



Certification Overview

*Steve Boshears, CFCM, CPCM, Fellow
Chief Knowledge Officer*

National Contract Management Association



NCMA Legacy certification program

- In 1974, NCMA administered the first CPCM exam.
- In 1982, NCMA developed the CACM exam.
- Through the years over 13,000 people became certified
- NCMA has about 6,000 active and Lifetime certificant.



NCMA certification program overall direction

NCMA's Board of Directors approved a by-laws change creating an administratively independent Contract Management Certification and Accreditation Board (CMCAB).

NCMA charged the CMCAB with developing competency-based, psychometrically sound, legally defensible exams that are available on line and on demand and that can lead to nationally accredited certification programs.



Who are the CMCAB Members?

Paula P. Cushman, CFCM, CPCM, Fellow, SAIC

Dr. Ronald L. Straight, PhD, CFCM, Fellow, Howard University

Diane Whitmoyer, CPCM, Fellow, BAE Systems

Margaret G. Rumbaugh, CPCM, Fellow, Contract Mgt Resources

Gloria M. Sochon, CPCM, Director FAI

Marlys Norby, CPCM, Fellow, Consultant

Lyle Eesley, Fellow, DAU

Panel of Special Advisors:

BGEN (Ret) Frank J. Anderson, President, DAU

Thomas W. Colangelo, U.S. Army

Dr. John B. Wyatt, J.D., CA State Polytechnic Univ.



What's NEW???

- *Certified Federal Contracts Manager-CFCM*
- *Certified Commercial Contracts Manager-CCCM*
- *Certified Professional Contracts Manager-CPCM*



CFCM

- *Replaces the CACM*
- *Objective-type exam*
- *Based on Body of Knowledge, not FAR*
- *Two modules, Federal and Business Knowledge*
- *Beta testing ended May 2003*
- *Cut score meetings held June 2003*
 - *Passing grade for Federal Knowledge Module is 71%*
 - *Passing grade for Business Knowledge Module is 67%*
- *Continuously available since July 2003*



Prerequisites

- *Baccalaureate degree from a regionally accredited college or university and the equivalent of 24 semester hours of business-related courses*
- *A minimum of 2 years of experience in contract management or a related field*
- *A minimum of 120 classroom hours of specialized training in contract management or related subjects, 40 of which are specific to federal contracting.*



Waivers

Applicants with 10 or more years of experience and management endorsement of their candidacy may request a waiver of the degree requirement. The National Functional Director for the CFCM exam will review requests for waivers on a case-by-case basis and has the final decision authority



What about current CACMs?

- *All CACMs officially became CFCMs beginning as of October 1, 2002*
- *You may now use CFCM on your business cards, your resume, your business stationery, and your personal stationery*



Do I get a new certificate indicating if I am a “grandfathered” CFCM?

- *If you want a new certificate and lapel pin right away, there will be a small charge (\$29.50 plus S&H)*
- *If you want to wait until you recertify, you will receive the new CFCM certificate at no additional charge*
- ***NOTE!!! THIS IS FOR CERTIFEES ONLY! WE ARE NOT JUST SELLING CERTIFICATES!!!***



Certified Commercial Contracts Manager CCCM

- *All new objective-type exams*
- *Two modules, Commercial and Business Knowledge*
- *Business Knowledge available July 2003*
- *Commercial Knowledge Module Beta released on July 1, 2003*
 - *Cut score process held in January 2004*
 - *Passing grade set at 68% of questions correct*
- *Continuously available since February 2004*



Prerequisites

- *Baccalaureate degree from a regionally accredited college or university and the equivalent of 24 semester hours of business-related courses*
- *A minimum of 2 years of experience in contract management or a related field*
- *A minimum of 120 classroom hours of specialized training in contract management or related subjects, 40 of which are specific to commercial contracting.*



Waivers

Applicants with 10 or more years of experience and management endorsement of their candidacy may request a waiver of the degree requirement. The National Functional Director for the CCCM exam will review requests for waivers on a case by case basis and has the final decision authority



Can I be “grandfathered” as a CCCM?

No. Since NCMA has never offered a pure commercial certification, you will have to meet the prerequisites and take the exam to earn a CCCM



Certified Professional Contracts Manager (CPCM)

- *No more subjective exam questions*
- *Candidates must earn the CFCM and the CCCM prior to applying for CPCM candidacy (The entire Contract Management Body of Knowledge is covered in the three previously mentioned modules. There is no separate CPCM exam)*



What about prerequisites?

- *Certification as a CFCM and a CCCM*
- *Minimum of 5 years' experience in contract management or a related field*
- *1-3 page self-authored "Statement of Professional Qualifications"*
- *Advanced degree in business, management, or a related field from a regionally-accredited college or university*



Are there waiver provisions? **YES!!**

Applicants who have a baccalaureate degree and a minimum of 10 years of experience may request a waiver of the advanced degree requirement. They must also submit a letter of endorsement from an appropriate level of management in their agency/company supporting their candidacy for the CPCM.



What if I'm already a CPCM?

CONGRATULATIONS!

*YOU'RE STILL A
CPCM!!!!!!!!!!!!*



**If I'm a legacy CPCM, does that mean
I'm also a CFCM and a CCCM?**

*No, sorry, if you want those
designations, you have to
earn them just like everyone
else!!*



What do the new certifications cost?

