Info folder for the Re-certification as pma/IPMA® Level C - Project Manager

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

- Info folder re-certification pma/IPMA® Level C - Project Manager
- 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 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 Project Manager pma/IPMA® Level C

  Important: In principle, re-certification is based on your existing certificate. If the **practical experience** you have demonstrated is insufficient to renew your existing certificate, you have the option of renewing it at a lower level, provided you meet the relevant requirements. If your certificate is renewed at a **lower level**, you can continue to have it recertified at that level. **It is not possible to revert to a higher level**.

Knowledge

- Evidence of continuing professional development (education and/or training in project management) of at least **175 hours** since certification/last re-certification, over the entire term.

Experience

- Verification of professional/business activities as project manager since certification/last re-certification of **50% within the certificate's validity** (in case of overlaps of projects, only one project will be counted).

1.4 Accepted education/training activities

Participation in events or productive work on topics related to project management is counted as follows:

- Training at university or at an institute of higher education: One hour of attendance is equivalent to one hour of training for the re-certification. Acquired diplomas may entitle to additional credit.
- Training in project management: One hour of attendance is equivalent to one hour of training for the re-certification.
- Participation in conferences or symposia with the aim of continuing education: One hour of attendance is equivalent to one hour of training for the re-certification.
- Training organised by/with your company: One hour of attendance is equivalent to one hour of training for the re-certification.
- Conduction of presentations, seminars or lectures with documents prepared by yourself: up to 60 hours will be counted per re-certification process.
- Publication of books, papers, articles or blogs: 3 written pages are equivalent to one hour of training for the re-certification. Up to 60 hours will be counted per re-certification process.
- Independent studies: up to 60 hours will be counted per re-certification process.
- Assessor activities for **pma/**IPMA®: One assessment is equivalent to 5 hours of training for the re-certification. Up to 80 hours will be counted per re-certification process.
- In individual cases further subject-specific activities and trainings will be accepted. One hour of attendance is equivalent to one hour of training for the re-certification. Up to 40 hours will be counted per re-certification process.

2 Application for re-certification

2.1 Aims

- Update of contact details/information from the re-certification candidate
- Check if 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".**

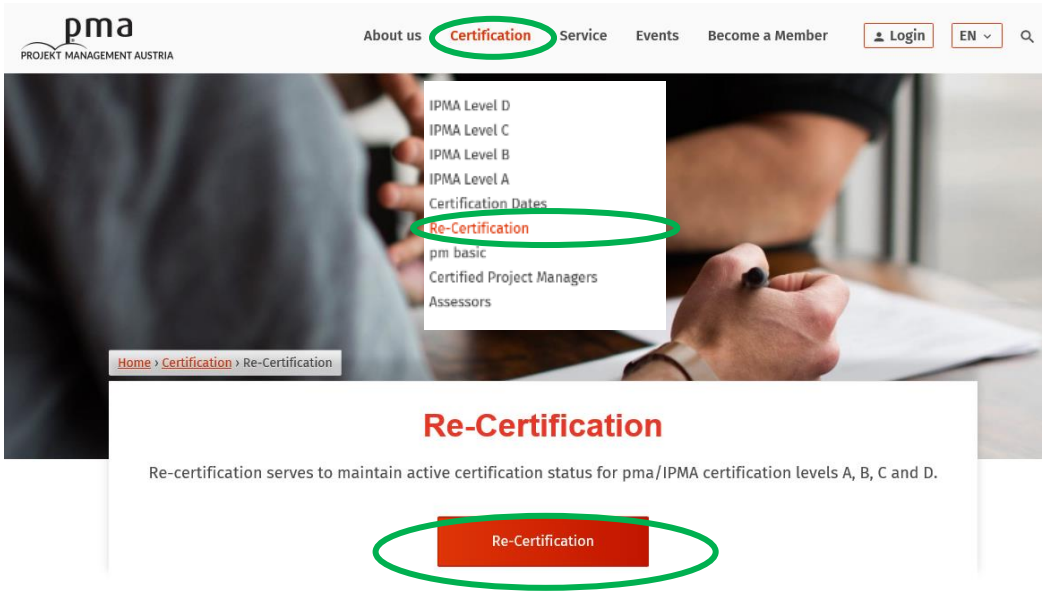


Figure 1: Selection recertification on the pma website

- 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.**

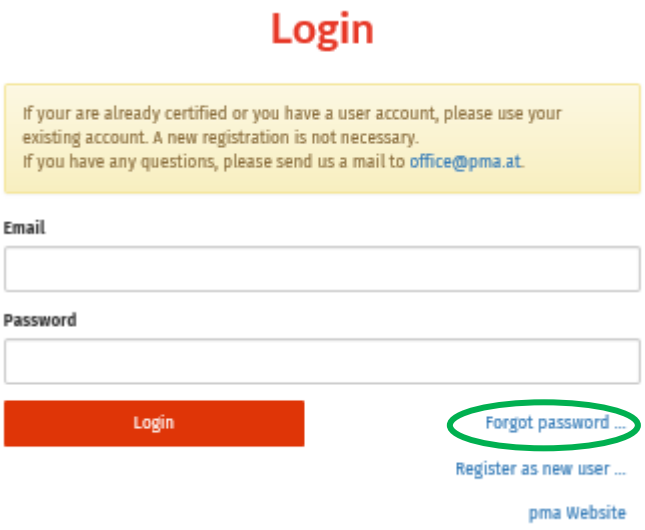


Figure 2: Login with email address and password

The online application takes place in 16 steps:

Please note that each individual step/section of your registration (e.g. entry of master 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 a later point in 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".**

