

## Frequently Asked Questions (FAQs) GPC Exam Prep Online Class

### WHAT does GPC stand for?

GPC stands for Grant Professional Certified (GPC). It is the credential you can place after your name, as in Carolyn Henrikson, GPC. The GPC exam is an independently administered test by the Grant Professionals Certification Institute (GPCI).

### WHAT is the Return on Investment (ROI) in becoming Grant Professional Certified?

- Certification may provide for greater earnings potential.
- Certification can improve career opportunities and advancement.
- Certification grants you more credibility.
- Certification prepares you for greater on-the-job responsibilities.
- Certification improves skills and knowledge.
- Certification demonstrates your commitment to the grant profession.
- Certification enhances the profession's image.
- Certification reflects achievement.
- Certification builds self-esteem.
- Certification offers greater recognition from peers.

For more details on each, refer to the previous section entitled "Why should I take and pass the test?"

### WHY should I take and pass the GPC Exam?

- *Certification may provide for greater earnings potential.* Many grant professionals who have become Grant Professional Certified (GPC) experience salary and wage increases based on their certification status. A 2009 salary study shows that on average GPC earns 7% more than their non-certified counterparts. In addition, GPC's are in high demand internationally.
- *Certification can improve career opportunities and advancement.* GPCI certification can give you the "edge" when being considered for a promotion or other career opportunities. GPCI certification clearly identifies you as an employee who has demonstrated mastery of grant writing principles and techniques based on accepted best practices.
- *Certification grants you more credibility.* Certification from the Grant Professionals Certification Institute (GPCI) serves as an impartial, third-party

endorsement of your knowledge and experience against international standards in the grant profession. It adds to your credibility as a grant writer and sets you apart from other professionals.

- *Certification prepares you for greater on-the-job responsibilities.* GPCI certification is a clear indicator of your willingness to invest in your own professional development. Certified professionals are aware of the constantly changing environment around their profession and possess the desire to anticipate and respond to change.
- *Certification improves skills and knowledge.* Typically, achieving GPCI certification requires training, experience, study and “keeping up” with changes. GPCI certification showcases your individual mastery by confirming proficiency and knowledge in the field. GPCI certification also requires continual learning and demonstration of competency, proving you stay ahead of the curve in the grant profession.
- *Certification demonstrates your commitment to the grant profession.* Receiving GPCI certification shows your peers, supervisors and, in turn, funders like the federal government your commitment to your chosen career and your ability to perform to set standards such as post-award grant management.
- *Certification enhances the profession’s image.* GPCI certification seeks to grow, promote and develop certified professionals, who can stand “out in front” as role models in the grant field.
- *Certification reflects achievement.* GPCI certification is a reflection of personal achievement because the individual has displayed mastery of his or her field by meeting requirements and standards set in the grant profession.
- *Certification builds self-esteem.* GPCI certification is a step toward defining yourself beyond a job description or academic degree while gaining a sense of personal satisfaction.
- *Certification offers greater recognition from peers.* As a Grant Professional Certified, you can expect increased recognition from your peers for taking that extra step in your professional career.



**What difference will passing the exam make in my professional life?**

Here is what Amy, Susan, Jodi and Sheila had to say:

- “I think there’s a recognition. When I am working and in the field, people will come up and they’ll say, ‘Well, she can do that because she’s grant professional certified.’ It really carries the same weight as someone who maybe has like MBA after their name.” (Amy Whitlock)
- “One thing I’d say is that particularly in the health care setting, people here understand the importance of achieving a certification. It’s been very well-received here (in Florida) in health care.” (Susan Webster)
- “I think it adds credibility to what we do and puts this on a different level. One of the nice things for us here at Memorial Healthcare System was that because there’s such a culture of getting certification, when we took our exam and all passed, our boss gave us all a really nice bonus. So, that was a pretty nice thing to get.” (Jodi Pearl)
- “I think in addition to the credibility, certainly it has increased my confidence and my knowledge of the profession, my ability to be technically adept with the skills of being a good grant writer. But most importantly, it has opened the door for opportunities that I don’t believe would have been available before. I have had the opportunity to write for nonprofit organizations in other states. I also have opportunities to work with really successful grant writing companies. I’m currently working with the Capital Philanthropy Group here in Florida which is a very well-received and very successful company. I know that wouldn’t have happened without having GPC after my name.” (Shelia McCann)

**WHEN can I take the GPC Exam?**

According to GPCI, the GPC Exam is offered electronically year-round at over 500 testing locations throughout the U.S. GPC candidates may submit their eligibility packet at any time. However, the registration process is **time sensitive**. That is, candidates must continue to complete registration in a timely manner to remain in the exam queue.

