



Commerce & Contract
Management Institute

Commercial & Contract Management Associate Program and Certification

Supported by



World Commerce
& Contracting



NCMA
NATIONAL CONTRACT MANAGEMENT ASSOCIATION®

Overview

The Commercial & Contract Management (CCM) Associate program and certification, are developed for entry-level by the Commerce & Contract Management Institute (CCM Institute), and supported by World Commerce & Contracting (WorldCC) and the National Contract Management Association (NCMA). The Commercial & Contract Management Associate program signifies your proficiency in the globally recognized ANSI-Approved Contract Management Standard (CMS)[™].

Who the program is for

No prior qualifications or experience in commercial or contract management is required; just an interest in building your understanding of commercial and contracting principles.

How do I become certified?

Once you have completed the 16-hour certification program, you can undertake the 120-minute closed-book exam (70% pass mark) to achieve the Associate Certification. Please note that there is an additional charge for the exam.

The program includes

- Knowledge check-ins throughout the course.
- Social learning through discussion boards.
- Reflective learning journal
- A 120-minute closed-book exam. (Additional charge. Required for Associate Certification).
- 16 continuing professional development (CPD) points.
- Additional reading materials, covering core principles and their real-world impacts.

Benefits for learners

- **Validate your expertise:** The program acts as a third-party endorsement of your knowledge and skills, showcasing your dedication to professional development.
- **Align with global standards:** The CCM Associate program is directly based on the Contract Management Standard[™], ensuring your knowledge aligns with the leading global benchmark for contract management excellence.
- **Strong stepping stone:** This program provides a solid foundation for those new to the contract management profession, setting you on a powerful professional journey.
- **Competitive edge:** Stand out in the job market and make your profile more attractive to recruiters and hiring managers.
- **Immediate application:** Acquire practical concepts and techniques that can be immediately applied in your work, allowing you to see firsthand results.

Benefits for employers

- **Demonstrate global readiness:** Showcase your organization's ability to operate confidently across international markets and jurisdictions by aligning with the Contract Management Standard[™].
- **Empower your teams:** Equip your contract professionals with a unified language and a proven framework that improves efficiency and outcomes.
- **Reduced friction costs:** By aligning your team around a core body of knowledge, you minimize disparate understandings of the contracting process and foster better integration and coordination.
- **Enhanced trust:** Foster greater trust in your buyer-seller relationships through a shared understanding of contract management principles.
- **Nurture employee growth:** Demonstrate investment in your people and foster their professional growth and excellence.
- **Gain competitive advantage:** Be among the first to align with a globally recognized standard, setting your organization apart.

Modules

The CCM Associate program covers essential areas of contract management, providing a robust understanding of the entire contract lifecycle.

0. Introduction

- Welcome to the program
- The Contract Management Standard (CMS) and the contracting lifecycle
- Getting the most out of this program

1. Building relationships that last

- Contract management: Business context and complexity
- Contract management overview
- The phases of contract management

2. Essentials

- What is a contract
- Preliminary agreements
- Contract types for goods and services
- Terms and conditions
- Price and payment

3. Initiate

- Going to market
- Determining requirements
- Request for Information (RFI)
- Using contracts to establish business relations
- Before I sign on the dotted line...

4. Bid

- Bid phase: Overview
- The RFX process
- Cost, pricing and payment

5. Develop

- Sale of services
- Sale of goods and services
- Licenses
- Lease, rental, and subscription
- Agents, remarketers and distributors
- Business consortia, joint ventures and alliances
- Prime or subcontractor agreements
- Complex and specialized agreements
- Different legal systems

6. Negotiate

- Negotiation essentials
- Negotiate: Who and how?
- Negotiation: What?
- Negotiate: When?
- Negotiate: Where?
- Negotiate: Outcomes

7. Manage: Transformation change

- Manage: Overview
- What really causes delivery to fall apart
- Transition and planning
- Change

8. Manage operations

- Managing contract performance
- The control cycle: Turning monitoring into action
- Acceptance
- Closeout
- Dispute resolution process

Price

Commercial & Contract
Management
Program only

US\$
695
per person

Commercial & Contract
Management
Program & exam bundle

US\$
780
per person

Commercial & Contract
Management
Exam only

US\$
135
per person

Learning hours: 16 hours

CPD points: 16

Membership with WorldCC or NCMA is required to gain Associate accreditation

Ways to learn

Self-paced online

Complete the online courses for the CCM Associate program on your own schedule.
Benefit from social and micro-learning instruction embedded in the delivery.

Virtual or in-person training

Contact WorldCC or NCMA to discuss options for a custom curriculum, or virtual and in-person delivery to meet your training needs.

Find out more

About CCM Institute

The CCM Institute seeks to improve the world through higher standards in buying and selling. Our rigorous, practical research and insights, both relevant and useful, shape global policy and practice. We help society by driving up standards for the exchange of goods and services, resulting in better trading outcomes in both the private and public sectors. As a not-for-profit organization, we were founded, and are supported, by WorldCC and NCMA.

The Contract Management Standard (CMS)[™]

The CCM Associate program and certification are directly based on the ANSI-Approved Contract Management Standard[™], Fourth Edition. This means that professionals holding the CCM Associate certification have demonstrated proficiency in the knowledge articulated within this globally recognized standard.

The CMS[™], Fourth Edition, represents a monumental achievement in professional contract management. It is the first truly global edition of the Contract Management Standard, born from a collaborative global effort with contributions from every continent. It was created through a rigorous process of Job Task Analysis, Expert Drafting, and Public Feedback, and is endorsed by a global standards consensus body. This standard sets a new global benchmark for contract management excellence.

By aligning with the CMS[™] through the CCM Associate program, you embrace:

- **A shared language, a unified vision:** The CMS[™] harmonizes contracting practices and integrates international terminology, creating a common language for contract professionals worldwide, promoting a unified understanding and approach.
- **Enhanced trust and performance:** It enhances trust in buyer-seller relationships and promotes consistency and performance across diverse sectors.
- **Neutral and transparent platform:** The standard offers a neutral, transparent platform for all stakeholders, thereby supporting crucial cross-industry and cross-functional alignment.

By undertaking the CCM Associate program you are not just learning best practices; you are mastering the benchmark set by the global contract management community. This commitment prepares you to confidently navigate the complexities of global commerce and contracting.

Download your copy of The Contract Management Standard[™]