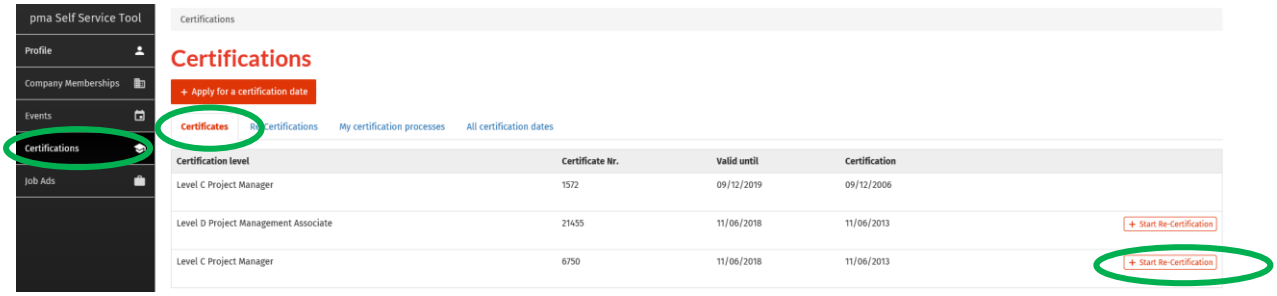
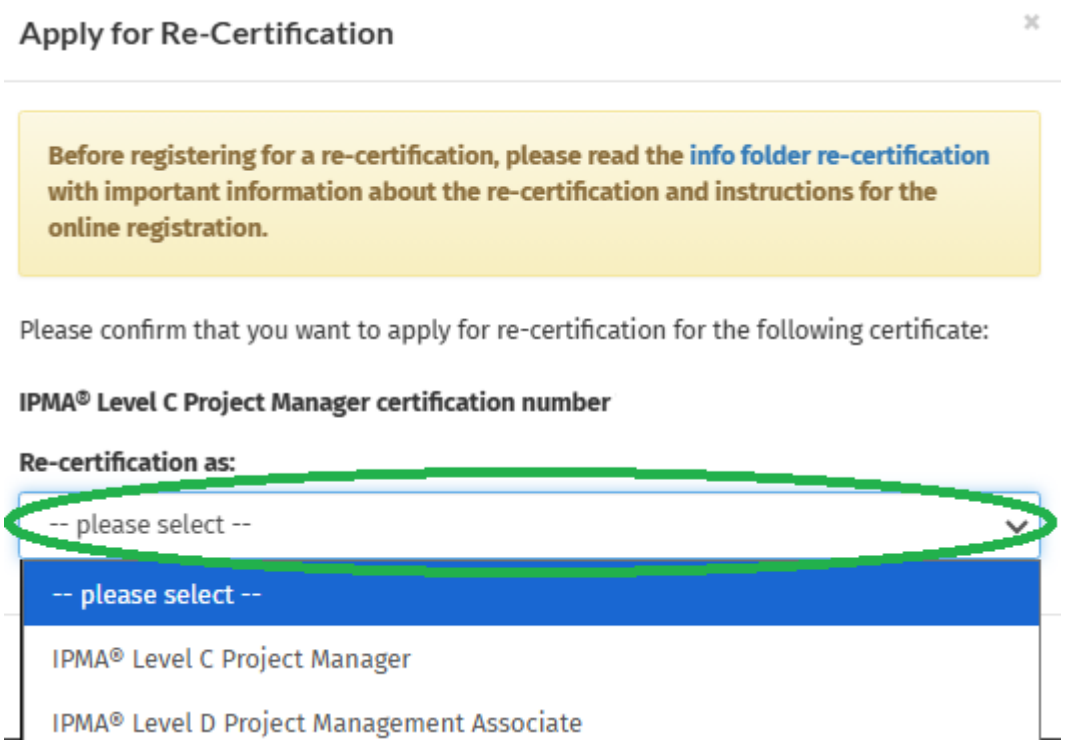


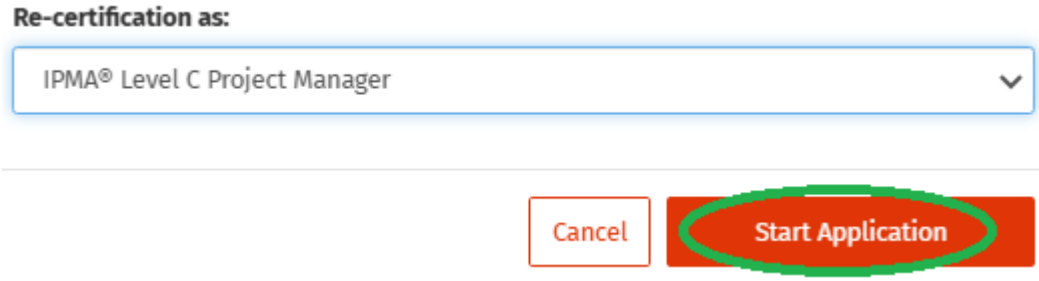
Figure 3: Start re-certification process

You will be asked whether you wish to re-certify at the same level or downgrade to a lower level. Please note the following regarding downgrade:

Important: In principle, re-certification is based on your existing certificate. If the **practical experience** you have demonstrated is insufficient to renew your existing certificate, you have the option of renewing it at a lower level, provided you meet the relevant requirements. If your certificate is renewed at a **lower level**, you can continue to have it recertified at that level. **It is not possible to revert to a higher level**.



After selecting the level, click on "Start Application".



