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 free of charge.

In the event of any enquiries please contact: 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
(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

The certificate is available for download in the pma "Self Service Tool" under "Certifications" / "Certificates." If you select the "printed certificate by mail" option (for an additional fee), delivery takes approximately 2 weeks.
The certificate is valid for 5 years.

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 wether the candidate fulfils the requirements for the re-certification (see 1.3)

2.2 Application process

Login on www.pma.at**:**

- On the pma website www.pma.at click on **Certification > Recertification** and select the button **"Re - Certification".**

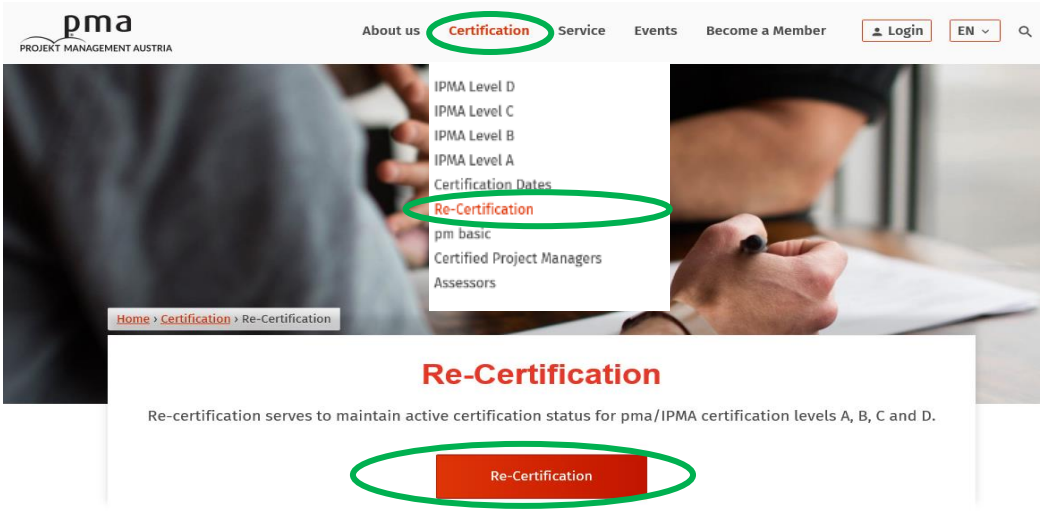

Figure 1: Selection recertification on the pma website

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

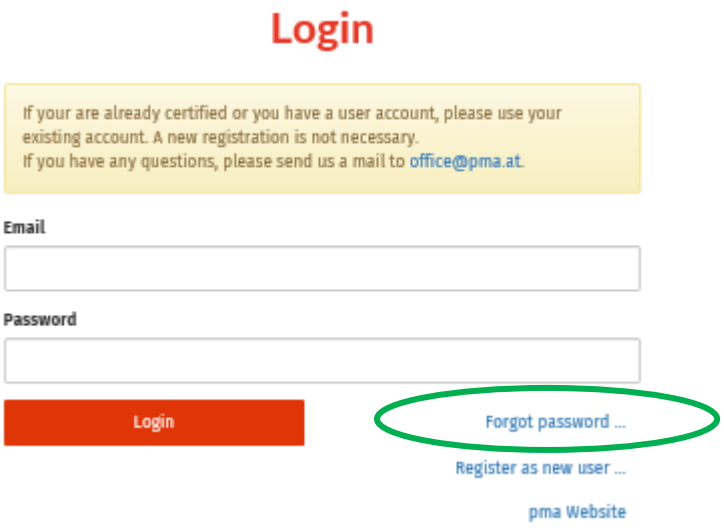

Figure 2: Login with email address and password

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".**

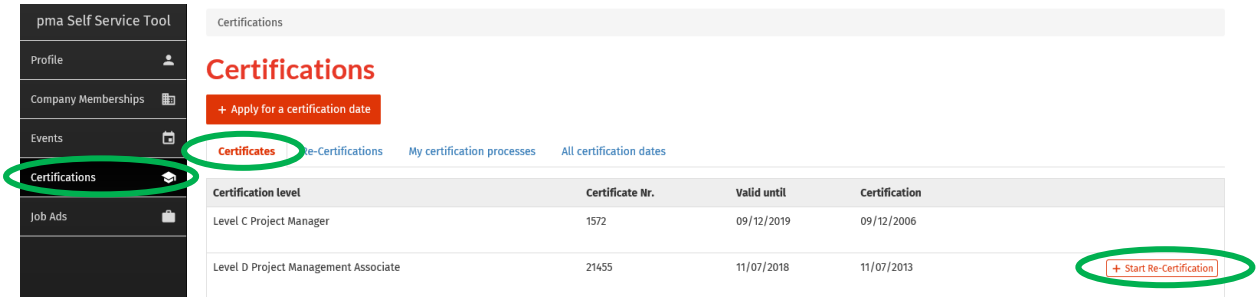

Figure 3: Start re-certification process

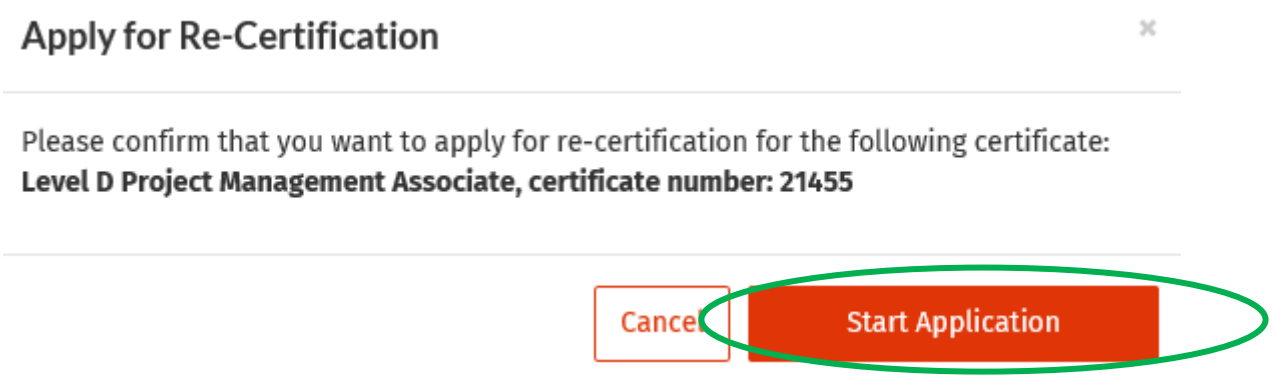

Figure 4: Re-certification application begin

Step 2: Update core data

