Public Procurement Professional Certification
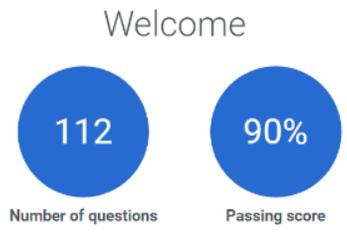# For Independent Public Entities

Thank you for your interest in taking the Public Procurement Professional Certification exam for Independent Public Entities. This exam is for you if you work for a school district, higher education organization, special district, UDOT, DFCM, USBE, or any other public entity which must follow or has adopted to follow the Procurement Code.

There are 112 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

112 — Number of questions

90% — Passing score

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%.

SIGNING UP AND SIGNING IN INSTRUCTIONS

Have you taken the Division of Risk Management Defensive Training Course?
> If yes, complete the RETURNING USER.
> If no, go to the FIRST TIME USER steps

RETURNING USER:

1> Go to **utah-pppci.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 5 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 this link to be taken to the Independent Entity Public Procurement Professional Exam.

6> Click "Enroll"

7> Click "Launch" and a content window will open.

8> Reminder – Read the information on the Welcome screen. It will help you in taking and navigating the test!

FIRST TIME USER:

1> Go to **utah-pppci.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. [It is out of my hands. The parent company requires the time zone field.]

4> Enter the security keyword based on the type of public entity for which you work.

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

6> Sign into the system

7> When you enter the system, the *Independent Entity Public Procurement Professional Exam* will be assigned to you. Click "Go to Plan" to access that training.

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
Higher Education	examhe
School District	examsd
Cities or Town	examct
Counties	examco
Special District	examspecial
Other	examother

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.