



Course Syllabus

Course Title & Number:	CPPB Exam Prep Course
Delivery Method:	Web-based, Facilitator-supported
Duration:	Facilitated Review August 10th – October 9 th , 2020 <i>Upon completion, course materials will remain available to you indefinitely in your transcript.</i>
Contact Hours:	12 contact hours (hours are considered non-accredited under UPPCC guidelines)
Registration:	\$300 course rate Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials.
Course Contact:	Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. The NASPO staff will respond to you promptly.

Course Description:

The CPPB Exam Prep Course is designed to help individuals prepare for the CPPB certification exam through resources aligned with domain areas of the [UPPCC Body of Knowledge](#). The course is not instructional in nature; instead, it will require participants to review recommended texts and resources and assess their knowledge through practice questions. Participants will also engage in live group discussion to further explore each domain. A course facilitator will be available to respond to questions, provide feedback and facilitate the discussion.

This course is NOT designed to teach participants every concept that may appear on the exam. Participants are expected to have knowledge and experience related to the topics covered within the UPPCC Body of Knowledge. It is the participant's responsibility to gauge the extent of their knowledge in each domain area. The course provides opportunities to build upon this existing knowledge through resources, discussion opportunities and access to a facilitator.

Prerequisites: Prior to the course, participants are expected to have existing knowledge in each of the domain areas of the [Body of Knowledge](#) through training, professional experience and understanding of the practical application of concepts. Participants are also expected to be familiar with the UPPCC Body of Knowledge and the [eligibility requirements](#) for taking the exam before enrolling in this course. Please refer to the UPPCC website for information on eligibility requirements.

Learning Objectives:

Participants will be able to:

- Assess exam readiness through the review of resources and test prep questions.
- Review resources to further develop understanding of concepts in the UPPCC Body of Knowledge.
- Discuss ideas and concepts through interaction with participants and facilitators via the live facilitated discussions for each domain.
- Identify domain areas in need of additional exploration and preparation.

Course Structure:

- This is an online, facilitated, self-study course to help you assess your readiness and prepare for the CPPB exam. The scheduled timeframes for each area vary based on the breadth and depth of the domain. Participants may navigate the course independently but will benefit most by following the schedule established for the group, since a foundational aspect of the course is facilitator-peer and peer-to-peer discussion designed to enhance the learning process.
- You should use the materials and interactions you have within this course as one component in your overall preparation for the CPPB Certification Exam. Each learner is unique. Your strengths and comfort with sections within domains will vary from other learners based upon your prior knowledge and experience.
- Therefore, please take advantage of the resources and opportunities for discussion with peers and facilitators, but **do not limit yourself to this exam prep course alone as you prepare for the exam**. The intent of this prep course is to help you understand the domain areas more thoroughly and identify additional content areas you may need to explore further within and outside of the confines of this course.

Course Materials:

All course materials will be located within the online course module after purchase, and once the course begins. As part of the course, the *NASPO State and Local Government Procurement: A Practical Guide*, (3rd ed.) will be mailed to each participant. This book is one of the UPPCC's recommended readings in preparation for this exam and is mapped to the domains throughout this course.

Resources Provided in Course:

- **Resources for each Domain:** A list of readings and free resources are provided for participants to refer to as they study the various sections within the six domains covered by the certification exams. Also included are references to where more information may be found on topics from the UPPCC recommended readings aligned to the Body of Knowledge.
- **Live Facilitated Discussions:** Live facilitated discussions will be held for each domain. These virtual meetings provide an opportunity for discussion with the facilitator and other participants.
- **Exam Practice Questions:** Questions are provided as a self-assessment tool for participants. These questions were developed by NASPO staff and UPPCC certified members to mirror the UPPCC's process for the creation of the actual certification questions. However, these are just sample questions for practice purposes only and are **not** drawn from the actual exam.
- **Even More Resources:** Each participant will also receive tips for exam preparation, and access to a discussion board to engage with other professionals preparing for the exam.

Assessment of Learning and Course Requirements:

Participants will use the test prep questions for each domain to help determine readiness for the exam.

To receive credit for the course, participants must:

- Participate in all six live facilitated discussions, which includes verbally joining in the discussion or providing input and feedback to others using the chat functionality of the webinar. Participants who do not voluntarily join in the discussion may be called on by the facilitators.
- Complete the course evaluation at the conclusion of the course.

