Grant Professionals Certification Examination Candidate Guide

Mail
GPCI Certification Committee
10540 Marty Street, Suite 115
Overland Park, KS 66212

Phone
913-788-3000

Email
info@grantcredential.org

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A. WELCOME

Incorporated in 2004 as a nonprofit affiliate of the Grant Professionals Association (GPA; formerly the American Association of Grant Professionals), the Grant Professionals Certification Institute (GPCI) is dedicated to promoting competency and ethical practices within the field of grantsmanship. Your interest in professional certification shows that you are conscientious, enterprising, and care about maintaining high standards in our profession.

GPCI works to identify grant professionals who display outstanding expertise and ethical practices. This expertise is identified through the core competencies and skills that define the standards of knowledge and practice for our field. The standards are balanced between those working in government and in private sectors, and between the demands upon institutional, smaller nonprofit, and consultant practitioners. The Grant Professional Certified (GPC) is designed to identify individuals with broad-based knowledge and real-world experience in the field of grantsmanship.

The Grant Professional Certified (GPC) examination reflects these standards. The GPCI board contracted with the Institute for Instructional Research and Practice (IIRP) at the University of South Florida (USF) to develop the examinations for the GPC and establish protocols for necessary, periodic review of items, as prescribed by national psychometric standards. The IIRP worked with subject matter experts nationwide over two years to create this instrument to measure grantsmanship skills following measurement industry standards designed to ensure psychometric soundness, including validity and reliability.

GPC candidates qualify based on their acceptance of ethical standards, commitment to constituents, and competence in the fundamentals of grantsmanship. Earning the GPC endows the practitioner with a nationally recognized credential of expertise as a grant professional. Continued identification and subsequent certification maintenance of qualified grant professionals fulfills our vision of excellence and accountability in grantsmanship.

B. GPC EXAM PROCESS OVERVIEW

In order to sit for the GPC Exam, one must complete the Eligibility Survey, pay the Registration and Exam Fee, submit an Eligibility Packet for consideration, and then, if approved, select a testing center or remote proctoring, and schedule a date and time for the exam. A detailed description of each step is provided in the sections below.

C. ELIGIBILITY SURVEY

Candidates must complete a five-minute survey, which captures candidate contact information and serves as an initial eligibility screening. The Eligibility Survey can be found here: https://www.grantcredential.org/the-exam/eligibility/

The final page of the survey provides detailed payment instructions along with a link to the next step – payment of the Registration and Exam Fee.

D. REGISTRATION AND EXAM FEE

The total GPC Registration and Exam Fee is found on the GPCI website: https://www.grantcredential.org/the-exam/exam-fees/. This fee is due after completion of the Eligibility Survey. Immediately after paying the Registration and Exam Fee, candidates will receive a confirmation containing the Eligibility Packet and submission instructions.

The GPCI Board of Directors set the fees for the GPC Exam.

E. ELIGIBILITY PACKET SUBMISSION AND REVIEW PROCESS

The GPC credential demonstrates mastery and, therefore, is not considered appropriate for entry-level grant professionals. Eligibility requirements correspond to specific criteria: success in the profession; tenure of experience; evidence of commitment to the field; publishing or training; and community-based volunteer service. The eligibility criteria help the candidate know if his/her experience and background make passing the examination viable. Funding amounts garnered are not included as a criterion.

Determining Eligibility

Eligibility to take the GPC Exam is based on a point system that reflects the following four professional areas: Education, Professional Experience, Professional Practice/Continuing Education, and Community Involvement. This point system requires a candidate to have specific experience or activity in at least three of four categories. All categories have a minimum required threshold that must be satisfied in order to meet eligibility. To be eligible to take the examination, the GPC candidate must qualify for **120 of 170** possible points through the four categories.

Pathway 1 / Associate Degree or No formal Degree

EDUCATION

Candidates must have earned a high school diploma or equivalent from the United States or a foreign equivalent; an associate degree or equivalent from the United States or a foreign equivalent in any major from an accredited college or university; successfully completed a technical training course of study; or honorably completed Military training (other than Basic Recruit Training). Submit a copy of your degree(s) or transcript, indicating that a degree was conferred (if applicable). Meeting this requirement counts as **20 points**.

PROFESSIONAL EXPERIENCE

The following requirements count for **50 points**:

- Candidates must possess a minimum of **five (5) years** of professional experience in the grants field within the **past seven (7) years** AND
- Candidates must have completed at **least five (5) successful** grant proposals within the past **seven (7) years.**
- Submit a current resume and 3 letters of reference.

CONTINUING EDUCATION

Candidates can have up to **50 hours/points** of educational/continuing education activities specific to grants that reflects the GPC competencies and skills content outline within the **past two (2) years** related to work as a grant professional.

COMMUNITY INVOLVEMENT

Candidates can provide up to **50 hours/points** of community-based volunteer services within the **past three years**. This may include fundraising, pro-bono work, etc. This community involvement does not need to be grant related to count for eligibility.

Pathway 2 / Bachelors' Degree or Higher

EDUCATION

Candidates must have earned a minimum of a bachelors' degree or higher; or a foreign equivalent, in any major from an accredited college or university. Submit a copy of your degree(s) or transcript, indicating that a degree was conferred. Meeting this requirement counts as **40 points**.

PROFESSIONAL EXPERIENCE

The following requirements count for **70 points**:

- Candidates must possess a minimum **of three (3) years of** professional experience in the grants field within the **past five (5) years**, AND
- Candidates must have completed at least **five (5)** successful grant proposals within the past **seven (7) years.**
- Submit a current resume and 3 letters of reference.

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CONTINUING EDUCATION
Candidates can have up to **40 hours/points** of documentation of educational/continuing education activities specific to grants that reflects the GPC competencies and skills content outline within the past **two (2) years** related to work as a grant professional.

COMMUNITY INVOLVEMENT
Candidates can provide up to **20 hours/points** of community-based volunteer services within the **past three years**. This may include fundraising, pro-bono work, etc. This community involvement does not need to be grant related to count for eligibility.

Calculating continuing education clock hours/points.

Candidates must document up to 50/40 hours/points of continuing education (depending on which pathway) in the grants profession within 2 years prior to the exam. Copies of certificates of attendance or course completion must be saved and produced should a candidate be selected for a random audit, which is conducted across 10% of all eligibility packets submitted (refer to enclosed GPCI Policy 4.00003).

Continuing education hours can be earned from sessions, programs, or materials where the primary focus or learning objective is specific to the grants profession. The content should be:

- Within the scope of the GPC competencies and skills
- Based on current information and trends
- Within the scope of practice for a GPC

To calculate and record continuing education hours, candidates should use the worksheet in the eligibility packet. Include relevant education from:

- Courses, conferences, seminars, webinars and workshops
- Independent study modules and distance education
- Formal course work specific to grants profession
- Telephonic or video conference programs

Please Note:

- Sessions covering the same content can only be counted once.
- Private study is a major component of exam preparation for all candidates and highly encouraged. The hours a candidate uses to prepare for the exam cannot be counted in the required number of continuing education hours. This includes audio or video tapes except if those videos and tapes are part of a structured learning program providing credits.

- Candidates will not receive continuing education hours' credit for time spent on taking practice exams or on sessions teaching exam strategy, except if those hours are part of a structured training program with pre-approved continuing education credits awarded.

All continuing education activities must be reported in clock hours, i.e., the actual time spent on the continuing activity, not contact hours, credits or units awarded by the recognized provider for which the candidate did not attend. Candidates can only report the actual time they spent on the activity. One clock hour equals 60 minutes.

Candidates may include in the time to be counted as clock hours the course overview, introductions, the educational session/presentation as well as questions and answer sessions. Time may not be counted for general announcements, breaks, lunches, exhibits or poster sessions. Generally speaking, our guidance is that continuing education comes from focused, topic specific educational sessions. They are less likely to be plenary sessions.

Self-study programs (online or written documents): – participants may count the actual time spent on completion of the activity. Under no circumstances should a candidate submit hours that are more than the number of contact hours/credits/units awarded by the provider.

Category	**Pathway 1 – Associate Degree or No Formal Degree**		**Pathway 2 – Bachelor's Degree or Higher**	
Education	• High school diploma or equivalent from US or foreign equivalent • Associate degree or equivalent from US or foreign equivalent in any major from an accredited college or university • Successfully completed a technical training course of study • Honorably completed military training (other than Basic Recruit Training).	20	• Minimum of a bachelor's degree or foreign equivalent in any major from an accredited college or university	40
Professional Experience	• Five (5) years of professional experience within the past seven (7) years • Five (5) successful grant proposals within the past seven (7) years	50	• Three (3) years of professional experience within last five (5) years • Five (5) successful grant proposals within the past seven (7) years	70
Continuing Education	Up to 50 clock hours of documentation of professional	50	Up to 40 clock hours of documentation of professional	40

	practice activities or continuing education within the past two (2) years		practice activities or continuing education within the past two (2) years	
Community Involvement	Up to 50 hours of community-based volunteer services within the past three (3) years	50	Up to 20 hours of community-based volunteer services within the past three (3) years	20
Total Points Possible		170		170
Total Needed		120		120

All candidates must meet the minimum education, knowledge and experience in order to be determined eligible to take the exam. GPCI acknowledges that personal paths toward competency in the grant profession will vary. The balance of points needed to reach the minimum 120 points will necessitate earning points from at least three categories. Some candidates may be more involved in their community while others may be more invested in their own or other's professional development. Either way, they must document their involvement in these activities during the appropriate time window prior to applying for eligibility.

Submitting the Eligibility Packet

Candidates should carefully follow the instructions received after payment regarding completion and submission of the Eligibility Packet. The Eligibility Packet is posted on the GPCI website so those who are considering taking the GPC Exam can see the detailed requirements; however, please note that Eligibility Packets should be submitted **ONLY AFTER** completing the Eligibility Survey and paying the Registration and Exam Fee. The Eligibility Packet can be found here: https://www.grantcredential.org/the-exam/eligibility/

It is the applicant's responsibility to ensure that all required documents are submitted in **one PDF document** and that the content presented meets the eligibility requirements.

