NCMA CERTIFICATION PROGRAM
ALL YOU NEED TO KNOW
NCMA OVERVIEW

- Founded in 1959, NCMA celebrated its 60th anniversary in 2019
- Focused entirely on professional development for contract managers
- Nearly 20,000 members across the United States and around the world
- Gold-standard for contract management excellence
  - Three nationally recognized certifications
  - Countless educational and network-building opportunities
THE STRUCTURE OF NCMA

CERTIFICATIONS

THE NCMA NETWORK

EDUCATION
MORE ABOUT NCMA CERTIFICATIONS
WHAT WE WILL COVER

• NCMA’s 3 Certifications and Eligibility
• Benefits of a Contract Management Certification
• Application Process and Fees
• Continuing Education... What Counts?
• How to Prepare
• Taking Your Exam
• Your Rights as a Candidate
THE GOLD STANDARD FOR CONTRACT MANAGEMENT

- NCMA’s most prestigious credential
- Based on the competencies in NCMA’s Contract Management Body of Knowledge (CMBOK)

- Validates education, training, and experience
- Based on the Federal Acquisition Regulation (FAR)

- Validates education, training, and experience
- Based on the Uniform Commercial Code (UCC)
ABOUT

• NCMA’s most prestigious credential
• Highest standards for education, training, and experience
• Based on the competencies in NCMA’s Contract Management Body of Knowledge (CMBOK)

ELIGIBILITY

• Hold at least a Bachelor’s degree from a regionally accredited institution*
• Five years of contract management work experience
• 120 hours of continuing professional education

*Degrees granted outside the U.S. must be evaluated by an independent third party such as World Education Services, Scholaro, Credit Eval, Info Check USA, or SpanTran.
CERTIFIED FEDERAL CONTRACT MANAGER

ABOUT
• Validates education, training, and experience
• Based on the Federal Acquisition Regulation (FAR)

ELIGIBILITY
• Hold at least a Bachelor’s degree from a regionally accredited institution (waiver possible)*
• One year of contract management work experience
• 80 hours of continuing professional education

*Degrees granted outside the U.S. must be evaluated by an independent third party such as World Education Services, Scholaro, Credit Eval, Info Check USA, or SpanTran.
ABOUT

• Validates education, training, and experience
• Based on the Uniform Commercial Code (UCC)

ELIGIBILITY

• Hold at least a Bachelor’s degree from a regionally accredited institution (waiver possible)*
• One year of contract management work experience
• 80 hours of continuing professional education

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APPLICATION PROCESS

1. Pay application fee online
2. Application reviewed by Certification department
3. 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: $210 members; $410 nonmembers
• CFCM: $150 members; $350 nonmembers
• CCCM: $150 members; $350 nonmembers

Kryterion Test Centers Electronic Exam:
• $125 domestic; $150 international

Recertification:
• $95 members
• $145 nonmembers
NCMA courses, webinars, seminars, conferences, and education & development programs at National and monthly chapter meetings

- Attending training courses
- Developing training courses
- Teaching training courses
- Publishing articles

Training through organizations like:
- NCMA’s Education Partners—Certified
- Defense Acquisition University (DAU)
- Federal Acquisition Institute (FAI)
- Institute for Supply Management (ISM)
- National Institute for Government Purchasing (NIGP)
- Project Management Institute (PMI)
## HOW TO PREPARE

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<tr>
<th>Resource</th>
<th>NCMA Member Fee</th>
<th>Nonmember Fee</th>
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<tr>
<td>NCMA Online Preparatory Courses (CPCM and CFCM only)</td>
<td>$495</td>
<td>$595</td>
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<tr>
<td>CMBOK 6th Edition</td>
<td>$60</td>
<td>$90</td>
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<tr>
<td>Desktop Guide to FAR Essentials 3rd Edition</td>
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<tr>
<td>CFCM Study Guide 3rd Edition</td>
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<td>NCMA Practice Exams</td>
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<td>Free UCC Site</td>
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<td><a href="http://www.law.cornell.edu/ucc">www.law.cornell.edu/ucc</a></td>
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<td>NCMA Chapter Study Group Guide</td>
<td>Varies</td>
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<td>Review Classes at Select NCMA National Events</td>
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AS A CANDIDATE FOR NCMA CERTIFICATION, YOU HAVE A RIGHT TO:

• Be treated impartially and with courtesy and respect regardless of age, gender, religion, ethnicity, disability, or national origin.
• Know the type of exam to be taken, the source of the questions, and the cost of all associated certification fees.
• Know the time, date, and location the examination will be administered.
• Know when the results of the examination will be available to you.
• Have your examination administered and evaluated in a professional and impartial manner.
• Have your application information, examination scores, and dialog pertaining to complaints and appeals be kept confidential to the extent allowed by NCMA policies and procedures.
• Address any concerns you might have about the examination or the examination process.
• Appeal any decision of NCMA Certification Staff.
LEARN MORE

800.344.8096

WWW.NCMAHQ.ORG/CERTIFICATIONS

WWW.NCMAHQ.ORG/CERTFAQ