

## APPLICATION FOR RECERTIFICATION

Please complete ALL sections of this application. ***Illegible or incomplete applications will be returned.***

Do not include original certificates or other materials of personal value as they will not be returned. Copies of original documentation will suffice with the exception of official sealed college/university transcripts to document courses taken at the higher education level (*if applicable*). The UPPCC does not maintain supplementary documentation. Once an application is approved, all supplementary documentation is destroyed and only the application is retained.

### SECTION I: APPLICANT INFORMATION

#### PART A: Applicants Name

Mr.  Ms.  Mrs.  Dr. Other Certifications/Designations earned: \_\_\_\_\_

Full Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

➤ Date of Birth: \_\_\_\_\_ If any documentation appears under another name, please provide the name here: \_\_\_\_\_  
(mm/dd/yyyy)

Print name as you want it to appear on a certificate: \_\_\_\_\_

#### 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 are sent to the home address provided.

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code & Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal e-mail: \_\_\_\_\_

### SECTION II: TYPE OF RECERTIFICATION

#### PART A: Certification Program

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

CPPB Recertification

CPPO Recertification

Dual Recertification

#### PART B: Lifetime Status

➤ UPPCC Certified individuals in good standing who have reached the age of sixty-two (62) **OR** have officially retired after a minimum of fifteen (15) years of **purchasing experience in the public sector** are eligible to recertify under lifetime status. Individuals applying for recertification under lifetime status are required to complete only Sections I, II & V of this application. No recertification points are required to recertify under lifetime status. The applicant need only submit the application with the appropriate payment and documentation of meeting the age requirement (copy of a valid government issued i.d., certificate of birth, passport, etc.) **OR** provide documentation of his/her retirement and a minimum of fifteen (15) years of purchasing experience in the public sector. Once an individual recertifies under lifetime status, his/her new certificate will not expire. Individuals who have allowed their certification to lapse or expire are not eligible to recertify under lifetime status. Please indicate by checking the box below if this application is for consideration under lifetime status. There is no additional fee for lifetime status recertification.

I am recertifying under "lifetime status" and have included the required documents as indicated above.

NAME \_\_\_\_\_

### SECTION III: AFFIRMATION STATEMENT

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 violation of the UPPCC Code of Ethics may result in the permanent revocation of the CPPB or CPPO certification.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION IV: RECERTIFICATION REQUIREMENTS

➤ **General Recertification Requirements** - Current CPPOs are required to earn a minimum of fifteen (15) points in at least two (2) of the three (3) categories of the application while current CPPBs are required to earn a minimum of ten (10) points in at least two (2) of the three (3) possible categories. Those who recertify both certifications simultaneously as a dual recertification are required to earn a minimum of fifteen (15) points.

➤ **The Recertification Period** – Points to be used towards recertification must be earned during a specific 5-year time frame. Although certificants may file an application as soon as he/she meets the recertification requirements, points can only be earned during the current certification period. For example, if an individual is due to recertify by January 2009, but files an early recertification in July 2008, any activities the individual participated in between July 2008 and January 2009 could not be counted towards the next recertification cycle. The new certificate printed for this individual would be January 2014 and points for the next renewal date must have been earned between January 2009 and January 2014.

➤ **Lapsed Status Requirements** Additional points and fees are required for individuals who allow their certifications to lapse. Lapsed status refers to the period of time immediately following the expiration date of the current certificate and ending one (1) year following. Although lapsed certificants are not permitted to use the CPPO and/or CPPB certifications, they are still eligible to recertify. CPPOs in lapsed status and those recertifying under dual status when both certifications have lapsed must earn a minimum of eighteen (18) points in at least two (2) of the three (3) categories of the application while CPPBs in lapsed status are required to earn a minimum of twelve (12) points in at least two (2) of the three (3) possible categories. Once the one (1) year lapsed status has ended, the individual's certification is officially expired, the individual must retest within four (4) years to reinstate their certification. After five (5) years in expired status, re-application as a new applicant is required. While in lapsed status, the individual must discontinue use of the certification until at which time the expired certification is recertified or reinstated. The continued use of the CPPO and/or CPPB designation after the designation has expired is misrepresentation and may carry legal implications.

### PART A: Continuing Education and Training

Points may be earned for attending purchasing conferences and meetings as a full-time delegate. Large national events such as NIGP Annual Forum include a product expo/trade show as part of the event. The UPPCC allows credit for trade shows held as part of larger events that include training. **Trade shows, reverse trade shows, product expos, etc. held as individual events are not considered by the UPPCC for Recertification credit.** Other events that you attend that include a tradeshow will qualify for recertification credit if there is no more than two (2) hours in an eight hour period that includes an expo, while the 6 remaining hours are devoted to educational programming. Points may also be earned by attending individual purchasing-related and non purchasing-related courses, meetings, seminars and training sessions. Documentation is required for all activities recorded in this section. Each eight (8) hours of classroom training earns one (1) recertification point.

