



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

Certification Handbook

2ND EDITION

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NIGP The Institute for
Public Procurement

The Certification Handbook as a Guide and Resource

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

This Handbook includes:

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

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

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Introduction

The NIGP Certification Commission is honored by your interest in attaining your NIGP-CPP certification. As a competency-based certification that assesses how mid to senior level leaders deliver success to their organizations, the NIGP-CPP supports your career aspirations – today and into the future.

Whether this is your first professional certification in procurement or complements other professional certifications you have already achieved, you will recognize distinct differences in the NIGP-CPP program that sets it apart.

The Commission is fully committed to delivering an outstanding certification program for the public procurement community. We are confident that the NIGP-CPP certification reflects the exceptional NIGP brand that you value as your trusted advisor.



Don Buffum FNIGP, NIGP-CPP, CPPO
Chair, NIGP Certification Commission

The NIGP Certification Commission and Staff

The Certification Commission

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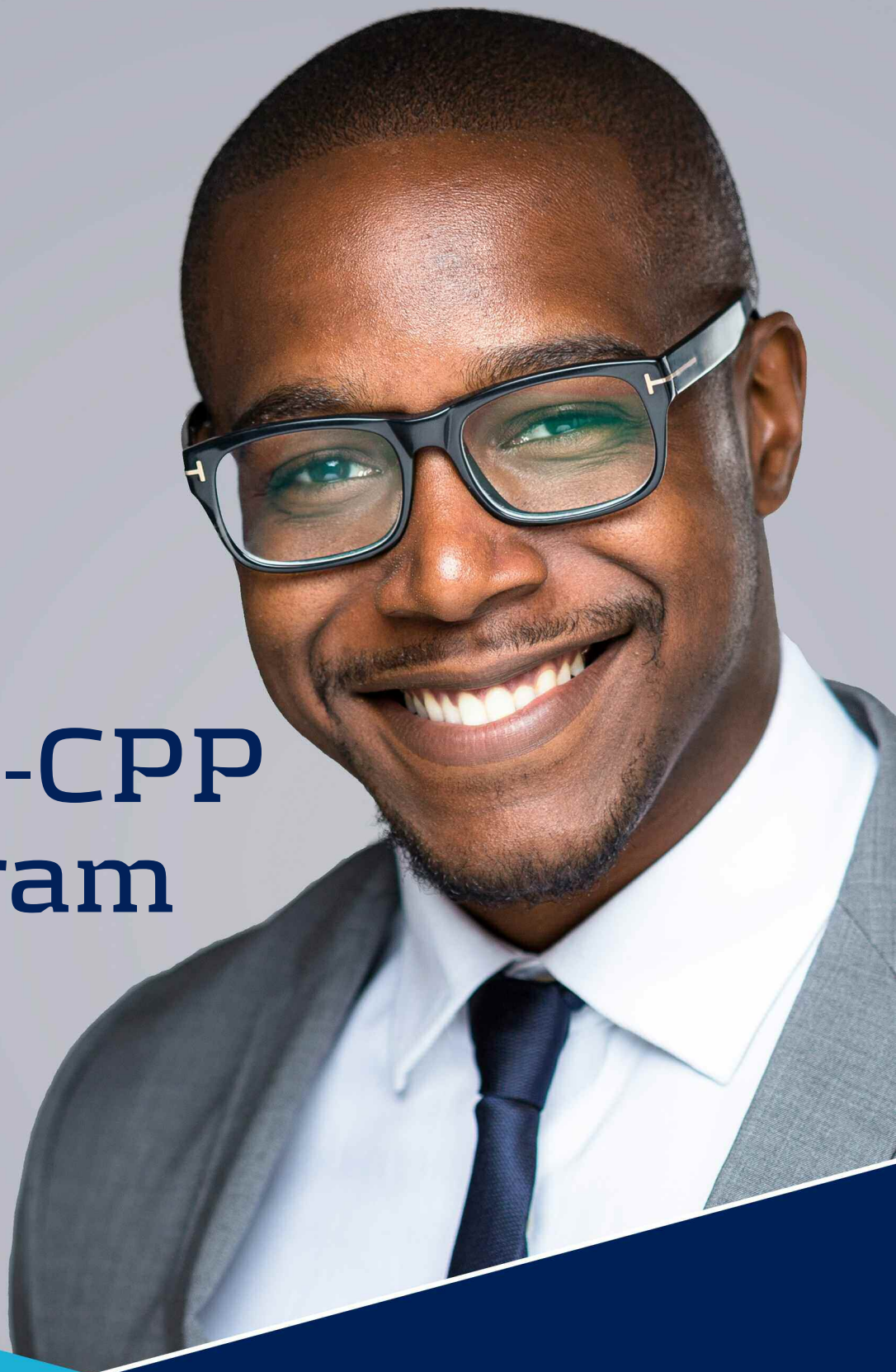
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About the
**NIGP-CPP
Program**



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.

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

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

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

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

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

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

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

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

NIGP-CPP Guiding Principles

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

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

The Mission of the NIGP Certification Commission

In June 2019, the NIGP Governing Board established a NIGP Certification Commission to support the NIGP Board in its 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 American Production and Inventory Control Society (APICS), the Institute for Supply Management (ISM), the National Contract Management Association (NCMA), and Supply Chain Canada (SCMA). For each of these associations, their educational programs are distinctly separate from their certification programs through appropriate firewalls. The NIGP Board concluded that there is a substantial benefit to the profession and the professional when professional certification is integrated within the overall strategic mission of NIGP.

Conformance with International Standards

The NIGP credentialing system and structure complies with the International Organization for Standardization (ISO) 17024 standards for professional certification programs. ISO 17024 serves as the basis of the American National Standards Institute's (ANSI) personnel certification program administered by the ANSI National Accreditation Board (ANAB). The principal for NIGP's credentialing consulting firm is an assessor for ANAB. NIGP will be seeking third-party accreditation from ANAB for its credentialing system once eligible.

