



Certified Federal
Contract Manager™

CFCM™ DEEP DIVE

OCTOBER 17, 2023

TODAY'S PRESENTERS



Jody Leon
Learning Specialist, NCMA



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Gracion Gross
Certification, Advocate

CFMA Deep Dive
Learn more at ncmahq.org/certification



For assistance, contact
memberservices@ncmahq.org

NCMA OVERVIEW

Founded in 1959

Focused entirely on professional development for contract managers

Certification Program

- Four nationally recognized certifications
- CFCM™ is heavily focused on the Federal Acquisition Regulation (FAR) and is ANAB-Accredited.
- Countless educational and network-building opportunities

The Certification Team

- Brie Staker, Director of Certification and Standards
- KwaNitria Denny, Certifications Specialist
- Gracion Gross, Member Certifications Advocate

POLL #1

How did you hear about NCMA Certifications?

- Social Media
- Employer
- Coworker/Colleague / Friend
- School
- A Conference / Event

AGENDA

Overview of the CFCM™

The Value of a CFCM™ Certification

Snapshot of the CFCM™ Process

CFCM™ Eligibility Requirements

CFCM™ Exam Overview

CFCM™ Recertification

CFCM™ Fees

Online Certification Preparatory Courses

Practice Exams

Learning Catalog: Earn more CPEs

OVERVIEW OF THE CFCM



ANAB ACCREDITED



MID-LEVEL
CERTIFICATION



UNIVERSAL
CERTIFICATION



BASED ON THE
FEDERAL ACQUISITION
REGULATION (FAR).

POLL #2

I'm hoping to get my CFCM™ certification to:

(select all that apply)

- Earn more
- Change jobs or position
- Move up in my current position / role
- Show my knowledge of the Federal Acquisition Regulation (FAR).

THE VALUE OF A CFCM™ CERTIFICATION



Exhibit knowledge as a contract manager from the perspective of the federal environment, which is heavily focused on the Federal Acquisition Regulation (FAR).



Stand-out among your peers.



Gain a competitive edge in the job market.