	Points per activity	Max points allowed	Points Earned
<b>CONFERENCES AS A FULL-TIME DELEGATE</b>			
1. National NIGP Annual Forum (reflects 24 contact hours including Products Expo)	3	9	
2. National NASPO Annual Conference (reflects 16 contact hours including a Trade Show)	2	6	
3. National Purchasing Association Conferences (1 point per each 8 contact hours)	2	6	
4. Chapter/Regional Conferences (1 point per each 8 contact hours)	2	6	
<b>EDUCATIONAL AND TRAINING SEMINARS: PURCHASING RELATED</b>			
5. National NIGP Seminars (1 point per instructional day)	3	10	
6. National Purchasing Assn. Seminars (1 point per instructional day)	2	6	
7. Chapter/Regional Seminars (1 point per instructional day)	2	6	
8. Continuing Education Seminars - Purchasing Related (1 point per instructional day)	2	6	
9. Continuing Education Courses offered by higher ed. institution (1 point per credit hour)	2	6	
<b>PROFESSIONAL DEVELOPMENT SEMINARS: NOT PURCHASING RELATED</b>			
10. Seminars offered by a reputable training program (1 point per instructional day)	2	5	
<b>MEETINGS</b>			
11. National, Chapter or regional meetings (1 point per every aggregate 8 hours of attendance)	2	5	
<b>Total Points Earned in Part A</b>			
<i>Transfer total points earned in Part A to Part D: Summary of Points</i>			

NAME \_\_\_\_\_

**PART B: Professional Contributions & UPPCC Support Activities**

Points may be earned for a variety of activities all of which are contributions to the profession and/or UPPCC. For leadership activities at the national, chapter or regional level, the number of points per activity refers to the number of points you earn per term of service, not per year. Documentation must be submitted with your application for any activity to be considered for points. To submit documentation for a publication, please submit a formatted copy or a re-print of the article or publication. Applicants should not submit original documents as the UPPCC does not return documentation to the applicant.

	Points per activity	Max points allowed	Points Earned
<b>LEADERSHIP</b>			
1. National Officer: NIGP, NASPO, UPPCC or other qualifying national purchasing association	4	8	
2. National Board Member (other than Officer): NIGP, NASPO, UPPCC or purchasing assn.	3	6	
3. National Committee Member (other than Board): NIGP, NASPO, UPPCC BOE or other qualifying purchasing assn.	2	6	
4. Chapter or Regional Officer: NIGP Chapters, regional purchasing associations	3	6	
5. Chapter or Regional Board Member (other than Officer) NIGP Chapters, regional associations	2	6	
6. Chapter or Regional Committee Member (other than Board): NIGP Chapters, regional assns.	2	4	
7. Advisory Board Member for Purchasing Related Activities	2	4	
<b>PRESENTATIONS (Includes presentations via Webinar; minimum 1 hour presentation)</b>			
8. National NIGP Forum or qualifying Purchasing Conference workshop speaker	2	6	
9. National NIGP Forum or qualifying Purchasing Conference session moderator/facilitator	1	3	
10. Local, Chapter or Regional Purchasing Conference workshop speaker	2	4	
11. Local, Chapter or Regional Purchasing Conference session moderator/facilitator	1	2	
12. Local, Chapter or Regional Meeting speaker (includes keynote or luncheon speaker)	1	2	
<b>INSTRUCTION</b>			
13. Instructor for College Credit Course on Purchasing-Related Subject	3	9	
14. NIGP Certified Instructor for NIGP seminars (1 point per instructional day)	3	9	
15. Instructor for other national purchasing seminars (1 point per instructional day)	2	6	
<b>SERVICE</b>			
16. UPPCC Item (Question) Writing Workshop Participant	2	6	
17. UPPCC Item (Question) Writing Committee Contributor	2	6	
18. UPPCC Job Analysis Task Force Member	2	2	
19. UPPCC Job Analysis Test Specifications Task Force Member	2	2	
20. UPPCC Job Analysis Pilot Survey Participant	1	1	
21. UPPCC Job Analysis Survey Participant	1	1	
22. UPPCC Oral Examiner for CPPO Board (.5 point per oral board)	.5	3	
23. Text Reviewer for purchasing-related texts	1	3	
24. NIGP – PMAP Consultant (1 point per 16 billable hour project)	2	4	
25. Quality Control Team Member or Local Planning Committee for NIGP Forum	1	2	
26. Contributor to the NIGP Specification Library (1 point per 25 electronic documents)	1	3	
<b>PUBLICATIONS</b>			
27. Published article on purchasing-related topic in a national publication or web site	2	4	
28. Published article on purchasing-related topic in a local or regional publication or web site	1	4	
29. Published manuscript in the Journal of Public Procurement	3	6	
<b>PERSONAL AWARDS AND RECOGNITION</b>			
30. Individual International/National awards received from national purchasing associations	2	4	
31. Individual Chapter/Regional awards received from chapter/regional purchasing associations	1	2	
<b>Total Points Earned in Part B</b>			
<i>Transfer total points earned in Part B to Part D: Summary of Points</i>			