The action is consistent with NIGP's commitment to the third-party accreditation of our educational program from the International Association for Continuing Education and Training (IACET).

NIGP-CPP Program Development

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

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

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

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

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

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

**Why Certify as a
NIGP-
Certified
Procurement
Professional?**



The Value of Professional Certification

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

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

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

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

This information was confirmed in a 2015 research study produced by Dr. Stephen Gordon and Dr. Sawson Abutabenjeh. Their study engaged over 1,700 respondents. Of those who were professionally certified:

- 93% agree/strongly agree that certification enhances personal accomplishment
- 89% agree/strongly agree that certification enhances professional growth and a sense of personal accomplishment
- 85% agree/strongly agree that certification increases the sense of value that they add and validates specialized knowledge

Finally, hiring managers reported this information in a recent survey:

- 74% agree that they are more likely to hire a person who has certification
- 74% agree that certified employees have greater expertise
- 71% agree that certified employees know what is required to do their jobs
- 63% agree that employees who are certified are more likely to get promoted

Market Differentiation

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

NIGP's objective is not to replicate any of these certification programs. Rather, our objective is to complement other certification programs by addressing content and competencies that may not be addressed in other respected certifications in the marketplace. Additionally, our objective is to provide a continuum of products that recognize a professional's growth in his/her career. This continuum offers a unique certification that integrates with other credentialing products offered by the Institute and aligns with NIGP's learning program.

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

Unique Elements of the NIGP-CPP

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

These include:

- The NIGP-CPP is targeted to mid to senior level leaders.
- The NIGP-CPP reflects a holistic view of what mid to senior level leaders do in the performance of their work. It not only includes procurement techniques (like planning, solicitation, contract administration) traditionally covered in other procurement certification programs, but also emphasizes three critical focus areas that lead to success regardless of your specific role: Strategy, Business Principles and Operations, and Leadership (26% of the Module A exam and 72% of the Module B exam).
- The NIGP-CPP eligibility provides optional pathways for mid to senior level candidates who do not have a post-secondary diploma or a degree but have years of relevant work experience.
- The NIGP-CPP does not require procurement coursework or training as an eligibility requirement.

- The NIGP-CPP is a competency-based, modular exam built upon the Public Procurement Competency Framework (PPCF) and is centered on 43 technical competency statements.
- NIGP's membership represents a breadth of work experience in procurement, earned in both public and private agencies, serving as both buyers for and sellers to the public sector. The NIGP-CPP recognizes that all this work experience is valuable to the procurement professional. Both public and private sector experience, in both buyer and seller roles, will be considered when determining candidate eligibility.
- NIGP-CPP recertification occurs every three years with a minimum requirement of 36 contact hours of continuing education.
- NIGP integrates its records (learning and certification) utilizing single-sign-on functionality with the NIGP website. This means members use the same login and password to access all systems and are not required to manually replicate data that is stored elsewhere. For NIGP-CPP candidates who do not have an NIGP account, they will initially create an account for continual access into their learning and certification records.

This feature is particularly effective for recertification. Through data integration and security, NIGP will automatically upload all contact hours earned through NIGP educational programs such as seminars, learning modules, webinars, virtual conferences, and the annual Forum, to the candidate's secure certification portal. This saves time and effort in tracking contact hours for recertification. The certificant can also upload contact hours earned through non-NIGP sources.

A close-up portrait of a smiling man with dark hair, wearing a white collared shirt. The background is a soft, out-of-focus indoor setting. The bottom of the image features a dark blue diagonal band with a lighter blue triangle on the left side.

**Quick Reference
Guide for current**

**CPPO and
CPPB
Certificants**

Introduction

Congratulations on achieving your professional certification from the Universal Public Procurement Certification Council (UPPCC). Your Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) certifications set you apart as accomplished public procurement professionals so continue to recertify your credentials based on the policies established by the UPPCC.

The introduction of the NIGP-CPP program does not alter NIGP's long-standing relationship with the UPPCC. The Institute will continue to offer content through our Pathways program that aligns with the UPPCC Body of Knowledge. We will continue to develop and offer new content that guides the professional in life-long learning which qualifies for recertification points, and we will continue to offer a wide range of certification preparation tools – from study guides to flashcards – from self-assessments to the prep courses available online and in-person.

NIGP's objective is not to replicate the UPPCC programs. Rather, our objective is to complement the CPPO and CPPB programs by including content and competencies that are not addressed in the UPPCC certifications; thereby giving professionals choice in the marketplace for earning their first or additional career credentials.

Recognizing the value of the CPPO and CPPB credentials, these UPPCC certifications provide an optional pathway to attain the NIGP-CPP. If you want to better understand the differences between the UPPCC certifications and the NIGP-CPP, please refer to the *Unique Elements of the NIGP-CPP* section of this Handbook.

This Quick Reference Guide for CPPO and CPPB certificants provides you with baseline information on the critical steps you will take to earn your NIGP-CPP certification. However, do not rely solely on this Quick Reference. As you apply for NIGP-CPP certification, you will attest that you have read the entire handbook.

Eligibility

- As a current CPPO or CPPB certificant, you are automatically eligible to earn your NIGP-CPP through Pathway F on the NIGP-CPP application. You are also eligible if your CPPO or CPPB has lapsed within one year of your NIGP-CPP application date. Pathway F will be available through June 30, 2024.
- While the NIGP Certification Commission applauds the efforts of procurement professionals who have earned other professional certifications, Pathway F is only available to individuals who have a current or recently lapsed CPPO or CPPB designation. This decision is based solely on the number of NIGP members who have attained their certification from the UPPCC in comparison with other certification bodies. The Commission may consider other certification programs in the future.

Applying for NIGP-CPP Certification

- Submit your online application at least thirty (30) calendar days prior to the beginning of the testing period you want. There will be four (4) testing periods each year.

