

Frequently Asked Questions for the APMP Accreditation Program



APMP[®]

ASSOCIATION OF PROPOSAL MANAGEMENT PROFESSIONALS



Table of Contents

About the Program.....	3
Foundation Level Accreditation	5
Proposal Practitioner Accreditation	7
Proposal Professional Accreditation.....	10

About the Program

Who has developed the Accreditation Program?

The APMP Accreditation Program has been developed by the International Association and piloted in the UK to prove the concept. The success of the pilot has meant that the APMP Accreditation program is now being rolled out throughout the USA and is available worldwide.

Who is providing accreditation services?

The APM Group provides the accreditation but to the standards and syllabus that has been defined by the APMP. These standards and the syllabus are set and administered by the APMP Accreditation Steering committee which is represented on the APMP main board by the Director of Accreditation services.

Is this working for the APMP or franchised by the APMP?

The APMP employs the APM Group to administer the APMP Professional Accreditation program on its behalf. There are two main reasons and benefits to this as far as the APMP is concerned. The first is that the APM Group is already recognized internationally as an accreditation company and has a track record in accrediting professionals in Project Management to internationally recognized standards. The second is that because of this, the APM Group has existing and proven infrastructure to administer accreditation programs, thereby saving the necessity for the APMP to invest in this area in support of the program.

Does the APMP bill for accreditation services or a franchisee? And if it is a franchisee, who is the franchisee?

The APM Group handles the invoicing etc for the accreditation program, and a great deal of work was carried out to ensure that the fees charged for each stage of the Accreditation program are in line with those charged worldwide for other similar professional qualifications. A document that provides examples of these comparators is currently being produced and will shortly be released for everyone to view.

Since the APMP is a volunteer organization, how will the Accreditation Program be rolled out worldwide?

The APMP is currently in the process of Approving Training Organizations to deliver training for, and in support of, the accreditation program. Currently, there are over 30 organizations around the world that have expressed an interest in this aspect of the program. These Approved Training Organizations (ATOs) will not only include the traditional proposal training organizations that we are all familiar with, but also larger corporates' wishing to conduct their own internal training to enable their staff to achieve professional qualifications and recognition in the area of proposal management. All organizations will be administered and licensed on behalf of the APMP by the APM Group to deliver training to meet the syllabus defined by the APMP.

Where can I find out more about the APMP Accreditation Program?

Details about each of the accreditation levels, the standards by which it is marked and assessed, the processes used to ensure that marking is fair across the world, dispute process etc., can be found by logging onto www.apmp.org and following the links for Education and then

Accreditation program. All documents posted are regularly updated so you will view the most up to date information.

Does the APMP run Training Courses for the any of the Accreditation levels?

APMP does not itself run training events for any of the accreditation levels. APMP has approved Training Organisations across the world, all of whom deliver training for the Foundation Exam and Practitioner assessment that has been approved by the APMP as meeting required standards to ensure that the syllabus is adequately covered. Details of the Approved Training Organisations can be found at <http://www.apmp.org/ca-62.aspx>.

Foundation Level Accreditation

What is the benefit to me/my company of me achieving professional status?

Most companies invest in the development of their staff, recognizing that this provides future benefits to the company. By sponsoring you to achieve accreditation, your company will demonstrate to you, and other business professionals in your company, that it recognizes the proposals-related discipline as professional. The company will show it is committed to investing in its people. APMP is the only independent, international organization promoting the professionalism of those involved in winning business with proposals.

If your company will not invest in your future in this way, you should invest in your own future, yourself. We are checking currently whether or not you can offset the fee against your personal tax.

What does the exam test?

The APMP-Foundation level examination tests your knowledge and understanding of bids and proposals development. The questions are designed to test the capabilities defined in the APMP Examination Syllabus document, available from the examination website.

Does the APMP have a list of recommended reading material for the exam?

Currently, the most concise reference book available is the Proposal Guide by Larry Newman. All questions have an answer in both the 2nd and third Editions of the Proposal Guide.

It is likely that over time the recommended reading material will be contained in APMP Body of Knowledge.

What is the exam like?

The examination must be completed in one hour. After one hour you will be timed out. It consists of 75 multiple choice questions. To qualify for the APMP-Foundation level, you must have answered 42 or more questions correctly.

If you would like to try the sample exam (free of charge) which gives you 10 minutes to answer 7 questions, please click the link to the exam web page and then click on the Sample Online Exam link on that page.

Who set the exam?

The examination content is controlled by the APMP Chief Examiner and the administration of the examination is undertaken by the APM Group - whose experience in providing on-line examinations ensures that this examination has a consistent standard of questions, wherever and whenever it is taken.

Do I need to be a member of the APMP to take the exam?

No, but if you are not a member it costs more. To find out more about the APMP, the events it holds, or to join the APMP go to the website www.apmp.org.

Am I eligible to take the exam?

To be eligible to receive an APMP-Foundation level Certificate you MUST HAVE at least one-year's experience of working in a bids and proposals environment. You will be asked to provide the email address of a "reference" person to the APMP (such as your line manager, a peer or a commissioning client), who will be asked to confirm that you have worked for at least one year in a bids and proposals environment.