Course Completion:

A certificate is available at the completion of the course and may be found in the [transcript](#) menu. Learners will receive 12 hours of continuing education credit for completing the course (considered non-accredited under UPPCC guidelines). Participants must complete the course evaluation along with participation in the live facilitated discussion to receive credit for the course.

Cancellation & Refund Policy:

All cancellations must be submitted in writing to procurementu@naspo.org. Cancellations will not be accepted by telephone. To receive a full refund, cancellations must be received prior to the beginning of the class. No-shows will not be refunded.

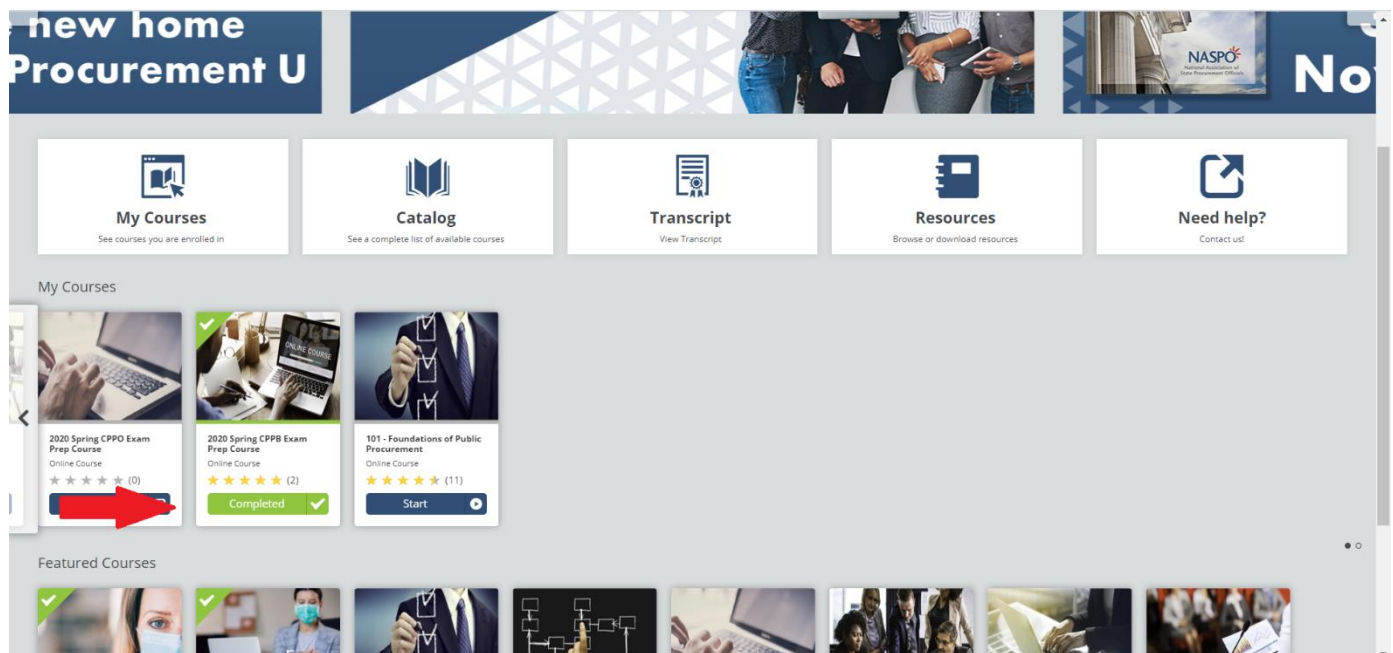
In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.

Navigation to Course on LMS

To Access the Online Resources, Activities, and Test Prep Questions:

1. Sign into the Procurement U website with your username and password at <https://procurementu.myabsorb.com/#/login>
2. From your “Homepage”, locate the course under “My Courses”.
3. Find the course labeled “2020 Fall CPPB Exam Prep Course” and click “Start”.

This will open the online resources for the course, including the welcome and introduction module and modules for each of the six domains of the Body of Knowledge.



Course Navigation

The following is an overview with some navigation tips for beginning this course.

Click on the “Start Course Button”. Start this course with the “Welcome and Navigation” lesson to familiarize yourself with how to navigate the course. Follow the steps below to access that lesson.

1. Sign into the Procurement U website and launch the course as described above.
2. After clicking “Start”, the online course menu will open in a new window. From this new menu, you can access each of the Domain modules of the course, but we recommend starting with the “Welcome and Navigation” lesson.