In general, this approach includes what is called a **Cohort Model**. For example, candidates who initially submit their eligibility packet by November 1 should have their packets reviewed within a month and be notified (approved) by November 30. Then, they will have a 90-day exam window in which to take the exam.

Here is the annual GPC exam timeline ...

Annual Exam Timeline			
Packet Submission Deadline	Packet Review Period	Eligibility Status Notification Date	90-day Exam Window
January 1	January 1 – 31	January 31	February 1 – May 2
February 1	February 1 – 28	February 28	March 1 – May 30
March 1	March 1 – 31	March 31	April 1 – June 30
April 1	April 1 – 30	April 30	May 1 – July 30
May 1	May 1 – 31	May 31	June 1 – August 30
June 1	June 1 – 30	June 30	July 1 – September 29
July 1	July 1 – 31	July 31	August 1 – October 30
August 1	August 1 – 31	August 31	September 1 – November 30
September 1	September 1 – 30	September 30	October 1 – December 30
October 1	October 1 – 31	October 31	November 1 – January 30
November 1	November 1 – 30	November 30	December 1 – March 1
December 1	December 1 – 31	December 31	January 1 – April 1

**WHERE is the electronic GPC exam offered?**

According to GPCI, it “uses a Voucher system to enable candidates to reserve a seat for the GPC Exam of their choice. The Exam Voucher will be issued via email following full payment of the Exam Fee to GPCI and should be used to take a GPC Exam within the candidate’s six-month Eligibility Window. If a candidate does not remit the Exam Fee during the Eligibility Window, s/he will not receive a Voucher and will need to begin the registration process again.

Once a Voucher has been assigned, it is the responsibility of the examinee to reserve a seat for the electronic exam, a process administered by GPCI through Kryterion, a national online test administration company. Kryterion works with nearly 500 exam hosting facilities”; these may be found online at:

[http://www.kryteriononline.com/host\\_locations](http://www.kryteriononline.com/host_locations)

**WHAT is the GPC Exam Prep Online Class?**

The online class is an 8-week series of webinars designed for skill-building while addresses all 9 competencies covered in the GPC examination.


**WHAT is included in the GPC Exam Prep Online Class?**

The GPC Exam Prep online class will help you prepare and submit your Eligibility Packet. It includes a personal review of your Eligibility Packet by a certified GPC. Then, webinars are co-taught by certified faculty. The eight sessions cover all 9 exam competencies and 65 sub-competencies. A unique practice exam tests your skills with a sample GPC Exam: a writing sample and multiple-choice exam.





**YOUR FEE INCLUDES:**

**TOOLS TO HELP YOU PASS THE GPC EXAM**



FREE TEXTBOOK (\$50 VALUE): PREPARE FOR THE GPC EXAM: EARN YOUR GRANT PROFESSIONAL CERTIFIED CREDENTIAL

PRACTICE TESTS (\$50 VALUE): MULTIPLE-CHOICE & WRITING SAMPLE

A bonus webinar will feature co-authors of Prepare for the GPC Exam: Earn Your Grant Professional Certified Credential which 1) covers the history of the exam, 2) further information on each of the 9 core competencies, 3) greater detail about the writing prompt and how it's scored, and 4) additional strategies to reduce test anxiety.

In fact, a free copy of Prepare for the *GPC Exam: Earn Your Grant Professional Certified Credential* will be mailed to you upon registration.

**WHERE is the GPC Exam Prep online class held?**

It is held online. It is designed for the working professional that also includes help with completing your Eligibility Packet and practice with the practice exam and feedback. You can take it from the privacy of your own home or office. All you need is a computer with a high-speed Internet connection and a phone.

**WHO is the GPC Exam Prep Course designed for?**

This 8-week course is for:

1. **Skill-Building** - Intermediate and advanced grant writers receive valuable training that helps increase their success rates; as well as
2. **GPC Exam Prep** - Individuals interested in taking and passing the grant professional credentialing exam offered by the Grant Professional Certificate Institute's (GPCI) exam.

Many experienced grant writers have commented that they wish they had had this training and information when they were first starting out. It would have saved them a lot of time and headaches ... and reinventing the wheel!

