

# APMP Standards and Guidelines for the Assessment and Approval of Training under the Accreditation CPD Program



**APMP<sup>®</sup>**

ASSOCIATION OF PROPOSAL MANAGEMENT PROFESSIONALS



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## Purpose of APMP Approved Training

The APMP Accreditation Program requires accredited individuals to maintain their accredited status by collecting over a two year cycle a number of Continuing Education Units.

Any organization may have training material approved by the APMP; however only Approved Training Organizations may deliver training material specifically to participants who seek to take the Foundation Exam.

### What does “Approved Training” mean?

Training organizations that provide training in any aspect of business development, or commercial organizations with internal training programs, may apply to the APMP to have their material approved as meeting the APMP best practice standards. The content of the course may cover any number of the individual competency topics defined in the APMP Accreditation Program Syllabus, as well as any area of business development

Once the course material is approved by the APMP, the training organization or commercial organization may advertise and market their course(s) as being approved by the APMP and carrying between 5 and 10 CEU credits , depending on the outcome of the assessment. This approval process is designed to confirm that the course/workshop provides members with continuous development through skills transfer.

Only Approved Training Organizations (ATO’s) are able to deliver the Approved training for those individuals who wish to take the Foundation Examination. This training is delivered under licence by the APMP by Approved Training Organizations.

### Understanding the Assessment and Approval Process

Organizations that wish to have their training workshops / courses approved by the APMP, must first submit their training materials to be assessed by the APMP Chief Examiner. This is done by contacting [accreditation@apmp.org](mailto:accreditation@apmp.org).

The training for approval can be either:

- internal to an organization, and available only to employees
- external – provided in-house or through public courses by a training provider

To be eligible for Approval and APMP CEU’s, the training materials assessed must contain a minimum number of objectives and outcomes and provide a minimum number of tools and techniques that participants will be able to use once the training is complete. These numbers will vary based on the duration of the training.

If the assessment is successful, the organization may advertise that the training is approved by the APMP and the number of CEU’s that each participant may claim from attending.

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## **Maintaining the integrity of approved training**

All organizations that submit training materials for APMP approval should include a signed copy of the Undertaking to maintain the integrity of Training (Appendix A), and in advance of approval.

By signing the *Undertaking to Maintain the Integrity of the Training*, means that should the content of the training change in the future, or the course scope increase, or decrease, all training materials will be submitted again to the APMP Chief Examiner for re-assessment. The Form should be completed showing where and how the course changes have been made.

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## Standards for Approving Training Materials

The number of APMP CEU's for each workshop will vary, and is dependent on the depth and breadth of skills transfer to participants as is shown in the table below:

Length of training	Number of Required Learning Objectives	Number of Required Learning Outcomes	Number of Required Transferable Tools and Techniques	Number of Qualifying CEU's
Up to 4 Hours	1 - 2	1- 2	1 or more	5
4 Hours to 1 Day	3 or more	2 - 4	3 or more	8
2 Days	3 - 5	4 or more	4 or more	10

### Understanding the Reporting required

Once the assessment of training materials is complete, the APMP Chief Examiner will provide a report to the training organization that evidences the following:

- number and description of training objectives found
- number and outcomes of training found
- number and description of tools and techniques that can be used

A copy of the APMP Approved Training Report, together with confirmation of the approved number of CEU's, will be sent to the organization, and held by the Chief Examiner for audit purposes.

### Time for Approving Training materials

Once all the relevant training materials have been confirmed as received by the Chief Examiner, the assessment will be carried out, the report produced within 4 – 6 weeks.

### Costs for Approving Training

Costs are based on the length of the course requiring approval, and are as follows:

Up to 4 hours duration	£500 + applicable taxes
4 hours to 1 Day	£1,000 + applicable expenses
2 Days	£2,000 + applicable expenses

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## Appendix A – Maintaining the Integrity of APMP Approved Training

(Organization name)

(Organization Address)

(Contact Name)

(Contact Job Title)

(Contact Email address)

(Contact telephone number)

(Date)

(Organization Name) undertakes to inform APMP Chief Examiner should the content, or, scope of the *(Name of training course)*, approved as qualifying for (Number of qualifying CEU's) CEU's under the APMP Accreditation Continuing Development Program.

Signed