

# Associate Project Manager (APM)

Education & Experience Exam Prep

Created by the Career Development Unit of the DC 37 Education Fund

# Exams and Application Periods

Title of Exam	Exam No.	Application Period
Associate Project Manager	9003	10/3/18 – 10/23/18
Associate Project Manager (Promotion)	9502	10/3/18 – 10/23/18

- Please note that this exam is both an Education and Experience exam as well as a multiple choice exam to be given on **January 19**
- The E&E exam must be submitted during the application period and must be submitted online
- Notice of Examinations (NOE) can be found on DCAS' website
- Directions for applying are found under the "HOW TO APPLY" section in the Notice of Examination (NOE)
- New OAS accounts can take up to 24 hours to be verified - *this can be problematic if you are applying on the last day of filing*

# If I qualify for both exams, should I apply for both?

- The answer is YES
- If you are a permanent Project Manager and you meet the minimum qualifications listed on the open competitive exam for APM, you should apply for both exams
- When calling names off an eligible list, the promotional list is always considered first before the open competitive (promotional list is within the agency you currently work for)
- However, there is no guarantee that your agency will get to your name on the promotional list (this is why you should also take the open competitive, so you still have another list to be chosen from)
- In essence, it is better to be on both lists than just one (increases your odds of selection)

# Why is this both an Education and Experience test & a multiple choice test?

- DCAS uses the Education and Experience test to determine if you are eligible to sit for the multiple choice test
- This means the application you submit during the filing period must be filled out correctly or you may not receive an Admissions notice to take the multiple choice test on January 19, 2019
- Because of this, it is very important to make sure you list all the information requested in detailing your education and experience so that you can be found eligible to sit for the January 19, 2019 exam

# Education and Experience Test Sections

- For this Education and Experience Test you will complete the following sections:
  - Section A.1 (Foreign Education Evaluation – only if it applies to you)
  - Section A.2 (High School or High School Equivalency-GED)
  - Section A.4 (Undergraduate Education – only if it applies to you)
  - Section A.5 (Graduate Education – only if it applies to you)
  - Section B (Employment/Work Experience)
  - Section C (Licenses and Certificates – only if it applies to you)
  - Section D (Selective Certification(s) – only if it applies to you)
- It is always better to put **more information** than less information so you should list your HS Diploma AND Bachelor's degree if you have both of them

# Minimum Qualifications for Open Competitive Exam

Here is one way you can meet the minimum qualifications for the open competitive exam

## Associate Project Manager

One year full time experience supervising employees performing project management work, such as planning, administering, managing, coordinating, or expediting on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000

+

A Bachelor's degree from an accredited school in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration with one year of experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects

\*\*\*\*\*The above basically means you need a bachelor's degree in one of the following: (A) an architecture or engineering discipline, (B) business administration or (C) public administration; with two years experience in project management with one of those years as a supervisor of a major project valued at least at 1 million dollars

# Minimum Qualifications for Open Competitive Exam

## Another way you can meet the minimum qualifications for the open competitive exam

### Associate Project Manager

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+

HS Diploma with five years of experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects

\*\*\*\*\*The above basically means you need a HS Diploma, six years experience in project management with one of those years as a supervisor of a major project valued at least at 1 million dollars

# Minimum Qualifications for Open Competitive Exam (continued)

One year's worth of experience can be credited by having the following:

- 30 bachelor credits in an architecture or engineering discipline

- Master's Degree in an architecture or engineering discipline, (B) business administration or (C) public administration

- a valid NYS license as a Professional Engineer, Registered Architect or Registered Landscape Architect

# Minimum Qualifications for Promotional Exam

## Associate Project Manager

Be a permanent Project Manager and completed your probation

If you recently became a permanent Project Manager and will not have completed your probation by the end of the filing period, you cannot apply for the promotional APM exam!

# Meeting Qualifications Example #1

- Let's say you have a Bachelor's degree in Business Administration with 2 years experience in project management work with one of those years as a supervisor...

WOULD YOU QUALIFY FOR THE EXAM?

# Meeting Qualifications Example #1

## Answer: Qualifies

- Bachelor's degree in Business Administration? YES
- 2 years experience in project management work? YES
- 1 year as a supervisor? YES

This person qualifies for the exam

# Meeting Qualifications Example #2

- Let's say you have a Bachelor's degree in Engineering, a Professional Engineer's license and 1 year as a supervisor of a major architecture project...

WOULD YOU QUALIFY FOR THE EXAM?

# Meeting Qualifications Example #2

## Answer: Qualifies

- Bachelor's degree in Engineering? YES
- PE license? YES
- 1 year as a supervisor? YES

This person qualifies for the exam (remember, having the PE license means you just need 1 year as supervisor instead of needing an additional year of experience)

# Meeting Qualifications Example #3

- Let's say you have a Bachelor's degree in Architecture, a Master's degree in Engineering, a Professional Engineer's license and 10 years experience in project management work...

