

# Booking a CP<sup>3</sup>P Exam

For candidates who have self-studied






# APMG CP<sup>3</sup>P examination steps

- Purchase exam from APMG
  - *You may have received a voucher from your employer which you can redeem via the website*
- Register via APMG Candidate Portal
- Book exam date & time
- Test your equipment
- Practice on sample exam paper
- Connect to the proctor, via Candidate Portal
- Take exam
- Access results, e-certificate and digital badge via Candidate Portal







# <https://ppp-certification.com/>

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#PPPcert




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## The APMG Public-Private Partnerships Certification Program


*Building APMG Certified PPP professionals to tackle infrastructure challenges*

The APMG PPP 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. CP<sup>3</sup>P is the definitive credential to demonstrate to your peers that your abilities are aligned with international PPP good practice.

### CP<sup>3</sup>P CREDENTIAL >

CP<sup>3</sup>P (Certified Public-Private Partnerships Professional) is the definitive credential for demonstrating your grasp on PPP good practice and the ability to deliver PPPs to a high standard.


[MORE INFO >](#)




### THE PPP GUIDE

The ultimate objective of the PPP Guide is to help public officials and their advisors to make more efficient and sustainable use of the PPP delivery option.

[READ MORE >](#)

 Download the PPP Guide



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# <https://ppp-certification.com/book-your-exam>

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ADB European Bank for Reconstruction and Development IDB IVMIN WORLD BANK GROUP

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## BOOK YOUR EXAM

SHARE:

### FOUNDATION EXAM

The Foundation certification is designed to measure whether a candidate has sufficient knowledge and understanding of the PPP Guide to act as an informed team member of a PPP finance project.

This exam is aimed at individuals who are involved in PPP projects, who require a working knowledge of the key principles of financing PPP projects and who need to know the terminology used and some of the theory behind the PPP financing structures, as described in the PPP Guide.

The Foundation exam is based on chapter 1, appendix A and the glossary of the PPP Guide.

Foundation Exam Format:

- Multiple choice
- 50 questions per paper
- 25 marks required to pass (out of 50 available) - 50%
- 40 minutes duration
- Closed-book
- Exam languages available in: English, Latin American Spanish


**REGISTER FOR THE FOUNDATION ONLINE EXAM >**


**VIEW SAMPLE FOUNDATION EXAM QUESTIONS >**

Click here to register for the Foundation exam

# Select the exam language & add to basket

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[Exams & Venues](#) » Booking Certified PPP Professional Foundation (1)

1 Choose Exam

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2 Book Exam

»

3 Your Details

»

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Booking Certified PPP Professional Foundation (1)

Online exams

This exam can be taken online through APMG's Remote Proctor Service.

Exam Language



Add Online Exam to Basket >

Classroom Exams

No venues are available in your country: United Kingdom



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# Confirm your selection

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④ Make Payment/Add Voucher

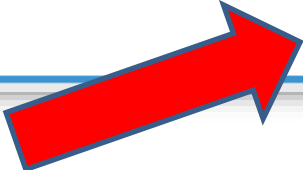
[» Basket \(1\)](#)  
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## Basket

You have reserved the following online exam:


Product	Expiry Date	
Certified PPP Professional Foundation (1)	11-APR-2019	<a href="#">Cancel</a>


[← Reserve another exam](#)[Continue →](#)



# Enter your personal details

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1 Choose Exam

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2 Book Exam

»

3 Your Details

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4 Make Payment/Add Voucher

[Basket \(1\)](#)

[Cancel All Bookings](#)

## Your Details

### Look Up Your Details

If you have booked here before, enter your email address to be sent a link that will enter your candidate details for you. If you have not booked an exam with APMG before, please move straight to the Personal Details section.

### Personal Details

Required fields are marked with an asterisk (\*)

Title \*

Please select ▼

First name \*

Surname \*

Email \*

Address line 1 \*

Address line 2

Address line 3

Town \*

# Confirm how you have prepared for the exam

## Booking Certified PPP Professional Foundation (1)

### Certified PPP Professional Foundation (1) Self-study Declaration

To support my application to sit the examination independently, I confirm that I have studied using one or more of the following methods:

**Choose all applicable \***

- ☐ The Manual and/or any other reference material bought independently from APMG-Business Books or other bookshops.
- ☐ Internet references to the Certified PPP Professional Foundation (1) methodology and/or other literature publicly available.
- ☐ Any kind of training purchased from an accredited training organisation:

None



# Read & accept the booking terms & conditions

## Certified PPP Professional Foundation (1) Confirmation and Data Protection

### Online Exam \*

Candidates entering any examination with The APM Group (APMG) agree to be bound by the Terms and Conditions contained herein.

