CP³P® Foundation Online Training User Guide

The APMG's Public-Private Partnerships Certification Program® is an innovation of the Asian Development Bank (ADB), the European Bank for Reconstruction and Development (EBRD), the Inter-American Development Bank (IDB), the Islamic Development Bank (IsDB), the Multilateral Investment Fund (MIF), the World Bank Group (WBG) and part funded by the Public-Private Infrastructure Advisory Facility (PPIAF) with a shared vision of enhancing PPP performance globally. CP³P is the definitive credential to demonstrate to your peers that your abilities are aligned with international PPP good practices.

Introduction

APMG has developed a free online training course for students who wish to self-study for the CP³P Foundation examination. This training course is supplementary to the PPP Certification Program Guide, therefore we strongly recommend that the PPP Guide and the online training course are studied together. The online training course contains all the information that may potentially be tested in the CP³P Foundation exam.

This online training course is web-based therefore you will not be required to download any software.

Please be aware that APMG does not provide tutor support. Should you wish to receive tutor support and guidance we recommend that you attend a training course with one of our Accredited Training Organisations (ATOs).

Course Outline

The online training is broken down into 12 modules:-

1. Introduction
2. Alternatives for infrastructure finance and procurement
3. Types of PPP and terminology Issues
4. Where PPPs are used – Infrastructure Sectors
5. When to use PPPs – Motivations and Caveats
6. Typical Basic structure of a PPP Project
7. How PPPs are Financed
8. Causes of Project Failure – the Need for Sound Process Management and Preparation of Projects
9. Introduction to the PPP Framework concept
10. Overview of the PPP Process
11. Appendix A: Basic Introduction to Project Finance
12. Exam Simulator

Each session consists of a series of slides which guide you through the elements of Chapter 1, Appendix A and the glossary that you will be tested on during the Foundation exam. The course comes with audio, which can be switched on or off, depending on your preference.

The final session in the course is an exam simulator where you can test your learning against 50 simple multiple choice questions. *Please be aware that this is not the CP³P Foundation exam and these questions are not representative of the questions that will appear in the CP³P Foundation exam.* No certificate is awarded for answering the exam simulator questions correctly.
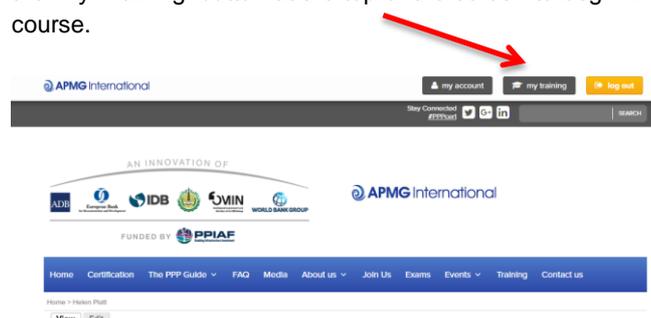
Registering for the Online Course

To access the online training course, please register at: www.ppp-certification.com/training

You will need to provide your name and email address in order to register.

A confirmation email will be sent to the email address you have provided. You will then be required to set your own password after clicking on the link provided in the confirmation email.

Once you have set your password you will need to click on the 'My Training' button at the top of the screen to begin the course.
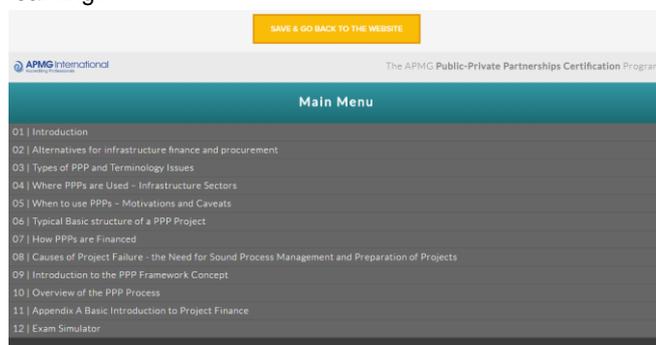

The course will open in a new browser window.

Main Menu

The main menu displays the 12 modules within the online learning:

Clicking on a module name will expand the module so that you can see how man sub-sections are included.

