

GUIDANCE NOTES

## APM Full member (MAPM)

Guidance for completing your  
Full membership application

## Introduction

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

Becoming a Full member 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.

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

The **statement of support** template can be downloaded from our website:  
[apm.org.uk/membership/full-member](http://apm.org.uk/membership/full-member)

## Helping you to prepare

Make sure you have 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
- Certificates from any accepted qualification
- Two statements of support
- 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.

## 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 supply further 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 receive the outcome of the assessment decision within 28 days.

If you are successful, you will receive an email confirming your achievement, your digital membership card and badge will follow within 7 working days. 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.

If your application does not demonstrate the requirements for Full membership, you will be awarded membership as an Associate. You may upgrade to MAPM at no additional cost when you have satisfied the full membership criteria.

---

## 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.

### Reasonable adjustments

APM will work in partnership, with applicants who have either short or long term conditions, specific learning difficulties, or are regarded as disabled as defined by the Equality Act 2010. We seek to provide an accessible application to support you. All requests for reasonable adjustments must be evidenced with supporting documentation, for example, a letter confirming adjustments in the workplace or documentation from your GP.

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

### Enquiries, complaints and appeals

If you have any enquiries regarding the outcome of your results, visit us at **apm.org.uk/apm-complaints-process/assessment-results-enquiry-process**

## Project experience

You will need to provide a statement of your experience for either three or five years' as a practitioner, or as an academic (depending on the route you are eligible for).

Remember the panel will not know you or the organisations you have worked for. It is important to explain your experience to them as clearly as you can, avoiding acronyms. Be mindful that one of the key areas that the panel are looking for is the extent of your experience. They are specifically looking at your personal experience so write in the first person e.g. "I did..."

There is a word limit for your project experience. If you hold an accepted qualification and have three years' experience the word limit is 1,500. If you have five years' experience the word limit is 2,500

Additional evidence to demonstrate your experience will not be accepted, you should utilise your word count appropriately.

### Practitioners

You must include within the statement your roles and responsibilities as a practitioner. Specifically, you should evidence within the context of your delivery experience:

- The role(s) you undertook and the duration (duration specified must fulfill the route you are eligible for)
- What you were personally responsible/ accountable for
- How you managed and delivered activities aligned to your accountabilities
- What methods and skills you utilised to achieve your objectives

Example roles include:

- Project manager
- Programme manager
- Business change manager
- Portfolio manager
- Specialist project management role
- Sponsor

### Academics

Academics need to provide a statement covering the required minimum years' experience including either:

- Details of lecturing carried out in project management, including course deliverables
- Details of project management research published (title of research, location and publication date)

## 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.
- These individuals could be another project professional or your line manager but cannot be a family member or an employee of APM. They should be satisfied you have met the Full member requirements and be happy to confirm this.

The **statement of support** template can be downloaded from our website:

**[apm.org.uk/membership/full-member](https://apm.org.uk/membership/full-member)**

## 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**. This will demonstrate your commitment to the profession, CPD, ethical behaviour, and your willingness to support others. APM reserve the right to sample CPD.

## Maintenance of Full membership

Full membership is maintained through payment of an annual subscription.

## Association for Project Management

Ibis House, Regent Park  
Summerleys Road  
Princes Risborough  
Buckinghamshire HP27 9LE

**Tel. (UK)** 0845 458 1944  
**Tel. (Int.)** +44 1844 271 640  
**Email** [info@apm.org.uk](mailto:info@apm.org.uk)  
**Web** [apm.org.uk](http://apm.org.uk)