



## Fee Schedule (effective January 1, 2011)

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## 1 Introduction

The fees to be charged to the candidates are set by the management after consultation with the board. This document contains the fees currently in effect for each item.

### 1.1 Documentation for candidates

The following documents are available to download free of charge from the VZPM website.

- Information documents in PDF format
- Templates in Word or Excel format
- Sample examination papers for IPMA Levels C and D in PDF format (after registration)
- Swiss NCB assessment structure in PDF format (after registration)

## 2 Certification fees

From 1 January 2011, members of one of the sponsoring organizations will be subject to the same fees as non-members.

### 2.1 Certified Projects Director IPMA Level A®

#### Certification

Certification process		Price in CHF
Stage 1	Application for certification/self-assessment	400
Stage 2	Portfolio or programme description	1,300
Stage 3	Project director report and interview	2,800
Total		4,500

#### Recertification

Recertification process		Price in CHF
Stage 1	Application/self-assessment and recertification	600
Stage 2	Interview, case by case	600

### 2.2 Certified Senior Project Manager IPMA Level B®

#### Certification

Certification process		Price in CHF
Stage 1	Application for certification/self-assessment	300
Stage 2	Project description	1,100
Stage 3	Project report and interview	2,500
Total		3,900

## Recertification

Certification process		Price in CHF
Stage 1	Application/self-assessment and recertification	600
Stage 2	Interview, case by case	600

## 2.3 Certified Project Manager IPMA Level C®

### Certification

Certification process		Price in CHF
Stage 1	Application for certification/self-assessment	300
Stage 2	Written examination	800
Stage 3	Summary project report and interview	1,800
Total		2,900

### Recertification

Certification process		Price in CHF
Stage 1	Application/self-assessment and recertification	600
Stage 2	Interview, case by case	600

## 2.4 Discounts for IPMA Levels A, B and C

Discount for in-house certification rounds at companies, schools or other organizations: linear discount per certification round (in each case per level).

- 5% discount on all certification stages from 10 candidates/round
- 10% discount on all certification stages from 20 candidates/round
- 15% discount on all certification stages from 30 candidates/round
- 20% discount on all certification stages from 40 candidates/round

The discount for in-house certification rounds is granted under the following conditions:

- The school/company is billed for all candidates in a certification round.

Process for in-house certification:

- The exact start and other dates can be agreed individually 3 months in advance.
- The school/company provides an examination room for the Level C examination at no cost to the VZPM.

## 2.5 Processing fees for withdrawal from certification

According to Chapter 4 of the Rules, it is possible to withdraw from certification before each stage (Quote: "If a candidate withdraws before or during certification, fees are refunded only in exceptional circumstances. The candidate must explain the reason for withdrawing in writing to the office, with supporting documentation.")

A handling fee of CHF 200 is charged for processing such a withdrawal and reimbursing fees already paid.

## 2.6 Certified Project Management Associate IPMA Level D®

### Individual registration (public certification rounds)

Registration and written examination	Price in CHF
Full rate	900
Reduced rate for students/unemployed	540
Processing fee for cancellation	200

### Registration through school/company (in-house certification rounds)

Registration and written examination	Price in CHF			
	Participants per examination	5 to 9	10 to 19	> 20
Full rate		750	690	630
Reduced rate for students/unemployed		390	360	330
Processing fee for cancellation		150	150	150

The following conditions apply to school and company rates:

- The school/company is billed for all candidates in an examination.

Process for 5 or more candidates per examination:

- The examination dates can be agreed individually 2 months in advance;
- The school/company provides an examination room at no cost to the VZPM.

## 2.7 Continuing at a lower level

### Certified Senior Project Manager IPMA Level B®

- After Stage 1 – Application  
Continue with Stage 2 of certification for Certified Project Manager IPMA Level C®, i.e. without a repeat of the fee for Stage 1, assuming the registration requirements for the Certified Project Manager process are met.
- After Stage 2 – Project description  
Continue with Stage 2 of certification for Certified Project Manager IPMA Level C®, i.e. without a repeat of the fee for Stage 1; however, the full fee is payable for Stage 2 of the Certified Project Manager IPMA Level C® process.

### Certified Project Manager IPMA Level C®

- After Stage 1 – Application  
Continue with the written examination, i.e. the certification for Certified Project Management Associate IPMA Level D®. However, the full fee is charged for the Written Examination of the Certified Project Management Associate IPMA Level D® process.
- After Stage 2 – written examination  
Continue with the written examination, i.e. the certification for Certified Project Management Associate IPMA Level D®. However, the full fee is charged for the Written Examination of the Certified Project Management Associate IPMA Level D® process.

### Resitting a stage in the certification process

If a candidate resits a stage in the certification process for IPMA Levels A, B and C, the full fee for this stage will be charged again.

### Additional certificates

After successful certification, candidates will receive a certificate in the language of their choice. German, French and English are available. The title in all language versions is in English.

A charge of CHF 50 will be payable for additional or replacement certificates.

## 3 Certified Business Process Professional (CBPP)

### Individual registration

Certification process		Price in CHF
Stage 1	Application processing	300
Stage 2	Written examination	600
Processing fee for cancellation		200

### In-house certification rounds from a minimum of 5 candidates/examination

Certification process		Price in CHF
Stage 1	Application processing	300
Stage 2	Written examination	540
Processing fee for cancellation		200

The following conditions apply to school and company rates:

- The school/company is billed for all candidates in an examination;
- Examination dates are agreed individually 2 months in advance;
- The school/company provides an examination room at no cost to the VZPM.

Certificates are issued in English only. Replacement certificates will only be issued at a charge of CHF 50.

#### 4 Deposit for appeals

Appeal after failing		Charge in CHF
IPMA Level A	Decision on admission to Stage 2 <i>or</i> decision on admission to Stage 3 <i>or</i> after overall evaluation (report, interview)	500
IPMA Level B	Decision on admission to Stage 2 <i>or</i> decision on admission to Stage 3 <i>or</i> after overall evaluation (project report, interview)	500
IPMA Level C	Decision on admission to Stage 2 <i>or</i> decision on admission to Stage 3 <i>or</i> after overall evaluation (summary project report, interview)	500
IPMA Level D	Overall assessment (written examination)	500
CBPP	Decision on admission to Stage 2 <i>or</i> after overall assessment (written examination)	500

If the appeal is denied, the costs of the proceedings (the deposit) will be borne by the appellant. The deposit will otherwise be refunded.