

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

Presented for **SPAC 2009** by:

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APMP[®]

ASSOCIATION OF PROPOSAL MANAGEMENT PROFESSIONALS



Support to the APMP Mission

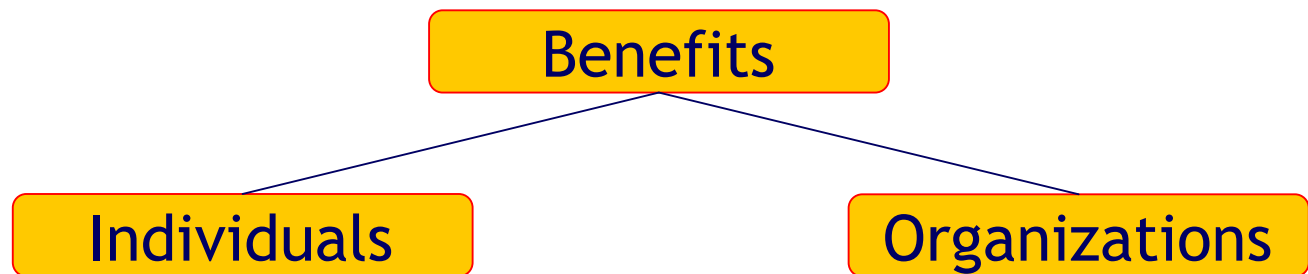
Welcome to the Association of Proposal Management Professionals!

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 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?



- 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!

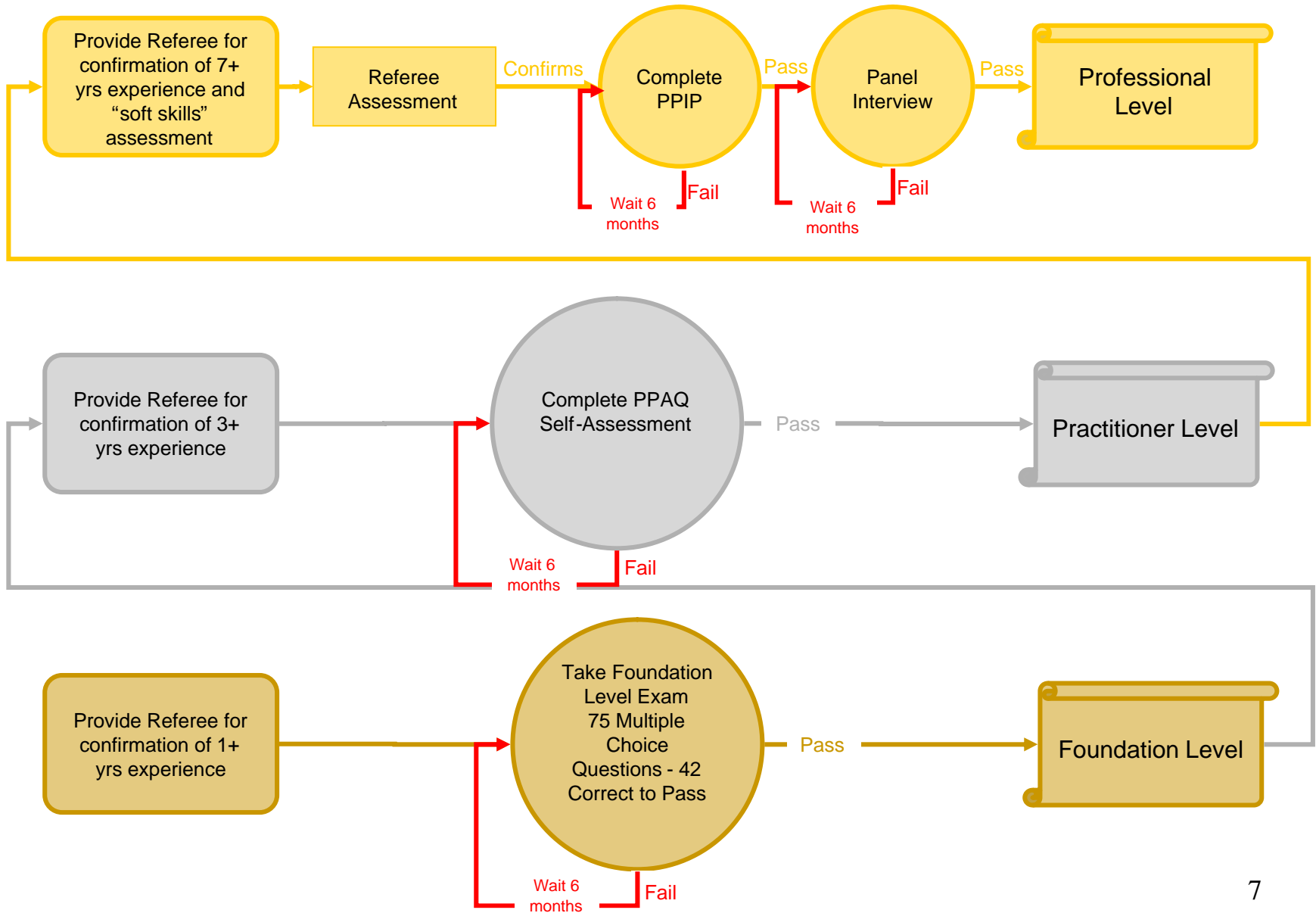
What Are the Accreditation Levels?

- **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

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?

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?

- 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)
 - ✓ “APMP Accreditation Syllabus” (www.apmp.org/fv-408.aspx)
- Take an online exam (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?

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.

More Accreditation Q&As (#1)

- 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)

- 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)

- 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)

- **When I register and pay for the Foundation Level exam on line, must I begin the exam at that time?**
- ✓ **No. However, 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)

- 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, 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)

- 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)

- 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)

- **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)

- **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)

- **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)

- **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?

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.