**HOW do I register?**

To register for the 8-week GPC Exam Prep online class that starts on October 6 and ends November 24 (Wednesdays at 12-1:30pm Pacific or 3-4:30pm Eastern), visit [www.GrantsAcademy.us](http://www.GrantsAcademy.us).

If you need help, email us at [4Grants.Net@gmail.com](mailto:4Grants.Net@gmail.com) text us at (702) 518-8756.

**WHAT is the time commitment for the GPC Exam Prep Course Online?**

After you have completed your Eligibility Packet, you can expect to spend approximately 4 hours total per week for 8 weeks (or 32 hours) on all the course material. Of course, if you want to spend additional time reading reference materials and other resources to develop your knowledge base further, you can take more time if you like.

**WHAT are the qualifications of instructors?**

Our all-star faculty is both GPC credentialed AND Certified Webinar Facilitators (CWF). This means that they have taken and passed the GPC exam and have also trained in how to facilitate engaging webinars.

**WHAT are the learning tools?**

Learning tools include webinar replay videos, case study scenarios, reference materials such as a skill wheel (below) of 9 core competences from the Grant Professional Certification Institute (GPCI), a practice exam, test-taking strategies, an online library of reference books, and more.



**WHERE can I obtain study materials?**

Learning tools and study materials will be provided to you throughout the class. Additional reference texts are available online through local and regional libraries as well.

**WHAT is the syllabus? WHAT are the topics covered?**

Topics & Skills	GPC Exam Competencies
Orientation & Funding Resources	1 & 2
Grant Seeking	1 & 2
Project Design & Development	3
Grant Applications & Writing Convincing Cases	4 & 9
Grant Applications & Writing Convincing Cases	4 & 9
Post-Award Management & Ethics	5 & 6
Professionalism & Relationship Building	7 & 8
Practice Tests & Bonus Webinar	
Feedback from Practice Test, Test-Taking Strategies & Final Words	
BONUS: Free Webinar with Co-Authors of <i>Prepare for the GPC Exam: Earn Your Grant Professional Certified Credential</i>	

Attendees are responsible for:

- Enrolling independently with the [Grant Professionals Certification Institute](#) to take the GPC exam and submitting your Eligibility Packet prior to beginning to watch the digital videos.
- Submitting your “draft” Eligibility Packet to [4Grants.Net@gmail.com](mailto:4Grants.Net@gmail.com) for review prior to submitting it to GPCI. Please allow for up to 72 hours for a response.



- Notifying us by email ([4Grants.Net@gmail.com](mailto:4Grants.Net@gmail.com)) when you have submitted your Eligibility Packet,
- Attending all eight webinars “live” or watching the replay video recordings available within 24-48 hours of each session.
- Taking the practice test after reviewing all competencies.
- Notifying us if you have any specific needs during the course.
- Notifying us of your plans to take the exam (when).
- Emailing us a .jpg of you holding your GPC certification when you pass.

**WHAT is the percentage of pass versus fail? What kind of feedback is provided if I fail?**

Students who have completed our online class have a 100% pass rate. In addition, all faculty members have a 100% pass rate on the first try. While we cannot guarantee that you pass the first time, we will do our best to help you succeed. Our pass guarantee says that if you do not pass the GPC exam, you may retake the GPC Exam Prep online class in the future for free and receive direct help from one of our faculty until you pass!

**Are there any access issues?**

No, unless you do not have high speed Internet or excellent WiFi.

**WHAT is the cost for the GPC Exam Prep online class?**

Regular Rate = ~~\$550~~  
Your Discounted Rate = \$450\* (\$50 off)

\*Includes textbook (*Prepare for the GPC Exam: Earn Your Grant Professional Certified Credential*)

Additional GPC Exam Cost: The cost for registering, taking and, if necessary, retaking the GPC exam is handled directly through the Grant Professional Certification Institute (<http://www.grantcredential.org/the-exam/exam-fees/>).

**Is the class endorsed by the Grant Professionals Association?**

No. GPA does not currently endorse any specific curriculum. However, Phil Johncock, Lead Faculty, is an approved GPA trainer:



**WHAT is the 100% Pass Guarantee?**

In the unlikely case you do not pass any part of your GPC exam, contact us! You may retake the class for free AND have faculty work with you until you pass! That's our Pass Guarantee!

**Need Help?**

If you need help, email us at [4Grants.Net@gmail.com](mailto:4Grants.Net@gmail.com) text us at (702) 518-8756.