Figures 4: re-certification select level & start application

Step 2: Update core data

- Updating the contact information/information of the recertification candidate

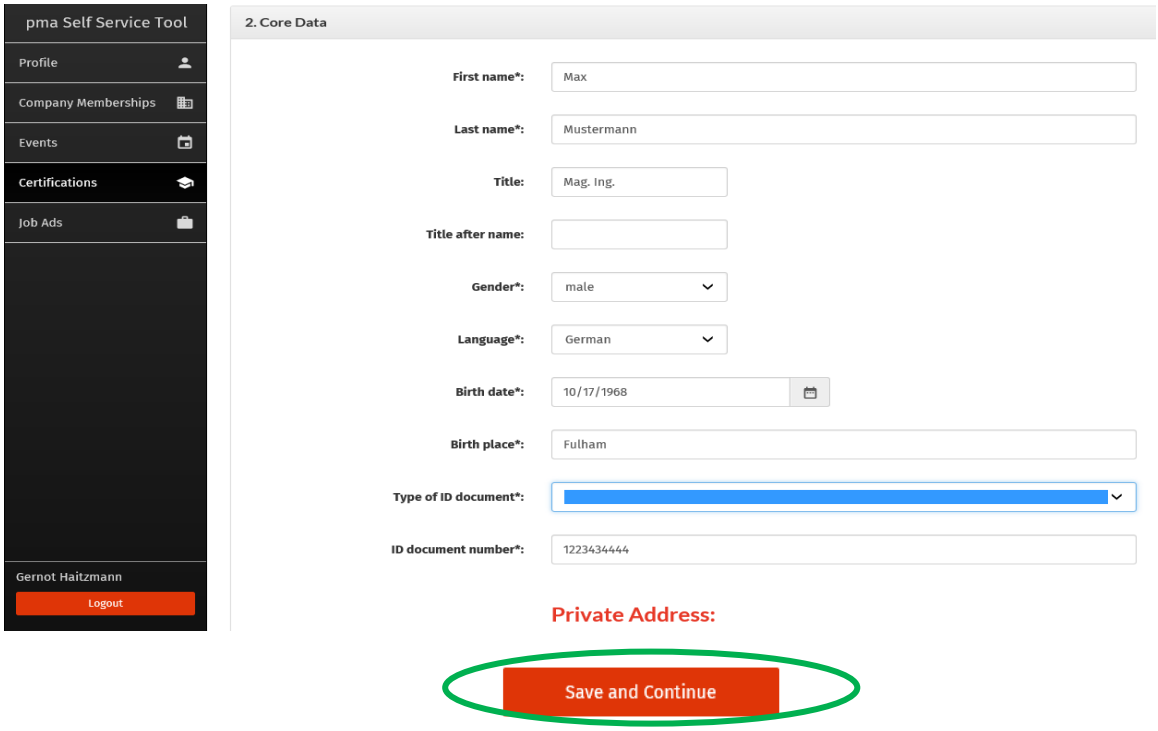


Figure 5: core data

Step 3: Specify invoice details

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

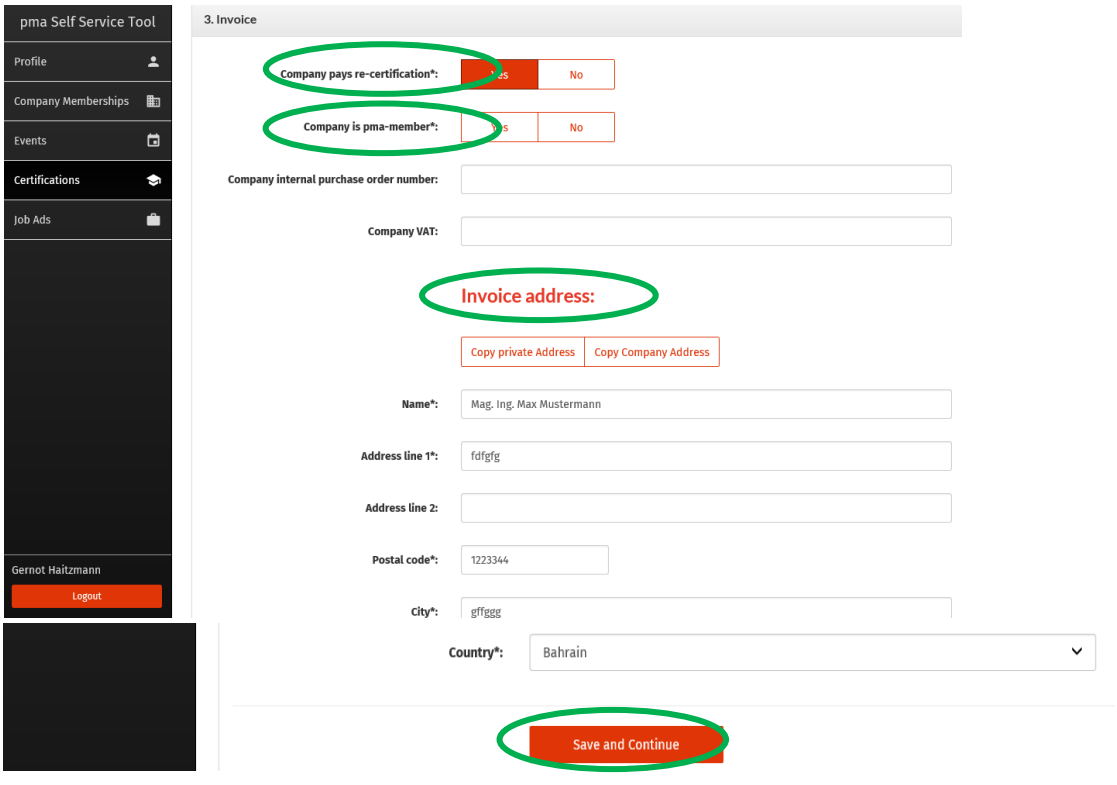


Figure 6: Invoice data

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

- To aid orientation and facilitate the assessment of PM competencies, the relevant competency indicators for each competency element are displayed. (see Figure 7: Self-assessment)

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 next page), 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.

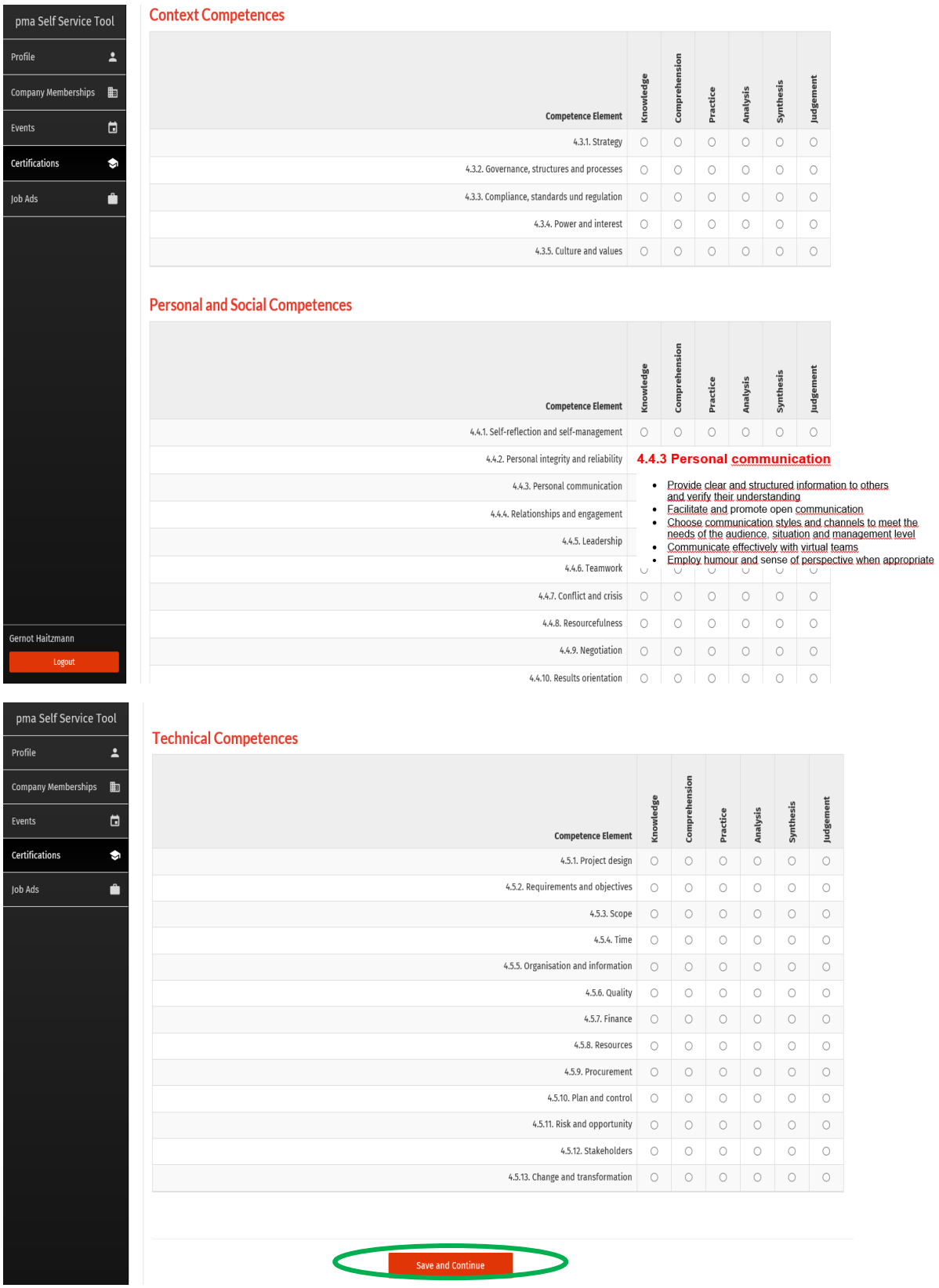


Figure 7: Self-assessment

Step 6: Project experience

- For your re-certification you need a proven experience of **at least 50% PM management activity** of the following (external and/or internal) projects since the certification as Project Manager pma/IPMA® Level C or the last re-certification as Project Manager pma/IPMA® Level C over the entire duration (only one project will be counted if projects overlap).

