



OVERVIEW OF NCMA CERTIFICATIONS

MARCH 8, 2023

TODAY'S PRESENTERS



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Director, Certification and Standard, NCMA

AGENDA

- The Why of Certification
- Overview of NCMA's four Certifications: CCMA, CCCM™, CFCM™, CPCCM™
- Application process
- Know thy Handbooks
- Recertification overview
- CPE Demystified: The what, how, when
- Online Certification Preparatory Courses
- Practice Exams
- Learning Catalog: Earn more CPEs

NCMA OVERVIEW

- Founded in 1959
- Focused entirely on professional development for contract managers
- Certification Program
 - Four nationally recognized certifications
 - CPCM™ certification is the gold standard in contract management and ANAB-Accredited
 - Countless educational and network-building opportunities
- The Certification Team
 - Brie Staker, Director of Certification and Standards
 - KwaNitria Denny, Member Advocate Certifications
 - Demi Breece, contract support
 - John Wilkinson, President, tHInc, LLC

VALUE OF CERTIFICATION

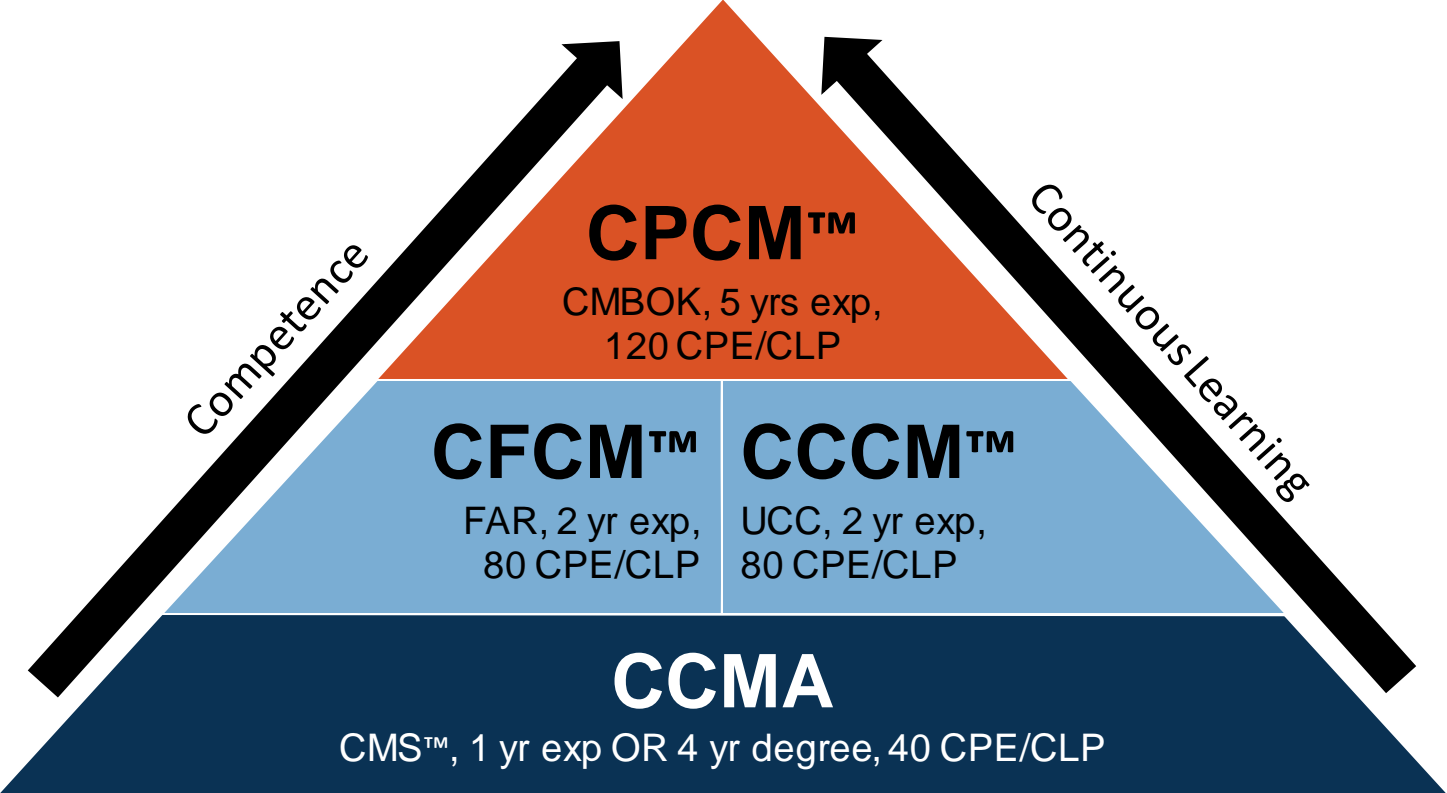
- The profession determines the requirement for certification.
- Stand-out among your peers.
- Gain a competitive edge in the job market.
- Continuous learning = continuous growth
- Enhance your organizations through application of knowledge
- Training resource for your personnel/peers.

