Handbook

Association for Project Management

APM Certificate in AI Awareness for Project Professionals: Handbook

Because when projects succeed, society benefits

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1 Introduction

The Association for Project Management (APM) is the only chartered membership organisation for the project profession in the world. Our activities raise the profile of the project profession, challenge the status quo where it matters and set the highest standards. In a complex world, we're helping the project profession deliver better. Because when projects succeed, society benefits.

Our range of project management certifications and certificates are designed to support you throughout every stage of your career.

This certificate develops foundational, practical AI literacy for project professionals and those working in project environments. It focuses on safe, responsible and useful application of AI to project work, while preserving human judgement, professional accountability and organisational controls.

2 APM Certificate in AI Awareness for Project Professionals at a glance

Prior experience	None
Certification level	N/A
Modes of study	Courses offered by APM Accredited Training Providers Self-study with open online exam
Guided learning hours	Approximately 6-8 hours
Exam length	30 minutes
Exam model	The exam is completed online, in the Surpass platform. The exam includes 20 questions, each worth 1 mark, a total of 20 marks. The pass mark is 75%, i.e. 15 correct questions out of 20
Exam coverage	All learning objectives included in the APM Certificate in AI Awareness for Project Professionals syllabus
Question types	Multiple choice

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Availability	You may study for the certificate and complete your exam at any time of year, whenever you are ready
Assessment language	English
Recommended minimum standard of English	Equivalent to an International English Language Testing System score of 6.0 or higher

3 What is a certification handbook?

This certification handbook includes all the key information that you need to know about the APM Certificate in AI Awareness for Project Professionals. This includes time commitments, certification details and possible next steps.

The main components are the syllabus and logistical details for the certification. Learning outcomes in the syllabus provide a high-level overview of the knowledge that you are likely to possess once you have successfully completed the certification.

The handbook also provides details of the exam that you will complete at the end of the certification, and how you will be assessed within the exam. The exam is how you demonstrate that you have achieved the learning outcomes for the certification.

4 Why take the APM Certificate in AI Awareness for Project Professionals?

Being the best project professional requires ongoing learning. Our certifications enable you to do just that, with the opportunity for professional development taking your expertise to the next level. Completing one of our certifications shows your commitment to becoming a better project professional and delivering better project outcomes.

The certification is designed to enable learners to understand essential AI concepts, recognise where AI can support project work, identify risks and organisational controls, check AI-generated outputs, and use AI responsibly while maintaining human judgement and accountability.

5 Prior knowledge, understanding and experience

The APM Certificate in AI Awareness for Project Professionals is aimed at individuals who require a baseline understanding of artificial intelligence and its relevance to projects. It is appropriate for professionals at any career stage whose AI knowledge is limited, and who

wish to develop the awareness needed to use AI tools effectively, responsibly and confidently in project environments, both now and in the future.

6 Studying for the certification

a) Study options

There are two study options for the APM Certificate in AI Awareness for Project Professionals:

- Study with an APM Accredited Training Provider.
- Self-study with an open online exam.

Our Accredited Training Providers offer the certification in many different formats including classroom, e-learning, distance learning, public and in-house courses. Information on our website will help you to find the training provider and course that is right for you.

The self-study option is known as the 'APM open online exam'; it is an exam-only route. This option is perfect if you want to gain a broad understanding of the principles of the profession, but don't require training. It allows you to complete your studies independently and then complete the exam at any time and place that suits you. It is available all year round.

The self-study route is suitable if you:

- Are looking to re-take the exam.
- Are an international candidate, who is studying in a location where training may not be available.
- Want to self-study.

b) Support materials

We have developed a support pack for the APM Certificate in AI Awareness for Project Professionals. This support pack will be particularly useful if you are following the self-study route.

If you're studying with an APM Accredited Training Provider, your course will be accompanied by study materials developed by your training provider. Your APM Accredited Training Provider will be able to advise if you would also benefit from accessing any of the other resources listed in this section.

