Info folder for the certification as Project Management Associate pma/IPMA Level D®

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Relevant certification documents:
• Info folder
• Methods & processes of the currently valid pm baseline
• The ICB for project management Version 4.0

Application for certification takes place online. The first step is to register on the pma website www.pma.at with your personal password. After successful registration you can log in via "Self Service Tool" for the further steps concerning your certification registration.

All documents can be downloaded free of charge from www.pma.at. If you have any questions, please contact: zertifizierung@pma.at
1 General information

1.1 Overview of the certification process

The certification process is segmented into the following steps:

- Application
- Admission
- Certification day
- Overall assessment

1.2 Requirements for the certification

For this certification the ICB4, the methods & processes of the latest pm baseline and further literature in accordance with the pma literature list are relevant. We recommend a standard PM reference work.

Knowledge:
- Detailed knowledge of the ICB4
- Methods and processes of the latest pm baseline

Experience:
- Project management experience (as project team member, PM assistant, etc.) helpful - but not required.
1.3 Overview of the certification process as Project Management Associate

Online application
(at the latest 2 months before the certification day)

If required: Feedback on the registration documents

↓

Admission to certification

Invoicing
(the invoice will be sent by post or e-mail approx. 2 months previous to the certification date)

Payment

If required: PM qualification by further training

↓

Individual preparation for the PM certification

Communication of the time schedule for certification day
(at the latest 1 week previous to the certification date)

Certification day
pm test, written exam (case study)

Results of the certification
(via e-mail, within 4 weeks after certification day)

↓

Issue/Receipt of the certificate
(within 6 weeks after certification day)

Processing time: 3 months
2 Application process

Registration and login must be done personally! The registration process consists of:

- Registration on the website
- Online Application
- Review of the submitted application form by the Certification Body
- Admission to the certification by the Certification Body

2.1 Registration

If you do not yet have pma login data, please register at www.pma.at

![Login](image)

**Figure 1: User Registration**

After registration please check your inbox and confirm the link, which you will receive via e-mail from pma.
Figure 2: Registration
After you have registered on the website (www.pma.at) (and clicked on the link of the registration confirmation e-mail), you can register for the certification date.

**pma Registration**

Register for our Self Service Tool

![Confirmation of registration](image)

Figure 3: confirmation of registration

### 2.2 The registration process in detail

![Start for pma/IPMA Level D certification registration](image)

Figure 4: Start for pma/IPMA Level D certification registration
The registration now takes place in 9 steps.

Please note that each individual step/section of your registration (e.g.: entry of core data, invoice, self assessment,...) must be saved by pressing the "Save" button so that the data you have entered is permanently available and you can continue or complete your certification process at any time.

Step 1: Completing your profile

![Figure 5: Editing the profile]

**Important information on Certification Processes for the years 2018 and 2019:**

If you would like to register for a certification date in 2018, please use the following links:


For certification dates for the year 2019 you are already on the correct site.
Step 2: Registration for a certification date

Select "Certifications" in the menu selection field of the pma Self Service Tool and then click on the button "Register for a certification date".

Figure 6: Registration for a certification date

Please select the **certification level** first. Then please make the decision regarding the **type of certification date**. **Open** (still available) **dates** are displayed in the form of the following drop-down menu **Certification Date**.

Figure 7: Option 1 Registration for an open certification date
Closed dates for companies, universities, technical colleges and schools are not automatically displayed. To do this, select the option "Closed date" under "Type of certification date". You will then be asked to enter the desired certification date manually. Then enter your company/organisation, technical college, university, school... in the Organization field.

Step 3: Enter your core data

In the 3rd step, you must enter your personal core data such as name, address, date of birth, optional company data, etc. Some of this information is already filled out in the form, as you have provided it during your registration or in your profile. Please complete the missing data.

In the "Type of ID document" field, for example, a passport, driving licence or identity card number must be entered.
Step 4: Invoice

In the 4th step, students who participate in a university, university or school-internal date must confirm "Participation in a school, university or FH-internal certification date" with "Yes". A current confirmation of enrolment must be uploaded (exception: pupils*)!

If the invoice is not paid by you as a private person, confirm with "Yes" "Company pays certification". The fields to be filled in for this purpose will appear automatically. Please fill in the company details in detail and completely so that the certification fee can be paid. If the company is a pma member, "Company has a pma membership" must be confirmed with "Yes".

