



Project & Contract Management

**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.

Target Audience

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

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

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

• 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

• 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)

• 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

• 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

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 18, 2025	Aug. 22, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 27, 2025	Oct. 31, 2025	5 days	4250.00 \$	UAE - Abu Dhabi