- Consider whether you need special accommodations at the testing center and, if yes, please do the following: (a) note this request on your application, (b) obtain a Special Accommodations Request Form that needs to be completed by your licensed health care professional, and (c) upload your request with your application.
- Upload your CPPO or CPPB certificate with your online application. There are no requirements to verify your formal education or work experience since you met those requirements through your CPPO or CPPB examination.
- You will pay no fees for your application and your first exam. NIGP has waived the application and first exam fees for CPPO and CPPB certificants through June 30, 2021.
- If your application is approved, it is valid for two years from the approval date. If your application is rejected, you have multiple options for appeals.

Preparing for NIGP-CPP Certification

Understand the exam format

- As a Pathway F candidate, you are not required to take Module A of the NIGP-CPP exam since you have already successfully passed an exam that covered the Module A material. You will only take Module B which applies to both CPPO and CPPB certificants.
- Module B represents a *bridge* from the CPPO and CPPB to the NIGP-CPP and only covers the content that was not examined in the CPPO and CPPB tests. A minimal number of NIGP-CPP exam questions may cover content that was included in the CPPO exams but not on the CPPB exams as differentiated in the UPPCC Body of Knowledge.
- Module B consists of 80 questions and you will have 2 hours to complete the computer-based exam at the testing center.

Understand the exam content

- The comprehensive NIGP-CPP exam is based on 43 technical competency statements built on the Public Procurement Competency Framework.
- Module A covers 20 of those competency statements and Module B covers 23 of those competency statements. Refer to the Appendices in this Handbook which provides a complete list of the 43 competency statements and which ones apply to the bridge exam.

Study for the exam prior to the test date

- Consider optional Prep Guides, online and in-person preparatory courses, and study groups. As an approved Pathway F candidate, you have free access to the virtual prep materials through June 30, 2021.

Scheduling Your NIGP-CPP Exam

The Module B exam

- Register for your testing period during the application process. There is one testing period remaining in 2020 (November) and four testing periods per year thereafter. Future testing periods will become available five (5) months in advance.
- Schedule your specific exam date and location directly with Pearson VUE using instructions on your authorization-to-test email sent to candidates 3 – 5 business days after candidacy approval.
- If you have a personal emergency on the date of your exam, you can request a special consideration with supporting documentation to the NIGP Certification staff.
- Pass Module B before the two (2)-year application period expires.
- If you do not pass your first exam, you have two additional opportunities per exam module. You will be required to pay your retest fee. You can schedule your retest as soon as the next testing period if you want.
- If you are not successful in passing your exam after three attempts, you will need to wait until your current application expires before reapplying and you will need to pay the application fee.
- If you have extenuating circumstances and need more time to schedule your exam, submit a *Request for Extension* form prior to the expiration of your application. You may be eligible for an extension of your application period for up to six (6) months.

Maintaining your NIGP-CPP Certification

- Recertify every three (3) years by earning a minimum of thirty-six (36) contact hours within the certification period. Hours dedicated to developing or delivering public procurement content can be used to meet up to 25% of the recertification requirements.
- If you have extenuating circumstances and need more time for recertification, submit a *Request for Extension* form before your certification expires. You may be eligible for an extension of your certification period for up to six (6) months
- If you allow your certification to lapse, you can reinstate your certification within one year of expiration by paying a penalty fee. Your new certification period will revert to the expiration period of your last certification period.
- Once you retire, you are eligible for NIGP-CPP Retired Status.



Quick Reference
Guide for

All Candidates
Not Certified
by the UPPCC

This Quick Reference Guide provides you with baseline information on the critical steps you need to take to earn your NIGP-CPP certification. However, do not rely solely on this Quick Reference. As you apply for NIGP-CPP certification, you will attest that you have read the entire handbook.

Determining Eligibility

- Determine the Pathway (A through E) that's appropriate for you based on formal education and relevant work experience.

Applying for NIGP-CPP Certification

- Submit your online application at least thirty (30) calendar days prior to the beginning of the testing period you want. There will be four (4) testing periods each year.
- Consider whether you need special accommodations at the testing center and, if yes: (a) note this request on your application, (b) obtain a Special Accommodations Request Form to be completed by your licensed health care professional, and (c) upload your request with your application.
- Upload your formal education documentation with your online application (Pathway A thru D only).
- Self-assess your current and prior work experience against the 43 technical competencies and ensure that each work experience you want to qualify meets a minimum of 20 of the 43 technical competencies. Discuss your assessment with your current and past supervisors (or Human Resources representatives) to ensure agreement since these individuals must verify your experience.
- Respond to NIGP requests for missing or incomplete information within 30 days of notice.
- If your application is approved, it is valid for two years from the approval date. If your application is rejected, you have multiple options for appeals.

Preparing for NIGP-CPP Certification

Understand the exam format

- The NIGP-CPP exam is a two-part modular exam. Each module consists of 80 questions.
- You will have 2 hours to complete each module of the computer-based exam at the testing center.
- You can schedule testing for each module on the same day or you can schedule them on different days within the same or different testing periods. Each testing period will be for one full month in February, May, August, and November.

Understand the exam content

- Made up of 43 competency statements that are built on the Public Procurement Competency Framework.
- Study for the exam prior to the test date and consider optional Prep Guides, online and in-person preparatory courses, and study groups.

Scheduling Your NIGP-CPP Exam

- Register for your testing period during the application process. There is one testing period remaining in 2020 (November) and four testing periods per year thereafter. Future testing periods will become available five (5) months in advance.
- Schedule your specific exam date and location directly with Pearson VUE using instructions on your authorization-to-test email sent to candidates 3 – 5 business days after candidacy approval.
- If you have a personal emergency on the date of your exam, you can request a special consideration with supporting documentation to the NIGP Certification staff.
- Pass both modules of your exam before the two (2)-year application period expires.
- If you do not pass your first exam, you have two additional opportunities per exam module. Since the exam modules are scored separately, you only need to retake the module you did not pass. You can schedule your retest as soon as the next testing period if you want.
- If you are not successful in passing your exam after three (3) attempts, you will need to wait until your current application expires before reapplying.
- If you have extenuating circumstances and need more time to schedule your exam, submit a *Request for Extension* form prior to the expiration of your application. You may be eligible for an extension for up to six (6) months.