The corresponding billing address can be filled automatically by selecting "Copy private address" or "Copy company address". If neither the private address nor the company address is the valid billing address, this would have to be entered manually.
Step 5: Certificate

The 5th step is to select the language in which the certification will be carried out "Language of certification" and the language in which the certificate will be issued "Certificate issued in". The corresponding delivery address can be filled automatically by selecting "Copy private address" or "Copy company address". If neither the private address nor the company address is the valid delivery address for the certificate, this would have to be entered manually.
Step 6: education, higher education, additional education

In the 6th step, the information concerning your completed education, higher education, and additional education must be provided.
Step 7: Education and training, professional career path

OPTIONALLY in the 7th step, the information concerning your previous training and further education in project management, previous training and further education in social competences and leadership as well as your professional career can be submitted.

Figure 13: Entering education, higher education, and additional education

Figure 14: Input mask for previous training and further education in project management, Social competence and management tasks and professional career
2.3 Self – assessment

Step 8: Evaluation of your knowledge regarding the PM competence elements

General information on self-assessment of PM competences:
The PM competences are divided into three competence areas:

- Perspective competences
- People competences
- Practice competences

For better orientation and easier assessment of the PM competences, the corresponding competence indicators of the respective competence elements are shown. (see Figure 15: Self assessment - using the competence element "personal communication" as an example).

The following self-assessment is to be carried out conscientiously and truthfully. It therefore requires some time.

The self-assessment of your PM competences is to be carried out using the ICB4 six-stage taxonomy (see page 2), whereby stage 6 represents the absolute maximum. To be able to carry out the corresponding self-assessment it is necessary to familiarise yourself with the description of the corresponding competence elements in the ICB4. Your own competences should be assessed based on these descriptions.

Explanation of the taxonomy

- **Stage 1 Knowledge:**
  Recollection of basic concepts (theories, specific details, terminological knowledge, individual facts), recollection of patterns, processes, methods, categories, criteria, awareness of suitable material, minimum reorganisation

- **Stage 2 Comprehension:**
  Simplest level of understanding, recognising simple connections, showing awareness of what is being discussed, using material (without relating it to other materials, or recognising its broadest sense), translating, using one’s own words, interpreting, extrapolating, recognising what has been learned in another context

- **Stage 3 Application:**
  Use and implementation of unidimensional learning content in a new and specific situation, use of project management methods

- **Stage 4 Analysis:**
  Examine and break more complex information into fundamental elements and parts, identification of elements, clarification of organisational principles and (explicit and implicit) structures or hierarchies, recognition of connections, explanation of relationships between the elements, making diagnoses and case studies. This is a question of breaking down the whole (=project) into its parts (plans in the project hand book), in particular observing relationships and effects (interactions) between the individual elements

- **Stage 5 Synthesis:**
  Putting together elements and parts to form a whole, developing, producing a new structure or plan, interweaving experiences, developing hypotheses, networking, optimising the weighing up of pros and cons using an interdisciplinary approach, uniting two or more elements to form a new unit. Compile information
together in a different way by combining elements in a new pattern or proposing alternative solutions, by using the optimized project management methods in highly complex situations. Taking into account personal experiences and using methods from other areas

**Stage 6 Evaluation:**
Assessing, evaluating, judging a solution, a model, a procedure in terms of its usefulness, functionality, coherence and quality, discovering logical errors and defending opinions. Reviewing projects and guiding others in the area of project management in order to optimize the project management approach. Other project managers can be coached.

In the online registration form, please tick the box indicating your assessment of the respective competence element! Only your highest rating per competence element is to be marked.

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<th>Practice</th>
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**Personal and Social Competences**

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**Technical Competences**

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**Figure 15: Self assessment**
2.4 Confirm and submit application

Step 9: Confirm and send application

You have now completed the registration form. You will be informed about the currently valid payment modalities. Please read these carefully. You must agree to the terms of payment in order to complete the registration process.

The current certification fees can be found on the website.

Furthermore, you have to select with the "Yes/No" button whether you agree or disagree with "The publication of the first and last name on the pma and IPMA website in case of successful certification".

Finally, you must agree that you have read and agree to "confirm the correctness of the data provided"; the provisions and guidelines of the imprint, the general terms of use, the data protection provisions, the right of withdrawal for consumers, the pma code of ethics as well as the rules of conduct; the consent or declaration of consent under data protection law to participation in the pma certification programme as well as the information on exercising the right of withdrawal - revocation instruction. By doing so you accept the terms and conditions and register bindingly for the certification exam.

