



# Guidelines for APMP Approved Training Organizations and Approved Trainers

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# Qualifications for APMP Certification Training

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## Introduction

Thank you for your interest in serving as an APMP Approved Training Organization (ATO) or Approved Trainer (AT).

All organizations and individuals who want to offer training courses leading to the APMP Foundation Level examination, the APMP Practitioner OTE examination, the APMP Capture Practitioner OTE and/or any other APMP accredited qualifications must be approved by APMP.

This guide outlines the requirements/qualifications you need to become an ATO/AT, including the application process, the approval process, associated fees, and other useful information.



# Qualifications for APMP Certification Training

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## Becoming an Approved Training Organization (ATO)

### Definition

An ATO is an organization approved by APMP to provide APMP Foundation, APMP Practitioner and APMP Capture Practitioner training to industry and to administer the attendant examinations as part of or in conjunction with training sessions.

### Qualification

To be an ATO, you must:

- Demonstrate a record of successfully running training courses for professionals.
- Appoint a lead trainer responsible for ensuring that training is delivered to APMP guidelines. The lead trainer must demonstrate domain capacity by passing the APMP Practitioner Level Exam.
- Have your course material sanctioned/approved by APMP.
- Those wishing to offer training to the Practitioner OTE and Capture Practitioner OTE certification exams must also have passed those exams prior to training.
- Have sufficient staff members to complete the administrative tasks associated with the APMP Foundation Exam.

### Application

To apply to be an APMP ATO, submit the following information to APMP's Chief Executive Officer, Rick Harris at [rick.harris@apmp.org](mailto:rick.harris@apmp.org):

- Evidence of your credentials for becoming an ATO. This information will be held in strict confidence and won't be shared with those outside APMP's certification program.
- A statement of your ambitions and goals once approved. Please include detail on your plans to promote and deliver APMP Certification related training including any specific sectors targeted, geographies or other defining factors.
- Details and a bio of the person nominated as lead trainer, including their relevant qualifications and APMP membership number.
- To include additional Approved Trainers, please provide their details along with any relevant qualifications and their APMP membership number.
- Names and contact information for two relevant referees.

APMP will review your application. We will use the criteria in this document to confirm whether you may become an ATO.

# Qualifications for APMP Certification Training

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## Fees

If your application is approved, the following one-time fees must be paid before you are admitted to register of Approved Training Organizations

- 1. APMP IP Licence Fee** **\$1000.00 (USD)**
- 2. Approved Trainer Registration Fee** **\$ 250.00 (USD)**

The Licence Fee includes the registration fee for the Lead Trainer

The AT registration fee is due for each additional Approved Trainer.

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## Becoming an Approved Trainer (AT)

### Definition

An AT is an individual approved by APMP to provide APMP Foundation and Practitioner training. All ATs must be aligned with an ATO. An AT may administer the APMP Foundation examination as part of a training session.

### Qualification

To be an AT, you must:

- Demonstrate a record of successfully running training courses for professionals for at least two years.
- Have a minimum of two years' experience working within a proposal role.
- To deliver training and to administer examinations leading to the APMP Foundation or APMP Practitioner, the AT must demonstrate domain capacity by passing the APMP Practitioner Level OTE.
- To deliver training and to administer examinations leading to the Capture Practitioner Level OTE the AT must demonstrate domain capacity by passing the APMP Capture Practitioner Level OTE Application

To apply to be an AT, submit the following information to APMP's Executive Director, Rick Harris at [rick.harris@apmp.org](mailto:rick.harris@apmp.org):

- Brief outline to prove that you meet the required standards of becoming an AT, credentials for becoming an AT, and your training experience.
- Name and contact information for two relevant references.
- If you are applying to do internal training, you should be aligned with an ATO and provide APMP with an explanation of your organization's professional development certification plans for the next two years.

APMP will review your application and confirm whether you meet the criteria to become an Approved Trainer.

### Fees

If your application is approved, your ATO must pay a one-off license and registration fee of USD 250.00 on your behalf.

# Qualifications for APMP Certification Training

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## How Fees Are Used

One hundred per cent of the funds generated from ATO and AT licensing fees are used to maintain APMP Certification programs.

For example, fees may be used to:

- Update, edit, and maintain the certification program, including instructions, questions, and study materials.
- Defray translation costs associated with maintenance of these materials so we may offer APMP Certification to new international markets.
- Complete any required activity to help support and maintain accreditation for either ATOs or ATs.

## Next Steps

Once you've paid your fees, the following will occur:

1. If APMP approves your application to become an ATO/AT, we will send you our training materials. These include;
  - A PowerPoint presentation that outlines a suggested level of detail in which to cover each of the syllabus topics;
  - The APMP Foundation Study Guide;
  - The APMP Glossary of Terms.

These documents are for reference purposes and your use only, not for resale.

2. The ATO will create a set of trainer notes based on these materials. These will be reviewed in conjunction with APMP, and you will receive feedback, support and guidance as necessary.
3. You may adapt the standard training deck as you see fit. If you do adjust the deck, you must submit it to APMP for review.
4. We will schedule a product knowledge interview and a live assessment. We will observe and score you against an APMP-approved ATO/AT checklist to ensure that you meet the standard qualifications.

We reserve the right to schedule additional live assessments if needed.

5. We will notify you no more than a week after your review whether you have passed your live assessment and whether you meet APMP approval.

We reserve the right to send representatives to training courses for audit and review purposes at any time during your training.

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## Review

APMP is committed to developing the bid and proposal management profession and to supporting our members to develop the skills, knowledge and experience they need to succeed in their chosen profession.

Our network of ATO's are a vital element of our certification framework, and as such, the highest possible standards must be maintained at all times.

Based on that understanding, APMP reserves certain rights to maintain the integrity of our certification program;

1. APMP will periodically review ATO/AT performance and reserves the right to withdraw 'Approval' if courses are delivered that consistently fail to meet APMP standards.
2. Appointment as an APMP ATO is a privilege and brings with it an expectation of active engagement with, and promotion of, the APMP Certification Program.

The lack of evidence of any such activity or record of candidates undertaking APMP Certification under the auspices of the ATO/AT will result in the following steps being taken:

- a. The ATO/AT will be invited to take part in an interview to identify potential areas of support and development. The performance of the ATO will be placed under review for a minimum of six months.
  - b. After the review period, in the absence of any tangible evidence of progression and/or any realistic prospect of candidates undertaking APMP Certification in the foreseeable future, APMP reserves the right to withdraw 'Approved' status from the training provider with immediate effect.
3. APMP recognizes that in some instances, an ATO will provide APMP Certification training but may not administer or deliver the subsequent examination. To represent a true reflection of the activity of the ATO, APMP recommends that ATO's track the names and if relevant, APMP membership numbers, of all the course participants they train.