

## **Recertification Guidelines IPMA Level A, B, C and D**

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### OTHER VALID DOCUMENTS

You need the documents listed in the following table to prepare and settle the recertification. For this reason, they constitute other valid documents. Together with these Guidelines, you have the information required for the recertification at your disposal.

No.	Document	Designation
1	ICB4	Individual Competence Baseline
2	Certification Regulations	Certification Regulations
3	Certification Guidelines IPMA Level A-D	Certification Guidelines IPMA Level A, B, C and D
4	Fee schedule	Fee schedule
5	Application IPMA Level A-C	Application for recertification IPMA Level A, B and C
6	Application IPMA Level D	Application for recertification IPMA Level D
7	Application confirmation letter (template)	Template for letter to confirm the application details

### KEY ABBREVIATIONS

IPMA	International Project Management Association
PfM	Portfolio management
PgM	Programme management
PM	Project management
spm	Swiss Project Management Association
ICB4	Individual Competence Baseline
VZPM	Association for the Certification for Persons in Management

## 1. INTRODUCTION

This document explains the recertification process for IPMA Levels A, B, C and D, including the applicable framework conditions, the required prerequisites and the recertification process.

In addition to the present document, you also require the following documents in order to obtain a full picture as well as the necessary understanding of the recertification:

- Individual Competence Baseline (ICB4)
- Certification Regulations IPMA Level A, B, C and D

All of the documents you require for the recertification may be downloaded free of charge from the VZPM website ([www.vzpm.ch](http://www.vzpm.ch)) or from the spm bookshop ([shop.spm.ch](http://shop.spm.ch)). The provided templates must be used.

### 1.1. VALIDITY OF THE CERTIFICATE

The certificate has a validity of 5 years. In order to be allowed to retain the title for a further 5 years, the certificate must be renewed. Within the framework of recertification, you will provide evidence that you have completed the necessary further training courses since the initial certification or the last recertification and/or have gained sufficient practical experience in project, programme and/or portfolio management in order to keep your relevant competencies up-to-date.

## 2. PRECONDITIONS FOR RECERTIFICATION

### 2.1. RECERTIFICATIONS IPMA LEVEL A, B AND C

In order to approach recertification, you must meet the following preconditions. You can prove that you ...

- have a certificate of the corresponding level, which must not have expired more than 6 months, in exceptional cases and with comprehensible justification a maximum of 12 months.
- have gained at least 30 months of practical experience in project, programme and/or portfolio management in the 5 years since initial certification or the last recertification.
- have completed at least 175 hours of further training in project, programme and/or portfolio management in the 5 years since initial certification or the last recertification. Please refer to the *recertification application IPMA Level A-C* to see which further training courses are credited and how.

### 2.2. RECERTIFICATION IPMA LEVEL D

In order to approach recertification, you must meet the following preconditions. You can prove that you ...

- have a certificate IPMA Level D, which must not have expired more than 6 months, in exceptional cases and with comprehensible justification a maximum of 12 months.
- have completed at least 175 hours of further training in project management in the 5 years since initial certification or the last recertification. Please refer to the *recertification application IPMA Level D* to see which further training courses are credited and how. A part of the required further training can be covered by practical experience in project management.

### 3. RECERTIFICATION PROCESS

The certification body will inform you in good time by e-mail about the due date of your recertification, provided it has your current, private e-mail address.

The recertification process differs from the initial certification process. The focus is on proving professional experience and continuing education in project, program and/or portfolio management.

#### 3.1. OVERVIEW OF THE CERTIFICATION STAGES

The following table shows the individual certification stages together with their approximate durations:

Stage	Activity	Execution by	Approximate duration
<b>1</b>	<b>Application for renewal of the certificate</b>		
	Submit application with professional experience and further training in project, programme and/or portfolio management, references and self-assessment	Candidate	Expiration of the certificate
	Check the application, obtain references if necessary, announce the decision and, if necessary, arrange an interview appointment	VZPM	3-5 weeks
<b>2</b>	<b>Optional Interview</b>		
	If required, complete an interview	Candidate	Interview date
	Make and communicate the final evaluation of the application	VZPM	2-3 weeks

*Table 1: Recertification Stages*

After the application has been checked, you will be informed in writing whether your certificate will be renewed or not. If a final evaluation is not possible, we can invite you for an interview.

