



NCMA Certification Requirements Frequently Asked Questions

What does it cost to apply for an individual certification program?

CFCM Member \$150/Non-member \$275

CCCM Member \$150/Non-member \$275

CPCM Member \$175/Non-member \$300

What type of questions can I expect on each of the exams?

The CFCM questions will be based on the Federal Acquisition Regulation, the CCCM questions will be based on the Uniform Commercial Code, and the CPCM questions will cover all aspects of contract management. This includes Contract Principles, Contract Planning/Strategy, Specialized Knowledge, Contract Administration, and General Business. The CPCM exam is targeted to buyers and sellers from all aspects of contract management with at least 5 years in the career field. Exams are competency-based and consist entirely of objective-type questions. There are 110 questions on the CFCM and CCCM exams and 180 questions on the CPCM exam. Passing score is a minimum of 70% correct answers.

How are exams administered?

Exams are administered on demand at Kryterion Learning Centers. You must have an NCMA-approved application before being allowed to schedule and sit for your exam.

What is the cost to take an exam at Kryterion?

Each examination costs \$95

Are there alternatives to taking the exam at Kryterion?

Yes. NCMA will continue to offer the exam on-site at its annual World Congress, at the Aerospace and Defense Conference in the spring, at the Government Contract Management Conference in the fall and at other selected locations. Also, your local NCMA chapter may request a one-time authorization to host exams on-site. The chapter must provide a suitable exam site and an appropriate number of proctors.

What is the level of education required to become certified?

An undergraduate degree of any type from a regionally accredited college or university (or global equivalent) is required. Non-degreed candidates for the CFCM and CCCM who have ten years of verifiable contract management experience may request a waiver. There is no waiver for CPCM candidates.

What is the work experience required to become certified?

For the CFCM and CCCM, you will need one year of contract management (or related career field) experience. For the CPCM, you will need five years of contract management (or related career field) experience. Work experience outside the contract management field will be evaluated for relevancy by NCMA for purposes of certification.

What is the training required to become certified?

For the CFCM and CCCM, you will need 80 CPE of contract management related training. For the CPCM, you will need 120 CPE of contract management related training.

What qualifies as CPE?

Candidates may submit records of training received for evaluation by NCMA. CPE credit will be awarded based on NCMA's "Interpretation of Continuing Professional Education (CPE) Requirements for the Certification Program". Successfully completed college courses beyond undergraduate degree requirements may be eligible. The conversion formula is 15 CPE for each semester hour, or 10 CPE for each quarter hour. As an example, if you completed a 3-hour graduate business course, this would qualify for 45 CPE if it was completed in a semester (3 x 15), or 30 CPE if it was completed in a quarter (3 x 10).

May I take a certification exam if I don't meet all the prerequisites?

Students graduating from a program which is based upon contract management may sit for the CFCM or CCCM exam, and receive a provisional certificate of completion, but will not become certified until the work experience requirement is achieved. Other candidates who do not meet the experience or CPE requirements may apply for and take the CFCM or CCCM exam, but will not be certified until all requirements are met. This option is not available for the CPCM.

What are the recommended study materials for the CPCM?

- There currently is no single study guide for the CPCM. All NCMA certifications are based upon the CMBOK. [Click here](#) for a free download of the Guide to the CMBOK and note the list below of publications from which exam questions are drawn:
- From our Bookstore
 - Desktop Guide to Basic Contracting Terms
 - Annotated Guide to the Contract Management Body of Knowledge

- Contract Negotiations: Skills, Tools, and Best Practices
- Leadership: Building High-Performance Buying and Selling Teams
- Performance-Based Acquisition: Pathways to Excellence
- Solicitations, Bids, Proposals, and Source Selection
- Contract Management Organizational Assessment Tools
- General Business Knowledge Modules: Preparatory Study Guides (5 Volumes)

What are the recommended study materials for the CFCM?

- All NCMA certifications are based upon the CMBOK. Click here for a free download of the Guide to the CMBOK
- From our Bookstore
 - Federal Study Guide
 - Desktop Guide to Basic Contracting Terms
 - Annotated Guide to the Contract Management Body of Knowledge

What are the recommended study materials for the CCCM?

- All NCMA certifications are based upon the CMBOK. Click here for a free download of the Guide to the CMBOK
- From our Bookstore
 - Commercial Knowledge Module: Preparatory Study Manual
 - Desktop Guide to Basic Contracting Terms
 - Annotated Guide to the Contract Management Body of Knowledge

What assistance does NCMA give to help candidates prepare for exams?

- We have online practice exams available for the CFCM and CCCM. The cost is \$35 for each 50 question practice exam. Research has demonstrated that passing any online exam can be attributed to 1) the familiarity of the subject matter, and 2) the familiarity of the test-taking process. One advantage of NCMA's new partnership with Kryterion is the ability to take practice exams. For your convenience, each exam can be taken at a location convenient to you with Internet access. To purchase these exams, you must establish a Kryterion account which will be used later when you are ready for the actual certification exams. There is also a practice exam available for the General Business portion of the CPCM. Approximately 30% of the CPCM exam comes from the General Business area. For more information and to establish your account, please contact us at certification@ncmahq.org.
- We offer selected Certification Exam Preparatory Classes at a reasonable cost at national NCMA events where the exams are given on site.

- Many NCMA chapters organize and conduct certification study groups. Click [here](#) to download the “Chapter Study Group Guidance for the NCMA Certification Program” or check with your local chapter.