



The Universal Public Purchasing Certification Council
151 Spring Street, Herndon, VA 20170

DATE OF APPLICATION _____
NIGP PIN # (IF KNOWN) _____
CPPB CERTIFICATE # _____ EXPIRATION DATE _____
CPPO CERTIFICATE # _____ EXPIRATION DATE _____
REFERENCE CODE: _____

APPLICATION FOR RE-CERTIFICATION

Certified Public Purchasing Officer (CPPO)

Certified Professional Public Buyer (CPPB)

Dual Certification, CPPB and CPPO

Lifetime Certification

READ APPLICATION THOROUGHLY AND COMPLETE ALL ITEMS.

PLEASE PRINT OR TYPE.

Return my documentation? YES NO

The UPPCC will not maintain documentation files.

Is current certificate issued in a different name? YES NO

IF YES

Name: _____

A. BIOGRAPHICAL INFORMATION:

Mr. Ms. Mrs. Dr.

Name _____

First Name

Middle Initial

Last Name

Work Phone () _____ Work Fax: () _____

Work Street Address (PO Box) _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

E-mail _____ Company Web Address (URL) _____

Official Position/Title _____ Working Title (if different) _____

Organization or Jurisdiction _____ Department _____

Home Street Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Date of Birth _____ SSN (US only) _____

Home Phone () _____ Home E-mail _____

Chapter Affiliation _____

B. AFFIRMATION STATEMENT:

I hereby affirm that the statements and information set herein are true and correct, and that any falsification or willful misstatements or omissions intended to mislead the Board of Examiners will forfeit my right to certification as a CPPB or CPPO. I further agree to abide by the UPPCC Code of Ethics, whether or not I am a member of NIGP or NASPO. Any violation of the UPPCC Code of Ethics may result in the revocation of the CPPB or CPPO certification.

Applicant's Signature _____ Date _____

Name _____

C. ACTIVITY POINT SCHEDULE

POINTS MUST BE OBTAINED IN AT LEAST 2 OF THE 3 CATEGORIES

Documentation must accompany application for point verification. This page is required for processing the application.

ACTIVITY	POINTS ALLOWED PER YEAR PER ACTIVITY	MAXIMUM POINTS ALLOWED	POINTS EARNED
CATEGORY A: PROFESSIONAL CONTRIBUTIONS			
LEADERSHIP			
1. National Officer: NIGP, NASPO, UPPCC or other qualifying national purchasing association *	4	8	
2. National Board Member (other than Officer): NIGP, NASPO, UPPCC or purchasing assn. *	3	6	
3. National Committee Member (other than Board): NIGP, NASPO, UPPCC BOE or other qualifying purchasing assn. *	2	6	
4. Chapter or Regional Officer: NIGP Chapters, regional purchasing associations	3	6	
5. Chapter or Regional Board Member (other than Officer) NIGP Chapters, regional associations	2	6	
6. Chapter or Regional Committee Member (other than Board): NIGP Chapters, regional assns.	2	4	
PRESENTATIONS (Minimum 1 hour presentation)			
7. National NIGP Forum or qualifying Purchasing Conference workshop speaker *	2	6	
8. National NIGP Forum or qualifying Purchasing Conference session moderator/facilitator *	1	3	
9. Local, Chapter or Regional Purchasing Conference workshop speaker	2	4	
10. Local, Chapter or Regional Purchasing Conference session moderator/facilitator	1	2	
11. Local, Chapter or Regional Meeting speaker (includes keynote or luncheon speaker)	1	2	
INSTRUCTION			
12. Instructor for College Credit Course on Purchasing-Related Subject	3	9	
13. NIGP Certified Instructor for NIGP seminars: 1 point per instructional day	3	9	
14. Instructor for other national purchasing seminars: 1 point per instructional day *	2	6	
SERVICE			
15. Oral Examiner for CPPO Board (.5 point per oral board)	1	3	
16. Text Editor/Reviewer for purchasing-related texts	1	3	
17. Mentor for Formal Mentoring Program including NIGP Home Study (1 point per student)	3	6	
18. NIGP – PMAP Consultant (1 point per 16 billable hour project)	2	4	
19. Local Planning Committee or Quality Control Team Member for NIGP Forum	1	2	
20. Contributor to the NIGP Specification Library (1 point per 25 electronic documents)	1	3	
PUBLICATIONS			
21. Published article on purchasing-related topic in a national publication or web site *	2	4	
22. Published article on purchasing-related topic in a local or regional publication or web site	1	4	
23. Published manuscript in the Journal of Public Procurement	3	6	
24. Published text materials on purchasing-related subject (50 page minimum)	3	6	
AWARDS AND RECOGNITION			
25. International/National awards received from national association (includes competitive awards) *	2	4	
26. Chapter/Regional awards received from chapter/regional assns. (includes competitive awards)	1	2	
Total Points Earned in Category A	➡	➡	

* *The UPPCC shares an alliance with IFPMM, NAPM, NAEB, NCMA and PMAC as collegial associations serving the procurement community. Membership and programs offered by these associations are pre-qualified by the UPPCC for earning activity points.*

Name _____

ACTIVITY POINT SCHEDULE (page two)

POINTS MUST BE OBTAINED IN AT LEAST 2 OF THE 3 CATEGORIES

Documentation must accompany application for point verification. This page is required for processing the application.