7 When can you study and sit the exam?

The APM Certificate in AI Awareness for Project Professionals is available 24 hours a day, throughout the year.

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If you'd like to study with an APM Accredited Training Provider, please see the information on our website for details of the start dates for the different courses on offer. Your APM Accredited Training Provider will advise you of the date, venue/online platform and timing of your exam.

If you're following the self-study route, you will need to book your open online exam directly with us, for a time and place that suits you. Further details about the open online exam, including booking your exam, are available on our website.

a) Cancelling your exam

A fee will be charged if you cancel your exam or do not attend as scheduled. Cancellations made fewer than five calendar days before the exam date will incur a cancellation fee. Failure to attend the exam on the day, without prior notice (a "no-show"), will result in the full exam fee being charged. If you are unable to attend your exam, you must notify your APM Accredited Training Provider immediately, as they are the only party authorised to cancel your booking. If you are sitting an Open online exam, please contact APM directly. Details of the cancellation fees are available from the APM Qualifications Team.

8 Learning hours

We've worked with our APM Accredited Training Providers to get an accurate understanding of the average amount of time that candidates will need to commit to completing the certification:

- 30 minutes is the length of the exam.
- 6-8 hours is the typical amount of tutor input on a taught course (also referred to as *Guided Learning Hours*).
- All candidates should spend some time preparing for the exam.

9 Ensuring equality, diversity and fairness

a) Accessible exam model

We work hard to ensure that our certifications are as fair and as accessible as possible for **all** our candidates. The Equality Act 2010 sets out the principles by which our exams and associated question development activities are conducted.

We are committed to making sure that our exams:

- Use appropriate means to allow all candidates to demonstrate their knowledge and understanding of project management.
- Provide opportunities for all candidates to achieve, irrespective of gender, age, disability, or special educational need, social, linguistic or cultural backgrounds.

- Assess content that is familiar to candidates whose studies have followed the APM Certificate in AI Awareness for Project Professionals syllabus and for which they are adequately prepared.
- Are free from stereotyping and discrimination in any form.

b) Reasonable adjustments

Reasonable adjustments can be made to the exam conditions in place for the APM Certificate in AI Awareness for Project Professionals. Reasonable adjustments are used to support you if you are experiencing a short- or long-term condition or are regarded as disabled in terms of the Equality Act 2010. All reasonable adjustments are made on an individual basis and will vary from person to person, according to each individual's specific needs.

Examples of reasonable adjustments include:

i. Extra time and/or rest breaks.
ii. Use of a text reader or screen reader.
iii. Use of a scribe or reader.
iv. Permission to submit handwritten exam scripts.
v. Permission to use specialist equipment.

i) Application process

All reasonable adjustment requests must be submitted to the APM Qualifications Team at least 12 working days before your exam date.

We will consider each request on an individual basis. We will confirm any agreed reasonable adjustments within five working days of receiving your application. However, it may take longer if you do not include the required supporting documentation with your application.

Each agreed adjustment will apply for a period of six months, unless otherwise specified.

ii) Supporting documentation

You must include current supporting documentation with any request for a reasonable adjustment.

An example of acceptable documentation is a full diagnostic assessment carried out by a psychologist with a practicing certificate, or a specialist teacher holding an assessment practicing certificate.

If you are applying on other grounds, please provide a letter or report from a qualified medical professional, such as a GP, or a psychiatrist. All documentation must be signed and dated. Documents should include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the assessment.

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Supporting documentation should also include recommendations for reasonable adjustments for your exam, from both you and the medical professional. Evidence from an employer confirming usual ways of working should also be provided, if relevant.

For further information on acceptable documentation, or for any related queries, please contact the APM Qualifications Team.

10 Certification syllabus

a) Introduction to the syllabus

This syllabus provides an overview of the content covered within the APM Certificate in AI Awareness for Project Professionals.