Maintaining your NIGP-CPP Certification

- Recertify every three (3) years by earning a minimum of thirty-six (36) contact hours of continuing education within the certification period. Hours dedicated to developing or delivering public procurement content can be used to meet up to 25% of the recertification requirements.
- If you have extenuating circumstances and need more time for recertification, submit a *Request for Extension* form before your certification expires. You may be eligible for an extension of your certification period for up to six (6) months.
- If you allow your certification to lapse, you can reinstate your certification within one (1) year of expiration by paying a penalty fee. Your new certification period will revert to the expiration period of your last certification period.
- Once you retire, you are eligible for NIGP-CPP Retired Status.

A smiling man with a beard and short brown hair, wearing a light blue button-down shirt, is the central figure. He is looking directly at the camera with a warm smile. The background is a blurred outdoor setting with greenery and a building. The bottom of the image features a dark blue diagonal band.

**The Five
Steps to a**

Meaningful Certification

Step 1: Determining Your Eligibility

There are two eligibility requirements to keep things simple:

1. Formal Education
2. Relevant Work Experience

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

Formal Education

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

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

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

The application process for Pathway F is condensed and the requisite exam (referred to as the 'bridge') only covers the exam content within the NIGP-CPP that was not assessed in the CPPO or CPPB exam. The NIGP-CPP bridge is the same, single module exam for both CPPO and CPPB certificants.

Pathway F will be available through June 30, 2024.

If you are a current CPPO or CPPB certificant (or your certification lapsed within the last year), please pay attention to the unique privileges provided especially for you throughout this Handbook.

Relevant Work Experience

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

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

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

Your supervisor or a Human Resources (HR) representative must independently validate your qualifications for each job title or position you submit.

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

Step 2: Applying for Certification

What You Need to Know Before You Apply

1. You must meet all eligibility criteria before you apply for the NIGP-CPP certification. There is no early application process where you can apply before you fully meet the education and/or relevant work experience requirements.
2. The level of effort required to apply for certification depends on which Pathway applies to you.
 - a. If you are a CPPO or CPPB certificant (Pathway F), the application should take no more than 15 minutes to complete and there are no application or testing fees required through June 2021.
 - b. If you are not a CPPO or CPPB certificant (Pathways A through E), the application should take no more than one hour to complete. Your effort ultimately depends on how many position titles you need to document in order to meet the 'relevant work experience' requirement.
3. If you require special accommodations at the testing center, please review the requirements for submitting documentation found under this section under the heading "*Candidate's Special Accommodation Needs for Testing*". This documentation must be submitted at the time of application.
4. You will be required to pay the application and testing fees at the time of application, register for an exam module and a specific testing period.
 - a. Application fees are not refundable. Take reasonable steps to ensure that you meet the eligibility requirements prior to submitting your application.
 - b. Exam fees are refundable if you elect not to schedule the exam. Refunds will be paid to the individual or entity that paid for the initial fees.
 - c. Unlike other certifications, the NIGP-CPP, does not require procurement training hours which can substantially reduce the cost of earning your NIGP-CPP certification.
5. The application is online and does not require substantial documentation during submission. The NIGP certification staff will verify that you meet all eligibility requirements. Therefore, be aware that applications will be selected for audit from time to time during the evaluation phase. Additionally, the review of your application may require the need for supplemental documentation during the evaluation phase. Be prepared to submit additional documents to NIGP if requested.

6. Once your application is evaluated and approved, it is valid for two years. You may be able to qualify for an exception to the two-year period if you request that your application be extended based on extenuating circumstances. For more information, see **Section F: Policy Exceptions**.
 - a. Within your registered test period, you will schedule the date and time of your exam at the most convenient test center directly with NIGP's test administrator (Pearson VUE) using instructions provided in your authorization-to-test email. That process is detailed in this Handbook under **Step 4: Scheduling Your Exam**.
 - b. You must pass the exam before your application expires. If you do not pass the exam before the application expires, you must reapply and repay the application and testing fees again. You will have three (3) opportunities to pass each module of the exam.

When to Apply

1. You can apply any time. There are no application periods and no late application fees.
2. Plan on submitting your application at least thirty (30) calendar days prior to the first day of your preferred testing period. Registration for testing periods is opened five (5) months in advance. This will provide sufficient time to review and approve your application and forward your candidate information to the testing administrator for appointment scheduling.

How to Apply

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

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

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

Candidate's Information and Demographics

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

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

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

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

Your member data will auto-populate your certification record at the time of application. You will be able to edit your data where needed but you won't need to rekey information that's already contained in your member profile, saving you time and effort.

For added assurance, NIGP has installed firewalls within the databases to ensure that only the NIGP Certification Staff can review your certification data or discuss any certification-related issues with you.

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

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

Candidate's Eligibility: Formal Education

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

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

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

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

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

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

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

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

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

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

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

Within each section, you will enter:

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

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

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

- Experience must be earned within the past ten years.
- Your information must also be independently verified either by your direct supervisor or a Human Resources representative. We understand that, in some cases, these individuals are employed or retired from organizations that you previously worked for. However, their ability to verify your competencies is essential.
- You will be asked to provide an email address for each person who will verify your experience so NIGP can send your self-assessment directly to these individuals. In turn, these individuals will verify your relevant work experience by signing and returning the form directly to NIGP via email.
- Since this step is essential for your application to move forward, it is highly recommended that you confer with those individuals who will verify your experience so there is agreement before you apply for your NIGP-CPP. They should also be alerted that an email from NIGP will be forthcoming. It is not uncommon to have emails detained or deleted through an organization's firewall. It is your responsibility to take proper steps to ensure these emails reach the intended recipients.

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

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

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

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 for each job position to be qualified, to affirm that your relevant work experience aligns with the key competencies assessed in the NIGP-CPP. Ultimately, you and your supervisor(s) know best whether you qualify for the exam.

