



## APMP Certification Program | Frequently Asked Questions

### **WHAT STUDY INFORMATION IS AVAILABLE TO HELP PREPARE FOR AN EXAM?**

The [APMP Body of Knowledge](#) (available to APMP members only) is an incredible and vast resource for industry best practices and exam preparation.

The [Foundation Study Guide and Glossary](#) both serve as valuable resources for the Foundation Certification exam.

The [Practitioner Preparation Guide](#) is a great resource for the Practitioner and Capture Practitioner Exams.

All the Micro-Certifications have [study guides](#).

There are several documents related to preparing for [Professional Certification](#), located under the Professional Certification tab.

### **ARE THERE SAMPLE QUESTIONS AVAILABLE?**

Yes, you can access the sample papers for the APMP Certifications [here](#). Simply scroll down to find the APMP exams. Sample exams can be taken multiple times and you will get feedback after taking the exam to help you focus your studies.

### **ARE THERE TRAINING OPPORTUNITIES TO PREPARE FOR THE EXAMS?**

Yes, reach out to any of the APMP [Approved Training Organizations](#) (ATOs) for training opportunities related to the APMP Body of Knowledge and exam preparation.

### **ONCE I SIGN UP TO TAKE AN EXAM, WHAT IS THE TIME LIMIT TO ACTUALLY SIT FOR THE EXAM?**

You have one year from the time you register for the exam to take the exam.

### **WHAT KIND OF FEEDBACK WILL I SEE FROM THE [SAMPLE EXAMS](#)?**

You will see the questions you answered correctly and the questions you answered incorrectly.

## **WHAT KIND OF FEEDBACK WILL I SEE FROM THE LIVE EXAMS?**

Regardless of pass/not pass, you will be provided a breakdown of the syllabus areas tested and how you performed. This will help you understand the areas you mastered and the areas where you can improve.

To see this, log into your profile on the testing organization site, APMG, through the candidate portal [here](#). A PDF will be available to download once the results have been verified, within 2 working days of receipt of the completed papers or completion of the online exam.

## **HOW DO I GET MY CERTIFICATE AND DIGITAL BADGE FOR MY NEW CERTIFICATION?**

Log into your profile on the testing organization site, APMG, through the candidate portal [here](#).

## **HOW DO I NOTE APMP CERTIFICATIONS IF I HAVE MORE THAN ONE?**

Once you have earned the Practitioner-Level Certification (CP APMP), there is no need to list the Foundation-Level Certification.

Once you have earned the Professional-Level Certification (CPP APMP), there is no need to list the Practitioner-Level Certification.

If you have earned the Foundation-Level Certification and the Capture Practitioner Certifications, it might look like this: CF CAP APMP

If you have a Signature Certification along with Micro-Certifications, it might look like this: CP ES-M BW-M APMP (Signature Certification first, Micro-Certification(s) last)

## **WHAT ARE THE REQUIREMENTS TO MAINTAIN A SIGNATURE CERTIFICATION AND MICRO-CERTIFICATION?**

Each level of APMP Signature Certifications requires that you maintain your credentials through ongoing professional development, measured in Continued Education Units (CEUs) or Continuing Professional Development (CPDs).

Although no CEUs/CPDs are required to maintain Micro-Certifications, CEUs/CPDs must be obtained and maintained every two years for the Signature Certifications.

The Foundation Level requires 20 CEUs/CPDs every two years.

The Practitioner, Professional, and Capture Practitioner requires 40 CEUs/CPDs every two years.

[Click here](#) for more information on maintaining an APMP Certification, including ways to earn CEUs/CPDs.

Here is a [video](#) describing how to add CEUs/CPDs to the CEU/CPD Tracker in your APMP member profile.

### **WHAT SHOULD I DO IF I HAVE SPECIAL REQUIREMENTS FOR THE EXAM?**

1. Register/pay for the exam via your ATO or Public Exams Website [APMG Public Bookings \(apmg-international.com\)](#)
2. Enter the required % of extra time in the “Special Requirements” section or advise your ATO.
3. Wait for a registration email from APMG.
4. Send APMG or your ATO documents validating special requirements to ensure the correct accommodations are made, (Phone: +44 (0) 1494 452450, Email: [OperationsUK@apmggroup.co.uk](mailto:OperationsUK@apmggroup.co.uk))
5. Schedule exam.

For further information please visit [APMG COPYRIGHT, LEGAL & POLICIES](#)

### **MY NAME HAS CHANGED. WHAT IS THE PROCESS FOR UPDATING MY NAME WITH APMP AND MY CERTIFICATION(S)?**

[APMG](#) (the testing/accreditation company for APMP): APMG needs proof of the name change, such as a copy of a marriage certificate.

Email the request and a copy of the name change document directly to the operations team at [OperationsUK@apmggroup.co.uk](mailto:OperationsUK@apmggroup.co.uk) and they will update this.

**APMP:** Members can update their contact information in their member profiles. Reach out to the APMP Member Value Team at [membership@apmp.org](mailto:membership@apmp.org) for assistance.

### **HOW CAN I SHARE DETAILS ABOUT THE APMP CERTIFICATION PROGRAM WITH MY MANAGER, EMPLOYER AND OTHERS IN MY COMPANY?**

Here is a [brochure](#) with information on the APMP Certification Program.

Share your success as APMP Certified on social media, in your email signature, on your resume, and more.