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
- After successful certification, the candidate receives a certificate with a validity of 5 years

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.

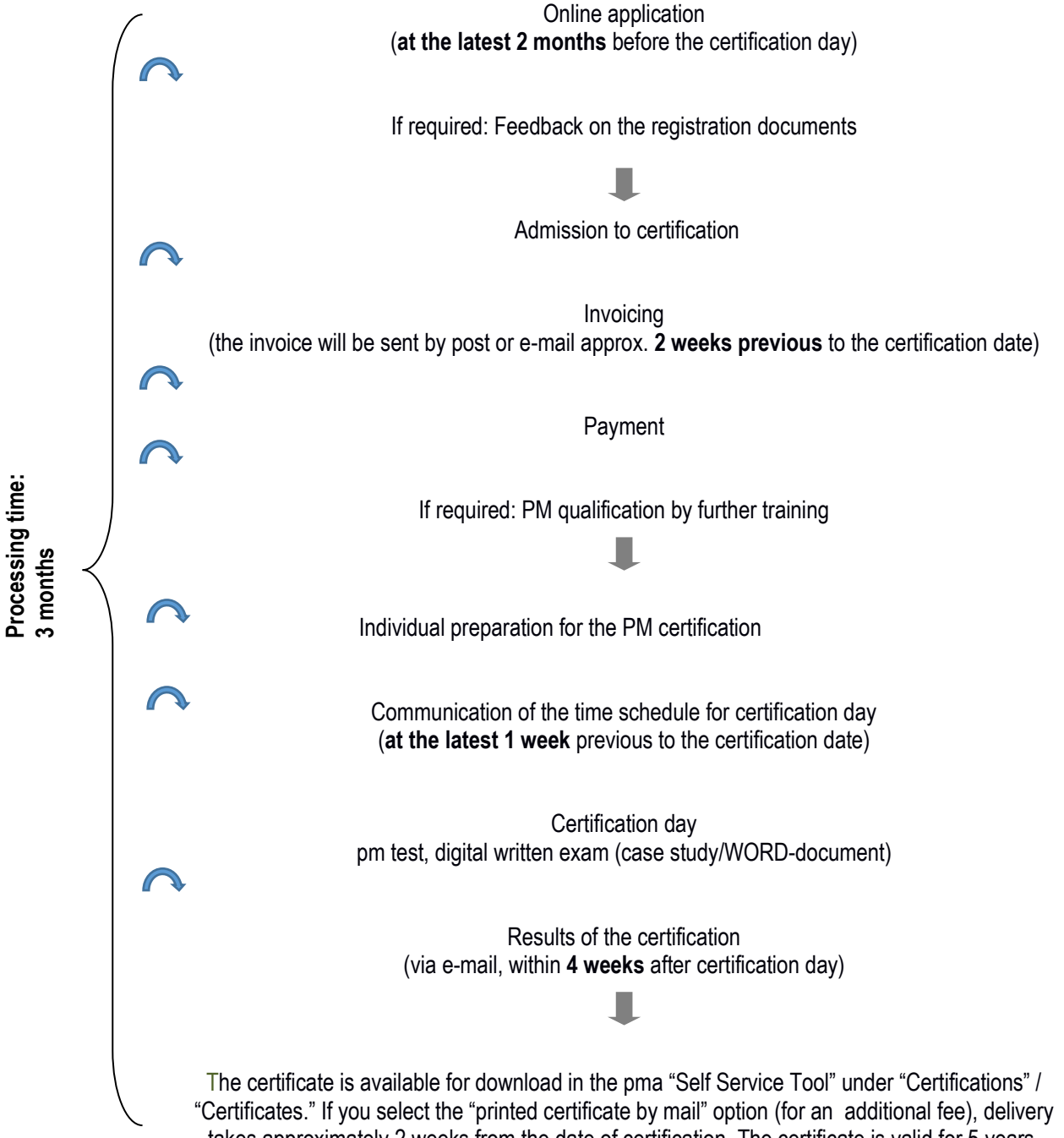
Knowledge:

- 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



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

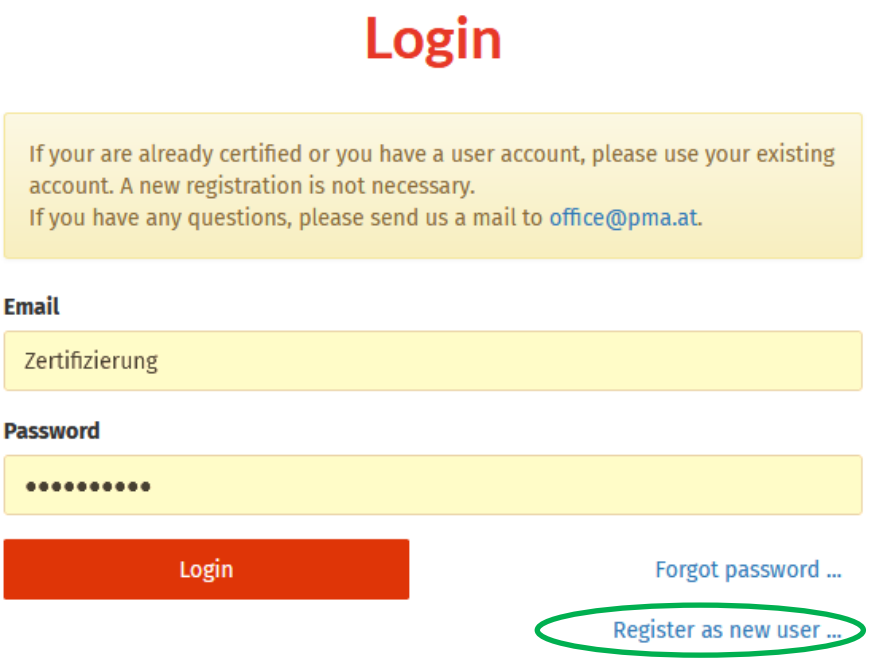


Figure 1: User Registration

After registration please check your inbox and confirm the link, which you will receive via e-mail from pma.

