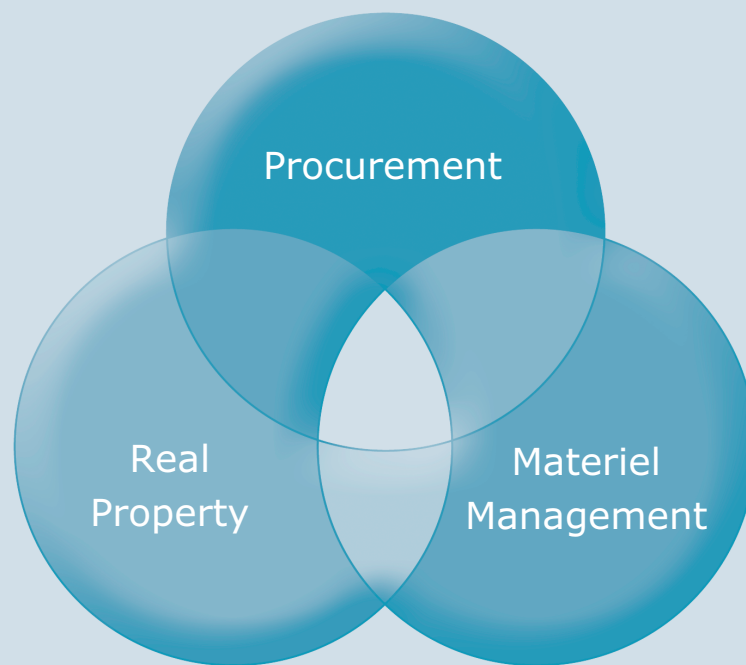




Certification Program Manual

for Procurement and Materiel Management



**The Professional Development
and Certification Program**

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Catalogue No. BT53-14/2-2006
ISBN 0-662-69580-X

This document is available on the Treasury Board of Canada Secretariat
Web site at <http://www.tbs-sct.gc.ca>

This document is also available in alternate formats on request.

Certification Program Manual

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**The Professional Development
and Certification Program**

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Introduction

For the first time, procurement and materiel management functional specialists have the opportunity to be recognized as certified professionals through this newly developed certification program. The Certification Program is a component of the Treasury Board of Canada Secretariat's federal government *Professional Development and Certification Program (PDCP) for the Procurement, Materiel Management and Real Property Community* (see <http://www.tbs-sct.gc.ca/pd-pp>).

The Canadian General Standards Board (CGSB), as the certification body, provides an independent and impartial assessment of the qualifications and competencies of procurement and materiel management functional specialists against the requirements of the *Standard for Competencies of the Federal Government Procurement, Materiel Management and Real Property Community* (the Standard)—CAN/CGSB-192.1-2005. For further information, see <http://publiservice.tbs-sct.gc.ca/pd-pp/category-categorie.asp?language=en&site=PDD&id=111>.

There are **two federal professional designations** that will be granted for certification in the functional specialty and level applied for:

- ▶ **Certified Federal Specialist in Procurement—CFSP**
- ▶ **Certified Federal Specialist in Materiel Management—CFSMM**

The professional designation obtained through certification will provide the means to demonstrate that you meet professional qualifications of the highest calibre that are found in the Standard. It tells employers that you are a skilled professional who has the capacity and is equipped with the tools for the modern workplace. Certification also gives you a competitive career edge and helps you seek out new opportunities in the procurement and/or materiel management domain. As an integral part of the certification process, employees will abide by the *Values and Ethics Code for the Public Service* in the conduct of their professional duties.

The ***Certification Program Manual (the Manual)*** is designed to help you find the answers to questions you have about the Certification Program and how to make this federal program of excellence work for you. By familiarizing yourself with the Manual, you will learn about the requirements for enrolling in the Certification Program, the courses needed, the process to apply for a professional designation, activities to maintain your level of certification and be recertified, and the associated fees.

A companion to the Manual is the ***CGSB Certification Application and Maintenance Handbook***. It outlines how the enrolment and application processes work and how to prepare the required documents; it also includes the relevant forms.

Background

1. What is the Professional Development and Certification Program (PDCP)?

The PDCP is a program to provide you with the learning tools to help acquire the skills, knowledge, abilities, and training to do your job proficiently as a member of the Procurement, Materiel Management and Real Property Community. Your expertise will, in turn, equip you to meet evolving and complex business needs and government priorities, and implement modernized management policies and practices, and associated delegated authorities.

There are two components to the PDCP:

1. **Professional Development:** This consists of the **Core Competency Profile** and Web-based Assessment Tool, and the Program **curriculum** of courses and other learning activities to build core and function-specific knowledge and skills. The **Core Competency Profile** outlines the four competency clusters and the 22 competencies and their associated behavioural indicator statements, by three increasing levels of proficiency (see http://publiservice.tbs-sct.gc.ca/pd-pp/lt-ta/tab/cb-cc_e.asp).

2. **Certification:** This includes the Standard for Competencies, the *Certification Program Manual*, and the *Certification Application and Maintenance Handbook*.

The CGSB *Standard for Competencies of the Federal Government Procurement, Materiel Management and Real Property Community* (available at <http://publiservice.tbs-sct.gc.ca/pd-pp/category-categorie.asp?language=en&site=PDD&id=111>) builds upon the competencies and behaviours of the Core Competency Profile and defines the knowledge, training, and experience required by the Community for certification. It may also be used for professional development and career planning purposes.

The *Certification Program Manual* describes the Certification Program and its processes in a question and answer format. It details the steps you need to take to enrol and apply for certification, and to maintain your certification.

The *Certification Application and Maintenance Handbook* explains how the enrolment and application processes work; how to maintain and upgrade the level of certification; how to prepare the required documents; and it includes the relevant forms.

2. Why was the PDCP developed?

Development of the PDCP was initially driven by the Community to raise the professionalism and recognition of the procurement, materiel management, and real property functions as a more knowledge-based profession. Skills requirements are changing as a result of evolving trade obligations and new ways of doing business, such as e-commerce. The PDCP provides the learning tools to assist you in dealing with these evolving and complex business needs and government priorities.

The PDCP recognizes that the Community, although large and diverse, has many common competencies, learning goals, and knowledge requirements. It was designed to deliver learning opportunities that provide both standardized core and function-specific knowledge and skills that will lead to better life cycle management of the federal government's assets. Certification provides the means to acknowledge the professionalism of this community.

3. Who developed the PDCP?

The PDCP and its components were developed by the Treasury Board of Canada Secretariat (the Secretariat) in collaboration with many partners, including various federal government stakeholders, the CGSB, professional designation-granting bodies, professional institutes such as the Materiel Management Institute and the Real Property Institute of Canada, and bargaining agents.

