



## Certification Regulations

### Certified Project Management Associate (IPMA Level D)

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<b>Author</b>	Alex Jalalian
<b>Classification</b>	© PMAC-AGPC CB, public
<b>Status</b>	Version R.01 Released
<b>Electronic file</b>	Level-D Certification Regulations, R.01

Released by	Last name	Date	Signature
PMAC-AGPC CB management			

## 1. Introduction

The guidelines for Certified Project Management Associate IPMA Level D certification explain:

- the requirements for candidates
- the certification and recertification procedures

Certification is based upon:

- the standard ISO/IEC 17024 for certifying persons
- the IPMA Competence Baseline (ICB), Version 3.0
- the IPMA Certification Regulations and Guidelines (ICRG), Version 3.00
- PMAC-AGPC CB certification guidelines & rules.

These documents must be taken into consideration for a proper understanding of the process.

The certification system under the rules of PMAC-AGPC CB is based on the ICB and ICRG.

The present document is intended as a brief introduction to Certified Project Management Associate certification for candidates, supervisors, HR managers and other interested parties.

## 2. Aim of certification

The aim of certification is to ensure that the skills necessary for a project associate can be documented by a certificate of knowledge. The combination of theoretical knowledge and initial application experience gives the project associate the ability to carry out practical administrative tasks on a project team in all areas of project management. In addition, he/she can be used as a specialist in particular areas (e.g.: scheduling, cost engineering). The certificate is issued by the certification office. It is internationally recognized.

## 3. Previous training and experience

Upon registering for certification, the candidate must demonstrate that he or she meets the necessary registration requirements (refer to 4). In particular, the candidate must have at least one year's proven experience of working on projects with tasks in project management. The following information should be included for each of the candidate's project engagements:

- project including type and size
- client, project manager
- areas worked in PM and position of candidate
- length of time the candidate was involved.

The certification office can make a literature list available to the candidate containing the approximate scope of knowledge of the ICB.

## 4. Registration requirements

Experience in the project management competence elements is not compulsory; but it is an advantage if the candidate already has applied his project management knowledge to some extent (entry requirement).

To register for certification at IPMA Level D applicants shall have the knowledge in all competence elements and be able to apply it (core competence), i.e. the candidate

- can practice in any competence element. May work in some fields as a specialist;
- works as a project team member or a member of the project management staff.
- has broad project management knowledge and the ability to apply it.

## 5. Certification procedure and period of validity

### 5.1. Basis for certification

Those interested in certification can obtain the documentation for candidates from the certification office in accordance with the fee schedule.

The documentation, excluding the ICB, is available free on the PMAC-AGPC CB web site at [www.ipma.ir/cb](http://www.ipma.ir/cb) in a downloadable format which cannot be processed.

The ICB is only available in a bound paper format, or as a CD.

If the applicant so wishes, the full current documentation for candidates can be supplied in hard copy against invoice.

