

APTAC Certification Application Instructions

Eligibility:

Applications will be accepted only from APTAC organizational member in good standing and evaluated based on the criteria listed below.

Application Process

1. Select the appropriate worksheet from the APTAC website. Choose the appropriate certification pathway based on your background. The 'formal education pathway' should be used by applicants who have a college degree, while the 'non-formal education pathway' should be used by applicants who do not have a college degree. There are worksheets for each level of certification in both the pathways.
2. Complete the worksheet for the highest level of certification for which you might qualify. You will automatically be considered for all lower levels, as well.
3. Attach required documentation, as listed on the worksheet. Documentation can include resumes, letters from employers, copies of degrees or transcripts; stamped ATC sheets, email notification of ATCs, APTAC member training history from the online approval process, and certificates from other training activities. Please obliterate any reference to your social security number or other personal information not required for PRB review, from documents before submitting them.
4. Submit the worksheet, documentation to support your calculations, and a request with your name, address to which correspondence should be sent, phone number and email by one of the following methods:

Email application packet with electronic documents to: headquarters@aptac-us.org - or -

Mail seven (7) hardcopies to
APTAC Professional Review Board
APTAC Headquarters
c/o Rocky Top Event Management Services
360 Sunset Island Trail
Gallatin, Tennessee 37066

****Please note:** Applications received by mail without the requisite number (7) of copies will not be forwarded on for review.

Receipt and Review Process

1. APTAC headquarters will maintain records on receipt and disposition of all APTAC applications for certification and re-certification. When applications are received, they will be distributed, along with the worksheet and supporting documentation, to the appropriate reviewing members, as determined by the Chair of the PRB.
2. Each reviewing PRB member independently reviews the application, assessing points and providing comments as appropriate. Upon completion of the independent reviews, the applications and any documentation of reviewers comments will be maintained as part of the member's APTAC records.
3. When all reviewers agree concerning the disposition of the application, the Chair will notify the applicant with a copy to APTAC headquarters. Current certification records will be updated based on this notification.
4. When the PRB review team feels the need to collaborate, or if there is not complete agreement on the disposition of an application, the review team will meet by teleconference or email to discuss relevant factors before rendering a decision. Following the meeting, the Chair will prepare appropriate notification and provide a copy to APTAC headquarters for retention with the application.
5. The Professional Review Board of APTAC reserves the right to require an oral or written examination before approving certification.
6. The Professional Review Board also reserves the right to waive requirements in the certification process when the candidate's qualifications warrant special consideration.

Notification

The PRB Chair will provide the results of the review process to each applicant, a copy of which will be provided to APTAC headquarters to be maintained in the applicant's records. In cases where the applicant receives certification at any level, the notification will explain recertification requirements. In cases where certification is not granted, the notification will explain how the application was evaluated and what the applicant needs to do to meet the requirements.

Member Record Keeping

Members are encouraged to maintain copies of all training and certification documents and correspondence for their own records. In particular, notifications explaining the criteria remaining to qualify for certification, as well as those establishing the member's eligibility to sit for a certification exam should be retained so that they are available if needed in the future.

Appeals

Candidates may appeal decisions made by the Professional Review Board.

The appeal must be submitted in writing within 30 days after the candidate has been notified of the decision.

The appeal is submitted to the PRB, along with the candidate's reasons for appeal. . If, after further review, the PRB reaffirms its previous determination, the candidate may appeal to the full Board of Directors in writing at the next regularly scheduled Board Meeting. Candidates will be notified within 10 days of the Board of Directors' decision.

Evaluation Factors and Criteria

The following tables provide an explanation of the criteria as applied in the evaluation process.

EDUCATION

Using Formal Education Pathway				Using Non-Formal Education Pathway			
Degree Required to Use Form				<u>No Degree Required – Points allowed</u>			
<u>Points Allocated:</u>							
Associates Degree – 2 points				30- 59 Semester Hours = 1 point			
Bachelor’s Degree – 4 points				60 – 89 Semester Hours = 2 points			
Master’s or Doctorate – 6 points				90 – 119 Semester Hours = 3 points			
				120+ Semester Hours = 4 points			
Level	Requirement	Min Pts	Max Pts	Level	Requirement	Min Pts	Max Pts
1	Associates Degree	2	6	1	N/A	0	4
2	Bachelor’s Degree	2	6	2	N/A	0	4
3	Bachelor’s Degree	2	6	3	N/A	0	4

Procurement Education & Training

Type of Training (by provider)	Pts per hr
APTAC (points from stamped sheets or online approval)	1/8
NCMA	1/8
Federal Government	1/12
Other Related (Must be related to the work of counseling or assisting businesses with government contracting.)	1/24
Total Procurement Education and Training Points	Required:

Experience:

Type of Professional Experience	Pts per yr
Procurement Technical Assistance Center	1
Contracting (Buyer, PCO, ACO, SADBUS, or professional contracting support function such as quality or logistics within a buying activity , or experience as a corporate buyer, contracting officer, SBLO, or professional contracting support function within the contracting department of the company.)	1
Economic Development – Client counseling or case management, working with businesses, providing business counseling , in organizations such as Small Business Development Centers	1
Business Management/Business Development – This experience must be directly related to doing business with government agencies; include specifics to verify relevance of the experience to procurement technical assistance.	0.25
Total Experience Points Note: Years cannot be counted twice	Required:

Optional Points

Category	Point Values
APTAC Membership	1 pt per year
Service on APTAC Board	1 pt per year
Vice as Chair of an APTAC Committee	1 pt per year
Professional Publications	1 point per article or publication
Conducting Training in Government Contracting and /or PTA Center Topics at APTAC or Federally Sponsored Workshops or Conferences Note: Does not include training performed locally for your PTAC	2 Points per 8 hours
Total Optional Points	Allowed

Points Required for Certification

Category	Formal Education Pathway			Non-Formal Education Pathway		
	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Education	2	2	2	0	0	0
Procurement Training & Education	2 1 ATC	3 2 ATC	10 3 ATC	10 1 ATC	14 2 ATC	21 3 ATC
Experience	2	3	5	2	3	5
Optional	0	0	0	0	0	0
Total	9	15	25	15	23	33

APTAC Training Credits are required for each level of certification much like 'residence hours' are required for most degrees from schools. They may be earned in two ways: (1) by attending APTAC conferences and (2) by acquiring credit through the online approval process.