The PDCP was initially endorsed by the Learning Advisory Panel, followed by a recommendation accepted by Treasury Board ministers in 1998, and was one of the key initiatives under Modern Comptrollership and Procurement Reform. It supports the Government of Canada's priorities and initiatives, such as Public Service Modernization and building public service capacity as outlined in *Strengthening Public Sector Management: An Overview of the Government Action Plan and Key Initiatives* (2004), the 2006 *Treasury Board Policy on Learning, Training, and Development and Management in the Government of Canada: A Commitment to Continuous Improvement* (2005).

About Certification

4. Who manages and administers the Certification Program?

There are a number of organizations in the federal government that have a key role to play in the management and delivery of the Certification Program: the Secretariat, the CGSB, the Canada School of Public Service, and Public Works and Government Services Canada (PWGSC).

The Secretariat's Professional Development and Certification Program Management Office is responsible for the oversight and overall management of the Professional Development and Certification Program. Through committees and working groups, it ensures that the PDCP supports key government priorities and initiatives in the areas of accountability, stewardship, learning, and capacity building.

CGSB plays three key roles: a **registrar** function to enrol and track candidates as they progress through the Certification Program; **knowledge exam administrator** to advise candidates of their eligibility to take the knowledge exam and arrange for the proctoring and scheduling of the exam; and the role of the **certification body**, headed by a **certification manager** and supported by a **review panel**, to provide an independent and impartial assessment of the qualifications and competencies of candidates against the requirements of the Standard.

The Canada School of Public Service provides a number of the courses required for certification, including the Fundamentals courses, which will be subsidized for fiscal years 2006–07 and 2007–08 as per the 2006 *Treasury Board Policy on Learning, Training, and Development*. In addition, **PWGSC** offers procurement-specific courses that are recognized for certification.

5. How do I determine whether I should apply for certification in procurement and/or materiel management?

The roles of a procurement specialist and materiel management specialist and the knowledge and experience requirements for each are found in the Standard. The roles are defined as follows:

Procurement specialist: one who plans for and acquires materials, supplies, equipment, properties, services, and solutions to support the delivery of government programs that yield best value for the Crown and the Canadian people. Procurement specialists advise and consult with clients, suppliers, and management on the interpretation and application of acquisition policies, regulations, trade agreements, and best practices.

Materiel management specialist: one who is involved in the life cycle management of the Crown's moveable assets in areas such as supply chain management (inventory control, acquisition, warehousing, and distribution), materiel support (maintenance, repair, and overhaul), and disposal of surplus moveable assets.

Depending on your responsibilities and experience, you may find that you meet the requirements for both these functions. If this is the case and you are interested in pursuing certification in procurement and materiel management, you may apply for both and will have to go through the process for each one separately.

6. How many certification levels are there?

There are **three certification levels**—they are identified as **Levels I, II, and III** and correspond to the proficiency levels found in the Core Competency Profile for the Community (see http://publiservice.tbs-sct.gc.ca/pd-pp/lt-ta/tab/cb-cc_e.asp) and in the *Standard for Competencies*. These levels do not equate to any specific occupational group or level, but rather to the expected behaviours associated with increasing levels of knowledge and experience in life cycle asset management.

Level I: Basic Level—Core and Functional Competencies will give you the level of proficiency to:

- ▶ interpret and analyze;
- ▶ access appropriate resources;
- ▶ understand and determine applicability and relevance of the subject matter;
- ▶ understand appropriate authorities; and
- ▶ apply and explain relevant legislation, policies, and procedures.

Level II: Intermediate Level—Core and Functional Competencies will give you the level of proficiency to:

- ▶ identify where exemptions and exclusions may be required;
- ▶ ensure that the appropriate authorities are engaged;
- ▶ contribute to the development and/or management of the legislative, regulatory, or policy framework; and
- ▶ contribute to the development of best practices, guidelines, or overall management improvements.

Level III: Advanced Level—Functional Competencies will give you the level of proficiency to:

- ▶ provide operational guidance and/or leadership for the development of legislative, regulatory, and policy frameworks or management improvement initiatives;
- ▶ provide guidance and leadership to ensure the achievement of organizational objectives and plans; and
- ▶ instil and promote a clear and concise vision.

7. Is certification a mandatory requirement for all positions in procurement and materiel management?

It is not the intent to use certification for job classification or as a mandatory qualification for staffing purposes. To do so would require a change to the selection standards established for procurement and materiel management positions. However, managers, when staffing positions in their area of responsibility, have the flexibility to make certification mandatory or to indicate that preference will be given to candidates who have acquired the relevant certification level for the duties to be performed. Managers would determine this requirement on a case-by-case basis.

8. Can I be certified through “grandfathering”?

No. “Grandfathering” is a term used when an occupational group requires that all employees who are appointed to and/or occupy positions in that job classification must meet a certain requirement as specified in classification and selection standards. As certification is not a mandatory requirement for all positions in procurement and materiel management, grandfathering does not apply.

Getting Started

9. What is the first step in preparing for certification?

The PDCP features a Web-based tool to help you determine your level of competency and create an individual learning plan. You will find this **Core Competency Profile and Assessment Tool** at http://publiservice.tbs-sct.gc.ca/pd-pp/prof/index_e.asp.

The **Assessment Tool** lets you create a competency profile for your job responsibilities and assess your strengths and gaps. It generates a gap analysis report to determine if you meet the knowledge and skills requirements or if you need to upgrade your skills to meet these requirements. It will also help in the development of your individual learning plan and the identification of courses required to address gaps and meet certification requirements.

10. I have completed my competency assessment. What is the next step?

Based on your assessment, you and your manager can now develop your **individual learning plan**. This learning plan details the courses and other learning opportunities you need to address your knowledge and skills gaps. Information on courses recognized by the PDCP can be found in the **curriculum of courses** at www.tbs-sct.gc.ca/pd-pp.

11. How do I use the *Standard for Competencies of the Federal Government Procurement and Materiel Management Community* in preparing for certification?

The **Standard for Competencies** (see <http://publiservice.tbs-sct.gc.ca/pd-pp/category-categorie.asp?language=en&site=PDD&id=111>) will enable you to familiarize yourself with the specific knowledge, experience, and courses associated with the three proficiency levels and 22 competencies outlined in the Core Competency Profile. It also defines the years of experience you would be expected to have for each level of certification in order to fully demonstrate the knowledge, skills, and abilities outlined in the behavioural indicator statements. By completing the competency profile assessment and familiarizing yourself with the Standard, you will be able to determine which proficiency level you are at and what knowledge, experience, and courses you may have to further develop before you can apply for one of the three levels of certification. You must first be certified at Level I before applying for Level II and then Level III.