Candidate's Special Accommodation Needs for Testing

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

Special accommodations are individualized and considered on a case-by-case basis. Accommodations depend on the nature of the disability or medical or learning condition and the documentation provided. Accommodations will not be approved that alter the

measurement of the knowledge and skills tested by the exam, that jeopardize test security and integrity, and that result in an undue burden to NIGP and the NIGP-CPP certification program.

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

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

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

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

The completed and signed *Request for Accommodations Form* and *Statement of Explanation* is uploaded as part of your application process. Please plan for additional time for the NIGP Certification staff to review your application and requested accommodations and determine if any reasonable accommodations can be provided to you. You should receive notification of your accommodations within ten (10) business days after your application and completed form are received. If you are not satisfied with the decision of the NIGP Certification team, you may appeal its decision to the NIGP Certification Commission.

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

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

Candidate’s Affirmations

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

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

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

- Your application must be accompanied by the payment of the application and testing fees

Note: *If you apply for your NIGP-CPP under Pathway F, your application and initial exam fee will be waived through June 30, 2021. This is a \$250 – \$350 value. You will be required to pay the Module B exam fee if you need to retake the exam.*

- The application fee is \$150 and is not refundable.
- At the time of application, you must also register for your specific testing period and pay the exam fees. The testing fee is \$100 per test module. The comprehensive NIGP-CPP exam is a two-module exam. As a comprehensive exam candidate, you have the choice of registering for one or both exam modules during the application process; and the testing periods can be the same or different.
- Payment can be processed online using a credit card or you can request to be invoiced if you plan to use a purchase order. Please note that your application will not be processed and assessed until the application fee is paid.
- For a complete list of fees, see the appendix listing in this handbook. These fees are subject to change. NIGP will make every effort to publicly communicate fee revisions to the public procurement community prior to their effective date.

Application Review

Once your application is electronically submitted and fees have been received, your confidential, secure application is reviewed by the NIGP Certification Team. These are the only individuals who have access to your records. If you call NIGP's Customer Care Team or other NIGP employees for a status of your application, they will refer your query to the NIGP Certification Team.

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

If your application is incomplete or is missing any required documents, the NIGP Certification Team will inform you of the pending status of your application and you will have up to ninety (90) calendar days from the date of notification to submit the additional documents before your application is rejected.

Application Decision and Appeals

Typically, you should receive notification of your application within fourteen (14) calendar days.

Once your application is approved:

- Approximately 3 – 5 business days after your application is approved, you will receive your authorization-to-test email from NIGP's test administrator, Pearson VUE. Please use the instructions in this email to schedule your testing appointment at a Pearson VUE testing center.

If your application is rejected:

- You have the right to appeal the decision in accordance with the provisions outlined in this handbook. Your appeal must be received within a specific number of days after notification, as noted in the appeals section of this handbook.
- If you choose not to appeal within the timeline specified, NIGP will refund any testing fees you may have paid. These refunds will be payable to the organization or individual who paid the original fees. Your application fee is not refundable.
- If you choose to appeal and your application remains rejected after you have exhausted the appeals process, NIGP will refund any testing fees you may have paid. These refunds will be payable to the organization or individual who paid the original fees. Your application fee is not refundable.

Step 3: Preparing for Your Exam

Exam Format

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

The Comprehensive NIGP-CPP Exam

The Comprehensive exam is a two-module (A and B), computer-based, multiple choice exam. Each module consists of 80 questions; of these, 75 questions will be scored and the remaining 5 will be considered pretest questions which may be used in future exams. You will have two hours to complete each module.

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

The NIGP-CPP Bridge Exam

The bridge exam is available through June 30, 2024. The bridge is a single module (Module B), computer-based, multiple choice exam that applies to both CPPO and CPPB certificants.

Note: *Candidates who successfully apply under Pathway F are not required to take Module A of the NIGP-CPP exam since its content was covered by the CPPO or CPPB exam.*

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

You need to successfully complete Module B within two years of the date of your application approval to earn your NIGP-CPP. You will have three (3) opportunities to pass the exam within that two-year period.

Exam Content

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

A Practice Analysis Panel of senior practitioners and stakeholders developed the comprehensive Practice Analysis Survey tool and NIGP fielded the Panel's survey between August and September 2019. The survey received over 1,200 responses. The survey methodology assessed the frequency with which mid and senior 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 and exam content.

Note: *NIGP will be seeking accreditation from the American National Standards Institute's National Accreditation Board (ANAB) for its professional certification program. ANAB accreditation requires that the program meet stringent global standards of ISO 17024 – an international standard which specifies criteria for personnel certification bodies. The standards and credentialing best practices of ANAB and ISO 17024 require research and ensuing data to inform the decision-making body on the certification scheme to include eligibility and 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 a percentage weighting. This weighting reflects the range of responsibilities and the perceived importance of those responsibilities for mid and senior 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.

The NIGP-CPP Bridge Exam

The Bridge Exam includes only the competency and knowledge statements that were not included in either the CPPO or CPPB exams when the gap analysis was performed in 2019 between the CPPO/CPPB and the new NIGP-CPP.

When the gap analysis between the CPPO, CPPB and NIGP-CPP was performed by Subject Matter Experts, there were minimal differences in the technical skills and no differences in the knowledge statements between the CPPO and CPPB. Rather than creating two separate bridge exams, the NIGP Certification Commission decided to establish a single bridge exam for content not included in either the CPPO or the CPPB. This means that the NIGP-CPP exam may include a limited number of topics covered on the CPPO exam but not on the CPPB exam.

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

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

Exam Content: The 43 Competency Statements

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

The bridge exam covers the 23 competency statements which had limited or no reference in the CPPO and CPPB exams. Candidates who are eligible for the NIGP-CPP via Pathway F are not required to take the Module A exam since they have already demonstrated knowledge and skills in these areas.

The 23 competency statements for the bridge exam are noted below with the word *(Bridge)* noted.

