

## Certification Guidelines IPMA Level D

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## ASSOCIATED DOCUMENTS

The documents listed in the following table also help to prepare for the certification.

No.	Document	Designation
1	ICB4	Individual Competence Baseline, Version 4.0
2	Certification Guidelines	Certification Guidelines
4	Certification application IPMA Level D	Application for initial certification IPMA Level D

## KEY ABBREVIATIONS

IPMA	International Project Management Association
PM	Project Management
PMI Cert	PMI Certification
ICB4	Individual Competence Baseline, Version 4.0

## **1. INTRODUCTION**

This document explains the process of acquiring IPMA Level D certification in the domain of Project Management and the resulting award of the certificate IPMA Level D – Certified Project Management Associate.

The certification process requires the candidate to demonstrate that they have the necessary know-how. The certificate is valid for a period of 5 years.

## **2. ADMISSION TO THE CERTIFICATION**

### **2.1. ROLE DESCRIPTION AND ADMISSION CRITERIA**

Holders of an IPMA Level D certificate have broad know-how of project management competencies, are able to collaborate in project teams and are able to assume possible specific project management responsibilities in project teams.

### **2.2. AWARDING OF THE CERTIFICATE**

The IPMA Level D certificate shall be awarded to you if you are able to demonstrate know-how in at least 80% of the competencies. This corresponds to 22 competencies in the domain of 'project management'. The competencies are demonstrated by means of a written exam.

### **2.3. DURATION OF CERTIFICATION**

The date of expiration of the certificate shall be 5 years later less one day from the date of issue of the certificate.

### 3. CERTIFICATION PROCESS

#### 3.1. OVERVIEW OF THE CERTIFICATION STAGES

As a rule, the certification process takes three to four months to complete but this can be expedited if necessary. The following table shows the individual certification stages together with their approximate durations.

Stage	Activity	Execution by	Approximate duration
1	<b>Application to obtain the certificate</b>		
	Submit Expression of Interest via email and follow up with comprehensive CV.	Candidate	Registration deadline
	Check CV by assessor to indicate, without any guarantees, if the level sought is attainable.	PMI Cert	2-3 weeks
	Prepare application and pay fee.	Candidate	2 weeks
2	<b>Submissions</b>		
	Submit Self assessment.	Candidate	2-4 weeks
3	<b>Written Exam</b>		
	Complete written exam.	Candidate	3 hours
	Evaluate exam and announce result.	PMI Cert	1-2weeks

Table 1: Certification stages

The decision on the awarding of the certificate will be communicated 1-2 weeks after the interview. The certification process must be completed within 18 months. The relevant date is the day on which you were invited to the first written exam.

#### 3.2. APPLICATION TO OBTAIN THE CERTIFICATE

It is important to us to ensure that you do not have to complete any unnecessary work and are not obliged to bear any unnecessary costs. **That is why we initially request the candidate to submit an Expression of Interest via email and follow up with comprehensive CV.**

We use this information to filter the applicant's potential to achieve the desired level requested. This is done, without prejudice, and an assessor notifies the candidate of their initial impression. The candidate is under no obligation to accept the advice from the assessor. If they wish to continue, they are requested to prepare the formal application document and submit the fee.

##### 3.2.1. SUBMISSIONS

Enclose the requested supporting documents:

- Self-assessment

The **self-assessment** that you complete is based on ICB4 and will be referenced to judge your suitability for the certification.

### 3.3. WRITTEN EXAM

The written examination is conducted under the supervision of PMI Cert representative. The examination is of 3 hour's duration. The examination consists:

- a) 110 multiple choice questions with 1 mark for each correct answer. Multiple-choice questions have 4 options to select from with 1 right answer. There is no negative marking.
- b) Open answer questions: There are 5 open answer questions (scenario) and Candidates must answer 3 of them with 1 of the questions being mandatory. The open answer questions have several sub-sections which are to be answered. Each question has 60 marks allocated. The marks for each sub-section are shown on the examination paper.

The pass mark is 210 (60%).

All candidates must comply with examination regulations.

### 3.4. COMPLETION OF THE CERTIFICATION PROCESS

An assessor shall evaluate your exam performance. If you lack up to 5% of the points required to pass, your exam will be additionally evaluated by a second assessor.

Following the evaluation, the assessor will issue the recommendation "Exam successfully passed" or "Exam not successfully passed". The decision shall be taken by the responsible individual of the Certification Body.

If you have successfully passed the exam, the certification process will be concluded.

If you have not successfully passed the exam, we shall inform you about this in writing, together with grounds. You then have the opportunity to repeat the exam at most once. If you fail on your second attempt, the final evaluation will give a response of "not yet competent".

If you have successfully completed the certification process and have paid all certification fees, you will be awarded the certificate. The certification process is completed when the certificate is sent to you.

If you are awarded the certificate, this is internationally recognised and is valid for five years. It entitles you to use the acquired title '**Certified Project Management Associate (IPMA Level D)**' throughout the period of validity of the certificate.

It is a condition of registration that misrepresenting or misusing the content, validity or duration of certification if awarded will result in immediate withdrawal of the certificate by PMI Cert.

PMI Cert is able to revoke any certificate that is revealed to be inaccurate or as a consequence of a complaint or appeals process.

### 3.5. RECERTIFICATION

It is your responsibility to initiate, through application, the re-certification process up to a maximum of 6 months from their certificate expiry date.

If the certificate holder fails to re-apply within the time period a new application will need to be undertaken under the initial certification process.