#### 3.2. APPLICATION FOR RENEWAL OF THE CERTIFICATE

When you submit your application, you are officially registered for the recertification process. The information in the recertification application is used by us to check the preconditions for renewing your certificate. You submit the following documents:

- fully completed application for recertification, including your current self-assessment
- separate file with the required receipts for your further training courses
- letter confirming the information in your application for recertification

The necessary information about completing and submitting the recertification application is set out in the recertification application, in particular the tabular sheet 'Tips'.

Enclose only the required supporting documents with the recertification application. Describe your training courses in full in the relevant spreadsheets. Do not send us your own CV.

Your consent, gives us inter alia the right to contact the reference individuals listed in the application, without first being required to inform you. We shall make use of this right by taking random samples.

##### 3.2.1. REQUIREMENTS FOR PRACTICAL EXPERIENCE (IPMA LEVEL A, B AND C)

The requirements for the practical experience to be proven correspond to those of the initial certification. These are described in the guidelines for the various certification levels in the chapter 'Criteria for reference project, programme and portfolio'. The 'Summary (Sum)' sheet

in the *recertification application* indicates whether you have proven sufficient practical experience.

In total, you must demonstrate 30 months of level compliant, practical experience in the 5 years under consideration. In IPMA Levels A and B, at least 15 of these 30 months must be domain compliant. The remaining 15 months can be compensated with experience from the two other domains.

You will have demonstrated sufficient experience in a calendar month if you have worked on at least 75 hours of management tasks in projects, programmes or portfolios that correspond to the level.

### **3.2.2. CHANGE OF CERTIFICATION LEVEL**

You must submit the recertification application according to your existing certificate. If the practical experience and/or the further training you have demonstrated is not sufficient to renew your existing certificate, you can renew the certificate to a lower level if you meet the relevant preconditions.

If your certificate is renewed at a lower level, this is final, i.e. you can no longer switch back to the original, higher level during the subsequent recertification. If you still wish to do this, you must submit an application for initial certification and go through the entire initial certification process again.

### **3.2.3. CHANGE OF DOMAIN (IPMA LEVEL A AND B)**

If IPMA Level A or B recertification reveals that your activities over the last 5 years no longer correspond to the domain of the existing certificate, apply for recertification in the domain in which you can demonstrate the relevant practical experience.

### **3.2.4. RECOGNITION OF PRACTICAL EXPERIENCE (IPMA LEVEL D)**

The requirements for further training for recertification IPMA Level D are high. It is therefore possible to demonstrate a maximum of 100 hours of practical experience in project management.

### **3.2.5. COMPLETION OF THE CERTIFICATION STAGE**

The recertification application submitted by you will be checked by us with regard to its completeness and compliance with the preconditions. If you successfully complete this stage, you will receive your new, extended certificate from us.

If we are unable to make a final evaluation on the basis of your information in the recertification application, we will arrange an appointment for an interview with you. You decide whether you want to take this opportunity or not. If you do not take this opportunity, we cannot renew your certificate.

If we are unable to renew your certificate, we shall inform you about this in writing, together with a statement of reasons as well as information about legal remedies.

## **3.3. OPTIONAL INTERVIEW**

If we propose an interview, it will be conducted by two assessors and will last a maximum of one hour. During the first 10 minutes you will have the opportunity to convince the assessors in a presentation that we should renew your certificate. To do this, you will have to focus on your professional experience as well as on your further training and commitments in project, programme and/or portfolio management. Subsequently, the assessors will discuss those competencies from ICB where they have doubts as to whether they are available to you.

Following the interview, the two assessors carry out the final evaluation of your recertification application and apply for "Renew certificate" or "Do not renew certificate". The responsible individual of the VZPM makes the corresponding decision.

If you successfully complete this stage, you will receive your new, extended certificate from us. If we are unable to renew your certificate, we shall inform you about this in writing, together with a statement of reasons as well as information about legal remedies.

#### **4. CERTIFICATE**

The renewed certificate is valid for 5 years. You are responsible for renewing the certificate for another 5 years at a time. So that we can inform you of the expiration of your certificate, we ask you to inform us of your current, private e-mail address.

Information on how to handle your certificate can be found in the *Certification Regulations IPMA Level A, B, C and D*.

#### **5. APPEALS AND COMPLAINTS**

If your certificate is not renewed, you can submit an appeal against the decision of the certification body or a complaint against the administrative handling of the recertification process. For further information, please refer to the *Certification Regulations IPMA Level A, B, C and D*.

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