NCMA Certifications are:

- Stackable
 - Certification for every stage of your career
- Portable
 - Your certification is active and transferable no matter what your employment status.
- Voluntary
 - The common characteristic of third-party-certified contract managers is that they want to become *better* contract managers.
 - When certifications are required, the only way to stand out is by not being certified.

CONTRACT MANAGEMENT CERTIFICATIONS

CPCM™ = Gold Standard



CCMA = Universal Certification



CERTIFICATIONS AT A GLANCE

Certification	Knowledge	Entry Requirements			Exam Length/ Passing Score	Recertification
CPCM™ (ANAB Accredited)	CMBOK®	4-Year Degree	5 Years of Experience	120 CPE	4 hours; 180 Qs (w scenario Qs) 72.2%	5 years; 100 CPE
CFCM™ (ANAB Accredited)	FAR	4-Year Degree (waived w 5yr experience + 24 college hr)	2 Years of Experience	80 CPE	3 hours; 150 Qs 70%	5 years; 60 CPE
CCCM™	UCC					
CCMA (ANAB Accredited)	CMST™	1 Year of Experience OR 4-Year Degree		40 CPE	2 hours; 90 Qs 72.5%	3 years; 40 CPE (re-pass exam every even cycle)

NCMA CERTIFICATION PHASES



Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Contract managers are expected to acquire contract management knowledge through education, training, and experience.	Certification candidates are assessed on their contract management knowledge through an examination.	Those who pass the examination have demonstrated an accepted level of mastery of consensus contract management competencies.	Certified contract managers are expected to engage in meaningful learning experiences.	Certified and recertified contract managers who actively engage in meaningful learning experiences are recertified.

APPLICATION PROCESS

Submit
application &
pay fee online



Application
reviewed by
Certification
department



If approved,
candidate's
Kryterion account
is created and
welcome email
sent

Note:

The certification application process takes up to 15 business days to complete.

APPLICATION FEES

Application:

- **CPCM™**: \$225 members; \$425 nonmembers
- **CFCM™**: \$165 members; \$365 nonmembers
- **CCCM™**: \$165 members; \$365 nonmembers
- **CCMA**: \$90 members; \$295 nonmembers

Kryterion Test Centers -

Online Proctored (OLP) and In-Person Exams:

- \$135 US & Canada
- \$160 Outside US & Canada

Recertification:

- \$95 members
- \$145 nonmembers



KNOW THY HANDBOOKS

- Each Certification has its own handbook.
- All applicants and certificants are required to know and abide by the handbooks.
- The application process includes your confirmation that you have read and will abide by the handbooks.
- Download a free copy of the certification handbooks:
 - CPCM ncmahq.org/cpcm
 - CFCM ncmahq.org/cfcm
 - CCCM ncmahq.org/cccm
 - CCMA ncmahq.org/ccma



CFCM™ Handbook

Obtaining and maintaining the CFCM™ is a significant milestone in your professional development. The purpose of this handbook is to provide you with important information about the policies and procedures on how you can:

- Apply for the CFCM™ certification,
- Obtain the CFCM™ certification, and
- Maintain the CFCM™ certification.

NCMA requires that all CFCM™ certification applicants read this entire handbook.

[Access Handbook](#)

[Home](#) » Certification

Certifications

You can earn CPCM™, CFCM™, CCCM™, and CCMA certifications through a valuable combination of education and practical experience.

[Learn about the process](#)

Certified Professional Contract Manager™

CPCM™ holders are professionals who have mastered the competencies in the Contract Management Body of Knowledge (CMBOK).

[Learn more](#)

Certified Federal Contract Manager™

CFCM™ holders exhibit knowledge from the perspective of the federal environment, which is heavily focused on the Federal Acquisition Regulation (FAR).

[Learn more](#)

Certified Commercial Contract Manager™

CCCM™ holders exhibit knowledge as a contract manager as it relates to the training & knowledge of the Uniform Commercial Code (UCC).

[Learn more](#)

Certified Contract Management Associate

CCMA certificate holders have demonstrated proficiency in the knowledge of the Contract Management Standard™.

