Public Procurement Professional Certification
For Executive Branch Agencies
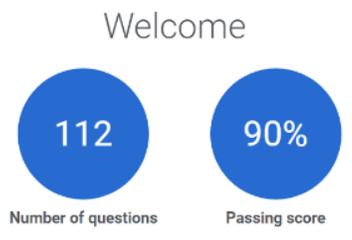### (Not for Executive Branch Agency that are Independent)

Thank you for your interest in taking the Public Procurement Professional Certification exam. This exam is for you if you work for an executive branch procurement unit which is not independent from the Division of Purchasing.

There are 119 questions directly from the Utah Procurement Code. This is an open book exam so have your Procurement Code open on your desk ready to reference - 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 and your ability to find answers. When facing an issue with in a solicitation, it is important that you know the Procurement Code has answers to solicitation questions, know how to find those answers, and the legal jargon that is the basis of the Procurement Code. This exam tests all of those thing. Hopefully, during your study for and the taking of this exam, gain understanding in each of the three areas.

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.

Welcome

1. Under the blue dots on the Welcome screen (see left) you will find some important information about navigating the test and the difference between a circle answer box and a square answer box. You need to read it!

2. You can step out of the test and return later. Your answers will be saved but it will count as one of your five tries.

3. You can step away from the test for at least 28 minutes and take a break. During our trial, the system did not log us out during that time even though the State computer locked down.

4. Within each Part of the Code, the system will randomize the questions. If you ask the administrator about question 10, she will not know which question was your number 10.

5. 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 over-all score of 90%.

The exam is in the Saba Training Platform. Use this link to access it. If you are not already logged into the Utah ID system (UMD), you will be required to log in.