Required data for each activity as project manager*in projects are:

- The name of the project, (program or portfolio)
- the undertaking or contracting entity carrying out the work
- Start time (MM/YY) from which you led the project in the role of project manager
- End time (MM/YY) in which you have completed the project in the role of PM or application time if the project is still running under your project management.
- Project objective(s)
- Reference address for the contact possibility
- Confirmation of project management experience – evidence of activity (see section 7 Appendix)

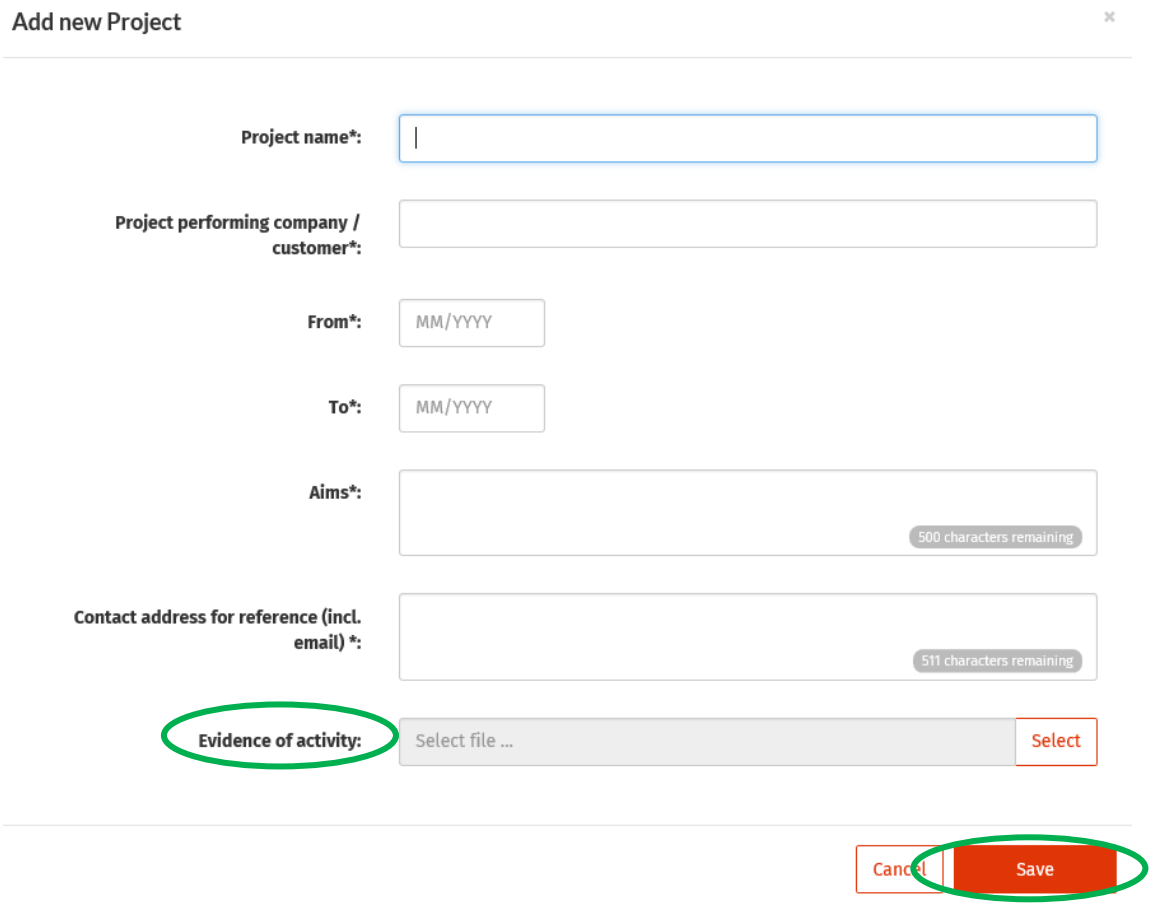


Figure 8: Project experience

Please note the following point for carrying out the following steps 7 to 15:

- In accordance with the necessary **proofs of knowledge** (175 hours of further training), in **steps 7 to 15** you enter your corresponding further training including corresponding confirmations in the following **optional categories:**
    - **Step 7:** Continuing education at universities and/or universities of applied sciences, etc.
    - **Step 8:** Training and continuing education in project management
    - **Step 9:** Participation in conferences and symposia
    - **Step 10:** In-house further training
    - **Step 11:** Conducting your own lectures, seminars or presentations on the basis of documents you have created yourself
    - **Step 12:** Publication of books, articles, white papers and blogs
    - **Step 13:** Self-study
    - **Step 14:** Assessor*internal activity for pma /IPMA® certifications
    - **Step 15:** Further professional activities and further
- The corresponding **competence elements** are specified in the **respective field "Competence elements"** by announcing the **competence element numbers according to ICB4 (4.3.1 to 4.5.13),** whereby **multiple entries** are possible. When you enter the relevant competency element numbers, the corresponding competency element, including its name, appears in a drop-down menu.

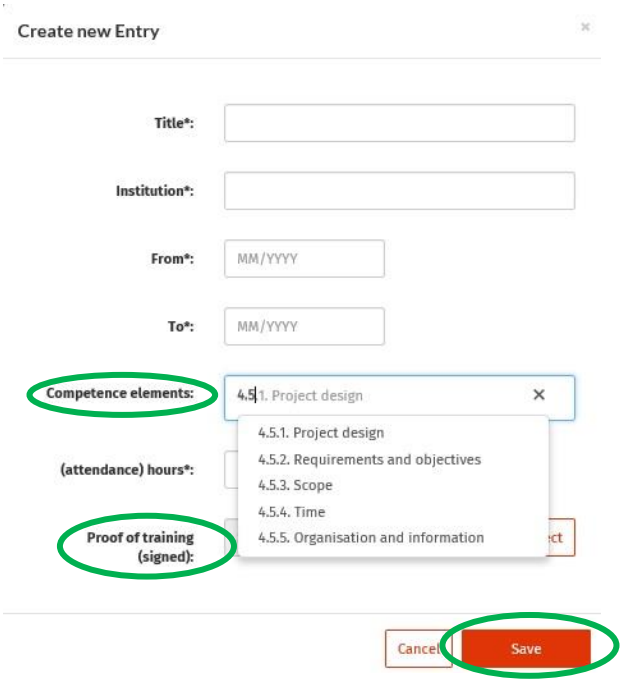


Figure 9: Selection of the corresponding competence elements

Step 7: Continuing education at universities and/or universities of applied sciences etc. (optional)

- **One hour of classroom instruction** corresponds to one hour of proof of further training for re-certification.
- input fields
    - Title*: Study, course,...
    - Institution*: Educational institution, college, university,...
    - From*: Start of studies, course with time MM/YYYY
    - Until*: End of studies, course (only enrolled/completed times are given here) in time MM/YYYY
    - Competence elements*: Indication of the competence elements suitable for further training in accordance with ICB4
    - (Presence) hours*: Attendance hours
    - Upload diploma/degree certificate as proof of further training.

