



# APMP Capture Practitioner Certification: Overview and FAQ

*What is the APMP Capture Practitioner Certification (CAP APMP), and why should you go for it?*

This APMP Certification is designed to test the practical application abilities of people who are mostly involved in coordinating the pursuit of complex business-winning opportunities.

Candidates should be able to demonstrate understanding by being able to:

- apply and adapt the APMP opportunity capture planning and scheduling competencies to a given opportunity capture.
- identify, analyze and distinguish between appropriate and inappropriate application of the APMP opportunity capture planning and scheduling competencies to a given proposal/bid scenario.
- apply and adapt the APMP Opportunity capture team selection and management competencies to a given opportunity capture.
- identify, analyze and distinguish between appropriate and inappropriate application of the APMP Opportunity capture team selection and management competencies to a given proposal/bid scenario.
- apply and adapt the APMP Managing Decision Gates and Reviews competencies to a given opportunity capture scenario.
- identify, analyze and distinguish between appropriate and inappropriate application of the APMP Review Management competencies to a given opportunity capture scenario.
- apply and adapt the APMP customer focused opportunity capture skills competencies to a given opportunity capture scenario.
- identify, analyze and distinguish between appropriate and inappropriate application of the APMP Customer focused opportunity capture skills competencies to a given opportunity capture scenario.
- apply and adapt the APMP Strategy competencies to a given opportunity capture scenario.

*Who is the target audience?*

- This qualification is designed to test the abilities of those candidates seeking business, doing business development and pursuing new business, including capture, opportunity and business development.

*What are the pre-requisites for sitting the exam?*

- Have a sponsor who recommends that you should be considered for the exam.
- Have completed the Application and Sponsor Form (including the self-certification that you have studied the indicated elements of the APMP BoK).

### *What are the pre-reading materials?*

- The basis for exam questions is the APMP BoK.
  - Please refer to the Syllabus in the [Practitioner Preparation Guide](#) to confirm which BoK areas are referenced.

### *Are there sample questions available?*

- Yes, you can access the sample paper here - <https://sampleexams.apmg-international.com/Marlin/SamplePapers.aspx>

### *What about CEU/CPDs?*

- Members are required to earn and log 40 CEUs/CPDs every two years for the Capture Practitioner-level certification.

### *What is the designation?*

- Successful candidates will be entitled to use the designation 'CAP APMP' (e.g. in their email signatures, on their business cards, or in their CVs).
- If you have several APMP certifications, it might look like this: 'CP CAP BW-M APMP'. (Signature certification first, Micro-Certification(s) last).

### *Where can I register for the exam?*

- For training and the examination please refer to the Approved Training Organizations (ATOs) – <https://www.apmp.org/certification/approved-training-organizations/>
- You can find the APMP Certification levels in the menu on the left-hand side of the APMG Public Exams Portal - <https://publicexambookings.apmg-international.com/>

### *What does it cost?*

- Public Exam fees can be found on the APMG Public Exams Portal - <https://publicexambookings.apmg-international.com/>
- For training and exam fees please refer to the ATOs - <https://www.apmp.org/certification/approved-training-organizations/>

### *What kind of exam is it?*

The exam consists of 8 questions:

- 10 question items per question each worth one mark, total of 80 marks
- 2-and-a-half-hour examination (150 minutes) no additional reading time
- Pass Mark of 40+/80 to pass (50%)
- Open book, unrestricted materials

### *What is the duration of the exam?*

- 150 minutes
- Candidates with English as a second language can request additional time when booking the exam. For further information, please visit [APMG Copyright, Legal & Policies](#)
- Take a Break – For online exams, the exam time will be extended by 10 minutes so that you may take a break.

- To do so, click the Take a Break button. To resume the exam, click the Resume button. Be aware that the clock continues to count down during your break.

### *How difficult is it?*

The CAP APMP qualification examines at levels 3 (apply)/ 4 (analyze).

Difficulty category:

- 35-45 marks level 3\*
- 35-45 marks level 4\*

\* For more information on the OTE exam and the theory behind it, please read [Bloom's taxonomy](#)

### *What kind of questions are there?*

- Find out more in the APMP Practitioner Preparation Guide.

### *What is the pass mark?*

- You need 40+ out of 80 marks to pass the exam (50%).

### *How do candidates get their results? When I pass the exam, will I get a Certificate and a Digital Badge?*

- Provisional results for the examination are fed back to candidates on-screen at the end of an online exam.
- APMG will formally process and confirm results via the Candidate Portal within 2 working days of receipt of the completed papers.
- Once the result is available via the Candidate Portal, you will be able to access your Digital Badge & Certificate.

### *Will the online exam be proctored through ProctorU?*

- Yes

### *Is it available in other languages than English?*

- Not currently but will be considered

### *What happens if I do not pass the exam?*

- If you wish, you can re-sit the exam (exam fee is due again). Please note that you will be much more likely to pass following reviewing the relevant APMP BoK sections.
- There is no waiting period.

### *Other questions?*

Please contact APMG - <https://apmg-international.com/contact>