What other levels of Certification are there?

Qualification at the APMP-Foundation level is an achievement in itself. However, this qualification is necessary as an entry point to the APMP-Practitioner and APMP-Professional levels of Certification.

When will I know whether I have passed?

Your result will be given to you online at the end of the examination. If you are successful, an APMP Certificate will be posted to you within 30 days.

What happens if I fail?

Unless you have reasonable grounds for an appeal, if you fail this examination, you will have to wait six months before you will be allowed to take it again. Appeals should be directed to the Nicola.kelly@apmgroup.co.uk. Once an appeal is received it is passed, with all documentation to the Chief Examiner for review. The Chief Examiners decision is final.

How can I prepare for the exam?

The APMP strongly advises all candidates to prepare themselves before taking this examination. This examination tests current best practices in bids and proposals. Sources of best practices information in bids and proposals are available on the APMP website.

The examination is 'open-book' – that means that you may use any of the reference materials that you have when you take the exam.

How do I take the exam?

You find somewhere with reliable internet access, where you will not be disturbed for at least an hour. Then, having prepared yourself properly, you click on the following link APMP-Foundation level Examination. Please read the information on the site before taking the exam.

If I don't take the exam, can I still be a member of the APMP?

Yes. You will continue to receive all the benefits of being a member of the only organization which seeks to advance the art, science and technologies of proposal management.

Proposal Practitioner Accreditation

What is the Practitioner Assessment?

The APMP Practitioner Competency Assessment has been designed to provide you with information about your Bid and Proposal Management capabilities and is a Mandatory stepping stone to the APMP Proposal Professional Accreditation. When you register for the assessment you will be asked to provide an email address for a reference who is prepared to confirm that you have worked for at least three years in a bids and proposals environment.

What does it consist of?

The online competency assessment consists of 36 questions, based directly on the following Proposal Professional Competencies:

- Information Research & Management
- Planning
- Development
- Management
- Sales Orientation

There is also a section covering:

- Behavior & Attitude - please answer this section last

How long do I have to complete it?

The competency based Self-Assessment questionnaire is designed to be completed on-line, in about 4 – 5 hours, but you can take as long as you need to complete the self-assessment to your satisfaction. It will remain confidential to you until submitted.

To leave the survey at any time, select Next Page after your last completed answer and then close your web browser.

When you return to the survey you will be asked how you would like to continue. Please answer all questions, and any questions marked * must be completed before you can go to the Next Page.

Can I change my answers?

You can change your answers to the assessment questions at any time before submitting it to APMP for review.

If you are still working on your assessment and decide to complete it later, when you close the assessment browser window, your answers will be saved in a secure web database. When you return to the assessment your earlier answers will be available for your review and editing.

Once you select the Submit button at the end of the assessment your assessment will be forwarded to APMP and you will no longer be able to change your answers.

How do I access it?

You can access the assessment by clicking the Take the Assessment link in the menu bar to the left of the website. This will take you to the Web

Surveyor website where you will be asked to enter your candidate number. When you revisit the Assessment your earlier answers will be available for review and editing.

How do I submit my answers for review?

When you finish the assessment, please click the Submit button at the end of the last section in Web Surveyor.

Please ensure that all questions are completed before submitting the assessment - you will not be able to change your answers once you click the submit button.

IMPORTANT

In addition, please click the checkbox in the Practitioner Assessment Details form to indicate that you have finished the survey and have submitted it for review.

What happens after I submit the Assessment?

Your Assessment survey will be reviewed by an APMP Approved Assessor and you will be contacted if any further information is required to support your survey answers.

You will be notified of your Practitioner Level Result within 8 weeks of survey submission.

How do I save my Assessment answers to return to later?

If you are still working on your assessment and decide to complete it later, to leave the assessment at any time, select Next Page after your last completed answer and then close your web browser.

When you close the assessment browser window, your answers will be saved in a secure web database. When you return to the assessment your earlier answers will be available for your review and editing.

When you return you will be asked how you would like to continue. Please answer all questions, and any questions marked * must be completed before you can go to the Next Page.

Once you select the Submit button at the end of the assessment your assessment will be forwarded to APMP and you will no longer be able to change your answers.

How do I navigate the Assessment?

Whilst completing the Self-Assessment Questionnaire, you have the option of going back to previous questions should you want to review your answers or to change them.

Each question in the Competency Self Assessment is on a single page. Once you answer a given question, you have several choices:

Move on to the next question -- Click on Next Question. You will have the option of returning to this question later to review or change your answer if desired.

Interim save -- Click on Interim Save if you want to save your work and return to the same place in the questionnaire later.

Save and exit -- Click on Save and Exit to save your work and exit the system.

Leave without save -- Click on Leave Without Save to exit the system without saving your work from this session.

Once you begin to complete the questionnaire, you also have the option of returning to any of the previous questions should you want to review your answers or to change them by clicking on Previous Question.

Note: If you elect to exit the survey and return later, the questionnaire software will automatically begin numbering unanswered questions from '1.'

What is the question format for the assessment?