- Updating the contact information/information of the recertification candidate

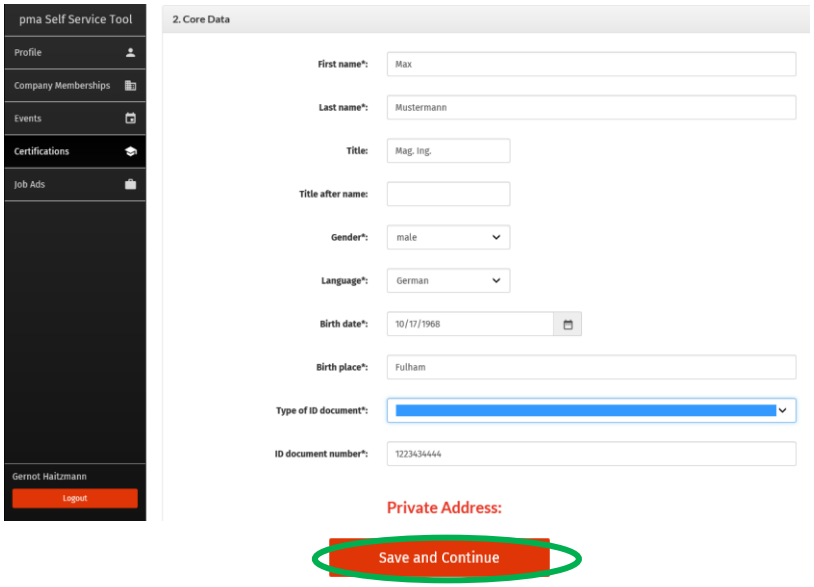

Figure 5: Core data

Step 3: Specify invoice details

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

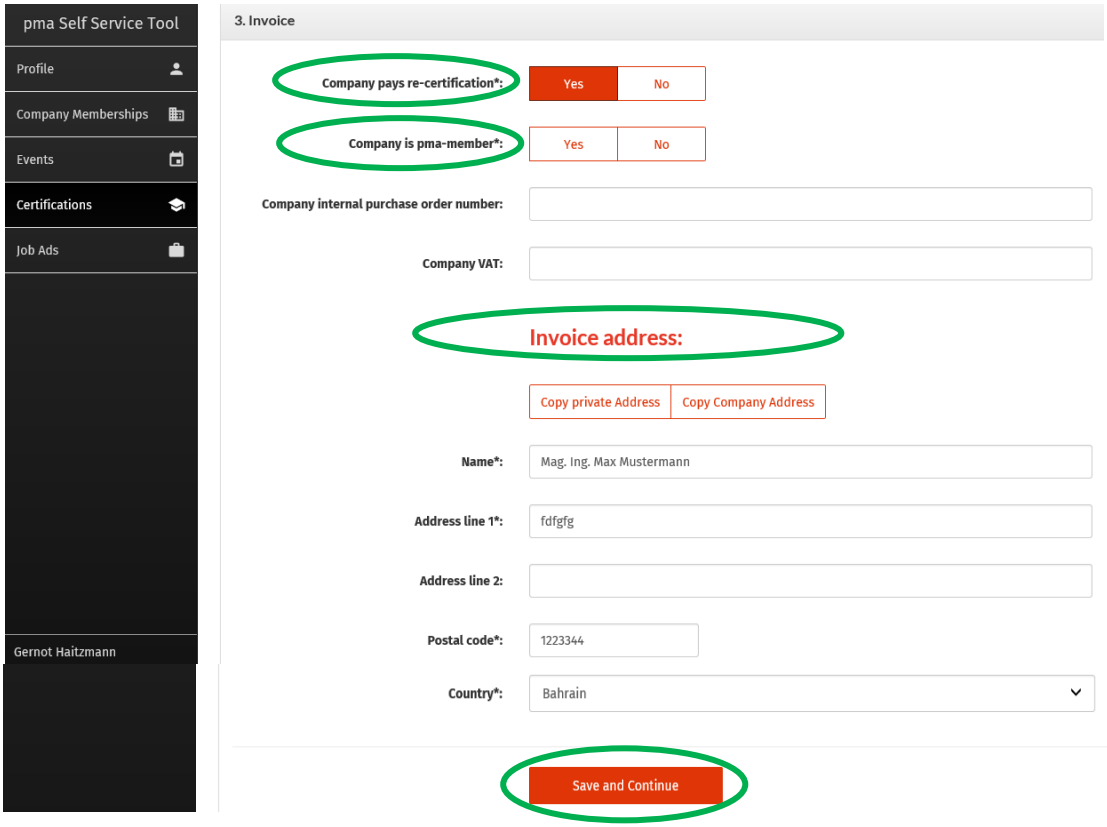

Figure 6: Invoice data

Step 4: Certificate

- Certificate information

  You can **download** the **certificate digitally** in German and/or English via the "Self Service Tool". If you would like a **"printed certificate"** (for an additional fee), click **"Yes"** under **"Printed certificate by mail".** A new window will then open asking for the delivery address for the certificate.

