

Comptroller of Public Accounts Statewide Procurement Division (SPD), Training and Certification Program (TCP)

Tips for Passing the State of Texas Certification Exams (CTP, CTPM OR CTCM)

Welcome! The Statewide Procurement Division (SPD), Training and Certification team wants to ensure that you have the knowledge needed to become a productive and valued purchaser and/or contract manager for the State of Texas. Please review the following information to assist you in getting the maximum benefit from the knowledge you've gained in class and helpful certification exam tips.

The CTP and CTPM exams consist of 100 multiple choice questions each covering topics from your class workbooks. The CTCM exam consists of 50 multiple choice questions each covering topics from your class workbooks.

Completion of required training courses provides a thorough overview of material on your exam, but does not ensure passing the exam.

Exam Tips

DO NOT mark multiple bubbles on the answer sheet. There is only one correct answer to each question on the test. You will have 2 hours to complete the exam.

- Be prepared!
 - Study all the resources you have been given and take good notes.
 - Keep a running list of questions as you study and be sure to get them answered before you take your scheduled exam.
- Be sure to answer **ALL** questions on the exam. If you don't know, guess, you might guess correctly.
- Be confident! The exam is designed to test your knowledge of Texas Procurement not to trick you.

All exams contain four multiple-choice question types as follows:

- **Closed-Stem** - A question with four possible answers from which to choose.
 - Example: How long must a state agency wait before entering into an employment contract with a former or retired employee of that agency?
 - A – 1 year
 - B – 2 years
 - C – 3 years
 - D – 5 years
- **Sentence Completion** - An incomplete sentence, followed by concluding options.
 - Example: A state agency may not enter into an employment contract with a former or retired employee of the agency before the _____.
 - A – First anniversary of the last date on which the individual was employed by the agency.
 - B – Second anniversary of the last date on which the individual was employed by the agency.
 - C – Third anniversary of the last date on which the individual was employed by the agency.
 - D – Fifth anniversary of the last date on which the individual was employed by the agency.
- **Negative Stem** - Respond by selecting the option which contains an incorrect statement. (This type of question is identified by the words “**NOT**” or “**EXCEPT**” in the question stem).
 - Example: A state agency may enter into an employment contract with a former or retired employee of the agency **EXCEPT**:
 - A – prior to the first anniversary of the last date on which the individual was employed by the agency.

- B – prior to the tenth anniversary of the last date on which the individual was employed by the agency.
 - C - prior to the second anniversary of the last date on which the individual was employed by the agency.
 - D - prior to the fifth anniversary of the last date on which the individual was employed by the agency.
- **Complex Multiple-Choice** - A question followed by statements identified by numbers. The answers represent various combinations of these statements. (Used when more than one correct answer might be appropriate).
- Example: A state agency may enter into an employment contract with a former or retired employee of the agency after the:
 - A – first anniversary of the last date on which the individual was employed by the agency.
 - B – tenth anniversary of the last date on which the individual was employed by the agency.
 - C - second anniversary of the last date on which the individual was employed by the agency.
 - D - fifth anniversary of the last date on which the individual was employed by the agency.
 - A – All of the above
 - B - C & D only
 - C - A only
 - D - D only

The correct answer is **A**. You should notice that the answer does not change regardless of how the question is phrased. Be sure to read the questions carefully and select the correct answer choice.

Other Resources

We encourage you to become familiar with the State of Texas Procurement Manual (“Procurement Manual”) and the Contract Management Guide (CMG). The Procurement Manual will be provided to you in your Basic Public Purchasing class to use throughout your APP class.

The Procurement Manual is, along with Texas Statutes,-Government Code and Texas Administrative Code (TAC) rules, the primary reference for certified Texas purchasing staff. This manual provides standard procedures for implementing the requirements of Texas statutes and delegated purchasing authority to ensure the application of consistent and sound business practices in the acquisition of goods and services and disposition of state owned property in Texas government.

The CMG provides suggestions and best practices to improve statewide contracting practices. Contract management is the coordination and management of four core processes: Planning, Procurement Contract Formation/Rate/Price Establishment and other relevant terms and conditions; and Contract Administration.

Other information **you are responsible for knowing** includes:

- **Texas Government Code, Title 10, Subtitle D, Chapters 2155 – 2158**
<http://www.statutes.legis.state.tx.us/>
- **Texas Administrative Code, Title 34, Part 1, Chapter 20**
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=34&pt=1&ch=20](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=34&pt=1&ch=20)
- **The State of Texas Procurement Manual, Contract Management Guide and other useful publications** <http://www.window.state.tx.us/procurement/pub/>
- **Uniform Commercial Code** <http://www.law.cornell.edu/ucc/ucc.table.html>
- **Texas Business & Commerce Code**
<http://www.statutes.legis.state.tx.us/SOTWDocs/BC/htm/BC.17.htm>