

# Everything You Wanted to Know About the PMAC-AGPC CPMA (IPMA Level-D) Certification

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[www.PMAC-AGPC.ca](http://www.PMAC-AGPC.ca)

# IPMA 4-Level Certification Overview

## Project Management Certification

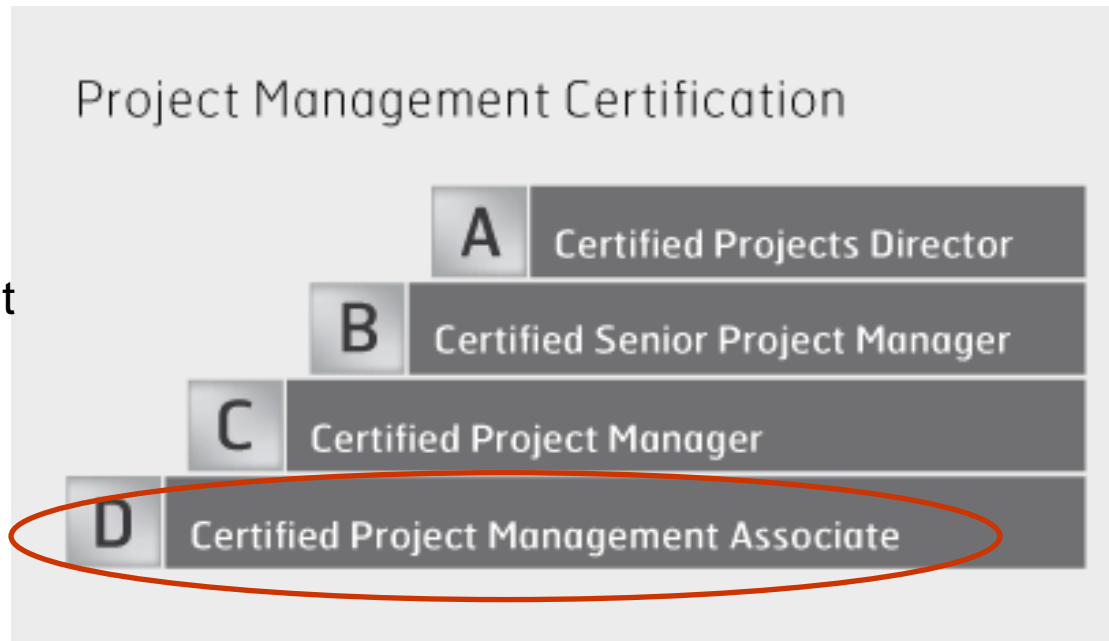


# IPMA 4-Level Certification Overview

Required

Exam

+ Self Assessment



- Has broad PM knowledge and knows how to use it
- Can demonstrate all competence elements, though may specialize in one
- Team member or member of PM staff

# IPMA 4-Level Certification Overview

## Required

Exam

+ Self Assessment

+ 360 Feedback

+ Portfolio of Evidence

+ Interviews



- 3 yrs experience managing simple projects or assisting in the management of complex projects
- Uses common PM processes, techniques, and tools

