



Position Description – Board of Examiners

The responsibility of the Board of Examiners is to collectively advise UPPCC Board of Directors on content quality, relevance, and consistency of the UPPCC exams; and to provide expertise in the evaluation of and decisions made on matters relating to examination, certification, recertification and revocation.

Responsibilities include, but are not limited to:

- Participating in UPPCC item writing and item review
- Contributing knowledge and expertise to certification activities
- Developing and approving exam content
- Reviewing and approving all content on examination forms for the certification programs
- Reviewing exam candidate comments and statistical flags on specific exam items
- Making pass/fail certification decisions using a standard setting process based on Prometric (or then current provider) recommendations
- Quality assurance of UPPCC exams (content up-to-date, content is broadly representative of the industry, content is referenced, etc.)
- Evaluating and making decisions on marginal applications for certification and recertification
- Reviewing appeals for eligibility and certification
- Supporting and assisting staff with all Job Task Analysis development efforts
- Acting as a liaison between the certification staff and the organization and/or industry segment which the member represents
- Acting in the best interest of the certification programs
- Disclosing any actual or potential conflicts of interest to the UPPCC Board Chair
- Acting as a UPPCC Champion and spokesperson for the certification programs in the marketplace and/or at industry events where potential certificants are present. UPPCC Champions shall be able to attest that the UPPCC Program is the pinnacle of certifications and is the longest standing and universally recognized in public procurement.
- Recommending governance and programmatic changes/enhancements, when needed, for consideration by the UPPCC Board of Directors
- Developing knowledge and understanding of authoritative literature for the certification programs. Recommending additions and/or deletions to the authoritative literature to the UPPCC Board as appropriate and as needed.
- Contributing to developing the Annual Certification Report for review by the members of the UPPCC Board of Directors.

BOE members MUST be:

- At minimum be UPPCC certified as a CPPB to serve on the CPPB BOE Team, at minimum certified as a CPPO to serve on the CPPO BOE Team and dual certified CPPB and CPPO to serve on the Core BOE Team or as BOE Chair.
- Currently employed within the public sector in a procurement capacity at the start of a new or renewal term.
- High degree of knowledge of public sector procurement practice.
- Committed to the success and sole promotion of the UPPCC certification programs.
- Available to attend and actively participate at scheduled BOE meetings based on the meeting criteria identified in the UPPCC Bylaws for the Board of Directors.
- Able to devote time and effort to BOE responsibilities.
- One who will diligently carry out the responsibilities of the BOE, as outlined above.

BOE members MUST NOT:

- Provide instruction or content development of any procurement-related educational courses specifically related to the CPPO and/or CPPB exam preparation.

- Release UPPCC Intellectual Property in any manner including but not limited to the design, development and/or delivery of educational courses, training, etc.
- Serve in any capacity which contributes to the development, administration, training or any other work supporting a comparable certification (without prior approval of the BOE Chair).
- Have been found guilty of an ethics violation.

Rev: August 2020

~~Rev: November 2010~~

~~Rev: December 2009~~

~~Rev: May 2009~~

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