Continuous learning = continuous growth



Enhance your organizations through application of knowledge



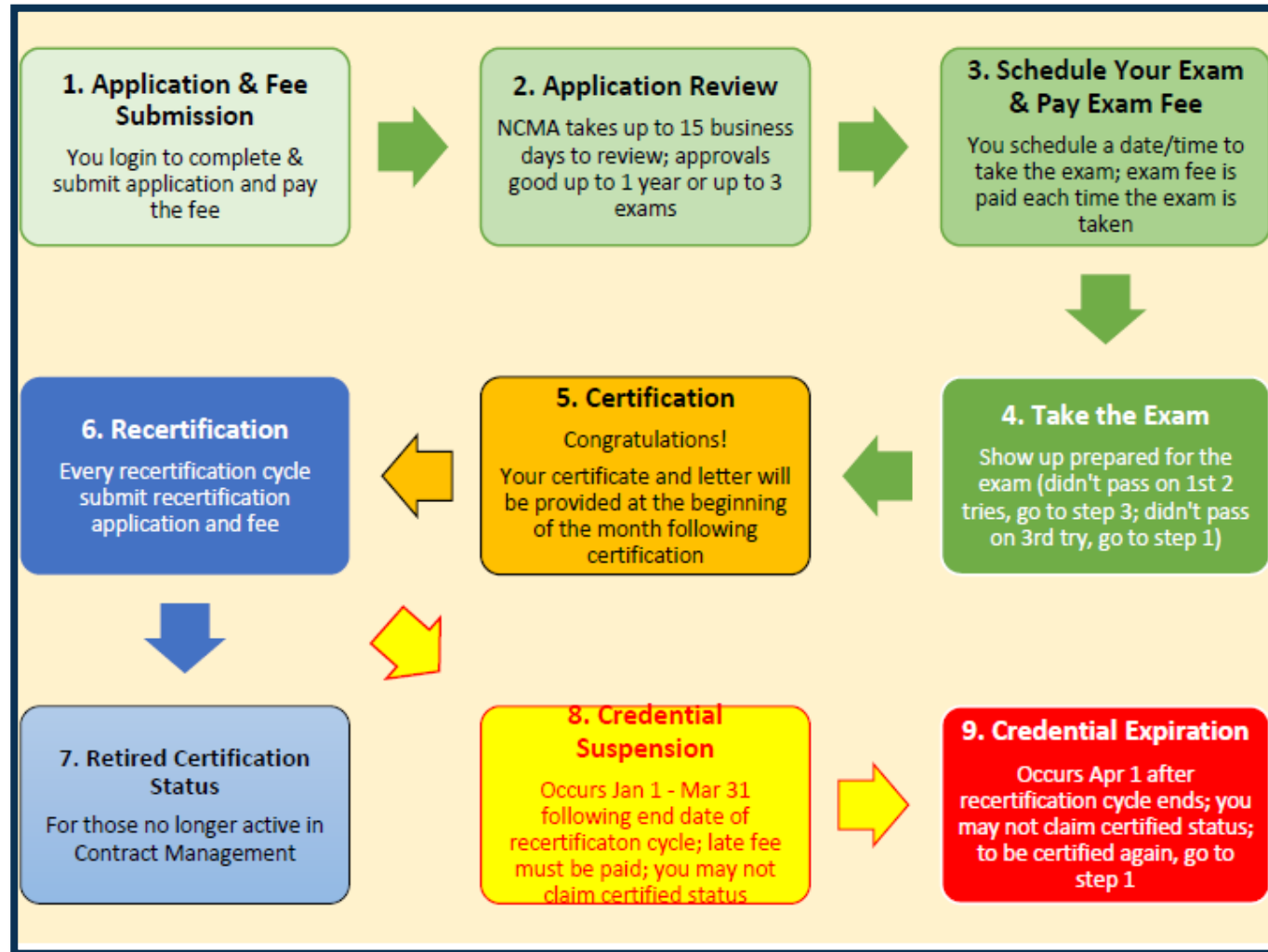
Training resource for your personnel/ peers.

POLL #3

Do you plan to get your CFCM™ certification this year?

- Yes
- No

SNAPSHOT OF THE CFCM™ PROCESS



CFCM™ CERTIFICATION AT A GLANCE

Certification	Knowledge	Entry Requirements			Exam Length/ Passing Score	Recertification
CFCM™ (ANAB Accredited)	FAR	4-Year Degree (waived w 5yr experience + 24 college hr)	2 Years of Experience	80 CPE	3 hours; 150 Qs 70%	5 years; 60 CPE

CFCM™ CERTIFICATION ELIGIBILITY REQUIREMENTS



A Bachelor's Degree.

Non-degreed candidates with at least 5 years of verifiable contract management experience plus 24 college credits that align with the CMBOK competencies may request a waiver.

Degrees from outside the United States must be evaluated by an independent third party, such as World Education Services, Scholaro, Credit Eval, Info Check USA, or SpanTran.



Two years of work experience in contract management or related field.



A minimum of 80 hours of CPE/CLP see our Continuing Professional Education (CPE) Guide for details).

See our Continuing Professional Education (CPE) Guide for details.

POLL #4

What has stopped you from getting your CFCM certification? (select all that apply)

- Cost
- Time
- Didn't know about it till recently.
- Haven't needed one before now.

KNOW THY CFCM™ HANDBOOK



The CFCM™ Certification has its own handbook.



All applicants and certificants are required to know and abide by the handbook.



