

# Info folder for the Re-certification as pma/IPMA® Level D – Project Management Associate

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Basis for re-certification (in the following order):

- Info folder re-certification pma/IPMA® Level D Project Management Associate
- methods & processes of the latest pm baseline
- ICB® – IPMA® Competence Baseline, version 4.0, English

All documents can be downloaded from [www.pma.at](http://www.pma.at) free of charge.

In the event of any enquiries please contact: [zertifizierung@pma.at](mailto:zertifizierung@pma.at)

# 1 General information

## 1.1 Aims

- Maintaining the proof of qualification of certified project managers

## 1.2 Overview of the re-certification process

Online application for re-certification via [www.pma.at](http://www.pma.at)  
(incl. proof of further education and/or proof of professional activity as a project manager...)



Verification of the formal requirements (documents for re-certification) by pma  
Optional: Interview with an assessor (concerning project experience)



Invoicing by pma, payment by the re-certification candidate



Sending / receiving the new certificate

## 1.3 Requirements for the re-certification

### Certificate

- Valid certificate as pma/IPMA® Level D - Project Management Associate

### Documentation:

#### Experience (professional/business activities)

- Proof of at least **350 personnel days of PM activities** (PM, PTM, project contributor...) since certification/last re-certification, over the entire term.

OR

#### Knowledge (education/training)

- Proof of at least **175 hours** of relevant professional development since certification/last re-certification, over the entire term.

OR

#### Experience & Knowledge

- Combining experience and knowledge, you need to reach a total of 350 points (as outlined in the re-certification sheet).

1 personnel-day of PM activity = 1 point

1 hour of professional development = 2 points

## 1.4 Accepted education/training activities

All activities need to be assigned to a specific ICB® Competence Element in order to qualify for re-certification – if an assignment is not possible, the hours cannot be considered for the re-certification process.

1 hour correspond to 1 hour of necessary education/training proof. Acknowledgeable activities include:

- Lectures at universities or institutes of higher education
- Training in project management
- Participation in conferences or symposia
- In individual cases further subject-specific activities (project activities, thesis, ...) and trainings might be accepted by the Certification Body provided the activity can be assigned to a ICB® Competence Element. One hour of attendance counts as one hour of professional development, up to 75 hours per re-certification process.

## 2 Application for re-certification

### 2.1 Aims

- Update of contact details/information from the re-certification candidate
- Check whether the candidate fulfils the requirements for the re-certification (see 1.3)

### 2.2 Application process

Login on [www.pma.at](http://www.pma.at):

- On the pma website [www.pma.at](http://www.pma.at) click on **Certification > Recertification** and select the button "**Re - Certification**".

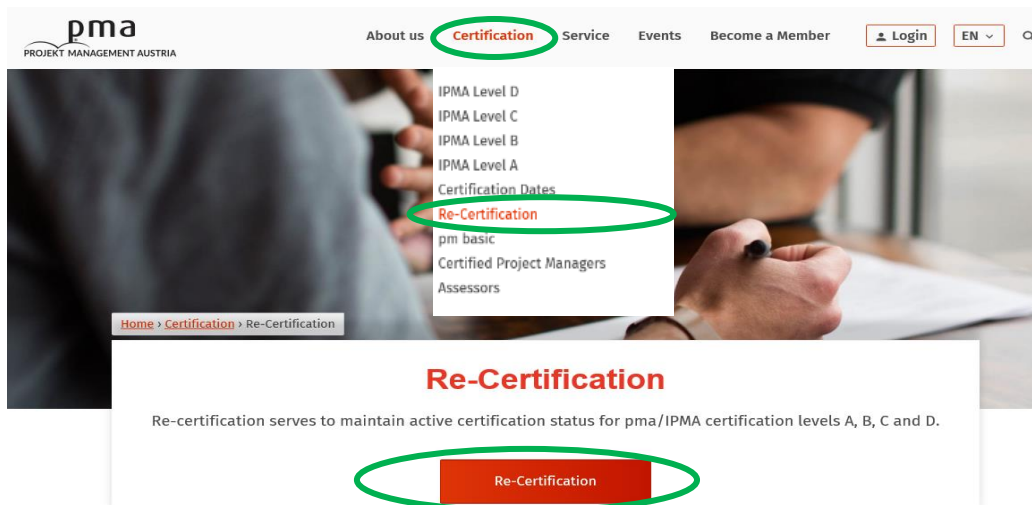


Figure 1: Selection recertification on the pma website

- Enter your **login data** (email address). If you have not yet logged in to the new pma website [www.pma.at](http://www.pma.at), please request a **new password**.