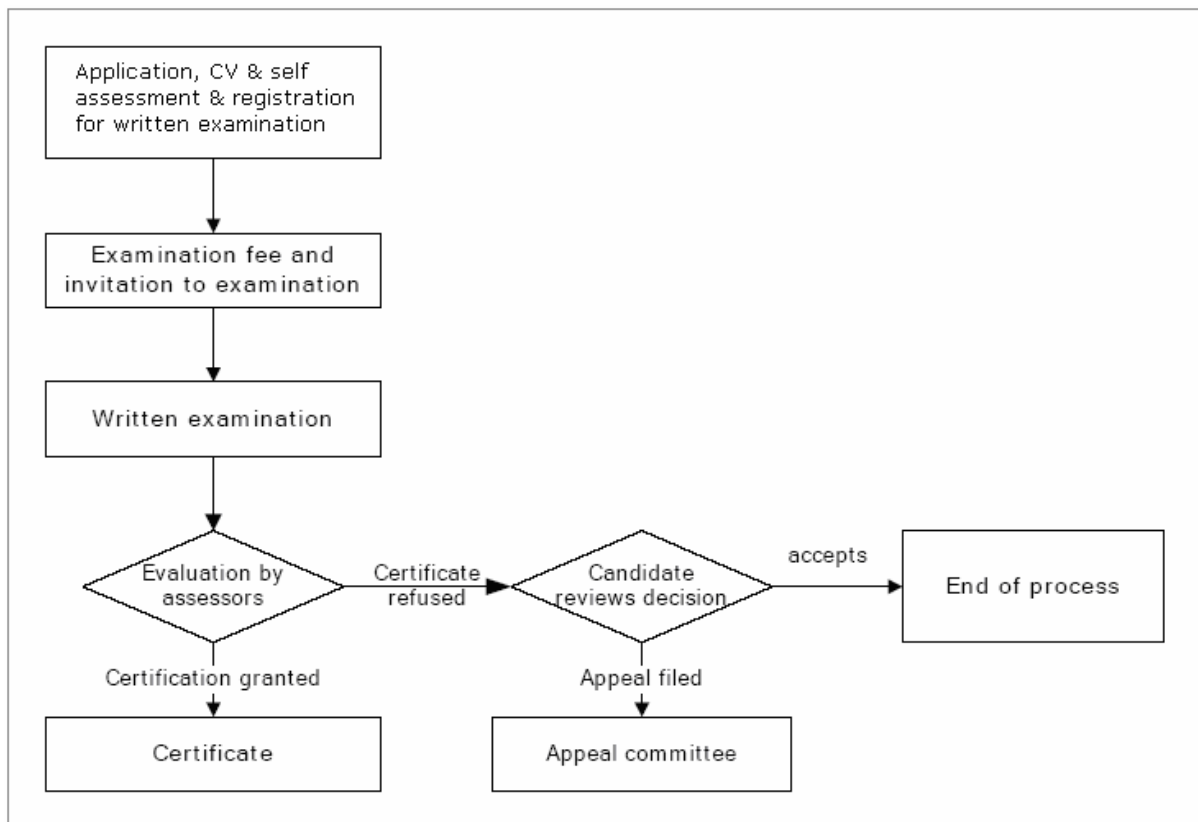


Fig. 1: Certification Procedure

## 5.2. Application for certification

By submitting an application for certification, the candidate officially registers for the certification process. The information in the application is used by the certification office and the director of the certification division to check on the completeness of the registration. The candidate submits the following documents:

- Application for certification (with proof of experience)
- Self-assessment (knowledge only)

In order to participate in the written examination, the candidate must register no later than two months prior to the examination date with the official registration form from the certification office. By registering,

- the candidate recognizes the registration requirements of the certification office taking into account the Certification Rules and the Guidelines for the Certification of Project Associates IPMA Level D. Registration is binding; withdrawal can only occur under the conditions named in Art. 5.3;
- the candidate agrees to pay the examination fees by the given payment deadline;
- the candidate must produce written proof of fulfilment of the registration requirements pursuant to Art. 4 of the guidelines.

Candidates who withdraw from the examination before the closing date, or for good reasons, and according to Art. 5.3, will receive a refund of the paid examination fee less a processing fee, according to Art. 3.4 of the fee schedule.

## 5.3. Withdrawal after acknowledged registration

Candidates may withdraw their registration up to a month before the examination date in writing. A handling fee will be charged for the administration involved. After this deadline has passed, withdrawal is only possible upon submission of a good reason. A handling fee will be charged for the administration involved. Applicable as good reasons are:

- certified unforeseen military service;
- doctor-certified illness or doctor-certified accident;
- serious illness, serious accident or death in the family (written confirmation is necessary); the confirmation must be written in Persian or in English.

If cancellation occurs less than one month prior to the examination date, and no good reasons apply, the entire examination fee will then become due for payment.

## 5.4. In general

Incomplete registrations will be refused; the additional registration sheet must be signed and submitted along with the registration for the examination.

- The examination dates cannot be deferred due to technical reasons.
- The examination fee will be invoiced along with the registration confirmation and should be paid by the deadline stipulated on the invoice.
- The examination fee must be paid even if the candidate fails to sit the examination.

## 6. Examination

The exam shall be a written exam, which may be supplemented by an oral exam. It shall be of at least 2 hours duration and may be composed of several kinds of questions:

- Direct questions (multiple choice: selection of answers from a short list; questions requiring an answer of 1-2 sentences).
- Open essay (proposal, calculation, process description).
- Intellectual task (mini-case study.)

Computer assisted evaluation may be used for the first category.

Type of task	Minimum number of covered competence elements	Time
Direct questions	All elements	
Open essays and /or intellectual tasks	3 elements per range	
<b>Total</b>		<b>3 hours</b>

The written examination takes place under the supervision of a representative from the PMAC-AGPC CB office. The candidates may bring along and refer to any documents they wish, however no electronic devices may be used other than calculators for the basic operations.

The candidates' answers will be assessed and evaluated by an examination team of assessors. The PMAC-AGPC CB office will inform the candidate of the results of the examination in writing. The result will only indicate 'passed' or 'not passed'. Candidates who have passed the examination will receive the certificate from the certification office.

## 7. Completion of the certification process

The certification process is completed by presentation of the certificate to the candidate.

### 7.1. Validity of certification

The certificate is valid for five years. Renewal occurs via another written examination.

### 7.2. Appeals and complaints

The candidate may appeal against the decision of the certification office or file complaints against the staff of the certification office (cf. Rules Chapters 10 and 11).

### 7.3. Certification dates

The dates for certifications are set by the certification office. As a rule, at least one examination takes place per year.

#### **7.4. Confidentiality**

All information and documents submitted by candidates are treated in strict confidence by the certification office. The documents are accessible only to authorized individuals at the certification office and in the event of an appeal to the appeal committees, but not to candidates.

#### **7.5. Misuse of certification**

Certificates may not be misused by giving false or misleading information on the content, person, area of validity, period of validity or certification office. Serious complaints and misuse will result in immediate withdrawal of certification. Improperly issued certificates may be cancelled.

#### **7.6. Rights**

The certified project associate is entitled to bear the title of Certified Project Management Associate (IPMA Level D) and the post nominals CPMA or IPMA-D during the period of validity of the certification.

#### **7.7. Obligations**

The Certified Project Management Associate shall continue training so that he or she remains up-to-date with the latest developments in knowledge. He or she follows the Code of Conduct.