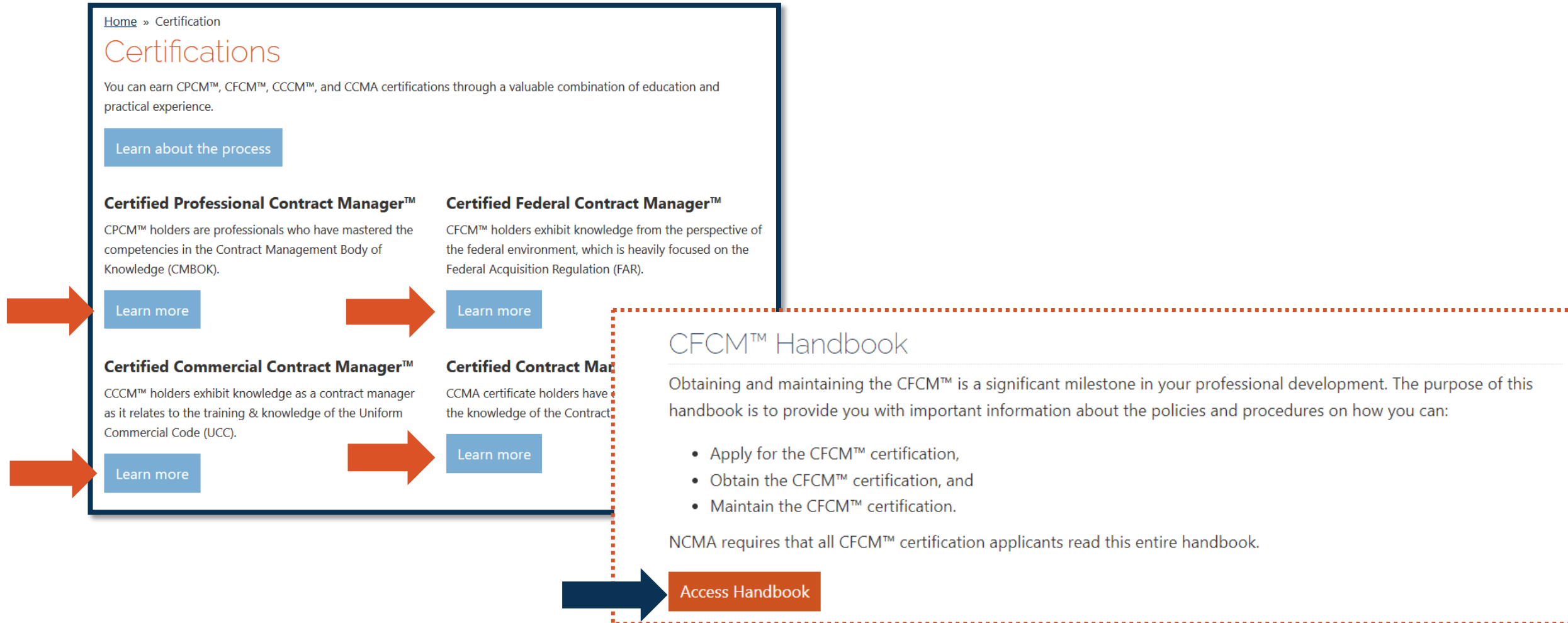
The application process includes your confirmation that you have read and will abide by the handbook.



Download a free copy of the certification handbook:

CFCM ncmahq.org/cfcm

KNOW THY CFCM™ HANDBOOK



CFCM™ EXAM OVERVIEW

150 multiple-choice questions

- 10 of these 150 are unscored Beta questions
- Betas are used to assess the validity of future exam questions.

Up to 3 hours (180 minutes) to complete the exam.

Passing score = 70%

Number of Questions	FAR Parts
5 – 8	2, 4, 15, 16, 43, 52 ¹
3 – 7	1, 3, 6, 7, 9, 12, 19, 31, 37, 42, 44, 46, 53 ²
2 – 5	5, 8, 10, 11, 13, 17, 22, 24, 27, 30, 32, 33, 35, 38, 39, 49
0 – 3	14, 18, 23, 25, 26, 28, 29, 34, 36, 41, 45, 47, 48, 50, 51
Reserved	20, 21, 40

The CFCM exam is current up to FAC 2023-02 (effective 03/16/2023).

