

Overview of NCMA Certifications

Responses From Live Q&A Session

Should one study CMBOK no matter what certification one is pursuing? Or is it mostly for CPCM? If I want to pursue CFCM, what study materials are available?

CMBOK is what you will be tested on for the CPCM Certification and FAR is what you should study for the CFCM Cert.

How do you measure years of experience? Do you require a letter from my employer, a paystub, or my job description, etc.?

You may provide any supporting documents such as letter from employer, resume, cv, job description, ect.

You mentioned stackable in your presentation. I wish to get the CPCM certification. I have been working in the sector for 15 years and meet all requirements. What would be the best "stack" or guide of training courses to earn the CPCM in a "fast track"? What is the average time to get all CPE? What is the average cost (i am already a member)? (sorry for the 3 questions in one)

We highly suggest looking at our [Learning Catalog](#) for trainings and our event page for upcoming conferences

Is there an expiration date for CPEs which can be used? For example; must have been earned in the past 5 years

For certification you can go back 10 years and for recertification you have 5 years to obtain CPE hrs.

Are there previous tests available for review? What format is the test? Multiple choices, essays?

NCMA does not offer previous tests available for review. However, NCMA does offer practice exams for our certifications. You can learn all about the exam formats, number of questions, types of questions, sample questions, etc. In the [Certification Handbooks](#) for each Certification.

Are you able to keep your certification or renew if you leave the employer or field of contract management

Yes, NCMA certifications are portable, meaning they are not tied to a particular entity or even the career field. You determine how long you want to keep it active by continuous recertification.

For foreign trained applicants, what would be expected for submittal of transcripts etc?

We require third party evaluations for degrees earned outside of the US for equivalency

Can you explain again the CPE credits requirement? Do you have to meet the CPE credits req. to submit the application for certification?

Yes. CPE, must be earned before submitting your application.

I am a contract administrator in an architecture firm. What certification do you suggest I pursue (for design-firm professionals)?

This really depends on what you are specifically looking for out of the certification. If you want to increase your knowledge of federal contracts, I suggest the CFCM. If you want to increase your knowledge of commercial contracts, I suggest the CCCM. If you are looking for more of a general overview of contract management, I suggest the CCMA. If you are looking to gain in-depth knowledge of all contract management competencies, I would point you to consider the CPCM. Check out NCMA's [Certification Page](#) for each certification and be sure to review the [Certification Handbooks](#) as those will provide you with the full details of each certification.

What is the fee for the actual training itself? Is there any additional fee aside from application and certification test?

To learn more about the [Online Prep Courses visit this site](#). Pricing for the application and exam [can be found here](#).

Can the online exam be taken from home? Or do we need to go to a specific site to take the online exam?

You have the option to take the exam either online or onsite at a test center. Please be sure you have read and can meet all the technology requirements for an online exam before making that selection. Those requirements can be found in the [Certification Handbooks](#).

I am interested in the CFCM online prep course - for one of the registration options it has the course and the application bundle. However, it does not state what's included in the application bundle can you please elaborate?

If the bundle includes membership, you will receive the course at the member's price. Additionally, if you select the OPC + Application + Membership Bundle, both the course and the application are at the member's price. It's a great deal!

Can our chapter have access to this recording as a selling point for certification?

The recording can be found at www.youtube.com/watch?v=g-KbhuVAAxo

So is the handbook the study material for certification, or are there other materials available for studying?

The Handbook is not the study material however it can give you great insight into what to expect on the exam and how to focus your study time. Each exam is based off of a different text.

- The CPCM used the CMBOK 7th Edition ([available in the bookstore](#))
- The CFCM is based off the [FAR](#), and in the [NCMA bookstore](#), we have the CFCM Study Guide to help you prepare.
- The CCCMA is based off the [UCC](#)
- The CCMA is based off the Contract Management Standard (CMS) and is [free to download here](#).

For CFCM application process and the requirement for a degree which is outside the U.S. and it's validation through an accredited institution: can I upload the non-official transcript or should I scan the original version? Thank you

You may upload the non-official transcript

Where and how do you submit CPE?

You will submit CPEs through the Continuing Education page of your NCMA Profile.

Can I use my 4 yr degree as CPE when I've met the 2 yr experience requirement for CCMA?

