

Register of Asset Management Professionals: Guide for Applicants

What is the Register of Asset Management Professionals?

We have been seeking to raise the influence and status of asset management professionals for a while. So far, we have focused on support for individuals pursuing their individual journey, by introducing IAM examinations in 2013. These qualifications are based on our Competences Framework, which has been fine-tuned and used by many companies since its publication in 2006. For those wishing to sit either our Certificate or Diploma exams, the syllabus has been addressed by our knowledge base, events, webinars and formal training available through IAM Endorsed Trainers.

This has enabled professionals in any discipline to study for qualifications that demonstrate their broadened knowledge and expertise. The IAM has awarded around 8,000 Certificates and Diplomas to people worldwide, enabling them and their employers to recognise their achievements. The feedback supports the value of these qualifications and repeatedly identifies the need for a high level of professional recognition.

We are now ready to enable successful individuals to be recognized by their peers as professionals in this field by designating them 'Asset Management Professional' and allowing them to use the post-nominal letters 'AMP'.

Without a common designation, many organizations will struggle to understand what a person knows or can do. By making this register open to all around the world, not only IAM members, we want to help raise the global recognition of asset management professionals. This will also make more organizations and stakeholders aware of the value of asset management.

Who can apply and what are the criteria?

Application to become an Asset Management Professional (AMP) is open to all those who meet, or surpass, the following criteria.

You must:

1. Be a paying member, in good standing, of the IAM or another relevant professional association, **and**
2. *Meet either of the two options below*
 - 2.1. An IAM Diploma or Degree qualification in a relevant subject, **and**
 - at least two years' experience working as a leading practitioner (level 2) across six of the seven key roles defined in the IAM Competences Framework, **or**
 - at least two years' experience working as a principal (level 3) in two of the seven key roles and at least two years' experience working as a leading practitioner (level 2) in three of the seven key roles. You must have experience working as a practitioner (level 1) in at least one of the remaining key roles i.e. you can have no experience in a maximum of **one** key role;

2.2. No Degree qualification, but

- at least three years' experience working as a leading practitioner (level 2) across six of the seven key roles defined in the IAM Competences Framework, OR
- at least two years' experience working as a principal (level 3) in two of the seven key roles and at least three years' experience working as a leading practitioner (level 2) in three of the seven key roles. You must have experience working as a practitioner (level 1) in at least one of the remaining key roles i.e. you can have no experience in a maximum of **one** key role;

Applicants will be awarded an overall score based on their experience in each of the seven key roles. Scores will be assigned based on one point for level one, two points for level two and three points for level three. In order to become an Asset Management Professional, applicants must score a minimum of 12 points during their interview with no more than one of the seven key roles scoring zero (i.e. no experience in that role).

Key Roles (as defined in the IAM Competences Framework)	
1	Policy development
2	Strategy development
3	Asset management planning
4	Implement asset management plans
5	Asset management capability development
6	Risk management and performance improvement
7	Asset knowledge management

Summary of Levels of Expertise	
Level 0	No experience or competence – developing asset management knowledge and experience.
Level 1 Practitioner	Consolidating asset management knowledge: will be able to work largely unsupervised on asset management projects and be responsible for individual deliverables. Practitioners will normally be expected to support less experienced people in developing their asset management knowledge.
Level 2: Leading Practitioner	The Leading Practitioner will hold senior responsibility in an asset management role and typically will be, the leader of a section or team responsible for developing and/or delivering an organisation's asset management activities.

	In an organisational context, the Leading Practitioner should normally contribute to, or be responsible for, the professional development of new entrants to the discipline.
Level 3: Principal	<p>A Principal will hold current superior responsibility in asset management and will typically be an executive or a recognised and eminent expert in asset management in an asset-owning organisation or engaged as a consultant or leading academic.</p> <p>When a Principal is advising an organisation, advice will normally be given to those at the most senior or executive level.</p>

How do I apply?

In order to apply to become an Asset Management Professional you must complete an online application form which can be found [here](#), and pay the appropriate application fee (see below).