The syllabus is broken down into modules, learning objectives and indicative content. Modules provide a high-level summary of the learning expected. Learning outcomes provide a greater level of detail regarding the knowledge and understanding that you will have acquired once you have completed the certification, indicative content provides the specific content you need to cover.

The focus of this syllabus is on providing you with information on the areas of content that you will learn during your study for this certification. Details of how this learning will be assessed are covered in the next section of this handbook.

b) Certification syllabus in detail

The certification syllabus is broken down into clear sections for you to navigate each module appropriately.

Module	Indicative weighting	Learning objectives	Indicative content
1. Essential AI concepts for project professionals	15%	**1.1** Distinguish AI from conventional automation within project environments.	**1.1** AI and automation The distinction between AI and conventional automation in project, programme and portfolio environments. Examples of AI-enabled and conventionally automated project activities.
		1.2 Recognise common AI capabilities relevant to project work.	**1.2** Common AI capabilities Generative, predictive and analytical AI and the types of outputs they produce. Machine learning at an awareness level and how project data may be used within AI-enabled systems. Large language models, multimodal AI, AI assistants and agents at an awareness level. How AI capabilities may be embedded within project management, collaboration, reporting and enterprise systems.
		1.3 Explain how prompts, context and available information influence AI-	**1.3** Inputs, prompts and context How the objective, prompt, context and available project information influence AI-generated outputs. Why the quality and completeness of information provided to an AI system matter.

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Module	Indicative weighting	Learning objectives	Indicative content
		generated outputs.	
		1.4 Recognise the strengths and limitations of AI when supporting project activities and decisions.	**1.4** Capabilities and limitations The strengths and limitations of AI when supporting project activities and decision-making. Common misconceptions about AI capability, independence and accuracy.
2. Selecting and using AI to support project work	25%	**2.1** Identify project activities for which AI may provide appropriate	**2.1** Project use cases Characteristics of activities suited to AI support, including repetitive work, drafting, summarisation, analysis support and routine administration. How AI may support project initiation, business case development, scope definition, planning, scheduling, reporting, communication, risk identification, stakeholder engagement, lessons learned, knowledge management and project administration.
		2.2 Select between AI, conventional automation and human	**2.2** Selecting an appropriate approach The respective strengths of AI, conventional automation and human action. Selecting the simplest appropriate approach for a defined project need. Circumstances in which AI would add unnecessary complexity or risk.

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Module	Indicative weighting	Learning objectives	Indicative content
		action for a defined project need.	
		2.3 Select an appropriate, organisation-approved AI system for a defined project task and the information involved.	**2.3** Selecting an appropriate system The purpose and broad capabilities of organisation-approved AI systems. The relevance of the project task, information involved, intended audience and potential consequences when selecting a system. The importance of using approved systems where organisational requirements apply.
		2.4 Use a simple prompt structure to support a defined project task.	**2.4** Basic prompt structure Simple prompt design using an objective, relevant context, an appropriate role and the desired output. Providing sufficient project information without including information that cannot be appropriately shared. Refining a prompt when the initial output does not meet the defined project need.

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Module	Indicative weighting	Learning objectives	Indicative content
		2.5 Identify when professional judgement, stakeholder engagement or specialist expertise remains necessary.	**2.5** Human and specialist contribution Situations requiring professional judgement, leadership, stakeholder engagement or contextual understanding. Situations requiring specialist expertise, including data, cyber security, legal, procurement or technical advice.
3. Responsible AI use in project delivery and governance	25%	**3.1** Identify project information that requires protection or approval before it is used within an AI system.	**3.1** Protecting project information Data protection, confidentiality, information classification and information-handling requirements. Commercially sensitive, contractual, security-related and personal information. Data ownership, permitted use and the need for appropriate approval before entering project information into an AI system.
		3.2 Recognise when organisational controls and project	**3.2** Organisational and project controls Organisational policies, acceptable-use requirements and approval processes. Project governance arrangements and decision rights relevant to AI use. The risks of using unapproved systems or using approved systems for unapproved purposes.