NOTE: Candidates have **90 days** from the day they pay their registration fee to submit their **completed eligibility packet**. On day 91 a candidate's registration status will no longer be active and they will not be able to submit their eligibility packet. Should the candidate still intend to submit their packet, they are required to pay a $150 administrative fee to reactivate their registration status which will be good for another 90 days.

Review Process:
Under the direction of the Exam Administration Subcommittee, a panel of grant professionals reviews each Eligibility Packet. Review Team members work confidentially as part of the peer-review process. The Eligibility Rubric used by the Review Team can be found here: https://www.grantcredential.org/the-exam/eligibility/

Applicants whose Eligibility Packets are not approved will be informed of specific reasons and will receive a refund of the Exam Fee, but not the Registration Fee, as outlined in Section I of this document.

Random Audit

When submitting an eligibility packet all applicants are subject to a random audit and must be prepared to submit the requested supporting documentation within two weeks (10 working days) to evidence entries identified in the eligibility packet (this is identified in GPCI Policy 4.00003 in this section). Should a candidate's eligibility packet be randomly selected for audit, their packet will continue to move forward with the review process while the candidate also is simultaneously meeting the audit requirements. Notification of eligibility status **will not** be provided to the candidate until the audit process has been **met, is concluded and the candidate has received notification the audit is closed**.

Applicants (other than those being selected for a random audit) will be notified of their eligibility status via email within 30 days of the application submission deadline. The submission deadlines can be found here: https://www.grantcredential.org/how-to-register/registration-timeline/

Should a candidate's packet be selected for random audit and the candidate elects not to comply with the audit process or fails the audit, the candidate is NOT eligible for a refund.

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Eligibility Application Audit Policy

Eligibility Application Audits
GPCI will randomly select 10% of individuals who apply for initial certification to submit evidence of proof of their documentation supporting exam eligibility for verification. The verification process will require applicants to furnish evidence or proof of:

1. Education
Candidates will submit a copy of their degree and/or transcript indicating they achieved the education indicated on their application and/or eligibility package (unless previously submitted).

2. Employment verification
Applicants will submit their employment contact information (i.e. name and telephone number for their supervisor or human resource department from all reported employment on the application). Applicants may also submit an employment verification letter from their employer stating their years of experience in the grants profession, their role or position in the organization.

3. Successful funded grant proposals
Applicants will submit copies of award letters for at least five successful grants over the past seven years. Other official documentation indicating grants successfully awarded will be acceptable (such as an official award list from the granting agency and/or website), attestation from award recipient, press release screen shot of federal award database or respective funder's website).

4. Continuing education
Applicants can submit evidence of completion of continuing education points (examples include certificates of completion, transcripts, receipts/evidence of registration, and evidence of evaluation after completion of education activity). Documentation should include dates of the continuing education activity of program; title of the session attended; name of the organization providing the program; name/ title of the presenter.

5. Community Activities
Applicants can submit contact information for their community activity (i.e., name and telephone number of their supervisor). Verification letter indicating your role, the number of hours provided, the dates of participation and types of services provided. Meeting minutes indicating attendance record with length of meeting also can be used as evidence.

Candidates have two weeks (10 working days) from notification of audit to submit their materials following the instructions provided. Upon successful completion of audit, only then will candidates be notified of their eligibility review results.

Should a candidate's packet be selected for random audit and the candidate elects not to comply with the audit process or fails the audit, the candidate is NOT eligible for a refund.

Policy Number: 4.00003
Approved: 08/02/2018, 05/04/2023

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GPC Eligibility Appeal Process

Exam applicants may appeal the denial of eligibility to take the GPC examination. Candidates whose application for initial certification or recertification are denied must file a written appeal within 30 calendar days of notification date of ineligibility letter. The appeals form and appropriate fee of twenty-five dollars ($25.00) must be sent to GPCI by a form of delivery that requires a return receipt. The requests must indicate the reasons why the decision is being appealed and include all supporting documentation.

Initial appeals will be reviewed by GPCI eligibility chair who will review all properly filled requests with supporting documents. The GPCI eligibility chair will send notification of a decision within 90 calendar days of receipt of the appeal.

In situations where the GPCI eligibility chair has a conflict, the President will review the appeal. If the appeal is denied, the candidate can request a second level review within 30 calendar days of receiving notice of decision.

The appeals committee will appoint three members with no conflict of interest to review the appeal. The appeals committee decision will be final. Candidates will receive a decision within 90 calendar days of receipt of the second level appeal.

An adverse decision may be appealed for the following reasons:

- GPCI did not apply certification or recertification criteria correctly.
- A factual error caused by GPCI affected the outcome.
- An extraordinary circumstance that can be verified (through providing **third party** documentation).
- A disaster which is defined as a sudden occurrence that usually affects a large number of individuals and may cause widespread catastrophic damage in a large geographic area/region. Disasters may be natural or caused by humans. Examples include but are not limited to tornadoes, hurricanes, earthquakes, terrorist acts, wildfires and tidal waves. The disaster in question must be declared by the governmental agency or determined by GPCI to comply with the definition of disaster provided in this document. Third party documentation may include police reports, insurance company letters, or FEMA disaster declaration documentation.
- Action by GPCI affecting eligibility of a candidate to take the examination.
- Alleged inappropriate examination administration procedure or environmental testing conditions severe enough to cause a major disruption of the examination process and which could have been avoided.

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GPC Eligibility Appeal Form

Applicants may appeal the denial of eligibility to take the GPC examination. **All Eligibility Appeals must be submitted to GCPI within 30 calendar days of the date of notification ineligibility.** GPCI will not review appeals related to missing posted application deadlines, unless there is verified extraordinary circumstance (i.e. third-party documentation).

Please submit the following information along with supporting documentation where applicable.

Candidate's Identifying Information

First and Last Name	Date (Effective Date)
Address	
City, State ZIP	
Email	Phone
Exam Date	Testing Location

Reason for Appeal

Please indicate below the circumstances regarding your ineligibility, check all that apply:

☐ GPCI did not apply certification or recertification criteria correctly
☐ A factual error affected the decision
☐ An extraordinary circumstance affected the decision

Please provide a brief rationale for the appeal:

Supporting Documentation
All appeals must include supporting documentation. Please indicate the type of supporting documentation provided:

☐ Completion of GPCI requirements
☐ Extraordinary circumstances (must be **third-party** documentation)
☐ Other documentation to support the appeal

Terms and Conditions: By signing this form, I acknowledge and understand the decision of the GPCI Grievance Committee is final. I also attest that the information provided in this document is true and accurate.

Signature	Date (Effective Date)
Printed Name	

Please submit requests and documentation to the GPCI, 10540 Marty Street, Suite 115, Overland Park, KS 66212

Email: info@grantcredential.org
Fax: (913) 788-3398

Policy Number: 5.00005
Approved: 10/09/2013, 03/02/2017, 08/02/2018, 05/04/2023

F. 90-DAY EXAMINATION WINDOW

Once an applicant's Eligibility Packet has been approved, the candidate has 90 days in which to schedule and sit for both sections of the exam.

During the 90-Day Examination Window, candidates may reschedule their date and time to take the exam multiple times, as long as 72 hours prior notification is provided to the testing center. If a candidate fails to provide the 72 hours prior notification, then the candidate will be charged a rescheduling fee. The only recourse a candidate has is to request a waiver from the GPCI Board to take the exam at a later date. The GPCI Board will grant waivers only in extreme circumstances.

Candidates who fail to sit for the exam within their 90-Day Examination Window, but who still want to sit for the exam, must begin the process anew, starting with the Eligibility Survey, followed by paying the Registration and Exam Fee, and then submitting an Eligibility Packet for consideration.

Example:
Take Eligibility Survey in January and pay the registration fee.
Submit Eligibility Packet by February 1st.
Notified of eligibility by March 1 and issued vouchers, 90 days to take the exam (March, April, May).
Candidate takes Multiple Choice section in March and Writing section in April.
Candidate is notified of results within 30 days after last exam.
If candidate passed both sections: certificate mailed in May
If candidate passed one section but failed the other OR fails both sections: Eligibility extended an additional 150 days from date of letter to retake failed section(s), after a 30-day waiting period, the candidate pays re-take fee(s) and is issued new voucher(s) (through September).
Candidate elects to take the re-take in May/June, notified of results in July.
If candidate passed one or both failed sections: certificate mailed in July.
If candidate failed one or both sections a second time, candidate has until end of original 120-day deadline from original letter (through September) to pay re-take fee(s) and be issued new vouchers(s). If notification of subsequent failures falls after 120 days after the original date of notification, candidate must pay the full exam fee and resubmit the eligibility packet again.

Every effort will be made to work with candidates and convey their results prior to the 120 days deadline. However, extension beyond the 120 days will only be granted in extreme circumstances and require a majority vote by the board of directors.

CANDIDATES ARE ENCOURAGED TO TAKE THE EXAM AS SOON AS POSSIBLE AFTER BEING ISSUED VOUCHERS.

G. SELECTING A TESTING ENVIRONMENT AND SCHEDULING THE EXAM

GPCI partners with Kryterion, an electronic testing company, to make the GPC Exam available worldwide. To provide greater access to candidates desiring to earn the GPC, GPCI has adopted an online-based model for exam administration. Candidates may opt to sit for the GPC exam in-person at an approved testing site or take the exam remotely.

For reference, Kryterion testing center locations can be found at the following link: https://www.kryterion.com/Locate-Test-Center/.

An overview of what to expect when selecting the online live remote proctoring option can be found at the following link: https://www.grantcredential.org/wp-content/uploads/2022/12/GPC-Online-Proctoring-Explained.pdf.

Once the candidate's application is approved, they will receive an email with instructions for exam registration. The email will include two voucher numbers that are necessary for scheduling the multiple-choice and essay portions of the exam, and directions for selecting the preferred testing environment. Below is an example email notification of GPC Exam Eligibility:

Congratulations GPC Exam Candidate!