Focus Areas (7)	NIGP-CPP Competency Statements
Strategy	<ul style="list-style-type: none">■ Create procurement's strategic goals, objectives, and policies in alignment with the entity-wide strategic plan
Module A 8%	<ul style="list-style-type: none">■ Choose and implement strategic improvements for the procurement function <i>(Bridge)</i>
Module B 12%	<ul style="list-style-type: none">■ Manage efficiency and effectiveness in achievement of procurement's mission■ Identify, evaluate, and implement social and environmentally sustainable procurement policies and other procurement priorities <i>(Bridge)</i>
Policy, Legislation and Program Oversight	<ul style="list-style-type: none">■ Engage the legislative process to further procurement interests
Module A 13%	<ul style="list-style-type: none">■ Ensure compliance with applicable rules and regulations from the various branches and levels of government
Module B 17%	<ul style="list-style-type: none">■ Create, implement, and maintain fair, accessible, and transparent policies and procedures that align organizational behaviors, priorities, and professional procurement values■ Advise the entity on how to resolve procurement-related issues <i>(Bridge)</i>■ Manage stakeholder expectations by communicating requirements, responsibilities, and outcomes <i>(Bridge)</i>■ Create, lead, and provide holistic procurement program oversight <i>(Bridge)</i>

Planning and Analysis

Module A 17%
Module B 5%

- Analyze information from multiple sources to create a procurement plan to meet the overall entity's goals
- Analyze current market trends and the impact on procurement planning
- Identify opportunities for strategic contracting initiatives (*Bridge*)
- 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 (*Bridge*)

Contract Administration

Module A 17%
Module B 5%

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

Leadership

Module A 11%
Module B 38%

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

Business Principles and Operations

Module A 7%
Module B 22%

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

Study Methods as You Prepare for Certification

Just as NIGP offers a wide range of materials to prepare for the CPPO and CPPB exams, NIGP offers a Prep Guide for the NIGP-CPP exam. The Guide can be purchased independently. It is included with the optional preparation courses offered in-person or online.

There are two sections within the NIGP-CPP Prep Guide, packaged separately. Section A will correspond to exam Module A and will cover all content NOT included in the current CPPO and CPPB exams. Section B will correspond to exam Module B and cover all other NIGP-CPP content.

Note: *If you are applying for your NIGP-CPP under Pathway F (a current CPPO or CPPB certificant), you will only need Section B of the Prep Guide. Through June 30, 2021, NIGP will be offering Section B of the Prep Guide free of charge as an online guide or via the virtual Prep course to approved applicants.*

NIGP also offers NIGP-CPP self-assessment tools.

Step 4: Scheduling Your Exam

Scheduling Your Exam at a Testing Center

Once your application and testing fees are received, your confidential candidate information will be transmitted to NIGP's test administrator, Professional Testing, Inc. and their contractor, Pearson VUE. This will place 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. Be prepared to consider alternative dates and testing centers. You will receive an authorization-to-test email from Pearson VUE instructing 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. All scheduling and communications will occur online or via telephone. 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.

If you require and received approved special accommodations, those requirements will be communicated to Pearson VUE when your confidential candidate record is transmitted to them by NIGP.

You will be able to register for your exam(s) within one of four testing periods each year:

- February 1-28
- May 1-31
- August 1-31
- November 1-30

Registration for testing periods becomes available five (5) months in advance.

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.

Once your exam appointment has been scheduled through Pearson VUE, they will send you an appointment confirmation email.

Step 5: Taking Your Exam

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

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 identify verification and security within the test center.
- You will be required to present two (2) valid forms of identification. One form of identification must be a valid, government issued photo identification card. The second must be an identification card displaying your signature. The name on your identifications must exactly match the name 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.
- 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 personal items in a secure area (a locker) and you may not access these belongings during your test. If you refuse to store your personal items, you will not be able to test and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.
- You may not take water or food into the testing room.
- If you require a restroom break, the two-hour period allowed for the exam will continue uninterrupted.

Special Accommodations

If you requested special accommodations at the testing center during your application, these requirements would have been communicated to Pearson VUE by the NIGP certification staff. 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 and documentation.

Inclement Weather, Emergencies and Disruptions

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

Exam Rescheduling

You can reschedule your exam within your registered testing period with no penalty up to twenty-four (24) hours in advance of your existing appointment. You will need to make such arrangements directly with Pearson VUE via their scheduling process.

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 directly with Pearson VUE and then (2) contact the NIGP certification staff for options on a new testing period. A \$50 transfer fee is assessed which is defined in Appendix D.

If you fail to reschedule your exam twenty-four (24) hours prior to your appointment or if you fail to appear for your appointment, your exam fee will be forfeited and not refunded. This will require you to pay the exam fee to NIGP again before your exam can be scheduled.

Personal Emergencies

If you experience a personal emergency and you are unable to reschedule your exam 24-hours in advance of your appointment, you can request special considerations as noted below.

Personal emergencies include:

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

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

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

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

A middle-aged man with short, graying hair and black-rimmed glasses is smiling at the camera. He is wearing a dark pinstriped suit jacket over a light blue dress shirt and a red patterned tie. His arms are crossed. The background is a blurred office interior with large windows. The bottom of the image features a blue diagonal graphic element.

Exam Scores,

Retesting and Withdrawal

Passing the Exam

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

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

The 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

The 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.

When a new test form is developed, the Standards-Setting Panel will meet to review the analytical data captured during the pilot exams to recommend any adjustments to the scoring process. For this reason, test results 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.

For all other testing periods, the NIGP Certification Commission plans to provide you with your pass/fail report at the end of the computer-based exam so you immediately know if you passed the exam module.

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 up to the two-year period when your current application expires. If you exhaust these three opportunities, you must wait until your current application expires before reapplying for your NIGP-CPP.

When rescheduling your exam, you must wait until at least the next testing period. You will be required to pay the exam fees for retesting.