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Module	Indicative weighting	Learning objectives	Indicative content
		governance requirements apply to AI use.	
		3.3 Recognise common governance, legal, commercial and security risks associated with AI use in project environments.	**3.3** Governance, legal, commercial and security risks Copyright, intellectual property and ownership considerations relating to project artefacts and deliverables. Cyber security risks, synthetic media, deepfakes and AI-enabled misinformation that may affect projects. Procurement, licensing, supplier, cost and value considerations at an awareness level. The risk of inappropriate reliance on AI within project governance and decision-making.
		3.4 Explain the importance of transparency, human oversight, record keeping and accountability	**3.4** Oversight and accountability Transparency about material AI involvement in project outputs or activities. Human oversight and accountability for decisions, actions and outcomes. Record keeping and auditability proportionate to the project activity and level of risk.

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Module	Indicative weighting	Learning objectives	Indicative content
		when AI supports project work.	
		3.5 Recognise when AI use or an AI-related concern should be recorded, escalated or referred for specialist advice.	**3.5** Recording and escalation Organisational and project escalation routes. Circumstances in which AI use, incidents or concerns should be recorded. When advice may be required from data, cyber security, legal, procurement or other specialists.
4. Checking and using AI-generated outputs in a project context	20%	**4.1** Assess whether an AI-generated output is relevant, complete and suitable for its intended	**4.1** Fitness for purpose Relevance, completeness, accuracy and suitability for the intended project purpose and audience. The quality and completeness of the project information available to the AI system. The potential consequences of using an incorrect or incomplete output.

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Module	Indicative weighting	Learning objectives	Indicative content
		project purpose.	
		4.2 Identify unsupported claims, apparent hallucinations, bias, assumptions and missing context within AI-generated outputs.	**4.2** Indicators of unreliable output Hallucinations, fabricated information and unsupported claims. Bias, assumptions, uncertainty, missing context and incomplete information. Outputs that appear plausible but cannot be supported by evidence.
		4.3 Check AI-generated outputs against current project information, evidence and reliable sources.	**4.3** Verification against project evidence Source checking and provenance. Comparison against current project documentation, data, approved sources and other reliable evidence. Checking that an output remains consistent with the current project position.

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Module	Indicative weighting	Learning objectives	Indicative content
		4.4 Determine when an output requires further validation, professional challenge or specialist review.	**4.4** Further review and challenge Human oversight and professional challenge. The risks of relying on unchecked outputs within project reporting, controls, assurance and decision-making. When an output cannot be adequately verified. When subject matter expert or specialist review is required.
5. AI and professional competence in project environments	15%	**5.1** Explain how AI may affect project roles, responsibilities, workflows and team collaboration.	**5.1** Roles, workflows and collaboration How AI may affect project roles, responsibilities, workflows and delivery practices. Human-AI collaboration within project teams. People, behavioral and organisational impacts of adopting AI in project environments. The importance of maintaining clarity about human decision-making and accountability.
		5.2 Distinguish AI-assisted productivity from improved project outcomes and professional competence.	**5.2** Productivity, outcomes and competence The distinction between creating an AI-assisted output and demonstrating professional competence. The difference between completing an activity more quickly and improving a project outcome. The risk of an illusion of competence where a person cannot adequately evaluate or take responsibility for an AI-generated output.

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Module	Indicative weighting	Learning objectives	Indicative content
		5.3 Recognise personal competence boundaries and when specialist expertise is required.	**5.3** Competence boundaries The limits of an individual's knowledge, experience and authority. The continuing importance of communication, ethics, leadership, contextual judgement and accountability. The role of specialist expertise in data, cyber security, legal, procurement and AI implementation.
		5.4 Identify learning and capability requirements for project professionals working in AI-enabled environments.	**5.4** Future learning and capability Emerging capability requirements, including data, digital and critical-thinking literacy. The need to maintain awareness as AI capabilities and organisational requirements evolve. Continuous professional development in an AI-enabled profession.

