



NAVIGATING NCMA CERTIFICATIONS

OCTOBER 20, 2022



TODAY'S PRESENTERS



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President, tHInc, LLC



Brie Staker, CPCM, CFCM, Fellow, CMLDP Alum
Director, Certification and Standard, NCMA

AGENDA

- Meet the mighty Certification team
- The Why of Certification: What is it and what's the value?
- Overview of NCMA's four Certifications: CCMA, CCCM™, CFCM™, CPCM™
- Application process
- Know thy Handbooks
- Recertification overview
- CPE Demystified: The what, how, when

THE WHO BEHIND THE DO

The real STAR of the show:



KwaNitria "NeeNee" Denny
Certification Advocate, NCMA



Dr. John Wilkinson,
CPCM, CFCM, Fellow
President, tHInc, LLC



Brie Staker,
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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
 - John Wilkinson, President, tHInc, LLC

VALUE OF CERTIFICATION

- The marketplace determines the value of certification.
- The profession determines the requirement for certification.
- The primary benefit of third-party certification is to provide a means of an independent assessment of competence.
- Those who are certified in contract management have demonstrated knowledge of the contract management life cycle and the competencies required to perform in the pre-award, award, and post-award life cycle phases as presented in the *Contract Management Standard*[™].

THE “WHAT” OF CERTIFICATIONS

- What Certification is:

- Validates your knowledge of CM,
- Inspires life-long learning to keep current on CM, and
- Brings you one step closer in your journey to professional perfection.

- What Certification is not:

- Certification is not a substitute for **performance**,
- Certification is not a substitute for **experience**,
- Certification is not a substitute for **teamwork**,
- Certification is not a substitute for **qualification**,
- Certification is not a guarantee of **success**, and
- Certification is not a determination of who can **pass an exam**

NCMA CERTIFICATIONS ARE ...

1. Stackable

- There is a recommended entry (CCMA), middle (CFCM™/CCCM™), and top-level (CPCM™) certification.
- However, NCMA certifications can be achieved in any order.

2. Portable

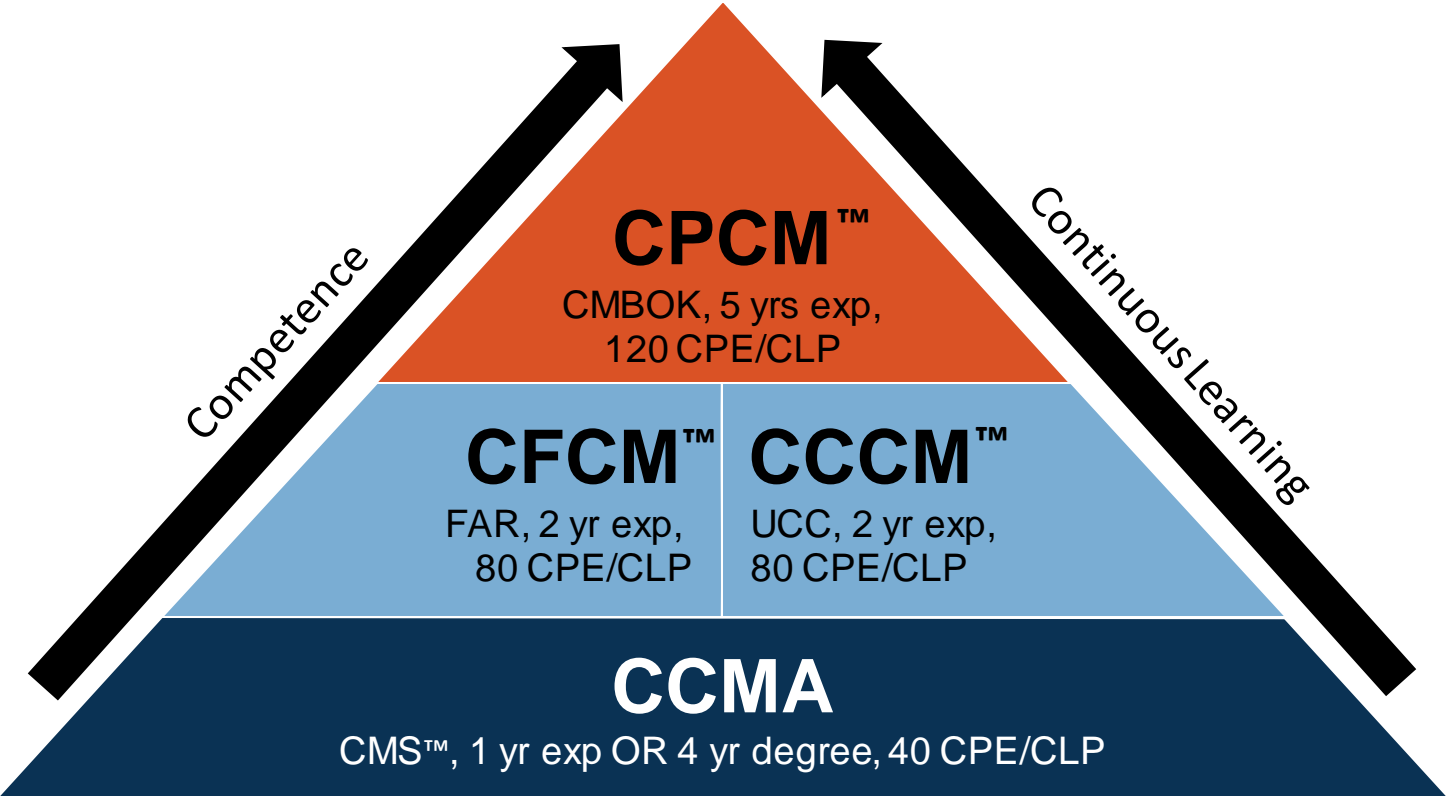
- Your certification is active and transferable no matter what your employment status.

3. Voluntary

- Achieving certification indicates your professional development is on track with accepted education, training, and experience variables.
- 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



RECOMMENDED CERTIFICATION MILESTONES

	CCMA	CFCM™/CCCM™	CPCM™
Beginner (0 – 3 yr)	X		
Journeyman (3+ yr)	X	X	
Expert Practitioner (6+ yr)		X	X
Manager (8+ yr)			X
Executive (12+ yr)			X

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 at:

[NCMA Certifications](#)

[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](#)

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](#)



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 2.1 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 9.0 of [CPE Guide](#) outlines supporting documentation requirements.

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RESOURCES AND Q&A

- NCMA Certifications (ncmahq.org/certifications)
- Certification Handbooks: [NCMA Certifications](https://ncmahq.org/certifications)
 - CPCM (ncmahq.org/cpcm)
 - CFCM (ncmahq.org/cfcm)
 - CCCM (ncmahq.org/cccm)
 - CCMA (ncmahq.org/ccma)
- The CPE Guide (ncmahq.org/cpe)

Contact Us

- Brie Staker, Director of Certification & Standards
- KwaNitria Denny, Member Advocate Certifications
- John Wilkinson, President, tHInc, LLC
 - certification@ncmahq.org



ASK YOUR QUESTIONS



THANK YOU!

Don't forget to take our **3-question survey** at the conclusion of the Zoom session!

