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Course Name

Certified Professional Property Specialist (CPPS)

Sector Name

Project & Contract Management

Document Type

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Certified Professional Property Specialist (CPPS)

Course Introduction

The CCCM certification ensures that professionals managing commercial contracts understand the legal framework governing sales and transactions.

This **5-day** training program breaks down each major module relevant to commercial contract practice, integrating practical examples and exam-oriented analysis.

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Target Audience

- ✓ Entry- to mid-level property professionals who manage government or corporate personal property.
- ✓ Individuals new to asset management are seeking foundational knowledge and a recognized credential.
- ✓ Federal, state, and local government employees are responsible for property accountability.

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Learning Objectives

- ✓ Understand and execute each stage of the property management lifecycle
- ✓ Maintain accurate records and physical inventory
- ✓ Comply with audit and accountability standards
- ✓ Conduct effective reporting, screening, maintenance, and disposal
- ✓ Apply risk management and environmental responsibility in asset handling
- ✓ Prepare confidently for the CPPS certification exam

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Course Outline

✓ DAY 01

Property Management Overview & Acquisition Process

- ✓ Role of a property professional
- ✓ The asset lifecycle and CPPS exam format
- ✓ Property acquisition methods and planning
- ✓ Procurement principles, funding sources
- ✓ Pre-receipt planning and purchase requisitions

Identification, Receiving & Tagging

- ✓ Identification and labeling of property items
- ✓ Asset tagging systems and technologies
- ✓ Receiving inspections and documentation
- ✓ Chain of custody and condition verification

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Course Outline

✓ Day 02

Recordkeeping & Asset Tracking

- ✓ Property record requirements
- ✓ Electronic vs. manual systems
- ✓ Updates, corrections, and audit trails
- ✓ Data entry protocols and data integrity

Utilization, Storage & Movement

- ✓ Utilization efficiency and optimization
- ✓ Storage methods: secure, climate-controlled, categorized
- ✓ Property relocation procedures
- ✓ Movement logs and temporary assignment

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Course Outline

✓ Day 03

Inventory Management & Physical Inventory

- ✓ Asset tracking and cycle counts
- ✓ Physical inventory policies and frequency
- ✓ Reconciliation and variance analysis
- ✓ Missing property investigations

Accountability, Maintenance & Consumables

- ✓ Ownership and custodial responsibility
- ✓ Loss prevention and incident reporting
- ✓ Scheduled and reactive maintenance
- ✓ Consumables management (stock rotation, reordering)

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Course Outline

✓ Day 04

Reporting, Auditing, and Compliance

- ✓ Required reports: asset status, depreciation, usage
- ✓ Audit types: internal, external, regulatory
- ✓ Preparing for audits and demonstrating control
- ✓ Regulatory and organizational compliance

Screening, Excess, and Disposition

- ✓ Screening processes to identify excess or idle property
- ✓ Transfer options, reutilization strategies
- ✓ Disposition methods: sale, donation, destruction
- ✓ Retirement documentation and system updates

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Course Outline

✓ Day 05

Contracts, Valuation, Risk & Environmental Responsibility

- ✓ Property clauses in contracts and closure requirements
- ✓ Determining asset value (FMV, book value, salvage)
- ✓ Risk management planning and loss mitigation
- ✓ Environmental policies and sustainable practices

CPPS Exam Review & Practice Test

- ✓ Review of all key domains and subdomains
- ✓ Common exam question formats and strategies
- ✓ Cross-domain scenario-based review
- ✓ Full-length CPPS mock exam (80–100 questions)
- ✓ Final study guidance and Q&A

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2027	May 14, 2027	5 days	4950.00 $	Austria , Vienna
Nov. 8, 2027	Nov. 12, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 $	UAE , Dubai
Jan. 31, 2027	Feb. 4, 2027	5 days	4250.00 $	KSA , Riyadh

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