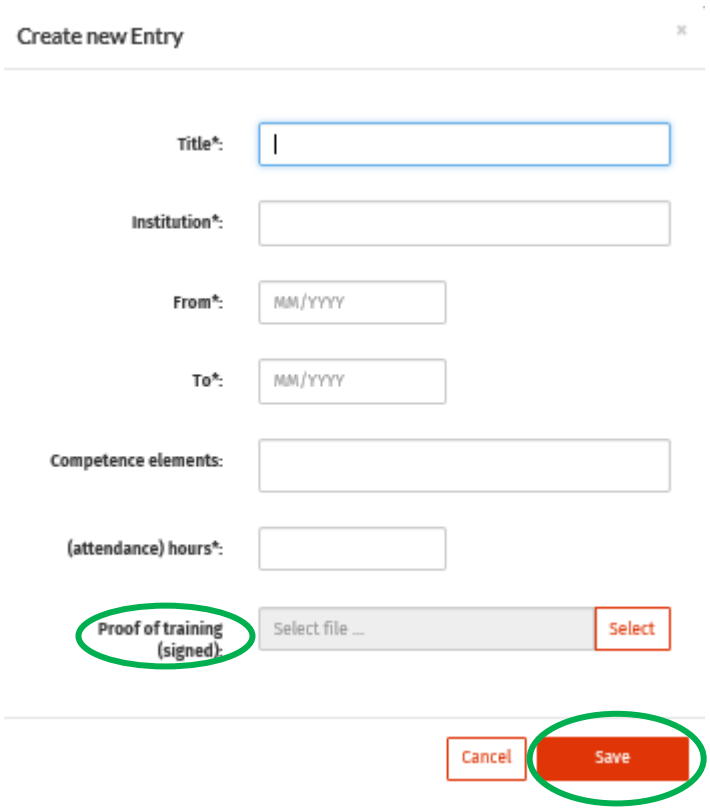


Figure 10: Input mask for continuing training Step 7,10,11,15

Step 8: Training and further education in project management (optional)

- **One hour of classroom instruction** corresponds to one hour of proof of further training for re-certification.
- input fields
    - Title*: Training event, course,...
    - Institution*: Training institute, educational institution, FH, university,...
    - From*: Start of the seminar, training, course with time indication MM/YYYYY
    - Until*: End of the seminar, training, course with time MM/YYYYY
    - (Presence) hours*: Attendance hours
    - Upload confirmation of participation as proof of further training.

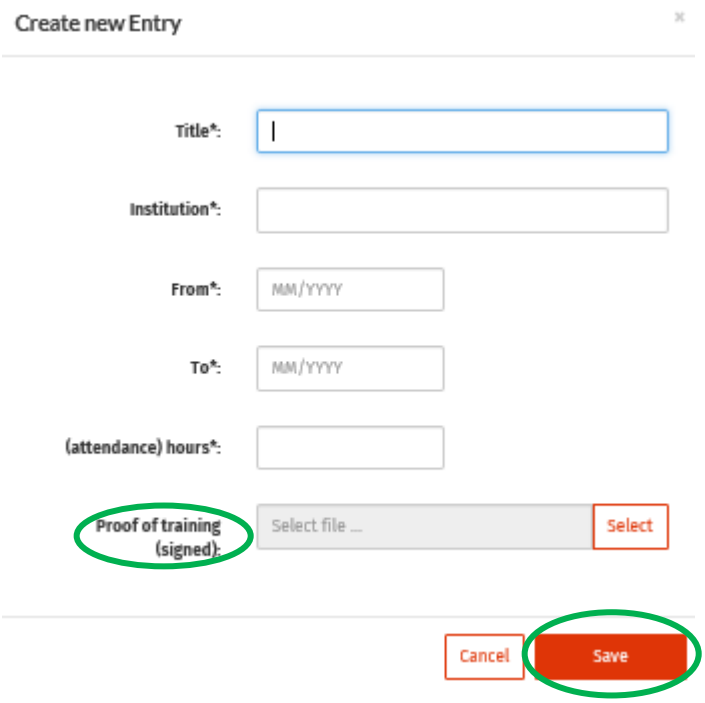


Figure 11: Input mask for initial and continuing vocational training in project management

Step 9: Participation in conferences and symposia (optional)

- **One hour of classroom instruction** corresponds to one hour of proof of further training for re-certification.
- input fields
    - Title*: Training event, course,...
    - Institution*: Training institute, educational institution, FH, university,...
    - **From*: Start of the conference, the symposium by selecting the year/month/day on the drop-down calendar field**
    - **Until*: End of the conference, the symposium by selecting the year/month/day on the drop down calendar field**
    - Competence elements*: Indication of the competence elements suitable for further training in accordance with ICB4
    - (Presence) hours*: Attendance hours
    - **pma event*: Select "Yes/No" button**
    - o Upload confirmation of participation as proof of further training. (If it is a pma event, no confirmation of participation is necessary as pma keeps attendance records)

