



**UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL**  
*2020 Application for UPPCC Leadership and Positions*

**I. GENERAL INFORMATION/PROFESSIONAL EXPERIENCE**

Please provide UPPCC with your contact information and professional work experiences covering the last 5 years.

Date of Application: \_\_\_\_\_

Full Name: \_\_\_\_\_

**A. Current Position and Contact Information**

Employment Dates: \_\_\_\_\_

Official Title: \_\_\_\_\_

Working Title: \_\_\_\_\_

Dept/Division: \_\_\_\_\_

Agency: \_\_\_\_\_

Work Address: \_\_\_\_\_

City & State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Work Email: \_\_\_\_\_

Work Phone No. (\_\_\_\_) \_\_\_\_\_ Mobile Phone No. (\_\_\_\_) \_\_\_\_\_

**B. Previous Position**

Employment Dates: \_\_\_\_\_

Official Title: \_\_\_\_\_

Working Title: \_\_\_\_\_

Dept/Division: \_\_\_\_\_

Agency: \_\_\_\_\_

City & State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

**II. PROFESSIONAL CERTIFICATION(S)**

Please note that UPPCC certification is required for nearly all leadership positions with the UPPCC. CPPO certification is required for the 6 Director positions that are appointed by NIGP and NASPO. CPPO certification is preferred, but not required for the 2 remaining Director positions elected by the UPPCC Board. UPPCC Certification is required for all positions on the BOE. The CPPO certification is required for members of the CPPO Team and CPPB certification is required for members of the CPPB Team. Dual Certification is required for the role of Chair of the BOE.

**Certification(s) and year obtained:**

- |                                 |       |                                 |       |
|---------------------------------|-------|---------------------------------|-------|
| <input type="checkbox"/> CPPO   | _____ | <input type="checkbox"/> CPCM   | _____ |
| <input type="checkbox"/> CPPB   | _____ | <input type="checkbox"/> C.P.M. | _____ |
| <input type="checkbox"/> C.P.P. | _____ | <input type="checkbox"/> A.P.P. | _____ |
| <input type="checkbox"/> CPSM   | _____ | <input type="checkbox"/> Other  | _____ |

**III. TYPE OF GOVERNMENTAL ENTITY**

**Type of Agency:**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Federal  | <input type="checkbox"/> State/Province       | <input type="checkbox"/> City/Town/Village | <input type="checkbox"/> County/Region |
| <input type="checkbox"/> Crown Corporation  | <input type="checkbox"/> School District      | <input type="checkbox"/> Higher Education  | <input type="checkbox"/> Municipality  |
| <input type="checkbox"/> Hospital   | <input type="checkbox"/> Special Tax District | <input type="checkbox"/> Special Authority | <input type="checkbox"/> Tribal        |
| <input type="checkbox"/> Retired from Procurement (indicate former Agency type)/Other |   |  |  |

Employment\*: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Current Employment within public procurement is required for service on the Board of Examiners (BOE). Other employment may impact selection due to potential conflicts of interest. Applicants must describe the nature of any "other employment" in the attached narrative of this application.

**IV. CONTRIBUTIONS TO PUBLIC PROCUREMENT PROFESSION**

**A. Membership in Public Procurement Organizations (e.g. CAPPO, CPPC, FAPPO, NAEP, NASPO, NIGP, NPI, VAGP, etc.):**

Organizational Membership: \_\_\_\_\_ National/Chapter: \_\_\_\_\_ Since: \_\_\_\_\_  
 Organizational Membership: \_\_\_\_\_ National/Chapter: \_\_\_\_\_ Since: \_\_\_\_\_  
 Organizational Membership: \_\_\_\_\_ National/Chapter: \_\_\_\_\_ Since: \_\_\_\_\_  
 Organizational Membership: \_\_\_\_\_ National/Chapter: \_\_\_\_\_ Since: \_\_\_\_\_

**B. Volunteer Roles (Leadership, Committees, Task Forces, etc.) in Public Procurement Organizations (e.g. UPPCC, CAPPO, CPPC, FAPPO, NAEP, NASPO, NIGP, NPI, VAGP, etc.):**

Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_  
Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_  
Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_  
Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_

**C. Instructor Service:** Members of the UPPCC Board of Directors and the UPPCC Board of Examiners are prohibited from teaching CPPO/CPPB preparatory courses while actively serving in these roles with the UPPCC and for a 2-year post service prohibition period following the end of service.