Yes, you may

It was stated you need to know the FAR forward and backwards or will you learn it for the CFCM prep course

The CFCM is based off the [FAR](#), and in the [NCMA bookstore](#), we have the CFCM Study Guide to help you prepare.

If we have many years of contract management experience, would you recommend going straight to the top of the pyramid or start with CCMA and work your way to the top if they all build on each other?

That really depends on what you desire out of a certification and your continued professional development goals. Check out NCMA's [Certification Page](#) for details on each certification as they may help you make your decision. Also be sure to review the [Certification Handbooks](#) as those will provide you with the full details of each certification.

Can you touch on what the CMBOK is again?

Contract Management Body of Knowledge. It covers the seven core competencies for building successful contracting practitioners and leaders. You can learn all about the CMBOK on NCMA's [CMBOK](#) page.

For third party evaluations for degrees earned outside of the US for equivalency, can I upload the non-official transcript to the application?

Yes

How does one access OPC? Be a member and pay? Or not be a member and just pay for it?

You do not need to be a member to take any of our courses. However, if you are a member, our courses are discounted.

Are the slides presented today located on line? ncmahq.org/certification?

Fill out the survey at the end to get the slide deck sent to you!

Is a degree in psychology acceptable?

Yes

Can I use college credit I took 5 years ago for initial certification

Yes

Does the CMBOK change a lot from one edition to another?

As far as each edition update, it just depends on the time-period and updates in the industry. NCMA's [CMBOK](#) page reviews the changes from the sixth edition to the seventh edition, and I've provided them here as well.

The seventh edition of the CMBOK® is driven by the reaffirmation of the CMS™. Significant changes from the CMBOK® sixth edition to the seventh edition include:

- New numbering system to align with the CMS™
- Updates the definition of “contract”
- Emphasizes the impact of life cycle
- New sub-competencies “Emotional Intelligence” and “Change Management”
- Adds Category Management, Earned Value Management and Sustainable Procurement.
- Other additions including new sections, appendices, and more!

When doing your application, how far back can you go to apply CPEs earned?

10 years

How do you access FAR to study for CFCM?

Go to <https://www.acquisition.gov/browse/index/far> for a complete list.

Are the CPEs cumulative if I want to certify for more than one option?

Yes

Can CPEs only be earned from NCMA or college? Are any other organization's trainings acceptable?

You can earn CPEs in many ways. Please see the CPE Guide for information on what credits are applicable. To earn CPE's through NCMA visit the [NCMA Learning Catalog](#) to learn more.

I have an associates degree and have been working in government contracting since 2011 (really delved into contracting in 2018). I am going back to school in June for my bachelors in business management. Will I be able to apply for my CFCM once I get enough CPE's?

Yes, once you have 5 years exp. + 24 college credits or your bachelors degree.

Do NCMA CPEs load to your profile automatically?

This should be automatic. However, after our conferences and large events they may take up to 6 weeks to transfer over. If you need assistance with this, please reach out to memberservices@ncmahq.org.

Does this mean that CPE earned 8 years ago will be applicable to the requirements?

For new applications CPE can be earned within 10 years of the date of application submission. Please consult the [Certification Handbooks](#) which provides information on the timeframe for allowable CPE for recertification.

Can one major in any (not related to Contract) from college for education?

Yes.

Do they still offer certification exams at World Congress?

We apologize for any inconvenience; however, we no longer offer certification testing at our conferences. Luckily, you can now take the exam from the comfort of your own home!

If you purchased the CMBOK hardcopy can you get the electronic version free or do you have to pay?

Thank you for this question. Electronic copies are a separate cost.

How would I find out if my degree meets the CPE requirements?

Please consult the [CPE Guide](#) which addresses university and college courses as CPE Credit in section 4.0 Measuring CPE as well as Section 2.0 Categories of CPE.

Does the CPE guide detail how many CPE's everything listed is worth/counts for towards the CPE requirements? Or how would we find that info?

Yes, the [CPE Guide](#) Section 4.0 Measuring CPE tells you how to calculate CPE for your training.

Contract management is part of the entire procurement process...do you certify every other phase or only contract management?

NCMA certifications cover every phase of the procurement process to include pre-award, award, and post award.

For the CCMA certification, are the 40 CPE done before doing the exam, or after?

Before. 40 CPE hrs are required to apply for and take the exam.