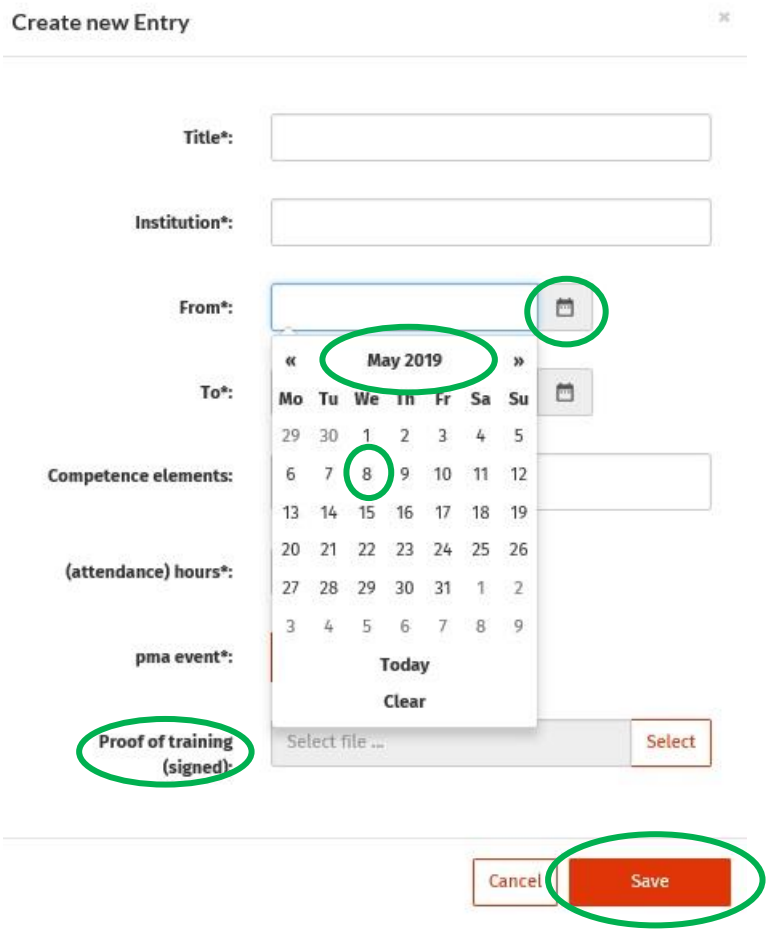


Figure 12: Selection of the year/month/day on the drop down calendar field

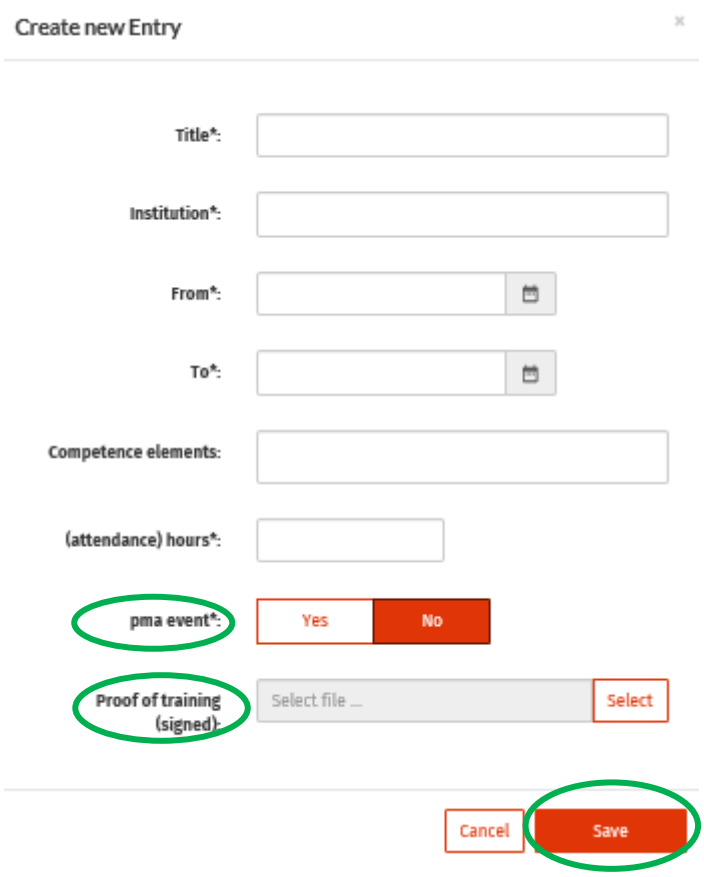


Figure 13: Selection pma Event yes/no

Step 10: In-house training (optional)

- **One hour of classroom instruction** corresponds to one hour of proof of further training for re-certification.
- input fields
    - Title*: Training event, seminar,...
    - Institution*: Training institute, educational institution, FH, university,...
    - From*: Start of the training, seminar by selecting the year/month/day on the drop down calendar field
    - Until*: End of training, seminar by selecting the year/month/day on the drop down calendar field
    - Competence elements*: Indication of the competence elements suitable for further training in accordance with ICB4
    - (Presence) hours*: Attendance hours
    - Upload confirmation of participation (e.g. from the HR department) as proof of continuing education.

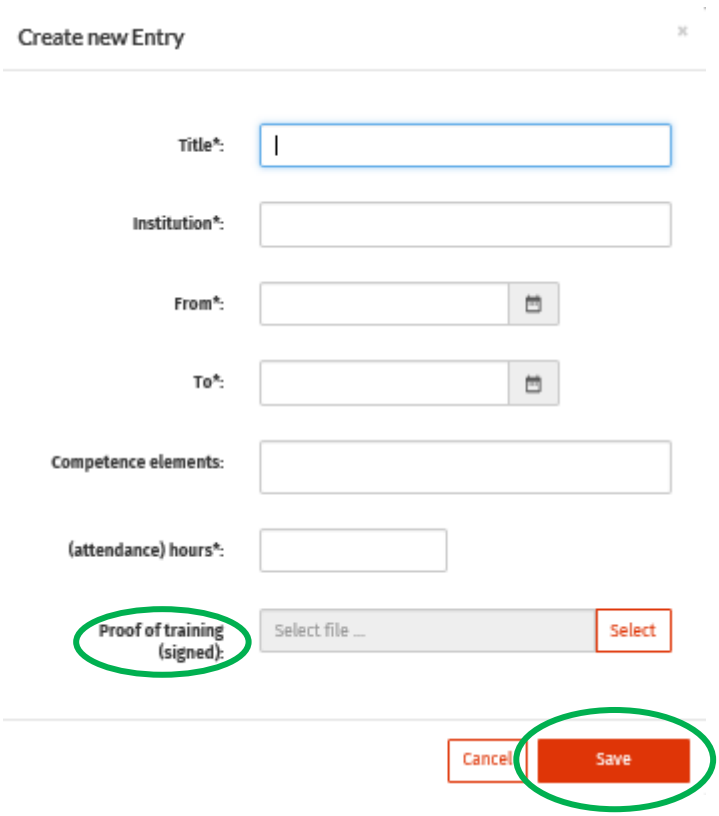


Figure 14: Input mask for in-company continuing training

Step 11: Implementation of own lectures, seminars or presentations based on self-created documents (optional)

- **Up to 60 hours** per recertification phase will be credited.
- Input fields
    - Title*: Lecture, training event, lecture,...
    - Institution*: Organisation, Training institute, Educational institution, FH, University,...
    - From*: Start of the lecture, course by selecting the year/month/day on the drop down calendar field
    - Until*: End of lecture, course by selecting the year/month/day on the drop down calendar field
    - Competence elements*: Indication of the competence elements suitable for further training in accordance with ICB4
    - (Presence) hours*: Attendance hours
    - Upload confirmation of participation (e.g. from the organiser) as proof of further training.