1. FAR Part 52: Scope and Instructions only
2. FAR Part 53: Scope and Definitions only

CFCM™ EXAM OVERVIEW- EXAM CONTENT MATRIX

Download the FREE [CFCM Handbook](#) on the NCMA Website to see the full break down of the CFCM Exam Content Matrix.



**Handbook for the
Certified Contract Management Associate™**
Effective May 15, 2023

CFCM™ Competencies	CFCM™ Exam Knowledge Content Areas
1.0 Federal Acquisition Regulation System	K1.1 Purpose, Authority, Issuance K1.2 Administration K1.3 Agency Acquisition Regulations K1.4 Deviations from the FAR K1.5 Agency and Public Participation K1.6 Career Development, Contracting Authority, and Responsibilities K1.7 Determinations and Findings
2.0 Definitions of Words and Terms	K2.1 Definitions K2.2 Definitions Clause
3.0 Improper Business Practices and Personal Conflicts of Interest	K3.1 Safeguards K3.2 Contractor Gratuities to Government Personnel K3.3 Reports of Suspected Antitrust Violations K3.4 Contingent Fees K3.5 Other Improper Business Practices K3.6 Contracts with Government Employees or Organizations Owned or Controlled by Them K3.7 Voiding and Rescinding Contracts K3.8 Limitation on the Payment of Funds to Influence Federal Transactions K3.9 Whistleblower Protections for Contractor Employees

CFCM™ EXAM OVERVIEW - EXAM QUESTIONS

The exam questions are:

- Developed and independently validated by working groups,
- Reference to the FAR, and
- Monitored through psychometric analysis

The [CFCM™ Handbook](#) provides sample exam questions

CFCM™ RECERTIFICATION

Five-Year recertification cycle

60 Continuing Professional Education (CPE) credits required, earned within the recertification period

- Earn CFCM™ in 2023:
- Recertification Cycle 1 ends 12/31/2028: 60 CPEs
- Recertification Cycle 2 ends 12/31/2033: 60 CPEs
- Recertification Cycle 3 ends 12/31/2038: 60 CPEs

Recertification applications must be submitted and approved by December 31 of the end of their recertification cycle.

RECERTIFICATION PLANNING

Recertification demonstrates an ongoing commitment to the profession and to continuous learning.

Once you achieve your certification, begin planning for recertification.

- Don't wait until the last year
- NCMA has no procedure to reinstate expired certifications
- All recertification applications must be fully approved, not just submitted, by December 31st of the recertification deadline.
- Certificants are responsible to submit correct and timely applications to allow for review and approval by December 31st of their recertification year.
- Recertification applications submitted after 12/31 of their recertification cycle end date may be subject to a late fee in accordance with Step 8 Credential Suspension.

Each certification handbook provides guidance and requirements for its recertification process.

Three keys to recertification:

- Be in good standing (i.e. comply with NCMA's [Code of Ethics](#), [Certification Policies and Procedures](#), and the certification handbook).
- Meet the required CPE.
- Submit a responsible and timely application.

CFCM™ FEES



Application:

- CFCM™: \$165 members; \$365 nonmembers



Kryterion Test Centers - Online Proctored (OLP) and In-Person Exams:

- \$135 US & Canada
- \$160 Outside US & Canada



Recertification:

- \$95 members
- \$145 nonmembers



POLL #5

Are you ready to take your exam?

(select all that apply)

- Yes!
- Almost.
- No, I need to study.
- No, I need to earn more CPEs for my application.