Once you have completed the “Welcome & Navigation” lesson. Start the “Introduction” Lesson to learn about the course, course objectives, your facilitator, course structure, as well as the course schedule.

The next couple of lessons which are “Guide: How to Structure Your Preparation” and “UPPCC Information: What You Need to Know” are very important to guide your preparation for the CPPB exam as well your application to take the exam.

****Download the “Preparation Guide” to help guide your studying in this course and continue to the next lessons which are the six Domain areas.**

Course Community Board

In addition to the facilitated discussion webinars and the course within the LMS, students will also have access to the course community discussion board. Here, you will be able to interact with other students throughout the week. We encourage you to use this as a study resource and to interact with each other when not in a facilitated webinar.

To access the community board, you will go to <https://procurementu.freeforums.net/>.

Before you can access the community board, you will need to create an account. Click on “Register.” It will prompt you to create your username and password. Please make sure you choose a username that our staff and facilitators can easily identify you with. Once you have created an account you will have access to the Fall 2020 CPPO/CPPB Prep Course Discussion Board.

The screenshot shows the Procurementu forum website. The main heading is "Procurementu" with a navigation menu including Home, Help, Search, Members, Profile, and Messages. A user is logged in as "amandavaldivieso" with a "Logout" link. The forum title is "Fall 2020 CPPO/CPPB Prep Courses".

Board	Threads	Posts	Last Post
Course Information This board will be used for announcements related to the course, and any other relevant course information.	0	0	No posts have been made on this board.
General Discussion Use this board to discuss any topic within the course with other students and facilitators.	0	0	No posts have been made on this board.

Legend

New Posts No New Posts

Forum Information & Statistics

Threads and Posts Total Threads: 1 Total Posts: 1 Last Updated: Welcome to your new forum! by Admin (18 minutes ago) Recent Threads - Recent Posts - RSS Feed - Mark All Boards Read	Members Total Members: 2 Newest Member: amandavaldivieso Most Users Online: 2 (2 minutes ago) View today's birthdays
Users Online 1 Staff, 1 Member, 0 Guests. amandavaldivieso, Admin	
Users Online in the Last 24 Hours 1 Staff, 1 Member, 0 Guests.	

Course Schedule

The following is an overview of the course schedule and dates of facilitated discussions.

Dates	Focus Area	Assignments
August 10 th – August 23 rd	Domain I: Procurement Administration.	<p>1. Participate in the live Kickoff Virtual Meeting on Thursday, August 13th, at 3:00 PM EST. <i>ALL must attend at this time slot.</i></p> <ul style="list-style-type: none"> • The webinar is designed to provide you with an overview of the course and introduce the facilitator. Attendance for this meeting is optional but strongly encouraged. • If you are unable to attend, please email procurementu@naspo.org . If you are unable to attend the live discussion, you will have the opportunity to listen to a recording. <p>2. Launch the self-study lesson for the domain.</p> <ul style="list-style-type: none"> • Review the resources and engage in self-study on the sections within the domain. • Use the test prep questions to assess your knowledge. <p>3. Participate in the live facilitated discussion webinar with peers and facilitators.</p> <p><i>Choose the time and date that works best for you. You ONLY need to attend ONE webinar discussion.</i></p> <ul style="list-style-type: none"> • The online discussion will be held via virtual meeting on <u>Thursday, August 20th, from 12:00 - 1:30 PM EST or at 3:00-4:30 PM EST.</u> <p>Participants are expected to participate in the full online virtual meeting and engage in discussion throughout. Attendance will be taken. If you are unable to attend the live discussion, you will have the opportunity to listen to a recording and submit a response to a few questions to receive your certificate of completion for the course.</p>
August 24 th – September 6 th	Domain II: Sourcing.	<p>1. Launch the self-study lesson for the domain.</p> <ul style="list-style-type: none"> • Review the resources and engage in self-study on the sections within the domain. • Use the test prep questions to assess your knowledge.

