

The APMP Accreditation Program: Q&A for Professional Growth & Recognition

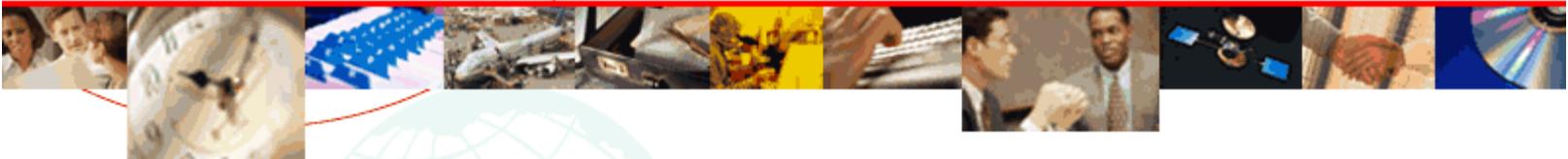
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The logo for the Association of Proposal Management Professionals (APMP) features the letters 'APMP' in a bold, italicized, black sans-serif font. A registered trademark symbol (®) is located to the upper right of the 'P'.

ASSOCIATION OF PROPOSAL MANAGEMENT PROFESSIONALS



Support of the APMP Mission

Welcome to the Association of Proposal Management Professionals!

Our mission is to advance the arts, sciences, and technology of new business acquisition and to promote the professionalism of those engaged in those pursuits.

What Is the Program Background?

- **Premise:** a professional organization should provide opportunities for learning & development.
- Certification had long been an interest of the APMP.
- The APMP Board authorized the accreditation pilot in the UK.
- Success of the UK pilot & rollout led to worldwide rollout.
- 1st accreditation was issued in 2004.
- APMP sets program standards & syllabus.
- APM Group (in the UK) administers the program for the APMP.

What Are Accreditation Benefits?



- Improves capabilities.
- Provides independent proof of capabilities.
- Demonstrates commitment to a career path.
- Differentiates you from others.

- Increases organizational performance.
- Aids competence-based recruitment.
- Identifies performers.
- Demonstrates commitment to people; helps retention.

** It's a win-win situation for both!*

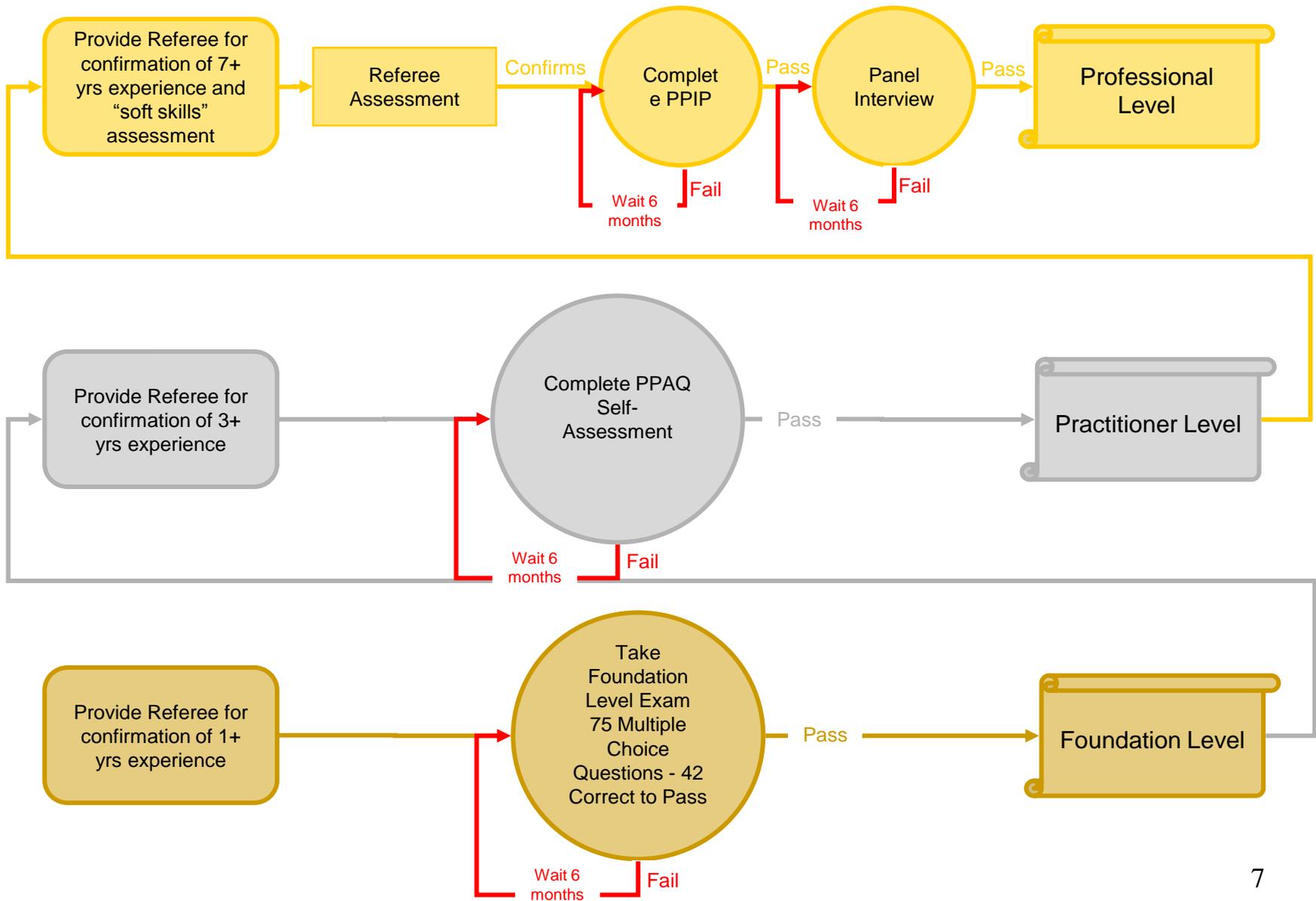
What Are the Accreditation Levels?

