

## CCP Candidate Re-Validation Guidance V1.1

### The Re-validation Process:

Eighteen months into the three year certification period, all certified individuals are required to re-validate their certification(s). This is to ensure that you are maintaining your IA knowledge and professional development. We require you to be able to convince our Assessors that you have maintained your knowledge and competence in the areas relating to the certification(s) you have achieved.

To re-validate you will be required to provide at least one referee, evidence of Continuing Professional Development (CPD) activities and evidence of any relevant work with which you have been involved at the appropriate level over the last 18 months.

### Referee(s):

Referees need to be able to cover the last 18 months of your work and can be added by following the instructions for re-validation on the home page when you login. Please ensure you have their permission to list them as a referee and inform them that they should expect to be contacted by an APMG IA Assessor with regards to your re-validation. Your referee(s) should be either your line manager with responsibility for the work you do in the role(s) for which you are seeking re-validation, or a client for whom you have worked in the role(s). If you are applying for more than one certification to be re-validated, you should ensure the referee(s) can, jointly, cover all the roles for which you are certified.

### CPD Activities:

APM Group has a CPD system so you can record your CPD online. The system can be accessed through your own personal login that you used to achieve certification or by following the re-validation instructions on screen when logging in. This system can be accessed at any time throughout your three-year certification period. Simply login to your account and a link will be available on the left-hand menu for you, entitled 'CPD Area'.

Our CPD system offers a variety of ways of recording different types of event/activity. Each requires the candidate to add free text saying what they did, the benefits of it and the impact on their work. Soft skills need to be developed too, so, for example, charity work and other less formal CPD, should also be included. If you are providing details of training courses attended, please add some more detail about what you gained from attending the training and how you are able to apply your new knowledge in real life. Any on-going pieces of CPD can be made private until you are ready



for this to be shared with APMG Admin and Assessors. Please note that all CPD items will need to be set as public for APMG and Assessors to view once you are happy with them.

### Evidence:

The APM Group IA website allows for free text to detail any further evidence you feel is relevant to your re-validation. For example, a short paragraph detailing tasks you have completed in the past 18 months that demonstrate you still meet the headline statement. Simply fill in the details on the online form and save your changes. You might also like to upload the latest copy of your CV.

Once you have submitted your re-validation items an initial check is conducted by APMG, who will then either return for further information, or assign it to an assessor who will do a secondary check of re-validation evidence submitted and will contact your referee(s) to confirm the information submitted. They may also contact you if they feel they require further information. Following this, an Assessor will confirm or reject the re-validation. Should your application for re-validation be unsuccessful you will be given feedback as to why it has not been successful. You may appeal the decision using the APMG appeal process, details of which can be **found here**.

### Change of roles and/or levels:

If you would like to change either the levels of current certification to higher ones, or to add additional roles to your certifications, this can be done as part of your re-validation assessment. There will be an additional charge for the assessment and it will also require an interview. You will also be required to complete the Evidence Form in full to indicate how you meet the higher skill levels and upload a copy to your re-validation record.

Before considering applying to move from Senior to Lead Practitioner, however, you are strongly advised to look at both the CESG and APMG guidance on the evidence required at the Lead level. Both these documents are available in the Resources section of the APMG website. Just doing the job at Senior level for a number of years, for example, is not enough to gain Lead Practitioner Status.

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