[Learn more](#)

RECERTIFICATION PLANNING

- Recertification demonstrates an ongoing commitment to the profession and to continuous learning.
- Once you achieve your certification, begin planning for recertification.
 - Don't wait until the last year
 - NCMA has no procedure to reinstate expired certifications
 - All recertification applications must be fully approved, not just submitted, by December 31st of the recertification deadline.
 - Certificants are responsible to submit correct and timely applications to allow for review and approval by December 31st of their recertification year.
- Each certification handbook provides guidance and requirements for its recertification process.
- Three keys to recertification:
 - Be in good standing (i.e. comply with NCMA's [Code of Ethics](#), [Certification Policies and Procedures](#), and the certification handbook).
 - Meet the required CPE.
 - Submit a responsible and timely application.

CONTINUING PROFESSIONAL EDUCATION (CPE): DEMYSTIFIED

- The CPE Guide is your friend.
 - Download a free copy: [CPE Guide](#)
- Three Keys to CPE:
 - Qualifying: aligns with CMBOK Competencies
 - Section 2.3 and Appendix of [CPE Guide](#)
 - Timing:
 - New Application for Certification: 10 years from date of application for certification
 - Recertification Application: within the designated recertification period (outlined in each Certification handbook)
 - Section 2.0 Categories of CPEs
 - Documentation
 - Section 7.0 of [CPE Guide](#) outlines supporting documentation requirements.

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CERTIFICATION ONLINE PREPARATORY COURSE (OPC)

Prepare for your CCMA Exam!

- Fully self-paced structure - learn on your own schedule
- Earn 5 CPE/CLP hours
- Access anytime, on any device
- 90-question practice exam included

Learn More at ncmahq.org/opc

CERTIFICATION ONLINE PREPARATORY COURSE (OPC)

Get Help for your CPCM™ and CFCM™ Exams!

- 10 short weeks! Spring Session Starts April 3, 2023
- Asynchronous learning, lectures are pre-recorded
- Access anytime, on any device
- Collaborate with your instructor and classmates
- Earn 40 CPE/CLP hours - Use the CPE/CLP hours earned towards exam eligibility

Learn More at ncmahq.org/opc

CERTIFICATION PRACTICE EXAMS

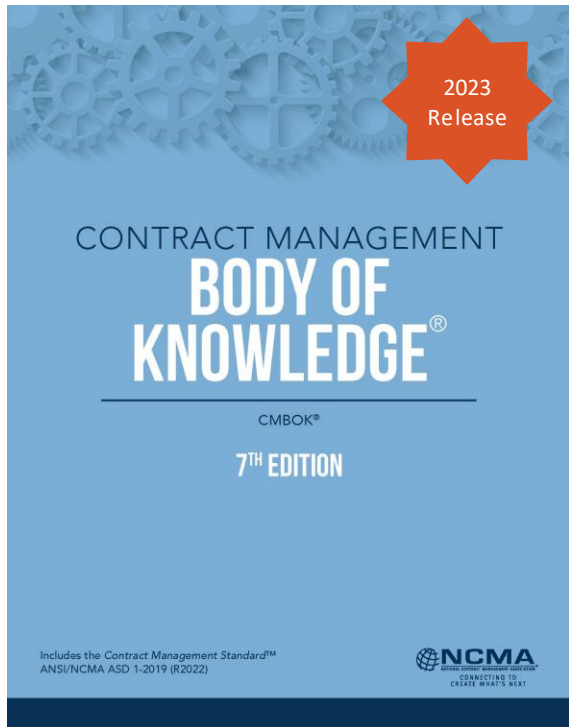
CPCM™ Practice Exam	CFCM™ Practice Exam	CCCM™ Practice Exam	CCMA Practice Exam
A 180-question CPCM practice exam that covers the seven competencies found in the sixth edition of the Contract Management Body of Knowledge.	A 150-question CFCM practice exam that covers the Federal Acquisition Regulation parts included on the CFCM exam.	A 150-question CCCM practice exam that pulls from a question bank of over 400 questions covering Articles 1–9 of the Uniform Commercial Code.	A 90-question CCMA practice exam that covers contract management processes that are outlined in the ANSI-Approved <u>Contract Management Standard™</u> .

