

Granting of Continuing Professional Education (CPE) Credit

NCMA is fairly liberal in granting CPE credit toward certification or recertification requirements. When attendance records are maintained and when the program is presented by a qualified instructor or discussion leader, the following types of programs are acceptable for CPE credit -

1. Internal training programs (courses, seminars, and workshops).
2. The portion of a contract management organization staff meeting in which a structured educational program is used to provide staff with knowledge regarding topics and subjects such as those included below. Informal discussions of current events in the contract management profession do not qualify for CPE hours.
3. University and college courses (credit and noncredit).
4. Education and development programs presented at conferences, conventions, meetings, seminars, and workshops of professional organizations. For example, the NCMA World Congress, East Coast Conference, Commercial Conference, and education programs presented at monthly chapter meetings.
5. Training programs presented by other contract management organizations, educational organizations, foundations, and associations. For example, education and training programs sponsored by NCMA, NCMA's individual chapters, ISM, NIGP, etc.

CPE that would satisfy the NCMA Certification Program's requirement should be in topics or related technical subjects applicable to contract management areas. Examples of such topics and subjects include, but are not limited to, the following:

- accounting principles and standards
- analytical procedures
- assessment of management controls
- audit of contract compliance/costs
- best practices in contracts management
- budgeting
- business law
- business
- compliance with laws and regulations
- contract auditing
- contract management
- contract planning or analysis
- contract related fraud
- cost accounting
- data analysis
- economics
- evaluation design
- contract auditing

- contract management
- contract management systems
- contract planning or analysis
- contract types
- contract-related fraud
- disputes resolution
- financial reporting
- forecasts and projections
- industrial engineering
- information resources management
- information technology
- intellectual property
- legal issues
- market research
- mathematics
- negotiation
- operations research
- oral and written communications
- patents
- performance or operations
- performance measurement and reporting
- principles of management & supervision
- process reengineering
- productivity
- program evaluation
- proposal/solicitation development
- quality assurance/ control
- risk assessment
- statistics
- strategic planning
- termination of contracts

Examples of programs and activities or topics and subjects that do not qualify for CPE hours include, but are not limited to, the following:

1. Informal on-the-job training;
2. Programs that are not designed to maintain or enhance contract managers' professional proficiency, but are designed for the general public, such as resume writing, improving parent-child relations, personal investments, money management, and retirement planning;
3. Sales-oriented programs that demonstrate office equipment;
4. Programs restricted to an organization's administrative operations, such as how to prepare time and attendance reports or internal administrative reporting responsibilities;

5. Business sessions at professional organization conferences, conventions, and meetings;

The amount of CPE granted is based on the standard of 1 CPE for every 50 minutes of student/instructor contact time.

Individuals seeking NCMA certification or recertification are responsible for documenting all CPE hours claimed.