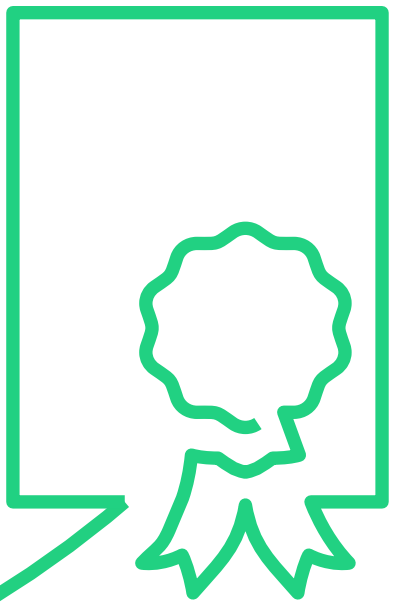
Guidance notes

Association for Project Management

A helpful guide for your membership application



Full membership (MAPM)

Because when projects succeed, society benefits

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Further details

For queries regarding individual membership, please contact the APM Membership team:

Telephone: **01844 271681** or email: **info@apm.org.uk**

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Introduction

This guide will help you prepare your application for Full membership (MAPM) of APM. If you're successful, you'll join our membership community 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 continuing professional development (CPD).

The application process

The application process is designed to be as inclusive as possible with three different entry 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**
• Hold an accepted qualification. • Have a minimum of three years' experience in project management either as a practitioner or in an academic environment.	• A completed application (online). • Project experience (requirements provided within the guidance) • Evidence of an accepted qualification. • Two statements of support.	• Hold an accepted qualification for direct entry into membership.	• A completed application (online). • Evidence of an accepted qualification for direct entry.	• Have a minimum of five years' experience in project management either as a practitioner or in an academic environment.	• A completed application (online). • Project experience (requirements provided within the guidance). • Two statements of support.
For each route, applicants must confirm their commitment to the **APM Code of Professional Conduct** at the point of application.					

The **statement of support** template can be downloaded from our website: **https://www.apm.org.uk/membership/full-member**

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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 don't need to do it all at once. There is also an 'export to PDF' option so you can save a copy too.

Checklist of evidence (route dependent)

- project experience
- certificates from any accepted qualification
- two statements of support
- method of payment

If you're registered on our website, you'll need to log in to begin. If you aren't already registered, it's quick and easy to do so. You'll 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 our membership team. If we need any more information, we'll contact you to request it.
- The panel will either award Full membership, or award Associate membership and provide feedback to support their decision.
- You'll receive the outcome of the assessment decision within 28 days.

If you're successful, you'll receive a confirmation email, your digital membership card and badge (which will follow within seven working days). If your application is not successful, we'll write to you and explain the reason for the decision. You'll be given feedback and guidance to help you re-submit.

Unsuccessful Membership Applications.

If your application does not meet the requirements, due to administrative costs within the Full Membership and Fellow application processes APM is unable to issue a refund of the fees charged. The outcome of unsuccessful applications will be:

- **Existing Members:**
  The unsuccessful applicant's status and associated fees will remain unchanged.

- **New Members:**
  Following review of the submission and consideration as to whether the application meets the requirements of a particular grade, then unsuccessful applicants will receive a grade deemed appropriate by the APM Membership Panel.

- **Incomplete Applications:**
  Where an application is deemed incomplete and, as a result, cannot be assigned to the APM Membership Panel, the applicant will receive the Associate Member grade

- **Renewal Charges (applicable to all applicants):**
  Future renewals will be charged at the fee applicable to the grade awarded unless the applicant subsequently submits a successful reapplication.

For the avoidance of doubt unsuccessful applicants can, dependent on the nature of, and subject to rectification to, the circumstances leading to the unsuccessful application, submit further applications.

If an unsuccessful applicant later satisfies the Full Membership or Fellow criteria they will be upgraded to Full Membership or Fellow at no additional cost.

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Other things to note

Confidentiality

We anticipate that you're able to supply the necessary level of detail required without breaching any confidentiality.

Reasonable adjustments

We'll 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 want our application to be accessible for all. We ask that all reasonable adjustment requests are evidenced by supporting documentation, such as a letter confirming workplace adjustments or documentation from your GP. For assistance with any of the above, or for any other requirements, please contact **our 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**

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Project experience

You'll need to provide a statement of your experience for either three or five years' as a practitioner, or as an academic (route dependent).

The panel won't know you or the organisations you've worked for, so it's 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're specifically looking at your personal experience, so remember to write in the first person e.g. "I did…"

There is a word limit for your project experience as provided below:

- 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.

Although there is a word limit associated with your application, your evidence should focus on conveying the detail and quality of your experience rather than meeting the word count.

Please use your word count appropriately as additional evidence to demonstrate your experience won't be accepted.

Practitioners

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

- The role(s) you undertook and the duration (duration specified must fulfil 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 used to achieve your objectives.

Example roles include:

- Project Manager
- Programme Manager
- Business Change Manager
- Portfolio Manager
- Specialist project management role
- Sponsor
- Assistant Project Manager
- Associate Project Manager

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).

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Statements of support

You must provide two statements of support from two different people:

- They must confirm that they're happy to support your application by providing their details on a pre-written document. You'll 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 can't be a family member or an APM employee. They should be satisfied you have met the requirements and be happy to confirm this.

Our statement of support template can be downloaded from our website:
https://www.apm.org.uk/membership/full-member/

Code of Professional Conduct

In this section you will be asked to confirm that you've 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. We reserve the right to sample CPD.

Maintenance of Full membership

Your Full membership is maintained by an annual payment.

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We are the only chartered membership organisation for the project profession

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