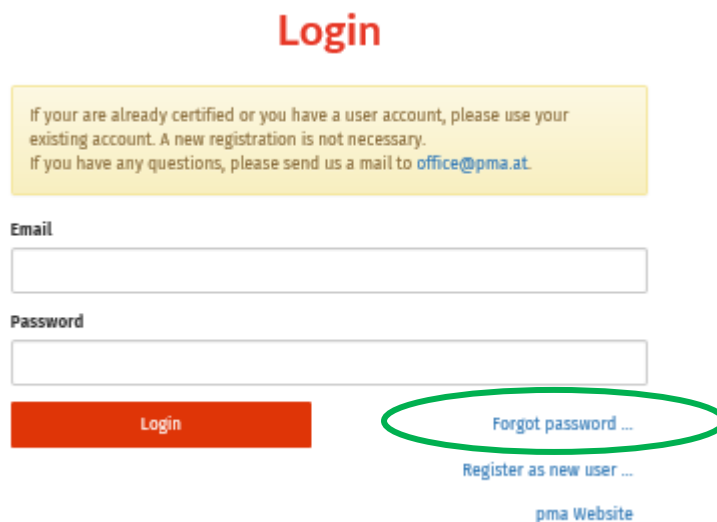


Figure 2: Login with email address and password

The online registration takes place in 10 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 recertification process at any time**.

**Step 1:** Specify certification information:

- After you have logged into the Self Service Tool, select the menu item **Certification > Certificates** and select **"Start recertification process"**.

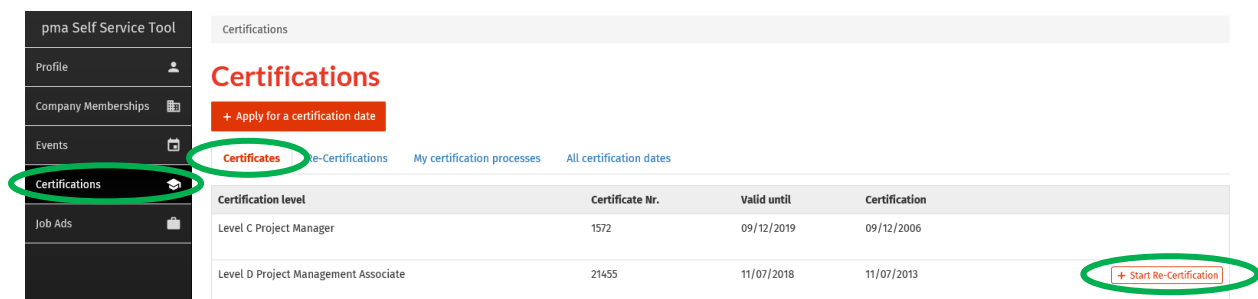


Figure 3: Start re-certification process

## Apply for Re-Certification

Please confirm that you want to apply for re-certification for the following certificate:  
**Level D Project Management Associate, certificate number: 21455**





Figure 4: Re-certification application begin


**Step 2:** Update core data:


- Updating the contact information/information of the recertification candidate


pma Self Service Tool

Profile 

Company Memberships 

Events 

Certifications 

Job Ads 

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Gernot Häitzmann

Logout

### 2. Core Data

First name\*:

Last name\*:

Title:

Title after name:

Gender\*:

Language\*:

Birth date\*:

Birth place\*:

Type of ID document\*:

ID document number\*:

Private Address:


Save and Continue


Figure 5: Core data


**Step 3:** Specify invoice details:


- Information about invoice recipient, pma membership, invoice address,...


