SPM Accreditation of Project Managers (APM) Renewal Application Form

Please **check**  **only one** for the renewal application.

Associated Project Manager (AssocPM)  Certified Project Manager (CPM)

Professional Project Manager (PPM)  Professional Project Director (PPD)

1. PERSONAL PARTICULARS

|  |  |
| --- | --- |
| Name of Applicants in BLOCK Letters: | APM Registration Number: |
| Email Address: | Contact Number: |

1. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

(Please refer to [SPM CPD Handbook](https://sprojm.org.sg/wp-content/uploads/2024/07/SPM-Continuing-Professional-Development-Handbook_v2_2024-07.pdf) for more information)

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Category** | **CPD Activity** | |
| **A**  Formal training | **Category 1:**  Skills training | 1a | Qualified formal study courses in approved IHL |
| 1b | Qualified short courses, conferences, workshops and seminars, in-house training, and lectures |
| **B**  Contributions to PM practice | **Category 2:**  Participation in professional Boards, Committees and Societies | 2a | Relevant Industry Board & Council Members |
| 2b | SPM working committee members |
| 2c | Member of relevant professional associations |
| 2d | Member of other relevant committees that contribute to project management |
| **Category 3:**  Other contributions | 3 | Contributions of relevant technical or management knowledge, skills, or experience in Project Management |

**COMPONENT A: CATEGORY 1a**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Approved IHL** | **Course Title** | **Star Date**  (DD/MM/YY) | **End Date**  (DD/MM/YY) | **CPD Points** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total CPD Points (Max 40)** | | | | |  |

***Notes for Category 1a:***

1. *1 point per contact hour [capped at 40 points per year]*

**COMPONENT A: CATEGORY 1b**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Institution/ Organisation** | **Course Title** | **Date Started**  (DD/MM/YY) | **Date Ended**  (DD/MM/YY) | **CPD Points** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total CPD Points** | | | | |  |

***Notes for Category 1b:***

1. *1 point per contact hour for non-SPM courses. \*Relevant factor applicable.*
2. *For SPM conducted courses, 1.5 factor awarded to number of points accorded for each contact hour*

**COMPONENT B: CATEGORY 2a**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Organisation/ Council** | **Membership Type** | **Membership Number** | **Period of Involvement**  (MM/YY - MM/YY) | **CPD Points** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total CPD Points** | | | | |  |

***Notes for Category 2a:***

1. *6 points accorded over 12-month period involvement [A maximum of combined 8 points can be obtained from Category 2a and 2b]*

**COMPONENT B: CATEGORY 2b**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **SPM Working Committee** | **Membership Type** | **Membership Number** | **Period of Involvement**  (MM/YY - MM/YY) | **CPD Points** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total CPD Points** | | | | |  |

***Notes for Category 2b:***

1. *4 points accorded over 12-month period involvement [A maximum of combined 8 points can be obtained from Cat 2a and 2b]*

**COMPONENT B: CATEGORY 2c**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Professional Associations** | **Membership Type** | **Membership Number** | **Start Date**  (DD/MM/YY) | **CPD Points** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total CPD Points** | | | | |  |

***Notes for Category 2c:***

1. *2 points accorded per each membership with relevant professional associations*

**COMPONENT B: CATEGORY 2d**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Professional Associations** | **Membership Type** | **Membership Number** | **Start Date**  (DD/MM/YY) | **CPD Points** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total CPD Points** | | | | |  |

***Notes for Category 2d:***

1. *2 points accorded per each membership with relevant professional associations*

**COMPONENT B: CATEGORY 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Title of Article/ Paper/ Advisory Services** | **Details** | **Published Date/ Start Date**  (DD/MM/YY) | **CPD Points** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total CPD Points** | | | |  |

***Notes for Category 3:***

1. *4 points per article per 3000-word article that is of benefit to PM for publishing in SPM newsletter or equivalent journals*
2. *2 points per paper 1500-word short paper on personal PM project experience that showcases project management learning*
3. *4 points accorded over 12-month period for Pro-bono advisory role as PM*

**TOTAL CPD POINTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Category** | **CDP Points Submitted** | **CDP points granted** | **Remark** |
| **A** | **1a** |  |  | capped at 40 points per year |
| **1b** |  |  |  |
| **B** | **2a** |  |  | A maximum of combined 8 points can be obtained from Category 2a and 2b |
| **2b** |  |  |
| **2c** |  |  |  |
| **2d** |  |  |  |
| **3** |  |  |  |
| **Total CDP points granted** | | |  |  |

1. CONSENT & DECLARATION

By providing your personal particulars in the form, you are allowing SPM to use the data to communicate with you and for all SPM related activities.

I hereby certify that information furnished hereinabove and, in the Form are true and accurate to the best of my knowledge. There should be no false claim or misleading information.

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**Instructions:**

Please submit the following:

1. Renewal Application Form
2. Verification Documents of CPD Activities
3. Renewal Fees

**Fees:**

Annual Renewal fee $200.00 (PPD), $150.00 (PPM), $100 (CPM & AssocPM)

**Payment Methods:**

1. Please make your crossed cheque payable to “Society of Project Managers”. Kindly indicate your name and contact at the back of the cheque and mail it to Macpherson Road Post Office, PO BOX 1083 S(913412)
2. Internet Banking Transfer to DBS Current Account 001-054-0840. Kindly indicate your full name as reference and send us a copy of the transaction details together to apm@spm.sg

**Mailing Address:**

Society of Project Managers

Macpherson Road P.O. Box 1083

Singapore 913412

**Enquiries**

For enquiries, please contact at (65) 6748 8306 or email [apm@spm.sg](mailto:apm@spm.sg).