- **Foundation:** *AM.APMP, AF.APMP*
 - ✓ Basic knowledge of best practice
 - **Practitioner:** *AP.APMP, APF.APMP*
 - ✓ Application of best practice
 - **Professional:** *PPM.APMP, PPF.APMP*
 - ✓ Advocacy of best practice
- * *Foundation Level doesn't require APMP membership, but the exam fee is more & you can't use the designation.*

What Are the Level Prerequisites and Processes?



Level	Min. Years	What is Tested	How it is Assessed
Foundation	1	Basic Knowledge of Best Practice	Multiple Choice Examination
Practitioner	3	Application of Best Practice	On-line self assessment
Professional	7	Advocacy of Best Practice	Presentation and Interview



How Many Have Been Accredited?

Year	Foundation	Practitioner	Professional	Annual Total
2004	55	1	0	56
2005	71	7	2	80
2006	120	33	10	163
2007	285	26	5	316
2008	411	44	9	464
2009	392	36	6	434
2010 (through October)	583	25	12	620
Cumulative Total	1917	172	44	2133

What Are the Accreditation Fees?



(as of April 1, 2009)

Level	U.S. Dollar	Pound Sterling	Euro	Australian Dollar
Foundation (APMP member)	400	250	300	550
Foundation (non-APMP member)	600	430	480	930
Practitioner (APMP member only)	650	470	520	1,010
Professional (APMP member only)	850	610	680	1,310

What Are Accreditation CEUs?

Every 2 years to maintain accreditation level:

- Foundation (20 CEUs)
- Practitioner (40 CEUs)
- Professional (40 CEUs)

Sources of CEUs:

- Home-based learning
- APMP-approved/not approved training
- Preparation of material
- Event attendance
- APMP service

** For details about CEUs, see www.apmp.org/fv-425.aspx.*

How Can I Earn Foundation Accreditation?



- On your own; study the following:
 - ✓ The Shipley [Proposal Guide](#).
 - ✓ “APMP Foundation Level Accreditation - Glossary of Terms” (www.apmp.org/fv-407.aspx).
 - ✓ “APMP Accreditation Syllabus” (www.apmp.org/fv-408.aspx).
- Online exam (www.apmg-exams.com/UKPstart.asp).
- Training/prep & an offline exam provided by an Approved Training Organization (ATO). (5 ATOs.)
- Online training/prep with a practice exam from Shipley Associates (an ATO). (*You arrange to take the real exam.*)
- * *The exam (online & offline) is pass-fail, multiple choice, & open book.*

More Accreditation Q&As (#1)

- **Can I start at any accreditation level as long as I have the required years of experience?**
- ✓ There are 3 levels (Foundation, Practitioner, and Professional), & you must attain them in that order regardless of how much experience you have.