Note: *If you are seeking your NIGP-CPP through Pathway F as a current CPPO or CPPB certificant, your first attempt at the bridge exam is complimentary and the exam fee is waived. However, if you need to retake the bridge exam, you will be required to pay the exam fee.*

If you are a candidate for the comprehensive NIGP-CPP exam, 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 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 need to first cancel your scheduled appointment with Pearson VUE at least 24 hours prior to your appointment. You must also inform the NIGP certification staff that you wish to withdraw from the program. Under this scenario, if you have not taken the exam, your exam fee is refundable. In all cases, your application fee will be retained by NIGP.

A woman with curly brown hair, wearing a white button-down shirt and yellow pearl earrings, is smiling and holding a pair of red-rimmed glasses. The background is a solid light blue. The bottom of the image features a dark blue diagonal shape and a light blue triangle on the left side.

Maintaining your
certification through

Recertification Process

Congratulations!

You have earned the prestigious NIGP-CPP certification as a mid to senior 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 will be able to obtain a copy of your NIGP-CPP certificate on a 24/7 basis through your profile in Aspire (NIGP's Learning Management System). You simply download a PDF of your certificate for framing or documentation. NIGP will also mail a hard-copy certificate to you four to six weeks after your score notification is received or after the testing window concludes if automated scoring is available during your testing window.

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

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

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

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 in order 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) in order to recertify your NIGP-CPP certification for an additional three years.

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

Earning Contact Hours through Continuing Education

The purpose of NIGP-CPP recertification is to ensure that you remain current on best practices and trends and are committed to continuing learning. 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 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.

Contact hours must be earned through learning that relates specifically to NIGP-CPP content outline and/or the Public Procurement Competency Framework (PPCF). NIGP will not prescribe specific subjects. The NIGP Certification staff will seek clarification from you if there is a contact hour activity that does not appear to relate to the content outline or the PPCF.

When to Apply for Recertification

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

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

Through the recertification process, you will upload documents that support your contact hour earnings. NIGP will automatically upload all contact hours you have earned through Aspire, NIGP's Learning Management System into your individualized NIGP-CPP record. This includes webinars, seminars, certificate programs, virtual conferences, and the annual Forum and Products Exposition as well as all learning activities that are produced by NIGP. You can also manually enter additional contact hours at any time by accessing your online NIGP-CPP portal. We welcome learning that is provided by our NIGP chapter affiliates, our collegial associations, educational institutions and training providers.

Extended Certification Periods

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

Lapsed Certification

While NIGP will send you communications six (6) and three (3) months prior to your expiration, it is your responsibility to ensure that your certification remains current. NIGP provides 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:

- You will be able to reinstate your certification within one (1) year of the expiration date of your current certification. You will be required to pay a \$50 penalty in addition to the recertification fees. 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.
- You will not be able to reinstate your certification if it has lapsed for more than one year. This will require you to reapply for your NIGP-CPP designation.

- You are responsible for removing your credential from your name and from all related references including, but not limited to, business cards, correspondence, signatures, official letterhead, and social media.

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 a retired NIGP-CPP status once a professional retires from his/her full-time position with an organization and earns retirement benefits. Those holding the 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 and attach documentation that support your retired status and pay the one-time fee.

A NIGP-CPP Retired individual is not required to recertify for additional periods.

Recertification Fees

Recertification (every three years)

- \$125

Retirement (paid once when the NIGP-CPP certificant applies for retired status)

- \$75

Lapsed Certification (within one year of the expiration date)

- \$50 plus regular recertification fees

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.

A professional photograph of a man with short brown hair and a light beard, smiling warmly at the camera. He is wearing a light blue button-down shirt and a dark navy tie. In the background, two other people, a woman and a man, are visible but out of focus, suggesting a corporate or office setting. The lighting is bright and even. The bottom of the image features a dark blue diagonal graphic element.

Extenuating Provisions

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

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

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

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

Circumstances that typically will not qualify for an extension include:

- Increased workloads with your organization
- Temporary assignment within your organization

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 (available as a downloadable form on the NIGP-CPP Certification website) 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 should include support that can be verified by a third party.

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

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

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



Appeals,

Suspensions and Revocations

Appeals

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

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

Decisions not appealable include a failing score due to concerns about test questions. NIGP conducts ongoing examination analyses to identify and resolve issues with test questions.

Appeal Submission

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

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

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

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

No appeal shall be considered if it is received more than thirty (30) calendar days after the date of the appealable decision.

First Level Appeal Review and Determination

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

Second Level of Appeal and Determination

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

Final Level of Appeal and Determination

1. If the appellant remains unsatisfied with the decision, he/she has the right to elevate the final appeal to the Appeals Panel within thirty (30) calendar days following the date of the written Second Level Appeal Review determination.
2. Any member of the Appeals Panel who has an actual or apparent conflict of interest shall disclose this conflict and recuse himself/herself from the deliberations.
3. The Appeals Panel shall deliberate the merits of the appeal and determine, by majority vote, its decision which shall be communicated, in writing, to the appellant within thirty (30) calendar days following the date of the final level of appeal submitted by the appellant.
4. The decision of the Appeals Panel shall be final and binding.

Suspensions and Revocations

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

Causes may include:

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

Code of Conduct

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

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

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

A close-up portrait of a smiling woman with dark, wavy hair, wearing a blue collared shirt. The word "Appendices" is overlaid in white text on the left side of her face. The background is a soft-focus blue and white. A dark blue diagonal shape is at the bottom left.

