

---

**Objective:** The purpose of this course is to prepare students to successfully complete the CPCM exam and to earn the CPCM certification.

**Format:** The course is 10 weeks long, with weekly reading assignments, discussion board postings, recorded sessions, and weekly practice exams. The course weeks run from Monday to Sunday. The course is ungraded, but upon successful completion of all required activities the student earns 40 continuing professional education (CPE) hours. Students should expect to spend at least four hours on coursework per week.

**Lecture:** Animated lecture videos provided by subject matter experts will be posted each week. Each is approximately 40 minutes long and covers that week's reading in the *CMBOK*. Viewing all lectures is required to complete the course.

**Case Studies:** Participants will be required to participate in instructor-guided case study discussions which will require careful consideration of the circumstances of the case and application of the principles in the *CMBOK*. While participants will not receive a grade for their responses, participation is required for the completion of the course.

**Vocabulary:** A vocabulary list will be posted for each week of reading. The list will consist of words and terms used in context in the *CMBOK*, along with definitions for each. Accompanying each vocabulary list is a vocabulary quiz, in which participants will match words and terms with their definitions.

**Practice Exams:** Fifty-question practice exams will be given once about every two weeks and will provide participants with experience in taking computer-based assessments. These practice exams test knowledge of content similar to that covered on the actual CPCM examination. Each exam covers one of the five *CMBOK* competencies. The passing score is 70% — participants may retake the exams as many times as needed, but credit will only be given once the passing score is achieved.

**Final Exam:** Students must pass the Final Exam, which will be posted during Week 10. The Final Exam consists of 150 questions and the passing score is 70%. Students may re-take the Final Exam as many times as needed, but credit will not be given until the passing score is achieved. NOTE: The Final Exam is not the same as the CPCM Certification Exam.

**Certification:** The CPCM application and exam are separate from this course. Taking this course will prepare you but does not equal or guarantee your certification nor does it guarantee your eligibility to sit for the exam. To become certified, you must apply for certification and schedule your certification exam. For more on certification, visit <https://www.ncmahq.org/standards-certification/certificate-process>.

**Instruction Note:** The primary role of the instructors is to help prepare the CPCM candidates for the exam. As you go through the course, you may find material relevant to your specific work situations and we hope what you learn in the course and continued research on your part will help to resolve any work issues you may encounter. However, while the instructors will help to clarify the course material, they cannot provide advice or recommendations for your specific situation.

**Completion Requirements:** Upon completion of the course, the student will receive 40 CPE hours. The course is ungraded, but to earn the 40 CPE hours, students must view each recorded session, complete the team activities, complete all vocabulary quizzes, fulfill each weekly discussion board requirement, and pass all five practice exams and pass the final exam. Failure to fulfill these requirements will result in the forfeiture of all 40 CPE hours. No partial credit will be offered. **Refunds will not be given due to failure to complete the course within the allotted time period.**

**Cancellation/Refund Policy:** Registered participants who request to withdraw from the course up until midnight the day before the official course start date will receive a refund minus a \$90 cancellation fee. Participants who wish to withdraw from the class up until five calendar days after the official start date will receive a 50% refund minus a \$90 cancellation fee. Withdrawals requested six or more calendar days after the official start date will not receive any refund of the course cost. All withdrawal requests must be made in writing and submitted to [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org). Participants who receive a refund may keep their course materials.

**Due to the nature of the course structure, registrations are non-transferable and cannot be deferred to another semester.**

**Access to the Course Page:**

Students will have one month following the end of the course to complete assignments and receive credit. The course site will remain open for one year following the end date of course.

**Week 1**

The *Contract Management Body of Knowledge* and Leadership

- The Contract Management Framework
- *Contract Management Body of Knowledge* Overview
- CMBOK 1.1 Competence
- CMBOK 1.2 Character
- CMBOK 1.3 Collaboration
- CMBOK 1.4 Vision

**Week 2**

Management I

- CMBOK 2.0 Management
- CMBOK 2.1 Business Management
- CMBOK 2.2 Financial Management

**Week 3**

Management II

- CMBOK 2.3 Project Management
- CMBOK 2.4 Risk Management
- CMBOK 2.5 Supply Chain Management

**Week 4**

Guiding Principles

- CMBOK 3.1 Skills and Roles
- CMBOK 3.2 Contract Principles
- CMBOK 3.3 Standards of Conduct
- CMBOK 3.4 Regulatory Compliance
- CMBOK 3.5 Situational Assessment
- CMBOK 3.6 Team Dynamics
- CMBOK 3.7 Communication and Documentation

**Week 5**

Pre-Award

- CMBOK 4.1 Plan Solicitation
- CMBOK 4.2 Request Offers
- CMBOK 4.3 Plan Sales

**Week 6**

Pre-Award and Award

- CMBOK 4.4 Prepare Offer

- 
- CMBOK 5.1 Price or Cost Analysis
  - CMBOK 5.2 Plan Negotiations

**Week 7**

Award and Post-Award

- CMBOK 5.3 Select Source
- CMBOK 5.4 Manage Disagreements
- CMBOK 6.1 Administer Contract
- CMBOK 6.2 Ensure Quality

**Week 8**

Post-Award

- CMBOK 6.3 Manage Subcontracts
- CMBOK 6.4 Manage Changes
- CMBOK 6.5 Close Out Contract

**Week 9**

Learning

- CMBOK 7.1 Continuous Learning
- CMBOK 7.2 Individual Competence
- CMBOK 7.3 Organizational Capability

**Week 10**

Final Exam

At the end of the course, students will have one month to complete assignments for credit and access to the course page, assignments, and resources will remain available for one year.