CPPB [Click here for details](#)

[Click here for more information on the UPPCC reimbursement program!](#)

UPPCC News & Announcement Archive

ANNOUNCEMENTS

WEDNESDAY, FEBRUARY 22, 2023

931

UPPCC STRATEGIC PARTNER NASPO CONTINUES MISSION TO PROMOTE GOVERNMENT EXCELLENCE - ANNOUNCES MAJOR PROGRAM SUPPORTING CPPO AND CPPB PROFESSIONAL CERTIFICATIONS!



Lexington, KY – In celebration of Procurement Month, occurring annually in March, the National Association of State Procurement Officials (NASPO) announces a brand-new reimbursement program to support professional certifications in public procurement.

Effective immediately, NASPO will offer an opportunity for full reimbursement of both the application and examination fees for qualified candidates who pass the certification exams offered by the Universal Public Procurement Certification Council (UPPCC). This program is open to both US and Canadian applicants for the upcoming testing cycle.

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Questions?