



APMP Practitioner Exam



APMP Practitioner Level Certification

This certification is designed to assess whether you apply or, have the knowledge to apply, best practice process and procedures defined by the APMP Accreditation competency framework.

Practitioners demonstrate that they can successfully apply best practices in the workplace.

A review of your experience is recorded against the global standard.



Why Should You Pursue Practitioner Level?

Practitioner Level Certification demonstrates that:

You are committed in improving your professional skills

You have mastery over the best practices

You can build and manage an efficient team

You can communicate a consistent winning strategy

You are advancing yourself to the top of your profession

How to qualify?



Achieved APMP-Foundation Level status

Minimum of three years experience in a bid and proposals environment

Provide a reference who can verify your experience and support a random check of the evidence in your Proposal Practitioner Assessment Questionnaire (PPAQ)

Prepare and submit online the PPAQ providing appropriate evidence

APMP Practitioner Assessment Format



There is no exam for APMP's Practitioner Level Certification.

It is based on a 35 question Proposal Practitioner Assessment Questionnaire (PPAQ)

Complete the PPAQ by providing objective evidence from your professional experience to substantiate your application.

APMP Practitioner Assessment Format



A certified assessor evaluates your PPAQ against the Practitioner Standards and Guidelines.

A random check of evidence is done with your reference.

There is no time limit.

Completing the PPAQ



The APMP Competency Framework has 5 Key Competency Areas, these are:

Information Research and Management

Planning

Development

Management

Sales Orientation



Completing the PPAQ



Definition of the Key Competency is written in green at the beginning of each area.

Each Key Competency Area includes a number of individual competencies.

There are 30 individual competencies.

Definition of each individual competencies and a list of activities which describe the best practices will be provided.

Completing the PPAQ



Consider how many, and how often you use the best practices described and provide a rating as follows:

Not at All | Marginally | Partially
Largely | Fully

This rating indicates your level of experience for the competency.

Completing the PPAQ



Provide evidence to support the rating you have given your experience

Compile your evidence for each activity by referring to the specific proposals where you have used the best practice.

Use code names where appropriate to protect confidentiality.

Completing the PPAQ



Provide evidence for all the activities marked Mandatory and a designated number of Desirable activities.

The required number of mandatory and desirable activities depends on each of the individual competencies.

Use the word count to describe as fully as possible how you apply the provided Mandatory and Desirable activities.

Completing the PPAQ



Provide a plan showing how you will improve yourself and others in each of the Key Competency Areas.

It is not compulsory to include all competency topics in your plan.

It is important that you provide a plan for both, yourself and others.

Tips for preparing PPAQ



Collect the reference material you will need before the Workshop

Proposal Practitioner Assessment Questionnaire (PPAQ) Word template

APMP Proposal Practitioner Assessment Questionnaire (PPAQ) Standards and Guidelines

Tips Preparing Your Proposal Practitioner Assessment Questionnaire (PPAQ)

Tips for preparing PPAQ



Carefully read the PPAQ instructions ahead of time.

Collect any documents, experience records, detail resumes, work logs etc., needed for your reference.

You must provide evidence in each competency area for all the activities marked Mandatory.

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Tips for preparing PPAQ



Only answer the specified number desirable criteria.

Reference each piece of evidence with the relevant number like M1, M2, D1, D2 to show the activity for which you are providing evidence for.

Start with competencies with which you are comfortable.

Tips for preparing PPAQ



Decide the Mandatory and Desirable activities within each individual competency area based on your experience.

Provide specific evidence based on individual projects.

Focus on the intent of the competency area not just the literal wording

Tips for preparing PPAQ



Provide evidence that clearly indicates where, when or how your experience has been gained.

After completing the first 2 competencies have your responses checked.

When responding to questions about plans to improve yourself and others, you must address both parts – Yourself and Others.

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Tips for preparing PPAQ



Understanding your strengths and weaknesses in each Key competency areas may help you develop your plan.

Use short concise sentences to state the requirement and to provide appropriate details.

Use bullet points and make use of the word limit to fully explain your evidence.

Exam Registration



Exam Registration



You can register for the APMP Practitioner Level Exam here:

<https://www.apmg-exams.com/index.aspx?masterid=1>

You can find more information on taking the APMP Practitioner Level Exam in APMP's official website:

<https://www.apmp.org/page/AccreditPractitioner>



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