Online Professional Procurement Certificate Program (PRO-CERT)
Frequently Asked Questions

1. **What is required to apply, what are the prerequisites for the ASU PRO-CERT?**
   a. There are **<u>NO</u>** *prerequisites, qualifications, education requirements, experience requirements*, etc. This program is open to all that are looking to learn.

2. **What does the ASU PRO-CERT cover?**
   a. The focus of this program is on <u>*how to actually run/execute a Request for Proposal (RFP).*</u> While it also covers some of the basics, such as Ethics, the core focus is on helping professionals be able to run an actual RFP.

3. **What's the curriculum?**
   Currently, the courses offered are:
   a. PRO 100: Procurement Foundations, which covers *fundamental concepts of procurement, ethics & conflict in procurement, common types of solicitations, RFP format & structure, scope of work, criteria & weights, and other elements.*
   b. *PRO 200: RFP Excellence: Procedures & Execution covers how to: prepare the procurement schedule, the Source Selection Plan, select & educate the evaluation committee, the pre-proposal meeting, receive & evaluate proposals, create an evaluation matrix, analyze data, shortlist vendors, conduct presentations, negotiations, and award/debriefing procedures.*
   c. The full catalog with details can be found here: https://pdt.engineering.asu.edu/wp-content/uploads/2020/03/ASU-Procurement-Certificate-Catalog-description-and-details-2020.pdf

4. **What's the difference between the ASU PRO-CERT and other credentials out there, offered by professional associations?**
   a. Depending on the credential, there may be no teaching or instruction involved, many only involve a test (or series of tests) to pass. Other credentials may involve some form of self-study of a guide/rule book to pass the required test(s). The ASU PRO-CERT does not focus on a test, instead, it focuses on the participant applying the tools and concepts taught on current projects/RFPs and turning in deliverables (for example, building a procurement schedule, assessing an RFP, etc.). Sample projects are provided when the participant does not have one currently to work on.

5. **What is the cost?**
   a. For a limited time, the PRO-CERT is being offered for $500 USD per individual, which includes both PRO 100 and PRO 200. Group rates and organizational rates are available.

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6. **What's included?**
   a. The cost includes both courses (PRO 100 & PRO 200), the materials for the courses, online access to the courses where instructional videos are hosted, and a regular mentorship call from ASU. There are no other costs/materials needed to achieve your PRO-CERT.

7. **How long does it take to complete the certificate program?**
   a. Each participant will receive a custom schedule based on their start date with suggested completion dates for material and assignments/projects. This schedule is based on an average of previous participants' experiences. A single certificate course varies in length, but is generally completed in 4-6 weeks (see the course catalog for more details).

8. **When do the classes start?**
   a. The classes are offered 100% online and you can start at any time.

9. **How do I get started?**
   a. Download & complete the order form (https://pdt.engineering.asu.edu/wp-content/uploads/2020/04/ASU-Procurement-Certificate-Program-Order-Form.pdf)
   b. Email it to: FM-ED@asu.edu
   c. We will email you the registration form and payment instructions.

10. **How many hours of training is involved in this certificate?**
   a. PRO 100 & PRO 200 contain 50 hours of content or learning units (or 5.0 Continuing Education Units).

11. **Who are the instructors?**
   a. The instructors consist of a variety of currently working industry procurement professionals, procurement advisors/consultants, and procurement researchers.

12. **Who is the PRO-CERT created for?**
   a. These certificates were designed for working professionals that are looking to better understand how to run/execute Requests for Proposals (RFPs), who are looking for an in-depth understanding of the industry and professional recognition from a world-class university, without the time commitment or financial limitations of a traditional degree program.