

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 and schedule a date and time for the exam.

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.surveymonkey.com/r/2017GPCregistration>

The final page of the survey provides instructions for the next step – payment of the Registration and Exam Fee. Also, within three business days of completing the survey, candidates will receive an email containing detailed payment instructions.

Registration and Exam Fee

This fee is due after completion of the Eligibility Survey. Within three business days of paying the Registration and Exam Fee, candidates will receive an email containing the Eligibility Packet and submission instructions.

Eligibility Packet

Candidates should carefully follow the instructions received via email regarding completion and submission of the Eligibility Packet. This Eligibility Packet is posted on the GPCI website so that those who are considering taking the GPC Exam can see the detailed requirements; however, please note that an Eligibility Packet should be submitted **ONLY AFTER** completing the Eligibility Survey and paying the Registration and Exam Fee.

Packet Approval

Under the direction of the Exam Administration Committee, a Review Team 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: <http://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. 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 the [Candidate Guide](#). The exam eligibility process is necessary to ensure you are successful in passing the exam.

Applicants will be notified of their eligibility status via email within 30 days of the application submission deadline. The submission deadlines can be found on the [Registration Timeline](#).

Exam Voucher

Upon Eligibility Packet approval, the candidate will be issued voucher numbers to be used to reserve a seat for the GPC Exam in a testing facility on a date of the candidate's choosing.

Site/Date Selection

Candidates may choose to take both the Multiple Choice and Essay/Writing portions of the exam at one time or may stagger the sessions. However, both sections of the exam must be completed within the six-month testing window ([see Registration Timeline](#)).

GPC Candidate Eligibility Packet

Name: _____	Email: _____
--------------------	---------------------

INSTRUCTIONS: Please combine into a **single PDF** the following documents: your resume, this completed template, and three letters of reference. Attach the PDF to an email and send it to regdocs@grantcredential.org.

1. RESUME

Include a current resume indicating education, employment history, and civic/community involvement relevant to the field of grants and/or philanthropy. In particular, your resume should **clearly delineate** any postsecondary experience, whether a degree(s) was conferred, and the number of years or timeframe for each professional/work experience. It also **must be clear** that you work/worked as a grant professional.

2. TEMPLATE (SECTIONS A, B, and C)

A. List the **Grant-related Professional Development** activities in which you have participated in the past two years. Please include the event name, description and, if unclear, its relationship to the grants profession, event date, and number of hours/days. Add lines and explanations as needed.

Event Name	Event Description/ Relationship to Grants Profession	Event Month/Year	Number of Hours/Days

B. List **Community-based Volunteer Services** you have provided in the past two years. This may include board service to a nonprofit, pro bono work, fundraising, etc. It may also include non-grants-related services. Add lines and explanations as needed.

Agency	Description of work	Month and Year	# of hours/days

C. Document your **Grants Experience**. Each GPC candidate must have a minimum of five grant awards within the past seven years. Feel free to add lines as needed, but it is NOT necessary to list ALL grants received within the past seven years.

Grantee/Client	Name of Grant	Awarding Entity	Role on the Project*	Dollar Amount	Date/Year of Award
EXAMPLE: Habitat for Humanity	Neighborhood Builders Award	Bank of America Charitable Foundation	grant writer / developed proposal	\$200,000	June 2014

*The intent of this column is to ensure that candidates are involved in the development of proposals, as opposed to *only* budget development, *only* proofreading, *only* post-award management, etc. Please contact us at admin@grantcredential.org if you have questions about your eligibility.

3. LETTERS OF REFERENCE

Include **three signed letters of reference**. While your letters may come from anyone you choose – employers, clients, fellow GPA members – the letters must meet the following criteria:

- **Current date.** Undated or outdated letters will not be considered.
- **Current purpose.** We do not consider letters originally written for another purpose (e.g., congratulatory letters received in the regular course of your work, award letters, etc.).
- **On point.** Letters should relate to your professionalism. It should be apparent that the writer was aware of how the letter was to be used and deems you deserving of certification as a grant professional based on work or service provided.
- **From different organizations.** Letters should be from at least two organizations. Packets that include three letters from a single organization will be deemed unacceptable.

Do not ask your references to send letters directly to GPCI; collect all three letters, then attach them to your single-email submission, as instructed above. The letters can simply begin with “Dear GPCI Exam Administration Committee” – remember, you do not need a physical address because you will be submitting the letters as attachments to your single-email submission.

Finally, the Review Team has the **right to reject any packet submitted with letters that are in whole or substantial part templated**. While we appreciate the practicality of ghost-written letters for grant purposes, here we require original letters that support your professional standing within the field.

INSTRUCTIONS REMINDER:

In an email, please attach **a single PDF** that includes your resume, this completed template, and three letters of reference. Send the PDF via email to regdocs@grantcredential.org.