



APPLICATION FOR CERTIFICATION

SECTION I: APPLICANT INFORMATION

It is very important that the applicant complete this form carefully, accurately, and submit the form with payment and required documentation on time. Applicants should refer to the current Candidate Handbook for Certification for application submission deadlines and testing dates. The information provided on this form will be used by the UPPCC to determine eligibility and to send important program communications including, but not limited to the Authorization to Test (ATT) letter and test results.

PART A: Applicants Name

Mr. Ms. Mrs. Dr.

Check here if you will be applying for G.I. Bill Reimbursement.

Full Name: _____
(Last) (First) (Middle Initial)

Other Certifications/Designations earned: _____ Date of Birth: _____

➤ If any documentation appears under another name, please provide the name here: _____

Print name as you want it to appear on a certificate: _____
(mm/dd/yyyy)

PART B: Contact Information - Work

Organization/Agency: _____ Department: _____

Official Position/Title: _____ Working Title (if different): _____

Work Address: _____

City: _____ State/Province: _____

Zip/Postal Code & Country: _____ Phone: _____

Fax: _____ Work e-mail: _____

Work Web Address (URL): _____

PART C: Contact Information – Home – all certification communications will be sent to the home address/email provided.

Street Address: _____ Apt #: _____

City: _____ State/Province: _____

Zip/Postal Code & Country: _____ Phone: _____

Personal e-mail: _____

PART D: Career Level & Professional Affiliations

1. Indicate what professional procurement organizations for which you currently hold a valid membership:

- Association for Operations Management (APICS)
- California Association of Public Purchasing Officers (CAPPO)
- Florida Association of Public Purchasing Officers (FAPPO)
- Institute for Supply Management (ISM)
- National Association of Educational Procurement (NAEP)
- National Association of State Procurement Officials (NASPO)
- National Contract Management Association (NCMA)
- National Institute of Governmental Purchasing (NIGP)
- NIGP, Chapter of _____
- National Purchasing Institute (NPI)
- Public Risk Manager's Association (PRIMA)
- Purchasing Management Association of Canada (PMAC)
- State/Regional Procurement Association
- Other, please specify: _____

2. Years in the Public Purchasing Profession: _____

3. Current Career Level: Entry Middle Senior

4. Indicate the agency type that best describes your current work setting (choose one):

- City County DC/Territorial Education (K-12)
- Education (Higher Ed) Federal Legislative Municipal
- Public Utility Special Authority State/Provincial
- Transportation Other: _____

5. How did you learn about professional certification through the UPPCC (choose one)?

- Co-worker Employer NIGP National
- NIGP Chapter Job Posting UPPCC Website

NAME: _____

SECTION II: CERTIFICATION ENROLLMENT INFORMATION

APPLICANTS PLEASE NOTE: Policies and procedures governing the certification process are outlined in the current Candidate Handbook. The current Candidate Handbook is available on the forms page of the UPPCC Website: <http://www.uppcc.org/certified/forms.aspx>.

PART A: Certification Program

Please indicate the certification for which you are applying (*check only one application type*):

- Certified Professional Public Buyer (CPPB)** **Certified Public Procurement Officer (CPPO)**

PART B: Eligibility Schedule

Please indicate with a check in the box that corresponds to the appropriate Eligibility Schedule. Your application will be evaluated based on the criteria outlined in the selected schedule. Please review the current Candidate Handbook for Certification for the specific requirements of each Eligibility Schedule.

- Schedule A** **Schedule B** **Schedule C** **Schedule D (CPPB Only)**

PART C: Special Exam Day Accommodations Requests

In accordance with the 1990 "Americans with Disabilities Act" and other similar laws/regulations outside the US, the UPPCC will make special accommodations for candidates with special needs and/or disabilities. In order for the UPPCC to prepare for these types of requests, you must make the UPPCC aware of your request at the time of application. Applicants requesting special exam day accommodations must complete Appendix E of the Candidate Handbook and return it to the UPPCC within ten (10) business days of submitting the application.

Will you require any special arrangements be made for you on the day of the exam, including, but not limited to special equipment, extra time, etc.