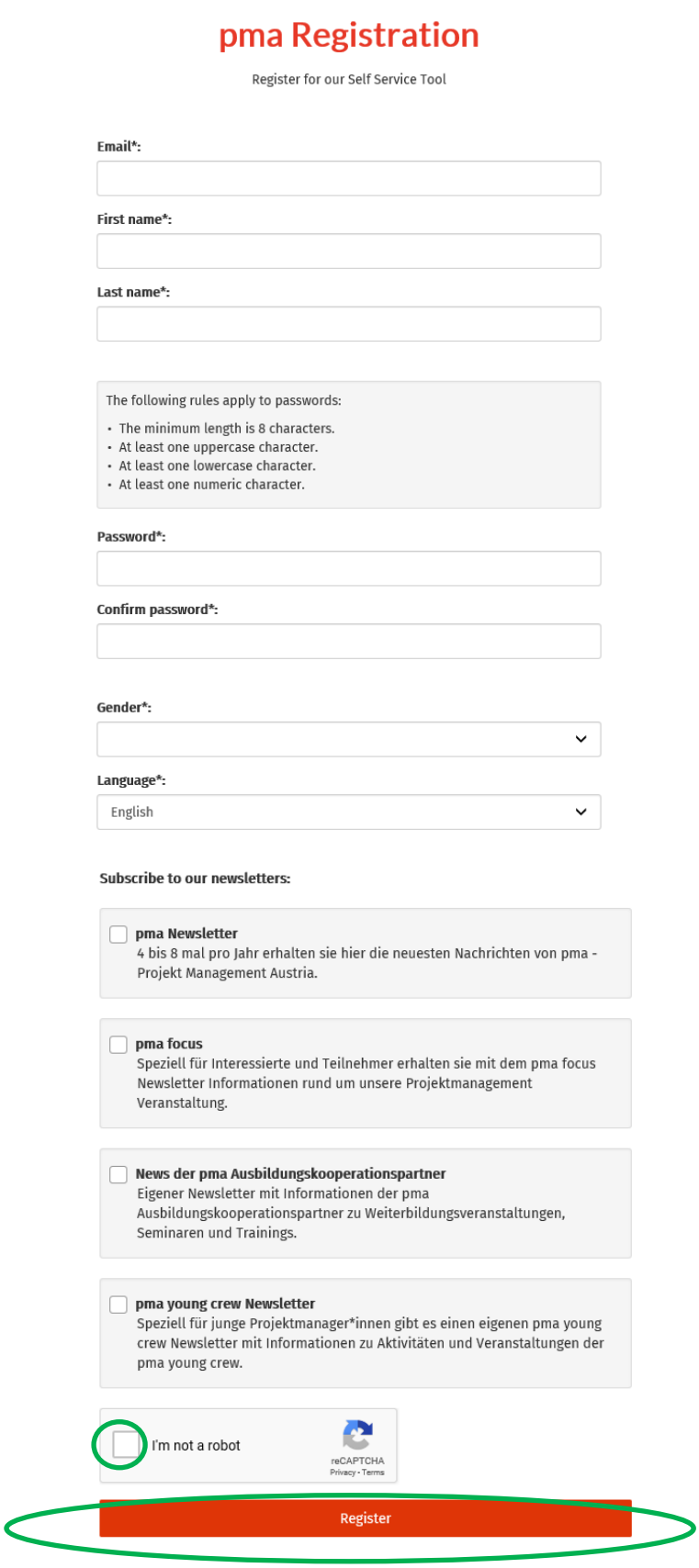


Figure 2: Registration

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.

