

Certification Guidelines IPMA Level D

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OTHER VALID DOCUMENTS

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

No.	Document	Designation
1	ICB4	Individual Competence Baseline
2	Certification Regulations	Certification Regulations
3	Fee schedule	Fee schedule
4	Certification application IPMA Level D	Application for initial certification IPMA Level D

KEY ABBREVIATIONS

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

1. INTRODUCTION

The purpose of the certification is ...

- to provide employees in the private or public sectors as well as self-employed entrepreneurs who have acquired know-how in the field of project management with documentary proof of these competencies.
- to help businesses and the public sector recruit personnel in the project management field.

The present document explains the process of acquiring IPMA Level D certification, including the applicable context. The below-listed certificate may be awarded:

- Certified Project Management Associate (IPMA Level D)

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 certification:

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

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

The certification process requires you to demonstrate that you have the necessary know-how. Your certificate will be renewed at regular intervals within the context of a re-certification, insofar as you are able to demonstrate sufficient further training in the field of project management during the period since the initial certification or the last re-certification.

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.

No admission conditions need to be fulfilled for the application.

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 23 competencies in the domain of 'project management'. The competencies are demonstrated by means of a written exam. The required assessment scores are set out in the certification stages described below in these guidelines.

3. CERTIFICATION PROCESS

3.1. OVERVIEW OF THE CERTIFICATION STAGES

The following table shows the individual certification stages together with their approximate durations (*see internet for specific deadlines*):

Stage	Activity	Execution by	Approximate duration
1	Application to obtain the certificate		
	Submit application with self-assessment	Candidate	Registration deadline
	Invite candidate to the written exam	VZPM	
2	Written exam		
	Complete written exam	Candidate	Exam date
	Evaluate exam and announce exam result	VZPM	4-5 weeks

Table 1: Certification stages

Following the written exam, the decision on the awarding of the certificate will be communicated to you. 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

By submitting the application you officially register for the certification process. You submit the following documents:

- comprehensively completed application for initial certification, including your self-assessment
- separate file containing the required identification or any other documents

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

Enclose only one copy of your ID card or your passport as well as a possible student ID or unemployment certificate together with the certification application. Describe your training and further training comprehensively in the tabular sheet provided. Do not send us a CV that you have prepared yourself. The self-assessment completed by you shall not flow into the evaluation of your know-how.

COMPLETION OF THE CERTIFICATION STAGE

We shall check that the certification application submitted by you is complete. You will then be invited to the written exam.

3.3. WRITTEN EXAM

The written exam is conducted under the supervision of a VZPM representative. The exams are conducted in the form of open book exams. You may take all forms of printed documents as well as a pocket calculator into the exam. Resources that allow communication beyond the exam hall are prohibited.

The exam lasts 3 hours and comprises 60 multiple-choice questions and 30 open questions. The questions may relate to all ICB4 competencies. You will have successfully passed the exam if you have achieved at least 60% of the possible total number of points and have answered at

least one question correctly in respect of 23 of the 28 competencies. An open question is considered to be answered correctly if at least 50% of the possible points of this question are reached.

COMPLETION OF THE CERTIFICATION STAGE

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 VZPM.

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 as well as information about legal remedies. You then have the opportunity to repeat the exam at most once.

3.4. COMPLETION OF THE CERTIFICATION PROCESS

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.

ADMINISTRATIVE METHODOLOGY

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