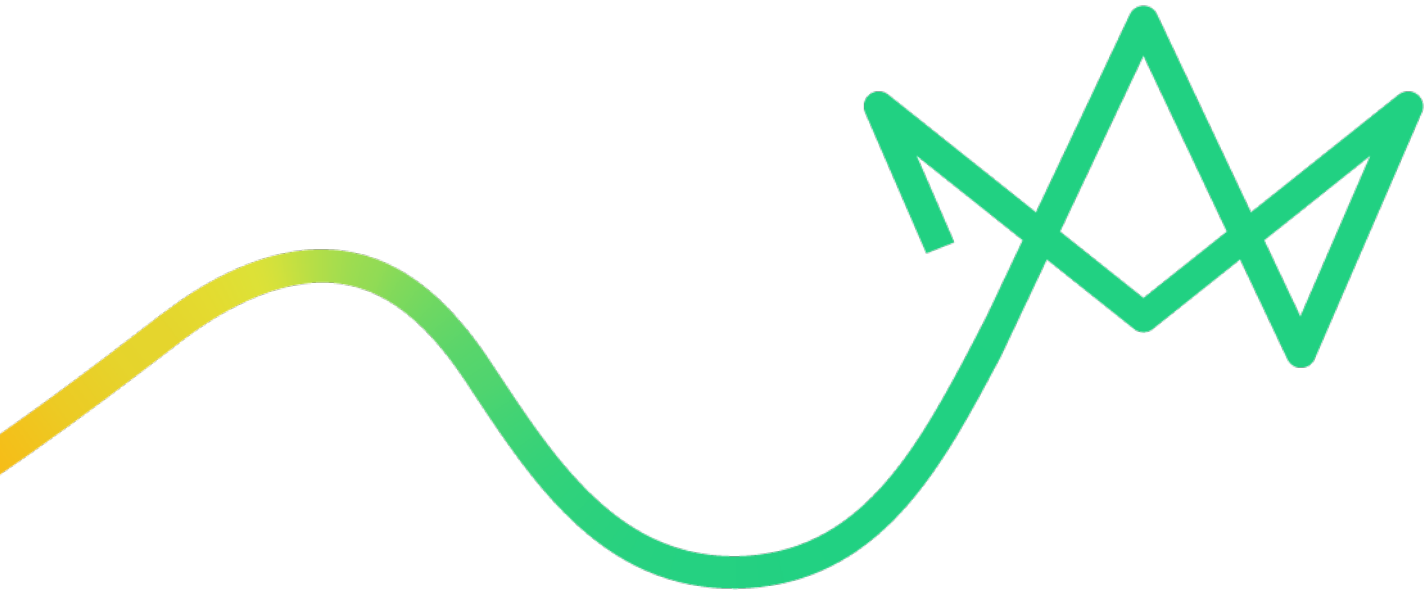
Association for Project Management

APM Chartered Project Professional: 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 are helping the project profession deliver better. Because when projects succeed, society benefits.

Chartered Project Professional (ChPP) is the profession's highest standard, recognising experienced project professionals who demonstrate technical expertise, professional competence and ethical practice. Achieving ChPP validates your ability to successfully deliver projects, programmes and portfolios, and identifies you as a trusted, capable professional.

To gain ChPP status and join the Register of Chartered Project Professionals, you must successfully complete the relevant assessment for your chosen pathway. Designed to be accessible to experienced professionals with a range of backgrounds and qualifications, the Chartered standard offers four assessment pathways.

2 What is this handbook for?

This handbook provides the information you need to understand the Chartered Project Professional (ChPP) assessment and the different pathways, how to prepare for the assessment, and what to expect throughout the process.

It explains the pathways, assessment methods, results, and re-sit arrangements. It also provides guidance on how to prepare for each stage of the assessment.

This handbook should be used alongside the ChPP Competences and Evaluation Standards, which contains the competences and assessment criteria for technical knowledge, the evaluation standards for the accountability and complexity assessment, and the competences and assessment criteria for professional practice.

You should read both documents before preparing and booking your assessment.

3 Recognised assessment and pathway selection

A recognised assessment is an assessment that APM has reviewed and confirmed that it provides valid, reliable and sufficient evidence of the relevant Chartered Project Professional (ChPP) competences at the required standard. Recognition may apply to assessments that evidence technical knowledge, professional practice, or both, depending on the scope of the assessment.
Your assessment pathway is determined by whether you hold a recognised assessment. Although all candidates must meet the same chartered standard, the assessment requirements differ by pathway.