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11 How is the certification assessed?

a) Exam format

The exam is completed online in the Surpass platform. It has a time limit of 30 minutes, so time management is critical.

The exam is in the following format:

- Introduction and instructions pages.
- Section 1: GPDR, employer and country selection.
- Section 2: Live exam questions.
- Section 3: Survey questions (if applicable).

The introduction screen can be accessed at any time during the exam by clicking the '?' button at the bottom of the screen.

There are 20 questions in the exam, worth a total of 20 marks.

You should attempt every question in the exam.

b) Language of the exam

Exams are delivered and assessed in English.

It's important that you have an appropriate level of English language skills, to be successful in the certification.

If your English is at a standard equivalent to one of the following, then you should be able to successfully engage with the certification:

- An International English Language Testing System (IELTS) score of 6.0 or higher.
- A Pearson Test of English Academic (PTE Academic) of 51 or higher.
- A Common European Framework of Reference (CEFR) level B2 or higher.
- A Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) score of 76 or higher.

c) Exam coverage

Not all of the learning objectives in the syllabus for the APM Certificate in AI Awareness for Project Professionals will be assessed in your exam.

d) Question type

Your exam will comprise of 20 compulsory multiple-choice questions.

All of the questions are presented in a consistent style. There is a short question followed by a choice of four possible answers.

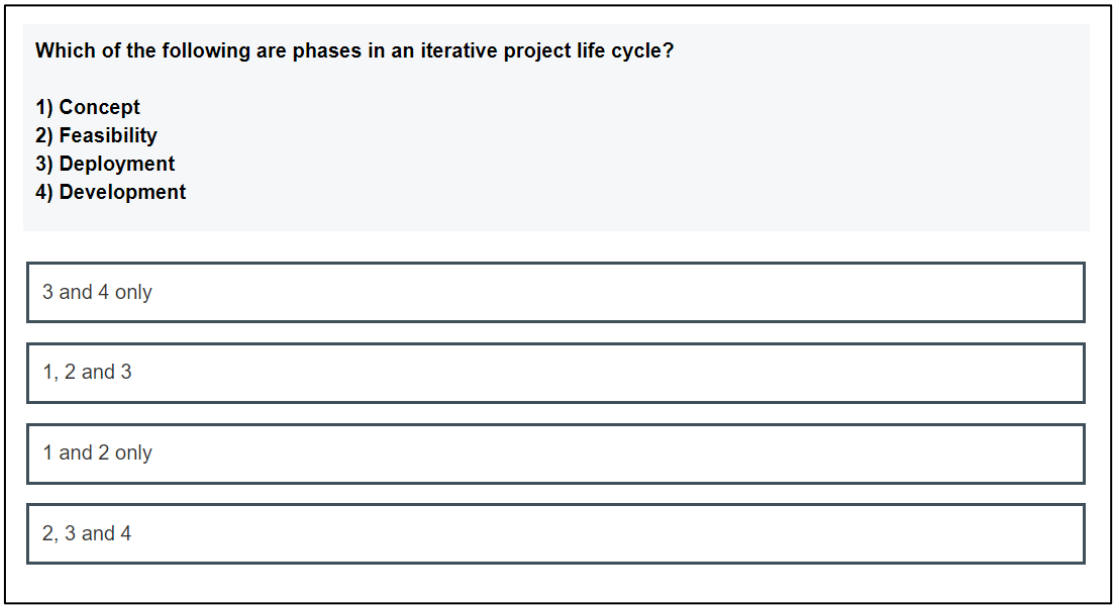
You're required to use your knowledge to select the correct answer. Only one option will be correct. You answer the question by clicking on the option to select the correct answer option.