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Profile 

Company Memberships 

Events 

Certifications 

Job Ads 

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### 3. Invoice

Company pays re-certification\*:

Company is pma-member\*:

Company internal purchase order number:

Company VAT:

Invoice address:

Name\*:

Address line 1\*:

Address line 2:

Postal code\*:

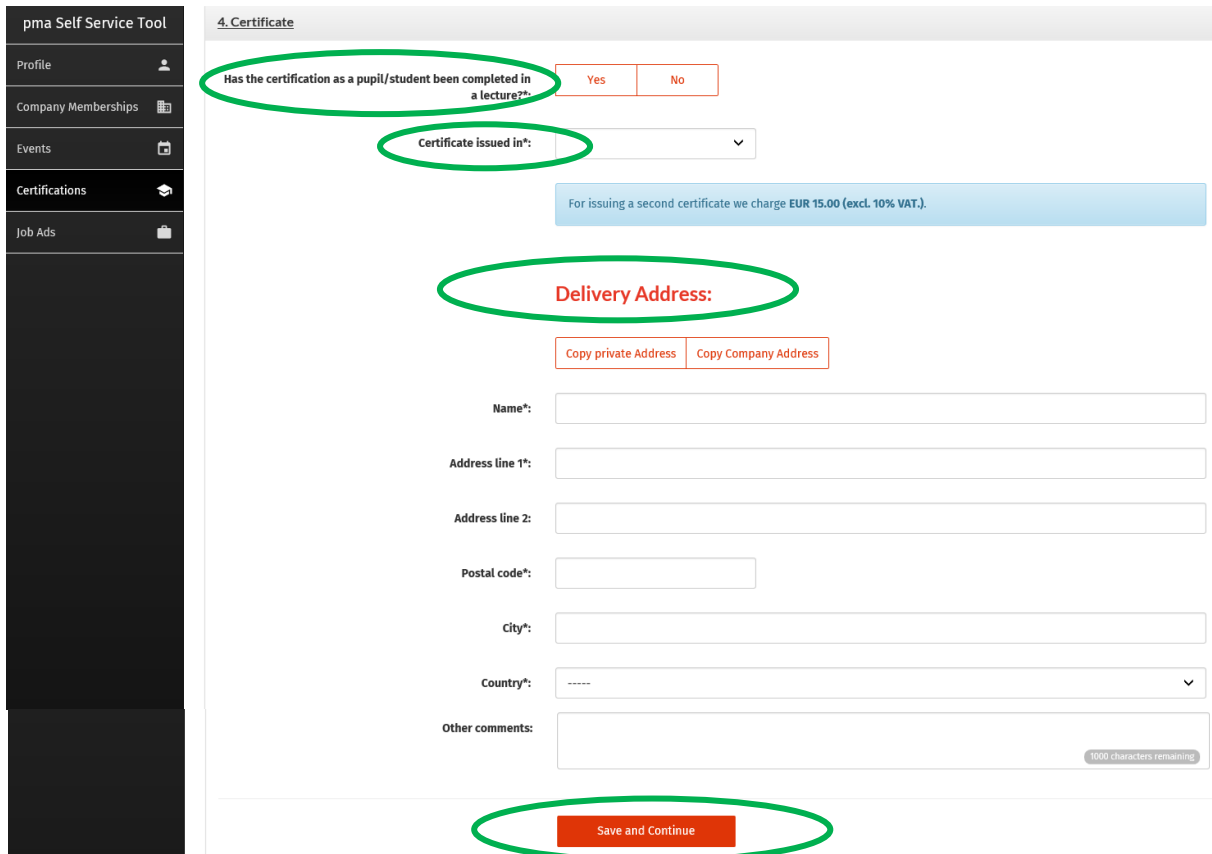
Country\*:

Save and Continue

Figure 6: Invoice data

**Step 4:** Explain certificate details:

- Information about delivery address, language of the certificate, pma membership, billing address,...



The screenshot shows the '4. Certificate' page in the pma Self Service Tool. The left sidebar contains navigation options: Profile, Company Memberships, Events, Certifications, and Job Ads. The main content area includes a question 'Has the certification as a pupil/student been completed in a lecture?\*' with 'Yes' and 'No' buttons. Below this is a 'Certificate issued in\*:' dropdown menu. A blue banner states 'For issuing a second certificate we charge EUR 15.00 (excl. 10% VAT.)'. The 'Delivery Address:' section has two buttons: 'Copy private Address' and 'Copy Company Address'. The form fields include Name\*, Address line 1\*, Address line 2, Postal code\*, City\*, and Country\*. An 'Other comments:' field is at the bottom with a '1000 characters remaining' indicator. A red 'Save and Continue' button is at the bottom of the form.