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 Figure 7), 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

Please mark your Self-assessment of each of the competence elements.
Only mark your highest stage for each competence element.

IMPORTANT: For better orientation and **easier assessment of the PM competences**, the corresponding competence indicators of the respective competence elements are shown. (see Figure 7: Self-assessment using the competence element "personal communication" as an example)

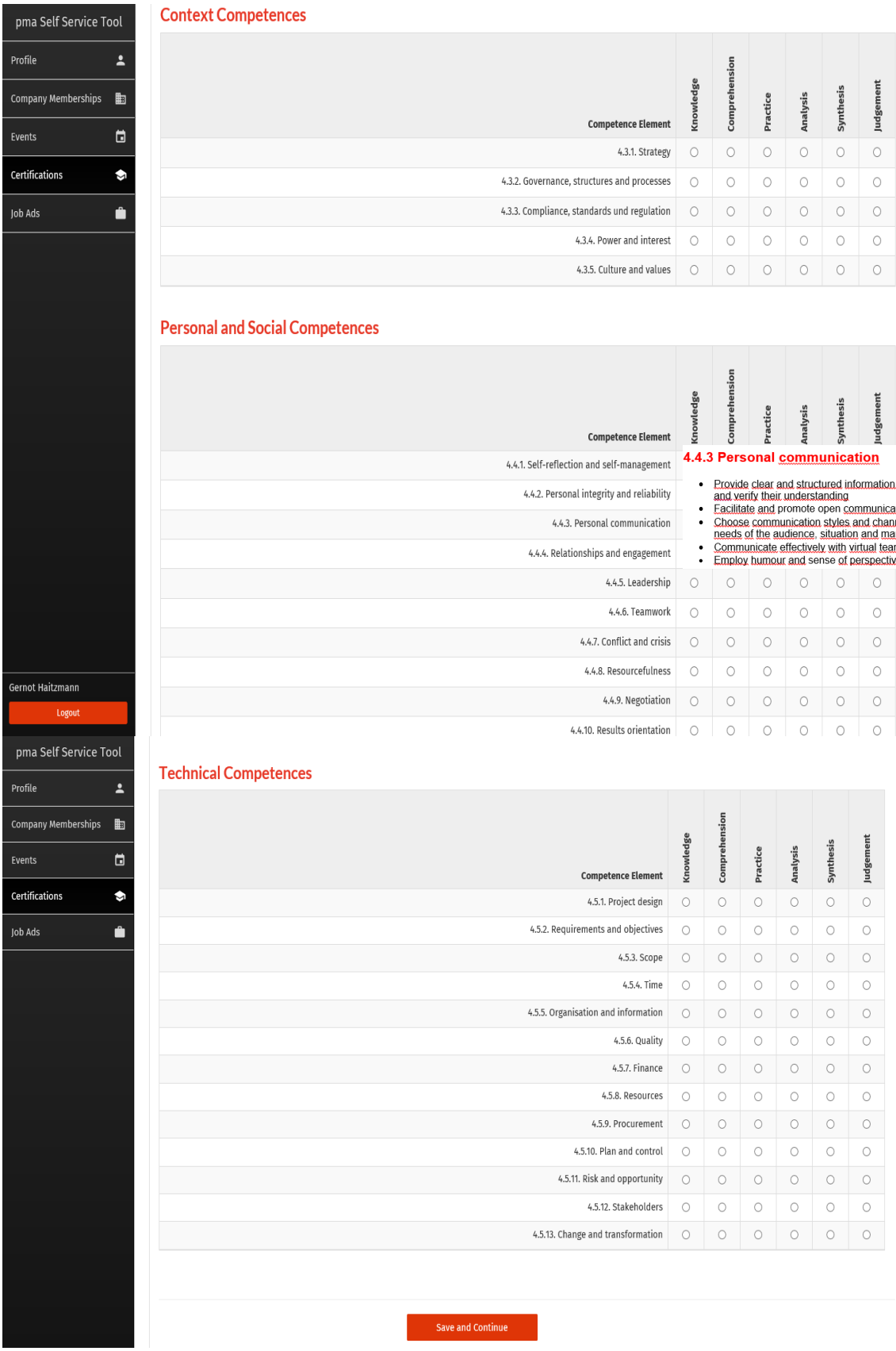

Figure 7: Self-assessment

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)