Figure 16: completion of the registration process

Payment details

- The outstanding invoice amount for IPMA level D certification on 09/70/2019, when due 21 days from the invoice date without any deduction. Price list
- If the PM certification process is not completed within one year after authorization (not including retests) the authorization will expire. In case of a new start of the PM certification process the full amount of the PM certification fee is to be paid.
- In case of withdrawal from the PM certification before admission, a cancellation fee of EUR 77.00 (+ VAT EUR 10.00) will be charged; after authorization at the total fee is due.
- In case of the exam date being postponed, an administrative fee of EUR 77.00 (+ VAT EUR 10.00) will be charged.
- If the application (or revisions) of the application does not meet the admission requirements for the PM certification of IPMA level D, a processing fee will be charged of EUR 77.00 (+ VAT EUR 10.00).
- In the event of a fail, the pre-test or written exam (case study) may re-at the earliest 2 months after the first sitting.

The entire process has to be completed within 12 years after participation in the first exam. In case of a new start of the PM certification process the full amount of the PM certification fee is to be paid.

- In case of a fail of the PM certification as Project Manager Associate we will charge per test EUR 195.00 (+ VAT EUR 15.00)
- Written exam (case study) EUR 274.80 (+ VAT EUR 36.60)
- Other prices may apply for groups.
- For the issue of a second certificate we will charge EUR 165.00 (+ VAT EUR 15.00)
- You will receive the invoice approximately 2 weeks prior to the certification date by post or e-mail. We reserve the right to exclude the candidate from the certification process if the invoice(s) is/are not paid.

Upon successful completion of the certification your name (first- and surname) being published on the pma and IPMA® websites.

Confirmation:

- [ ] Yes
- [ ] No

1. Approve the validity of the entered data.
2. Have read and approved the terms and conditions of the imprint, the general terms of use, the privacy policy, the right of withdrawal for customers, the pma code of ethics and the behaviour rules.
3. Have read and approved the data privacy policy and the terms of participation for the certification programme.
4. Have read and approved the conditions of withdrawal.

Submit Application
Your registration will be confirmed by pma and subsequently checked. With your Login on the pma website (pma Self Service Tool) you can now track the current status of your registration and view, download and print details of your registration as a PDF file.

Figure 17: Confirmation of registration
3 Payment modalities and general conditions

The application is binding.

Invoicing

The invoice will be send approx. 2 weeks prior to your certification date via post or e-mail. We reserve the right to exclude candidates from the certification process for non-payment of invoices.

The open invoice amount for the pma/IPMA Level D certification on the date of the registered certification date according to the registration is due 14 days from the invoice date without any deduction. The current prices for the certifications can be found on the website (other prices may apply for groups).

Postponement, withdrawal, resit, additional certificate:

The postponement fee will be invoiced approx. 2 weeks before the new certification date.

In case of a postponement, the full certification fee will be charged for the original certification date.

In case of each postponement of the certification date by the candidate, an administrative fee of EUR 77,00 (= EUR 70,00 + 10 % VAT EUR 7,00) will be charged.

In case of withdrawal after admission the certificate, the full certification fee will be charged. In case of withdrawal from the certification before admission or if the application (after revision) does not meet the requirements for certification as IPMA Level D Project Management Associate, a fee of EUR 77,00 (= EUR 70,00 + 10 % VAT EUR 7,00) will be charged.

To resit the PM certification as Project Management Associate we will charge:

- pm test: EUR 165,00 (= EUR 150,00 + 10 % VAT EUR 15,00)
- case study exam: EUR 214,50 (= EUR 195,00 + 10 % VAT EUR 19,50)

For the issue of a second certificate we will charge EUR 16,50 (= EUR 15,00 + 10% VAT EUR 1,50).

Deadlines during the process:

In the event of a fail the candidate may resit the pm test/case study exam at the earliest 2 months after the failed attempt, but no later than 18 months thereafter.

The admission expires, if the certification (excl. resit) is not completed within a year after the admission.

The entire process (incl. resit) must be completed within 1.5 years after participation in the first certification date. In case of a new start of the certification process the full amount of the certification fee is to be paid.

The pma/IPMA Level D certification is valid for 5 years. After this period a pma/IPMA Level D re-certification or, after corresponding experience, a higher certification according to pma/IPMA is possible.
4 Consent or declaration of consent under data protection law for participation in the pma certification programme (independent certification body of pma - Projekt Management Austria)

I hereby declare my consent to the collection, storage and processing of my data within the framework of the admission procedure and my participation in the certification programme of pma (independent certification body of pma - Projekt Management Austria).

