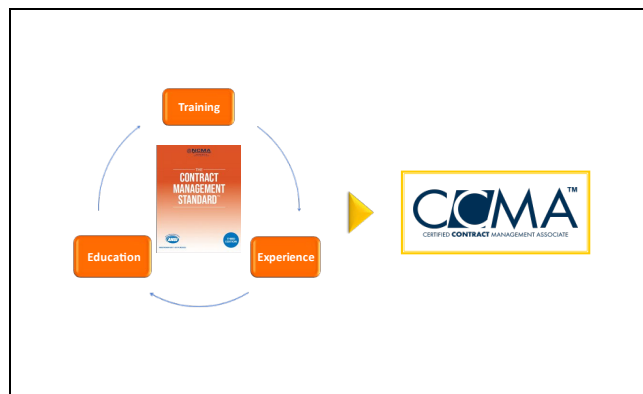


CMS-CCMA Competence Bridge October 21, 2022

The purpose of this document is to present how the *Contract Management Standard* (CMS) provides the structure to determine workforce competence as assessed by the *Certified Associate Contract Manager* (CCMA) certification.

The CMS job tasks, competencies, and domains were derived through a rigorous process of fairness and transparency that included a job task analysis, public review and comments, and coordination and harmonization by subject matter experts. The content of the CCMA exam is derived directly from the CMS and the performance of all exam questions is monitored on a continuous basis through psychometric analysis.

Those who meet the requirements of *training* (as determined by the [CPE Guide](#)), *education* (as determined through [regional accreditation](#)), *work experience* (as determined by [CMS competencies](#)), and passing an exam based on the CMS are bestowed with the [CCMA](#). The following figure illustrates this *competence bridge*.



The CMS is applicable to:

- All purchases, procurements, acquisitions—from credit card purchases to major system acquisitions;
- Any organization that works with any type of contract (eg, Government (federal, state & local), industry (B2G, B2B, large, mid, small), subcontractors (all tiers));
- Any organization developing training courses & programs or education courses & curricula (eg, Government, industry, colleges, training providers); and
- Any individual interested in developing & increasing competence or organizations interested in expanding its workforce capability (eg, focus scarce resources (personnel, money, equipment, time, etc) to target competence gaps; achieve certification; obtain meaningful results).

The CCMA is portable and can be obtained and retained whether the contract manager is a buyer or seller—or both. It is the *universal certification* for contract management and all related practices (eg, acquisitions, grants, leases, orders, procurements, purchases, subcontracts, and other legally enforceable agreements).

The following table presents the common aspects of ANSI *approval* of the CMS as an American National Standard and ANSI *accreditation* of the CCMA as a certification meeting conformity as determined through an international standard.

Element	CMS	CCMA
Third-Party Assessment Performed By	American National Standards Institute (ANSI); Board of Standards Review; New York City, NY	ANSI National Accreditation Board (ANAB); Personnel Credentialing Accreditation Committee; Washington DC
ANSI Preliminary Requirements to Receive Assessment	Must be an ANSI Accredited Standards Developer	Must sponsor a viable certification program (exams must be psychometrically assessed to assure fairness, validity, reliability, and general performance; and conduct “cut score study” to establish a score to determine competence
Criteria for ANSI Accreditation	ANSI Essential Requirements (must demonstrate due process, openness, lack of dominance, balance, coordination and harmonization, consideration of views and objections, consensus vote, appeals, and written procedures)	Conformity Assessment—General Requirements for Bodies Operating Certification of Persons (ISO/IEC 17024:2012) (must demonstrate impartiality, openness, lack of dominance, balance, consensus vote, appeals, and written procedures)
ANSI Dates of Recognition	April 20, 2018: NCMA becomes an ANSI Accredited Standards Developer April 22, 2019: CMS is approved as an American National Standard (ANSI/NCMA ASD 2019-1)	December 6, 2021: CCMA is accredited
ANSI Compliance Checks	First audit is performed after the first ANS is submitted. NCMA was audited in 2021. Subsequent audits are performed every 5 years.	The following annual compliance checks are required: - Impartiality Assessment - Document Review - Legal Liability Review - Internal Audit - Management System Review - ANAB Surveillance
NCMA Oversight	Standards Consensus Body - Appointed by the NCMA President for 3-year terms - Comprised of 6 buyers, 5 sellers, and 3 general interest members - NCMA membership is not required	Certification Oversight Body - Appointed by the NCMA CEO for 3-year terms - Comprised of 5 buyers, 4 sellers, and 1 general interest member - NCMA membership is not required
Foundation	A Job Task Analysis (JTA) was performed to determine the importance and frequency of use of common job tasks of buyers and sellers	The JTA that formed the CMS was used to determine the number of questions per competency in the CCMA exam; all CCMA questions are sourced directly to the CMS