12. I have completed my individual learning plan and read the Standard. Do I have to enrol in the Certification Program?

Yes. You must formally enrol with the CGSB, indicating the certification stream and the time frame within which you expect to be ready to submit all the documents required to apply for a certification designation.

To enrol, you will be required to submit a completed **enrolment form** and **record of learning** in which you will be able to request **course equivalencies** for some of the courses, if you have taken similar courses or have a combination of training, knowledge, and experience that covers the content of the **list of courses for certification**.

You will also need to submit your **two-year course plan**, indicating the courses you will be taking that are required for certification. This plan must be approved by your manager, thereby confirming support for your participation. A roll-up of all planned courses will be prepared by the CGSB and provided to the Canada School of Public Service and PWGSC to assist them in ensuring that courses are scheduled where the demand is.

Requirements for Certification

13. I have three years of experience in procurement and/or materiel management. What certification level can I apply for?

If you are an employee **with a minimum of three years of experience**, you are eligible to apply for **Certification Level I**. You **must meet the requirements outlined in the *Standard for Competencies***, that is, “a total of 3 years of public purchasing or materiel management experience, 2 years of which have to be at the federal level” and the other requirements outlined in the *Standard for Competencies*, Level I.

14. I have more than three years of experience in procurement and/or materiel management. What certification level can I apply for?

You must first apply for **Certification Level I** and meet those requirements, even if you meet the requirements outlined in the *Standard for Competencies* for **Certification Level II or III**.

15. What courses are required for Certification Level I and do I have to take all the courses?

The **list of courses for certification—Level I** indicates all courses that are required for Level I for the Certified Federal Specialist in Procurement (Annex A) and for the Certified Federal Specialist in Materiel Management (Annex C):

- ▶ If you are a **new employee** (three years or less of experience in your function), you **must take all the courses** listed before you can apply for certification.
- ▶ If you are an **experienced employee** (more than three years of experience in your function), you **must take Fundamentals 2: Legal and Policy Environment for PMMRP and Fundamentals 3: Life Cycle Asset Management in the Government of Canada**, and you **may request an equivalency for the other courses**. For the **Fundamentals 1: Overview Courses (one-day courses)**, you will likely have to take the courses for the two other functions in which you do not specialize.

A **course equivalency** may be granted upon written request if you have taken:

- ▶ the course listed many years ago and you provide an explanation as to how you have maintained up-to-date knowledge of the course content; or
- ▶ a course from another organization that covers the same content as the listed course; or

-
- ▶ a similar course that does not cover all of the content covered in the listed course and you can demonstrate, through written examples of relevant experience, that you possess and are applying the knowledge covered in this course.

To assist you in determining whether you have the required knowledge, you should refer to the course description to assist you in determining if you meet the course objectives and have sufficient knowledge of the topics it covers.

16. What courses are required for certification Level II and Level III and do I have to take all the courses?

For certification levels II and III, you must first be certified at Level I in order to apply. The **list of courses for certification—Level II and Level III** indicates all courses that are required for Level II for the Certified Federal Specialist in Procurement (Annex B) and for the Certified Federal Specialist in Materiel Management (Annex D). However, you may request a **course equivalency** if you meet the requirements outlined in Q&A 15.

17. I have completed the courses required for certification and meet the knowledge and experience requirements in the Standard. How do I now get certified?

You must now apply for certification and submit the **application for certification designation form, candidate achievement record, and record of learning**, including **copies of course certificates**. Detailed instructions and forms are found in the CGSB *Certification Application and Maintenance Handbook*. You will also be required to write a **knowledge exam** (see Q&A 20).

In the **candidate achievement record**, you will be asked to give examples of situations that demonstrate you meet the competencies and experience requirements outlined in the Standard for the competencies listed under the personal and interpersonal; business perspective; leadership and management; and functional competency clusters at the requested level. You and your supervisor or manager must sign to attest that this information is valid.

For the **course requirements**, you must complete the **record of learning** for the courses required for certification and provide a copy of your **course certificates**. If you are unable to find the course certificates, you will have to provide a list of the courses and the dates they were taken. If you are requesting equivalency status, you must provide a written explanation to demonstrate that you have taken a similar course and/or have acquired the knowledge through experience and/or another source.

Applications are valid for 24 months from the date you receive written results from CGSB of the assessment of your documents by the Certification Manager and the Certification Review Panel. You will be notified that you either meet all the requirements and can proceed to the exam phase or that you need to submit additional information.

If you meet the requirements for certification in both procurement and materiel management and wish to be certified in both functions, you will need to submit the required documents for each of these certification streams and take both knowledge exams.

18. Where do I submit my application for certification designation?

Once you are satisfied that you have completed and gathered all the necessary documents, submit your certification application package to the CGSB, the certification body. They will then enter your application into the system and process it. The CGSB also maintains a confidential list of all certified persons, their certification level, and their certification status. The CGSB Web site lists all valid certification numbers.

Evaluation Process for Certification

19. How and by whom will my application for certification be evaluated?

Your application and supporting documentation will be reviewed by the **CGSB Certification Manager** and the **Certification Review Panel** to see if it is complete and accurate, and complies with the requirements of the Manual and the *Certification Application and Maintenance Handbook*.

If you meet the requirements, the Certification Manager and Review Panel will recommend that you proceed to the knowledge exam stage. If you **do not meet** the requirements, you will receive written notice from the CGSB as to what you will need to submit in order to complete the assessment of your application in order for you to proceed to the exam stage.

20. Do I have to write an exam?

Yes. After your application has been assessed by the Certification Manager and the Certification Review Panel and you have been informed by the CGSB that you meet the requirements, you will have to take the **knowledge exam** for the certification stream (procurement or materiel management) for which you are applying.

The knowledge exam assesses the knowledge requirements outlined in the Standard and covers the functional competency cluster. It does not cover the other three competency clusters—personal and interpersonal; business perspective; and leadership and management, which will be assessed through the candidate achievement record.

Functional knowledge exams will be scheduled two to three times per year. In the National Capital Region, one will be held during the week of the Materiel Management Institute's National Workshop (in May), in September, and in January. In the regions, exams will be held twice a year, in the spring and fall. Exam dates and locations are posted on the CGSB Web site. You must successfully complete the exam within 24 months of the date of validity of the application.

However, if there are circumstances **beyond your control** that prevent you from taking the exam (leave of absence for example), you may submit a written request for an extension with supporting documentation that is validated by your supervisor.