If you are unsure if you hold a recognised assessment, you can find the current list of recognised assessments here. If you apply through Pathway 2, 3 or 4, you must provide the evidence required for your chosen pathway, this will include providing a recognised assessment certificate.

If you are applying with the APM Project Management Qualification (PMQ), you will need to validate your experience to confirm your Recognised Assessment for Professional Practice for Pathway 3 before booking your ChPP assessment.

4 Full Chartered Project Professional assessment at a glance

Prior experience	Candidates should have a proven track record of delivering complex projects, programmes or portfolios.
Assessment level	SCQF Level 10 (equivalent to RQF Level 6) Subject to application and approval. Equivalent in difficulty to a Bachelor's Degree with Honours, and involves advanced knowledge, complex problem-solving and significant professional autonomy.
Assessment structure	Aligns with the *APM Competence Framework 3rd edition.*
Modes of study	Self-study.
Full assessment length	Technical Knowledge: 1.5 hours examination (closed book). Accountability and Complexity: 35-minute oral assessment. Professional Practice: 35-minute portfolio presentation.
Full assessment model	The Technical Knowledge exam will cover four competences and include four questions, worth a total of 40 marks. The Accountability and Complexity assessment will cover five evaluation criteria and include 6 questions, worth a total of 12 marks. The Professional Practice portfolio will cover five competences, four assessment criteria each, worth a total of 20 marks.
Full assessment coverage	All competences included in the chartered standard. Selection made by candidate according to set mandatory and elective rules. Technical Knowledge exam – four out of the seven mandatory competences. Professional Practice portfolio – five out of the 13 competences, with Ethics, Compliance and Professionalism always selected.
Question types	Long response. Oral assessment.
Availability	You may prepare and complete your assessment at any time of year, whenever you are ready.
Recommended minimum standard of English	Equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests.
Assessment language	English.

5 Assessment pathway variations at a glance

Pathway	Technical knowledge	Accountability and complexity	Professional practice
Pathway 1 (Full)	1.5 hr written exam	35-minute oral assessment	35-minute portfolio presentation
Pathway 2	**Recognised Assessment**	35-minute oral assessment	35-minute portfolio presentation
Pathway 3	1.5 hr written exam	35-minute oral assessment	**Recognised Assessment** 10-minute portfolio presentation on Ethics, Compliance and Professionalism
Pathway 4	**Recognised Assessment**	**Recognised Assessment**	**Recognised Assessment** 5-minute project summary 10-minute portfolio presentation on Ethics, Compliance and Professionalism

If you apply through Pathway 2, 3 or 4, you must provide the evidence required for your chosen pathway, this will include providing a recognised assessment certificate.

6 Level of the standard

The Chartered Project Professional (ChPP) standard is aligned to Level 10 on the Scottish Credit and Qualifications Framework (SCQF), subject to application and approval.

This is the same level as a Bachelors' Degree with Honours, and involves advanced knowledge, complex problem-solving and significant professional autonomy.

SCQF Level 10 is equivalent in level to:

- Level 6 on the Regulated Qualifications Framework (RQF), which applies to England, Wales and Northern Ireland.
- Level 6 on the European Qualifications Framework (EQF).

7 Prior knowledge, understanding and experience

Our Chartered Project Professionals reflect the diversity of the profession, working across sectors, industries, organisation sizes and career stages.

Chartered is for you, if you:

- Are professionally active and have a proven track record of delivering projects, programmes or portfolios that involved all of the following:
    - conflicting objectives
    - high levels of unpredictability or risk
    - multiple work packages, projects or programmes
    - multiple interdependent stakeholders
- Have the breadth of experience needed to demonstrate professional practice across your selected competences.
- Have advanced technical knowledge and can evaluate different approaches and current practice.
- Are or are not an APM member.
- Are committed to continuing professional development and ethical working.

8 Competence selection

You will be assessed against the competences set out in the Chartered Project Professional (ChPP) Standard. You must select a combination of mandatory and elective competences, and your chosen competences will determine the technical knowledge and professional practice areas that form the content of your assessment.

All pathways require you to demonstrate the Ethics, Compliance and Professionalism competence through the professional practice assessment.

For Pathways 1 and 2, your assessment is based on a combination of mandatory and elective competences. You will select eight mandatory competences (including five choices from paired options) and five elective competences that best reflect your role and professional practice.