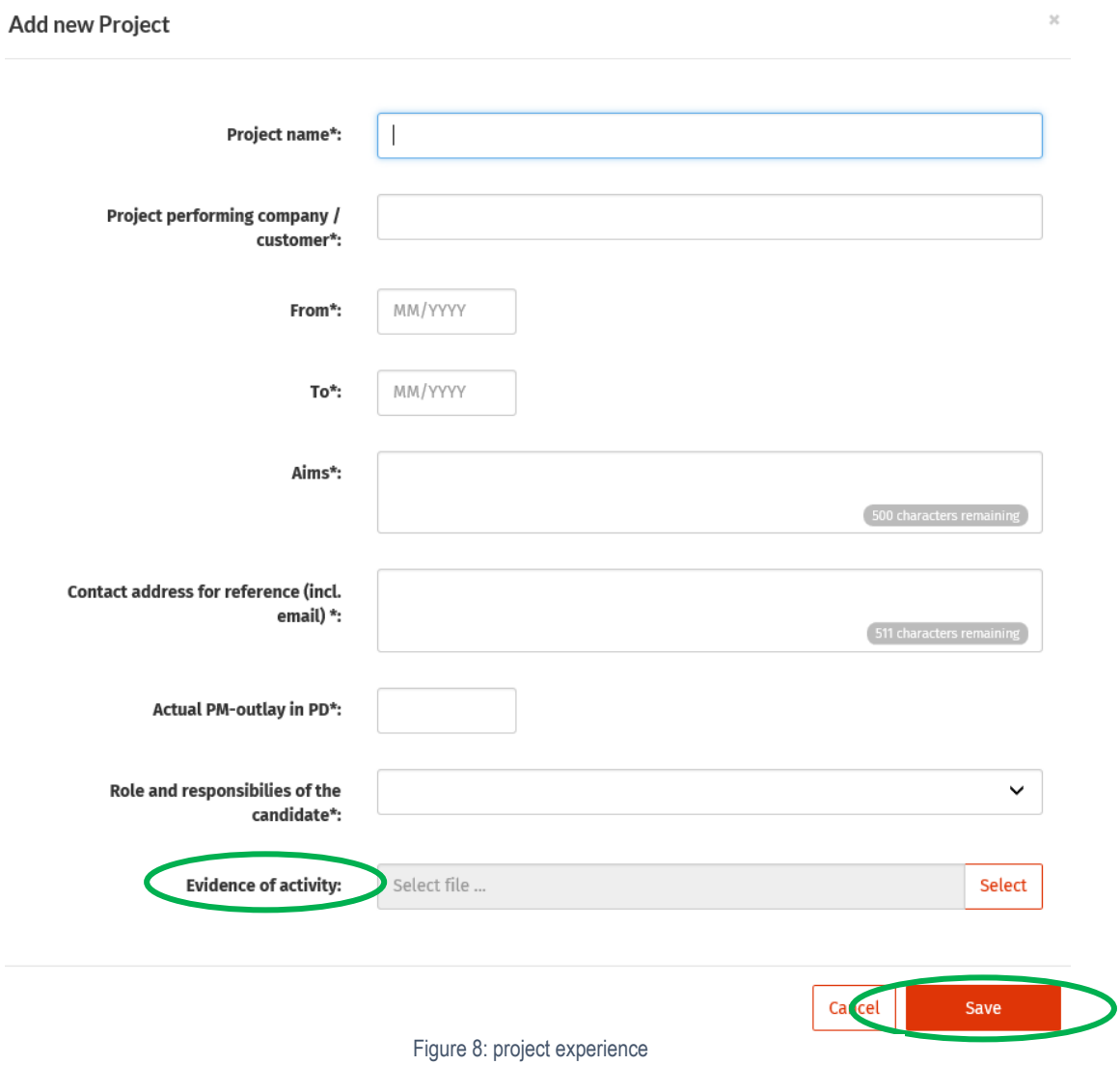

Figure 8: project experience

Step 7: Comment on project experience (optional)

