

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

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The logo for the Association of Proposal Management Professionals (APMP). It 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

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## **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.

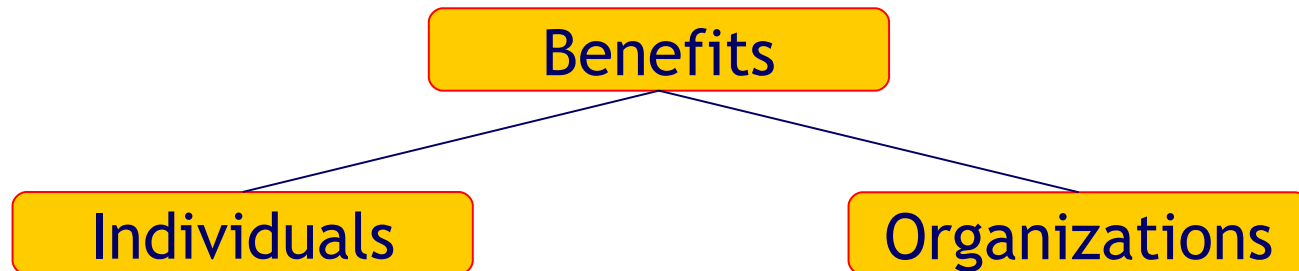
## What Is the Program Background?

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- Premise: a professional organization should provide opportunities for learning and 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 and rollout led to worldwide rollout.

# What Are Accreditation Benefits?

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- 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?

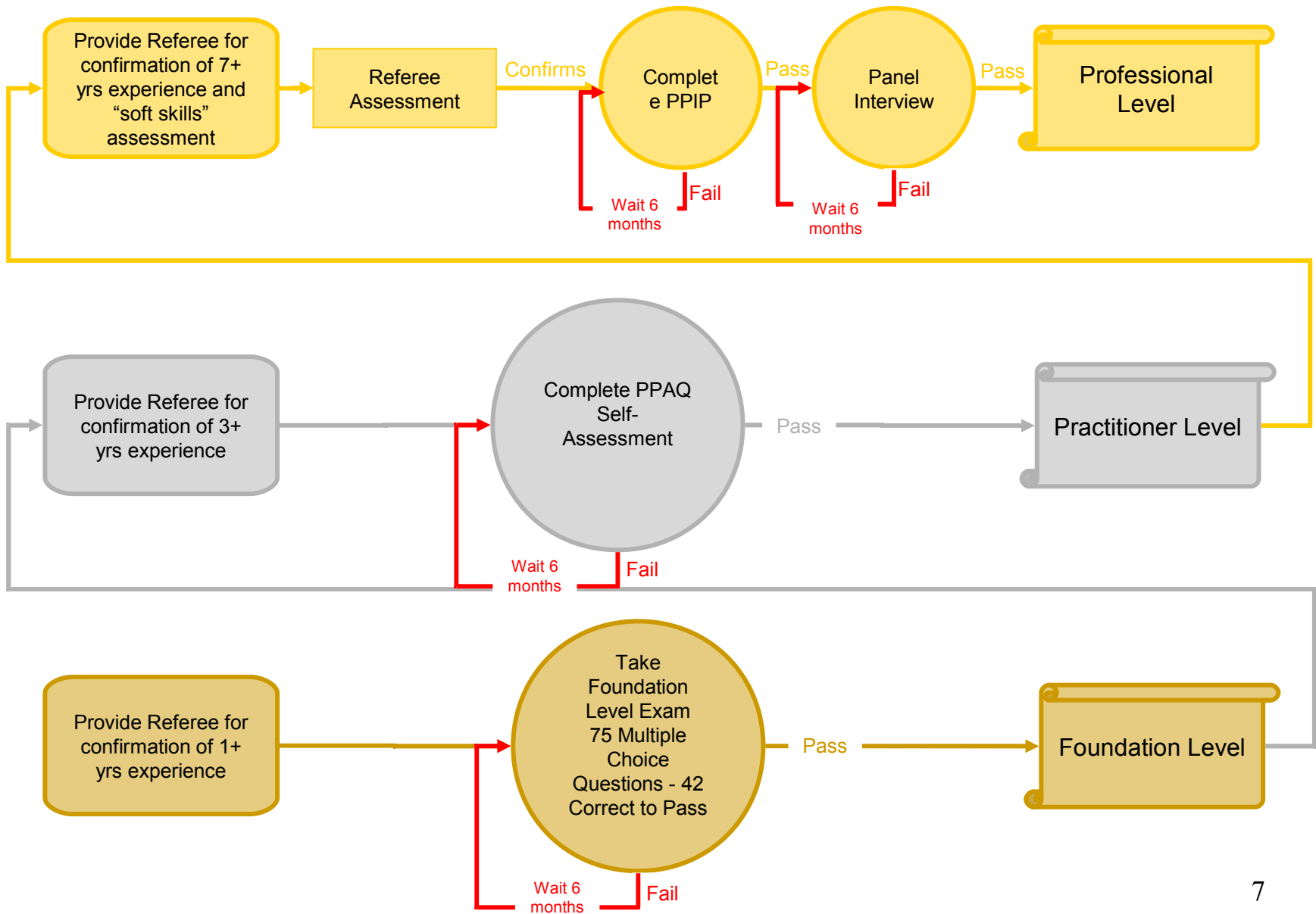
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- **Foundation:** *AM.APMP, AF.APMP*
  - ✓ Basic knowledge of best practice
- **Practitioner:** *AP.APMP, APF.APMP*
  - ✓ Application of best practice
- **Professional:** *PPM.APMP, PPF.APMP*
  - ✓ Advocacy of best practice