For Pathway 3, you will select eight mandatory competences (including five choices from paired options). The full criteria for each competence is detailed in the ChPP Competences and Evaluation Standards.

Mandatory competences	
1a. Budgeting and cost control	Or 1.b Financial management
2a. Change control	Or 2b. Conflict resolution
3a. Governance arrangements	Or 3b. Reviews
4a. Integrated planning	Or 4b. Schedule management
5a. Leadership	Or 5b. Team management
6. Risk and issue management	
7. Stakeholder engagement and communication management	
8. Ethics, compliance and professionalism (Professional practice only)	

Elective competences	
9. Assurance	17. Procurement
10. Benefits management	18. Quality management
11. Business case	19. Requirements management
12. Capability development	20. Resource capacity planning
13. Contract management	21. Resource management
14. Diversity and inclusion	22. Solutions development
15. Life cycles	23. Sustainability
16. Portfolio shaping	24. Transition management

9 Demonstrating Chartered Competence

Technical knowledge, accountability and complexity, and professional practice assess different aspects of competence.

Technical knowledge focuses on what you know and understand about project management concepts, methods, tools and techniques, and your ability to apply that knowledge appropriately. It is assessed by written examination.

Accountability and complexity assesses the level at which you operate, including the scope of your responsibilities, the complexity of the environments in which you work, the decisions you make and the degree of accountability you hold. It is assessed by oral assessment.

Professional practice focuses on what you have done in real project environments, requiring you to demonstrate how you have applied your knowledge, skills and judgement to deliver outcomes, address challenges and fulfil your responsibilities in practice. It is assessed by portfolio presentation.

Together, these three components provide evidence of both your understanding of the profession and your ability to perform effectively as a Chartered Project Professional.

You will also be expected to demonstrate a commitment to professional ethics and adhere to the APM Code of Professional Conduct and CPD requirements.

a) Preparing for the written examination (Pathway 1 and 3)

The examination will assess four of the seven technical knowledge mandatory competences you select. You will not know in advance which four will be included, so please ensure that you prepare for all seven.

When preparing, focus on understanding the principles, methods, tools and techniques associated with each competence, rather than memorising definitions. Consider how concepts are applied in projects, programmes and portfolios. The ChPP Assessment Requirements and Evaluation Standards sets out the assessment criteria and indicative content for each mandatory technical knowledge competence. The indicative content is designed to help you identify any gaps in your knowledge and understanding and can be used to develop a targeted revision plan to support your preparation.

You may find it helpful to:

- Create revision notes for each of your mandatory competences.
- Review examples from your own professional experience to help contextualise technical knowledge.
- Practise answering questions within the examination time limits.
- Check that your responses are well structured and supported by appropriate reasoning and evidence.

Remember that the assessment is designed to evaluate the depth of your technical knowledge and your ability to apply that knowledge in a professional context.

b) Preparing for the Accountability and Complexity Assessment (Pathway 1, 2 and 3)

The Accountability and Complexity Assessment requires you to demonstrate that you have operated at the level expected of a Chartered Project Professional. You will need to evidence personal accountability for delivering, or working in a key control or enabling function on, projects, programmes or portfolios, that involved conflicting objectives, high levels of unpredictability or risk, multiple work packages, projects or programme and multiple interdependent stakeholders.

When preparing, review the ChPP Assessment Requirements and Evaluation Standards to ensure the examples you intend to discuss clearly demonstrate the required level of accountability and complexity.

Consider the responsibilities you held, the specific decisions you made and the impact of your actions, as well as the characteristics of the projects, programmes or portfolios you have led or contributed to.

You should be prepared to answer questions about all of the projects you include, and any aspect of the examples you introduce during the assessment. You can choose up to three projects, programmes or portfolios, all of which must fully meet the learning outcomes and assessment criteria detailed in the evaluation standards – you will not be able to choose which project you are questioned about.

You may find it helpful to:

- Identify the project, programme, portfolio or professional role contexts that provide the strongest evidence of accountability and complexity at chartered level and which you can discuss confidently in detail.
- Remember that, for Pathways 1 and 2, your portfolio presentation will be based on evidence drawn from your chosen examples, so they need to be projects, programmes or portfolios where you can evidence the breadth and depth of competences.
- Reflect on the decisions you made, the challenges you faced and the outcomes you influenced. Avoid selecting examples where your involvement was primarily advisory or where key decisions were made by others.
- Ask a colleague or mentor to pose questions about your responsibilities, decision-making and the complexities of the environment in which you operated.
- Time your responses to ensure you can provide sufficient detail while remaining focused on the question being asked.