Visit our [Learning Catalog to purchase a practice exam.](#)

**Note: Practice exams are included in all prep courses.

NCMA BOOKSTORE

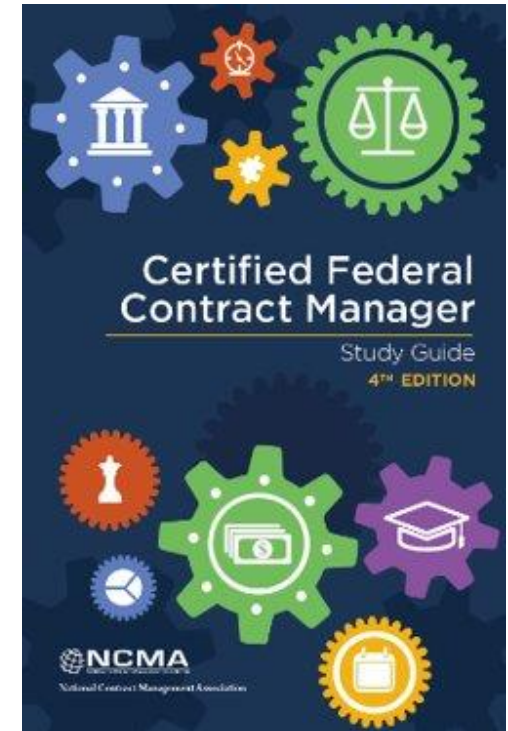
Online bookstore that offers a variety of reference materials for every step in your career journey!



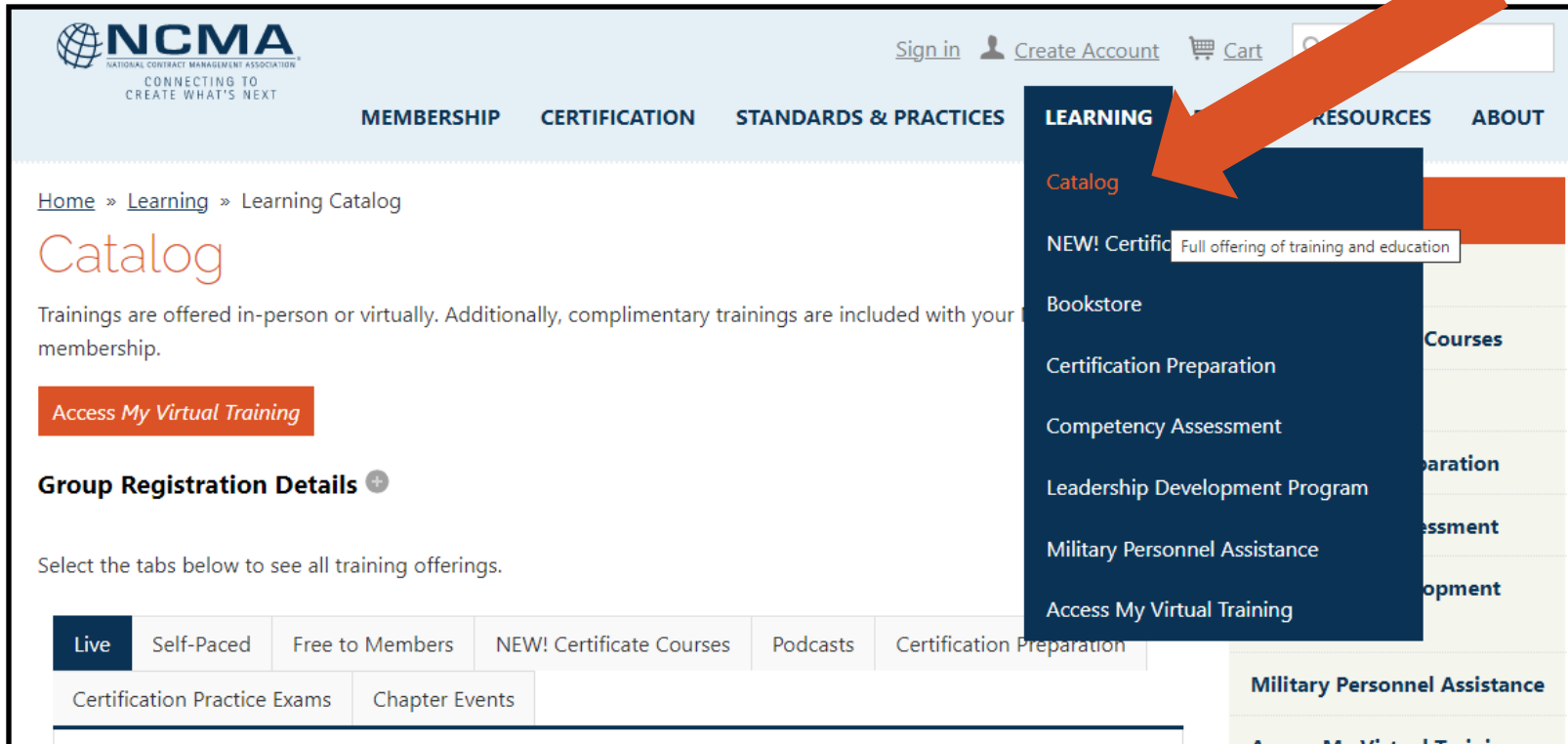
NOW AVAILABLE!

