

Challenging the PCMP Courses

As part of the transition to the new curriculum, a “challenge process” has been developed. This means that government staff who possess the requisite experience and knowledge may receive credit for a limited number of PCMP courses without attending the courses. The option to “challenge” is available to all ministry procurement specialists through the PCMP Project Management Office.

Who Can Use the Challenge Process?

The “challenge” option is intended for operational and program staff that already administer or manage complex contracts or a high volume of contracts as part of their day-to-day duties, such as:

- Experienced procurement specialists who are already operating at full capacity and who have a demonstrated proficiency in the course curriculum;
- Employees who already perform the functions of a procurement or contract specialist,
- Employees who have a recognized procurement designation (e.g. CPP, CPPB, CPPO) may wish to “challenge” courses in the program, and eventually add PCMP to their list of qualifications.

Rules for the Challenge Process

- Only experienced Procurement Specialists can challenge courses
- Challenger must have taken at least one PCMP course
- Must pass the Pre-course Assessment (1 try), Pre-reading quiz (1 try) with a minimum score of 90% on both
- Challenge option is only available for four Level 2 instructor-led courses, specifically 201, 202, 203 and 204.
- Each challenger will be able to challenge a maximum of two of the Level 2 courses if they want certification. This will maintain the overall value of the PCMP certificate
- Employees are eligible to Challenge a course only one time. Employees who are unable to pass will be required to attend the course and complete all course requirements for completion.
- Unsuccessful challenges will be recorded in the Learning Record and remain on the learning record until the employee attends the course and completes all requirements for that course.

How to declare a challenge?

- Form (which follows) is completed by a “challenger” and approved by their supervisor. This form will indicate name of challenger and course to be challenged and **must** be signed by both the Challenger **and** their supervisor. This form will be submitted directly to the PCMP Project Management Office.

Logistics for Challenge Process

- There will be two opportunities per year in which 201, 202, 203 and 204 will be open for challenge - one in January and one in July. Sessions will be created on the PCMP portal and each session will remain open for one month. The system would work similar to Course 110 where, despite when a challenger requests registration, the courses will close on a pre-determined date.
- If the challenger does not successfully pass within the timeframe allotted, they are marked as incomplete in that session and will have to take the full course, including prereading quiz and pre-course assessment, at a later date.
- Learners successful in their challenge will be given a “Course completion” checkmark in the Procurement Learning Portal. Because challengers are set up in a specific session on the portal they will be easily recognized as Challengers, thereby allowing LSB to monitor them and PMO to report on them separately in the monthly and year-end rollups.

Instructions for Challengers:

As “challengeable” courses are geared towards instructor led sessions, the instructions will differ from those posted.

You are required to receive a minimum of 90% on both the Pre-course Assessment (1 try) and the Pre-reading Quiz (1 try).

1. You **will** have access to the Pre-course Assessment (currently preset to one attempt for all learners).
2. You **will** have full access to the prereading assignment.
3. You **will** have access to one attempt of the prereading quiz. Scores on two of the attempts will be preset to 0%. Please disregard as they are not applicable and will in no way reflect your standings upon successful completion.
4. You **will not** have access to the Post course Validation - scores on all three attempts will be preset to 0%. Please disregard as they are not applicable and will in no way reflect your standings upon successful completion.

Employees are eligible to Challenge a course only one time. Employees who are unable to pass will be required to attend the course and complete all requirements to obtain certification.

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