If you have special needs and require special accommodations to write the exam, please indicate this on the application for certification designation form so that your needs may be met.

21. What if I do not pass the knowledge exam?

If you do not obtain the minimum required score on the knowledge exam, you may retake the exam after a minimum period of three months. If you fail a second time, you must then wait an additional six months before being allowed to retake the exam for the third and final time. You must take the third and final exam within 24 months of the date of your initial application.

If you fail the exam for the third time, you will need to re-apply for certification. You will also have to wait 24 months after you have received notification that you were unsuccessful for the third time before you are able to submit a new application.

22. When do I receive my certification designation?

Upon successful completion of the knowledge exam and approval by the CGSB, you will receive a certificate that will specify the professional designation and certification level you have been granted. There are **two professional designations** that correspond to the two functional competency clusters: procurement function and materiel management function:

- ▶ **Certified Federal Specialist in Procurement—CFSP**
- ▶ **Certified Federal Specialist in Materiel Management—CFSMM**

The certificate will indicate a certification number that you will need to refer to for maintaining and/or applying for a higher level of certification.

Certification Maintenance and Recertification Requirements

23. Why is it important that I maintain my level of certification?

We work in a constantly evolving environment in which new programs, legislation, policies, procedures, and systems are introduced and/or existing ones revised. This often results in a need to update and upgrade your skills, knowledge, and experience through participation in professional and personal development activities in order to maintain a high level of professional competency. Regular confirmation that you are participating in these activities demonstrates that you are keeping abreast of the most current developments in your profession and in the federal Public Service.

24. What steps do I take to maintain my level of certification?

Your certification level is valid for a period of **five years, subject to certain conditions, provided you meet the maintenance requirements during this five-year period**. To maintain your professional designation, you must participate in professional development activities on an ongoing basis and may be required to take any courses that are developed in response to new policy or program requirements. You will be required to confirm your continued compliance five years after your effective date of certification. Points are awarded for each type of activity. The required number of points you need to accumulate over the five-year period is listed in the **Maintenance Activity Schedule** for each level.

This schedule describes the activities that earn points, the maximum points per activity, and the minimum points required and it allows you to record the points you have earned. The type and amount of activities you will need to participate in have been designed to provide equal opportunity for all certified personnel to participate. The CGSB will send you periodic reminders during the five years so that you can ensure you are participating in the required activities on an ongoing basis.

25. What is involved in recertification?

Ninety days before you need to be recertified, you will be sent a reminder notice by the CGSB to submit your completed **five-year maintenance activity report** showing that you meet the activity schedule requirements.

Or you may submit a written request to take the **knowledge exam**, if you have been unable to participate in the required number of maintenance activities due, for example, to a leave of absence or temporary career change during this five-year period. The exam must be taken within 12 months of the date when the CGSB notifies you of your recertification requirements.

If you do not pass the exam on your first attempt, you will be entitled to write the exam a second time. A second failure will result in suspension of your certification.

Requirements to Upgrade the Certification Level

26. What is the process to be certified at Level II and Level III?

Once you have been certified at Level I and you meet the years of experience requirements outlined in the Standard, you may apply for Level II certification. The same applies for upgrading from Level II to Level III.

The application process is similar to the process for initial certification at Level I. You will be required to submit the following forms and documents to the CGSB (see the *Certification Application and Maintenance Handbook* for instructions and forms):

- ▶ a completed and signed **application for certification designation**;
- ▶ a completed and signed **candidate achievement record**; and
- ▶ a completed **record of learning** for the courses required for the certification level applied for and a copy of the course certificate confirming successful completion of each course.

Upon successful assessment of these documents, you will be notified by CGSB that you are eligible to take the knowledge exam for the level you have applied for.

Failure to Meet Certification Requirements

27. Can my certification be suspended and for what reasons?

The following are the most common reasons why a person's certification may be suspended; however, there may be others. You will receive written notice from CGSB that your **certification status is temporarily invalid if you have not:**

- ▶ met the minimum maintenance point requirements or have not provided the proper documentation at the end of the five-year maintenance period;
- ▶ passed the recertification exam for the second time; or
- ▶ met any other requirements of the Standard, the *Certification Program Manual*, or the *Certification Application and Maintenance Handbook*.

Should any of these situations occur, you will have 12 months from the date of notification by the CGSB to take the appropriate corrective action. Once the corrective action has been taken, the CGSB will reinstate your certification status.

28. Can my certification be revoked?

Certification is an honour and a privilege granted to those who have earned the right to use it. The *Values and Ethics Code for the Public Service* sets forth the values and ethics of public service to guide and support public service employees in all their professional activities and sets out conflict of interest and post-employment measures. The Code requires all employees to be governed by the highest ideals of honour and integrity. Misrepresentation of one's credentials is a breach of the Code.

The CGSB will revoke the certification of any certified person who demonstrates an inability or unwillingness to respect the Code, fails to carry out actions required by the CGSB, commits fraud or falsifies documents, or demonstrates an inability or unwillingness to meet the maintenance and/or recertification requirements.

Revocation of your certification means you will not be allowed to re-apply for certification for a period of five years.

29. Can I voluntarily suspend or withdraw my certification?

Yes. For example, you may wish to **suspend your certification** if you are on personal leave and are unable to meet the maintenance requirements. In this case, you must notify CGSB in writing indicating the time frame and reason. Upon your return, you must notify CGSB, which will then amend your certification record in terms of maintenance and recertification requirements, to reflect the suspension period.

You can **withdraw your certification** by submitting a request to the Certification Manager in writing. If you withdraw your certification, it means that you no longer meet the certification or maintenance requirements. If you want to **re-apply for certification**, you will be required to go through the complete application and exam process.

Handling Disputes

30. What are the steps in disputing a decision made by the CGSB?

If you want to request clarification of a decision made by the CGSB regarding your certification application, designation, maintenance, or recertification, you should submit a written request to the Certification Manager.

The handling of disputes will embrace the informal conflict management process of the *Public Service Modernization Act* (see http://www.hrma-agrh.gc.ca/hrmm-mgrh/psma-lmfp/psma_e.asp).

You may also appeal any decision made by the CGSB, as per the CGSB Conformity Assessment Division appeal process, available from the CGSB.

When Changes Occur

31. How do I change the information on my file?

You must notify the Certification Manager concerning changes to personal information, such as name, telephone number, department, etc. and of any changes that could affect the following:

- ▶ your ability to meet the requirements for your level of certification;
- ▶ your ability to meet the requirements to maintain your current level of certification; or
- ▶ your ability to meet recertification requirements.