Figure 7: Certificate – issued in, Delivery address

**Step 5:** Self Assessment - Evaluation of your knowledge regarding the PM competence elements.

**General information on self-assessment of PM competencies:**

The PM competencies are divided into three different areas:

- Perspective competences
- People competences
- Practice competences

**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 optimise the project management approach. Other project managers can be coached


**URGENT: For better orientation and easier assessment of the PM competences**, the corresponding competence indicators of the respective competence elements are shown. (see Figure 8: Self assessment using the competence element "personal communication" as an example)





pma Self Service Tool

Profile 

Company Memberships 

Events 

Certifications 


Job Ads 


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Gernot Haitzmann


**Logout**


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Profile 

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### Context Competences

Competence Element	Knowledge	Comprehension	Practice	Analysis	Synthesis	Judgement
4.3.1. Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3.2. Governance, structures and processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3.3. Compliance, standards und regulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3.4. Power and interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3.5. Culture and values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Personal and Social Competences

Competence Element	Knowledge	Comprehension	Practice	Analysis	Synthesis	Judgement
4.4.1. Self-reflection and self-management						
4.4.2. Personal integrity and reliability						
4.4.3. Personal communication	<b>4.4.3 Personal communication</b> <ul style="list-style-type: none"> <li>• Provide clear and structured information to others and verify their understanding</li> <li>• Facilitate and promote open communication</li> <li>• Choose communication styles and channels to meet the needs of the audience, situation and management level</li> <li>• Communicate effectively with virtual teams</li> <li>• Employ humour and sense of perspective when appropriate</li> </ul>					
4.4.4. Relationships and engagement						
4.4.5. Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.4.6. Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.4.7. Conflict and crisis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.4.8. Resourcefulness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.4.9. Negotiation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.4.10. Results orientation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Technical Competences

Competence Element	Knowledge	Comprehension	Practice	Analysis	Synthesis	Judgement
4.5.1. Project design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.2. Requirements and objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.3. Scope	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.4. Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.5. Organisation and information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.6. Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.7. Finance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.8. Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.9. Procurement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.10. Plan and control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.11. Risk and opportunity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.12. Stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.5.13. Change and transformation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Save and Continue**

Figure 8: Self-Assessment

**Please note the following point for performing steps 6 to 9 below:**

- According to the necessary **evidence for knowledge** (175 hours of further education) **OR experience** (350 person days of project management activity) or a possible **combination of knowledge AND experience**, in **steps 6 to 9**, provide your appropriate evidence for knowledge/experience.

**Step 6: Project experience (optional)**

- For the re-certification you need proof of experience and/or knowledge in project management. If you would like to re-certify based on your acquired professional experiences in project management, please enter the relevant experiences here.

**Required information of every PM-activity:**

- Name of project, (program or portfolio)
- Company-in charge or Project Owner
- Start and end (month/year)
- Project objectives
- Candidate's role: Choose between 4 different options from the drop-down list:
  - PO Project Owner
  - PM Project Manager
  - PCM Project Contributor
  - PTM Project Team Member
- Actual PM activities for the stated project indicated in personnel days. One year is calculated as 180 personnel days.
- References (name, telephone, e-mail, ...)
- Confirmation of project management experience – Evidence of activity (see section 7 - Appendix)

## Add new Project ✕

**Project name\*:**

**Project performing company / customer\*:**

**From\*:**

**To\*:**

**Aims\*:**  500 characters remaining

**Contact address for reference (incl. email)\*:**  511 characters remaining

**Actual PM-outlay in PD\*:**

**Role and responsibilities of the candidate\*:**

**Evidence of activity:**

Figure 9: project experience

### Step 7: Comment on project experience (optional)

- Additional information about the project experience can be entered in a text field.

pma Self Service Tool

Profile

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**Certifications**

Job Ads

Certifications / Apply for a re-certification

### Apply for a re-certification

1. Certificate information
2. Core Data
3. Invoice
4. Certificate
5. Self-assessment
6. Project Experience
7. Comment for Projects

**Comment on the project experience:**  4095 characters remaining

Figure 10: Comment field for project experience

### Step 8: Knowledge (optional)

- For the re-certification you need proof of experience and/or knowledge in project management. In case you want to re-certify based on your acquired knowledge in project management, please enter the relevant education and/or training here.

