

— NCMA —
**EDUCATION
PARTNER**
CERTIFIED

NCMA's **education partner program** incorporates a formalized application and renewal process that includes an audit of applicant curriculum related to NCMA's the **Contract Management Standard™ (CMS™)** and audit of the experience, certifications, and qualifications of the institution's instructor staff.



CONNECTING TO
CREATE WHAT'S NEXT



BENEFITS

An **NCMA Education Partner–Certified** is authorized to state in writing their contract management curriculum is pre-approved for NCMA’s continuous professional education (CPE) points. They are also permitted to display on their website and in marketing materials the **NCMA Education Partner–Certified** logo. This small select group is also invited to participate in research and other projects in partnership with NCMA.

WHO MAY APPLY

Educational and training institutions with high-caliber, established contract management curricula;

- Whose core values are aligned to the NCMA Code of Ethics and
- With mature business practices and courses aligned to the NCMA *Contract Management Standard*[™]

QUALIFICATION CRITERIA

NCMA considers various factors for the approval of educational and training institutions for **Education Partner–Certified**. This can include contract management course portfolio, business tenure, business and social media reviews, and course delivery methods offered. General qualifications criteria include, but are not limited to:

- Providing evidence of a minimum of 2 years legal business structure, tenure, quality course design, and delivery;
- Showing that curricula content is consistent with NCMA standards and how the curricula achieves the intended learning outcomes through delivered courses;
- Demonstrating instructors have education, training, experience, and certifications suitable to delivery of the curricula IAW NCMA standards, and;
- Using appropriate attributions of NCMA Intellectual Property (IP) and adherence to the NCMA advertising policy.

Submit Your Application Today
learningcenter@ncmahq.org



INITIAL REVIEW PROCESS

The **Education Partner–Certified** must be completed prior to NCMA’s consideration for the program. Once the application and application fee are received, it will be reviewed by NCMA staff and forwarded for review to the Education Partner Acceptance Committee (EPAC). The EPAC will make the final decision based on the qualification criteria. In the event the EPAC denies the application, it will provide rationale which may be a resource to applicants for resubmittal. Denied applicants may resubmit (without additional fees) two times within a 12-month period from the date of the initial denial.

Fee: \$2,000

ANNUAL REVIEW PROCESS

At least 8 weeks prior to your anniversary of participation, the **Education Partner–Certified** must submit a renewal application. The renewal application will be subject to the same review process as the initial application.

Fee: \$2,000

RESPONSIBILITIES OF PARTICIPATING PARTIES

Acceptance into the **Education Partner–Certified** program imposes two responsibilities:

1. Compliance with the NCMA Code of Ethics;
2. At any time during participation in the program, participants must notify NCMA of any changes to their approved application (e.g. added/removed courses, learning objectives, instructors).

EDUCATION PARTNER — *CERTIFIED*

INITIAL APPLICATION AND ASSESSMENT WORKSHEET

Provider Name:	Submission Date:
Provider Point of Contact Name and Contact Info:	

Content Assessment Instructions:

1. Fill in the Provider Name, Submission Date, and Provider Point of Contact info above.
2. Complete the Provider Input section below by demonstrating how the learning objectives delivered through specific courses align with CMS competencies. Attach additional sheets if necessary.
3. Remit application fee.
4. Email learningcenter@ncmahq.org with any questions.

CMS Competencies	Provider Input			Reviewer Comments		
				CMS Competency Satisfied?		
Competency	Associated Learning Objective(s)	Instructional Methodologies Employed*	Delivered Course(s) Containing Learning Objective(s)	Yes	No	Comments
1.0 Guiding Principles						
1.1 Skills & Roles						
1.2 Contract Principles						
1.3 Standards of Conduct						
1.4 Regulatory Compliance						
1.5 Situational Assessment						
1.6 Team Dynamics						
1.7 Communication & Documentation						

Note: The *Reviewer Comments* section is reserved for NCMA overall reviewer comments and input.

