



Frequently Asked Questions Eligibility Packet Submission/Review

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The following Frequently Asked Questions relate to the submission and review of the required Candidate Eligibility Packet. For specific answers not found here, please email us at examadmin@grandcredential.org.

1. What is the purpose of the Eligibility Packet and review?
2. To whom should the three letters be addressed?
3. Must my letters be submitted electronically? Can't I just mail or fax them in?
4. Who reviews my eligibility information?
5. Can my packet be rejected?
6. Is there an appeal process if my packet is rejected?
7. What is included in the review?
8. Why does the number of successful grants matter rather than the dollar amounts awarded?
9. I don't have a college degree. Will I be penalized for not having a degree?
10. I'm not sure I want the world to know I'm taking the GPC exam. Who has access to my name and my eligibility packet? Is there public access to my identity and the contents of my eligibility packet?

Answers to the FAQs

1. What is the purpose of the Eligibility Packet and review?

The Eligibility Packet and review serve two purposes.

First, the GPC credential was developed to indicate recognition of high standards and successful experience as a grant professional. The review of eligibility documentation ensures that the individuals holding the GPC reflect those standards and experiences.

Second, reviewing the eligibility packet before an applicant sits for the examination helps to prevent novices from spending money unnecessarily before they are prepared to do so. This would also apply to grant professionals who have been away from the field for many years, as the profession changes rapidly. The GPC exam was designed for a grant professional with three to five years of experience in the field within the past five years.

2. To whom should the three letters be addressed?

All signed letters should be submitted electronically with the eligibility packet. You may address the letters to: Eligibility Review Team.

3. Must my letters be submitted electronically? Can't I just mail or fax them in?

Electronic submission helps to ensure prompt and efficient review. Review Team members are located throughout the United States. They download your confidential packet as it is assigned to them. However, we do provide for a waiver of the electronic submission upon individual request. Should you need a waiver, we will be happy to work with you to provide alternate submission instructions. Please email us at examadmin@grandcredential.org.

4. Who reviews my eligibility information?

Each packet is reviewed by a team of peers; at least two fellow grant professionals who are GPCs consider each packet. If additional reviewers are needed for a packet, they are consulted. A Team Leader also considers each packet. To protect the integrity of the review process, reviewers' names are held confidential within the team.

5. Can my packet be rejected?

Applicants who do not meet the minimum requirements of five grant awards in seven years and at least three years of employment/service in the last five years will not be approved for the GPC exam. As noted throughout the GPCI website, the exam itself was designed for a grant professional meeting at least these standards.

It is also possible that an applicant may present a packet that does not meet the minimum number of eligibility points required, as detailed at:

<http://grantcredential.org/tabid/445/Default.aspx>

If an applicant does not obtain the minimum number of points needed to be approved as a candidate for the exam, GPCI will contact the applicant; he/she will be given an opportunity to provide clarification.

6. Is there an appeal process if my packet is rejected?

As noted in question 5, an applicant will have the opportunity to provide clarification if his/her eligibility packet does not meet the minimum score. The original packet and clarification may be sent to a new set of reviewers to ensure the fairest consideration. Should differences of interpretation arise, GPCI board members will be consulted. However, please remember that GPCI established definitive benchmarks to qualify for the GPC credential; meeting those standards is required for all who wish to sit for the GPC exam.

7. What is included in the review?

Applicant review packets are assigned to members of our Eligibility Review Team, which consists of a pool of about a dozen GPCs. Reviewers use a standards-based rubric as they review each applicant's Eligibility Packet and consider the four key areas of experience, education, professional development and community service. Because GPCs are expected to

uphold the code of ethics of GPCI, which are based on the AAGP code of ethics, eligibility documents are expected to be presented truthfully and confirmation of their veracity is threaded throughout the registration and exam process.

8. Why does the number of successful grants matter rather than the dollar amounts awarded?

This is a good question! Grant professionals who work primarily in the corporate and/or foundation grant arenas may write dozens of grant proposals each year and bring in a six-figure return. However, a professional focused on state and federal funding may easily write five or six proposals, win just two or three and bring in \$1 million or more. Setting the criterion at five awards in the past seven years is designed to provide balance.

9. I don't have a college degree. Will I be penalized for not having a degree?

Many grant professionals enter the field through alternative means. Some of us were part-time employees of non-profits who never quite got that four-year degree. Or some moved into the grants world from an unlikely source – say as a professional artist who suddenly found writing proposals to be a real talent as well.

Therefore, the GPC eligibility process provides room for all. Eligibility Packet scores in areas other than education – experience with grants, professional development and community service – can make up for the lack of a Bachelor's degree. For additional information on the scoring range and point values, go to:

<http://grantcredential.org/tabid/445/Default.aspx>

10. I'm not sure I want the world to know I'm taking the GPC exam. I'd really rather keep it quiet for a while. Who has access to my name and my eligibility packet? Is there public access to my identity and the contents of my eligibility packet?

The names of all exam candidates are confidential until the announcement of the GPCs. And then, only those passing the exam are revealed. Eligibility Packet reviewers work independently and do not discuss the packets with other reviewers. The names of applicants and candidates are confidential and are not released at any point in the process. Names are not even shared with test site hosts, the GPCI board of directors, other GPCs, AAGP staff, or any others without a specific need to know (e.g., processing payments, communicating with candidates).

In addition, each GPC candidate is given a unique identification number when confirmed for the exam. Those who score the exam never see the list of names associated with the numbers.