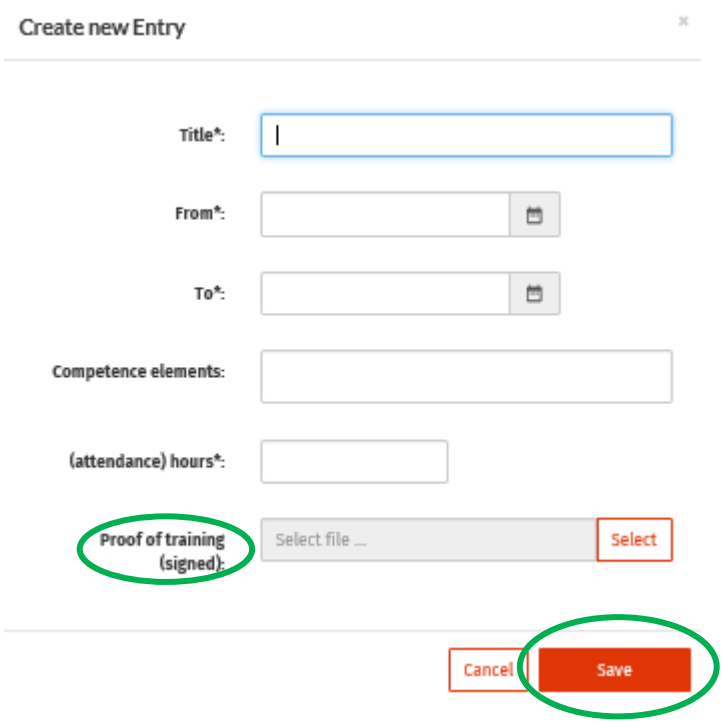


Figure 15: Input mask for conducting your own lectures, seminars or presentations based on self-generated documents

Step 12: Publication of books, articles, white papers and blogs (optional)

- One hour for re-certification for every 3 pages, but a **maximum of 60 hours** per re-certification phase will be credited.
- Input fields
    - Title*: Book title, (online) article, white paper, blog title including ISBN number, source, link to blog,
    - Competence elements*: Indication of the competence elements suitable for further training in accordance with ICB4
    - Attendance hours*: Conversion with factor 1 to 3 (3 pages correspond to 1 hour)
    - Publication date*: with time MM/YYYYY
    - ISBN: ISBN or link required

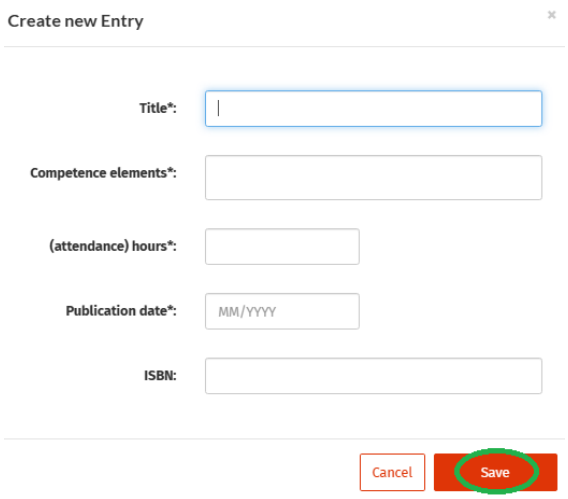


Figure 16: Input mask for publication of books, articles, white papers and blogs

Step 13: Self-study (optional)

- A **maximum of 60 hours** per recertification phase will be credited.
- Input fields
    - Title*: Book title,
    - Competence elements*: Indication of the competence elements suitable for further training in accordance with ICB4
    - Attendance hours*: Time expenditure in hours
    - ISBN*: Indication of the ISBN number of the book
    - „**pma** podcast“: are recognized in this category. The title of the episode must be specified

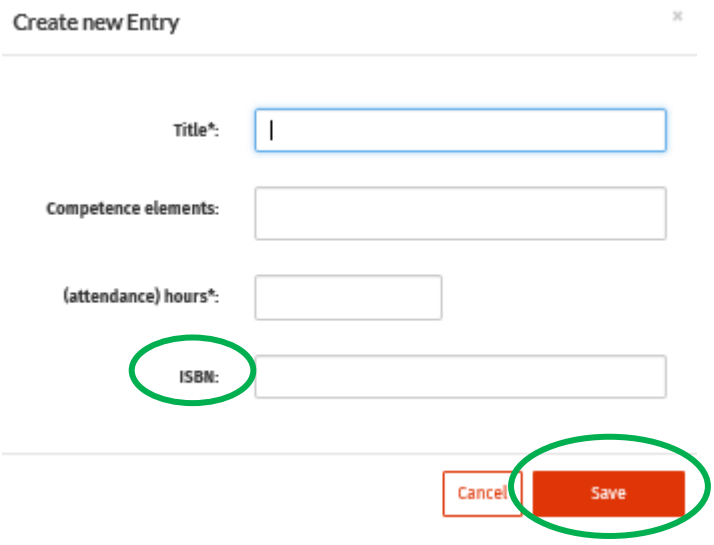


Figure 17: Input mask for self-study

Step 14: Assessor for pma /IPMA® certifications (optional)

- 1 assessment corresponds to 5 hours of further training proof for re-certification, but a **maximum of 80 hours** per re-certification phase will be credited.
- Input fields
    - Certification date: by selecting the year/month/day on the drop down calendar field
    - Attendance hours: Time expenditure in hours
    - Certification level*: Selection of the certification level via drop-down field
    - Number of candidates*: Number of participants* on the certification day for which applicants acted as lead or co-assessor.

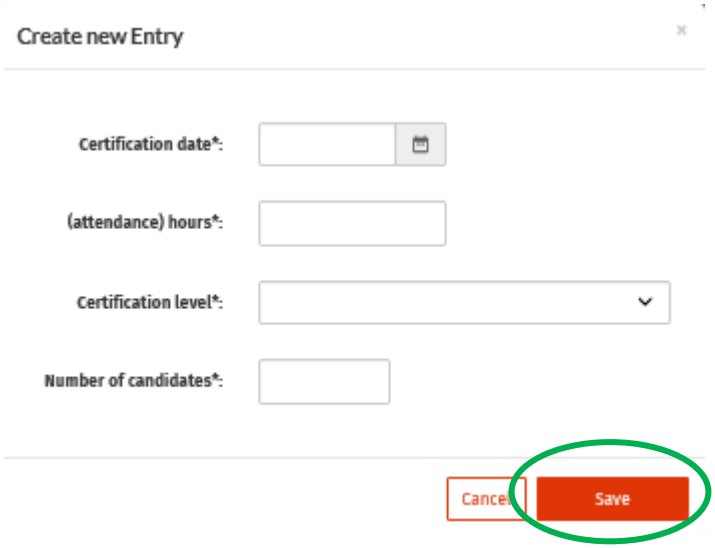


Figure 18: Input mask for assessor*internal activity - Selection of the certification date

Step 15: Further professional activities and further training (optional)

- The rule is that for one hour of activity one hour of proof of further training is recognised for re-certification, but a **maximum of 40 hours** per re-certification phase is credited.
- Input fields
    - Title*: Seminar, training event, lecture,...
    - Institution*: Training institute, educational institution, FH, university,...
    - From*: Start of the seminar, training, course by selecting the year/month/day on the drop down calendar field
    - Until*: End of seminar, training, course by selecting the year/month/day on the drop down calendar field
    - (Presence) hours*: Attendance hours
    - Upload confirmation of participation as proof of further training.

