

KPPA ANNOUNCES SPRING NIGP REVIEW CLASSES

CPPB Review April 27-28, 2009

CPPO Review April 29-30, 2009

KPPA is proud to offer two separate National Institute for Governmental Purchasing (NIGP) review courses scheduled for April 27-30, 2009. Both review sessions will be held at the Transportation Cabinet located at 200 Mero Street, Frankfort KY 40622. You must be a member of the NIGP to receive the NIGP Member rate and provide your NIGP Pin # on the registration form.

Don't miss out on this wonderful professional development opportunity! **Registration deadline is March 19, 2009.** A continental breakfast will be provided on the first day of each review session. Coffee, sodas and water will be provided on each day of class. If you have any questions, please contact Jackie Watkins (502-564-6746) or Ben McCray (502-564-4630).

If you are from out of town, the Capital Plaza Hotel is within a comfortable walking distance with government employee rates available. Hotel reservations can be made by calling 502-227-5100 or visiting their website at <http://www.capitalplazaky.com>. Advise the hotel that you are participating in the KPPA/NIGP training. You are responsible for making your own overnight accommodation reservations

CPPB Review Class

(2-day seminar)

Instructor: Mr. K.J. Grant, CPPO, M.Ed., Med/Arb

Date(s): April 27-28, 2009

Time: 8:00a.m. – 4:30 p.m.

NIGP Member Cost: \$360

Non-NIGP Member Cost: \$500

Contact Hours: 16 hours

UPPCC Re-Certification Points: 2

Course Objective and Intended Outcomes:

In an effort to prepare candidates for the computer-based CPPB exam containing 175 questions, this course provides a review that addresses key information on topics identified in the 2008 UPPCC Body of Knowledge. Considered as a tool to help the student in assessing their own strengths and weaknesses, as they relate to the subject matter, this course is only a part of the candidates overall study plan for preparation. Participation in this class does not guarantee success on the examination.

Course Syllabus:

This course addresses the 10 domain areas identified in the Body of Knowledge.

- ▶ Administration aspects of purchasing (19%)
- ▶ Procurement requests (17%)
- ▶ Solicitation and evaluation of bids/proposals (20%)
- ▶ Supplier analysis (8%)
- ▶ Negotiation process (3%)
- ▶ Contract award and administration (18%)
- ▶ Internal/external relationships (9%)
- ▶ Materials Management (2%)
- ▶ Human Resources/Personnel (2%)
- ▶ Forecasting and Strategies (2%)

CPPO Review Class **(2-day seminar)**

Instructor: Mr. K.J. Grant, CPPO, M.Ed., Med/Arb

Date(s): April 29-30

NIGP Member Cost: \$360

Time: 8:00 a.m. – 4:30 p.m

Non-NIGP Member Cost: \$500

Contact Hours: 16 hours

UPPCC Re-Certification Points: 2

Course Objective and Intended Outcomes:

In an effort to prepare candidates for the computer-based CPPO exam containing 175 questions, this course provides a review that addresses key information on topics identified in the 2008 UPPCC Body of Knowledge. Considered as a tool to help the student in assessing their own strengths and weaknesses, as they relate to the subject matter, this course is only a part of the candidates overall study plan for preparation. Participation in this class does not guarantee success on the examination.

Course Syllabus:

This course addresses the 10 domain areas identified in the Body of Knowledge.

- ▶ Administration aspects of a purchasing department (15%)
- ▶ Procurement requests (8%)
- ▶ Solicitation and Evaluation of Bids/Proposals (10%)
- ▶ Supplier Analysis (7%)
- ▶ Negotiation process (8%)
- ▶ Contract award and administration (10%)
- ▶ External/internal relationships (15%)
- ▶ Materials management (3%)
- ▶ Human Resources/Personnel (14%)
- ▶ Forecasting and strategies (10%)

KPPA/NIGP Seminar Registration Form

Please type or print all information.

Name: _____ Chapter Name: _____

Title: _____ NIGP Pin #*: _____

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

- Please note the NIGP Pin # must be provided AND membership must be active to receive the NIGP Member rate.

Indicate which course you are registering for by marking an "X" in the appropriate column below.

Course Title	Date(s)	Time	NIGP Member Rate		Non-NIGP Member Rate		NIGP/KPPA Rate* <small>If application has been filed and approved by NIGP</small>	
CPPB Review	April 27-28	8:00-4:30		\$360		\$500		\$0
CPPO Review	April 29-30	8:00-4:30		\$360		\$500		\$0

- To qualify for KPPA to cover the cost of the CPPB or CPPO exam, the individual must be a current KPPA member and also have filed and had their exam application approved by NIGP.
- If registering for KPPA to cover the NIGP member rate of the class, please attach e-mail verification from NIGP that you were approved to take the exam.

Checks, Visa, and MasterCard are acceptable forms of payment. Checks should be made payable to Kentucky Public Procurement Association.

Purchase Order Number: _____

Credit Card Number: _____

Name On Card: _____ Expiration Date: _____

Mail or Fax completed Registration Forms with Payment (If applicable) to:

Kentucky Public Procurement Association
Attn: Gary Freeland
PO Box 4183
Frankfort, KY 40604

If you have any questions, please contact Jackie Watkins (502-564-6746) or Ben McCray (502-564-4630). **Registration deadline is March 19, 2009!**