ACTIVITY	POINTS ALLOWED PER YEAR PER ACTIVITY	MAXIMUM POINTS ALLOWED	POINTS EARNED
CATEGORY B: EDUCATION AND TRAINING			
CONFERENCES AS A FULL-TIME DELEGATE			
1. National NIGP Annual Forum (reflects 24 contact hours including Products Expo)	3	9	
2. National NASPO Annual Conference (reflects 16 contact hours including a Trade Show)	2	6	
3. National Purchasing Assn. Conferences (1 point per each 8 contact hours) **	2	6	
4. Chapter/Regional Conferences (1 point per each 8 contact hours) **	2	6	
EDUCATIONAL AND TRAINING SEMINARS: PURCHASING RELATED			
5. National NIGP Seminars (1 point per instructional day)	3	10	
6. National Purchasing Assn. Seminars (1 point per instructional day) *	2	6	
7. Chapter/Regional Seminars (1 point per instructional day)	2	6	
8. Continuing Education Seminars - Purchasing Related (1 point per instructional day)	2	6	
9. Continuing Education Courses offered by higher ed. institution (1 point per credit hour)	2	6	
PROFESSIONAL DEVELOPMENT SEMINARS: NOT PURCHASING RELATED			
10. Seminars offered by a reputable training program (1 point per instructional day)	2	5	
MEETINGS			
11. National, Chapter or regional meetings (1point per every aggregate 8 hours of attendance)	2	5	
Total Points Earned in Category B		➡	➡
CATEGORY C: MEMBERSHIP (Select The Highest of the Two Options)			
Either National Membership: NIGP, NASPO or other qualifying national purchasing association *	1	5	
Or Chapter or Regional Membership: NIGP chapters, regional purchasing associations	.75	3.75	
Total Points Earned in Category C		➡	➡
GRAND TOTAL OF POINTS EARNED IN ALL CATEGORIES		➡	➡

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**8 Contact Hours may include 6 hours attending educational programs plus 2 hours attending a products exposition or trade show

FEE SCHEDULE
FULL PAYMENT IS REQUIRED AT THE TIME OF APPLICATION.
ALL CERTIFICATION PAYMENTS MUST BE IN US CURRENCY.

	NIGP OR NASPO NATIONAL or NIGP CHAPTER MEMBER	NON-MEMBER
CPPO		
Re-Certification	\$150.00 (USD)	\$175.00 (USD)
Lapsed CPPO recertification	\$300.00 (USD)	\$350.00 (USD)
Lifetime Certification	\$150.00 (USD)	\$175.00 (USD)
Re-examination Fee	\$100.00(USD)	\$200.00(USD)
Exam Cancellation Fee	* \$50.00 (USD) (in US) \$100.00 (USD) (outside USA)	\$50.00 (USD) in US) \$100.00 (USD) (outside USA)
CPPB/CPPO Re-Certification		
Dual Re-certification	\$250.00 (USD)	\$300.00 (USD)
Dual Re-Certification fee if 1 designation has lapsed	\$400.00(USD)	\$450.00 (USD)
CPPB		
Re-Certification	\$150.00 (USD)	\$175.00 (USD)
Lifetime Re-Certification	\$150.00 (USD)	\$175.00 (USD)
Lapsed Re-Certification	\$300.00 (USD)	\$350.00 (USD)
Re-examination Fee	\$100.00(USD)	\$200.00(USD)
Exam Cancellation Fee	* \$50.00 (USD) (in US) \$100.00 (USD) (outside USA)	\$50.00 (USD) in US) \$100.00 (USD) (outside USA)

*Fees are subject to change. Fees are non-refundable. No application will be processed without payment. Purchase Orders are acceptable. More information about Lapsed Re-certification re-instatement may be found in the Re-certification Handbook. Re-certification Applications may be submitted any time prior to the expiration of the certification; however, applications must be postmarked prior to the date of expiration indicated on the current certificate.. **Faxed applications are accepted. *(Exam Cancellation Fee will be charged if notice of cancellation is received 10 days or less prior to scheduled examination) Re-certification certificates will not be released until full payment is received.***

PAYMENT INFORMATION	UPPCC Tax ID # 54-1929791
Payment Type: (check one)	
<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Purchase Order No. _____
Type of Credit Card, check one: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	
Credit Card # _____	Exp Date: _____ Amount \$ _____
Cardholder Signature: _____	
Print Name: _____ (as it appears on the card)	
Print Name of APPLICANT : _____	
TOTAL FEE: \$ _____ (USD)	
If paying by check, mail packet with check to: UPPCC P.O. Box 79996 Baltimore, MD 21279-0996	If paying by purchase order, or credit card, mail packet to: UPPCC 151 Spring Street Herndon, VA 20170