



 **Premiere**  
**GPC**  
**GPC Exam Prep**  
**Home Study Course**  
Featuring All-Star GPC/CWF Faculty

**Frequently Asked Questions**  
**GPC Exam Prep Home Study**  
GPC = Grant Professional Certified

**WHAT is 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).

**WHEN is the next GPC Exam Prep Home Study Course?**

The most recent GPC Exam Prep Orientation webinar has been recorded and is available as a replay video. This means you can start immediately. Most people submit their eligibility packet to take the exam within 30 days.

**WHERE will the GPC Exam Prep Home Study Course be held?**

It will be held virtually. You can view the Orientation replay video and over 40 training videos from the privacy of your own home or office. All you need is a computer with a high speed Internet connection.

**WHAT is the GPC Exam Prep Home Study Course?**

The course is designed for skill-building while addresses all 9 competencies and 64 sub-competencies covered in the GPC examination.

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

This unique course is for:

1. **Skill-Building** - Beginning, 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?

Simply click on “REGISTER” top of the navigation bar at [www.GrantCertification.com](http://www.GrantCertification.com) or click on the button at the bottom of the home page. If you have any difficulties, email us at [support@4Grants.Net](mailto:support@4Grants.Net).

## WHY should I take and pass this test?

- *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 is the next electronic GPC exam?**

According to the Grant Professional Certification Institute (GPCI), “the GPC Exam occurs year-round. GPC candidates may commence their registration 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 a **Cohort Model**. Candidates who initially register in August, for example, will be approved in September and will take the exam within a **six-month exam Eligibility or Examination Window\*** from September to March. A candidate approved on September 1 could pay the Exam Fee and take the exam the following day or at any time within that six-month window. Below is the GPC 2014 Exam Timeline which will likely be the same for 2015. [Click here](#) to view the most current timeline.

2014 Exam Timeline			
Packet Submission Deadline	Packet Review Period	Eligibility Status Notification Date	6 Month Exam Window
January 1	January 1 – 31	January 31	February 1 – July 31
February 1	February 1 – 28	February 28	March 1 – August 31
March 1	March 1 – 31	March 31	April 1 – September 30
April 1	April 1 – 30	April 30	May 1 – October 31
May 1	May 1 – 31	May 31	June 1 – November 30
June 1	June 1 – 30	June 30	July 1 – December 31
July 1	July 1 – 31	July 31	August 1 – January 31
August 1	August 1 – 31	August 31	September 1 – February 28
September 1	September 1 – 30	September 30	October 1 – March 31
October 1	October 1 – 31	October 31	November 1 – April 30
November 1	November 1 – 30	November 30	December 1 – May 31
December 1	December 1 – 31	December 31	January 1 – June 30

Scoring 2014 Exams	
Exams Taken	Results Provided
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

### 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 time commitment for the GPC Exam Prep Home Study Course?

If you study 2.5 hours per week and watch videos, you can expect to spend approximately 4 hours total a week on 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 using the Adobe Connect platform.

**WHAT are the learning tools?**

Learning tools include over 40 videos, checklists, summary of notes, PowerPoint slides along with 9 core competences and 64 sub-competencies from the Grant Professional Certification Institute (GPCI). Learning tools also include a practice test, sample multiple choice questions, writing sample, 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 during the orientation and throughout the course. Most are available online, although some reference books are available through regional libraries as well.

**WHAT are the topics covered?**

The GPC Exam Prep Home Study course covers [9 primary core competencies](#) and 64 sub-competencies. Here is a visual display of the 9 core skills ...



Registrants are responsible for:

- Attending the Orientation Webinar or watching the replay webinar recording shortly after the Orientation.
- Compiling and submitting GPC Eligibility Packet as part of the registration process to take the GPC Exam.
- Watching videos and downloading materials.
- Taking the GPC Exam.
- Emailing us a .jpg of you holding your GPC certification when you pass.

**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?”

### **WHAT is the cost for the GPC Exam Prep Home Study Course?**

Home Study Version	= \$247
Live In-Person Webinar Series	= \$497

Additional 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/>).

### **HOW is this course different from other GPC exam prep opportunities?**

The GPC Exam Prep Home Study course was developed by a team of Certified Grant Professionals, certified webinar facilitators, and leaders in elearning. It is the most comprehensive curriculum that provides multiple learning modalities to enhance the learning experience. For example, we are the only provider of over 40 videos, real life scenarios and a GPC Exam Practice Test.

Also, downloadable materials includes notes from dozens, even hundreds of professionals over more than 3 years. Additional materials are added as they come available.

### **WHAT is an Orientation Webinar?**

The Orientation Webinar is designed to help you prepare to submit your Eligibility Packet to take the GPC Exam. The Orientation answers the following questions:

- What is the GPC Exam?
- What were our experiences taking the exam?
- What is your timeline?
- Where can you take the exam?
- How do you get your eligibility packet approved?

You also receive a sneak peak into the [9 exam skills or core competencies](#).

**WHO Is 4Grants.Net?**

Online Business Services including registration and customer service are provided by 4Grants.Net, a leader in online grant education and product development since 1997!

4Grants.Net launched the Internet's first Grant Writing Basics online course in 1997 upon request from the University and Community College System of Nevada. They also provided online services for the first college (10-credit) grant writing certification program at Truckee Meadows Community College (Reno, NV) created in 2001.

4Grants.Net has provided online "grant education" for accredited colleges like the College of Southern Nevada and consulting services for organizations such as the Alliance for Nevada Nonprofits. 4Grants.Net was founded by Phil Johncock, the Grant Professor.

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

No. GPA does not currently endorse any specific trainers or curriculum.

However, GPA chapters like the Nevada GPA and Miami GPA chapters recommend the course and provide discounts to their members, as do state associations of nonprofits, such as the Alliance for Nevada Nonprofits (ANN).

**WHAT is the 15-day money-back guarantee?**

You have the right to request your money back within 15 days after registering by giving written notice:

- By mail: 4Grants.Net | 1344 Disc Drive Suite #281 | Sparks, Nevada 89436
- By email: [support@4Grants.Net](mailto:support@4Grants.Net)

Please note that a cancellation forfeits all rights to complete the course, attend any future courses and access faculty and online resources. In addition, the seat will be open to the next person on the waiting list, if one has been started.