Each question includes several explanatory elements and asks you to rate the extent to which your role exhibits targeted skills and knowledge on a scale from 'Not at all' to 'Fully.' These ratings are further explained below.

Note: Context is especially important in properly understanding the best practice involved in each question. In addition to the question-specific context provided, you will find it helpful to remember the overall context implied by the Competency associated with the KCA being assessed.

Free Text Field. This field requires you to provide specific evidence of when and how the competency was applied and dates and names of any relevant training courses attended. It allows for additional supporting information to be provided in the form of free text to show the context within which the competency has been performed. Candidates are advised that bulleted text only is required as free text supporting evidence.

When answering the questions in the Self-Assessment, you will rate your response on a one to five scale. Read each question and then determine the extent to which it describes you. You have the following choices:

1. *Not at all* - If you believe that none of the abilities described apply to you in this competency set.

2. *Marginally* - If you believe that some of the abilities described apply to you in this competency set.

3. *Partially* - If you believe that half of the abilities described apply to you in this competency set.

4. *Largely* - If you believe that most of the abilities described apply to you in this competency set.

5. *Fully* - If you believe that all of the abilities described apply to you in this competency set.

[2nd] Free Text Field. This field requires you to provide information on when and how you expect to improve your own and others skill and knowledge for the competency under assessment in not more than 75 words. This does not necessarily have to be in complete sentences, bulleted text is acceptable.

Proposal Professional Accreditation

How is the APMP Professional Reference Assessment different to that of Practitioner Level?

The Professional Reference assessment is on the behavior and attitude demonstrated by you, particularly in the areas of managing and motivating others to carry out required actions.

The assessment comprises a detailed assessment of 9 competencies within the KCA Behavior and Attitude. Within these individual competencies your reference will be asked to rate you based upon pre-defined statements.

What is the process for my Reference Assessment?

The first stage of the Professional level accreditation process requires you to provide an email address for a reference who is prepared to confirm that you have worked for at least seven years in a bids and proposals environment and also complete an on-line competency sub-set assessment designed to take no more than 30 minutes to complete.

This assessment must be completed and returned by your reference to the nominated assessor within 4 weeks of the assessment request. It is your responsibility to ensure the reference provides the required assessment within the timescale.

When you register for Professional level and provide your reference contact details and email address, an automatically generated will be sent to your reference confirming your registration and requesting that your nominated person completes the Reference Assessment online. Your reference will have the option to complete the assessment by filling in the attached Word Document and returning it to the APM Group, and an email address will be provided. The APM Group will then forward the completed assessment to the nominated APMP Assessor.

What is the Proposal Professional Impact Paper (PPIP)?

The purpose of the PPIP is to establish your firm claim for the significant impact that you have made in the proposals profession.

To complete the PPIP Assessment, you are asked to complete a standard PowerPoint presentation template that is downloaded from the web <http://www.apmg-exams.com>

How long do I have to complete it?

After registering to become a Proposal Professional you can take up to 6 months to complete your PPIP.

What happens after I submit my PPIP?

Your PPIP will be reviewed by the APMP and you will be contacted if any further information is required to support your survey answers.

You will be notified whether you have reached the standard required by the APMP within 4 weeks of submitting your PPIP. If you are successful, you will be invited to attend a Panel Interview. If there are areas within your PPIP submission that the Assessor feels needs particular clarification you will be notified of these areas two weeks prior to the Panel Interview.

Interviews are likely to be carried out by telephone in the initial stages of the Program rollout. We do plan to set up a schedule of public Panel Interviews which are likely to be held quarterly and further information will be posted on this during the course of this year. For either type of interview you will be notified of the first available date, time and venue as soon as possible.

What happens if I fail the PPIP Assessment?

If your PPIP does not meet the APMP standards, you will be notified by the APMP Assessor of the areas in which it has failed and invited to resubmit. At this time you will have the option of using your original subject of Impact or choosing another one. Your Assessor will give you guidance on this.

There is no charge for resubmitting your PPIP.

What is the Panel Interview?

The panel interview may be face-to-face, or by telephone and is designed to assess your verbal communication skills. The panel in either case, will consist of not less than two people, one of whom must be an APMP Accredited Assessor. The APMP Accredited Assessor will be the same person who assessed your PPIP.

You will be asked to present your PPIP in 20 minutes. Following the presentation the Panel will ask questions related to the presentation and engage in discussion with you about the Impact you have made. Should there be areas that the Assessor feels require clarification

Do I need to be a member of the APMP to register for the Professional Level?

Yes. To find out more about the APMP, the events it holds, or to join the APMP go to www.apmp.org

Am I eligible for Professional Accreditation?

To be eligible to receive a APMP-Professional level Certificate you MUST HAVE passed at APMP-Foundation level and at APMP-Practitioner Level and have at least seven-year's experience of working in a bids and proposals environment.

When will I know whether I have passed?

You will be notified of your result within 4 weeks of attending the Panel Interview and an APMP Certificate will be posted to you within 30 days of your notification.

What happens if I fail the Panel Interview?

Unless you have reasonable grounds for an appeal, if you fail the Panel Interview you will have to wait six months before you will be allowed to take it again.