Your GPC Eligibility Packet was approved. You are eligible for the GPC Exam and may take the exam at any time before the close of business on **08/31/2022**.

Note: The multiple-choice section is based on the competencies and skills found here: http://www.grantcredential.org/wp-content/uploads/2018/02/GPCComptenciesandSkills2017.pdf

We are excited to announce that GPCI now offers an online proctoring option. Please review the attached document to determine if online proctoring is right for you. Once you decide on your preferred testing environment, you may use the candidate-specific Voucher Numbers below to schedule your exams.

If you are taking the exam at a testing center, then select **Multiple Choice Exam** for the multiple-choice section. For the essay section, select **Essay Exam**.

OR

If you prefer to take the exam via online proctoring, then select **Multiple Choice Online Proctor** for the multiple-choice section. For the essay section, select **Essay Exam Online Proctor**.

MC Voucher #: AQM62$22%zq5j8vT
E-Voucher #: AJJ62J2003n*#VEgV

Please keep these voucher codes confidential, as they are your payment coupons within the testing system. To schedule your exam, visit https://www.webassessor.com/wa.do?page=publicHome&branding=GPCI. To register, click on the link in the upper right-hand corner where it says "create new account." It is located right above the logo. Once registered, locate your exam site, date, and time. Once you enter the above vouchers, click on "Apply." Be sure to enter them exactly as they are above without extra spaces before or after the voucher number. NOTE: you will only be able to register for one exam at a time within the system.

You may cancel or reschedule your exam at no additional charge through the Webassessor system up to 72 hours before your testing date. It is the candidate's responsibility to cancel and reschedule their exams in the Webassessor system, even if you have emailed GPCI to request to reschedule or extend your testing date. Within the 72-hour window, you will not be able to change your exam date/time. You also may not move the exam beyond your 90-Day Examination Window. If you are unable to take the exam on the date you selected and are within the 72-hour window, please contact the test administrator chair, and we will attempt to assist. You might incur a rescheduling fee.

You will be able to schedule the two sections within a single day, or you may schedule the sections to occur on two separate days. Keep in mind the times allotted for each exam section: You are allotted up to 4 hours for the Multiple-Choice Section and 90 minutes for the Essay Section. In scheduling your exam, consider several factors – for example, whether you write better in the morning or afternoon, whether you should take both portions on the same day, etc.

The GPC Exam has been "tested" at 2.5 hours; however, you may certainly utilize the entire 4-hour time period. Since the initial exam in 2007, candidates have varied in the time used for the exam, with some taking just 2 hours while others needed the full 4 hours. The "clock" starts after you are seated at the computer; a timer commences after you have read the instructions and begin the actual examination.

You will also need to consider the hours of operation for the Host Test Facility, if applicable. For example, if the Host Testing Facility is open from 9 a.m. to 6 p.m., you could schedule the Writing portion at 9:30 a.m., grab some lunch, and return for the Multiple Choice exam at 1:00 p.m. Or, if you are a "morning person," for example, you could schedule the Essay Section for 9 a.m. on Monday and the Multiple Choice Section for 9 a.m. on Tuesday. Hours of operation may vary from center to center.

Other quick reminders:

An online calculator is provided during the exam if you need a calculator. You may not use a smartphone or other similar device.

Please empty your pockets before entering the testing environment. The proctor will ask you to turn out exterior pockets (on jackets, jeans, slacks, etc.) to verify the pockets are empty.

Please be aware the proctors will verify that test-takers' external eyewear is not technology-enabled (such as "Google Glass"). This inspection is necessary to ensure the integrity of the examination.

If there is a technical problem while taking your exam, please inform the proctor for the exam. Additionally, email the test administrator chair so that GPCI can investigate the situation.

Finally, the GPCI Board of Directors wishes you the best of luck, and we thank you for your contribution to our mutual profession! You are among the pioneers. We look forward to conferring the GPC to you!

You may contact GPCI at info@grantcredential.org with any questions.

H. SCORING PROCESS AND EXAM RESULT NOTIFICATION

Scoring Process

The scoring of the GPC exam is conducted and managed with support of an independent team of reviewers led by a psychometrist, who is obligated to report scores that accurately reflect the performance of the candidate. All scoring and review standards are approved by the GPCI Board of Directors and are based on national testing standards and protocols. Further, the GPCI Board of Directors takes all appropriate steps to ensure all candidates are provided the same opportunity to demonstrate their abilities and to prevent any candidate from having an unfair advantage or disadvantage.

Grant professionals recruited by the Exam Development Subcommittee and selected by the GPCI Board of Directors score the writing section. These professionals (GPCs) are carefully trained by a credentialed psychometrist through techniques that are acceptable in the fields of educational and psychological testing.

Exam Result Notification

Exams are scored and candidates are notified by the end of the month following the month in which the exam was taken. Example 1: Exam taken on February 1 – notified of result no later than April 30. Example 2: Exam taken on February 28 – notified of result no later than May 31.

Candidates receive the Exam Result Notification letter via e-mail and mail. Neither GPCI nor the testing agency will release a copy of individual score reports to employers, schools or other organizations or individuals without your written authorization. The score report you receive will reflect either “pass” or “fail”. Your pass or fail status is determined by your overall raw score for the entire examination for each format of the examination (multiple choice or essay

examination). Letters sent to candidates who did not pass the exam will include information about how to re-take the exam.

The GPC examination is designed to provide consistent and precise determination of a candidate's overall performance and is not designed to provide complete information regarding individual performance in each content category.

Candidates should study all content areas of the examination to increase their knowledge in grantsmanship to be able to pass both examinations. Candidates must pass both the multiple choice and the essay information to earn the GPC credential.

Exam notification is not sent until the candidate has taken both sections of the exam.

See Appendix 1 for sample letters.

GPC Exam Score Verification Appeal Process

An appeal procedure is available to any individual or candidate who has applied for GPCI certification, did not pass the examination and who wishes to contest the exam scores.

A copy of this appeal procedure shall be posted on the GPCI website.
https://www.grantcredential.org/the-exam/appeal-policy/

Any individual who does not file a request for an appeal within the required time limits shall waive the right to appeal.

Steps of the Appeal:

Step I:
An individual must submit a request for an appeal via email with confirmation receipt to info@grantcredential.org or by certified mail with return receipt to GPCI Examination Administration Subcommittee, 10540 Marty Street, Suite 115, Overland Park, KS 66212. This appeal request must be submitted within thirty (30) calendar days following the date on which the adverse decision was emailed to the appellant.

Step II:
Upon receipt of the request for appeal, the GPCI Board has ninety (90) calendar days to verify the exam scores or other action which may affect the certification status of the individual appealing the decision. The appeals form and appropriate fee of twenty-five dollars ($25.00) must be sent to GPCI by a form of delivery that requires a return receipt to GPCI Examination Administration Subcommittee, 10540 Marty Street, Suite 115, Overland Park, KS 66212.

Verification:

- Multiple choice questions will be reassessed by GPCI's psychometrician and Kryterion staff.
- Essay responses will be reassessed by three (3) Board members.
- This reassessment will yield a result of "Score Verified" or "Score Amendment Required."

Step III:
The results of the verification process must be brought before a quorum of the GPCI Board. A designee of the Board will present any results from the psychometrician and Kryterion and any discussions from the essay reassessment.

If the results of the score verification process are "Score Verified," the Board must vote to confirm the original score.

If the results of the score verification are "Score Amendment Required," a designee of the Board who participated in the verification process will submit the amendment recommendations. The

Board will vote to amend the score in accordance with the verification process results or the Board can request additional information from the appellant.

Step IV:
If the decision is "Score Verified," the GPCI Board will notify the appellant via email and the appeal process ends.

If the decision is "Score Amendment Required," the GPCI Board will notify the appellant of the new results voted on by the Board and the appeal process ends.

In some cases, the Board may require additional information from the appellant.

If additional information is requested by the Board, move to Step V through Step VIII.

Step V:
If additional information is required, the Board will notify the appellant via email.

Step VI:
Appellant must submit additional information within thirty (30) calendar days of the sent date of the request.

Step VII:
When additional information is submitted, a quorum of the Board must convene for a new vote within sixty (60) calendar days of the receipt of information. The GPCI Board must determine by vote if the original score is confirmed for a "Score Verified" or if there is a "Score Amendment Required." The Board will vote to amend the score in accordance with the verification process and consideration of the additional information submitted.

Step VIII:
If the decision for the original score is "Score Verified," the GPCI Board will notify the appellant via email and the appeal process ends.

If the decision is "Score Amendment Required," the GPCI Board will notify the appellant of the new results voted on by the Board and the appeal process ends.

Policy Number: 5.00007
Approved: 08/02/2012, 10/09/2013; 06/01/2017; 08/02/2018

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GPC Exam Outcome Appeal Form

GPCI will review appeals of adverse certification decisions from exam candidates. An adverse decision may be appealed for the following reasons: (1) alleged inappropriate examination administration procedures, and (2) environmental testing conditions severe enough to cause a major disruption of the examination process and/or other irregularities. Any examination outcome appeal should be as specific as possible, detailing the basis for the appeal. ***All Examination Outcome Appeals must be submitted to GPCI within 30 calendar days following the date that the examination results were disseminated.*** GPCI will not review appeals related to (1) the determination of the passing score, (2) the examination or other measurement tool or individual test items, or (3) test content validity.

Candidate's Identifying Information

First and Last Name	Date (Effective Date)
Address	
City, State ZIP	
Email	Phone
Exam Date	Testing Location

Reason for Appeal

Please explain your reason(s) for the appeal. You may attach additional sheets as necessary.