Appendices

Appendix A

Acknowledgements and Gratitude

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

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

With appreciation, we salute the following leaders:

NIGP Governing Board (2018 to 2020)

Taylor V. Adams, CPPO
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City of Virginia Beach, VA

Jack Adger, CPPO, CPPB
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Town of Oro Valley, AZ

Alex Denis, CPPO
Director, Procurement
City of Miami Beach FL

Joyce Foster, CPPO, CPPB
Contract Administrator
DeKalb Peachtree Airport, GA

Georgia Gillens, CPPO, CPPB
Procurement Director
South Carolina Public Employees

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

Victor Leamer, CPPB
Senior Buyer
Spokane County WA

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

Rochelle Ragas, CPPB
Procurement Manager
Child Care Group, TX

Michelle Trudel, CPPB
Manager of Procurement
Town of Whitby, ON

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

Ruth Hall, CPPO
Purchasing Manager
Lake County IL

Ginny Justiniano, CPPB
Lead Senior Buyer
King County, WA

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

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

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

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

NIGP Standards Setting Panel

Tara Acton, CPPB
Principal Contract Officer
City of Tucson AZ

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

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

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

Appendix B

Public Procurement Competency Framework

Strategy

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

Policy and Legislation

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

Planning and Analysis

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

Sourcing and Contracting

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

Contract Administration

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

Leadership

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

Business Principles

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



Appendix C

Exam Content: NIGP-CPP Technical and Knowledge Statements

Module A

Focus Area 1: Strategy (8%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

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

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 3: Planning and Analysis (17%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 4: Sourcing and Solicitation (27%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 5: Contract Administration (17%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 6: Leadership (11%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

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

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Appendix C

Exam Content: NIGP-CPP Technical and Knowledge Statements

Module B

Focus Area 1: Strategy (12%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

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

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 3: Planning and Analysis (5%)

Technical Competencies (Core Responsibilities)

1. Identify opportunities for strategic contracting initiatives (B)

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 4: Sourcing and Solicitation (1%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 5: Contract Administration (5%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Focus Area 6: Leadership (38%)

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

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

Technical Competencies (Core Responsibilities)

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

Key Skills and Abilities Needed

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

Key Knowledge Needed

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

Appendix D

Fee Schedule

Fees are subject to change by the NIGP Certification Commission

Application Fee Non-refundable	A through E		\$150
	F (through June 30, 2021)		Complimentary
	F (effective July 1, 2021)		\$150
Exam Fee	A through E	Module A	\$100
		Module B	\$100
	F (first exam)	Module B	Complimentary
	F (retest)	Module B	\$100
Rescheduled Exam > 24 hours prior to test date	All		\$0
Missed Exam Appointment < 24 Hours prior to test date	All		Testing fee paid is forfeited, and a new testing fee must be paid to reschedule.
Transfer Fee Between Two Testing Periods (effective January 1, 2021)	All		\$50
Recertification	All		\$125
Lapsed Certification	All		\$50
NIGP-CPP Retired Status	All		\$75

Appendix E

NIGP Code of Ethics

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

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

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

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

Ethical principles related to public procurement practice:

1. I will seek or accept a position only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications necessary to serve under those principles to the advantage of my employing organization.
2. I will guide my actions in all professional matters and activities by the highest standards of integrity and honesty; and will act professionally in all matters for each client or employer or agency.
3. I believe in the dignity and worth of public service rendered by my organization, and the societal responsibilities necessary to produce results for the community I serve as a trusted public servant.
4. I am governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
5. I believe that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
6. I will identify and eliminate participation in operational situations where a conflict of interest may be involved.
7. I believe that public procurement professionals should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
8. I will resist encroachment on control of personnel in order 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 agree that it is my responsibility to be aware of all current requirements.
3. I attest that the information provided on my application form is true and accurate to the best of my knowledge and ability.
4. I agree understand that this application does not guarantee certification.
5. I agree and understand that certification may be denied or revoked in the event that the NIGP Certification Commission determines that any information is falsified or misrepresented on the application form.
6. I agree and understand that my exam scores may be withheld or invalidated by the NIGP Certification Commission if it is determined that any information is falsified or misrepresented on the application form.
7. I agree and understand that my exam scores may be withheld or invalidated by the NIGP Certification Commission if it is determined that I have participated in any expressly authorized disclosure of exam questions, information, or materials or if I have received, relayed, or used copies of exam materials, questions, or answers without express written authorization from NIGP, or if I have plagiarized questions or answers from the exam.
8. I agree and understand that my exam scores may be withheld or invalidated by the NIGP Certification Commission if it is determined that I engaged in cheating or any other misconduct or unprofessional behavior with respect to taking, sitting for, or preparing for the exam.
9. I understand that it is my responsibility to inform the Certification Commission of any changed circumstances that may affect my application.
10. I grant NIGP permission to make any and all inquiries necessary to evaluate my application and my eligibility for certification.
11. I agree to respond to all requests for information related to the application.
12. I agree that my candidate and demographic information may be released in the aggregate by NIGP.
13. I authorize NIGP to make any and all inquiries, investigations, and other communications which may be necessary for the Certification Commission to grant, deny, or revoke certification or to invalidate or withhold examination scores.

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

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

Appendix G

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

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

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

I: Licensed Health Care Professional Information

Licensed Health Care Professional's Name:

Title: License #:

License Granting Authority:

Institution/Practice Name:

Address:

City:

State/Province:

Zip Code:

Country:

Daytime Telephone:

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

Physical _____ Learning _____ Hearing Impaired _____ Vision Impaired _____

Other (Specify): _____

III: Diagnosis and Treatment Information

A. Specified Diagnosis:

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

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

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

D. Personal Confidential Information

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

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

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

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

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

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

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

Professional's Name (printed): _____

Professional's Signature: _____ Date: _____

APPENDIX H

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

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

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

Name: _____

Email: _____

Date: _____

Reason for Extension Request:

_____ Extension of application expiration date

_____ Extension of recertification cycle expiration date

Length of Extension Requested – six (6) month maximum

_____ One month

_____ Four months

_____ Two months

_____ Five months

_____ Three months

_____ Six months

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

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

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

_____ Yes, supporting documentation is provided

Third-party verification:

Name (printed): _____

Organization Name: _____

Organization Address: _____

Daytime Phone Number: _____

Email: _____

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

(Print Name)

(Signature)

(Date)



NIGP Certification Commission
2411 Dulles Corner Park, Suite 350
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