



## Questions with Responses from *NCMA Certifications: Discovering the CFCM™*

- **How many hours of continuing educations are needed for the CFCM™ application?**
  - 80 Hours of completed CPE are required to apply
- **How long does it take to review an applicant application once submitted?**
  - Application approval can take up to 15 business days to complete. However, this timeframe is likely to be shorter when the application has all transcripts, work experience, and CPE documentation, included with the application correctly and in a well-organized manner
- **Where can you purchase the updated CFCM™ Study Guide?**
  - Once the updated version is released in the Fall of 2021, it will be available in the [NCMA Bookstore](#).
- **Are there practice exam questions available for the CFCM™ and the CCMA™?**
  - There are practice exam questions available for CFCM™, CPCM™, and CCCM™ certifications. They can be [found here](#).
- **I would like to find out more information on obtaining the CCMA™ Certification.**
  - Please see the page [ncmahq.org/CCMA](http://ncmahq.org/CCMA). Make sure to download the CCMA™ Handbook; it is a great resource.
- **What is the re-certification process? Is CPE needed in that process as well?**
  - CPCM™, CFCM™, and CCCM™ designees are required to recertify by December 31st of the fifth year following certification, and every five years thereafter. For example, those certified in 2021 will recertify in 2026. Recertification ensures that certificants have maintained and improved their knowledge and competence in the contract management field. CFCM™ recertification requires documentation of 60 CPE completed during the 5 year recertification period.
- **Can the credits used from participating in the CPCM™ prep course apply towards the CFCM™?**
  - Yes, they can be used.
- **Are the CFCM questions aligned with the CMS competencies?**
  - CFCM™ questions are based on and aligned with the 53 FARs. The CCMA™ exam is based on the CMS.



- **Regarding "work experience", what counts? Can it be related field (such as practice of law) or does it need to be specific?**
  - Work experience can be in a related field. It is recommended that applicants using related field experience explain the relationship to avoid delays in processing applications
- **What version of the FAR is recommended for studying/reviewing?**
  - The CFCM™ exams were recently updated on September 1, and are up-to-date through that date. Exam release dates will be maintained on the NCMA website
- **It seems like the most time-consuming part of application is gathering CPE hours first, correct?**
  - The application does require some documentation that may require some effort to collect. Please note that candidates can start an application on their NCMA profile and return to it later, if needed.
- **Should the Continuing Professional 80 education hours be within a certain time period of your application?**
  - CPE more than ten (10) years old are expired and will not be considered for certification.
- **Will the updated CFCM™ Study Guide due out this Fall be available as an e-book?**
  - The study guide will be available as a hard copy in the Fall and as an e-book in the Winter.
- **Is there a CCMA™ study guide available?**
  - At this time, a CCMA™ study guide is not available. The CMS is an ideal resource to pass the exam. A free download of the CMS can be found at [ncmahq.org/cms](http://ncmahq.org/cms).
- **Can you take the prep class without providing the CPE hours and/or degree requirements, etc.?**
  - Yes