# IPMA 4-Level Certification Overview

Required

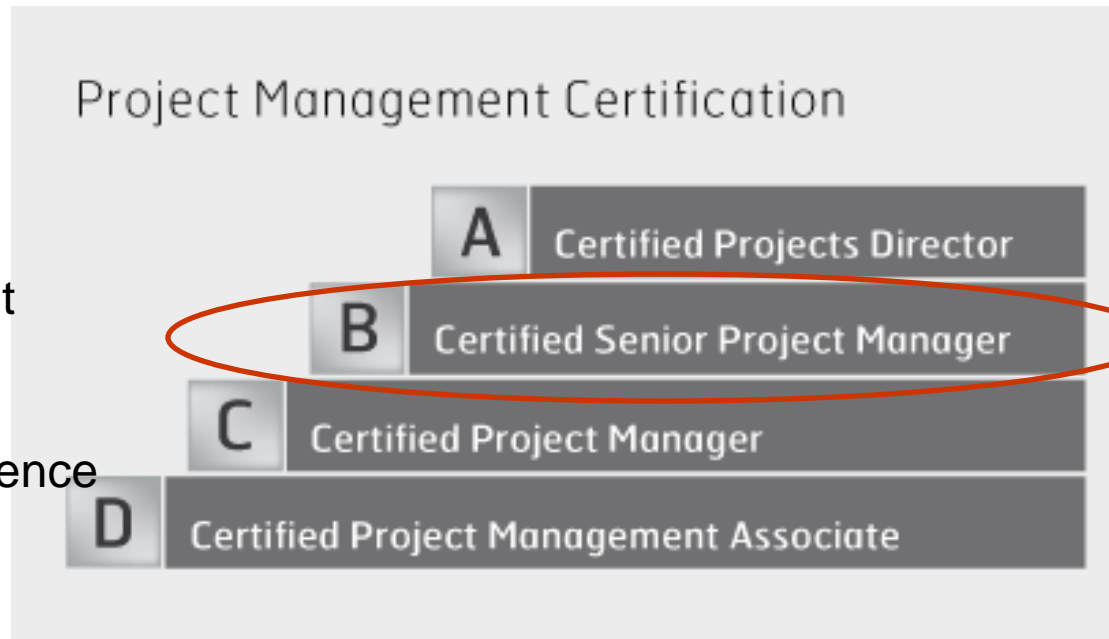
Exam

+ Self Assessment

+ 360 Feedback

+ Portfolio of Evidence

+ Interviews



- 5 yrs of PM experience (at least 3 managing complex projects) across all competency elements
- Leader of large project management teams
- Uses appropriate PM processes, techniques and tools