2.0 Pre-Award						
2.1 Develop Solicitation						
2.1.1 Plan Solicitation						
2.1.2 Request Offers						
2.2 Develop Offer						
2.2.1 Plan Sales						
2.2.2 Prepare Offer						
3.0 Award						
3.1 Form Contract						
3.1.1 Price or Cost Analysis						
3.1.2 Plan Negotiations						
3.1.3 Select Source						
3.1.4 Manage Disagreements						
4.0 Post-Award						
4.1 Perform Contract						
4.1.1 Administer Contract						
4.1.2 Ensure Quality						
4.1.3 Manage Subcontracts						
4.1.4 Manage Changes						
4.2 Close Contract						
4.2.1 Close out Contract						

Note: The *Reviewer Comments* section is reserved for NCMA overall reviewer comments and input.

*Instructional Methodologies	
BR = Briefing/Lecture	PE = Practical Exercise
CS = Case Study	RP = Role Play
DS = In-Class Discussion	SI = Simulation
OL = Online	

Faculty Assessment Instructions:

Please identify the faculty members who will be instructing the curricula. Then, provide their training, education, work experience, and certification(s). For the certification(s), credit is given only for active certifications in good standing. Please provide the original certification date, recertification date, and the issuer.

At a minimum, list faculty associated with curriculum above. Add lines as necessary.

Name	Education & Training	Work Experience	Certifications	Reviewer Comments

Certification: By signing below, I certify the above information is true and complete to the best of my knowledge.

 Authorized Organization/Company Representative

Printed Name: _____

Date: _____

Note: The *Reviewer Comments* section is reserved for NCMA overall reviewer comments and input.

EDUCATION PARTNER — *CERTIFIED*

RENEWAL APPLICATION AND ASSESSMENT WORKSHEET

Provider Name:	Submission Date:
Provider Point of Contact Name and Contact Info:	

Content Assessment Instructions:

1. Fill in the Provider Name, Submission Date, and Provider Point of Contact info above.
2. Complete the Provider Input section below by demonstrating how the learning objectives delivered through specific courses align with CMS competencies. Attach additional sheets if necessary.
3. Remit application fee.
4. Email learningcenter@ncmahq.org with any questions.

CMS Competencies	Provider Input			Reviewer Comments		
				CMS Competency Satisfied?		
Competency	Associated Learning Objective(s)	Instructional Methodologies Employed*	Delivered Course(s) Containing Learning Objective(s)	Yes	No	Comments
1.0 Guiding Principles						
1.1 Skills & Roles						
1.2 Contract Principles						
1.3 Standards of Conduct						
1.4 Regulatory Compliance						
1.5 Situational Assessment						
1.6 Team Dynamics						
1.7 Communication & Documentation						

Note: The *Reviewer Comments* section is reserved for NCMA overall reviewer comments and input.

2.0 Pre-Award						
2.1 Develop Solicitation						
2.1.1 Plan Solicitation						
2.1.2 Request Offers						
2.2 Develop Offer						
2.2.1 Plan Sales						
2.2.2 Prepare Offer						
3.0 Award						
3.1 Form Contract						
3.1.1 Price or Cost Analysis						
3.1.2 Plan Negotiations						
3.1.3 Select Source						
3.1.4 Manage Disagreements						
4.0 Post-Award						
4.1 Perform Contract						
4.1.1 Administer Contract						
4.1.2 Ensure Quality						
4.1.3 Manage Subcontracts						
4.1.4 Manage Changes						
4.2 Close Contract						
4.2.1 Close out Contract						

Note: The *Reviewer Comments* section is reserved for NCMA overall reviewer comments and input.

***Instructional Methodologies**

BR = Briefing/Lecture	PE = Practical Exercise
CS = Case Study	RP = Role Play
DS = In-Class Discussion	SI = Simulation
OL = Online	

Faculty Assessment Instructions:

Please identify the faculty members who will be instructing the curricula. Then, provide their training, education, work experience, and certification(s). For the certification(s), credit is given only for active certifications in good standing. Please provide the original certification date, recertification date, and the issuer.

At a minimum, list faculty associated with curriculum above. Add lines as necessary.

Name	Education & Training	Work Experience	Certifications	Reviewer Comments

Certification: By signing below, I certify the above information is true and complete to the best of my knowledge.

 Authorized Organization/Company Representative

Printed Name: _____

Date: _____

Note: The *Reviewer Comments* section is reserved for NCMA overall reviewer comments and input.