Appeal requests are generally more effective if they include:

1. A reason for the appeal, and
2. Additional documentation where applicable

The appeal form, documentation and appropriate fee of twenty-five dollars ($25.00) must be sent to GPCI by a form of delivery that requires a return receipt to GPCI Examination Administration Subcommittee, 10540 Marty Street, Suite 115, Overland Park, KS 66212.
Email: info@grantcredential.org
Fax: (913) 788-3398

By signing below, I attest that the information provided in this document is true and accurate.

Signature	Date (Effective Date)

Printed Name

Policy Number: 5.00007
Approved: 08/02/2012, 10/09/2013; 06/01/2017; 08/02/2018

I. REFUNDS

Applicants whose Eligibility Packets are not approved will receive a refund of the Exam Fee, but not the Registration Fee. Neither fee is refundable for applicants whose Eligibility Packets are approved.

J. INCLEMENT WEATHER/PUBLIC HEALTH EMERGENCY

In the event of inclement weather or public health emergency, the closing of a testing center will be at the discretion of the examination center manager. If a Kryterion center is closed by the examination center manager or the emergency affects the availability of an online live remote proctor, the GPC Candidates must reschedule the date/time of the exam through the electronic testing system. The candidate should contact GPCI for assistance with rescheduling via email at info@grantcredential.org.

K. RETAKING THE EXAM

A candidate who fails either or both sections of the examination may initiate a retake by paying the corresponding retake fee. The candidate will receive an email (similar to the email in Section G) with directions for scheduling the exam and selecting a testing environment.

Candidates must sit for the retake within 150-days of notification of failure which includes a 30-day waiting period; otherwise, candidates must begin the process anew, starting with the Eligibility Survey. To pay the retake fee, candidates should follow the instructions provided in the Exam Result Notification letter. Fees are posted on the website: https://www.grantcredential.org/the-exam/exam-fees/

L. USE AND MAINTENANCE OF THE CREDENTIAL

Candidates who are notified of passing the examination will be free to use the initials "GPC" after their name; for example, *Lisa Smith, GPC.* Additional information regarding the proper use of the GPC designation can be found in the GPCI Graphics Guide located at https://www.grantcredential.org/about/gpc-graphics-guide/

As with other professional credentialing organizations, GPCI expects credentialed professionals to maintain that credential. The GPC certification is valid for three years. Information on the GPC Certification Maintenance Program may be found on the GPCI website: https://www.grantcredential.org/certification-maintenance/.

M. TESTING ACCOMMODATIONS AND REQUESTS

In adherence to the Americans with Disabilities Act (ADA, 1990), reasonable and appropriate accommodations are provided for qualified individuals with disabilities who supply appropriate documentation. GPCI follows the guidelines set forth in the Council on Licensure Enforcement and Regulation (CLEAR) and National Commission for Certifying Agencies (NCCA) Principles of Fairness.

A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education, and other requirements of the service, program, or activity for which he or she is being measured and, with or without accommodations, can perform the essential functions of the service, program, or activity. An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program, or activity. A person must be a "qualified individual with a disability" to be protected under the ADA.

Reasonable accommodations provide candidates who are disabled with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided on the basis of the individual's specific request, disability, documentation submitted, and the appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Requests may involve providing the candidate with extended time, a reader, a writer, and/or a separate room. These requests must be based on documented needs related to the candidate's disability.

Testing Accommodations Request
The candidate must submit the GPC Exam Testing Accommodations Request Form to the GPCI Exam Committee at the time of eligibility application packet submission to the candidate's test administration to the address below. The Accommodations Request Form must include a letter or other documentation from a licensed physician, optometrist, social worker, psychologist or other appropriate professional (including title, credentials, address, and telephone number on his/her letterhead). This letter should describe the nature of the functional limitation as it applies to taking a standardized, multiple-choice examination and written examination, and the specific accommodations needed for testing. If approved by the GPCI Exam Committee, these accommodations will be provided at no additional charge to the candidate.

The GPCI Exam Committee will review the Accommodations request and inform the Candidate in writing within fifteen (15) calendar days of receipt of the GPC Exam Testing Accommodations Request Form.

Right to Appeal
The Candidate may appeal an accommodations decision if any or all of the requested accommodations are not approved. The candidate must complete the GPC Exam Testing Accommodations Appeal Form within fifteen (15) days of receipt of notification of the Testing Accommodations decision following the date on which the adverse decision was emailed to the appellant. Any individual who does not file an appeal request within the required time limits shall waive the right to appeal.

The GPCI Board will review the Appeal and inform the Candidate in writing within fifteen (15) calendar days of receipt of the GPC Exam Testing Accommodations Appeal Form. If necessary, the Candidate's Examination Window will be extended by the number of calendar days during which

the Disability Accommodations and Request Form and/or the GPC Exam Testing Accommodations Appeal Form are reviewed prior to decisions.

Requests for Accommodations and Appeals must be made to GPCI:

Grant Professionals Certification
Institute 10540 Marty Street, Suite 115
Overland Park, KS 66212
Email: info@grantcredential.org
Phone: (913) 788-3000

Questions, please email to info@grantcredential.org

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GPC Examination Testing Accommodations Requests Form

Candidate's Identifying Information

First and Last Name	Date (Effective Date)
Address	City, State, ZIP
Email	Phone
Anticipated Exam Date	Anticipated Exam Location

Requested Accommodation(s)
Please indicate what accommodations you are requesting and provide a rationale for each. You may attach additional sheets as necessary.

Please indicate your preferred testing environment for the GPC exam:
Multiple Choice section: [] Remote proctoring; [] Testing center
Written portion: [] Remote proctoring; [] Testing center

Accommodation:	
Rationale:	
Accommodation:	
Rationale:	
Accommodation:	
Rationale:	

Required Supporting Documentation
Testing accommodation requests must be accompanied by documentation from a licensed physician, optometrist, social worker, psychologist or other appropriate professional. Supporting

documentation must be attached to this request form. Documentation must include a rationale for the need for the accommodation(s).

Specifically, documentation must be provided through a detailed signed letter on letterhead and/or report(s) that indicate a clear and specific rationale for the need for testing accommodations and specific recommendations for testing accommodations. Non-specific recommendations such as “extra time” are not acceptable. Examples of specific recommendations include 50% additional testing time, large font, or testing in a separate room.

Please submit request and documentation to the GPCI Board:

Grant Professionals Certification
Institute 10540 Marty Street, Suite 115
Overland Park, KS 66212
Email: info@grantcredential.org
Phone: (913) 788-3000

By signing below, I attest that the information provided in this document is true and accurate.

Signature	Date (Effective Date)
Printed Name	

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GPC Exam Testing Accommodations Appeal Form

You may appeal an accommodations decision if any or all of your requested accommodations were not approved. Complete the information below and sign the release statement at the end of the form.

Appeal requests are generally more effective if they include:

1. A reason for the appeal, and
2. Additional documentation beyond what was originally included with the original Request for Accommodations form.

Candidate's Identifying Information

First and Last Name	Date (Effective Date)
Address	City, State, ZIP
Email	Phone
Exam Date	Testing Location

Reason for Appeal

Please explain your reason(s) for appealing the denied accommodation(s). You may attach additional sheets as necessary.

By signing below, I attest that the information provided in this document is true and accurate.

Signature	Date (Effective Date)
Printed Name	

N. COMMUNICATION

The chief mode of communication for all GPCI instructions is email. It is the candidate's responsibility to ensure the email address posted with GPCI and/or the testing partner (Kryterion) is accurate. The GPCI Exam Administration Subcommittee will email candidates various information throughout the process.

O. EXAM DAY

Check-in

Center-Based Testing: Once the approved candidate has scheduled an examination, a confirmation email will be sent. This confirmation email will contain a reporting time. It is recommended that Candidates report to the test facility or their computer for remote proctoring **at least 15 minutes before the assigned** reporting time. Candidates arriving late may not be admitted to the examination room or online exam.

Live Remote Proctoring: Once the approved candidate has scheduled an examination, a confirmation email will be sent. The confirmation email will contain the reporting time, instructions for downloading the secure browser software, camera requirements, and preparing the testing area. It is recommended that candidates report to their computer at least 15 minutes before the assigned reporting time. Candidates arriving late may not be admitted to the online exam.

Required Items for Admission into the Testing Environment

Center-Based Testing: Candidates will be admitted only with a presentation of the **Exam Voucher** generated through the Kryterion system. Candidates may access the Kryterion system at any time to print the Exam Voucher.

To be admitted into the examination room, each candidate must present **two (2) valid forms of identification**. One must be a government-issued photo ID with a signature, such as a driver's license, passport, or state-issued ID. Secondary identification would be a credit card, bank debit card, or employee verification card. NOTE: In the United States, a Social Security card is NOT an acceptable form of identification. The ID must sufficiently authenticate the candidate's identity to the examination administrator. If positive confirmation cannot be made, admission to the examination center may be denied and examination fees forfeited. If there has been a name change (e.g., due to marriage), it is the candidate's responsibility to provide sufficient evidence as to the change.

Any other materials needed to take the exam will be provided at the exam site. Candidates are encouraged to leave personal items at home or locked in their automobiles; some facilities may also have lockers available.

Live Remove Proctoring: The candidate must create a biometric profile during the enrollment process after, installing the secure browser. After the biometric profile (including a validation photograph) is created, upon launching an exam, the system will verify the Candidate's

biometrics before allowing them to proceed in the exam. The candidate must be prepared to present **two (2) valid forms of identification**. One must be a government-issued photo ID with a signature, such as a driver's license, passport, or state-issued ID. Secondary identification would be a credit card, bank debit card, or employee verification card. NOTE: In the United States, a Social Security card is NOT an acceptable form of identification. The ID must sufficiently authenticate the candidate's identity to the examination administrator. If positive confirmation cannot be made, admission to the exam may be denied and examination fees forfeited. If there has been a name change (e.g., due to marriage), it is the candidate's responsibility to provide sufficient evidence as to the change. The candidate must also be prepared to allow the examination administrator/exam proctor to scan the testing environment to ensure unauthorized test aids, devices, or people are not present.

Visitors

No visitors, including children of the candidate, are permitted in examination areas.

