



APMP Practitioner Certification: Overview and FAQ

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

The purpose of this APMP Certification is to validate real-world mastery of industry best practices and the ability to lead others in their use.

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

- apply and adapt the APMP Information Research, Management and Sales Orientation competencies to a given proposal/bid scenario.
- identify, analyse and distinguish between appropriate and inappropriate application of the APMP Information Research, Management and Sales Orientation competencies to a given proposal/bid scenario.
- apply and adapt the APMP Planning and Management competencies to a given proposal/bid scenario.
- identify, analyse and distinguish between appropriate and inappropriate application of the APMP Planning and Management competencies for a given proposal/bid scenario.
- apply and adapt the APMP Development competencies to a given proposal/bid scenario.
- identify, analyse and distinguish between appropriate and inappropriate application of the APMP Development competencies for a given proposal/bid scenario.
- apply and adapt the APMP Behaviour and Attitude competencies to a given proposal/bid scenario.
- identify, analyse and distinguish between appropriate and inappropriate application of the APMP Behaviour and Attitude competencies for a given proposal/bid scenario.

Who is the target audience?

- This qualification is designed to test the abilities of those candidates who are mostly involved in the practical activities associated with producing bid and proposal documents.

What are the pre-requisites for sitting the exam?

- Candidates for the Practitioner-level certification must be APMP members in good standing and have earned the APMP Foundation-level Certification.
- Candidates should also have at least three years of experience in the bid and proposal field.

What are the pre-reading materials?

- 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?

- Candidates need to be current on their Foundation-level certification CEU/CPD requirements (20 CEUs/CPDs every two years) to register for the exam.
- Members are required to earn and log 40 CEUs/CPDs every two years for the Practitioner-level certification.

What is the designation?

- Successful candidates will be entitled to use the designation 'CP 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 three parts:

1. The Scenario part contains one scenario, providing a description of the customer and the business rationale for the opportunity; the objectives of the opportunity; the bidding organizations and their history with the customer; as well as how they intend to position themselves for the opportunity.
2. The Questions part contains six sections, called 'questions', each covering a different syllabus area, which will be clearly identified at the beginning of each question. Each of the six questions contains a number of part questions e.g. part A, B or C. Each of the 'part-questions' will identify the portion of the exam points allocated to it. Each part question

may have 3, 4, 5 or 6 question lines. Each question line within the part question attracts 1 mark, giving a total of 80 marks.

3. Your experience combined with the APMP approach as laid out in the APMP Body of Knowledge (BoK)

Of note: Unless it is clearly stated otherwise, there is only one answer to each question-line. If more than one answer is given, the response line will be void.

- It is an online multiple-choice exam with 80 questions (Objective Testing Exam, OTE) .
- Exams will be online unless otherwise requested on paper.
- It is 'open book'. Candidates may use any materials during the exam, we recommend the APMP BoK.

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 CP 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>