Each question is worth 1 mark. You will score a 0 mark for any questions that you don't answer. No marks are deducted for incorrect answers.

All questions in the exam are standalone, which means that they don't rely on information or answers from other questions.

Questions will be presented in the following styles:

- A query, e.g. "Which of the following…?"
- A request to complete a statement, e.g. "Project management can be defined as…."
- A request to fill in a missing word in a statement, e.g. "The five phases of the extended project life cycle are: concept, definition, _____, handover and closure and benefits realisation."
- A list asking the candidate which of the following is correct, e.g.



e) Ensuring the validity of the exam

We've developed a robust bank of questions from which the APM Certificate in AI Awareness for Project Professionals exams are selected. We regularly review the bank and develop new questions to ensure that the certification continues to reflect advances in project management and incorporate any updates to the syllabus.

Once questions have been written they are quality assured by the appropriate personnel before they are included in the question bank.

All APM Certificate in AI Awareness for Project Professionals exam papers are generated by using a set of commands which specifies the number of questions to be selected from each learning outcome. The commands also control the overall difficulty of each exam.

12 Completing your exam

a) Preparing for the exam

Before the day of the exam you should:

1. Familiarise yourself with the format of the exam.
    - Practise using the surpass platform simulator example exam which is to familiarise yourself with the exam platform, it is not a sample paper, nor does it contain content related to this certification. It is available on our website.
2. Be comfortable with all the arrangements for the exam.
    - Preparing in advance will allow your focus to remain on the exam and not the technology used to deliver the exam.
    - Make sure you know how to access the exam and how to select your answers.
3. Please keep the email containing your exam joining instructions handy so that you can easily access your exam link and login information on the day of your exam.
4. Refer to our website and *'Frequently asked questions. Online Exam Support: General information and Troubleshooting FAQs'* for more details about the online exam experience. You are responsible for ensuring that your device is prepared and meets the requirements set out in your joining information before the exam.'

Suggestions for exam techniques

As part of your preparation for the exam, you may find it helpful to consider techniques that will help you work efficiently during the exam. Some suggestions are:

- Take time to read each question carefully before you select your answer. If you rush you may miss a key point in the question and answer incorrectly as a result.
- Read the question and try to think of an answer before looking at the options. Next, look at the options to see if there's an option similar to your thought. If the answer is not obvious, move on to the next question and flag this question so you can return to it at the end of the exam.
- Read the question and options, then discount the options which you think are incorrect. Select your answer from the remaining options. Once you have done this for all questions, you can return to any questions that you want to consider in more detail.

- You should answer all questions, even if you don't know the correct answer. You are awarded 0 marks for any question that you don't answer. However, you have a 25% chance of getting the question correct by selecting an answer you think might be correct.
- Make sure you leave enough time at the end of the exam to briefly read through each question to confirm you are content with your chosen answer. As the exam is 30 minutes and there are 20 questions, it is recommended you spend one and a half minutes per question, including reading time.

b) During the exam

The exam has a time limit of 30 minutes. During the exam you should:

- Follow the guidance provided by the invigilator or on screen.
- Perform a security check before the start of the exam, when you are asked to do so.
- Enter a keycode to start the exam. You will be provided with this at the start of the exam, onscreen.
- Complete the exam without a break, unless it's been agreed previously with us via a request for a reasonable adjustment.
- Not navigate away from the exam delivery page or have any other application open.
- Not leave the proctor exam page.
- Not copy any exam questions or your answers in any way.
- Tear all notes up in front of the camera at the end of the exam.

c) Navigating the exam

During the exam, your progress and time remaining for the exam are displayed in a progress chart at the top of the screen*.

You may answer the questions in any order using various methods.

- If you repeatedly click the next button, you will progress through the exam forwards from the beginning to the end of the exam, one question at a time. The back button is available for going in the other direction.
- If you highlight a question number tab on the left-hand side of the screen it will take you to that specific question.