The Certification Manager will then review this information to see if it would affect your status as a certified person. Based on this review, you may be required to submit a revised candidate achievement record and any other documents, as requested, to confirm compliance with the PDCP. You may also be required to take the knowledge exam for the level in question.

Privacy and Disclosure

32. What happens to the information I provide to become certified?

The CGSB follows all federal government privacy policies in handling your application and other documents you provide. Information is provided to the Review Panel for assessment purposes only. Federal employees who sit on the Review Panel must keep all information confidential, according to the *Access to Information Act* and the *Privacy Act*.

The CGSB publishes the certification designation numbers that have been granted and are valid. The status of certification is updated periodically and shows the expiry date of certification. The CGSB will also confirm the status of a certificate if a written request is received from a federal government manager.

Costs for Certification

33. What does certification cost?

Course costs for new employees (less than three years' experience):

- | | |
|-------------------------------|-----------------------|
| ▶ Procurement Level I | approximately \$3,400 |
| ▶ Materiel Management Level I | approximately \$2,650 |

Course costs for experienced employees (more than three years' experience):

The total cost of courses required for experienced employees will vary, depending on their individual learning requirements and the number of course equivalencies they may be granted. Costs for courses are found on the Canada School of Public Service and PWGSC Web sites. The following costs are based on an employee having to take all the courses indicated on the lists of courses for certification:

▶ Procurement Level I	max. \$3,400
▶ Procurement Level II/III	max. \$7,000
▶ Materiel Management Level I	max. \$2,650
▶ Materiel Management Level II/III	max. \$6,495

Application Fees

Initial—Level I	\$250
Upgrade of Certification—Level II	\$250
Upgrade of Certification—Level III	\$250
Maintenance/Recertification for your current level (every five years)	\$200

Annex A: Courses for Certification—Certified Federal Specialist in Procurement—Level I

A.1 New Employees

A **new employee** is defined as an employee who is **newly appointed** to a position in the procurement function or an employee who has **three years' or less** experience in procurement. **All courses** on the chart **are mandatory (required)**; **no equivalency** will be granted, unless indicated by “or a departmental equivalent.”

Learning Path

To assist you in determining which courses to start with, the following is suggested, based upon availability and individual needs. It should be noted that the Canada School of Public Service will subsidize the Fundamentals courses for fiscal years 2006–07 and 2007–08.

1. In the first and second years:

- ▶ Fundamentals 1: Introduction to Procurement
- ▶ Fundamentals 2: Legal and Policy Environment for PMMRP
- ▶ Ethics, the Code, and Decision Making
- ▶ Introduction to Commodity Management
- ▶ Fundamentals 3: Life Cycle Asset Management in the Government of Canada
- ▶ Developing a Statement of Work and Selection Criteria
- ▶ Fundamentals 1: Overview of Materiel Management
- ▶ Fundamentals 1: Overview of Real Property Management

2. During the third year:

- ▶ Writing for Results
- ▶ Introduction to Risk Management
- ▶ Contract Management
- ▶ Bid Evaluation and Contractor Selection Methodology
- ▶ **One** of the following courses: Green Procurement; Procurement Strategies for Aboriginal Business; Disposal of Surplus Moveable Crown Assets and Investment Recovery

A.2 Experienced Employees

An **experienced employee** is defined as an employee with more than three years' experience in the procurement function. Of the courses listed on the chart, **Fundamentals 2 and Fundamentals 3 are mandatory (required)**; no equivalency will be granted.

The Fundamentals 1: Overview of Materiel Management and Overview of Real Property courses may be required, depending on your proficiency level (knowledge and experience) in these two functions. For these two Overview courses and all others listed in the chart, **you may request an equivalency** if you have taken a similar course and/or you can demonstrate, through written examples of relevant experience, that you possess and apply the knowledge gained in this course.

List of Courses for Certification

Certified Federal Specialist in Procurement—Level I

<ul style="list-style-type: none"> ▶ New employees: employees with three years or less of public purchasing experience (two of which are at the federal level): all courses are required; no equivalency will be granted unless indicated ▶ Experienced employees: employees with more than three years' experience: *Fundamentals 2 and 3 are required; an equivalency may be granted for the remaining courses upon request 			
Functional Competencies	Personal and Interpersonal Competencies	Business Perspective Competencies	Leadership and Management Competencies
Fundamentals 1: Introduction to Procurement CSPS-M718 (3 days)	Ethics, the Code, and Decision Making	*Fundamentals 2: Legal and Policy Environment for PMMRP CSPS-M714 (2-day course and e-learning tool)	*Fundamentals 3: Life Cycle Asset Management in the Government of Canada CSPS-M716 (3 days)
Fundamentals 1: Overview of Materiel Management CSPS-M705 (1 day)	Writing for Results CSPS-T007 (3 days) OR a departmental equivalent	Introduction to Risk Management CSPS-C210 (1 day)	
Fundamentals 1: Overview of Real Property Management CSPS-M005 (1 day)			
Introduction to Commodity Management PWGSC (1 day)			

List of Courses for Certification

Certified Federal Specialist in Procurement—Level I

<ul style="list-style-type: none"> ▶ New employees: employees with three years or less of public purchasing experience (two of which are at the federal level): all courses are required; no equivalency will be granted unless indicated ▶ Experienced employees: employees with more than three years' experience: *Fundamentals 2 and 3 are required; an equivalency may be granted for the remaining courses upon request 			
Functional Competencies	Personal and Interpersonal Competencies	Business Perspective Competencies	Leadership and Management Competencies
Developing a Statement of Work and Selection Criteria CSPS-M711 (3 days)			
Bid Evaluation and Contractor Selection Methodologies PWGSC-6201 (4 days)			
Contract Management PWGSC			
ONE of the following: Green Procurement PWGSC-6084 (1 day) Procurement Strategies for Aboriginal Business (1 day) Disposal of Surplus Moveable Crown Assets and Investment Recovery CSPS-M715 (2 days)			

Annex B: Courses for Certification—Certified Federal Specialist in Procurement—Level II

All courses on the chart are mandatory (required); however, you may request an equivalency if you have taken a similar course and/or you can demonstrate, through written examples of relevant experience, that you possess and apply the knowledge gained in this course.

Learning Path—Level II

To assist you in determining which courses to start with, the following are suggested, based upon availability and individual needs:

- ▶ Negotiating Skills;
- ▶ Project Management; and
- ▶ Preparing a Business Case.

All other courses listed should be taken in order of your own learning priorities and work-related requirements.