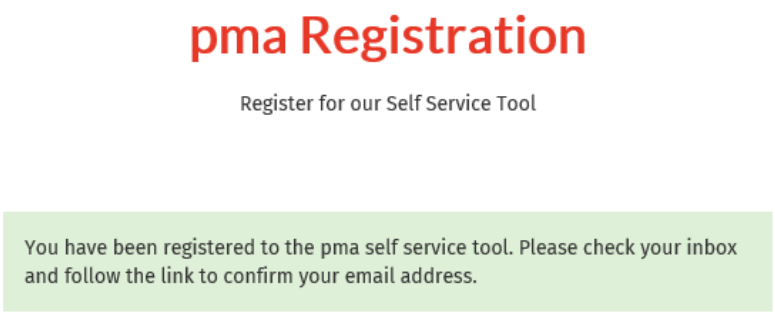


Figure 3: confirmation of registration

2.2 The registration process in detail

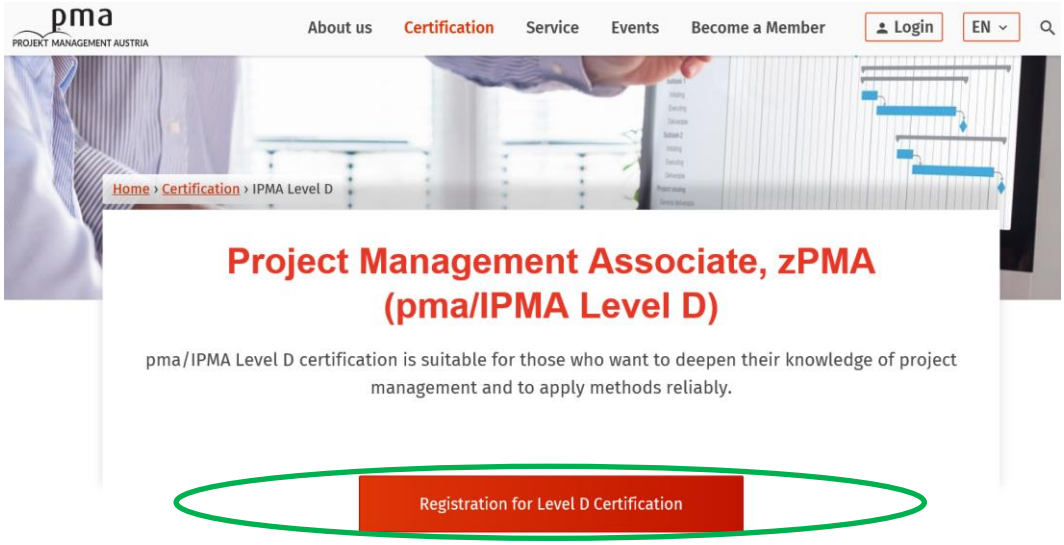


Figure 4: Start for pma/IPMA® Level D certification registration

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

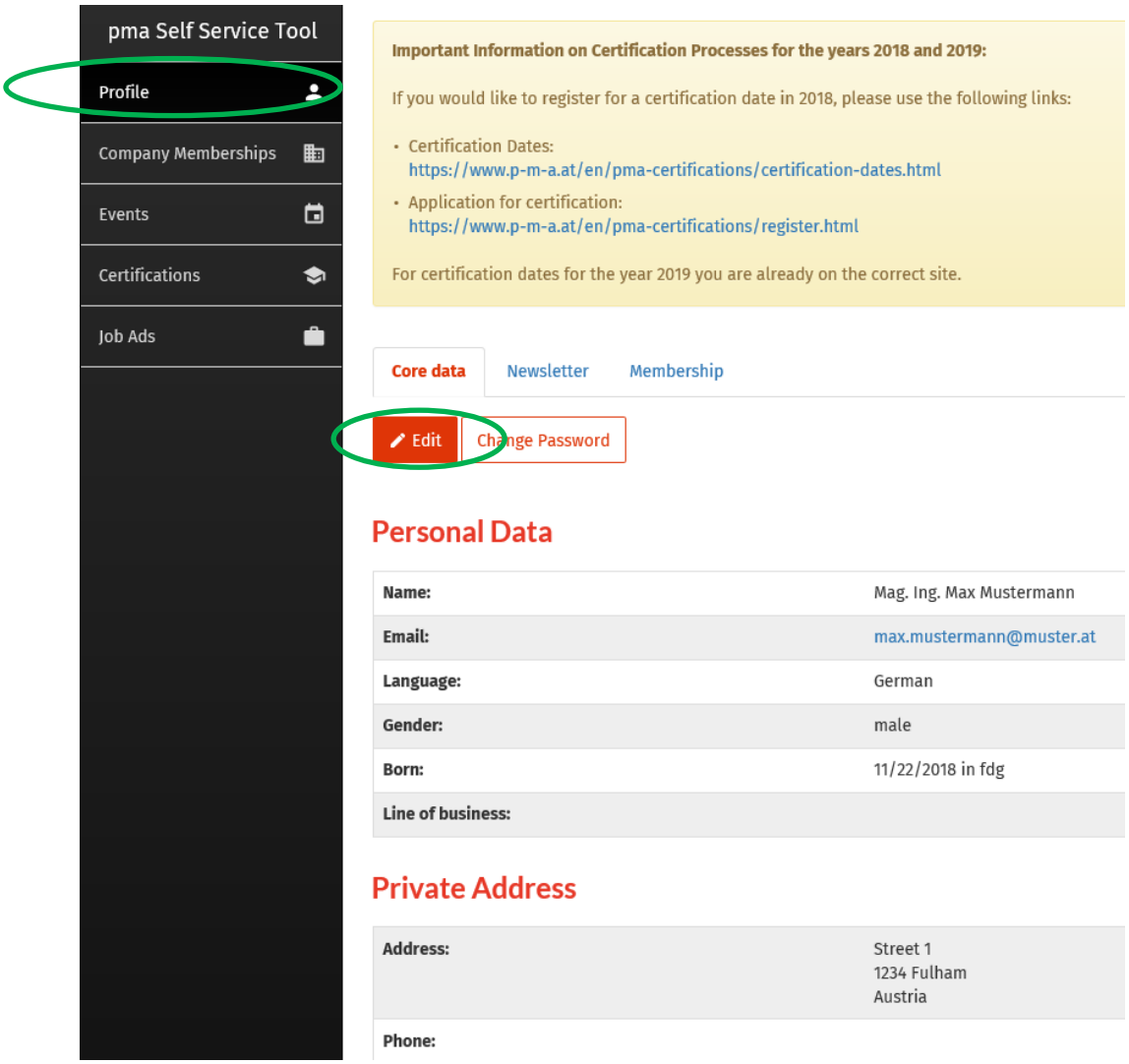


Figure 5: Editing the profile

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".