Failure to Appear

If a candidate fails to appear for a scheduled examination, no fees will be refunded. A candidate's only recourse is to request a waiver from the GPCI Board to take the exam at a later day. This waiver will only be applied under **very limited circumstances and at the discretion of the GPCI Board**. Please see the Rescheduling, Cancelling or Failure to Appear Policy at https://www.grantcredential.org/how-to-register/rescheduling-your-exam/. Please address such requests to GPCI at info@grantcredential.org.

Personal Comfort

Candidates may be in the testing environment for several hours and should dress to adapt to any room temperature. In consideration of others, please DO NOT APPLY perfumes/colognes, if applicable.

Site Supervisors (Center-Based)

Examination facilities and set-up will differ from site to site. However, as it is important to ensure that all candidates are examined under comparable circumstances, all examination room settings will include the following:

- Candidates may not choose their own seats. The site supervisor will help direct candidates to assigned seats.
- The site supervisor will periodically observe the examination process.
- Prior to the examination, the supervisor will share information about the facility and administration details related to that specific site, such as restroom location.
- Pocket Turn-Outs: Test takers will be asked to turn out exterior pockets (on jackets, jeans, slacks, etc.) to verify that the pockets are either empty or that they do not contain any prohibited items, etc. Please note that site supervisors have been given strict instructions that they are not to make physical contact with the test takers.

- Eyewear Inspections: Due to the release of technology such as "Google Glass," all test takers who enter the Testing Center wearing external eyewear must hand their eyewear over to the supervisor for inspection to ensure the eyewear is not technology-enabled.

Site Supervisors (Live Remote Proctoring)

- Online Proctors must strictly monitor the testing sessions. Only the Candidate is permitted to be in the immediate testing area during a test session.
- Online Proctors visually inspect all Candidates' eyewear to check for smart glasses or any type of video recording technology.
- Online Proctors assess candidates for any accessory attire or other items that are not allowed in the testing area (e.g., lanyards/name badges, neck ties, bags, purses, keys, wallets, hats, briefcases, books, cell phones, calculators, portable electronic devices, watches, jewelry, pens) and ensures they are removed.
- Items or accessory attire identified by the Proctor after a test session has begun are subject to inspection and/or removal based on severity of security risks they pose.
- Religious garb can be permitted. In this case, the online Proctor will escalate the session to an Advocate who will request a visual inspection to verify that no electronic devices (e.g., Bluetooth earbuds, recording devices) are present.
- **Breaks during exams are not allowed. Leaving the area for any reason may result in early test session termination**.

Prohibited Items

The GPC examination is administered under carefully controlled conditions, as necessary to protect its status as a standardized measure. Therefore, examination administration personnel will strictly enforce required restrictions. Prohibited items include the following:

- Cell phones, cameras, calculators, iPods/MP3 or other music players, headphones or earplugs of any kind (other than those used for hearing impairment), and electronic devices of any kind, including digital watches that store data. The only exception will be those devices pre-approved as an accommodation or materials provided under the instruction of the GPCI (e.g., online calculator).
- Backpacks, large satchels, purses, day planner covers/booklets, or datebooks.
- Paper. Candidates will be provided paper if it is deemed necessary or beneficial to the exam process. Paper is not permitted during live remote proctoring.
- Large coats or other heavy outer garments.

The site supervisor reserves the right to prohibit other devices or items from the testing environment that may either disturb others or give a candidate an unfair advantage on the examination.

Breaks

For onsite testing, candidates may leave the room up to two times during the four hours allotted for the multiple choice examination. Breaks are considered part of the examination time; that is, if the candidate takes a 10-minute break, the time is not added back to the time allowed for the examination. Breaks during testing are not permitted for online remote proctoring,

A candidate should consider his/her own health and nutritional needs in preparing for the day. Snacks and beverages, while not permitted in the testing room, may be stored at the facility (per site supervisor's approval) for access during breaks. Some exam sites may also have vending machines available on site.

Breaks are not allowed during the 90-minute writing portion of the examination. Exceptions to this policy will be made in cases of emergency, at the discretion of the testing center supervisor or online remote proctor.

Withdrawal from the Exam

If for any reason after the start of the examination, a candidate wishes to withdraw, the candidate must inform the identified on-site supervisor or online proctor. Understand that withdrawal will result in the exam not being scored. Any later requests for the examination to be scored will not be honored. Fees will not be refunded.

Disruptive Behavior or Cheating

Disruptive behavior is cause for dismissal from the testing environment. No refunds will be given to candidates expelled for disruptive behavior. Candidates are expected to conduct themselves in an ethical and professional manner during the examination.

GPCI/Kryterion will investigate incidents of reported cheating or disruptive behavior. If a candidate is found to have cheated, the candidate may be barred from taking any GPCI examination for a period of time.

P. EXAMINATION SECURITY AND CONFIDENTIALITY

GPCI enforces examination security and confidentiality. The integrity of the examination itself depends on explicit inclusion of and adherence to these policies within all examination events.

Ethical Behavior

Soliciting information about examination questions from candidates who have taken the examination is deemed unethical for several reasons:

- Candidates are expected to pass the examination based on their own merit and without assistance from others who have taken the exam. Prior information about the questions damages examination validity.
- The GPC title says that the individual is trustworthy and competent.

By soliciting exam information from previous exam candidates who have accepted the security agreements, an individual is encouraging candidates to commit prohibited acts and is jeopardizing their standing in the grants profession. Candidates should not solicit even general information about exam questions or the writing prompt.

GPCI understands that some candidates may wish to prepare for the exam using available study guides. The following link provides resources for preparation: https://www.grantcredential.org/the-exam/preparation/. There are numerous programs offering continuing education credits, practice exams or sessions on exam strategy. The content of these courses and practice exams may be quite different from the GPC exam. Although many of these courses, webinars and trainings offer continuing education units, GPCI does not endorse any course, content or presenter's opinion, nor does it necessarily indicate whether a program is of suitable standard or content for exam preparation. GPCI does not endorse or provide input for, or about, any grant profession training or exam preparation courses listed on their website or elsewhere.

Nondisclosure Agreement

Prior to the examination, the candidate must certify an affidavit by checking the box "I Agree to the Terms and Conditions listed above" on the computer, attesting that all representations submitted in the application process are truthful and that he/she adheres to the Grant Professionals Association's Code of Ethics. This includes, but is not limited to, the information included in the online registration and eligibility packet. Further, the candidate must affirm his/her understanding that ongoing professional development is necessary to maintain the GPC. (Detailed information on the requirements to maintain the GPC is found on the GPCI website under the Certification Maintenance Program menu.)

The affidavit will be provided on the candidate's computer screen, prior to accessing the test. It will look similar to this:

> **It is very important that you read, understand, and agree to the contents of this Non-Disclosure Affidavit. If you do not check the "I Agree to the Terms and Conditions listed above" box, you will not be permitted to take this examination. Your fees will not be refunded. There will be no exceptions to this policy.**
>
> I depose and say that I am the person referred to in my registration documentation and application to sit for the GPCI Examination for grant professionals. I further depose and say that the statements within the application documents are true and correct in every respect; and that I consent to the release of confidential information to the GPCI Board or its designee for verification of my identifying information. I hereby authorize the GPCI Board or its designee to use said information as needed for the evaluation and disposition of my application and examination. I attest that I have read and understand the GPCI eligibility requirements as specified by the GPCI Board and

posted on its website. I will immediately notify the GPCI Board at any time after signing this affidavit if I no longer meet the eligibility requirements.

I further agree that I will not retain examination material (to include memorization of specific test items), nor will I copy or reproduce in writing or electronic form any examination questions or answers to be taken from the examination room. I will not disclose (in whole or in part) any examination questions or answers to anyone during or after the examination, whether orally, in writing, electronically, via Internet "blogs" or chat rooms, or through any other manner or means. This includes, but is not limited to, casual descriptions of the writing prompt format, specific scenarios within the multiple choice or writing sections, and any other such information that would provide an advantage to one examinee over another examinee who did not have that information.

I understand that all documents or test items contain confidential information, that they are and shall remain the exclusive property of the Grant Professionals Certification Institute and/or the contracting agency and are protected by U.S. copyright laws. Any unauthorized disclosure of the examination contents could result in civil liability, criminal penalties, cancellation of test scores, exclusion from future GPCI examinations, and/or in the rescission of an applicant's awarded credential.

☐ **I Agree to the Terms and Conditions listed above.**

Security Violations

It is unethical to recall (memorize) and share questions that are in the examination. As part of examination day check-in procedures, candidates are required to sign the Nondisclosure Affidavit attesting to their intent to keep the contents of the examination confidential. Consequently, candidates may not solicit questions or discuss items with other GPC candidates or individuals who hold the GPC credential. Recalling questions from the multiple-choice and writing examinations and sharing them with anyone else violates the confidentiality agreement and federal copyright laws.

Violation of the confidentiality agreement can result in suspension or revocation of certification from those who have earned it or suspension or denial of eligibility for future examinations.

Q. THE EXAMINATION

Examination Format

The GPC examination measures a candidate's competency and skill pertaining to the grants profession. Those competencies and skills and the weight each should receive on the test were determined through a rigorous process that involved the participation of dozens of professionals nationwide, assisted by credentialing experts. Competencies and skills (found here: https://www.grantcredential.org/the-exam/competencies-tested/)are reviewed by the GPCI

Board of Directors frequently and by panels of Subject Matter Experts during each scoring review panel.

Both components of the GPC Exam – the Multiple Choice Exam and the Writing Exam – must be successfully completed to receive the GPC credential (GPC). Both portions of the exam are completed on a computer within an approved testing environment. The examination format is set up identically for each candidate.

Writing Section

The purpose of the writing assignment is to assess the candidate's ability to respond appropriately in writing to a grant-related prompt.

Candidates are provided 90 minutes to complete the writing portion of the GPC examination. The prompt will be provided and responded to electronically.