List of Courses for Certification Certified Federal Specialist in Procurement—Level II

All courses are mandatory (required); however, course equivalencies may be granted upon request.			
Functional Competencies	Personal and Interpersonal Competencies	Business Perspective Competencies	Leadership and Management Competencies
TWO of the following: Contracting for Services PWGSC-6081 (3 days) Complex Procurement PWGSC (5 days) Limitation of Liability CSPS (1 day) Intellectual Property (1 day)	Negotiating Skills CSPS-T006 (3 days)	Preparing a Business Case CSPS-C220 (2 days) Fundamentals of Budget Formulation and Control CSPS-F002 (3 days) Strategic and Operational Planning CSPS-R902 (2 days)	Project Management CSPS-R901 (5 days)
			ONE of the following: Managing Public Funds CSPS-G243 (3 days) Integrated Resource Management CSPS-G210 (3 days)

Annex C: Courses for Certification—Certified Federal Specialist in Materiel Management—Level I

C.1 New Employees

A **new employee** is defined as an employee who is **newly appointed** to a position in the materiel management function or an employee who has **three years’ or less** experience in materiel management. **All courses** on the chart **are mandatory (required)**; **no equivalency** will be granted, unless indicated by “or a departmental equivalent.”

Learning Path

To assist you in determining which courses to start with, the following are suggested, based upon availability and individual needs:

1. In the first and second years:

- ▶ Fundamentals 1: Introduction to Materiel Management
- ▶ Fundamentals 2: Legal and Policy Environment for PMMRP
- ▶ Ethics, the Code, and Decision Making
- ▶ Disposal of Surplus Moveable Crown Assets and Investment Recovery
- ▶ Fundamentals 1: Overview of Procurement
- ▶ Fundamentals 1: Overview of Real Property Management
- ▶ Fundamentals 3: Life Cycle Asset Management in the Government of Canada
- ▶ A course in one of the following areas: Fleet Management; Logistics; Inventory Management, Warehousing

2. During the third year:

- ▶ Writing for Results
- ▶ Introduction to Risk Management
- ▶ Developing a Statement of Work and Selection Criteria
- ▶ **One** of the following courses: Green Procurement; Procurement Strategies for Aboriginal Business; Introduction to Commodity Management

C.2 Experienced Employees

An **experienced employee** is defined as an employee with more than three years' experience in the materiel management function. Of the courses listed on the chart, **fundamentals 2 and fundamentals 3 are mandatory (required)**; no equivalency will be granted.

Fundamentals 1: Overview of Procurement and Overview of Real Property Management may be required, depending on your proficiency level (knowledge and experience) in these two functions. For these two Overview courses and all others listed on the chart, **you may request an equivalency** if you have taken a similar course and/or you can demonstrate, through written examples of relevant experience, that you possess and apply the knowledge gained in this course.

List of Courses for Certification

Certified Federal Specialist Materiel Management—Level I

<ul style="list-style-type: none"> ▶ New employees: employees with three years or less of materiel management experience (two of which are at the federal level): all courses are required; no equivalency will be granted unless indicated ▶ Experienced employees: employees with more than three years' experience: *Fundamentals 2 and 3 are mandatory (required); an equivalency may be granted for the remaining courses upon request 			
Functional Competencies	Personal and Interpersonal Competencies	Business Perspective Competencies	Leadership and Management Competencies
Fundamentals 1: Introduction to Materiel Management CSPS-M704 (3 days)	Ethics, the Code, and Decision Making CSPS-P011 (1 day) OR a departmental equivalent	*Fundamentals 2: Legal and Policy Environment for PMMRP CSPS-M714 (2-day course and e-learning tool)	*Fundamentals 3: Life Cycle Asset Management in the Government of Canada CSPS-M716 (3 days)
Fundamentals 1: Overview of Procurement CSPS-M719 (1 day)	Writing for Results CSPS-T007 (3 days) OR a departmental equivalent	Introduction to Risk Management CSPS-C210 (1 day)	
Fundamentals 1: Overview of Real Property Management CSPS-M005 (1 day)			
Developing a Statement of Work and Selection Criteria CSPS-M711 (3 days)			

List of Courses for Certification

Certified Federal Specialist Materiel Management—Level I

<ul style="list-style-type: none"> ▶ New employees: employees with three years or less of materiel management experience (two of which are at the federal level): all courses are required; no equivalency will be granted unless indicated ▶ Experienced employees: employees with more than three years' experience: *Fundamentals 2 and 3 are mandatory (required); an equivalency may be granted for the remaining courses upon request 			
Functional Competencies	Personal and Interpersonal Competencies	Business Perspective Competencies	Leadership and Management Competencies
Disposal of Surplus Moveable Crown Assets and Investment Recovery CSPS-M715 (2 days)			
Introduction to Commodity Management PWGSC (1 day)			
ONE of the following: Green Procurement: A Guide to Buying Green PWGSC-6089 (e-learning) Green Procurement PWGSC-6084 (1 day) Procurement Strategies for Aboriginal Business PWGSC			
A course in one of the following areas: Fleet Management, Logistics, Inventory Management, Warehousing			

Annex D: Courses for Certification—Certified Federal Specialist in Materiel Management—Level II

All courses on the chart are mandatory (required); however, you may request an equivalency if you have taken a similar course and/or you can demonstrate, through written examples of relevant experience, that you possess and apply the knowledge presented in this course.

Learning Path

To assist you in determining which courses to start with, the following are suggested, based upon availability and individual needs:

- ▶ Government Accounting Concepts and Principles;
- ▶ Negotiating Skills;
- ▶ Project Management; and
- ▶ Preparing a Business Case.

All other courses listed should be taken in order of your own learning priorities and work-related requirements.

List of Courses for Certification Certified Federal Specialist in Materiel Management—Level II/III

All courses are required; however, course equivalencies may be granted upon request.			
Functional Competencies	Personal and Interpersonal Competencies	Business Perspective Competencies	Leadership and Management Competencies
Government Accounting Concepts and Principles CSPS-F104 (2 days)	Negotiating Skills CSPS-T006 (3 days)	Preparing a Business Case CSPS-C220 (2 days)	Project Management CSPS-R901 (5 days)
ONE of the following: Contracting for Services PWGSC-6081 (3 days) Contract Management PWGSC (1 day)		Fundamentals of Budget Formulation and Control CSPS-F002 (3 days) Strategic and Operational Planning CSPS-R902 (2 days)	ONE of the following: Managing Public Funds CSPS-G243 (3 days) Integrated Resource Management CSPS – G210 (3 days)

Annex E: Certification Maintenance Activity Schedule— Level I

POINTS MUST BE OBTAINED IN EACH OF THE TWO SECTIONS OVER A FIVE-YEAR PERIOD FROM THE DATE OF CERTIFICATION.

