



Continuing Education Standards

The specific objectives and purposes of GPCI shall be to strengthen the nonprofit and public sectors' ability to serve their constituents through the provision of services that promote the growth and development of ethical and qualified grant professionals.

GPCI recognizes the importance of continuing education of the grant professional. The Candidate Maintenance Program (CMP) Handbook, (available on the GPCI website), establishes that GPC maintenance requires 105 points representing profession-related activities. Education is the first of these professional development categories and a maximum of 60 points may be obtained from this area.

In most cases, one (1) point represents one (1) hour.

Continuing Education Categories

Examples of education activities include:

- Continuing education workshops, seminars, and conferences. Evidence may include proof of registration, agenda, sign-in sheet, certificate of attendance or other appropriate documents.
- Academic degrees related to the grants profession. Evidence may include transcripts or a copy of a diploma showing the conferred degree.

Formal educational and training programs that update the candidate's knowledge will be accepted for points, provided that the course primarily covers one or more of the published GPCI's competences and/or skills.

Sources of Coursework

GPCI maintains an annual list of Accepted Continuing Education Providers. These are providers that are pre-qualified to offer training accepted by GPCI toward continuing certification.

Other continuing education opportunities may be eligible. GPCI recommends that candidates seek pre-approval education and training when possible.

The following guidance dictates what training GPCI may approve for continuing education points.

- Does this program/event/presentation foster mastery of new knowledge required in the grant field?
- Does it provide opportunities for interdisciplinary learning, professional growth, and development?
- Do the organization and/or presenter(s) uphold the ethical values and practices of the grant profession?
- Is it developed and conducted by persons or organizations qualified in the subject matter and in instructional design?

Applicants for education credits toward certification maintenance must include the following program/event/presentation(s) information.:

- ◆ Contact name of organization/individual presenter;
- ◆ Program/event/presentation(s) literature (including flier, and program/event/presentation(s) agenda/syllabus);
- ◆ Event date, location, and duration; and
- ◆ Applicable competencies addressed in the course content (see GPCI Skills/Competencies below).

Course Content

Accepted trainers must address accepted industry standards, as outlined in GPCI’s Competencies and Skills, in the course content.

GPCI /Competencies	Competency Number
Knowledge of how to research, identify, and match funding resources to meet specific needs.	1
Knowledge of organizational development as it pertains to grant seeking.	2
Knowledge of strategies for effective program and project design and development.	3
Knowledge of how to craft, construct, and submit an effective grant application.	4
Knowledge of post-award grant management practices sufficient to inform effective grant design and development.	5
Knowledge of nationally recognized standards of ethical practice by grant developers.	6
Knowledge of practices and services that raise the level of professionalism of grant developers.	7
Knowledge of methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders.	8
Ability to write a convincing case for funding	9

Alternatives to Coursework

In lieu of earning continuing education units, candidates for continued certification may retake and pass the GPC Examination. A candidate must notify GPCI if he or she is taking the examination for this purpose and must pay the current examination fee.

Inactive Status

A GPC candidate may request inactive status for up to three years from the date of request for reasons including maternity/paternity, unemployment, illness, and education.

The candidate’s certification will be considered expired if not renewed by the end of three years, and further application will be accepted as a new candidate.

Submission of Continuing Education Materials

The CMP applicant must earn all continuing education units, and complete all application materials and submit them to GPCI before his or her existing certification expires. A limited grace period after the deadline may be provided at the discretion of the Board, but will be announced and will have administrative costs attached due to the delay. GPCI will provide written certification when a renewal application is found to be complete.