WOULD YOU QUALIFY FOR THE EXAM?

# Meeting Qualifications Example #3

## Answer: Does NOT Qualify

- Bachelor's degree in Architecture? YES
- Master's degree in Engineering? YES
- PE license? YES
- 10 years experience in project management work? YES

However, this person DOES NOT qualify for the exam because there is no 1 year of supervisory experience

# Education & Experience Deadlines

Education requirement must be met by **January 31, 2019**

Experience requirement must be met by the last day of the filing period, **October 23, 2018**

# Foreign Education

If you need your foreign HS Diploma or Bachelor's degree evaluated, you must submit an evaluation to DCAS separate from your application

Evaluated foreign education credentials must be received by DCAS no later than 8 weeks from the **January 31, 2019**

You must request a document-by-document evaluation

# Foreign Education (continued)

Photocopies of evaluations sent by candidates will not be accepted

Only evaluations with original stamp or seal of approved evaluation service and sent directly to DCAS from approved evaluation service will be accepted

# Foreign Education (continued)

If you have previously submitted an evaluation to DCAS, you may request that the evaluation service send a certified duplicate original directly to DCAS

On some exams, in the Foreign Education section, it may ask you if you would like to use a previously submitted evaluation. If you have already submitted an evaluation to DCAS, you may choose this option

All evaluations sent to DCAS must have your name, social security number, exam title(s), and exam number(s)

# Work Experience

When listing your work experience, start with your current job and work backwards

List your current job, then the job before that and so forth

You can and should list work experience from the private sector if it applies to you and meets the qualifications of the exam

List the job title you had at that job, even if the work you did was different from the normal duties of a person with that job title

For your current job, when listing your start and end dates, you should list the date you were hired for the start date and the end of filing date (October 23) for your end date

This will indicate to the person grading your exam that as of the end of the filing period, you still work at this job

# Work Experience

In order to have your experience as a supervisor to be considered, you must include the following:

- (1) Description of the construction project
- (2) Total cost of the construction project
- (3) Description of your supervisory duties
- (4) Number of people supervised and their titles

# How to Write Your Task Statements/Job Duties

Only you know what you do

Use your resume to guide you when detailing your work experience

Refer to attachments “List of Action Verbs”, “Task Writing Guidelines” and “Writing Task Statements”

# How to Write Your Task Statements/Job Duties

Do not assume person who reviews your E & E test knows about items that you do not mention (acronyms, short-form words, etc.)

Make sure each task statement you write answers:

- What you are doing (verb)*
- Purpose of what you are doing (object of the verb)*
- Result of what you are doing*
- If applicable, what tools, equipment or processes were used to do the task*
- How often you do the task (in percentage)*

# Percentage

All task statements you list must have a percentage beside it that reflects how often you do that particular task

All tasks describing a particular work experience must add up to 100%

# Associate Project Manager – Task Statement Examples

“Assisted in implementation of \$150 million Water Demand Management project through management of contracts through all project phases including design, procurement, construction, and closeout” (60%)

“Monitored job phases to ensure compliance with timeliness and all contract deliverables” (25%)

“Managed consultant contracts and completed in-house design projects, ensuring projects remained on schedule and within budget” (15%)

$$60\% + 25\% + 15\% = 100\%$$

# Selective Certification

Selective Certification or Special Experience allows you to be considered for appointment to positions requiring a specific type of certification and/or experience

Selective certification is checked by the agency that appoints you when you are called off the list

Selective certification requirements may be met at any time during the duration of the list

Be sure to list the selective certification you want to apply for in Section D

# Multiple Choice Test

You should receive an Admission Notice in the mail 10 days before the exam date of January 19, 2019

If 4 days before the exam, you still have not received your Admission Notice, you must go to Administration, Customer and Exam Support at 1 Centre Street, 14<sup>th</sup> Floor in Manhattan (by the Brooklyn Bridge to get a copy of your Admission Notice)

# Appeal Process

If you are unsatisfied with your score or are told you are disqualified to take the exam, you may file an appeal with DC 37's Legal department.

Contact:

Anastasia Papadhimitri

[apap@dc37.net](mailto:apap@dc37.net)

# Issues with the Online Application?

You can call DCAS at (212) 669-1357 if you experience issues with the online application

Press \*0\* when prompted to speak to a live person

# Change of Mailing/E-Mail Address

You must notify DCAS in writing if you change your mailing or e-mail address after you have submitted your application

Your request must have your full name, SS#, exam title(s), exam number(s), old mailing/e-mail address & new mailing/e-mail address

Send to:

Administration, Customer and Exam Support

1 Centre Street, 14<sup>th</sup> Floor

New York, NY 10007

You can also drop off your request in person to the above address, Monday – Friday, 9 a.m. – 5 p.m. (except holidays)

# Still Have Questions?

Stephen Johnson

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**\* Please note we are unable to review specific task statements that you have written**