#### **Required information of each education/training:**

- ICB® Competence Element which the education/training can be assigned to (via dropdown-menu)
- Description of the course/training/...
- Course location or name of the institution conducting the course
- Frequency of participation (once, daily, weekly, variable frequency)
- Start and end (exact dates)
  - ICB® Competence Element (e.g 4.5.3 scope - according to the numbering of the Individual Competence baseline ICB4 - English version) which the education/training can be assigned to (**press “4.” and select via dropdown-menu**)
- actual effort (total hours of attendance)
- Confirmation of participation as an attachment (see section 7: Annex)

Create new Entry
✕

---

Title\*:

Institution\*:

Attendance\*:

From\*:

To\*:

Competence elements:

(attendance) hours\*:

Evidence of Activity:

Figure 11: Knowledge incl. evidence of continuing training measures

### Step 9: Comment on knowledge (optional)

- Additional information on the further training measure can be entered in a text field.

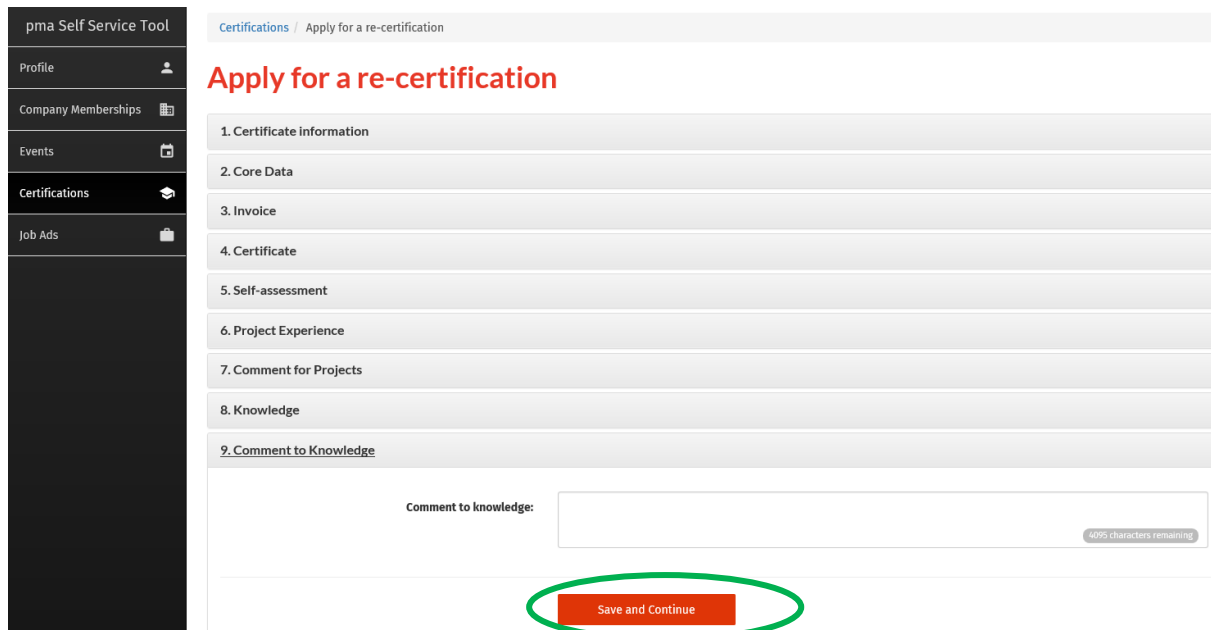


Figure 12: Comment field for continuing training measures

### Step 10: Confirm and send registration

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

The current certification fees can be found on our [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 accuracy of the data provided"; the provisions and guidelines of the imprint, the general terms and conditions of use, the data protection provisions, the right of withdrawal for consumers, the pma code of ethics and the rules of conduct; the consent or declaration of consent under data protection law to participation in the pma recertification programme as well as the information on exercising the right of withdrawal - revocation instructions. By doing so you accept the terms and conditions and register bindingly for the recertification.