If my application for CCMA was accepted, does that mean my 40 CPE hours has already been approved?

Yes. The 40 CPE hours are required to apply for the CCMA, therefore if you have received application approval then those CPE hours have been approved.

How do we book exams? Is there a link on the website?

Once your application is approved you will receive an email with directions on how to set up your account in Webassessor, Kryterion's software application, and instructions on how to schedule your exam will be provided via email.

Are there substitutes for CPEs? For example; college transcript which shows a similar area of knowledge.

Please consult the [CPE Guide](#) which addresses university and college courses as CPE Credit in section 4.0 Measuring CPE as well as Section 2.0 Categories of CPE.

For the required degree, what is you have an 2 year degree, how many years experience required?

For the CFCM and CCCM you may request a waiver of the 4 year degree requirement with 5 years of verifiable contract management experience (demonstrated through a resume submission) plus 24 college credits.

Cant one acquire certifications once he submits a comprehensive CV showing procurement and contract management training, teaching over a long time and consultancy work in procurement and contract management /public procurement over time??

Each of our certifications has different requirements for CPE hours, experience, and degrees. Our CFCM, CCCM, and CCMA allow experience to be considered in place of a degree.

How many CPE is World Commerce & Contracting's Commercial & Contract Management (CCM) Advanced Practitioner Certification?

Without knowing the course work involved to obtain this certification I cannot advise specifically. However, you can figure this out yourself by following the guidelines of Section 4.0 Measuring CPE provided in the [CPE Guide](#).

With the education degree, it's been 18 years since I've graduated from college. Does this suffice? Do you need transcription from my college?

The relevancy of a 4-year degree has not expiration, so yes that is sufficient. You will need to submit your transcript with your application to demonstrate the education requirement.

Are the CPE credits cumulative, i.e., you can use the same 40 CPEs for CCMA certification towards the 120 needed for CPCM certification, and do they ever expire or are they similar to FF miles that never expire?

As long as the CPE are earned within the required timeframe (10 years prior to application submission) then you can use the same CPE credits for multiple certification applications.

How many CPE is Graduate level 3 Credits course?

Without knowing the specifics of this course, I cannot directly advise. However, you can figure this out yourself by following the guidelines of Section 4.0 Measuring CPE provided in the [CPE Guide](#).

Thank you for answering, so my home seems best. Regarding the timeline Brie, what was your journey? I estimate about a year and about 8K in CPEs through the NCMA trainings. Is that a good estimate?

Timeline is dependent upon each person. However, I can share that I personally obtained both my CFCM and my CPCM within about six months of application approval. This afforded me the time to study and prepare as well as allow time for exam retakes if I needed them. Keep in mind that your application eligibility period to pass the exam is within one year of application approval or up to three exam attempts.

How would I find out if my degree meets the CPE requirements?

Please consult the [CPE Guide](#) which addresses university and college courses as CPE Credit in section 4.0 Measuring CPE as well as Section 2.0 Categories of CPE.

In providing CPE, do you need to present CPE that align to ALL competencies, including new ones such as emotional intelligence?

You do not have to align with all competencies, only those that you determine relevant to your professional development journey.

Can graduate degrees be used for CPE credit and professional experience?

A graduate degree can be used for CPE credit however it is not a substitute for experience. Please consult the [CPE Guide](#) which addresses university and college courses as CPE Credit in section 4.0 Measuring CPE as well as Section 2.0 Categories of CPE.

When doing your application, how far back can you go to apply CPEs earned?

Ten years. For new certification applications, qualifying CPEs may be used within ten years of date of application.

Would a CCMA cert go toward the 80 CPE requirements for a CFCM?

The CPE submitted to apply for the CCMA could be used toward a CFCM as long as it was earned within 10 years of date of application for the CFCM.

How many CPEs does a typical NCMA course provide?

Anywhere from 1-40 CPEs. Typically, our courses are 1hr = 1CPE.

Can exams be retaken or is that in the handbook? (if an individual has not passed the exam at first try -and if they're not the best test takers)

You have up to 3 exam attempts to pass the exam

Can I use my 4 yr degree as CPE when I've met the 2 yr experience requirement for CCMA?

Yes. Please consult the [CPE Guide](#) which addresses university and college courses as CPE Credit in section 4.0 Measuring CPE as well as Section 2.0 Categories of CPE.