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 1. CONTINUOUS LEARNING, COMMITTEES, WORKING GROUPS				
1.1	Successful completion of a federal public service course or workshop (minimum one day) equivalent to the learning solutions identified in the PDCP curriculum	1 pt / day	9	
1.2	Successful completion of a course or workshop (minimum one day) offered by a professional organization or institute (topics must pertain to the core and functional competencies outlined in the CGSB <i>Standard for Competencies of the Procurement, Materiel Management and Real Property Community</i>)	1 pt / day	4	
1.3	Participation in a Life Cycle Asset Management ¹ annual conference/workshop relevant to the procurement, materiel management, or real property functions	1 pt / day	6	
1.4	Speaker, moderator, or facilitator at an annual conference or workshop hosted by the federal Public Service or a professional organization on a topic pertaining to Life Cycle Asset Management	2	4	
1.5	Contribution to the development of material for a workshop, seminar, or course on topics related to the procurement, materiel management, or real property functions	1	2	
1.6	Participation in other learning events such as lunch meetings, information sessions, presentations, e-learning, etc.	1	2	
1.7	Member of an intra- or interdepartmental co-ordinating, advisory, or planning committee or working group in the procurement, materiel management, or real property fields of expertise	2	6	

¹ Life cycle management of assets (both movable and fixed assets, and goods and services): all aspects of asset management, from assessing and planning of requirements to acquisition, operations, use, management, maintenance, and disposal.

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 1. CONTINUOUS LEARNING, COMMITTEES, WORKING GROUPS				
1.8	Participation in a committee/working group for the development of a policy, framework, guideline, program, or initiative relevant to Life Cycle Asset Management and the Community	2	6	
1.9	Formal mentoring or coaching	1	1	
Section 1—TOTAL POINTS EARNED				
Section 1—MINIMUM POINTS REQUIRED				24
Section 1—MAXIMUM POINTS ALLOWED				40

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 2. SERVICE				
2.1	Publication of an article on a Life Cycle Asset Management-related topic in a publication or on a Web site, e.g. SUMMIT, <i>Journal of Public Procurement</i> , MMI, NIGP, PMAC, CPPC	2	2	
2.2	Recipient of a recognition award from an association or professional organization/institute or within the federal government for notable achievement in Life Cycle Asset Management	1	2	
2.3	Member of a co-ordinating or planning committee, or board member for a professional institute, e.g. MMI, RPIC, PMAC, NIGP, CPPC, NCMA	2	2	
2.4	Contribution to the development and/or enhancement of a community knowledge management database, e.g. on-line information database; on-line policy manual; departmental reporting or tracking systems	1	2	
2.5	Participation in an initiative in procurement, contracting, warehouse functions, asset management processes, inventory management and/or control processes or the records management process	3	6	
2.6	Participation in the development of a new method of supply/procurement methodology, new bid evaluation technique, etc.	3	6	

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 2. SERVICE				
2.7	Participation in a dispute process related to a CITT challenge or dispute	1	1	
Section 2—TOTAL POINTS EARNED				
Section 2—MINIMUM POINTS REQUIRED				12
Section 2—MAXIMUM POINTS ALLOWED				21

SECTIONS 1 and 2—TOTAL OVERALL POINTS	MINIMUM REQUIRED 36	MAXIMUM ALLOWED 61	TOTAL POINTS EARNED
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Annex F: Certification Maintenance Activity Schedule— Level II and III

POINTS MUST BE OBTAINED IN EACH OF THE TWO SECTIONS OVER A FIVE-YEAR PERIOD FROM THE DATE OF CERTIFICATION.

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 1. CONTINUOUS LEARNING, COMMITTEES, WORKING GROUPS				
1.1	Successful completion of a federal public service course or workshop (minimum one day) equivalent to the learning solutions identified in the PDCP curriculum	1 pt / day	3	
1.2	Successful completion of a course or workshop (minimum one day) offered by a professional organization or institute (topics must pertain to the core and functional competencies outlined in the CGSB <i>Standard for Competencies of the Procurement, Materiel Management and Real Property Community</i>)	1 pt / day	4	
1.3	Participation in a Life Cycle Asset Management professional annual conference/workshop relevant to the procurement, materiel management, or real property functions	1 pt / day	4	
1.4	Speaker, moderator, or facilitator at an annual conference or workshop hosted by a professional organization on a topic pertaining to Life Cycle Asset Management	2	4	
1.5	Instructor of a course on a Life Cycle Asset Management-related subject for a professional or educational organization (eight or more hours of instruction)	2	6	
1.6	Instructor of a course/workshop/seminar on an aspect of Life Cycle Asset Management for specific in-house (departmental or agency) use	2	6	
1.7	Instructor of a federal public service Life Cycle Asset Management workshop, seminar, or course	2	6	
1.8	Development of a workshop, seminar, or course on a business-related subject for a professional or learning organization	2	4	
1.9	Contribution to the development of material for a workshop, seminar, or course	1	3	
1.10	Member of an intra- or interdepartmental co-ordinating, advisory, or planning committee or working group in the field of Life Cycle Asset Management	3	3	

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 1. CONTINUOUS LEARNING, COMMITTEES, WORKING GROUPS (cont'd)				
1.11	Member of a co-ordinating or planning committee or board member for a procurement, materiel management, or real property professional institute or association	1	1	
1.12	Leader of a committee or working group for the development of a new policy, framework, guideline, best practices, etc. in procurement, materiel management, or real property	2	2	
1.13	Participation in a committee/working group for the development of a new policy, framework, guideline, program, or initiative relevant to Life Cycle Asset Management and the Community	2	2	
Section 1—TOTAL POINTS EARNED				
Section 1—MINIMUM POINTS REQUIRED				30
Section 1—MAXIMUM POINTS ALLOWED				48

ACTIVITY		Points per Activity	Max. Points Allowed	Points Earned/ Dates
SECTION 2. SERVICE				
2.1	Mentor for a mentoring program for development of new professionals	1	1	
2.2	Lead role in a departmental (headquarters or regional) project or initiative in an area of expertise, e.g. assessment of contracting in regions OR integrating contract/materiel/assets and financial data in a common database in the department	2	4	
2.3	Lead role in the development of a new initiative in one or more of the following: procurement, contracting, warehouse functions, asset management processes, inventory management and/or control processes, fleet, disposal	2	4	
2.4	Lead role in the development of a new policy initiative, method of supply/procurement methodology, new bid evaluation technique, new asset management processes, etc.	2	4	