Remember that the assessment is designed to evaluate the level at which you have operated professionally.

c) Preparing for the Portfolio Presentation

You must use the APM presentation template when preparing your Portfolio Presentation. The template includes guidance on how to structure your evidence, map your examples to the assessment criteria and present your experience consistently. Following the template will help ensure that all required information is included.

It is recommended that you review the guidance within the template before starting your preparation and use it throughout the development of your presentation.

i) Pathway 1 and 2

The Portfolio Presentation assesses your professional practice against your selected competences. For each of the 13 competences, you must provide evidence against four

professional practice assessment criteria from the ChPP Assessment Requirements and Evaluation Standards. You can choose which four assessment criteria against each competence you would like to evidence.

Although you must prepare evidence for all 13 competences, you will only be required to present on five of them during the assessment. These five competences will be selected by your facilitator during the live assessment. One of the five competences will always be Ethics, Compliance and Professionalism. As you will not know in advance which of your remaining competences will be selected, you should ensure that you are fully prepared to present all 13 competences.

When preparing, remember that your evidence needs to be drawn from the projects, programmes or portfolios that you have prepared for the accountability and complexity assessment. Focus on providing clear examples that demonstrate not only what you did, but also the decisions you made, the approaches you adopted and the outcomes you achieved. Your evidence should demonstrate that you have applied your knowledge and skills in a professional context.

You may find it helpful to:

- Map your project examples to the assessment criteria to confirm that all requirements are covered.
- Consider how different projects, programmes, portfolios or professional roles can be used to evidence multiple competences.
- Practise presenting your examples in a clear and structured way, focusing on your role, actions and outcomes.
- Ask a colleague or mentor to challenge your examples and test whether the evidence clearly demonstrates the competence requirements.

Remember that the assessment is designed to evaluate that you have applied your knowledge and skills in practice.

ii) Pathway 3 and 4

The portfolio presentation assesses your professional practice against the Ethics, Compliance and Professionalism competence. You must provide evidence against four assessment criteria from the Chartered Project Professional Assessment Requirements and Evaluation Standards.

You are only required to prepare evidence for one competence, Ethics, Compliance and Professionalism, which will form the basis of your presentation. You do not need to prepare evidence for any other competences.

For Pathway 3 candidates, remember that your evidence needs to be drawn from the projects, programmes or portfolios that you have prepared for the accountability and complexity assessment. For Pathway 4 candidates, you should make sure that your evidence is drawn from no more than three projects, programmes or portfolios that meet the evaluation standards.

When preparing, focus on providing clear examples that demonstrate not only what you did, but also the decisions you made, the approaches you adopted and the outcomes you achieved. Your evidence should demonstrate that you have applied ethical principles, exercised professional judgement and acted in accordance with relevant professional, organisational and regulatory requirements.

You may find it helpful to:

- Map your project examples to the assessment criteria to confirm that all requirements are covered.
- Consider how different projects, programmes, portfolios or professional roles can be used to evidence the competence.
- Practise presenting your examples in a clear and structured way, focusing on your role, actions and outcomes.
- Ask a colleague or mentor to challenge your examples and test whether the evidence clearly demonstrates the competence requirements.

Remember that the assessment is designed to evaluate that you have applied professional and ethical practice in your work.

d) Use of Artificial Intelligence (AI)

You may use artificial intelligence tools to support preparation, provided your use is transparent, ethical and consistent with the integrity of the assessment.

Acceptable uses may include:

- Generating ideas or 'brainstorming' a topic.
- Improving grammar, spelling or sentence structure.
- Summarising source material for your own understanding.
- Drafting an outline or exploring alternative phrasing.

You must not use artificial intelligence to generate full or partial assessment responses, complete your presentation for you, or replace your own critical thinking, analysis and reflection. Content presented as your work must be based on your own knowledge and professional practice.

Candidates must acknowledge AI use in the Authenticity statement slide in the Presentation Template. This should include a brief statement describing the tool used and the nature of its contribution to your work.

Unacceptable use of AI includes:

- submitting AI-generated content as original work.
- using AI to answer exam questions or complete presentations.

