Public Procurement Professional Certification

Thank you for your interest in the Public Procurement Professional Certification Exam Version 2. The exam is for all Utah Public Entities which must follow or has adopted to follow the Procurement Code.

Each exam is unique as the questions are pulled from a pool of questions. Each exam taker must answer 100 questions with at least 85% accuracy. This is an open book exam so open your Procurement Code as a reference guide - just like you do in real life!

You might ask, what does an open book exam prove? Glad you asked. This exam will determine your understanding of the Procurement Code layout and your ability to find answers. When facing an issue within a solicitation, it is important that you know the Procurement Code has the answers, know how to find those answers, and be able to interpret the legal jargon in which the Procurement Code is written. This exam is to display your ability to do these things.

HINTS

While these hints are important for after you are logged into the system, they are added here so that they won't be missed.

1. The test is not timed. Take your time.

2. When you see the blue dots on the Welcome screen (see right), take time to read the information about navigating the test and the difference between a circle answer box and a square answer box. It is important!

3. You are allowed 5 attempts to pass the test.

4. If you leave the test and return later, your answers will be saved but it will count as one of your five tries.

5. You step away from your computer and leave the test actively running. It will not log out for at least 28 minutes. During our trial, the Learning Management System did not log out a user even when the computer locked down for security.

6. Because this is a certification test, once you send in your answers you are done. You will not know which questions you missed, but you will be provided a summary of how many questions you missed in each Part of the Procurement Code. You can fail a section and pass the test if you have an overall score of 85%.
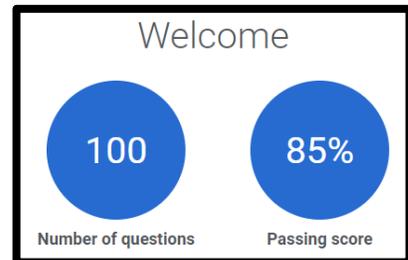
SIGNING IN INSTRUCTIONS

STATE EMPLOYEES:

The exam is in the [Saba Training Platform.](#) If you are not already logged into the Utah ID system (UMD), you will be required to log in. The link will take you directly to the training.

NON-STATE EMPLOYEE:

*Have you taken the Division of Risk Management Defensive Training Course
or another course in the Utah Learning Portal?*
        If yes, complete the RETURNING USER.
        If no, go to the FIRST TIME USER steps

RETURNING USER:

1. Go to [utah-statepurchasing.sabacloud.com/](#)

2. Your user name is the email address that you used to take the Defensive Training Course.

3. Enter your password. You only have a few tries before you are locked out of the system, so if you do not remember your password, click "Forgot Password?"

4. Click "Sign in"

5. Once in the system, click on the "Public Procurement Professional Certificate"

6. Click "Enroll" and/or "Launch" to take the training

- If you have issues, please try a different web-browser to enter the training.

FIRST TIME USER:

1. Go to [utah-statepurchasing.sabacloud.com/](#)

2. Roll to the bottom of the window (see right) and click "Sign Up")

3. Add your information and select the correct time zone. [GMT-07:00 Mountain Time]

4. Find your public entity type at the right. Enter the security keyword based your public entity type.

5. Click "I'm not a robot" followed by "SIGN UP"

6. Sign into the system

7. Click "Launch" to begin the training. If you do not see it assigned, click this [link](#) to be taken to the exam.

Entity Type	Keyword
Cities and Towns	purchasingct
Counties	purchasingco
Higher Education	purchasinghe
School Districts	purchasingsp
Special Districts	purchasingspecial
Other	purchasingother

Trouble shooting:

Sign-Up Fields reset when I hit "Sign Up"

Try entering the information a second time. If the system resets again, it is almost certain that you have already have a user name in the system. Return to the sign-in screen and request "Forgot Password?" If you receive a password in your email, use it to log into the system and follow the instructions in Returning User to access the training.