Your application will ask you to provide:

- Personal details
- Your current CV (by uploading a document)
- A self-assessment of your professional experience against the seven key roles
- References, who may be asked to verify your experience

You will also be asked to sign a declaration prior to submitting the form and agree to the Code of Ethics for Asset Management Professionals if your application is successful.

The professional experience section of the application form is a self-assessment of your level of experience in each of the seven key roles. You will be asked to select the level description which best describes your experience and provide information to support your assessment and demonstrate that you meet the criteria.

An example of the self-assessment form is shown below.

Role 1: Policy Development

Assess your level based on your experience in areas relating to your direct involvement in the development, assurance, review and/or revision of policies relating to asset management and that set out the organisation's commitments and expectations for decisions, activities and behaviours and are aligned to and demonstrate support for the organisational objectives.

Policy-making involves deciding on a definitive set of principles and course or method of action, selected from alternatives, to guide and ensure present and future asset management decisions are robust and aligned to the organisations wider purpose, values and objectives.

Level of expertise *

If you have no experience in this role please select level 0.

If you are experienced in this role please select the **one** level which best describes your level of expertise. You must have at least 2 years' experience at the level you select. If you have less than two years' experience at that level, please select the level below.

Level 0	No experience in this role OR I have provided basic information and support for those developing policies in relation to asset management activities.
Level 1	I have been a part of a team, or worked individually on developing, reviewing, and updating policies relating to asset management activities. I have not held a management or team leader role with accountability for assigning this work to others.
Level 2	I have been a team leader or manager with the delegated responsibility for ensuring the asset management related policies are developed, reviewed, updated and aligned, as well as delivering this work myself
Level 3	I have been a senior manager or Director with the full accountability for ensuring the asset management related policies are developed, reviewed and updated as well as authorising and signing the policies prior to issue.

- Level 0
- Level 1
- Level 2
- Level 3

What happens once my application has been received?

Your application will be subject to an initial assessment by a member of the IAM's Register of Professionals' management team who will determine whether you are directly invited to an interview, or whether your application needs to be reviewed more closely by one of our trained reviewers.

If your application is referred to a reviewer, they will look at yourself assessment and evidence and determine whether you should be put forward for an interview or not. Applicants who are not recommended for interview will receive notification from the IAM advising that at this stage, you have not reached the required criteria and will not be admitted to the register.

If you are put forward for an interview you will be notified of this, and an interview will be arranged at a time convenient to you. The interview will usually take place via videoconference with two reviewers. The reviewers will ask a series of questions relating to each of the seven key roles in order to understand more fully how you meet the AMP criteria. They may also seek information from your Referees prior to the interview.

What happens after my interview?

Following the interview, the reviewers will determine whether you should be admitted to the register.

If your application is successful, the IAM will inform you by email within two weeks and send an electronic copy of your certificate and the Asset Management Professional logo which you can use to demonstrate your registration. You may also be asked to work with the IAM as a reviewer to support the application process in the future.

However, if at the end of the process your application is not accepted, the IAM will inform you by email, giving feedback on your application, again within two weeks of the interview. It is not possible to re-apply to become an AMP for one year after the date of this decision, unless there are exceptional circumstances and/or you are asked to submit a further application within a shorter time frame. If you disagree with the decision you have the right to appeal using the Appeals Procedure.

Will I get feedback on my application if I am not successful?

All applicants who are not successful will receive brief feedback on their application advising them of where they were deemed to fall short of reaching the criteria.

Do I need to pay to become an AMP?

There is an application fee of £220* for IAM members and £320* for non-members. This is paid prior to submitting your application and is non-refundable irrespective of the outcome of your application.

If you are successful you will be required to pay an annual retention fee to maintain your registration. This fee is £50* for IAM members and £70* for non-members. The first payment will be due one year after you are admitted to the register.

*UK VAT is applicable to the fees and normal international treatment will be applied as appropriate.

Who should I contact if I have questions about the Register of Asset Management Professionals?

If you have any questions about the register you can send them to office@theiam.org and a member of the IAM team will get back to you.