The candidate's writing sample is evaluated according to six analytic rubrics that indicate skills important in grant development and are weighted as indicated within a composite writing score:

- Make a Persuasive Argument (34%)
- Organize Ideas Appropriately (22%)
- Convey Ideas Clearly (18%)
- Use Information Provided (12%)
- Use Conventional Standard English (10%)
- Follow Formatting Requirements (4%)

The GPC Writing Exam will be presented via **a split screen.** Examinees will see the specific exam instructions as well as the prompt or scenario as they create a written response. An example of an exam scenario is presented later in this manual. Candidates will ***not*** write an entire proposal. Rather, the response will generally reflect no more than a two-page section of text.

Multiple Choice Section

The 150 items within the GPC Multiple Choice Exam also are weighted to reflect the overall competencies and skills of each candidate within the profession. Candidates have four hours to take the multiple-choice section.

The competencies and skills tested and the weight each receives on the examination also were determined through a rigorous process that involved the participation of numerous professionals and the assistance of credentialing experts.

The Multiple Choice Exam is also presented through an electronic format. Each exam item is presented in terms of a question or scenario with four possible responses and only one correct key. The exam tests for knowledge of the following; the weight given to each competency also is noted.

- Knowledge of how to craft, construct and submit an effective grant application (24%)
- Knowledge of strategies for effective program and project design and development (22%)
- Knowledge of how to research, identify and match funding resources to meet specific needs (11%)
- Knowledge of organizational development as it pertains to grant seeking (13%)
- Knowledge of nationally recognized standards of ethical practice by grant developers (10%)
- Knowledge of post-award grant management practices sufficient to inform effective grant design and development (8%)
- Knowledge of methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders (7%)
- Knowledge of practices and services that raise the level of professionalism of grant developers (5%)

A detailed list of the GPC Competencies and Skills are posted on the GPCI website.

Sample Items

The following items represent both the form and content of questions in the examination. These sample items cannot cover all the competencies and skills that are tested, and they can only approximate the degree of difficulty of actual examination questions. However, these items provide the general format of the multiple-choice questions and the writing exercise.

An answer key for the multiple-choice items and samples of acceptable writing responses follow each section of sample items.

Sample Multiple-Choice Items

1. A federal grant recipient is required to gain the funding agency's prior approval for changes to the approved project or budget. The exception is changes to

   A. key personnel when such persons were identified in the approved project application.
   B. the scope or objectives of the project when a budget revision is required to implement such changes.
   C. the scope or objectives of the project when there is no associated budget revision.
   D. cost categories which represent less than ten percent of the current total approved budget.

2. For an effective grant application, the LEAST appropriate strategy for designing the budget would be to

   A. list each item and increase the cost of each by a small percentage to allow for budget negotiations.

B. compare the budget to a project previously funded in order to include similar items and amounts.
C. compare each activity and goal listed in the narrative to the budget to ensure they match.
D. list the items on the budget forms in the same order as they appear in the narrative to ensure they match.

3. The most advantageous reason for a grant consultant to attend continuing education seminars is to

A. obtain professional advice from colleagues on contract negotiation techniques.
B. stay current with practices in specific grant development processes.
C. refresh skill sets on meeting facilitation.
D. obtain technical assistance from colleagues on laws pertaining to grants.

4. A grant consultant is working with three small nonprofits that provide a variety of services to the area's homeless population. Each nonprofit wishes to apply for funds through a local community foundation. The consultant has successfully approached this foundation previously. The consultant wants to ensure that the nonprofits are eligible and that their missions align with the foundation. The consultant should do all of the following EXCEPT

A. ask each nonprofit to contact the foundation for specific clarification of its proposed project's eligibility.
B. meet with the foundation's program director for clarification of the requirements, including eligibility.
C. attend the foundation's informational session on program requirements.
D. call the foundation's program director following the informational session to express thanks for the information.

Answer Key for Sample Items

1. D
2. D
3. B
4. A

Scoring Rubric for the Writing Section

The purpose of the writing assignment is to assess the candidate's ability to respond appropriately in writing to information related to grants.

Each candidate provides a writing sample by responding to a specific prompt. The prompt will be completed on the computer/laptop provided by GPCI/Kryterion through the host site. The examination will be set up identically for each candidate.

The candidate's writing sample is evaluated according to six analytic rubrics that indicate skills important in grant development:

- Make a Persuasive Argument
- Organize Ideas Appropriately
- Convey Ideas Clearly
- Use Information Provided
- Use Conventional Standard English
- Follow Formatting Requirements

The scores produced by this evaluation are combined to produce a composite score, computed by weighting the analytic scores as follows:

Percent of Composite	Analytic Score Category
34	Make a Persuasive Argument
22	Organize Ideas Appropriately
18	Convey Ideas Clearly
12	Use Information Provided
10	Grammar and Mechanics
4	Follow Formatting Requirements

Writing samples that do not meet certain criteria cannot be scored. A zero (0) overall score is given to samples that fall into the following categories:

- No response or a paraphrase of the prompt or portions of the prompt
- Response that is illegible or incomprehensible
- Response about a topic different from that presented in the prompt
- Response in a language other than English

The score range for each of the first five analytic categories is from 4 (highest) to 1 (lowest). The score on the last category will be either 4 (high) or 0 (low). The following pages present the scoring rubrics used to assign the analytic scores. This rubric is subject to minor modifications after scoring of the exam has begun.

Score	Make a Persuasive Argument – 34%
4	Clearly relates to the focus given in the prompt Compelling and/or urgent to the reader Phrasing is concise and highly specific States the case wholly from the target population's point of view Case is clearly credible and accurate Case specifically illustrates impact of program
3	Generally relates to the focus given in the prompt Somewhat convincing to the reader Phrasing is relatively concise and specific States the case in a mix of benefit to the grantee and the target population Case is somewhat credible and accurate Case generally illustrates impact of program
2	Vaguely relates to the focus given in the prompt Interesting but not compelling or convincing to the reader Phrasing is loose and general or vague States the case mostly from the grantee's point of view Credibility and accuracy of case are questionable and/or uneven Case vaguely illustrates impact of program
1	Relationship to the focus given in the prompt is not established Does not arouse reader interest Phrasing is lax and/or ambiguous Case for target population benefit not included Case is lacking in credibility and accuracy Case does not illustrate impact of program

Score	Organize Ideas Appropriately – 22%
4	Transitions within and between paragraphs particularly cohesive Particularly clear, logical organization of ideas and information Successful illumination of interrelationships among elements given in the prompt Problem(s) within the prompt clearly placed in an appropriate larger context
3	Transitions within and between paragraphs generally smooth Relatively clear, logical organization of ideas and information Clearly attempts to illuminate interrelationships elements provided in the prompt Problem(s) within the prompt generally placed in a somewhat appropriate larger context
2	Lacking in cohesion within and/or between paragraphs Discernible but unsuitable organization of ideas and information; may contain occasional lapses in logic

	Poor description of interrelationships among elements provided in the prompt Problem(s) within the prompt poorly placed in an inappropriate larger context
1	Transitions lacking in cohesion and/or confusing to the reader Organization of ideas and information not discernible and/or illogical No interrelationships expressed among elements provided in the prompt Problem(s) within the prompt not contextualized

Score	Convey Ideas Clearly – 18%
4	Word choice is appropriate, precise, and conveys the correct meaning No vague, overused, repetitive language is used (e.g., very, really, truly) Clearly demonstrates appropriate sentence structure and has few or no run-on or fragment errors Writing has a variety of sentence structure, types, and lengths that fully support the content
3	Word choice generally conveys the intended message Few vague, overused, repetitive words are used Adequately demonstrates appropriate sentence structure, but may contain a small number of run-on or fragment errors that do not interfere with fluency Writing has a variety of sentence structures that generally support the content
2	Word choice lacks precision and variety or may be inappropriate to the audience and purpose Relies on overused or vague language; may be simplistic and/or vague Demonstrates a lack of control in sentence structure and contains errors such as run-ons and fragments that interfere with fluency Sentence variety is minimal and/or does not particularly support the content
1	Word choice is extremely limited or inaccurate or inappropriate to the context (e.g., affect for effect, conscience for conscious) General, vague words that fail to communicate meaning Inappropriate sentence structure and there are many errors in structure (run-ons, comma-spliced sentences, fragments) that interfere with meaning No variety in sentence structure

Score	Use Information Provided – 12%
4	Effectively uses the information provided in the prompt
3	Generally uses the information provided in the prompt
2	Vaguely uses the information provided in the prompt
1	Uses the information provided in the prompt ineffectively or does not use it at all

Score	Grammar and Mechanics – 10%
4	Demonstrates appropriate use of correct spelling, punctuation, capitalization, and grammar

	Errors are minor and do not affect readability
3	Demonstrates adequate use of correct spelling, punctuation, capitalization, and grammar Errors may be more noticeable but do not significantly affect readability
2	Demonstrates minimal use of correct spelling, punctuation, capitalization, and grammar Errors may be distracting and interfere with readability
1	Demonstrates very limited use of correct spelling, punctuation, capitalization, and grammar Errors are numerous and severely impede readability

Score	**Follow Formatting Requirements – 4%** Utilizes appropriate means to draw attention to critical text, including spacing, capital letters, specialized characters, etc., and limits the narrative's length as noted within the writing prompt.
4	Follows all formatting requirements correctly
0	Fails to follow all formatting requirements correctly

Sample Writing Prompt

Focus	Youth at risk
Agency Name	Youth Services Organization
Current Application	
Goal(s)	Improve academic performance, especially in reading and mathematics
Funder Type	Family foundation
Amount	$75,000
Length	3 years
Type of program	After-school tutoring
Collaboration(s)	Donor groups for in-kind materials
Funder History	Programs for student success
Agency Capacity	
Annual budget	$1.2 million
Future funding	Ongoing development plan
Types of funding	Direct donations, program sponsorships, fee-for-service, and grants
Partnerships	12 long-term, providing services schools cannot provide alone
Agency Staffing Capacity	
Full-time	6 for fiscal and agency management and program guidance
Part-time	12+ field-based consultants who guide student-based programming
	12+ field-based employed for summer programming
Volunteer	Established group of professionals, educators, and community leaders, managed by full-time staff
Target Population	450 middle school students
Demographics	
Type of location	Suburban
Service location	3 middle schools
Socioeconomic status	Highest poverty rates among the community's schools
Target area education	Feeder high school dropout rate of ±10%
	7.5% of adults with 4-year college degrees
Other factor(s)	Recent increase in community vandalism rates
Current Agency Program(s)	Youth mentoring program

	Youth safety program
Agency History	35 years

Middle School		No. students	% in poverty	Below proficiency, math	Below proficiency, reading	Below proficiency, practical living	Below proficiency, science
1	School #1	315	57%	62%	41%	47%	53%
2	School #2	288	63%	58%	49%	35%	52%
3	School #3	247	42%	53%	36%	42%	48%
4	State	745,000	33%	35%	28%	31%	44%
5	Neighboring	6,600	15%	28%	14%	22%	25%

Available data		Disciplinary Action 2010	Disciplinary Action 2011	Disciplinary Action 2012
1	School #1	35	44	56
2	School #2	43	55	72
3	School #3	22	35	49
4	State average	24	28	27
5	Neighboring	15	18	17

Based on the information given, write a needs statement. Limit your response to the specific criteria noted in the overall writing instructions.

