

## **How to Get Started**

#### STEP 1

Choose an APO-AB-accredited certification body

# STEP 2

Apply to a certification scheme

## STEP 3

Complete assessment and certification

## STEP 4

Join the APO-certified professional community!

# **APO-AB-accredited Certification Bodies for Productivity Specialists**

- MALAYSIA PRODUCTIVITY CORPORATION CERTIFICATION BODY (MPC-CB)
  Level 14, East Wing, Menara MATRADE, Jalan Sultan Haji Ahmad Shah,
  50480 Kuala Lumpur, Malaysia
- VIETNAM PRODUCTIVITY SPECIALIST CERTIFICATION BODY (VIProCB)
  No. 8 Hoang Quoc Viet Road, Cau Giay District, Hanoi, Vietnam
- MONGOLIAN PRODUCTIVITY ORGANIZATION CERTIFICATION BODY (MPOCB)
  Bayangol District, Peace Avenue, 20 Khoroo, 2nd Floor, Erin International Building, PO-26-354,
  Ulaanbaatar 16081, Mongolia
- PROFESSIONAL CERTIFICATION AGENCY FOR PRODUCTIVITY (PCAP)
  Vocational Building, 1st Floor, Jl. Jend. Gatot Subroto Kav. 44, South Jakarta 12710, Indonesia
- PRODUCTIVITY CERTIFICATION BODY OF PAKISTAN (PCBP)

  11th Floor, Shaheed-e-Millat Secretariat, F-6/1, Islamabad, Pakistan
- NATIONAL PRODUCTIVITY COUNCIL CERTIFICATION BODY (NPC-CB)
  Rashtriya Utpadakta Parishad, 5-6 Institutional Area, Lodhi Road, New Delhi, India
- ISLAMIC REPUBLIC OF IRAN PRODUCTIVITY CERTIFICATION BODY (IPCB)
  No. 16. Corner of Mir Emad St., Shahid Beheshti St., Tehran, I.R. Iran
- DEVELOPMENT ACADEMY OF THE PHILIPPINES CERTIFICATION BODY (DAP CB)

  DAP Building, San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila, Philippines

# APO-AB-accredited Certification Bodies for Green Productivity Specialists

- PROFESSIONAL CERTIFICATION AGENCY FOR PRODUCTIVITY (PCAP)
  Vocational Building, 1st Floor, Jl. Jend. Gatot Subroto Kav. 44, South Jakarta 12710, Indonesia
- SINGAPORE NATIONAL PRODUCTIVITY ORGANIZATION CERTIFICATION BODY (SG NPO-CB) 11 Eunos Road, 8 Lifelong Learning Institute, #08-01, Singapore
- FTPI CENTER OF PROFESSIONAL CERTIFICATION (FTPI-PC)
  Thailand Productivity Institute, 1025 Yakult Building 12, 14th Floor, Pahonyothin Rd., Phayathai, Phayathai 10400, Bangkok

#### What is the APO?

The Asian Productivity Organization, or APO, has been empowering the Asia-Pacific region since 1961, supporting governments, businesses, and individuals. Over the past six decades, productivity across APO member economies has undergone a remarkable transformation. This growth reflects the combined impact of education, innovation, technology, and targeted productivity policies, demonstrating the APO's ongoing commitment to raising living standards and strengthening economies throughout the Asia-Pacific region.

# **Five Key Roles of the APO**



#### Think Tank

The APO conducts research on the emerging needs of members for their follow-up and for determining appropriate assistance for them.



#### Catalyst

The APO promotes bilateral and multilateral alliances among members and between them and others outside the APO region for collaboration in productivity-related activities for mutual benefit.



#### Regional Adviser

The APO surveys the economic and development policies and performance of each member and assists in formulating strategic changes for enhanced productivity and competitiveness.



#### Institution Builder

The APO strengthens the capability of the national productivity organizations (NPOs) and other institutions to provide productivity promotion, training, and consultancy services to the public and private sectors.



# Clearinghouse for Productivity Information

The APO facilitates the dissemination and exchange of information on productivity among its members and other stakeholders.



