

Foundation Exam Update

Why has APMP Updated Foundation Program?

APMP updated the program to create a more universal approach that reflects the diversity of our profession. The new *APMP Body of Knowledge* and *APMP Glossary of Terms* document best practices and define key terms as well as industry- and region-specific variants. This new, standard terminology makes APMP more accessible to proposal professionals worldwide.

APMP also examined certification competencies and updated them to reflect new and emerging trends. Three new competencies were added:

- Persuasive Writing
- Graphics and Action Captions
- Virtual Team Management

The new program is being phased in to allow individuals who have begun preparing for the old exam until April 31, 2016 to compete the exam. Individuals who have not begun to prepare or want to qualify using the new exam can take the new exam online now. ATOs may offer courses in both exams until April 1, 2016. After that time, only the new exam will be available.

Members who have been previously certified will not be affected by this transition.

Is there a new Foundation Exam?

A new exam will replace the old on April 30, 2016. The new exam is available online now [LINK].

APMP will offer both the new and legacy exams until April 30, 2016. After April 30, 2016, only the new exam will be offered.

How do I prepare for new Foundation Exam?

Professionals preparing for the new exam should rely on the *APMP Study Guide (APMP BOK Edition)*, available in the APMP Store, and *APMP Glossary of Terms*. The *Glossary* provides significant guidance to the exam's updated terminology. ATOs may begin offering courses designed for the new exam immediately.

The *APMP Foundation Study Guide (APMP BOK Edition)* replaces the earlier APMP Proposal Guide based on the *Shipley Proposal Guide, 3rd Edition*. APMP used the *Shipley Proposal Guide* as the reference for its original certification program.

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Until April 30, professionals can qualify under the old exam, undergo preparatory training for the old exam with ATOs, and purchase the old *APMP Foundation Study Guide* (based on the Shipley Proposal Guide, 3rd Edition) at the APMP Store.

Do Member who are previously certified at Foundations need to recertify?

No, members who have been previously certified will not be affected. Certifications based on either exam are equally valid.

What are my options for taking the updated Foundation Exam?

Your options remain basically the same. You can take the exam online 24X7 or attend a face-to-face ATO training class and take Foundation Exam on paper at the conclusion of the class.

What's the difference in the two Foundation Exams?

	New Foundation Exam	Legacy Foundation Exam
Study Materials	APMP Foundation Study Guide APMP Glossary of Terms	APMP Proposal Guide
Study Guide Basis	APMP Body of Knowledge	Shipley Proposal Guide 3 rd Edition
Significant Changes	3 Additional Competencies Universal Language	-
Exam	75 questions / 1 Hour Available online and thru ATOs	75 questions / 1 Hour Available online and thru ATOs
Exam Availability	Available mid February	Available until April 30, 2016

During the transition period, how do I decide which exam to take?

If you have already begun preparing for the Foundation Exam using the APMP Proposal Guide (Shipley Proposal Guide 3rd Edition), you should probably complete your studies and take the legacy exam by April 30, 2016.

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If you are just now considering the Foundation Certification and haven't started your preparation, you should probably begin preparing using study materials for new Foundation exam.

How do I register and take the Foundation exams?

The legacy exam is still available on-line at the APM Group registration site [LINK]. When prompted, choose the 2013 exam option.

The new Foundation exam will be available February 12, 2016 at the APM Group registration site [LINK]. Choose the 2015 exam option.

I am planning to register for the class offered by Lohfeld Consulting at the 2016 APMP International Conference in Boston, MA. Which exam will I be taking?

The Boston Conference class and exam will be based on new program using the *APMP Foundation Study Guide (BOK Edition)* and *APMP Glossary of Terms* as reference material. The exam will be the new *APMP Foundation Exam*.