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

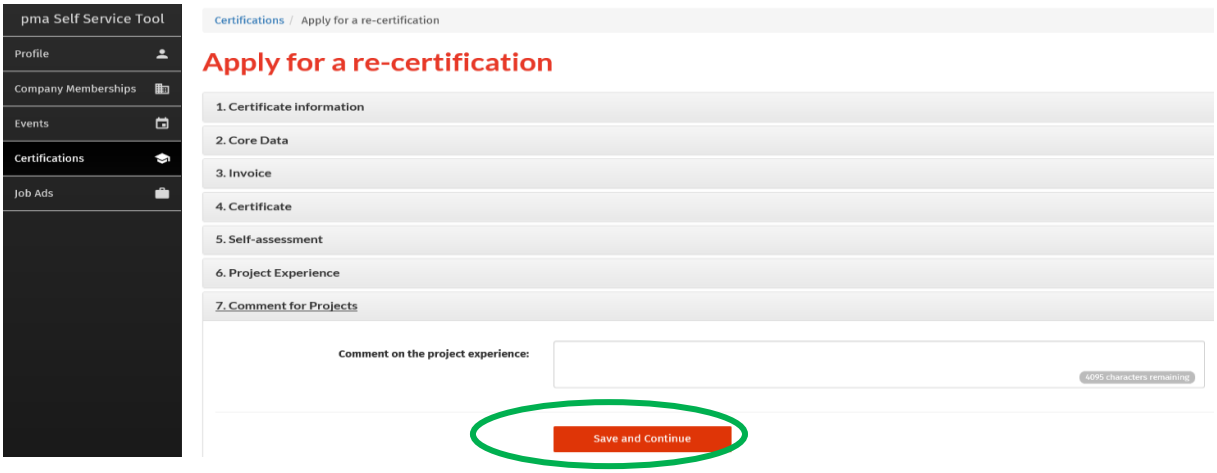

Figure 9: Comment field for project experience

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)