#### **APO Accreditation Unit**

Asian Productivity Organization (APO)

E: ACRED@apo-tokyo.org

W: www.apo-tokyo.org

T: +81 (3) 3830-0411



# PRODUCTIVITY SPECIALIST CERTIFICATION PROGRAM

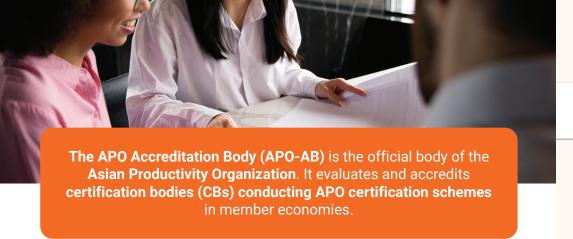
A Quick Guide on How to Become an APO Productivity Specialist



# **Empowering Competence. Inspiring Trust.**

Assuring quality and impartiality in productivity certification across Asia and the Pacific







To promote sustainable productivity through the certification of competent professionals who contribute to economic and social progress in the Asia-Pacific region.













**Certified Persons:** Professionals showcasing verified expertise

**Certification Bodies:** Delivering quality certification services

# **Why Certification Matters**

Professionals certified through APO-AB-accredited CBs gain:

- Inclusion in the APO Public Register of Certified Professionals in the region
- Credibility and recognition of their commitment to continuous professional growth
- Access to regional and international assignments
- Opportunity to display the APO-AB certification logo and title
- **Connections** with a dynamic network of certified productivity specialists

# **Certification Schemes**



**Productivity Specialist Certification** APO-PS 101

# **Prerequisites for and Competencies of Certified Professional Specialists (CPS)**



Area	Requirement
Academic qualifications	University degree or diploma with at least 5 years of work experience, or high school certificate with 10 years of work experience or equivalent.
Prerequisite productivity knowledge and understanding	<ul> <li>Completed comprehensive productivity training program (APO, NPO, international, etc.) covering at least 8 productivity solutions.</li> <li>Aggregation of short training programs covering at least 8 productivity solutions.</li> <li>Training programs attended may be either face-to-face or e-learning in nature, within the 3-year period immediately prior to the application date.</li> <li>Evidence of practice illustrating knowledge and understanding of productivity solutions is acceptable.</li> </ul>
Essential CPS knowledge	Completed the CPS Preparatory Course (exemptions with conditions may be granted by CBs).
CPS written examination	Passed the CPS written examination conducted by a CB.
Productivity work experience	<ul> <li>2 years of work experience with implementation of a minimum of 2 projects in the field of productivity improvement.</li> <li>Minimum of 200 work hours on consultancy, training, promotion, and/or research in the last 12 months (comprising advisory work, data collection, analysis, making recommendations, report writing, training design, and training on productivity solutions that are part of the framework for productivity improvement).</li> </ul>
Client testimonials	Submit at least 2 positive testimonials from clients on productivity projects undertaken in the last 24 months.
Productivity domain expertise	<ul> <li>Knowledge of and work experience in data collection and productivity diagnosis techniques.</li> <li>Knowledge and understanding of at least 8 productivity solutions.</li> <li>Knowledge and applications of at least 1 basic or focused productivity improvement solution.</li> </ul>
Process skills People skills	Consultancy, training, promotion, research



# **Green Productivity Specialist Certification** APO-GPS 201

# **Prerequisites for and Competencies of Certified Green Productivity Specialists (CGPS)**



Area	Prerequisite
Academic qualifications	University degree or diploma with at least 5 years of work experience or equivalent or high school certificate with 10 years of work experience, or equivalent.
Prerequisite GP knowledge and understanding	Participants can apply for certification with the requirements for proof of competence originating from:  Training course or training of trainers and consultants in GP or GP-related training program or Equivalent national or international face-to-face and/or e-learning training program
Essential GP knowledge	Completed the Certified Green Productivity Specialist (CGPS) Preparatory Course with at least 75% course attendance (exemptions with conditions may be offered by CBs).
CGPS written examination	Passed the CGPS written examination conducted by the CB.
GP implementation experience and report submission	Carried out at least 1 GP assignment (consulting, training, promotion, or research) by providing service to a client in relation to implementing solutions to improve productivity and environmental performance.  Minimum of 360 work hours on consultancy, training, promotion, and/or research in the last 12 months (comprising advisory work, data collection, analysis, making recommendations, report writing, training design, and training on green productivity solutions that are part of the framework for green productivity improvement).  Submitted a project report to a CB.
Client testimonials	Submit at least 1 positive testimonial from a client on a GP project undertaken.
Process skills People skills	GP core competencies (consultancy, training, promotion, research)

# **Certification Process**

This is the generic certification process by APO-AB-accredited CBs.























