



Resource Guide

The Certification

What is the CFCM? What do you need to apply? Where can you take the exam?

A Certified Federal Contracts Manager (CFCM) certification validates your education, training, experience and your knowledge of the *Federal Acquisition Regulation*.

An undergraduate degree of any type from a regionally accredited college or university or from a distance-learning institution accredited by the Distance Education Training Council is required. Degrees from institutions outside the United States will be evaluated on a case-by-case basis by the NCMA Certification Department. Non-degreed candidates for the CFCM who have ten years of verifiable contract management experience may request a waiver.

Individuals who are interested in taking the exam must submit an application to NCMA. Once the application has been processed, reviewed, and approved, you will be able to take the exam.

The CFCM exam is offered weekly through Kryterion Learning Centers. The closest test centers in our area are in Alexandria, the District, and Bowie. NCMA also offers exams at educational conferences. The Chesapeake Bay Chapter can host paper exams locally with enough advance notice; check with one of our [Chapter Leaders](#) at ncmachesapeakebay@gmail.com to find out if and when we are hosting the next exam. Our proctored exams are held at the Lexington Park Public Library and scheduled based on facility and proctor availability.

Where should you start?

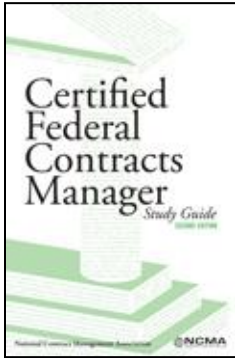
We recommend forming a study group – even two people studying can achieve much more together than they can individually. You can hold each other accountable for study sessions, create questions based on subject material, and quiz each other on thresholds, public laws, and other material that is conducive to memorization. All of the questions on the exam are based on the FAR (not the DFARS or other supplements), so it is important to refocus your understanding at the FAR level with associated thresholds. If you are interested in starting a study group, we can help. Please let us know at ncmachesapeakebay@gmail.com.



For chapter members, we are happy to share the materials from our 2011 study group, including practice exams, threshold study sheets, public law study sheets, etc. We can also loan out the Chapter's copy of the First Edition of the *NCMA CFCM Study Guide* for up to 10 weeks for any group that commits to a study plan.

[Guide to Starting a Chapter Study Group](#)

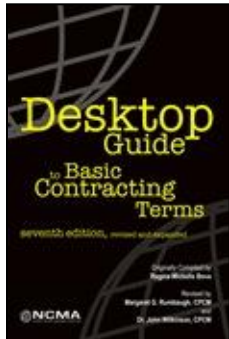
Resources



CFCM Study Guide

The CFCM Examination was updated on September 1, 2012 and covers FAR changes through Federal Acquisition Circular (FAC) 2005-57. We recommend that you purchase the new CFCM Study Guide, 2nd Edition. If using the 2010 version of the guide, you should familiarize yourself with the contents of FACs 05-46 through 05-57.

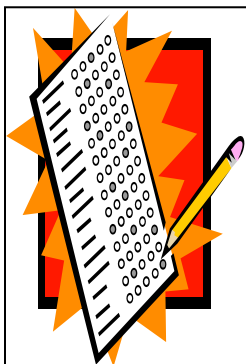
[Purchase NCMA CFCM Study Guide 2nd Ed. \(30 JUL 2012\) \(\\$75 member price\)](#)



Desktop Guide to Basic Contracting Terms

The seventh edition of NCMA's Desktop Guide to Basic Contracting Terms provides useful information on the fundamental meaning and everyday use of more than 1,800 contracting terms. The contract management profession relies largely on precision and proper interpretation of language; therefore, this edition of the Desktop Guide to Basic Contracting Terms has been expanded from past editions to cover new and recent terms contract managers may expect to encounter, previous terms have been updated, and obsolete terms have been removed. It is an essential desktop reference for those new to the profession, a critical review for more seasoned practitioners, and an indispensable study tool for NCMA certification exams.

[Purchase Desktop Guide 7th Ed. \(1 OCT 2012\) \(\\$40 member price\)](#)



Online Practice Exam

NCMA offers one CFCM practice exam which consists of 50 multiple choice questions and costs \$25. You will receive your course access information 1-2 business days after purchase.

[Purchase NCMA HQ CFCM Practice Exam \(\\$25\)](#)

This is an effective tool for many individuals, but we recommend forming a study group and drilling on the known material based on the estimate of questions per FAR Part detailed below.

Total Number of CFCM Questions by FAR Part, as of 1 SEP 2012

Question Frequency by FAR Part	Questions	Total
Part 15	16	16
Parts 2, 12	7	14
Part 37	6	6
Parts 1, 13, 32, 34, 43	5	25
Parts 17, 19, 22, 39, 44, 45, 49	4	28
Parts 3, 5, 9, 14, 16, 24, 27, 29, 36, 38, 46	3	33
Parts 6, 10, 11, 23, 25, 30, 31, 42, 47	2	18
Parts 4, 7, 8, 18, 28, 33, 35, 48, 50, 51	1	10
		150



NCMA HQ Online Prep Course

[Register for NCMA HQ 10-wk Online Prep Course \(includes Study Guide\) \(\\$495 member price\)](#)



Has it been five years since your certification? If so, it is time to recertify.

All designees (i.e., CFCM, CPCM, and CCCM) are required to recertify by December 31st of the fifth year following certification, and every five years thereafter. For example, in 2013, those who earned or recertified designation in 2008 are affected.

[NMCA HQ - Steps to Recertification](#)

[Recertification Application Form](#) 

[Continuing Professional Education \(CPE\) Guide](#) 