#### 1. Code of behaviour from Candidates

APMG will award a Certificate to candidates who:

- i) Have successfully achieved sufficient marks to pass the Foundation Examinations;
- ii) Have successfully achieved sufficient marks to pass the Intermediate Examination (where applicable);
- iii) Have successfully passed the Foundation Examination to be able take the Practitioner Examination, if verification is provided;
- iv) Agree to the APM Group Ltd terms of certification as detailed in these Terms and Conditions.

Certification does not allow the use of any Trade Mark or Logo associated with the certification scheme or associated products and schemes. Should the candidate misuse any certificate, Trade Mark or Logo associated with any of the certification schemes appropriate action will be taken to resolve the case and prevent recurrence. Serious and/or continuous misuse will give rise to certificates being withdrawn and legal action being taken as appropriate.

#### 2. Surveillance Monitoring (if applicable)

At a minimum of three, and a maximum of five years after initial certification, where applicable, Registered Practitioners are required to sit and pass the Re-registration examination in order to retain certification as a Registered Practitioner. The Re-registration examination is to a similar standard as the Intermediate & Practitioner examination but is a shorter version.

#### 3. Special Allowances

APMG has a Disability Policy, which is available on the website on the [Candidate Disability Policy](#) page. The Disability Policy explains the arrangements in place to provide assistance to candidates for equal access to all.

#### 4. Complaints (if applicable)

APMG requires all Registered Practitioners to keep a record of complaints made against them within the scope of their certificate of competence. Such complaints are to be notified to APMG. The record of complaints will be subject to audit at the time of Re-Registration Examination. Such complaints about a Registered Practitioner if received by APMG in the absence of notification by the Registered Practitioner concerned may result in suspension or

# Payment Option 1 – Pay by credit card

Exams & Venues

1 Choose Exam » 2 Book Exam » 3 Your Details » 4 Make Payment/Add Voucher

» Basket (1)  
» Cancel All Bookings

## Payment

Pay for each course as instructed below.

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### Booking Certified PPP Professional Foundation (1)

Exam Location	Online
Exam Expiry Date	11-APR-2019
	320.00 GBP

Upload a voucher

If you have been given a voucher for booking your exam, please upload it here.

Select Voucher file  No file chosen

Or enter a voucher code

Voucher expiry date

---

**Balance to Pay:** 320.00 GBP

# Payment Option 2 – Upload your voucher

Exams & Venues

① Choose Exam » ② Book Exam » ③ Your Details » ④ Make Payment/Add Voucher

» Basket (1)  
» Cancel All Bookings

## Payment

Pay for each course as instructed below.

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### Booking Certified PPP Professional Foundation (1)

Exam Location	Online
Exam Expiry Date	11-APR-2019
	320.00 GBP

Upload a voucher

If you have been given a voucher for booking your exam, please upload it here.

Select Voucher file  No file chosen

Or enter a voucher code

Voucher expiry date

*Balance to Pay:* 320.00 GBP

# Check your email

- An email will be sent to the email address provided in the 'Your Details' section
  - Contact [help@apmg-international.com](mailto:help@apmg-international.com) if your email does not arrive within 24 hours. *Check your spam/junk mail folder first.*
- Click on the link in the email to register for your exam in your Candidate Portal
- Check your personal details are correct and select your preferences:
  - How you would like your name to appear on the exam certificate
  - If you would like your name to be included on the APMG Successful Candidate Register: <https://apmg-international.com/successful-candidates>
  - If you would like to be contacted by APMG
  - If you would like to be contacted by the scheme owner (World Bank Group)


# Select your language

- You can change the language of the Candidate Portal
  - Click on the language box in the top right-hand corner.
  - This does **not** change the language of the exam



# Your exam details

[Exams](#)[Aaltje](#)[Contact APMG](#)[English](#)

Title	Booking Ref Session Id Language	Date	
 Certified PPP Professional® (1) Foundation ProctorU	PUBLIC_1820_295_6f3fc6da42254a 2000024326 English	not scheduled Expiry May 29, 2019 <b>Not Yet Taken</b> <a href="#">in a year</a>	<a href="#">Details</a> <a href="#">Registered</a> ✓ <a href="#">Next</a>

*The green button will take you to the next step but will not start your exam.*

- Your exam details are displayed:
  - Exam name and level
  - Exam language
  - Expiry date
- Click on the 'Next' button

# Select your exam date and time

## ProctorU Exam Instructions

APMG International is proud to offer you the opportunity to take your exams at home with online proctoring.