Activity		Points per Activity	Max. Points Allowed	Points Earned /Dates
2. SERVICE (cont'd)				
2.5	Participation in a new initiative in one or more of the following: procurement, contracting, warehouse functions, asset management processes, inventory management and/or control processes, fleet, disposal	2	4	
2.6	Participation in the development of a new method of supply/procurement methodology, new bid evaluation technique, new asset management process, etc.	2	4	
2.7	Participation in the process related to a CITT challenge or dispute	1	1	
2.8	Publication of an article on a Life Cycle Asset Management-related topic in a publication or on a Web site (e.g. SUMMIT, <i>Journal of Public Procurement</i> , MMI, NIGP, PMAC, CPPP, etc.)	1	1	
2.9	Recipient of a recognition award from an association or professional organization or institute for notable achievement in Life Cycle Asset Management	1	1	
2.10	Preparation of a significant position paper on a Life Cycle Asset Management-related topic	1	1	
Section 2—TOTAL POINTS EARNED				
Section 2—MINIMUM POINTS REQUIRED				15
Section 2—MAXIMUM POINTS ALLOWED				25
SECTIONS 1 and 2—TOTAL OVERALL POINTS		MINIMUM REQUIRED	MAXIMUM ALLOWED	TOTAL POINTS EARNED
		45	73	

Annex G: Summary Chart—Steps to Certification

Step	What is required	Why this is important	Where to find information
A. GETTING STARTED			
STEP 1 Q&A 9	Develop a competency profile and assess your competencies	<ul style="list-style-type: none"> ▶ Determine the competencies required to perform your responsibilities ▶ Assess your proficiency level ▶ Identify knowledge and skills gaps ▶ Provide links to learning solutions recognized by the PDCP 	Core Competency Profile and Assessment Tool
STEP 2 Q&A 10	Develop an individual learning plan Consult the list of courses for certification	<ul style="list-style-type: none"> ▶ Identify courses, projects, and other learning opportunities to address knowledge and skills gaps ▶ Provide a learning plan for two years ▶ Determine what courses you will need to take for certification and for which ones you may be able to request an equivalency 	PDCP curriculum of courses <i>Certification Program Manual—Annexes A to D</i>
STEP 3 Q&A 5, 6, 11	Review the Standard for Competencies	<ul style="list-style-type: none"> ▶ Familiarize yourself with the knowledge and experience requirements for your level of proficiency 	<i>CGSB Standard for Competencies</i>

Step	What is required	Why this is important	Where to find information
B. REQUIREMENTS FOR CERTIFICATION DESIGNATION			
STEP 4 Q&A 12	Complete and submit a certification program enrolment form Include a completed record of learning and an approved two-year course plan	<ul style="list-style-type: none"> ▶ CGSB enters applicants in the Program and plans assessment activities according to the anticipated annual participation rate and projected certification dates ▶ CGSB assesses requests for course equivalencies and advises candidates of courses required for certification ▶ CGSB provides a roll-up of courses to CSPS to assist in developing a course schedule to meet demands in the NCR and regions 	<i>CGSB Certification Application and Maintenance Handbook</i>
STEP 5 Q&A 15, 16, 17	Complete and submit an application for certification designation form and supporting documents to CGSB <ul style="list-style-type: none"> ▶ Candidate achievement record ▶ Record of learning ▶ Copies of course certificates 	<ul style="list-style-type: none"> ▶ Formal application for certification assessment ▶ Verification that you meet all requirements and are ready to apply for certification ▶ Documents signed by you and your manager to verify that your experience and other information is valid ▶ Ensure you have taken all courses for certification and submit copies of course certificates and/or justification for equivalency 	<i>CGSB Certification Application and Maintenance Handbook Certification Program Manual</i>
STEP 6 Q&A 19	Assessment of the application package by the CGSB Certification Manager and Review Panel	<ul style="list-style-type: none"> ▶ To assess information submitted to ensure it complies with requirements in the Standard, the <i>Certification Program Manual</i>, and Handbook ▶ The Certification Manager advises candidates that they are eligible to proceed to the knowledge exam or advises that additional information is required before they can take the exam 	<i>Standard for Competencies Certification Program Manual Certification Application and Maintenance Handbook</i>

Step	What is required	Why this is important	Where to find information
B. REQUIREMENTS FOR CERTIFICATION DESIGNATION (cont'd)			
STEP 7 Q&A 20	Write the knowledge exam at sites across Canada	<ul style="list-style-type: none"> ▶ To assess that you meet the knowledge requirements for the functional competencies ▶ Required to complete the certification process 	<i>Standard for Competencies</i>
STEP 8 Q&A 21	Re-write exam	<p>If you do not meet the minimum score on the first attempt:</p> <ul style="list-style-type: none"> ▶ You may retake the exam for the second time after three months ▶ On the third attempt, you may retake the exam for the final time after six months ▶ Must complete all rewrites within 24 months of the date of application for certification 	<i>Certification Program Manual</i> <i>Certification Application and Maintenance Handbook</i>
STEP 9 Q&A 22	CGSB certification designation	<p>Upon successful completion of the knowledge exam, CGSB grants certification designation at the level achieved:</p> <ul style="list-style-type: none"> ▶ Certified Federal Specialist in Procurement—CFSP ▶ Certified Federal Specialist in Materiel Management—CFSMM 	<i>Certification Program Manual</i> <i>Certification Application and Maintenance Handbook</i>

Step	What is required	Why this is important	Where to find information
CERTIFICATION MAINTENANCE and RECERTIFICATION REQUIREMENTS			
STEP 10 Q&A 23, 24	<ul style="list-style-type: none"> ▶ Participate in professional development activities yearly ▶ Take any new courses required ▶ Submit a maintenance activity report within five years of the certification date 	<p>For continuous learning and to stay up-to-date on new policies, procedures, etc.</p> <ul style="list-style-type: none"> ▶ To continue to develop competencies, knowledge, and experience ▶ To take courses and participate in other learning activities to maintain the certification level and/or work toward the next level 	<p><i>Certification Program Manual</i>—Annex E and F</p> <p>PDCP list of courses for certification</p>
STEP 11 Q&A 25	<p>Submit the Maintenance Activity Report and documents</p> <ul style="list-style-type: none"> ▶ To request re-certification ▶ Take the exam if you have requested this option 	<p>Initial certification valid for five years only and must be re-assessed</p> <ul style="list-style-type: none"> ▶ Evolving and/or new policies, procedures, courses, etc., require you to keep abreast of current developments in your profession and in the Public Service ▶ If unable to meet maintenance requirements due to leave of absence for example, you may take the knowledge exam (twice) 	<p><i>Certification Program Manual</i></p> <p>Written notification from the Certification Manager</p> <p>PDCP list of courses for certification</p> <p>PDCP Web site Info-Updates</p>