- relying on AI to bypass critical thinking, analysis, or personal reflection.

Use of AI in this way undermines the integrity of the assessment process and may lead to an investigation into suspected malpractice under the Candidate Malpractice Policy.

10 Assessment arrangements

a) Booking your assessment

You must book your assessment through the APM website. During the booking process, you will choose suitable assessment dates and times.

The assessment components you need to book will depend on your pathway. Where your pathway includes both a written examination and oral assessment, both components must be completed within a two-week period. The written examination must be completed before the oral assessment takes place.

Before booking, ensure that you have reviewed the requirements for your chosen pathway and are available to complete all assessment activities within the required timeframe.

b) Transfers and cancellations

If you need to change your assessment booking, you can do so by contacting the APM Chartered team.

Transfers made more than 10 working days before your assessment date (taken to be the date of the first element in your assessment) can normally be made without charge. Transfers requested within 10 working days of the assessment date (taken to be the date of the first element in your assessment) will incur a fee.

Cancellations made more than 10 working days before your assessment date (taken to be the date of the first element in your assessment) will incur an administrative fee. Cancellations made within 10 working days of the assessment date (taken to be the date of the first element in your assessment) will incur the full fee.

If your pathway includes both a written examination and professional competence assessment, these must be completed within the same two-week assessment window, and the written examination must always be completed first. Any changes you make to your booking must continue to meet these requirements.

Please note:

- Changes to your pathway can only be made more than 10 working days before your assessment. Within 10 working days, your existing booking must be cancelled and a new booking made. As this is a cancellation, you would incur the full fee and would need to book and pay again.
- Once you have completed the written examination, the professional competence assessment cannot be moved outside the original two-week assessment window.

- Cancellation charges apply in accordance with the APM cancellation policy for ChPP.
- Once you have completed the written examination, assessment fees are non-refundable, even if you subsequently cancel the professional competence assessment. Your professional competence assessment would be voided, and results released. Depending upon your results, you can then either re-sit the full assessment, or you can re-sit the professional competence assessment, paying the appropriate fees.
- Full details of the applicable fees, cancellation terms and rescheduling arrangements can be found in the APM Terms and Conditions.

c) Assessment format

Written examination (Pathway 1 and 3)

The exam is completed online in the Surpass platform. It has a time limit of 1.5 hours.

The exam is in the following format:

- Introduction and instruction pages.
- Section 1: GDPR, employer and country selection.
- Section 2: Live examination
- Section 3: Survey questions (if applicable).

There are 4 questions in the exam worth a total of 40 marks.

You should attempt every question in the exam.

For your written exam, you should follow the guidance in the APM Rules and Regulations for Remote Invigilated Examinations, which can be found here.

Details of how to launch your remote invigilated exam can be found here.

You may have one blank sheet of paper and a pen or pencil to take notes during the exam. No other resources are allowed. The only exception is where you have agreed a reasonable adjustment with APM. For more information on reasonable adjustments, please see the APM Reasonable Adjustments Policy.

Professional Competence Assessment

The Professional Competence Assessment is completed online using the Zoom platform and will be recorded. It has a time limit which will vary dependent on your assessment pathway.

Pathway	Oral assessment
1	35-minute accountability and complexity assessment; 20-minute break; 35-minute portfolio presentation

2	35-minute accountability and complexity assessment; 20-minute break; 35-minute portfolio presentation
3	35-minute accountability and complexity assessment; 10-minute Ethics presentation
4	10-minute Ethics presentation

Prepared presentations should be ready to share, and you should have your photo ID (for example, a passport or driving licence) ready, as you will need to show this at the start of the session.

The session will begin with up to five minutes to introduce up to three projects, programmes, or portfolios that provide evidence of your accountability and complexity experience.

You must have a webcam enabled device for the assessment and ensure you have a reliable internet connection. We recommend liaising with your IT department with regards to any firewalls or restrictions.

Plan to be somewhere quiet and private for the duration of your assessment, where you won't be interrupted.

Accountability and Complexity Assessment (Pathways 1, 2 and 3)

The assessment will consist of six questions covering:

- Personal accountability and authority.
- Management of conflicting objectives.
- Uncertainty, risk and ambiguity.
- Scale, integration and delivery complexity.
- Stakeholder interdependence and complexity.

Both personal accountability and authority criteria are assessed, together with one criterion from each of the remaining evaluation areas.