- Yes** **No**

SECTION III: CANDIDATE CONFIDENTIALITY

In accordance with the "Family Education Rights and Privacy Act of 1974" and the UPPCC's Confidentiality Policy, an individual's certification records, application, supportive documentation, exam results etc. are kept confidential. The information is available only to the candidate. However, the candidate may waive this exclusivity, by authorizing other individuals to have access to their records. If you would like to authorize others to have access to your certification records, please list that individual in this section. Your signature grants permission to the UPPCC to release application information or certification examination scores and certification eligibility status to the individual specified below.

Confidentiality Release (*Do not complete this section if you want your information to remain confidential.*)

"I _____ hereby authorize the UPPCC to release application information, certification
(Applicant's Name)
eligibility status, and/or certification examination test results to the individual listed below."

Authorized Individual: _____ Title: _____
(Last) (First)

Organization/Agency: _____ Phone: _____

Relation to the Applicant: _____

Applicants Signature: _____ Date: _____

NAME: _____

SECTION IV: ELIGIBILITY REQUIREMENTS

PART A: Formal Education

Please complete the following chart regarding the education level of the applicant. An OFFICIAL COLLEGE TRANSCRIPT is required to document formal education for all CPPB applicants applying for certification under Schedules B through D. If an official transcript is not included with the application, the applicant's qualifications will be evaluated under Schedule A. If applying for CPPO under Schedules B or C, an OFFICIAL COLLEGE TRANSCRIPT IS REQUIRED to document the level of formal education. (Copies of diplomas or student copies of transcripts are not acceptable). Official transcripts must be sealed by the institution and remain sealed until received by UPPCC Staff. The transcript must be included with your application at the time of submittal and clearly labeled (see Section VII of this application form for specific instructions regarding documents and attachments).

| | Institution Name/Location | Year Graduated | Degree(s) Awarded |
|----------------------------------|---------------------------|----------------|-------------------|
| High School | | | |
| Community College/Junior College | | | |
| College/University | | | |
| Graduate School | | | |
| Technical School | | | |
| Other | | | |

➤ If the requested documentation appears under another name, please provide the name here: _____

PART B: Work Experience

Beginning with the current or most recent position, please provide a chronological list of the applicant's full-time purchasing experience. The UPPCC defines full-time experience as positions requiring thirty (30) or more work hours per week and purchasing functions performed constitute 50% or more of the total job responsibility. Public and private sector purchasing experience is applicable towards meeting the total years of purchasing experience requirement. All eligibility schedules for both certification programs include the requirement for public purchasing experience. Public purchasing experience can only be satisfied with employment in the public sector and cannot be substituted with private sector experience. Additionally, applicants for CPPO are required to demonstrate a number of years in a management and/or supervisory role.

For each purchasing position listed, the applicant must include an Official Position Description. If the official position description does not accurately reflect the applicant's purchasing responsibilities, a working position description in effect at the time the position was held may be included to complement the official description and to substantiate purchasing functions. **A working position description must be developed by the immediate supervisor and validated (Signed and dated) by an official in the Human Resources Department of the organization where the position was held. Resumes will not be accepted in place of official or working position descriptions.** Any positions listed and not accompanied by an Official Position Description(s) will not be considered. Each position description must be included with your application at the time of submittal and clearly labeled (see Section VII of this application form for specific instructions regarding documents and attachments).

| Official Position Title | Department | Employer & Location | Employment Dates (mo/yr - mo/yr) |
|-------------------------------------|------------|---------------------|-------------------------------------|
| <i>Current/Most Recent Position</i> | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

