

APMP Foundation Certification

Preparation and Exam – Online

This course trains students for the refreshed Foundation exam based on the APMP Body of Knowledge (BoK). The competencies are classified into five groups: sales orientation, information research and management, planning development, and management. The course explains best practices for implementing the competencies and provides constructive exercises and practice test questions.

Exam Content

The exam is a 1-hour multiple-choice, pass-fail, open-book exam with 75 questions. Attendees must register for the online exam separately—be sure to select the *APMP Foundation 2015* exam (<https://publicexambookings.apmg-international.com/products>).

Seminar schedule

Class is conducted via a live webinar. Prior to training, our instructor will email a link to access the webinar. On the day of the training, you will join the Zoom to view the course slides and hear the instructor’s presentation. During class you’ll have the opportunity to ask questions and participate in exercises to prepare you for the exam.

We recommend taking the exam online immediately after the webinar, but you can take it any time that works best for you.

Time	Activity
8:00 am	Introductions and background
8:15 am	Exam preparation
10:00 am	Break
10:15 am	Exam preparation
12:00 pm	LUNCH
1:00 pm	Exam preparation, practice questions, and Q&A
3:00 pm	Class concludes

More information | books and advanced study

To read more about the Foundation Certification at the APMP website, visit www.apmp.org/certification.

Students must have at least 1 year of experience in proposals to earn their certification.

Before taking the class, ensure you purchase the *APMP Foundation Study Guide (2016 Body of Knowledge Edition)* and the *February 2019 Industry Glossary of Terms* through the APMP Store (www.apmp.org/certification/foundation-study-guide-and-glossary/).

Both provide answers to the questions tested in the Foundation exam. You can download the glossary and the Study Guide immediately, but if you order the mailed Study Guide copy *please order the Study Guide as soon as possible* — APMP says shipping can take up to 2 weeks.

Instructors

Lisa Pafe

Lisa Pafe teaches our Strength-Based Proposal Reviews for Federal Contractors, Modern Proposal Writing for Federal Contractors, Strength-Based Winning® for Federal Contractors, and APMP Foundation Certification classes. She brings 30+ years of experience in management consulting, marketing, business development, project management, and proposal management. Her experience also encompasses project management, business process improvement, and organizational change management. She is a Project Management Institute (PMI) certified Project Management Professional (PMP) and an Association of Proposal Management Professionals (APMP) Fellow with Professional-level certification (CPP APMP). She is a trained Internal Auditor for ISO 9001:2008.



Lisa holds a Master of Information Systems from The George Washington University School of Business and a Master of Public Policy from Harvard University. She has managed hundreds of winning government proposals and brings extensive experience in all aspects of business capture and proposal operations. Lisa was the 2016–2017 APMP National Capital Area (NCA) Chapter President and previously served as Vice President and Chair of NCA’s Speaker Series Planning Committee.

Brenda Crist

Brenda Crist teaches our Modern Proposal Writing for Federal Contractors class, Bid and Proposal Boot Camp – Prepare your team to win business class, and APMP Foundation Level Certification Preparation class. Brenda has more than 30 years of experience providing capture, proposal, and program management support for IT companies serving the federal market. She is currently a Vice President at Lohfeld Consulting Group. Prior to becoming a full-time proposal professional, Brenda served as a Group Manager for OAO Corporation and Project Manager for Harris Corporation. She has provided onsite system, application, and network management solutions for civilian and military clients.



Brenda holds a Master of Public Administration from American University. She is certified at the Professional Level by the Association of Proposal Management Proposals (APMP) and has delivered APMP certification training to hundreds of students since 2011. Brenda is an APMP Fellow and former Chapter Chairperson of the Year.

Maryann Lesnick

Maryann Lesnick teaches our Proposal Management, Strength-Based Winning[®], and APMP Foundation Certification classes.

She brings more than 25 years of experience in BD; proposal management, writing, and editing; capture management; project management; and quality management for both federal and commercial sectors. She holds APMP Professional-level certification (CPP APMP) and is a Project Management Institute (PMI) certified Project Management Professional (PMP). She is also a Certified Scrum Master (CSM) and certified Microsoft Office Specialist (MOS).



Maryann has been active with APMP for the past 16 years, served on the Board of Directors of the National Capital Area (NCA) chapter for 8 years, and served as the 2014-2015 President of that chapter—the largest chapter in the United States. She also served on the Board of Directors for APMP International (2015-2017).

Class discussions and group exercises will help prepare technical teams to benefit from other Lohfeld Consulting classes including Strength-Based Winning[®] for Federal Contractors and Modern Proposal Writing for Federal Contractors.