Settings Menu

Before starting the course, we recommend that you check the course settings. From the main menu screen, please click on the ▲ icon in the bottom left-hand corner (you may need to maximise your browser window).

Should you wish to make **notes** whilst you work through the course, you can use this section to type your notes (maximum 4000 characters). Please be aware that the notes you make in this area are not saved, so we recommend you print them if you would like to reference them again.
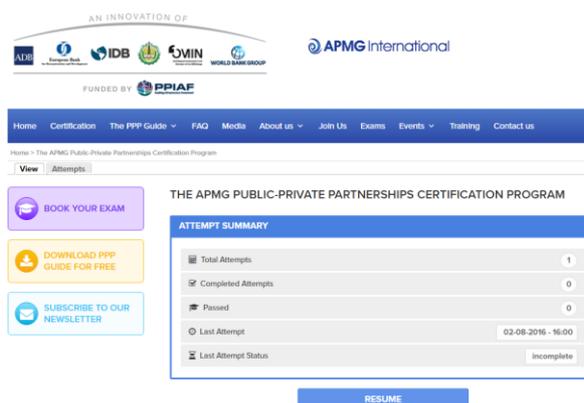
A **glossary** is accessible from the Settings menu. All terms are listed alphabetically, and by clicking on a term the menu will expand to give you the definition from the PPP Guide glossary.

Finally, the online training course comes with **narration**. Under 'Preferences' you can choose for the narration to be switched so that it is always on, or always off. If you select the narration to be always switched on, you can then switch it off from within each module. To do this when you are viewing the course, click on the ⏸ icon in the bottom right hand corner of the screen.

During the course

Should you wish to exit the online training course at any time, please click on the **Save and go back to website** button at the top of the screen. This will save your progress for when you next log in.

Each time that you log back in to the course you will be able to view the date and time you last logged in:

Clicking on the **Resume** button at the bottom of the screen will take you back into the course and allow you to continue from the point you reached last time.

If you forget your pasword to log on to the online course, please click on the **request new password** link and an email reminder will be sent to the email address you registered with.

After the course

Once you have completed the course, you should be ready to take the CP^{3}P Foundation exam.

If you do not feel fully prepared to take the exam, you may wish to consider attending an accredited training course. This will give you the opportunity to study in a classroom environment with your peers, and benefit from the knowledge and experience of an accredited trainer.

The Foundation Exam

The Foundation exam will test your knowledge of the Glossary, Chapter 1 and Appendix A of the PPP Guide. Once you have registered to take the exam, you will be able to access a sample exam paper to practice on via the APMG candidate portal. These sample questions are representative of the CP^{3}P Foundation exam.

The CP^{3}P Foundation exam will test your ability to recall, recognize and demonstrate understanding of the established procedures, rules and institutional responsibilities that determine how the public party selects, implements and

manages PPP projects, as outlined in the PPP Guide, including terms used, process sequences and roles involved. It is a multiple choice exam paper with 50 questions and you must get 25 marks or more (50%) to pass the exam. The exam is closed book, so you will not be allowed to reference the online course or the PPP Guide.

The CP^{3}P Foundation exam can be taken online, via ProctorU. This system allows a live proctor access to your exam as you take it so they can monitor the exam environment through your computer's webcam and microphone. It's just like having the proctor in the exam room with you but you don't need to travel. Remote Proctor U must be booked in advance so that we can schedule the live proctor.

Exam Certificate

An electronic certificate recognising your achievements will be issued to candidates who pass the exam.

If you wish to receive a paper cerificate, in addition to the electronic version, you will need to request this via your local APMG office. Please note that a fee will be payable for the printing and postage costs.

When registering for the exam, you can also to choose whether you would like your name to be published on our Successful Candidates Register if you pass the exam.

Please note that if you wish to change your preferences to opt in or out of appearing on the Successful Candidate Register, an adminstration charge will be payable.

About APMG

APMG International is an award-winning Examination Institute. It accredits professional training and consulting organizations and manages certification schemes for knowledge-based workers, and has a global reach, with regional offices located around the world.

All APMG's certifications are aimed at helping business professionals develop their knowledge, skills and expertise. For further details about APMG's Public-Private Partnerships Certification Program visit: https://ppp-certification.com or call + 44 (0)1494 452450.

August 2016

APMG International
Accrediting Professionals