In particular, this includes the following information: Name, first name, maiden name, title, date of birth, place of birth, nationality, membership number, address, gender, identification number, private and business contact details (telephone number, e-mail address), details of my employer (including name, address and contact details of my employer), details of my qualifications (in particular details of projects, references, my CV) and details of my assessment of skills in accordance with the required documents, as well as details of references (confirmation of project activities by persons with company name, name, function, telephone number, e-mail address).

In all other respects the consent is valid for the data which can be seen from the registration forms and the documents of pma - Projekt Management Austria requested during the certification process.

I also declare my consent that my aforementioned data will be passed on to the assessors who are entrusted with my admission procedure for certification as well as with the implementation of my certification procedure. Furthermore, I consent to pma - Projekt Management Austria passing on my name (first and last name), the certification level and the number of my certificate to IPMA (IPMA International Project Management Association, http://www.ipma.world) for listing in the Database of Certified Professionals (http://ipma.world/individuals/certification/database-of-certified-professionals). In addition, I agree that pma - Projekt Management Austria will publish my name (first and last name) as well as the certification level of my certificate on the website of pma - Projekt Management Austria - in the category Certified Project Managers www.pma.at/en/zertifizierung/zertifizierte-projektmanagerinnen - with a valid certificate.

Consent is given to pma - Projekt Management Austria (independent certification body of pma - Projekt Management Austria), Türkenstraße 25/2/21, 1090 Vienna, Tel.: +43 3192921 – 0.

I have been informed that I can revoke this consent for the publication of my data at IPMA and pma at any time free of charge.

The revocation of my consent can be made by e-mail to office@pma.at.

In addition, I have been informed of the rights to which I am entitled, in particular my rights to information, correction and deletion of the data collected about me as well as my right to object to data processing and disclosure of the data.

My data which is collected during the admission procedure and my participation in the certification programme of pma (independent certification body of pma - Projekt Management Austria) will not be passed on to third parties (with the exception of the bodies named in this consent).

I am also aware that I am entitled to appeal to the responsible regulatory authority.

I declare that I voluntarily give this consent in accordance with the above information and explanations in order to participate in the admission procedure and certification programme of pma - Projekt Management Austria.
The candidate confirms that he/she has taken note of the code of ethics and will act accordingly as a certified Project Management Associate (pma/IPMA Level D) or as a pma member.

The candidate confirms that his/her details are correct and expressly consents to the electronic processing and storage of his/her data (personal data, examination documents, etc.) by pma and by bodies expressly authorised to do so by pma.

5 Information on Exercising the Right of Revocation - Cancellation Policy

You have the right to revoke this contract for (re-)certification registration within fourteen days without giving reasons. The revocation period shall be fourteen days from the date of conclusion of the contract. The revocation of an application for (re-)certification requires a new application for (re-)certification with all associated costs and deadlines.

In order to exercise your right of revocation, you must inform us of your decision by stating your name, address, telephone number and e-mail address in a clear statement (e.g. a letter sent by post, e-mail). You have the right to revoke this contract within fourteen days without giving reasons. You can use the sample revocation form linked in the imprint of the pma website.

6 Certification day

On certification day the pm test (single choice) and a written exam (case study) will take place.

During certification no other documents may be brought into or used in the exam. A non-programmable pocket calculator (mobile phones may not be used), as well as a pencil/highlighter/ballpoint pen, is allowed.

Requirements

- Admission to the certification

Objectives of the certification day

- Completion of the certification
- Assessment of the certification candidate’s project management knowledge in accordance with the ICB4 and the methods & processes of the latest pm baseline

Content of the certification day

- pm test
  - Computer-aided pm test (single choice)
  - Duration: 1.5 hours
  - 120 questions
  - Testing of the 28 competence elements

- written exam (case study)
  - Duration: 1.5 hours
7 Overall assessment

The overall assessment covers the entire certification process, the pm test and the written exam.

The candidate must demonstrate throughout the certification process that he/she masters at least 80% of the competence elements of the ICB4 for project management.

An inspection is not envisaged in the case of IPMA Level D\textsuperscript{®} certifications.

Complaints concerning the certification process can be addressed to the independent complaints office. A processing fee of EUR 110.00 (= EUR 100.00 + 10 % VAT EUR 10.00) will be charged, which will be refunded in the event of a legitimate claim.