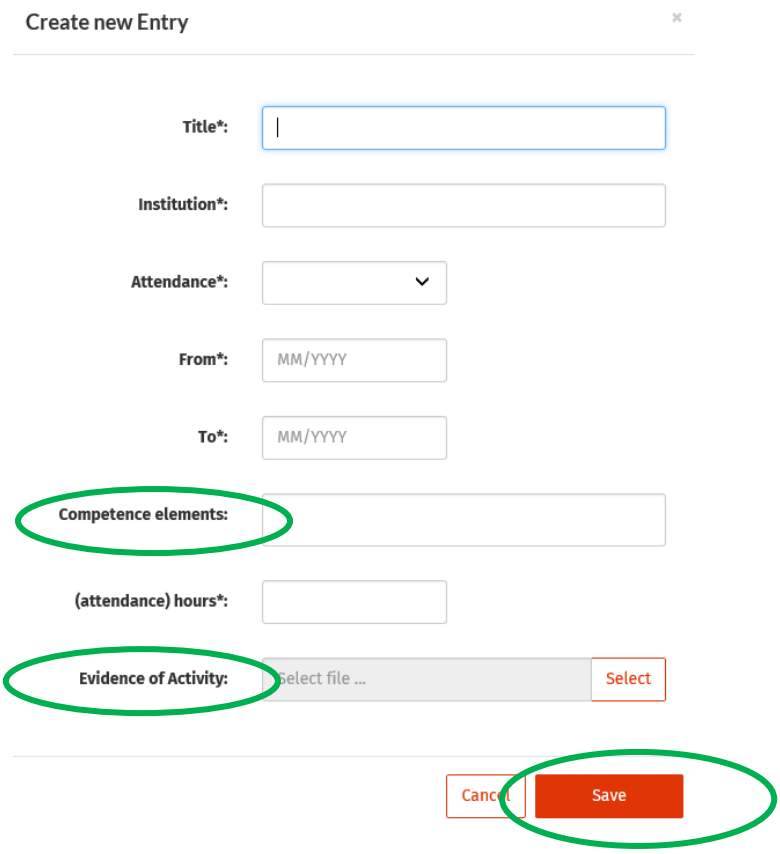

Figure 10: Knowledge incl. evidence of continuing training measures

Step 9: Comment on knowledge (optional)

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

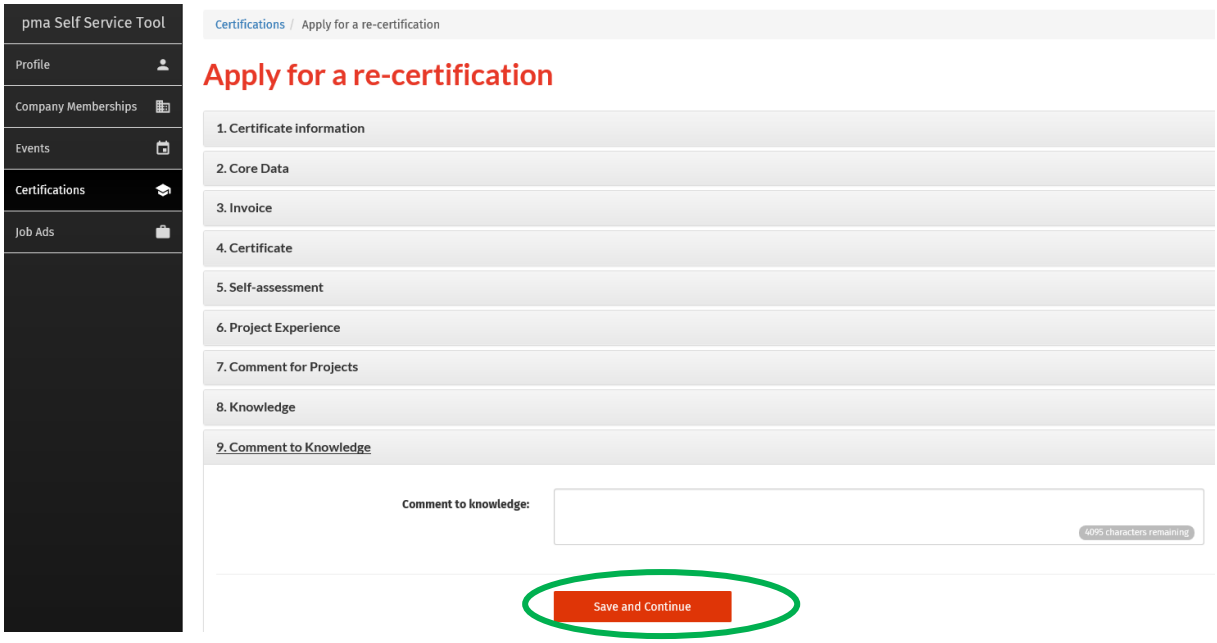

Figure 11: Comment field for continuing training measures

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 pma 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.