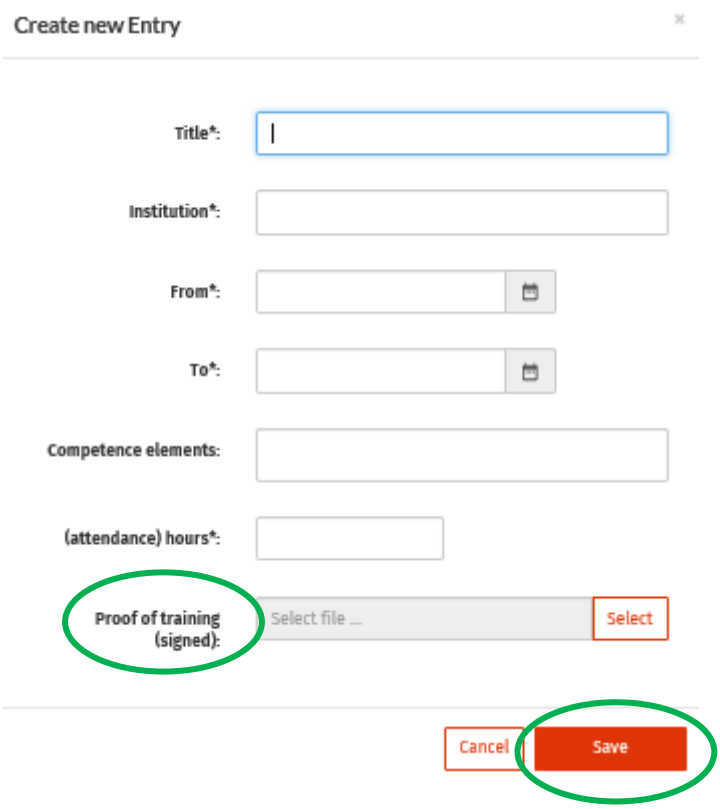


Figure 19: Input mask for Other professional activities and further training

Step 16: 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.

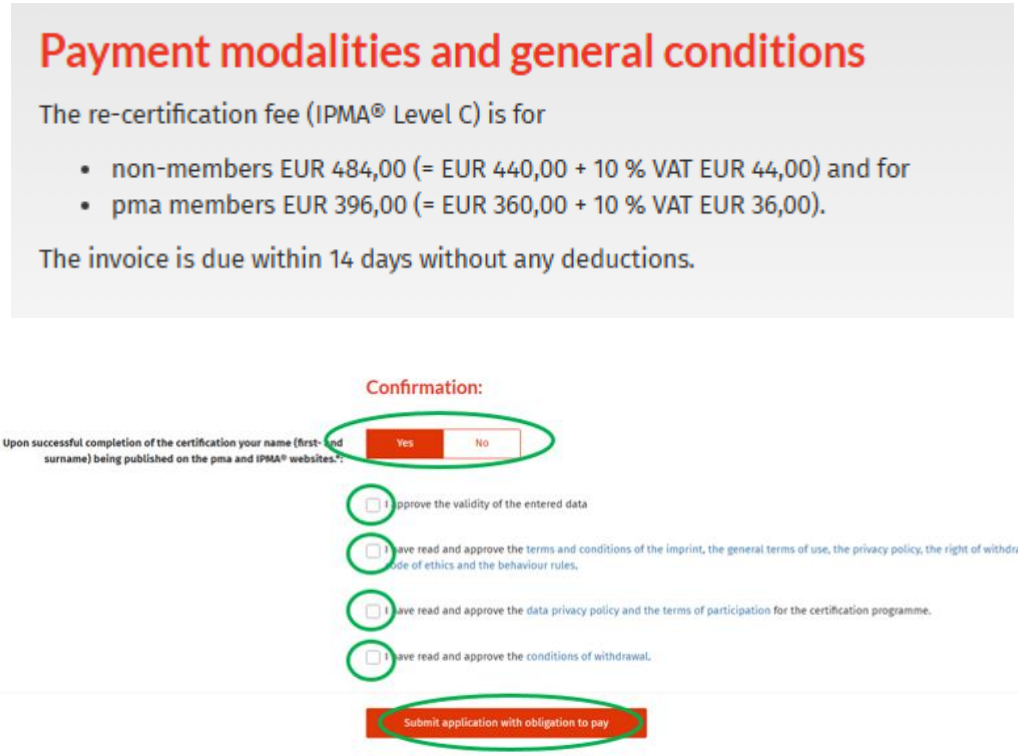


Figure 20: Confirm and send binding registration

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.

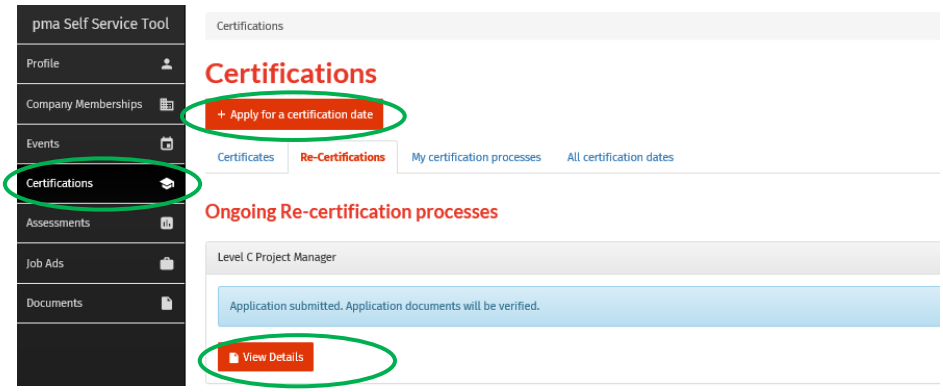


Figure 21: Confirmation of registration

3 Payment details

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

- non-members EUR 484.00 (= EUR 440.00 + 10 % VAT. EUR 44.00) and for
- pma members EUR 396.00 (= EUR 360.00 + 10 % VAT. EUR 36.00)

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 B 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 https://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 pma/IPMA® Level C - certified Project Manager 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 C Project Management re-certification is completed online via den pma website www.pma.at.

6.2 Review of submitted documents

- Accomplished by pma
- Optional: interview with an assessor (respective experience in project management)

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

- Sample: Verification of professional/business activities as a project manager
- Sample: Confirmation of participation (education and/or training in project management)

XY GmbH

Vienna, XX.XX.XXXX

Verification of professional/business activities as a project manager

We hereby acknowledge, that _____ was working as a project manager on the project _____ in the period
from _____ to _____ .

Kind regards

Max XY
Project performing company/customer

BEISPIEL

XY GmbH

Sample Street 1
8888 Sample Place
01/xxx xx xxx

Vienna, XX.XX.XXXX

CONFIRMATION OF PARTICIPATION

……

has successfully completed the following seminar:

„Management of Project crisis“

on xx.xx.xxxx

Trainer:……

Kind regards

Max XY

Sample Street 1

8888 Sample Place

01/xxx xx xxx

BEISPIEL