Organization/Affiliation: \_\_\_\_\_ Year Initiated: \_\_\_\_\_  
Courses Instructed: \_\_\_\_\_  
\_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_ Year Initiated: \_\_\_\_\_  
Courses Instructed: \_\_\_\_\_  
\_\_\_\_\_

**D. Other Professional Contributions (Conference Presenter, Editor, Speaker, etc.)**

Contributory Activity/Role: \_\_\_\_\_ Year: \_\_\_\_\_  
Contributory Activity/Role: \_\_\_\_\_ Year: \_\_\_\_\_  
Contributory Activity/Role: \_\_\_\_\_ Year: \_\_\_\_\_  
Contributory Activity/Role: \_\_\_\_\_ Year: \_\_\_\_\_

## V. INTEREST IN SERVING UPPCC

Please select one or more areas that you are interested in serving.

**UPPCC Board of Directors**

Board of Directors Responsibilities: Governs all policies and procedures affecting the certification programs (CPPO and CPPB).

Requirements for Service: Members of the Board of Directors serve 3-year terms and can serve a maximum of 3 consecutive terms. Review position description, conflict of interest policy, confidentiality policy, and other requirements.

**UPPCC Board of Examiners (BOE)**       Team CPPO       Team CPPB       BOE Chair

BOE Responsibilities: Develops and maintains all examinations related to the UPPCC certification programs (CPPO and CPPB).

Requirements for Service: BOE members serve 3-year terms and can serve a maximum of 3 consecutive terms. Review position description, conflict of interest policy, confidentiality policy, and other requirements.

**\*Attach a narrative that describes your personal experience, skills and/or abilities that you would bring to UPPCC and that would enhance the mission of the organization and anything else that you believe would be important for the UPPCC Board of Directors to know as they consider your application.**

## VI. DIVERSITY

To ensure that the UPPCC retains a diverse group of professionals, candidates for UPPCC positions are requested to complete the following questions regarding gender, ethnicity, education, etc. Submission of the following information is strictly voluntary and refusal to provide it will not subject you to any adverse treatment.

**Gender:**             Female             Male             Prefer not to Answer

**Ethnicity:**         Caucasian/White             Middle Eastern             Native American  
                          African-American/Black             Asian             Pacific Islanders  
                          Latino             Hispanic             Other: \_\_\_\_\_

**Disability:**         No  
                          Yes            Explain type of disability: \_\_\_\_\_

**Education:**         High School (Only)             Bachelors             Doctorate  
                          Associates             Masters             Other: \_\_\_\_\_

**DOB (MM/DD/YYYY):**        \_\_\_\_\_

**Years in the Public Procurement Profession:**        \_\_\_\_\_

## VII. COMMITMENT TO THE UPPCC

Minimum commitments for Board of Directors positions will include a minimum of one face-to-face meeting annually as well as monthly conference call meetings. Minimum commitments for BOE positions will include approximately six to eight virtual meetings annually. There is the potential for an in-person meeting of the BOE to be scheduled if the work required is more conducive as an in-person meeting. UPPCC reimburses directors of the UPPCC Board for the cost of travel to in-person meetings if the appointing organization (NIGP and NASPO) submits the annual requested contribution to the UPPCC. If the appointing organization does not submit the annual contribution to the UPPCC, travel expenses will be covered by the appointing organization. UPPCC does not offer reimbursement for members of the BOE. Travel expenses to an in-person meeting of the BOE is the responsibility of each BOE member. The individual member's employer or the sponsoring organization will often cover the expense for the individual member to attend; however, it is the responsibility of the individual member to make that determination prior to submitting an application for a position with the UPPCC.

## VIII. CANDIDATE CERTIFICATION

I have read the information presented in this application. I understand my commitment should I be selected to serve as a member of the UPPCC.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to:                    UPPCC  
                                  ATTN: UPPCC Leadership Application  
                                  201 East Main Street, Suite 1405  
                                  Lexington, KY USA 40507  
                                  APeshoff@uppcc.org

**Thank you for your interest in serving the Universal Public Procurement Certification Council.**