Popular reference materials include:
Contract Management Body of Knowledge - 7th Edition
Certified Federal Contract Manager Study Guide 4th Edition
Subcontract Management from A to Z-Second Edition
Desktop Guide to Contract Management Terms
Desktop Guide to Key Contract Terms & Conditions

www.ncmahq.org/bookstore



LEARNING CATALOG



The screenshot shows the NCMA website's Learning Catalog page. The top navigation bar includes links for MEMBERSHIP, CERTIFICATION, STANDARDS & PRACTICES, LEARNING, RESOURCES, and ABOUT. The LEARNING menu is expanded, showing options like Catalog, NEW! Certificate Courses, Bookstore, Certification Preparation, Competency Assessment, Leadership Development Program, Military Personnel Assistance, and Access My Virtual Training. A red arrow points to the 'Catalog' option in the menu. The main content area features the NCMA logo, a breadcrumb trail (Home » Learning » Learning Catalog), the title 'Catalog', and a description of training offerings. A red button labeled 'Access My Virtual Training' is visible. Below this is a section for 'Group Registration Details' with a plus icon and a prompt to select training offerings from various tabs: Live, Self-Paced, Free to Members, NEW! Certificate Courses, Podcasts, Certification Preparation, Certification Practice Exams, and Chapter Events.

Visit our Learning Catalog at ncmahq.org/catalog to see all the virtual trainings NCMA offers.

UPCOMING TRAININGS

- **March 9:** International Contracting - Buy American /Trade Agreements
- **March 22:** CPE Explained **(FREE TO ALL)**
- **March 23:** Vendor Incentives
- **April 11:** The Contracting Workforce Shortage **(FREE TO MEMBERS)**
- **April 13:** International Contracting -Export Control Compliance
- **April 27:** Preparing for a Contracting Purchasing System review (CPSR)
- **May 11:** Inflation Economic Price Adjustments **(FREE TO MEMBERS)**
- **May 25:** Tracking Performance with a Vendor Scorecard

Visit our Learning Catalog at ncmahq.org/catalog to see all the virtual trainings NCMA offers.

UPCOMING TRAININGS

SubCon: The Prime Contractor-Subcontractor Partnership

Immersive deep dive sessions give hands-on practice on essential topics.

- Session topics center around the connection points between primes and subs to build powerful relationships.
- Includes an overview of the entire federal process and where subcontractors fit in
- In-person attendees benefit from more facilitated networking opportunities and resources than ever before!
- In-person attendees can earn up to 25 credits
- Virtual attendees can earn up to 20 credits

FINAL DAYS
TO
REGISTER!

March 29 & March 30, 2023

Learn More and Register at ncmahq.org/subcon2023

UPCOMING TRAININGS

Introduction to the Federal Contracting Lifecycle: Getting Small Businesses Ready for 2023

- Join this lively, interactive workshop geared to small businesses who are new to federal contracting.
- This workshop is an excellent overview for any prime or subcontractor seeking an introduction or refresher on federal contracting
- Virtual or in-person registration available
- Earn 6 CPEs!

March 27, 2023

Learn More and Register at ncmahq.org/subcon2023

UPCOMING TRAININGS

U.S. Federal Contracting Fundamentals

Whether you are new or seeking a refresher, this certificate will provide a solid foundation and framework for understanding the context of all the requirements, forms, and systems to navigate as well as insight into how the process really works!

- Live Virtual Training takes place over four consecutive days for 2.5 hours each day.
- Digital Badge for LinkedIn Profile
- Earn 10 CPE/CLP

Next Course: April 17 - April 20, 2023 from 2:00pm - 4:30pm ET

Learn more at ncmahq.org/certificatecourse

RESOURCES AND Q&A

- NCMA Certifications ncmahq.org/certification
- Certification Handbooks
 - CPCM ncmahq.org/cpcm
 - CFCM ncmahq.org/cfcm
 - CCCM ncmahq.org/cccm
 - CCMA ncmahq.org/ccma
- The CPE Guide ncmahq.org/cpe
- Online Preparatory Courses (OPC) ncmahq.org/opc
- Learning Catalog ncmahq.org/catalog
- SubCon 2023 ncmahq.org/subcon2023

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ASK YOUR QUESTIONS LIVE



Feel free to email certification@ncmahq.org with additional questions!