NAME: _____

PART C: Coursework/Training in Purchasing

➤ **Coursework at the Higher Education Level:** The UPPCC has identified common courses taken at the higher education level that it has pre-approved for credit towards the minimum contact hour requirement for certification. Unlike non-college/university-level courses and seminars that must only be in purchasing, higher education coursework is not limited to purchasing. Applicants may earn contact hours for courses taken at the higher education level that are purchasing related as well. The following is a list of college courses that have been approved to fulfill the coursework requirements for CPPO and CPPB certification. To convert credit hours of a college level course into contact hours, the applicant must multiply the total number of credit hours by 8 to determine contact hours. For example, a 3 credit hour college course would equal 24 contact hours (3 credit hours x 8 = 24 contact hours). An OFFICIAL SEALED COLLEGE TRANSCRIPT IS REQUIRED to document this type of coursework. If an official transcript is not included with the application, the corresponding courses will not be considered. **(Copies of diplomas or student copies of transcripts are not acceptable).** Official transcripts must be sealed by the institution and remain sealed until received by UPPCC Staff. The transcript must be included with your application at the time of submittal and clearly labeled (see Section VII of the application form for instructions). If the applicant will be identifying courses in this section that appear on the same transcript that documents his/her Formal Education in Part A, no duplicate transcript is required.

| Curriculum | Approved Courses |
|---------------------------------|--|
| Accounting | General accounting, cost accounting, managerial accounting |
| Contracts | Contract administration, negotiations and/or management, cost/price analysis |
| Economics | Managerial economics, macro-economics, microeconomics |
| Ethics | Business or professional ethics |
| Finance | Business finance, governmental finance, financial management |
| Law | Business law, contract law, government contract law, legal environment of business |
| Management | Organizational theory/behavior, public administration, project management |
| Personnel | Personnel management, performance appraisal, employee development |
| Purchasing/Materials Management | Purchasing management, materials management, inventory control |
| Transportation | Physical distribution, traffic management, logistics |

➤ **Other Purchasing Coursework, Seminars and Training:** Beginning with the current or most recent course attended or completed, please provide a chronological list of the applicant's coursework and training activities below. The applicant **MUST** provide copies of completion certificates, and/or documentation of attendance for all seminars. NIGP members may submit a copy of his/her member profile or NIGP transcript as documentation for NIGP sponsored training/courses. Courses listed without appropriate documentation will not be considered. Each completion certificate must be included with your application at the time of submittal and clearly labeled (see Section VII of this application form for specific instructions regarding documents and attachments).

| Name of Seminar/Course | Seminar/Course Sponsor | Course Date(s) | Contact Hours |
|------------------------|------------------------|----------------|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

NAME: _____

SECTION V: UPPCC CODE OF ETHICS

All applicants for UPPCC certification must subscribe to the following ethical principles. Breaching this Code of Ethics will be just cause for revocation of UPPCC certification.

- I will seek or accept a position of employment only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of my employer.
- I believe in the dignity and worth of the services rendered by my employment and the societal responsibilities assumed as a trusted public servant.
- I shall be 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 my employer and the public served.
- I believe that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and intolerable.
- I will identify and eliminate participation of any individual in operational situations where a conflict of interest may be involved.
- I believe that individuals that possess UPPCC certification 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.
- I will keep my governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- I will handle all personnel matters on a merit basis. Politics, religion, ethnicity, gender and age carry no weight in personnel administration in the agency being directed or served.
- I shall not seek or dispense personal favors that are in conflict with my profession. I will handle each administrative problem objectively and empathetically without discrimination.
- I subscribe to and support the professional aims and objectives of the Universal Public Procurement Certification Council.

SECTION VI: APPLICANT AFFIRMATION STATEMENT

Read, sign and date the affirmation statement. Applications are considered incomplete and will be returned to the applicant if not endorsed.

I hereby affirm that I have read and understand the program information and policies as outlined in the Candidate Handbook in effect at the time of application. I affirm that the statements and information set herein this application are true and correct, and that any falsification or willful misstatements or omissions intended to mislead the Board of Examiners will forfeit my right to certification as a CPPB or CPPO. I further agree to abide by the UPPCC Code of Ethics. Any ethical violation may result in the revocation of the CPPB or CPPO certification.

Applicant's

Signature: _____

Date: _____

SECTION VII: ATTACHMENTS & DOCUMENTATION

➤ To better assist the UPPCC in expediting the review of your certification application, please arrange your application and supporting documentation in the following manner.

