

GUIDANCE NOTES

APM Full member (MAPM)

Guidance for completing your
Full membership application

Introduction

This guide will help you prepare for your application for Full membership (MAPM) of APM. If you are successful, you will join APM as a MAPM and will be able to use these post-nominals after your name.

Becoming a MAPM will demonstrate your commitment to the project profession and your own continued professional development (CPD).

The application process

The application process is designed to be as inclusive as possible with three different routes according to your qualifications, previous assessments and experience. A list of **accepted qualifications** can be found on our website: apm.org.uk/membership/full-member/

ROUTE ONE		ROUTE TWO		ROUTE THREE	
Experience and Qualification	Evidence	Direct Entry Qualification	Evidence	Experience	Evidence
<ul style="list-style-type: none"> ■ Hold an accepted qualification ■ Have a minimum of three years' experience in project management either as a practitioner or in an academic environment 	<ul style="list-style-type: none"> ■ A completed application (online) ■ Project experience (see appendix for specific requirements) ■ Evidence of an accepted qualification ■ Two statements of support 	<ul style="list-style-type: none"> ■ Hold an accepted qualification for direct entry into membership 	<ul style="list-style-type: none"> ■ A completed application (online) ■ Evidence of an accepted qualification for direct entry 	<ul style="list-style-type: none"> ■ Have a minimum of five years' experience in project management either as a practitioner or in an academic environment 	<ul style="list-style-type: none"> ■ A completed application (online) ■ Project experience (see appendix for specific requirements) ■ Two statements of support
<p>For each route applicants must confirm their commitment to the APM Code of Professional Conduct: at the point of application apm.org.uk/codeofconduct</p>					

The **statement of support** can be downloaded from our website: apm.org.uk/media/34107/statement-of-support-mapm-final.pdf

Helping you to prepare

Get everything to hand before you start. Once you start the online application you can save it and come back to it, you do not need to do it all at once. There is also an 'export to PDF' option so you can save a copy for your records.

Checklist of evidence (route dependent)

- Project experience (please see appendix for further information)
- Certificates from any accepted qualification
- Two statements of support (please see appendix for further information)
- Method of payment

If you are registered on the APM website you will need to log in to begin. If you aren't already registered, it is quick and easy to do so. You will be asked to provide some basic information to complete the registration process.

If you are unable to demonstrate the requirements for MAPM, you will be awarded membership as an Associate, and you may upgrade to MAPM at no additional cost, at a future point when you have satisfied the Full membership criteria.

What happens next?

Once you have completed your application

- An initial review will be carried out by the APM membership team. If any more information is required, you will be contacted to confirm or supply more details.
- Your application for membership will be assessed by the membership panel. The panel will either award Full membership, or award Associate membership and provide feedback to support their decision.
- You will typically receive the outcome of the assessment decision within 28 days.

If you are successful, you will receive an email, your membership card and a digital badge confirming your achievement. If your application is not successful, we will write to you and explain the reason for the decision. You will be given feedback and guidance to help you resubmit.

Other things to note

Confidentiality

APM anticipates that you should be able to provide required information at a level of detail that does not breach any necessary confidentiality. Please note that all panel members have signed confidentiality agreements.

Special arrangements

Medical and mobility

APM is committed to promoting a positive attitude towards people with special learning and physical needs. It has a great deal of experience in facilitating individual requirements and tailoring adjustments with the aim of removing any unfair disadvantage that an individual may encounter as a consequence of their medical condition.

Access to the facilities or arrangements described here can be granted to applicants with disabilities/learning difficulties who apply to the APM membership team. A dispensation may be allowed for applicants with a medical or physical condition that prevents them from completing the assessment within the normal regulations.

For assistance with any of the above, or for any other requirements, please contact the **APM membership team** at **members@apm.org.uk** or call **01844 271 681**.

Enquiries, complaints and appeals

For further information regarding the appeals process, or if you have an enquiry regarding your result, please contact **results.enquiries@apm.org.uk**.

Appendix:

Project experience

You will need to provide an overview of your experience for either three or five years' as a practitioner, or as an academic (depending on the route you are eligible for). Write your answers in the first person, "I did...". Avoid jargon and company acronyms – remember the panel members won't know your organisation so explain things as clearly as you can, using plain English.

Practitioners

Practitioners need to provide an overview covering role(s) responsible for projects, programmes, portfolios or a key control or enabling function. You must say what you were accountable for and the duration of the work. Example roles include:

- Project manager: the project manager is responsible for the day-to-day management of the project and must be competent in managing the six aspects of a project, i.e. scope, schedule, finance, risk, quality and resources.
- Programme manager: the programme manager is responsible for the day-to-day management of the programme including the coordination of projects and change management activities.
- Business change manager: business change managers are responsible for successful transition and benefits realisation.
- Portfolio manager: the portfolio manager selects, prioritises and controls an organisation's projects and programmes in line with its strategic objectives and capacity to deliver.
- Specialist project management role: PMO/risk, planning specialist, etc where the individual is responsible for the management of the specialist team.
- Sponsor: where the individual is responsible for sponsoring a project, programme or portfolio.

Academics

Academics need to provide an overview covering the required minimum years' experience including either:

- Details of lecturing carried out in project management, or
- Details of project management research published (title of research and publication date).

N.B. There is a word limit for your project experience. If you have three years' experience the word limit is 1500. If you have five years' experience the word limit is 2,500.

Statements of support

You must provide two **statements of support** from two different people, confirming that these individuals are happy to support your application by signing a pre-written document. You will need to contact these people in advance and have them complete the statement. Please use the **statement of support** provided.

These individuals could be another project professional or your line manager but can't be a family member or an employee of APM. They should believe you meet the APM membership requirements and be happy to confirm this.

Code of Professional Conduct and online directory

In this section you will be asked to confirm that you have read, understood and will abide by APM's Code of Professional Conduct: apm.org.uk/codeofconduct. This will demonstrate your commitment to the profession, CPD, ethical behaviour, and your willingness to support others. APM reserve the right to sample CPD.

Association for Project Management

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