CERTIFICATION PRACTICE EXAMS

CPCM™ Practice Exam	CFCM™ Practice Exam	CCCM™ Practice Exam	CCMA Practice Exam
A 180-question CPCM practice exam that covers the seven competencies found in the sixth edition of the Contract Management Body of Knowledge.	A 150-question CFCM practice exam that covers the Federal Acquisition Regulation parts included on the CFCM exam.	A 150-question CCCM practice exam that pulls from a question bank of over 400 questions covering Articles 1–9 of the Uniform Commercial Code.	A 90-question CCMA practice exam that covers contract management processes that are outlined in the <u>ANSI-Approved Contract Management Standard™</u> .

Learn More at www.ncmahq.org/opc

****Note:** Practice exams are included in all prep courses.

CERTIFICATION ONLINE PREPARATORY COURSES

Get ready for your and CFCM™ Exams!

Self-Paced

- Learn on your own schedule, anytime, on any device
- Access for 1 year
- Earn 25 CPE/CLP hours

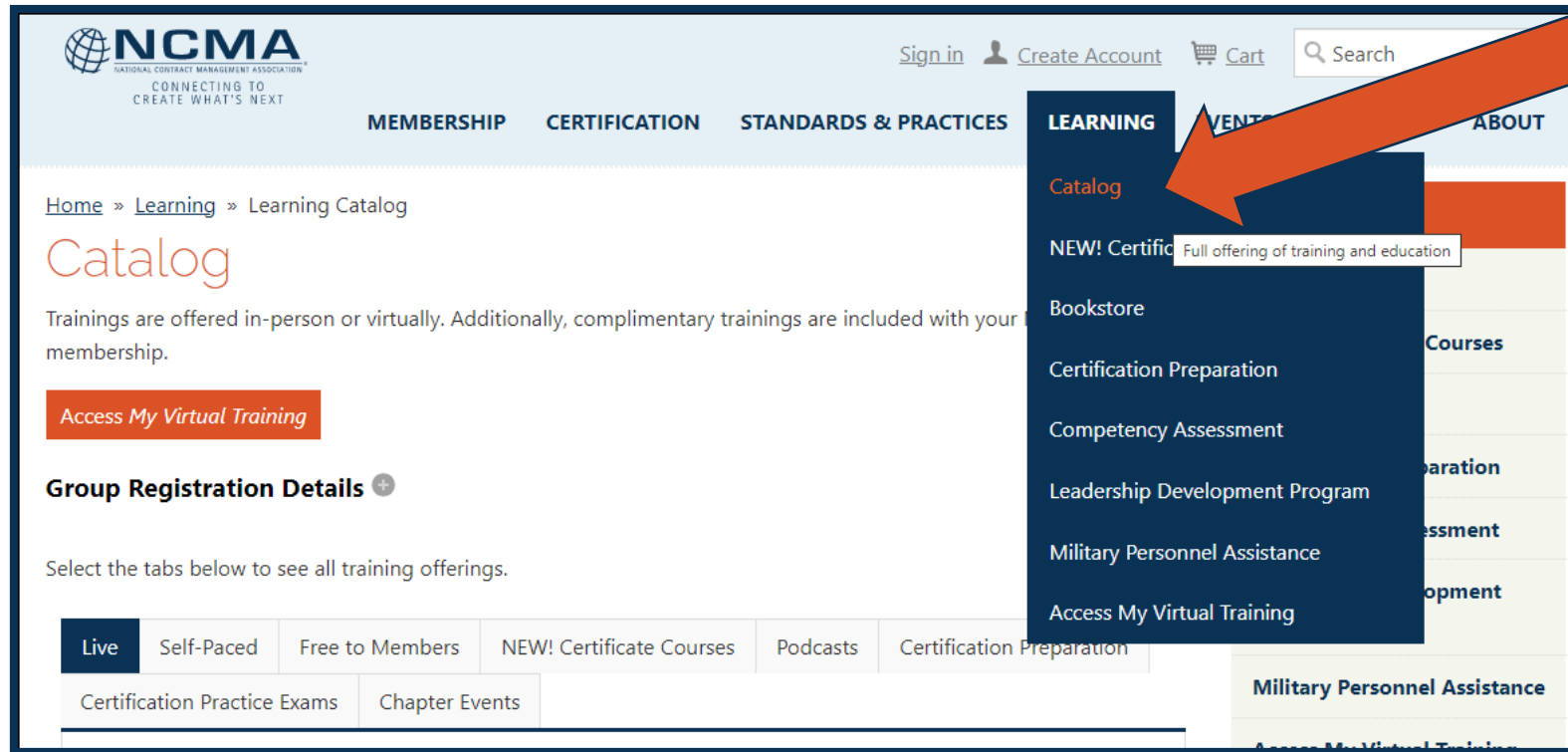
Instructor-Led

- 3 Short Months
- Collaborate with your instructor and classmates.
- Earn 45 CPE/CLP hours

Spring Instructor-Led Course Begins in February

LEARNING CATALOG

Visit our Learning Catalog at www.ncmahq.org/catalog to see all the live and self-paced virtual trainings NCMA offers.



The screenshot shows the NCMA website's Learning Catalog page. The top navigation bar includes links for Sign in, Create Account, Cart, and Search. The main navigation menu has categories: MEMBERSHIP, CERTIFICATION, STANDARDS & PRACTICES, LEARNING, and ABOUT. The LEARNING menu is expanded, showing options: Catalog (highlighted with an orange arrow), NEW! Certificate Courses (with a tooltip: Full offering of training and education), Bookstore, Certification Preparation, Competency Assessment, Leadership Development Program, Military Personnel Assistance, and Access My Virtual Training. The main content area features a breadcrumb trail (Home » Learning » Learning Catalog), the title 'Catalog', and a description: 'Trainings are offered in-person or virtually. Additionally, complimentary