### 1. Schedule your exam


◀ April 2018 ▶							Time Slots for Wednesday 11 Apr 2018 (times are local to your timezone: UTC+01:00 BST)			
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
01	02	03	04	05	06	07	8:00 AM	8:15 AM	8:30 AM	8:45 AM
08	09	10	11	12	13	14	9:00 AM	9:15 AM	9:30 AM	9:45 AM
15	16	17	18	19	20	21	10:00 AM	10:15 AM	10:30 AM	10:45 AM
22	23	24	25	26	27	28	11:00 AM	11:15 AM	11:30 AM	11:45 AM
29	30	01	02	03	04	05	12:00 PM	12:15 PM	12:30 PM	12:45 PM
06	07	08	09	10	11	12	1:00 PM	1:15 PM	1:30 PM	1:45 PM
12AM - 8AM							2:00 PM	2:15 PM	2:30 PM	2:45 PM
8AM - 4PM							3:00 PM	3:15 PM	3:30 PM	3:45 PM
4PM - 12AM										

# Your exam booking

- Add your exam date and time to your calendar (Outlook, iCal or Google calendar)

1. Schedule your exam

✓ Your exam: **Friday 22 Jun 2018 10:30 PM**. Duration (in minutes): 75  
(time is local to your timezone: UTC+01:00 BST)

 Add To Calendar ▾

Reschedule Exam

- You can reschedule your exam date and time via the Candidate Portal at no cost

You should log on to the Candidate Portal at least 15 minutes before your exam start time

- <https://candidateportal.apmg-international.com>



# Before your exam

- Test your equipment

2. Prepare for your exam

⚙️ Test your equipment

- Please ensure that you have a wired internet connection for the exam. We do **NOT** recommend taking the exam using a wireless (wi-fi) connection.
- Read the Candidate Checklist:
  - You will need to show your photo ID
  - You will need to show the proctor a scan of the room
    - You must be the only person in the room
  - You cannot use headphones

# Practice Exam Paper

- You can practice on a sample paper (the link is at the bottom of the page)



<https://candidateportal.apmg-international.com>

## Additional requirements

Before your exam, please contact APMG if you wish to change the language of your exam, your exam language is shown in the Candidate Portal.

- **Foundation** exam: 40 minutes; closed book, no breaks allowed
- **Preparation** exam: 2.5 hours; open book (PPP Guide only), one break allowed
- **Execution** exam: 2.5 hours, open book (PPP Guide only), one break allowed

If a break is allowed, please be aware that the additional time (10 minutes) is added to the exam duration; time will not stop during a break

# How to contact APMG

- For technical assistance: [help@apmg-international.com](mailto:help@apmg-international.com)
- Telephone (24 hours a day, 7 days a week):
  - UK - 01494 452 450
  - US - 1-855-773-3403
  - AU - 1800 170 920
  - CA - 1-855-898-0575
  - BR - +55 11 3172 5558
  - All Other Countries +44 (0) 1494 452 450
- *Select option 3*
- All other queries: [servicedesk@apmggroup.co.uk](mailto:servicedesk@apmggroup.co.uk)

# How to start your exam

- Log in to the candidate portal approx. 15 minutes before the start of your exam
  - <https://candidateportal.apmg-international.com>
- Click on 'Next'
- Click on 'Connect to your proctor'
- The proctor will request permission to access your computer
- The proctor will need:
  - To see your photo ID
  - You to show them the room, using your webcam

## Before starting the exam

If you have any concerns, please do not start your exam and contact APMG directly:

- US - 1-855-773-3403
- AU - 1800 170 920
- CA - 1-855-898-0575
- BR - +55 11 3172 5558
- UK & all other countries: +44 (0)1494 452 450

If necessary, your exam date and time can be rescheduled free of charge.

## After the exam

- Your provisional result will be displayed on-screen
- Formal confirmation of your result will be emailed to you within 2 working days
- In your Candidate Portal, you can:
  - View your result
  - Download your e-certificate
  - Share your success via social media
  - Create a digital badge