# 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



# What Are the Accreditation Fees?



(through 31 DEC 09)

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

## How Many Have Been Accredited?

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August 2009 (August 2008):

- **Foundation Level: 1162 (753), increase of 54%**
- **Practitioner: 135 (90), increase of 50%**
- **Professional: 31 (22), increase of 41%**
- **Cumulative: 1328 (865), increase of 54%**

# How Can I Earn Foundation Accreditation?

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- Study on your own, and arrange to take the exam.
  - ✓ The Shipley Proposal Guide
  - ✓ “APMP Foundation Level Accreditation - Glossary of Terms” ([www.apmp.org/fv-407.aspx](http://www.apmp.org/fv-407.aspx))
  - ✓ “APMP Accreditation Syllabus” ([www.apmp.org/fv-408.aspx](http://www.apmp.org/fv-408.aspx))
- Take an online exam ([www.apmg-exams.com/UKPstart.asp](http://www.apmg-exams.com/UKPstart.asp)).
- Take training/prep and an exam conducted by an Approved Training Organization (ATO).
- Take on-line training/prep with a practice exam conducted by an ATO (Shipley Associates). (You arrange to take the real exam.)

# What Are Accreditation CEUs?

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**Every 2 years to maintain accreditation level:**

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

**Sources of CEUs:**

- Home-based learning
- Approved/relevant training
- Preparation of material
- Event attendance
- APMP service

For details about CEUs, see [www.apmp.org/fv-425.aspx](http://www.apmp.org/fv-425.aspx).

## More Accreditation Q&As (#1)

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- I have enough years of proposal experience to qualify for any accreditation level. Can I start at any accreditation level as long as I have the requisite experience?
- ✓ There are 3 levels (Foundation, Practitioner, and Professional), and you must attain them in that order.

## More Accreditation Q&As (#2)

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- 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 refers to your overall experience, not for 3 years with Foundation Level accreditation.

## More Accreditation Q&As (#3)

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- **When I register and pay for the Foundation Level exam on-line, 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)

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- **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, and when you start the exam, you have 60 minutes to finish it.
- ✓ You can take the short practice exam online, and come back later to the actual exam.

## More Accreditation Q&As (#5)

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- 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)

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

## More Accreditation Q&As (#7)

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- I'm finding the PPAQ challenging to fill out. What advice is there to help me to finish this PPAQ successfully and in a timely way?
  - ✓ Read the “PPAQ Standards and Guidelines” document.
  - ✓ Work with and get help from a Practitioner Mentor.
  - ✓ Work on the PPAQ file offline, then copy and paste content to the online PPAQ.
  - ✓ Discuss the content of your PPAQ with your referee.

## More Accreditation Q&As (#8)

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- How do I resolve issues with the accreditation process: payment, test administration, application status, and certificate receipt?
- ✓ Contact Nicola Kelly of the APM Group, *nicola.kelly@apmgroup.co.uk.com*, 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)

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- **How do I record and report my CEUs?**
  - ✓ Record in compliance with the “CPD Guidelines.”
  - ✓ Report only when asked by the APMP; CEU verification is performed randomly in two-year cycles.

## More Accreditation Q&As (#10)

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- **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.
  - ✓ Ask if your APMP Chapter has a Accreditation Program “grant” program.
  - ✓ Apply for accreditation by the end of 2009 to take advantage of current fees.
  - ✓ **Note:** Accreditation fees aren’t covered by VA benefits.

## More Accreditation Q&As (#11)

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- **How can my APMP Chapter promote the APMP Accreditation Program?**
  - ✓ Publicize at chapter meetings and 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 and exam session in your area.
  - ✓ Encourage the earning of CEUs by supporting chapter activities.

## More Accreditation Q&As (#12)

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- **How do I find accreditation training/exam sessions offered by ATOs?**
- ✓ Check the following APMP web site sections:  
Upcoming Events (Accreditation Training Calendar),  
APMP Training Workshops, and the links provided for  
the web sites of the ATOs.

## Interested? What now?

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### 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](http://www.apmp.org/ca-16.aspx).