* If you've been awarded extra time, the additional time will show in the time remaining display.

- You can also use the section review tab at the bottom of the screen. A panel will pop-up on the screen, which you can lock to your screen by using the padlock icon, you can then filter by:
  - Unattempted
  - Attempted
  - Flagged
- You can **flag a question** if you wish to return to it at any point during the exam.
- To answer a question, click on the answer that you consider to be the correct option. Your selected option will change colour to show it has been selected.
- At the end of the exam, once you have answered all the questions and checked your answers, you should click the **Finish Test** button to submit your answers. If you haven't un-flagged some of the questions, you will be asked if you still wish to submit. You'll also be warned if you haven't answered all of the questions.
- Your exam will automatically be submitted once you have confirmed you wish to finish. If your exam time allowance expires, your exam will automatically be submitted.
- Once your exam has been submitted, you'll see your provisional grade, which is subject to validation by us.

d) Exam regulations

The following rules on conduct apply to **all** candidates attending an APM exam:

- You are required to provide photo evidence of your identity, immediately before the start of the exam.
- You are **not** permitted to be in the possession of any materials, such as mobile phones (except for remote invigilation where mobile phones are needed), tablets, smart watches, headphones, earphones, equipment, notes, books or other papers at any time during an exam.
- You are required to comply with all instructions that are given before and during the exam on screen. If you don't, your exam could be voided.
- Behaviour that is considered inappropriate or abusive to the proctor is **not** permitted.
- The copying or reproduction of APM exam questions, your answers to questions or any exam materials anywhere or in way is **not** permitted.
- Consulting any materials or people outside the room, during periods of authorised absence, while the exam is in progress is **not** permitted.

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- You are **not** permitted to have any other webpages or applications open during your exam other than the exam delivery page, unless permission has been granted via a reasonable adjustment prior to the exam.
- You must not talk to, or attempt to communicate with, other individuals during the exam under any circumstances.
- Background music is **not** permitted during the exam.
- You are **not** permitted to have any other webpages or applications open during your exam other than the exam delivery page, unless permission has been granted via a reasonable adjustment prior to the exam.

Full online exam rules and regulations can be found on the APM website.

13 Award of the certification

a) Format and provision of results

i) Exam scores

The pass mark for the APM Certificate in AI Awareness for Project Professionals is 75% of the total available marks.

Each question is worth 1 mark. The exam has a maximum score of 20 marks.

ii) Notification of results

You'll receive an immediate indication of your result after your exam has been submitted.

You'll be sent an email to confirm your result within two weeks of your exam. If you're successful, you'll also be sent a PDF certificate and an email from our partner Credly to claim your digital badge.

If you studied with an accredited training provider, they will also be notified of your result.

Please note that we cannot give out results over the telephone.

Your result will be graded on a pass/fail basis; you will also be provided with your score.

b) Assessment results enquiries and appeals

By completing the assessment, you're confirming that you're fit to do so. We will not hear appeals about your well-being during the exam.

You can find further information on APM's Assessment Results Enquiry Process on the APM website.

c) Re-sitting the exam

If you need to re-sit the exam, you may:

- Re-sit through an APM Accredited Training Provider.
- Re-sit the online open exam.

To register for a re-sit you should:

- Contact your APM Accredited Training Provider.
- Book your exam here.

You can re-sit the exam at any time during the year.

14 Progression beyond this certification

Once you have successfully completed your APM Certificate in AI Awareness for Project Professionals, you may want to undertake further study, or find out more about some of the areas that you studied in the APM Certificate in AI Awareness for Project Professionals Certification.

If you want to explore other areas of study. Our website includes details of all our certifications and qualifications that we offer.

If you aren't already a member of APM, becoming a member is another next step to consider. We are the only chartered membership organisation for the project profession, and we have a large community of individual members and corporate partnerships. All levels of membership include access to tools and resources that you can use to maintain and develop your understanding of project management.

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