		<p>3. Participate in the live facilitated discussion virtual meeting with peers and facilitators.</p> <p><i>Choose the time and date that works best for you. You ONLY need to attend ONE webinar discussion.</i></p> <ul style="list-style-type: none"> The discussion will be held via virtual meeting on <u>Thursday, September 3rd at 12:00 PM- 1:30 PM EST. or at 3:00-4:30 PM EST.</u> <p>Participants are expected to attend full virtual meeting and engage in discussion throughout. Attendance will be taken. If you are unable to attend the live discussion, you will have the opportunity to listen to a recording and submit a response to a few questions to receive your certificate of completion for the course.</p>
<p>September 7th – September 13th</p>	<p>Domain III: Negotiation Process.</p>	<p>1. Launch the self-study lesson for the domain.</p> <ul style="list-style-type: none"> Review the resources and engage in self-study on the sections within the domain. Use the test prep questions to assess your knowledge. <p>2. Participate in the live facilitated discussion virtual meeting with peers and facilitators.</p> <p><i>Choose the time and date that works best for you. You ONLY need to attend ONE webinar discussion.</i></p> <ul style="list-style-type: none"> The discussion will be held via virtual meeting on <u>Thursday, September 10th at 12:00 PM- 1:00 PM EST or at 3:00-4:00 PM EST.</u> <p>Participants are expected to attend full virtual meeting and engage in discussion throughout. Attendance will be taken. If you are unable to attend, you will have the opportunity to listen to a recording and submit a response to a few questions to receive your certificate of completion for the course.</p>
<p>September 14th – September 20th</p>	<p>Domain IV: Contract Administration.</p>	<p>1. Launch the self-study lesson for the domain.</p> <ul style="list-style-type: none"> Review the resources and engage in self-study on the sections within the domain. Use the test prep questions to assess your knowledge. <p>2. Participate in the live facilitated discussion virtual meeting with peers and facilitators.</p> <p><i>Choose the time and date that works best for you. You ONLY need to attend ONE webinar discussion.</i></p>

		<ul style="list-style-type: none"> The discussion will be held via virtual meeting on <u>Thursday September 17th, at 12:00 PM – 1:00 PM EST or 3:00-4:00 PM EST.</u> <p>Participants are expected to attend full virtual meeting and engage in discussion throughout. Attendance will be taken. If you are unable to attend, you will have the opportunity to listen to a recording and submit a response to a few questions in order to receive your certificate of completion for the course.</p>
September 21 st – September 27 th	Domain V: Supply Management.	<p>1. Launch the self-study lesson for the domain.</p> <ul style="list-style-type: none"> Review the resources and engage in self-study on the sections within the domain. Use the test prep questions to assess your knowledge. <p>2. Participate in the live facilitated discussion virtual meeting with peers and facilitators.</p> <p><i>Choose the time and date that works best for you. You ONLY need to attend ONE webinar discussion.</i></p> <ul style="list-style-type: none"> The discussion will be held via virtual meeting on <u>Thursday, September 24th at 12:00 PM- 1:00 PM EST or 3:00-4:00 PM EST.</u> <p>Participants are expected to attend full virtual meeting and engage in discussion throughout. Attendance will be taken. If you are unable to attend, you will have the opportunity to listen to a recording and submit a response to a few questions to receive your certificate of completion for the course.</p>
September 28 th – October 4 th	Domain VI: Strategic Procurement.	<p>1. Launch the self-study lesson for the domain.</p> <ul style="list-style-type: none"> Review the resources and engage in self-study on the sections within the domain. Use the test prep questions to assess your knowledge. <p>2. Participate in the live facilitated discussion virtual meeting with peers and facilitators.</p> <p><i>Choose the time and date that works best for you. You ONLY need to attend ONE webinar discussion.</i></p> <ul style="list-style-type: none"> The discussion will be held via virtual meeting on <u>Thursday, October 1st, at 12:00 PM- 1:00 PM EST or at 3:00-4:00 PM EST.</u> <p>Participants are expected to attend full virtual meeting and engage in discussion throughout Attendance will be taken. If you are unable to attend, you will have the opportunity to listen to a recording and</p>

		submit a response to a few questions in order to receive your certificate of completion for the course.
October 5 th – October 9 th	Wrap-up Week.	<p>1. Participate in the live virtual meeting on Thursday, October 8th, at 3:00 PM EST. <i>ALL must attend at this time slot.</i></p> <p>This virtual meeting is designed to provide an opportunity to ask questions and engage in real time discussion with your peers and facilitators. (Optional, but strongly recommended)</p> <p>Complete the post-course evaluation by October 9th.</p>
	Additional Self-study and Review	Facilitators will not be available after October 9 th . However, you can continue to return to the Procurement U LMS to access the domain lessons (resource links, test prep questions) and review the facilitated discussion recordings as you continue to prepare for the exam. Upon completion, the course will be moved to your Transcript and accessible there.