APMP Professional – Candidate Guidance for Booking System

1. To begin, Candidates can access the **Standards and Guidance** document, **Proposal Professional Impact Paper Template** and **Self-Scoring Matrix** from the documentation section of the APMP Product Page. You can begin work on your PPIP ready for submission at any time.

2. Candidates can **purchase the APMP Professional assessment** from the APMG Public Exams portal: https://publicexambookings.apmg-international.com/bookings/new?utf8=%E2%9C%93&product%5Bid%5D=200

   a. Add the APMP Professional assessment to your basket, continue to complete your details, then complete the payment.

   b. You will receive an email titled 'ACTION REQUIRED: Registration for assessment required'

3. **Register to the APMG Candidate Portal** (a link will be supplied in your email). For this you will need to input your details such as name, address, industry etc.

4. Once registered, you should now see the option 'Assessment', select this:

You'll then see the templates for the APMP Professional Impact Paper (PPIP), CV & Reference Questionnaire available to download. Please download all, or use an existing CV, once each document is completed:

A) Select **'Choose File'**, choose the relevant file from your device

   a. *When in file explorer, you may need to select 'All files' from the dropdown to access the PPIP/ PowerPoint*

B) Select **'Upload'**

C) The page will refresh and the **uploaded file will display**,
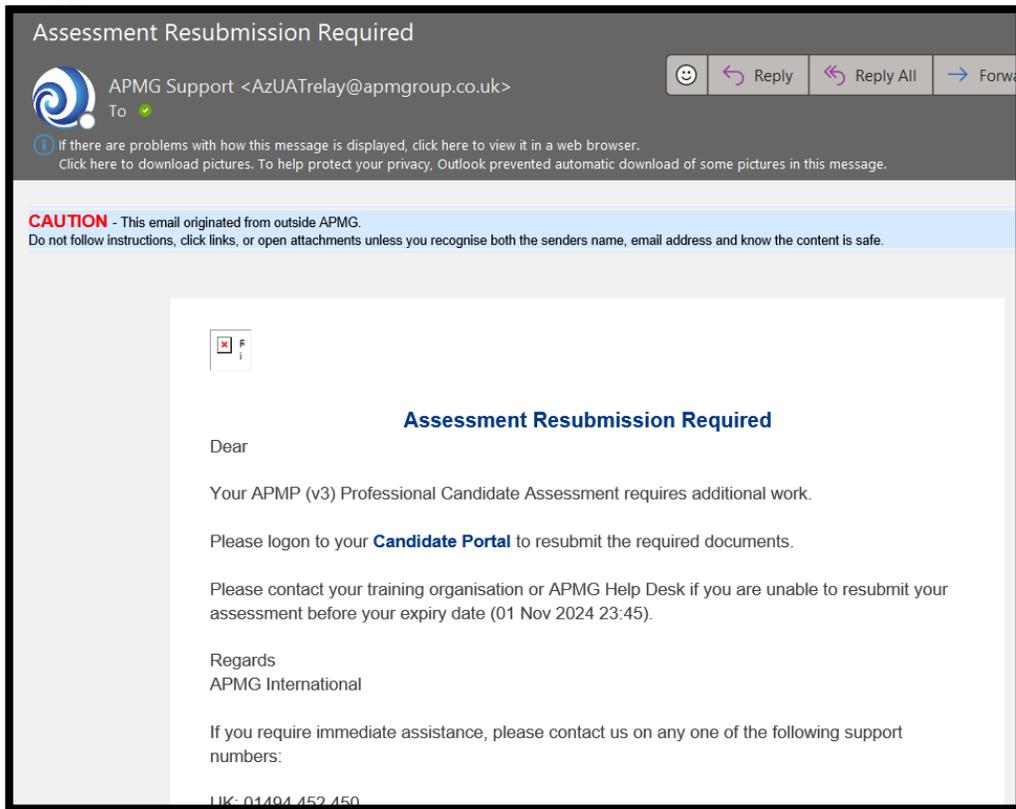
D) **Repeat** for each document

5. Once you've uploaded the completed PPIP, CV template and Reference Questionnaire you can select 'Submit for Assessment'.

At this point APMG will receive your assessment documentation, and ensure it's completed and that you mee the pre-requisite criteria. If the documentation is **not** complete, or you don't meet the criteria, you will receive an email detailing the reason from operationsuk@apmgroup.co.uk & an automated email advising you to resubmit via the candidate portal:

Assessment Resubmission Required

APMG Support <AzUATrelay@apmgroup.co.uk>
To

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION - This email originated from outside APMG.
Do not follow instructions, click links, or open attachments unless you recognise both the senders name, email address and know the content is safe.

Assessment Resubmission Required

Dear

Your APMP (v3) Professional Candidate Assessment requires additional work.

Please logon to your **Candidate Portal** to resubmit the required documents.

Please contact your training organisation or APMG Help Desk if you are unable to resubmit your assessment before your expiry date (01 Nov 2024 23:45).

Regards
APMG International

If you require immediate assistance, please contact us on any one of the following support numbers:

UK: 01494 452 450

6. The assessor will reach out via the email detailed on your CV to confirm receipt of assessment documentation. At this stage they can begin their assessment.

   The assessor will contact you following the assessment to advise either:

   a. Your PPIP meet the required APMP Standards, and to arrange your Professional Interview. OR;

b. Your PPIP does **not** meet the required APMP Standards, a first deferral will include the assessment scoring so that you can complete a 2nd submission.

    i. If after the 2nd submission you meet the standards, see point 6.a

    ii. If after the 2nd submission you do **not** meet the standards, your assessment will be classified as a fail. You can apply again when you are ready.

7. The Assessor will arrange a suitable time for a remote video call for the Professional interview. Following the interview the assessor will advise either:

a. Your interview has met the APMP Standards, and you have passed your APMP Professional Certification. OR;

b. Your interview has **not** met the APMP Standards, a first deferral will include the assessment scoring for the presentation and interview. You will either present your PPIP again and/ or answer some alternative competency-based questions.

    i. If after the 2nd submission you meet the standards, see point 7.a

    ii. If after the 2nd submission you do **not** meet the standards, your assessment will be classified as a fail. You can apply again when you are ready.

8. Once the result is confirmed, APMG will then process the result and you will receive an email notifying you of your result, Pass or Fail.

    a. If you have passed you will be prompted to login to the candidate portal, from which you can obtain your Digital badge and Certificate.

        i. [Digital Badge and e-Certificate Instructions](#)

    b. If you have failed, we encourage you to apply again once you feel ready.

        i. [APMP - WHAT HAPPENS IF YOU FAIL?](#)