

APMP Foundation Level Certification



The APMP-Foundation[™] level certification is the first of three levels of certification for entry-level certification in bid and proposal management.

Suitable for anyone working in the bid and proposal management environment, it tests basic knowledge of best practices in the field through a 60-minute, 75-question multiple choice test.

The implementation of this certification level is possible with BidBox in three variants:

Variant	Preparation	Testing	Support
1	online	online	-
2	Presence workshop	online	through BidBox
3	Presence workshop	in writing (following the workshop)	through BidBox

All three variants are presented in brief below.

Variant 1: Exemplary procedure of an online APMP Foundation Level Certification

When participants register for the Foundation[™] level certification via APMP's website (www.apmp.org), they receive access to all preparation materials in the online version.

There are 25 comparable exam questions that can be answered via the APMP website and the APMP practice exam portal before the student finally registers online for the multiple choice exam.

Use of the APMP Foundation Test Exam on the APMG portal. Full length test exam with 75 questions. No Feedback on individual questions.

The exam consists of a 60-minute multiple choice test that includes 75 questions. Of these 75 questions, 42 answers (56%) must be correct to receive the Foundation[™] level certification. The result of the exam is "pass"/"fail" only. In case of failure, there is a possibility to retake the exam after 6 months at the earliest.

No external support – only self-learning.

Variant 2: Exemplary procedure of an APMP-Foundation Level Certification with BidBox with subsequent online exam

On one day, the preparatory workshop for the Foundation[™] level certification is conducted. In the run-up, preparatory documents such as the *APMP - Body of Knowledge*, the *APMP - Accreditation Program Syllabus* or the *APMP - Glossary of Terms* are provided for the participants, which they acquire in advance through self-study.

This makes it easier for the participants to understand and apply the generally valid terminology and procedures for bid management used in the workshop. The preceding workshop provides optimal preparation for the exam and some sample questions from past exams are worked through together to give participants an understanding of the test questions.

In the case of subsequent certification by online exam, the examinee receives a code from BidBox, which gives access to the exam questions on the APMP website. The conditions are identical to the face-to-face exam: the exam consists of a 60-minute multiple choice test comprising 75 questions. Of these 75 questions, 42 answers (56%) must be correct to receive the Foundation[™] level certification. The result of the exam is "pass"/"fail" only. In case of failure, there is a possibility to retake the exam after 6 months at the earliest.

The entire certification measure is conducted in English: Both the workshop with English-language presentation and the preparatory documents up to the exam questions.

Variant 3: Exemplary procedure of an APMP-Foundation Level certification with BidBox with written exam after the workshop

On one day, the preparatory workshop for the Foundation[™] level certification is held first and, after a short break, the certification exam is held immediately afterwards. In the run-up, preparatory documents such as the *APMP - Body of Knowledge*, the *APMP - Accreditation Program Syllabus* or the *APMP - Glossary of Terms* are made available to the participants, which they acquire in advance through self-study.

This makes it easier for participants to understand and apply the general terms and procedures used in the workshop for bid management. It also makes it easier for them to immediately recall the knowledge they have just refreshed on the certification exam following the workshop. The preceding workshop prepares optimally for the following exam and also provides some sample questions from past exams to give the participants an understanding of the test questions.

The exam consists of a 60-minute multiple choice test that includes 75 questions. Of these 75 questions, 42 answers (56%) must be correct to receive the Foundation[™] level certification. The result of the exam is "pass"/"fail" only. In case of failure, there is a possibility to retake the exam after 6 months at the earliest.

The entire certification measure is conducted in English: Both the workshop with English-language presentation and the preparatory documents up to the exam questions.

Period of validity of the certification levels

To maintain certification status, certificants collect *Continuing Education Units* (CEUs) at 2-year intervals as part of their participation in the *Continuing Professional Development* (CPD) program to document their ongoing commitment to supply management expertise and advancement.

CEUs can be collected through a variety of activities:

- Self-study
- Conference Visits
- Chapter Meeting Visits
- Training participation
- Presentations at conferences
- Publications
- Engagement in APMP/at APMP events.

Level	Foundation	Practitioner	Professional
CEUs in 2 years	20	40	40

Through the [BidBox Learning Management System](#), participants in the APMP Certification Preparation Workshop, gain access to additional test exams and other information.