Sample Writing Response – Excellent

KIDS TAKING CHARGE

Last year, Youth Services Organization (YSO), a community-based organization with a 35-year history of services to youth identified as "high risk," saw its community's crime rate increase. Crime in Hopeville has always been above the national average, but last year's sharp increase in youth-driven vandalism has caused YSO to create new after-school programming to address and reverse this trend in adolescent crime.

Numerous studies have noted the strong correlation between low academic achievement levels, poverty, and crime. The demographics of Hopeville align with this belief. The poverty rate in Hopeville School District #1 (HSD-1) is among the highest in the city and well above the state mean. While the state average of families living in poverty is 33%, 54% of families enrolled in HSD-1 middle schools live under this hardship. Further exacerbating this disparity in living condition is the neighboring school district, where the poverty level remains at 15%.

Data obtained from HSD-1's three middle schools portray a student body that is academically disengaged, alienated from the more prosperous neighboring community and academically achieving far below the state average. Test scores of HSD-1 middle school students reveal that 58% of students score below proficiency in math, 54% score below proficiency in reading, and 51% in science. State averages are 33%, 35%, and 44% respectively. Moreover, there appears to be a correlation between these students' low academic scores and their parents' own post-secondary achievement. In Hopeville, only 7.5% of the community's adults have completed a four-year degree.

The notion of student disengagement is evidenced by the escalating above average number of disciplinary actions undertaken at the three schools. While the state average for the number of disciplinary actions (per school) averaged 26 over the past three years and the neighboring community averaged 16, HSD-1 reported a per school average of 33 incidents in 2010, 45 incidents in 2011, and 59 incidents in 2012.

The description above paints a dismal portrait; however, there are strengths in the community not demonstrated through these statistics. It is known that the greatest likelihood for success occurs when all stakeholders come together to address a concern. To this end, YSO has engaged all facets of the community to develop and implement an after-school reading and math tutoring program entitled Kids Taking Charge. Over a three-year period and a budget request of $75,000, the project will serve 450 middle school students matriculating in HSD-1. Additional funding will be provided through donations, sponsorships, grants, and fees.

Kids Taking Charge will be housed at the local Community Center. The Chamber of Commerce business community has pledged to furnish all materials for the program. The program will be developed by a task force of teachers, students at risk and their parents, and the local university. Kids Taking Charge will be directed by the YSO Director of After School Programming, staffed by university students, and supplemented with high school students once considered "at-risk." The university has also expressed its interest in serving as evaluators for the program, stating they are "eager to assist YSO in any way possible." Lastly, Kids Taking Charge will join YSO's existing youth mentoring and safety programs and share their resources.

The data defining HSD-1 illustrates a "community at risk." With its long history of service provision, a belief in student-based programming, strong partnerships within the community, and the support of the Family Foundation, YSO is confident that Kids Taking Charge will positively impact the academic scores of students in Hopeville School District #1, and ultimately the course of their future and the community as a whole.

Sample Writing Response – Acceptable

Schools within our Youth Services Organization (YSO) target area are poor economically and academically. In our three middle schools, 45.5 percent of students live in poverty (range of 42 to 63 percent). That compares to 33 percent of students statewide and just 15 percent of students within our eight neighboring schools.

Similarly, the 6,600 students in those nearby middle schools outperform our students BY NEARLY DOUBLE in Math, Reading, Practical Living, and Science (2006 Kentucky Performance Report, 7th and 8th grades). Students in our three middle schools fall below the state mandated level of Proficiency at an aggregate rate of 58 percent in Math (53-62 percent by school); 42.3 percent in Reading (36-49 percent); 41.5 percent in Practical Living (35-47 percent); and 51.2 percent in Science (48-53 percent). To be clear, these percentages show the total number of students who FAIL TO MEET required levels on the annual state assessment – and our students fail at a rate that is 50 percent greater than the state average. Their failure rate is double that of students in more affluent schools.

It remains unclear whether these unacceptable norms are the cause or the effect for other indicators of need. For example, only 7.5 percent of adults within our target area have received a four-year college degree; the national rate approaches 50 percent. In addition, feeder high school dropout rates consistently average 10 percent or more annually; and, in Kentucky, where the dropout rate does not account for students removed to "home schools" by their parents (farm labor, other), that rate is likely much higher.

It is also unclear whether the recent increase in suburban vandalism within our targeted region is somehow related to the increases in student disciplinary actions among our specific students. While rates in our state and neighboring schools have seen a slight decrease – averaging just 27 and 17 actions per year in 2012 – our three schools have increased by more than 75 percent in the past three years. In 2010, an average of 33 actions was reported within each school; however in 2011 and 2012, the numbers had increased to 45 and 59 actions for the respective year. Again, state and neighboring school averages have decreased and are on average half of the rates within our three targeted schools.

For more than 35 years, the YSO has been tracking and addressing these issues within the region. Through more than a dozen long-term partnerships, we have leveraged resources from private donors and public/private grant funds to provide schools with services they cannot support on their own, including mentoring projects, teacher/volunteer training, summer programming, after-school tutoring, and more. Our staff of six full-time employees and 12 field-based consultants provides direct services to the neediest schools throughout the region as

based on academic, poverty, and other data (pages 1-2). With school and partner support, we then design specific initiatives to impact most effectively the lives of these at-risk youth.

Through the YSO After-School Tutoring Tomorrow program (AT&T), we will work with our established volunteer base of professionals, educators, and community leaders to serve up to 450 middle school students who are at risk of academic and social failure. Students from our three target schools will be selected based on principal, teacher, and parent input; existing learning plans; current academic success; and other non-academic data, including absenteeism, tardiness, disciplinary actions, and more. In Year 1, the initiative will address student academic performance in Reading and Math, as outlined in No Child Left Behind; in Years 2 and 3, the focus also will include Science and Practical Living. Each and every student will work with project staff and volunteers to meet our overarching goal – improved academic performance.

Sample Writing Response – Acceptable

Jerry is a precocious 13-year-old – a joy to his grandmother, but a handful. She wonders daily whether his father's criminal tendencies will emerge in the B+ student. Already, she has noticed his fondness for violent video games, and more than once this semester, she has received a note from the school concerning Jerry's behavior. She is unclear where to turn.

Jerry is, of course, representative of any one of many of the students attending our three targeted middle schools. These students come from homes in poverty and more often than not are failing academically. Each day, their families send them to school, hoping these children will learn. However, they are not learning. When compared to students statewide and those in nearby schools, these students are failing to meet Proficiency at a much greater rate, as seen here:

PERCENTAGE OF STUDENTS BELOW PRFOCIENCY
YSO: 58% Math; 42% Reading; 51% Science
STATE: 35% Math; 28% Reading; 44% Science
NEARBY: 28% Math; 22% Reading; 25% Science

But it's not just the kids. In our targeted suburban area, only a handful of adults have received a four-year college degree (7.5 percent); the national rate approaches 30 percent. In addition, feeder high school dropout rates consistently average 10 percent or more annually; and, in Kentucky, where the dropout rate does not account for students removed to "home schools" by their parents (farm labor, other), that rate is likely much higher.

And the community's problems aren't just about school or education. There has been an increase in suburban vandalism within our targeted region. Could it be related to a documented increase in student disciplinary actions among our specific students? Quite likely! Data show that rates in our neighboring schools as well as those statewide are holding steady and actually show a slight decrease over the past year. However, our three target schools have seen dramatically higher numbers of disciplinary actions over the past three years.

For more than 35 years, the YSO has been serving the Jerrys and Janelles of the region, tracking and addressing these and other issues within the region. We provide guidance and resources to teachers and hope to frustrated parents. It is our mission to ENSURE SOLUTIONS within each of our service areas.

We provide these services through more than a dozen long-term partnerships. We leverage resources from private donors and public/private grant funds to provide schools with services they cannot support on their own, including mentoring projects, teacher/volunteer training, summer programming, after school tutoring, and more. Our staff of six full-time employees and 12 field-based consultants provides direct services to the neediest schools throughout the region as based on academic, poverty, and other data (above). With school and partner support, we then design specific initiatives to most effectively impact the lives of these at risk youth.

Through the YSO After-School Tutoring Tomorrow program (AT&T), we will work with our established volunteer base of professionals, educators, and community leaders to serve up to 450 middle school students who are at risk of academic and social failure. Students from our three target schools will be selected based on principal, teacher, and parent input; existing learning plans; current academic success; and other non-academic data, including absenteeism, tardiness, disciplinary actions, and more. In Year 1, the initiative will address student academic performance in Reading and Math, in Years 2 and 3, the focus also will include Science and Practical Living. Each student will work with staff and volunteers to meet our overarching goal – improved academic performance.