Each question is worth up to two marks, giving a total of 12 marks.

APM pre-selects the questions used within the assessment, and the facilitator may ask questions about any of the projects, programmes or portfolios that you have introduced. It is important that every example you choose meets the Accountability and Complexity Evaluation standards defined in the ChPP Competences and Evaluation Standards and that you are prepared to discuss all aspects of the examples you present. The facilitator is not authorised to change the focus of the question, or selected project, under any circumstance.

Portfolio Presentation (Pathways 1 and 2)

Prior to the break, your facilitator will inform you of the five competences that have been selected for your presentation.

During the break, you should hide, delete or reorder the slides for competences that have not been selected so that only the required presentation content is ready.

You may also take a comfort break.

Both you and the facilitator must turn off cameras and mute microphones. The recording will continue.

The second session starts at the agreed time and will not begin early.

Your presentation must demonstrate your own successful application of knowledge and skills in a professional context. All professional practice evidence must come from the projects, programmes, portfolios or professional roles introduced during the opening of the Accountability and Complexity Assessment.

It is recommended that you select examples that provide clear and credible evidence against the assessment criteria. You may draw evidence for different competences from different projects or professional roles; however, evidence for an individual competence must come from a single example and cannot be combined across multiple projects.

Each assessment criterion is worth one mark, giving a total of 20 marks available across the five competences assessed. Where clarification is required, the facilitator may ask one follow-up question per competence.

Portfolio Presentation (Pathways 3 and 4)

The Portfolio Presentation is a 10-minute live online assessment which is recorded. It assesses your professional practice against the Ethics, Compliance and Professionalism competence.

You must prepare evidence against four professional practice assessment criteria from the Ethics, Compliance and Professionalism competence within the ChPP Assessment Requirements and Evaluation Standards.

Each assessment criterion is worth one mark, giving a total of four marks available. The facilitator may ask one follow-up question if clarification is required.

d) Assessment language

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 assessment.

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

- 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.

e) Assessment conduct

You must comply with all instructions provided before and during the assessment. You must not copy, record, reproduce or share assessment questions, your answers or any assessment materials. You must not receive help from another person or use unauthorised resources or applications.

Suspected malpractice, irregularity or inappropriate conduct may be reported and investigated under APM procedures. The current assessment rules and regulations supplied with your booking take precedence over this summary.

f) Ensuring validity and fairness

APM uses trained item writers, reviewers and standard-setting processes to support consistent and fair assessment. Examination papers and oral assessment question sets are selected according to an assessment blueprint so that required competences and criteria are covered and the level of demand is controlled.

We use a modified Angoff method to set the standard for the written exam. This means that we work with a team of examiners and markers to set the pass mark for each exam paper.

Each exam paper includes different questions and will assess various competences and assessment criteria, as well as being dependent upon the candidates' competence selection. To ensure fairness, we avoid setting a single pass mark for the written examination, as some versions may be a bit easier or more challenging than others. Therefore, you may see a different pass mark depending on which competences you select and which exam paper you sit.

During the standard setting process, a team of subject matter experts identify the minimal level of knowledge and understanding that they would expect to see in candidates who have successfully completed the Chartered Project Professional (ChPP) standard.

Using well-established exam standard-setting processes, this minimal level of knowledge and understanding is compared with questions in the exam to convert it into the pass mark for the written exam.

The Accountability and Complexity Assessment is worth 12 marks, with a pass mark of 9.

For Pathways 1 and 2, the portfolio presentation is worth 20 marks, with a pass mark of 15.

For Pathways 3 and 4, the portfolio presentation is worth 4 marks, with a pass mark of 3.

Pass marks are subject to periodic review and may change to maintain the validity, reliability and appropriate standard of the Chartered Project Professional (ChPP) assessment.

g) Results

You will receive a result for each assessment component completed. Results information will include your component score, total marks, pass mark and result. No additional written or subjective feedback will be provided.

You must pass each component required for your pathway to achieve ChPP. If successful, you will receive confirmation of your chartered status and information about your certificate and digital badge.

You'll be advised of your results within eight weeks of completing your assessment.

You'll be sent an email which confirms your result. If you're successful, you'll also be sent a PDF certificate and an email from our partner Credly to claim your digital badge.

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

h) Resitting the assessment

A standalone component re-sit must be completed within 12 weeks of receiving your results. If it is not completed within that period, you will need to re-book the full assessment required for your pathway.