More Accreditation Q&As (#2)

- I have Foundation Level accreditation. The Practitioner Level requires 3 years of experience. Does this mean that I have to have 3 years of experience with Foundation Level accreditation before I can seek Practitioner Level accreditation?
- ✓ No. The 3 years pertain to your overall experience, not 3 years with Foundation Level accreditation.

More Accreditation Q&As (#3)

- **When I register and pay for the Foundation Level exam online, must I have my experience verified by my referee before I can take the exam?**
- ✓ **No. Verification will occur later.**

More Accreditation Q&As (#4)

- **When I register and pay for the Foundation Level exam on line, must I begin the exam at that time?**
- ✓ No. However, you have 3 months to take the exam, & after starting the exam, you have 60 minutes to finish it.
- ✓ You can take a short practice exam online, & come back later to the actual exam.

More Accreditation Q&As (#5)

- **After I take the Foundation Level exam, when will I find out if I passed? And if I've passed, how long will it take for me to receive my accreditation certificate?**
- You'll learn right after taking the exam. Expect to receive your certificate within about month.

More Accreditation Q&As (#6)

- If I don't pass the Foundation Level exam, when can I retake the exam, & will I have to pay the fee again?
- ✓ You'll have to wait 6 months before taking the exam again & pay the exam fee again.

More Accreditation Q&As (#7)

- I'm finding the PPAQ challenging to fill out. What advice is there to help me to finish this PPAQ successfully & in a timely way?
- ✓ Read the “PPAQ Standards and Guidelines” document (www.apmp.org/fv-200.aspx).
- ✓ Get help from an Accreditation Mentor.
- ✓ Take Practitioner training offered by an ATO.
- ✓ Work on the PPAQ file offline; then copy & paste content to the online PPAQ.
- ✓ Discuss the content of your PPAQ with your referee.

More Accreditation Q&As (#8)

- How do I resolve issues with the accreditation process: payment, test administration, application status, & certificate receipt?
- ✓ Contact Alys Wilson of the APM Group (alys.wilson@apmgroup.co.uk), or the ATO, as applicable.
- ✓ **Note:** To raise issues about the exam content or to appeal a failure at any level, contact Cathy Day, APMP Chief Examiner (accreditation@apmp.org).

More Accreditation Q&As (#9)

- **How do I record & report my CEUs?**
 - ✓ Record in compliance with the “CPD Guidelines.”
 - ✓ Report only when asked by the APMP; CEU verification is performed randomly every two years.
 - ✓ Earn CEUs in 2-year cycles for your accreditation level.
 - ✓ Earn CEUs to maintain accreditation, not to qualify for accreditation.

More Accreditation Q&As (#10)

- **Money is tight. How can I attain accreditation in the most economical way?**
 - ✓ Study on your own; take the exam online.
 - ✓ Ask if your employer has pre-paid Foundation Level exams as an APMP corporate sponsor or member.
 - ✓ Apply for accreditation to take advantage of current fees, set by the APMP in April 2009.
- * *The APMP doesn't offer groups discounts for exam fees.*

More Accreditation Q&As (#11)

- **How can my APMP Chapter promote the APMP Accreditation Program?**
 - ✓ Publicize at chapter meetings & web sites with links.
 - ✓ Have Accreditation Program presentations at your events.
 - ✓ Arrange training/exam sessions in conjunction with a chapter conference-type event.
 - ✓ Co-sponsor a training & exam session in your area.
 - ✓ Encourage the earning of CEUs by supporting chapter activities.
 - ✓ Publicize the Accreditation Mentors in your chapter.

More Accreditation Q&As (#12)

- How do I find accreditation training/exam sessions offered by ATOs?
- ✓ Check the following APMP web site sections:
 - Upcoming Events (Accreditation Training Events)
 - Links provided for the web sites of the ATOs (APMP Accreditation Program)
 - “Accreditation Corner” articles in the “Perspective” (Publications)

Interested? What now?

Individuals

- Become accredited.
- Maintain accreditation.
- Upgrade accreditation.
- Promote accreditation.

Organizations

- Promote accreditation.
- Identify candidates.
- Pay for accreditation.
- Recognize accreditation achievement.

* For Accreditation Program details, see www.apmp.org/ca-16.aspx.