Sample Writing Response – Unacceptable

NEED FOR YOUTH SERVICES ORGANIZATION AFTER SCHOOL TUTORING PROGRAM

The youth and schools that Youth Services Organization serves have no after-school tutoring programs, so this is a critical need for our community to help the children read and do math better, otherwise they won't get good jobs when they grow up. Reading and mathematics are key indicators of academic performance as any teacher or principle will tell you, and students who don't learn at grade level need after school programs, besides it keeps them off the streets and out of trouble as shown by a recent increase in vandelism.

In our community the three middle schools Youth Services Organization provides services to are the highest poverty levels in the community. They have a 10% drop out rate after they get into high school. So they don't finish school then they can't go to college or get good jobs. The overty rates are 57%, 63% and 42% compared to the state average of 33% and the greater communities of only 15% in neighboring schools. Disciplinary actions are constantly increasing every year, at much higher rates than the state average or neighboring schools average. In 2010 there were 35, 43 and 22, compared to 24 and 15. In 2011 there were 44, 55 and 35, compared to 28 and 18. In 2012 there were 56, 72 and 49, compared to 27 and 17. These are undoubtabely tied to the recent increase in community vandalism rates. Students are

also below proficiency in math, reading, practical living and science, which are all critical to there success in life and graduating. The numbers are distressing: School #1's below proficiency rates are 62%, 41%, 47% and 53%, compared to only 28% at state and 14% at neighboring schools. Schools # 2 & 3 are worse in some areas and better in others but always worse than the state and neighboring comparisons.

Youth Services Organization provides many excellent programs for at risk children and teenagers, including a youth mentoring program and youth safety program and other services schools cannot provide alone, which are done through 12 long-term partnerships, but no after-school tutoring. But with an annual budget that is stretched to the max, the $75,000 over three years would help a lot. This would fill a great need and round out our program offerings to the students and schools, which would be a great improvement. Youth Services Organization has really wanted to have an after-school tutoring program for a long time but for numerous reasons its never been possible, and this grant would make it happen for three years, after which we would find new funding through our ongoing development program.

The students and their families at these schools are very poor and at risk. They struggle to get by and many are single mothers working more than one job and trying to make ends meet so they don't even have enough time to help with homework. The kids may get free lunches but maybe not breakfast or dinner, or else not enough. When they come home theres nobody there so they hang out on the streets where vandalism is on the increase because of this -- even sometimes after dark. Two of the schools have over half of their students in poverty and the other one almost half, or over 40%. This is measured by eligibility for free and reduced lunch but also clearly by the census numbers for the neighborhoods. They are at very high risk but an after-school tutoring program would be one thing that would help set them on the right path.

Thank you for your help, this is a very great need in our community

R. GPC EXAM SCHOLARSHIP OPPORTUNITY

Thanks to donations from individuals, the Grant Professionals Certification Institute (GPCI), and the Grant Professionals Foundation, scholarship funding is available for individuals interested in taking the GPC Exam.

The latest scholarship information can be found on here:
https://www.grantcredential.org/the-exam/gpc-scholarships/

If awarded a scholarship, it will be in the form of an exam code for all or a portion of the GPC exam cost. Applicants will enter the code when prompted to enter payment. Each applicant is responsible for covering any additional expenses, including transportation to the exam site.

Scholarship applicants are responsible for completing the same process described in Section C – Eligibility Survey in addition to completing the scholarship application.

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Providing a Standard of Excellence for the Grant Profession

APPENDIX 1: SAMPLE LETTERS* OF EXAM RESULT NOTIFICATION

*Please note that the scores in these letters are fictitious.
Similarity to an actual candidate's scores is coincidental.

Passed Both Sections Notification

Date

Name
Address
City, State Zip

Dear Name,

Congratulations! You have obtained the Grant Professionals Certification and successfully completed the requirements to work as a GPC practitioner.

The Grant Professional Certified (GPC) credential is designed to identify individuals with broad-based knowledge and real-world experience in the field of grantsmanship. The GPC provides widely recognized affirmation of the GPC practitioner as a person of integrity whose broad interest is in building social capital and helping guide less knowledgeable stakeholders to become truly professional and altruistic practitioners.

You will receive an official notification letter with your certificate within the next few weeks. It will also be posted to our website soon after that. Your name will appear as: **Name, City, State**. If you need to correct the way your name is presented, please email me before the posting date.

I welcome you to the GPC family and on behalf of the board, send our sincerest congratulations on being a trailblazer within our profession. Your willingness to seek credentialing is a testament to your dedication to our work. We applaud and appreciate you!

Sincerely,

First Last, GPC
Grant Professionals Certification Institute
Exam Administration Chair

Failed Both Sections Notification

Date
Name
Address
City, State Zip

Dear Name:

You did <u>not</u> achieve a passing score on the Grant Professionals Certification exam, failing both sections of the exam.

Your interest in professional certification shows you are conscientious, enterprising, and care about maintaining high standards in our profession. The Grant Professionals Certification Institute (GPCI) is dedicated to strengthening the nonprofit world by promoting competency and ethical practices within the field of grantsmanship. We have followed accepted practices to define the standards of competencies and skills for generalists in our field, and developed qualifications for those upon whom GPCI confers the title of GPC.

Multiple-Choice Section Performance – The multiple-choice section requires a 66% pass rate.
Your pass rate was 62.00%.

Essay Section Performance – The essay section requires a pass rate between 62.75% and 72.00% depending on which essay prompt is used during the examination.
Your pass rate was 55.25%.

We hope you will continue your quest of these skills and encourage you to retake the exam when you are ready.

If you wish to retake the test, click the GPC Exam-GPA Online Store link. *Once you process the retake fee, please email me so that I can provide you with a new voucher code.*

<u>In accordance with GPCI's testing policies, a candidate has 150 days from the date of this letter to retake the exam without submitting a new eligibility package. This includes a 30-day waiting period prior to paying the retake fee, then 120 days in which to reschedule and complete the exam.</u> The cost of this retesting is $639 for GPA members and $875 for non-members (fee schedules are subject to revision). After your 150-day extension has expired, you must reapply as a new exam taker. Candidates must satisfy the current eligibility and fee requirements when submitting new applications.

Please email me at gpc-exam@grantcredential.org with any questions.

Sincerely,

First Last, GPC
Grant Professionals Certification Institute
Exam Administration Chair

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Failed Essay Notification

Date
Name
Address
City, State Zip

Dear Name:

You achieved a passing score on the Multiple Choice Section of the Grant Professionals Certification exam. You did not achieve a passing score on the Essay Section.

Your interest in professional certification shows you are conscientious, enterprising, and care about maintaining high standards in our profession. The Grant Professionals Certification Institute (GPCI) is dedicated to strengthening the nonprofit world by promoting competency and ethical practices within the field of grantsmanship. We have followed accepted practices to define the standards of knowledge and skills for generalists in our field, and developed qualifications for those upon whom GPCI confers the title of GPC.

Essay Section Performance – The essay section requires a pass rate between 62.75% and 72.0% depending on which essay prompt is used during the examination.
Your pass rate was 55.25%.

If you wish to retake the test, click the GPC Exam-GPA Online Store link. *Once you process the retake fee, please email me so that I can provide you with a new voucher code.*

In accordance with GPCI's testing policies, a candidate has 150 days from the date of this letter to retake the exam without submitting a new eligibility package. This includes a 30-day waiting period prior to paying the retake fee, then 120 days in which to reschedule and complete the exam. The cost of this retesting is $320 for GPA members and $438 for non-members (fee schedules are subject to revision). After your 150-day extension has expired, you must reapply as a new exam taker. When submitting new applications, candidates must satisfy the current eligibility and fee requirements. Your Multiple-Choice Exam scores will remain valid during your 150-day extension but will be lost when that time has elapsed and you will be required to retake the entire exam at that time.

Please email me at gpc-exam@grantcredential.org with any questions.

Sincerely,

First Last, GPC
Grant Professionals Certification Institute
Exam Administration Chair

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Failed Multiple Choice Notification

Date

Name
Address
City, State Zip

Dear Name,

You achieved a passing score on the Essay Section of the Grant Professionals Certification exam. You did not achieve a passing score on the Multiple-Choice Section.

Your interest in professional certification shows you are conscientious, enterprising, and care about maintaining high standards in our profession. The Grant Professionals Certification Institute (GPCI) is dedicated to strengthening the nonprofit world by promoting competency and ethical practices within the field of grantsmanship. We have followed accepted practices to define the standards of knowledge and skills for generalists in our field, and developed qualifications for those upon whom GPCI confers the title of GPC.

Multiple-Choice Section Performance – The multiple-choice section requires a 66% pass rate. Your pass rate was 62.00%.

If you wish to retake the test, click the GPC Exam-GPA Online Store link. *Once you process the retake fee, please email me so that I can provide you with a new voucher code.*

In accordance with GPCI's testing policies, a candidate has 150 days from the date of this letter to retake the exam without submitting a new eligibility package. This includes a 30-day waiting period prior to paying the retake fee, then 120 days in which to reschedule and complete the exam. The cost of this retesting is $320 for GPA members and $438 for non-members (fee schedules are subject to revision). After your 150-day extension has expired, you must reapply as a new exam taker. When submitting new applications, candidates must satisfy the current eligibility and fee requirements. Your Essay Exam scores will remain valid during your 150-day extension but will be lost when that time has elapsed, and you will be required to retake the entire exam at that time.

Please email me at gpc-exam@grantcredential.org with any questions.

Sincerely,

First Last, GPC
Grant Professionals Certification Institute
Exam Administration Chair

GRANT PROFESSIONALS CERTIFICATION INSTITUTE ®

Providing a Standard of Excellence for the Grant Profession

Contact GPCI with any further questions.

Mail
GPCI Certification Committee
10540 Marty Street, Suite 115
Overland Park, KS 66212

Phone
913-788-3000

Email
info@grantcredential.org