- I. Cover Letter - OPTIONAL.** Applicants may include a cover letter with their application only if necessary to alert UPPCC of any special circumstances, situations, etc. that may be helpful in the review of the applicants' information.
- II. Application Form** – Include all six (6) pages of the application form including the completed "Application Checklist & Certification Fee Payment" page.
- III. Attachments & Documentation**
 - a. **Formal Education** – Official Transcript in an envelope sealed by the institution of higher learning. No photocopies, student copies or unofficial copies will be accepted.
 - b. **Work Experience** – Position Descriptions for each position listed in Section IV, Part B. Official and Working Position Descriptions, if necessary, must be clearly labeled with the specific position for which the documents correspond from Section IV, Part B. All documents should be in the same order as listed in Section IV, Part B (current or most recent position first).
 - c. **Coursework/Training** – Documentation must be included for each course, training etc. listed in Section IV, Part C. All acceptable forms of documentation (official sealed transcripts, completion certificates, etc.) must be clearly labeled with the specific course for which the documents correspond from Section IV, Part C. All documents should be in the same order as listed in Section IV, Part C (current or most recent course first). If claiming coursework hours from a college transcript already provided as documentation for Formal Education in Section IV, Part A, it is not necessary to provide again a duplicate transcript as documentation.

SECTION VIII: APPLICATION CHECKLIST

CHECK IF YOU HAVE:

- Read the current edition of the UPPCC CANDIDATE HANDBOOK in its entirety and agree to abide by the policies and procedures as outlined.
- Completed all sections of the application completely, clearly and accurately.
- Provided sufficient information to document meeting minimum eligibility requirements as outlined in the selected eligibility schedule. Applicants must fully meet eligibility requirements at the time of application.
- Enclosed Official Position descriptions and Working Position descriptions (if applicable) for each position to be considered towards meeting the minimum work experience requirement.
- Enclosed completion, attendance or participation certificates, official transcripts, etc. to document completion of the minimum required procurement coursework/training hours.
- Enclosed an official sealed transcript to document formal education (if formal education is required for the selected schedule).
- Included payment information (plus late fee, if applicable) and document(s) Purchase orders, checks or money orders are to be made payable in US Dollars to the UPPCC.
- Signed the application and agree to subscribe to the ethical principles as stated in the UPPCC CODE OF ETHICS. Furthermore, it is understood that if I am found to be in breach of the UPPCC CODE OF ETHICS at any time, either as an applicant, candidate or active certificant, that the UPPCC may revoke my application for or certification as a CPPO or CPPB.
- Made a photocopy of the complete application and documentation for personal records.
- Addressed application package to the following address and made arrangements to ensure receipt by the UPPCC no later than the published application deadline date corresponding to the applicants desired testing date(s):
- Applications must be submitted by mail only.** Applications sent via facsimile and/or email will not be accepted.

UPPCC
Attn: Application Department
151 Spring Street
Herndon, Virginia 20170 USA

SECTION IX: CERTIFICATION FEE PAYMENT

UPPCC Tax ID #: 54-1929791

➤ All forms of payment (check, money order, Visa, MasterCard, AMEX, or Purchase Order) must be made payable to the UPPCC in US currency. Please note that purchase orders are an acceptable form of payment if the purchase order document is included. Although a purchase order is an acceptable form of payment to initiate the certification process, application review results will not be released until the PO is paid in full. **CERTIFICATION FEES ARE NON-REFUNDABLE.**

| | US & Canadian Testing Centers | | International Testing Centers | |
|-------------------------------------|-------------------------------|-------|-------------------------------|-------|
| | CPPO | CPPB | CPPO | CPPB |
| NIGP/NASPO National Members: | \$450 | \$350 | \$500 | \$400 |
| Non-Members: | \$650 | \$450 | \$700 | \$500 |

PAYMENT INFORMATION (Please print clearly.)

APPLICANT'S NAME: _____

METHOD OF PAYMENT: CHECK/MONEY ORDER # _____ PURCHASE ORDER # _____ VISA MASTERCARD AMEX

CREDIT CARD #: _____ EXP: _____ AMOUNT: \$ _____ (USD)

CVV (For Visa/MC it is the last 3-digits on the back of the card or for AMEX it is the last 4-digits): _____

CARD HOLDER'S NAME: _____ CARD HOLDER'S PHONE: _____

CREDIT CARD BILLING ADDRESS: _____