	Hours	Points
Sum of Knowledge	300	600
Sum projects effort	0	0
<b>Sum total effort</b>	<b>300</b>	<b>600</b>
Total points required		350

The re-certification fee (IPMA Level D) is for

- non-members EUR 203.50 (= EUR 185.00 + 10% VAT EUR 18.50) and for
- pma members EUR 170.50 (= EUR 155.00 + 10% VAT EUR 15.50).

The invoice is due within 14 days without any deductions.

**Confirmation:**

Upon successful completion of the certification your name (first- and surname) being published on the pma and IPMA® websites.\*  Yes  No

I approve the validity of the entered data

I have read and approve 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 behavior rules.

Ich habe die Einwilligung bzw. datenschutzrechtliche Einverständniserklärung zur Teilnahme am Zertifizierungsprogramm der pma gelesen und stimme diesem zu.

Ich habe die Informationen zur Ausübung des Widerrufsrechts – Widerrufsbelehrung gelesen und stimme diesem zu.

**Submit Application**

Figure 13: Confirm and send binding registration

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.

Certifications The application has been submitted successfully.

## Certifications

[+ Apply for a certification date](#)

Certificates **Re-Certifications** [by certification processes](#) [All certification dates](#)

### Ongoing Re-certification processes

Level D Project Management Associate

Application submitted. Application documents will be verified.

**View Details**

Figure 14: Confirmation of registration

### 3 Payment details

The re-certification fee pma/IPMA® Level D is for

- non-members EUR 203.50 (= EUR 185.00 + 10 % VAT. EUR 18.50) and for
- pma members EUR 170.50 (= EUR 155.00 + 10% VAT. EUR 15.50).

The invoice is due 14 days from the invoice date without any deduction.

**This registration is binding.**

After successful re-certification, the certificate is valid for a further 5 years. After that a new re-certification or, if the corresponding requirements are fulfilled, a certification according to pma/IPMA® Level C is possible.

### 4 Consent or declaration of consent under data protection law for participation in the pma (re-)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 (re-)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/certification/certified-project-managers](http://www.pma.at/en/certification/certified-project-managers) - 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, , issued as responsible.

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](mailto: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 Re-Certification process

### 6.1 Submission of documents

- The pma/IPMA® Level D re-certification takes place exclusively online via the website [www.pma.at](http://www.pma.at). Any other procedure (e-mail, fax,...) is **not** possible.

### 6.2 Review of submitted documents

- Accomplished by pma

### 6.3 Issuance of invoice for the re-certification

- Accomplished by pma – the invoice is due 14 days of invoicing without deduction.

### 6.4 Issuance and transmission of the certificate

- In case of a successful re-certification the certificate will be mailed to the address provided by the applicant after receipt of payment.

## 7 Appendix

- Template: Proof of experience (professional/business activities) – see section 1.3
- Template: Proof of knowledge (education/training) - see section 1.4

# XY GmbH

Vienna, XX.XX.XXXX

## Verification of professional/business activities in project management

### Reference Verification

Dear Ladies and Gentlemen,

We hereby acknowledge, that Ms/Mr \_\_\_\_\_ was employed  
as \_\_\_\_\_ for the project \_\_\_\_\_  
from \_\_\_\_\_ until \_\_\_\_\_.

Kind regards

Max XY

Project performing company/Project Owner

**Mustergasse 1**  
**8888 Musterort**  
**01/xxx xx xxx**

# XY GmbH

Vienna, XX.XX.XXXX

## CONFIRMATION OF PARTICIPATION

Ms/Mr

---

has successfully completed the following seminar:

**„Management of Project crisis“**

**on xx.xx.xxxx**

**Trainer: .....**

Kind regards,

Sabine Musterfrau

**Mustergasse 1  
8888 Musterort  
01/xxx xx xxx**