NAME \_\_\_\_\_

**PART C: Professional Memberships with Purchasing Organizations**

You may claim credit for membership with a professional procurement organization for each year you have held a membership since your initial certification or last recertification period. **You may claim a combination of points for both chapter level and national level memberships over the last five (5) year period, but you may not claim credit for both a chapter and a national membership held in the same year. The maximum number of combined points allowed in Part C is five (5).**

	Points per year	Max points allowed	Points Earned
<b>PROFESSIONAL MEMBERSHIPS</b>			
National Membership with a qualifying purchasing association	1	5	
Chapter or Regional Membership: NIGP chapters, regional purchasing associations, etc.	.75	3.75	
<b>Total Points Earned in Part C</b>			
<i>Transfer total points earned in Part C to Part D: Summary of Points</i>			

**PART D: Summary of Points**

Total the number of points prior to submitting your application for UPPCC Recertification. Transfer the total points earned in each section to the Summary of Points table below and add all three totals together. **Do not submit the application to UPPCC if you are short the required number of points.** You may research upcoming scheduled educational opportunities available through our educational partners. UPPCC Educational Partners are listed on the Resource page of the UPPCC Website and includes links to each organizations website. You may consider taking a course to earn additional recertification points prior to submitting your application.

UPPCC Certified Professionals are required to recertify every 5<sup>th</sup> year following their initial certification. Points must be earned in two (2) of three (3) application categories. Current CPPOs are required to earn a minimum of fifteen (15) points in at least two (2) of the three (3) categories of the application while current CPPBs are required to earn a minimum of ten (10) points in at least two (2) of the three (3) categories. Those who recertify both certifications simultaneously as a dual recertification are required to earn a minimum of fifteen (15) points in at least two (2) of the three (3) categories. Additional points are required if the certification has lapsed. Individuals in lapsed or expired status should consult the current edition of the UPPCC Candidate Handbook for information.

<b>SUMMARY OF POINTS</b>	
<b>Part A Total:</b> Continuing Education and Training	
<b>Part B Total:</b> Professional Contributions & UPPCC Support Activities	
<b>Part C Total:</b> Professional Memberships	
<b>Total Recertification Points Earned</b>	
<i>Total combined points from all sections of the application (Part A + Part B + Part C = Total Points)</i>	

NAME \_\_\_\_\_



## APPLICATION FOR RECERTIFICATION

### SECTION V: APPLICATION CHECKLIST

#### CHECK IF YOU HAVE:

- Completed all sections of the application completely, clearly and accurately.
- Enclosed completion, attendance or participation certificates, official transcripts, etc. to document completion of professional development courses, training, meetings, etc.
- Enclosed an official sealed transcript to document continuing education at the higher education level (*if applicable*).
- Included payment information and document(s) if paying by purchase order, check or money order made payable to the UPPCC.
- Signed the application and agree to subscribe to the ethical principles as stated in the **UPPCC CODE OF ETHICS**. Furthermore, I understand that if I am found to be in breach of

the **UPPCC CODE OF ETHICS**, at any time, that the UPPCC may permanently revoke my certification as a CPPO or CPPB.

- Made a photocopy of the complete application and documentation for personal records.
- Addressed application package to the following mailing, fax or email address:

**UPPCC**  
**Attn: Recertification Department**  
**151 Spring Street**  
**Herndon, Virginia 20170 USA**  
**Facsimile: +1-703-796-9611**  
**E-mail: certification@uppcc.org**

### SECTION VI: 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 in US Dollars to the UPPCC. 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 recertification process, a new certificate will not be released until the PO is paid in full.  
**RECERTIFICATION FEES ARE NON-REFUNDABLE.**

	<b>SCHEDULE OF FEES FOR RECERTIFICATION</b>	
	<i>NIGP/NASPO Nat'l Members</i>	<i>Non-Members</i>
<b>CPPO or CPPB Recertification:</b>	\$200	\$225
<b>Dual Recertification:</b>	\$300	\$325
<b>CPPO or CPPB Lapsed Recertification:</b>	\$350	\$375
<b>Dual Recertification (1 certification lapsed)</b>	\$450	\$475
<b>Dual Recertification (both certifications lapsed)</b>	\$600	\$625

#### 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_