trainings are included with your membership.' Below this is a button for 'Access My Virtual Training' and a section for 'Group Registration Details'. At the bottom, there are tabs for 'Live', 'Self-Paced', 'Free to Members', 'NEW! Certificate Courses', 'Podcasts', and 'Certification Preparation'. A 'Military Personnel Assistance' button is also visible.

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UPCOMING TRAININGS

Cost and Pricing Fundamentals

Gain a valuable, high-level overview of the unique complexities of developing price proposals in the U.S. Federal contracting market.

Learn the basics of cost principles, fair and reasonable pricing, cost and pricing data, cost and price analysis, related regulatory requirements and more.

- Live Virtual Training takes place over four consecutive days for 2.5 hours each day.
- Digital Badge for LinkedIn Profile
- Earn 10 CPE/CLP
- **Next Course:** December 4-7, 2023 from 2:00pm - 4:30pm ET
- Learn more at www.ncmahq.org/certificatecourse

GOVERNMENT CONTRACT MANAGEMENT SYMPOSIUM

NOVEMBER 6 - 7



Register Today!
www.ncmahq.org/events

Register Now!

In-Person

Member: \$925

Non-Member: \$1,125

Virtual

Member: \$650

Non-Member: \$800

NOVEMBER 8 – ADDITIONAL TRAININGS



The Contract Lifecycle for Contracting Officer's Representatives (**CORs**)

- All-Day Training **just for CORs!**
- 9am - 4pm
- Lunch and refreshments provided
- 7CPE



HYBRID

AI-Powered Contract Management & Procurement

- Half-Day Hands-On Training
- 9am - 12pm
- Light refreshments provided
- 3 CPE



In-Person

Register Today!

www.ncmahq.org/events



RESOURCES AND Q&A

Resources

- NCMA Certifications ncmahq.org/certification
- CCMA Certification Handbook ncmahq.org/ccma
- The CPE Guide ncmahq.org/cpe
- CCMA Self-Paced Online Preparatory Courses (OPC) ncmahq.org/opc
- Learning Catalog ncmahq.org/catalog
- SubCon 2023 ncmahq.org/subcon2023

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ASK YOUR QUESTIONS LIVE



Feel free to email memberservices@ncmahq.org with additional questions!