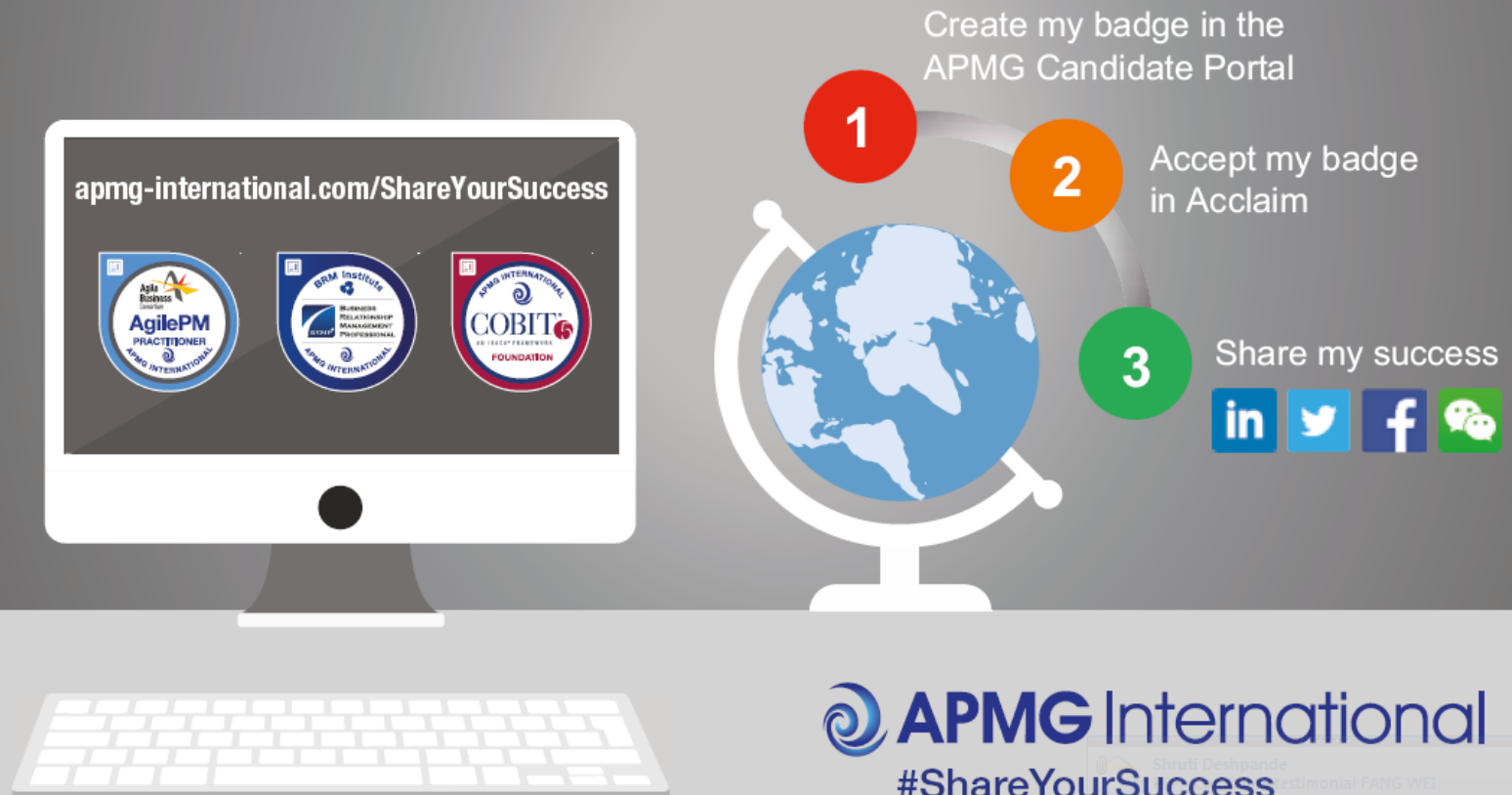
The screenshot displays the 'Exams' section of a candidate portal. At the top right, the candidate ID '1000139110' is visible. The main content area features a table with columns for 'Title', 'Booking Ref', 'Session Id', 'Language', and 'Date'. A single exam entry is shown: 'Executionretest' with booking reference '2000165631', language 'English', and date 'Jul 10, 2018'. The score '68 / 80' and status 'Pass' are prominently displayed. Below the score are social media sharing icons for Twitter, LinkedIn, Facebook, and WhatsApp. To the right of the exam entry is a 'Details' button and a 'Registered' status with a green checkmark. On the left, the 'CP3P CERTIFIED PPP PROFESSIONAL' logo is shown, along with the text 'Certified PPP Professional® (1) Execution Online', 'APMGUK', and 'TESTAPMGATO'. At the bottom, a 'Certificates:' section includes a download icon and the text 'Certified PPP Professional Execution'.

Title	Booking Ref	Session Id	Language	Date
 Certified PPP Professional® (1) Execution Online APMGUK TESTAPMGATO	Executionretest 2000165631 English			Jul 10, 2018 68 / 80 Pass 

Details  
Registered ✓

Certificates:  
 Certified PPP Professional Execution

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 **APMG International**  
#ShareYourSuccess



**Good luck in  
your exam**

## Connect with us....



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[www.linkedin.com/company/apmg-international](http://www.linkedin.com/company/apmg-international)



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