

Candidate Re-Certification Guidance v1.2

The Re-certification Process

At the end of the three year certification period, all CESG Certified Professionals are required to re-certify. 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-certify you will be required to provide at least two referees, evidence of Continuing Professional Development (CPD) activities and evidence of any relevant work in which you have been involved over the last 18 to 36 months.

Referee(s)

Referees need to be able to cover mainly the last 18 months of your work (since re-validation) and can be added by following the instructions for re-certification 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-certification. 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-certification, or a client for whom you have worked in the role(s). If you are applying for more than one certification, you should ensure the referee(s) can, jointly, cover all the roles for which you wish to be re-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-certification 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 you to add free text saying what you did, the benefits of it and the impact on your work. Simply stating you attended an event is not likely to convince the assessors it was worthwhile or that you gained anything from it. Soft skills need to be developed too, so, for example, charity work and other less formal CPD should also be included. Any on-going pieces of CPD can be made private until you are ready for this to be shared with APMG Admin and IA 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 of professional activity:

The APMG IA site allows for free text to be added to detail the further evidence you feel is relevant to your re-certification. Simply fill in the details on the online form and save your changes. You should explain, for example, how an assignment demonstrates how you have maintained the professional knowledge in one or more of the roles for which you wish to be re-certified. It is important to give as much information as possible to provide the assessor with the evidence that you have maintained both your professional and technical knowledge, and the relevant levels in the SFIA business and communication skills areas.

Once you have submitted your re-certification 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-certification evidence submitted and will contact at least two of your referee(s) to confirm the information submitted. If applying at Senior Practitioner or above, they will contact you for a brief interview to confirm the information you have supplied. If you are applying at Practitioner level this is not essential but is always an option available to the assessor.

If applying at Lead level you will also be expected to provide a short presentation to support your re-certification. The presentation can be on a topic of your choosing and should be no longer than 5 – 10 minutes. The intention is to allow you to further persuade the assessors that you have worked, and continue to work, at Board/ strategic level as required for the Lead level practitioner. Following this, an Assessor will confirm or reject the re-certification. Should your application for re-certification be unsuccessful, 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 at the same assessment as your re-certification. There will be an additional charge for the assessment and it will also require the Technical and Personal Evaluations to be completed, as well as an assessment interview.

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.

About APMG

APM Group is a leading Accreditation, Certification and Qualification organization recognised internationally by government agencies. We have a worldwide presence, with offices in Australia, China, Denmark, Germany, India, the Netherlands, Malaysia, the United States and the United Kingdom.



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