- *Application fee is \$150 per certification sought (non-member price is \$250)*
- *Each exam module costs \$95 which is paid directly to the service provider, not to NCMA.*
- *Total cost for first certification (CFCM or CCCM) \$340 (\$150 for application, \$95 each for two exam modules)*



What about a second certification?

- *To add a second certification (CFCM or CCCM) \$245 (\$150 for application, \$95 for one exam module)*
- *Why is it less for second certification....because the Business Knowledge module is common to all the certifications, you only have to take it once. If you have already earned your CFCM, you need only take the Commercial module to earn your CCCM. If you earn the CCCM first, you need only take the Federal module to earn the CFCM.*



What if I was a CACM who became a “grandfathered” CFCM and want to become a CCCM, too?

- *Since you never took the Business Knowledge module, you will have to take it along with the Commercial module to earn the CCCM.*
- *In this case, total cost for your second certification would be \$340 (\$150 application fee plus \$95 each for the Commercial and Business Knowledge modules)*



I heard it will cost \$2000 to become a CPCM. Is that true?

- *Let's do the math. If you currently hold no NCMA certification, your first one (CFCM or CCCM) will cost you \$340. Your second one (CFCM or CCCM) will cost you another \$245. If you qualify and apply for the CPCM, it will cost you another \$150.*
- *Total cost for all three certifications = **\$735***
- *Add \$100 per certification for nonmembers.*

Member survey data shows that CERTIFIED members consistently earn THOUSANDS of DOLLARS more per year in salary than non-certified members!



Wow!! This is a more expensive than the old programs. How come???

- *Quality costs. The new programs are designed to meet standards for national accreditation through the American National Standards Institute (ANSI)*
- *The CFCM and CCCM can be ultimate certifications in their own right or can be steppingstones to the CPCM*
- *Convenience costs. Most of the cost goes to the service provider, not NCMA. Candidates get to choose time and place, no longer being tied to the arbitrary twice a year schedule*



What about Recertification?

- *Recertification remains the same*
- *Certified persons must earn at least 60 hours of continuing education over a 5-year renewal period*
- *Lifetime recertification can be sought by retirees and those over 60 who have current certifications*



What about study materials?

- *The “Guide to the Contract Management Body of Knowledge”(CMBOK), 2nd edition - available NOW*
- *Federal Knowledge Module Study Guide published in June 2003 – available NOW*
- *Commercial Knowledge Preparatory Study Manuals - available NOW*
- *General Business Module Study Manuals available NOW*
 - *Five volume set by functional discipline*
 - *Reference list of sources from which exam questions have been taken - on web site, may be downloaded free of charge*
- *General Business Module e-learning courses – available NOW*
- *Federal Module e-learning course available NOW*
- *Commercial Module e-learning course to follow*



What About Local Study Groups?

- NCMA National Office will assist local chapters and other organized groups in forming structured study groups for certification preparation
- Guide for Chapter Study Groups available NOW on the Certification webpage



What's on the Federal Knowledge Module?

- *Multiple choice questions based on the BOK categories, mainly Contract Principles, Acquisition Planning, Contract Administration, Specialized Knowledge.*
- *Sample questions (these are not on the actual exam!)*
 1. *The preferred method of financing contracts is*
 - *A. private financing*
 - *B. progress payments*
 - *C. advance payments*
 - *D. SBA loans*
 2. *The Anti-Deficiency Act prohibits, among other things,*
 - *A. obligating money not appropriated*
 - *B. spending money unwisely*
 - *C. spending money in excess of that required to meet the Government's minimum needs*
 - *D. spending money not required by the bona fide needs of the Government.*



What's on the Commercial Knowledge Module?

- *The same type of question on the same categories but from a commercial perspective*
- *Sample questions (not on the actual exam!)*

1. *Article 2 of the UCC superceded the*

- *A. Uniform Sales Act*
- *B. Uniform Warehouse Receipts Act*
- *C. Uniform Stock Transfer Act*
- *D. Uniform Bills of Lading Act of 1909*

2. *The concept of consideration in contract law requires that*

- *A. a benefit flows to both the offeror and the offeree*
- *B. only the offeree receives a benefit*
- *C. only the offeror receives a benefit*
- *D. no benefit can flow to either party*



What's on the Business Knowledge Module?

- *Multiple choice questions as before: however the categories are mainly Management, Marketing, Operations Mngt., Finance, Accounting, Economics, Quantitative Methods, Ethics.*
- *Sample questions (not on the actual exam!)*

1. One critical component for successful communication is

- *A. listening*
- *B. allowing dominant speakers to say all they want to before others do*
- *C. ensuring that meetings can go as long as necessary to make sure everyone has said their piece*
- *D. taking turns in order so no one gets missed*

2. Inflation is defined as the

- *A. rate of increase in the general price level of goods and services*
- *B. changes in prices of goods*
- *C. cost of living*
- *D. period when money supply is low and interest rates increase*



I have more questions. To whom do I address them?

- *Steve Boshears, Chief Knowledge Officer, 1-800-344-8096, ext 410*
–Or e-mail sboshears@ncmahq.org
- *Natalie Vien, Program Administrator, 1-800-344-8096, ext 437*
- *E-mail certification@ncmahq.org*

