



CERTIFIED **SCHEDULES** CONTRACTS MANAGER

Join the new NCMA-Centre CSCM Certificate program and:

- Become an expert in Multiple Award Schedule contracting
- Learn to navigate the complex system of obtaining and maintaining Schedules
- Master all elements of Schedule audits

See inside for details!



Application Form

A **certified schedules contracts manager (CSCM)** shows that you are knowledgeable about all facets of managing schedule contracts, including Federal Supply Schedules and other multiple-award vehicles.

Certification is a mark of distinction. It sets the credentialed individual and his/her workplace apart from others in the same profession. A certified individual communicates that he or she has attained a certain level of expertise and is committed to maintaining the highest level of professionalism.

NCMA's certification program, in particular, sharpens candidates' focus. Certification provides a direct link between the individual in the workplace and the rest of the professional community. This link provides support, guidance, and opportunity.

Certification increases and enhances competition in the labor market. Employers also enjoy a level of assurance with respect to a certified individual's knowledge, application of that knowledge, and continued professional development.

For more information, visit our Web site at www.ncmahq.org/certification or call 800-344-8096.

CSCM ELIGIBILITY

REQUIREMENT #1: Submit this registration form with \$150 application fee.

REQUIREMENT #2: Complete the five core courses and two required audio seminars plus two electives over a five-year period. Centre Consulting's Federal Contracting Institute courses, or equivalents where applicable, may be taken in any order. Submit proof of attendance for courses taken after January 2006 to:

Kate Hood, Director of Training
 Centre Consulting, Inc.
 1953 Gallows Road
 Suite 650
 Vienna, VA 22182

CURRICULUM:

Required Courses

- Boot Camp for GSA and VA Contracting (2 days)
- Federal Contracting Basics (2 days)*
- Fundamentals of Interagency Contracting (1 day)
- Mastering GSA and VA Schedule Audits (1.5 days)
- Task/Delivery Order Contracting with Workshop (1.5 days)
- GSA/VA Contract Management Skills Audio Seminar (90 minutes)
- Non-GSA Vehicles Audio Seminar (90 minutes)

Electives *(select two)*

- Annual Review (1 day)
- Federal Contract Management and Administration (2 days)
- Fundamentals of Contract Law for Non-Lawyers (1.5 days), or DAU equivalent*
- Performance-Based Service Acquisitions (1.5 days)*

*Equivalent course from another NCMA training partner may be substituted

REQUIREMENT #3: Pass a multiple-choice exam covering material addressed in required courses. The exam may be taken as many times as necessary, in accordance with NCMA certification rules.

Certification is valid for two years, after which CSCM must attend a one-day Annual Update for CSCM Certification or two equivalent NCMA events. Recertification is valid for an additional two years. Attendance at the NCMA–Centre Consulting Federal Supply Schedule Conference may be applied toward recertification requirements.



National Contract Management Association



Certified Schedules Contracts Manager Application



This is an interactive form. Choose the hand/edit tool. Place your cursor in the first form field to begin. Tab to advance fields. Return or right click for check mark. You can not save data on this form. Please print out a second copy of your completed form for your own records. Please type or print neatly.

Personal Information

NCMA MEMBER? YES NO

CERTIFICATION/MEMBERSHIP NUMBER CHAPTER DATE OF BIRTH (REQUIRED)

PREFIX FIRST NAME MIDDLE LAST NAME NICKNAME

Primary Contact Information (Required)

HOME BUSINESS

COMPANY NAME (IF APPLICABLE) STREET ADDRESS CITY STATE ZIP

TELEPHONE FAX E-MAIL (REQUIRED)

Secondary Contact Information

HOME BUSINESS

COMPANY NAME (IF APPLICABLE) STREET ADDRESS CITY STATE ZIP

TELEPHONE FAX E-MAIL

Payment Method

CHECK ENCLOSED (PAYABLE TO NCMA) # _____ VISA MASTERCARD AMEX DISCOVER

ACCOUNT NUMBER EXPIRATION DATE TOTAL AMOUNT

NAME ON CARD SIGNATURE

Certification Information (If applicable)

CFCM EARNED DATE CFCM CERTIFICATE NUMBER

CPCM EARNED DATE CPCM CERTIFICATION NUMBER

For Office Use Only

| | | |
|----------------------|--------|---------------|
| Application Received | Notes: | Approval Date |
| Batch # | | |

NCMA Code of Ethics

Each member of the contract management profession ("the profession") accepts the obligation to continuously improve one's professional knowledge and job performance in the field of contract management, and to abide by the letter and spirit of the ethical standards set forth below.

Each member of NCMA shall:

1. Strive to attain the highest professional standard of job performance, to exercise diligence in carrying out one's professional duties, and to serve the profession to the best of one's ability.
2. Conduct oneself in such a manner as to bring credit upon the profession, as well as to maintain trust and confidence in the integrity of the contract management process.
3. Avoid engagement in any transaction that might conflict or appear to conflict with the proper discharge of one's professional duties by reason of a financial interest, family relationship, or any other circumstances.
4. Comply with all laws and regulations that govern the contract management process in the jurisdictions in which one conducts business, including protection of competition-sensitive and proprietary information from inappropriate disclosure.
5. Keep informed of developments in the contract management field, utilizing both formal training and ad hoc means, to continuously increase knowledge, skill, and professional competence.
6. Share one's knowledge and experience openly to contribute to the development of other professionals, improve performance quality, and enhance public perception of the profession.
7. Not knowingly influence others to commit any act that would constitute a violation of this code.

Application Checklist

Submitted applications and documents will NOT be returned to candidates. Be sure to make a copy of all materials for your records. Application must contain:

- Signed and completed application form
- Nonrefundable \$150 application fee

Update your primary e-mail settings to receive important e-mails from certification@ncmahq.org regarding your application status during the certification process.

Failure to submit a completed, organized, and legible application with the appropriate documentation will delay your application process. Incomplete applications will be held by NCMA for six months unless otherwise noted. Candidates who wish to apply after their application has been terminated MUST resubmit the application, application fee, and appropriate documents.

Affirmative Signature

I hereby affirm that all the statements and information set forth herein are true and correct to the best of my knowledge. I understand that any falsification or willful misrepresentation or omission tending to mislead NCMA will forfeit my rights to certification as a Certified Schedules Contracts Manager. I have read and understand the contents and professional implications of NCMA's Code of Ethics and by signing this application, agree to be bound by the Code of Ethics.

SIGNATURE

DATE

NAME TO APPEAR ON CERTIFICATE (PLEASE PRINT)

Send completed application and supporting documents to:

NCMA
Attn: Certification Department
21740 Beaumeade Circle, Suite 125
Ashburn, VA 20147

OR Fax: 703-448-0939

OR

E-mail: applications@ncmahq.org