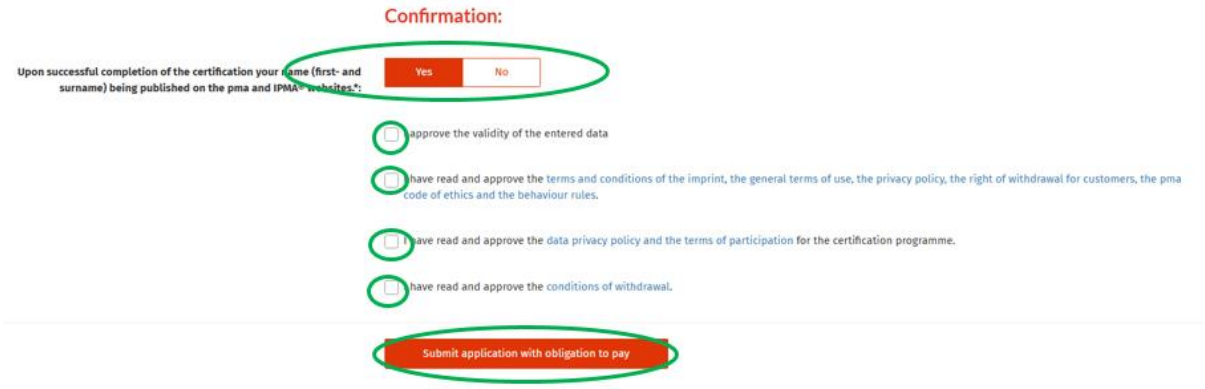

Figure 12: Confirm and send binding registration

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.

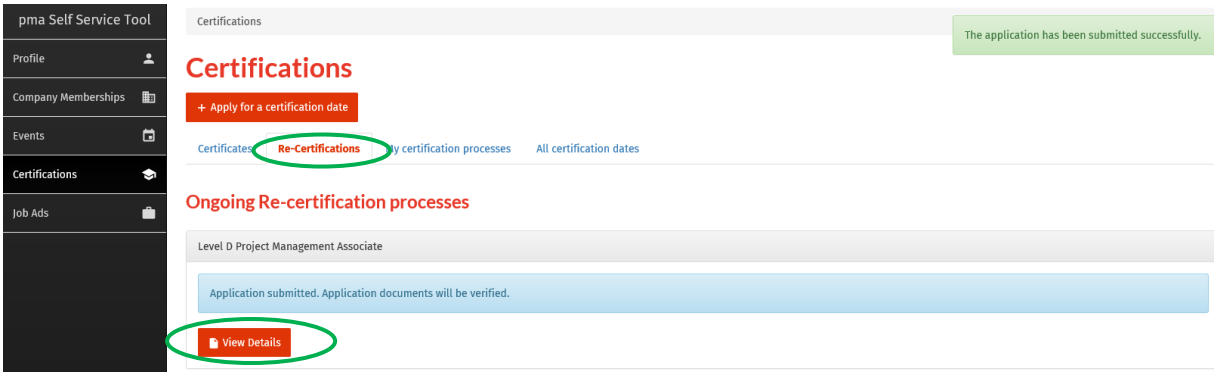

Figure 13: Confirmation of registration

3 Payment details

Please note that new prices will apply to applications starting January 1, 2027.

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

2026:

- non-members EUR 209.00 (= EUR 190.00 + 10 % VAT. EUR 19.00) and for
- pma members EUR 176.00 (= EUR 160.00 + 10 % VAT. EUR 16.00)

2027:

- non-members EUR 216.70 (= EUR 197.00 + 10 % VAT. EUR 19.70) and for
- pma members EUR 182.60 (= EUR 166.00 + 10 % VAT. EUR 16.60)

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 - 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.

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. Any other procedure (e-mail, ...) 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 Certificate

- Once the invoice has been paid, the digital certificate will be available to you in the pma "Self Service Tool" under "Certifications" / "Certificates." If you select the "printed certificate by mail" option, delivery takes approximately 2 weeks.

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

We hereby acknowledge, that _____ was employed as _____ for the project _____ from _____ until _____.

Kind regards

Max XY
Project performing company/Project Owner

SAMPLE

Mustergasse 1
8888 Musterort
01/xxx xx xxx

XY GmbH

Vienna, XX.XX.XXXX

CONFIRMATION OF PARTICIPATION

_____

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

SAMPLE