Re-sit fees apply.

There is no stated limit on the number of re-sits, provided each re-sit is booked and completed under the applicable rules.

Result	Re-sit requirement
Written examination not passed; both Accountability and Complexity Assessment and presentation passed	Re-take the written examination as a standalone element.
Written examination not passed; Accountability and Complexity Assessment passed, presentation not passed	Re-take the whole assessment.
Written examination not passed; Accountability and Complexity Assessment not passed, presentation passed	Re-take the whole assessment.
Written examination passed; both Accountability and Complexity Assessment and presentation not passed	Re-take the Accountability and Complexity Assessment and Portfolio Presentation together.
Accountability and complexity not passed; written examination and presentation passed	Re-take the Accountability and Complexity Assessment and Portfolio Presentation together.
Presentation not passed; written examination and accountability and complexity passed	Re-take the Accountability and Complexity Assessment and Portfolio Presentation together.

i) Assessment results enquiries and appeals

Assessment results enquiries and appeals are managed under APM's published process. Undertaking an assessment confirms that you consider yourself fit to do so. Concerns about illness or other circumstances should be raised before or during the assessment in accordance with the applicable rules.

11 Ensuring equality, diversity and fairness

a) Accessible assessment model

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

We are committed to making sure that our assessments:

- Use appropriate methods to allow candidates to demonstrate technical knowledge and professional practice.
- Provide opportunities to achieve irrespective of disability or special educational need, or social or cultural background.
- Assess content that is familiar to candidates who have prepared against the chartered standard.
- Are free from stereotyping and discrimination in any form.

b) Reasonable adjustments

Reasonable adjustments may be made to assessment conditions where a short- or long-term condition affects your ability to complete the assessment. Adjustments are considered individually and are based on your specific needs, while maintaining the integrity of the chartered standard.

Examples may include extra time or rest breaks, assistive technology, a reader or scribe, or specialist equipment. The adjustment that is appropriate will depend on the assessment element and your individual circumstances.

Please submit your request and supporting documentation in accordance with the reasonable adjustment process. Requests must be received no later than 12 working days in advance of your assessment. Supporting evidence should explain the condition, how it may affect the assessment and the adjustment recommended. For more information on reasonable adjustments, please see the APM Reasonable Adjustments Policy.

12 Maintaining your chartered status

To maintain your chartered status, you're obliged to complete 35 hours of continuing professional development (CPD) annually, which we may audit at any time and are required to pay an annual renewal fee. You can use APM's CPD log template, but this isn't mandatory as long as you meet the necessary requirements detailed in APM's CPD scheme. Please note that APM members can use the 'My CPD' section of our website and should export their log to an Excel spreadsheet to submit if requested. All CPD must meet the requirements of APM's CPD scheme which can be found on our website.

Should your chartered status lapse, you have a two-month grace period to re-activate before being required to fulfil the chartered process again.

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 community of more than 37,000 individual members and more than 450 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.

13 Data

We take data protection seriously and you can rest assured we will handle your personal data compliantly. We will only share your data with our carefully selected pool of facilitators, markers, proctors, and members of our Chartered Panel, who are contractually bound to meet the requirements of the applicable Data Protection Laws.

The information you submit in your application will only be used for the purpose of this application. In accordance with our retention policy, we will delete any unfinished applications that have not been accessed for six months.

APM is committed to maintaining the confidentiality of all project information provided as part of the assessment process. Candidates should ensure that any client, employer, or

third-party information included within their application is appropriately anonymised. This includes removing or replacing organisation names, individual names, and any other identifying details where disclosure is not authorised. Candidates must also take care not to include commercially sensitive, proprietary, or confidential information unless they have explicit permission to do so. APM will treat all submitted materials confidentially and use them solely for the purposes of assessment, quality assurance and governance activities.

If you want to know more or if you have any questions about how we handle your data, please visit our Privacy Statement on our website or contact our Data Protection Officer on dataprotection@apm.org.uk

14 Contact us

The Chartered team

Telephone: 01844 271685

Email: chartered@apm.org.uk

15 Document control

Version history

Version	Date	Author	Reason for change
v.1	25/09/2026	Professional Standards	Creation of document
v.2	30/10/2026	Professional Standards	Update wording P.14



We are the only chartered membership organisation for the project profession

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Association for Project Management is incorporated by Royal Charter RC000890 and a registered charity No. 1171112. Principal office as shown.