# IPMA 4-Level Certification Overview

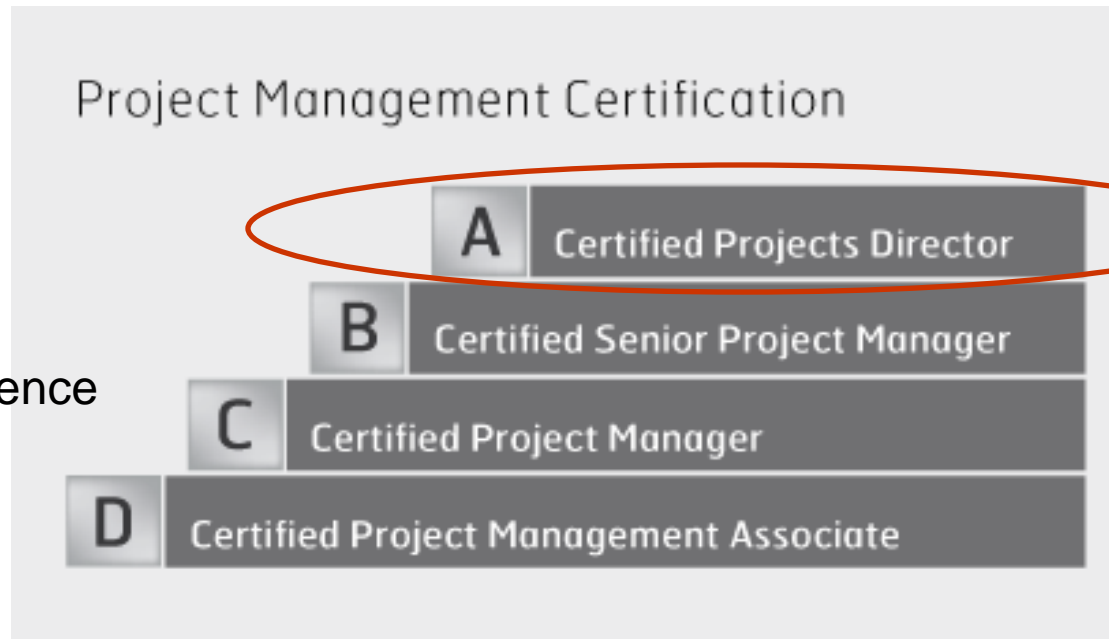
## Required

Self Assessment

+ 360 Feedback

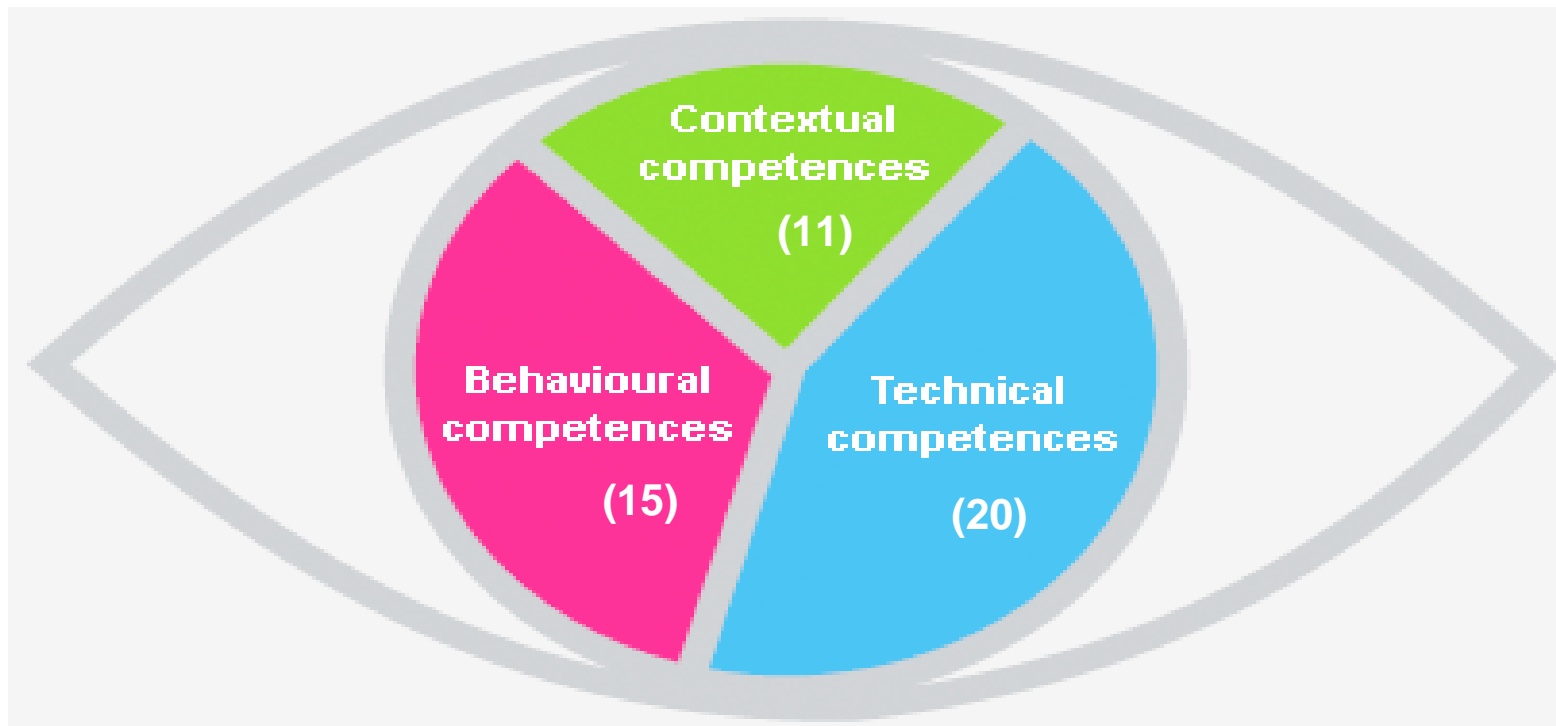
+ Portfolio of Evidence

+ Interviews

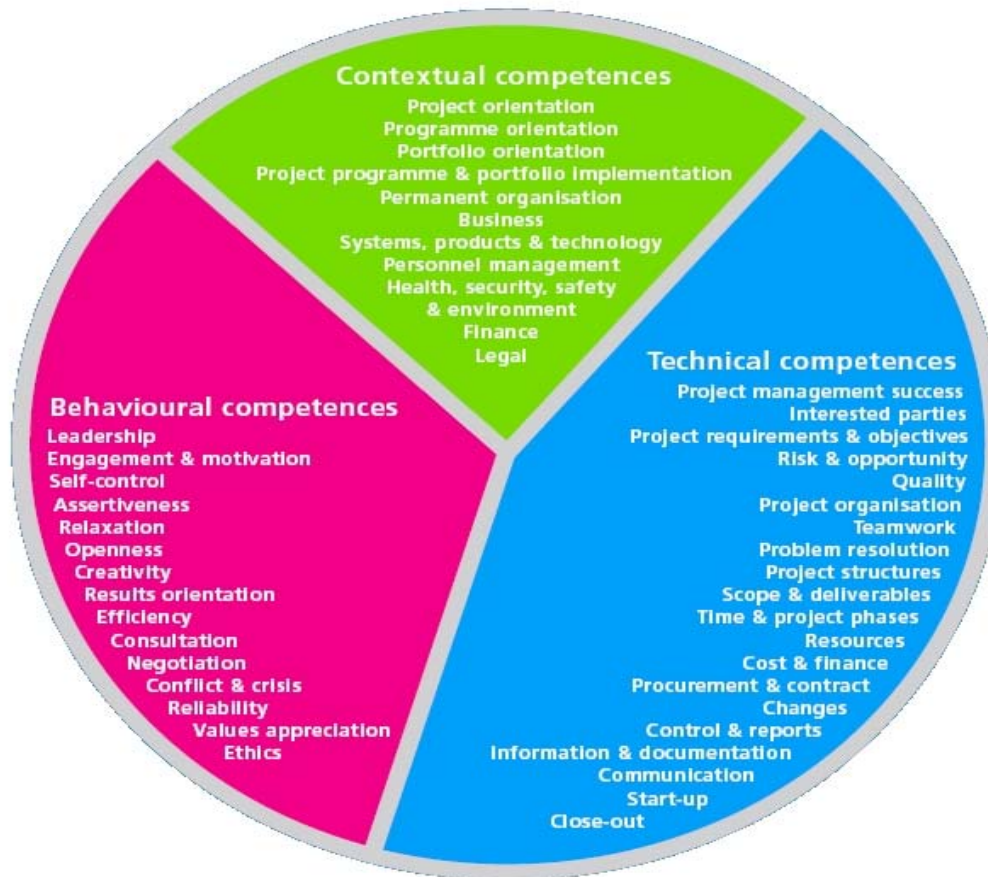


- 5 yrs of portfolio or programme management experience (at least 3 managing complex portfolios/programmes and 2 in complex project management) managing PMs
- Engaged in organizational strategy, PM competency development, PM tools and methods deployment, etc.

# The Eye of Competency



# The Elements of Competency



# The Canadian Project Management National Competency Baseline

- Details on all 46 competence elements are available in the CPMNCB (a Canadianized version of IPMA's ICB v3.0) available for free download at:

<http://www.pmac-ampc.ca/node/57>

# How does the Certification Compare?

Factor	PMP®	IPMA Level D	IPMA Level C	IPMA Level B
Years of experience as a PM	Zero <sup>2</sup>	Zero	Three	Three
Project complexity assessed?	No	No	Yes	Yes
Evidence of performance required?	No	No	Yes	Yes
Face-to-face Interview?	No	No	Yes	Yes
IPMA recognition?	No	Yes	Yes	Yes
Certification Cost <sup>1</sup>	\$555 USD	\$150	\$800	\$1,000
Length of certification	3 Years	5 Years	5 Years	5 Years
	<i>Knowledge</i>		<i>Competence</i>	

<sup>1</sup> Based on current pricing. Canadian IPMA Level-D exam pricing increases to \$350 after Dec. 31, 2010.

<sup>2</sup> According to PMI's *PMP Handbook*, applicants only need experience "leading and directing project tasks", not experience leading and managing a whole project. This means that administrative assistants (with experience managing at least one task from each of the 5 process groups) could qualify.

# About the CPMA Qualification

- Those who obtain this certification are entitled to use the postnominals “CPMA” (Certified Project Management Associate)
- Alternately, they can use “IPMA-D”
- Entitlement lasts for as long as certification is valid (5 years)

# About the CPMA Exam

- 3 hours' duration
- Composed of 3 parts:
  - Multiple choice questions (60 mins)
  - Short (2-3 sentence) answer questions (60 mins)
  - Essay questions (60 mins)
- Closed book exam

# CPMA Exam Availability

- Two methods of taking the exam:
  - Paper-based exam (dates offered throughout the year, in cities across Canada). Dates at: <http://www.pmac-agpc.ca/events>
  - Online exam (available any time, with minimum 1 week's notice).

# CPMA Application Procedures

- Paper-based exam
  - Complete Application Form + Self-Assessment (recommended, but optional)
  - Mail application + cheque for exam fee to PMAC
- Online exam
  - Complete Application Form + Self-Assessment (recommended, but optional)
  - Fax application to PMAC
  - Complete online payment form (Credit Card or PayPal accepted)
- Applications available at:  
<http://www.pmac-agpc.ca/Level-D>

# Special Application Requirement for Online Exams

- To validate the identity of the applicant, online exams require the signature of a *guarantor*.  
Guarantors must:
  - Be at least 18 years old
  - Have known the applicant for a minimum of 2 years
  - Must be a member of one of these professions: teacher, engineer, lawyer, nurse, doctor, or a notary public; **or must be a project manager and member of the PMAC for at least 2 years.**

# Additional Details for the CPMA Online Exam

- The online exam is broken into 3 modules: multiple-choice, short answer, and essays.
- Each module is timed with a 60 minute duration that begins once a module is first accessed.
- All three modules need to be completed within a 24 hour period.
- After receiving applications and payment, PMAC will contact candidates via email to agree on an acceptable 24-hour period for taking the exam.
- Candidates will be emailed a login and password for accessing their exam.

# Marking and Results Notification

- For online exams, candidates will see their mark for the multiple choice portion of the exam immediately upon completion.
- Short answer and essay portions will be marked manually within 2 weeks of exam completion.
- Candidates will receive a letter from PMAC notifying them of their pass/fail status.
- If they pass, they will receive a certificate and their certification will be registered with the IPMA.
- If they fail, they will be notified of re-examination procedures.

# Questions?

- For additional information, please see the PMAC web site at:  
<http://www.pmac-agpc.ca/Level-D>
- Or, write to us at  
[certification@pmac-agpc.ca](mailto:certification@pmac-agpc.ca)