

Accreditation of Project Managers Scheme PPM CERTIFICATION GUIDE

VERSION APM.2019.01

APM SECRETARIAT

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1.0 PROFESSIONAL PROJECT MANAGER (PPM) CERTIFICATION AWARD

- 1.1. After having applied for the Accreditation of Project Managers (APM) scheme and successfully been assessed by the APM Assessors, the candidate will be awarded the PPM Certification.
- 1.2. Fee payable for the first PPM certificate is prescribed in the APM Applicant Handbook Annex 6.
- 1.3. He will be given a PPM certificate with a validity of up to one year. The PPM certification is renewable based on criteria set out in the Guide.

2.0 ANNUAL RENEWAL OF PPM CERTIFICATION

- 2.1. The PPM Certification is subject to annual renewal based on fulfilment of 3 criteria:
 - 2.1.1. Payment of SPM membership subscription for the year of the PPM Certification;
 - 2.1.2. Payment of PPM Certification renewal fee; and
 - 2.1.3. Satisfying the requirement for attaining the minimum required SPM CDP PDUs as set out below.
- 2.2. SPM membership subscription fees are set out via <http://www.sprojm.org.sg/member-info>. The member shall not have any membership subscription fee in arrears.

3.0 PPM CERTIFICATION RENEWAL FEE

- 3.1. The fee payable for PPM renewal is \$100.00 for the period from January to December.
 - 3.1.1. Cheque payments should be made payable to the "Society of Project Managers". Please write the following on the reverse side of the cheque:
 - Payment for PPM certification renewal
 - Full name
 - Contact number
 - 3.1.2. Mail the cheque payment to:

The APM Secretariat
Society of Project Managers, Singapore
Macpherson Road
P.O. Box 1083
Singapore 913412

4.0 SPM CPD PDU REQUIREMENTS

- 4.1. With effect from 1 January 2019, the SPM CPD framework will be introduced by SPM for its members.
- 4.2. To renew their PPM certification annually, PPMs are required to attain a total of 30 Professional Development Units (PDUs) per year under the SPM CPD framework. These PDUs must be attained from a combination of activities in two components, namely:
 - 4.2.1. **Component A:** formal training – courses, workshops, seminars and talks related to Project Management and the Built-Environment & Construction industry;
 - 4.2.2. **Component B:** contributions to the practice and promotion of Project Management, leveraging on the PPM’s experience, knowledge and expertise to benefit the Project Management fraternity, SPM, BE&CI and society at large.
- 4.3. The acceptable ranges of PDU requirements for each component are given below:

Component	PDU Required
A – Formal Training (Cat 1)	20 (min 20; Max 25)
B – Contributions to PM practice (Cat 2 &/or 3)	10 (min 5; max 10)

- 4.4. Additional details about the two components can be found in the [SPM CPD Handbook](#).

5.0 APPLICATION FOR RENEWAL OF PPM CERTIFICATION

- 5.1. Notification for renewal of PPM certification will be send out to PPMs on every October.
- 5.2. PPMs shall send application for renewal of PPM certification to the APM Secretariat by end November.
- 5.3. PPMs are allowed up to end October of the application year to accumulate the prerequisite PDUs to qualify for renewal of PPM certification.

6.0 CARRYING OVER OF EXCESS PDU

- 6.1. Excess PDUs attained in any one year, are be allowed to be carried over to the following year. PDUs that are carried over can have a validity period of one year only. (Excess PDU has a lifespan of only one year)
- 6.2. Excess PDUs attained from each category are not interchangeable for another category.

7.0 INSUFFICIENT CPD POINTS FOR PPM CERTIFICATION RENEWAL

- 7.1. In the event that a PPM does not have sufficient PDUs to renew his/her PPM certification, he/she is required to make up for the year's shortfall in the next qualifying period. The points obtained in the next qualifying period to meet the shortfall cannot be used again for the renewal of PPM certification for the following qualifying period. (i.e. PDU can only be used once).

8.0 REINSTATEMENT AFTER A LAPSE ON RENEWAL

- 8.1. If a PPM had chosen not to renew his PPM certification for one year or more, and he/she decides to renew again, the PPM has to pay double the required annual renewal fee up front and the he/she has to get the requisite 30 PDUs during the practising year.
- 8.2. After the PPM had accumulated the required PDUs within the practising year, the PPM can then use the other half of the renewal fee that was paid for renewal of his/her PPM certification for the following year, with another set of requisite 30 PDUs during the practising year. Section 5.0 may apply, should he/she have sufficient PDUs.
- 8.3. In the event that the PPM fails to attain the required minimum of 30 PDU (as prescribed in 4.3) that was owed and should have for renewing the first year, the other half of the double renewal fee would be retained by SPM.

9.0 ENQUIRIES

- 9.1. For enquiries, please do not hesitate to contact the APM Secretariat via sprojm.apm@gmail.com.