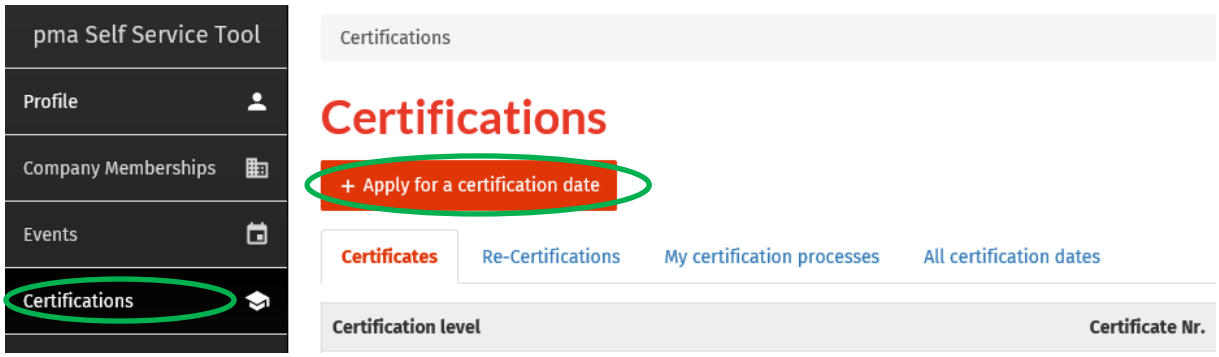


Figure 6: Registration for a certification date

Please select the **certification level "IPMA® Level D"** first and then the **Domain "Project Management Associate**".

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

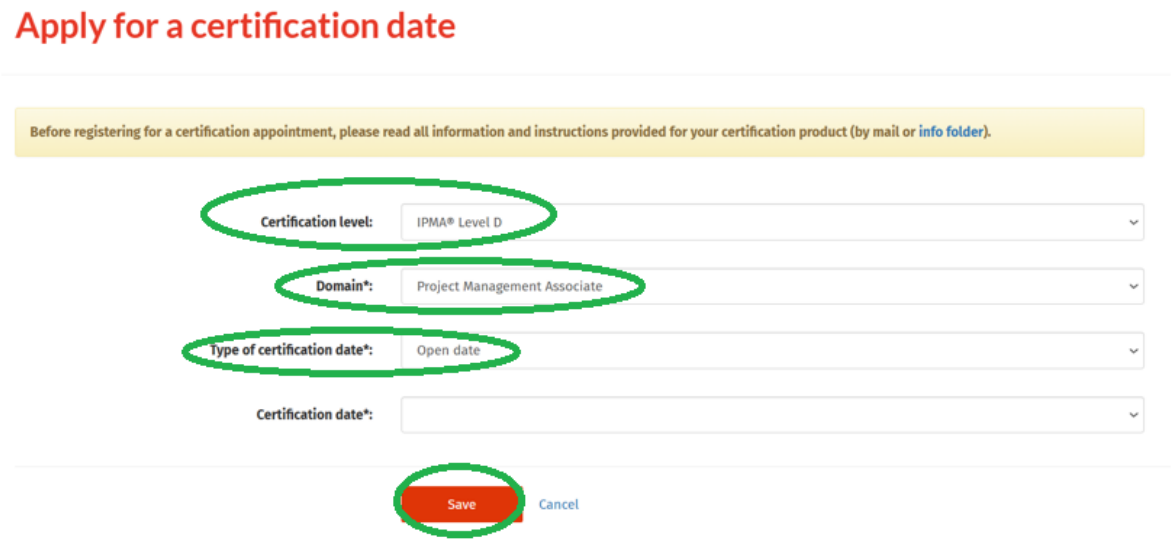


Figure 7: Option 1 Registration for an open certification date

Closed dates for companies, universities, technical colleges and schools are not automatically displayed.

Please select the **certification level "IPMA® Level D"** first and then the **Domain "Project Management Associate**". Afterwards, 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.

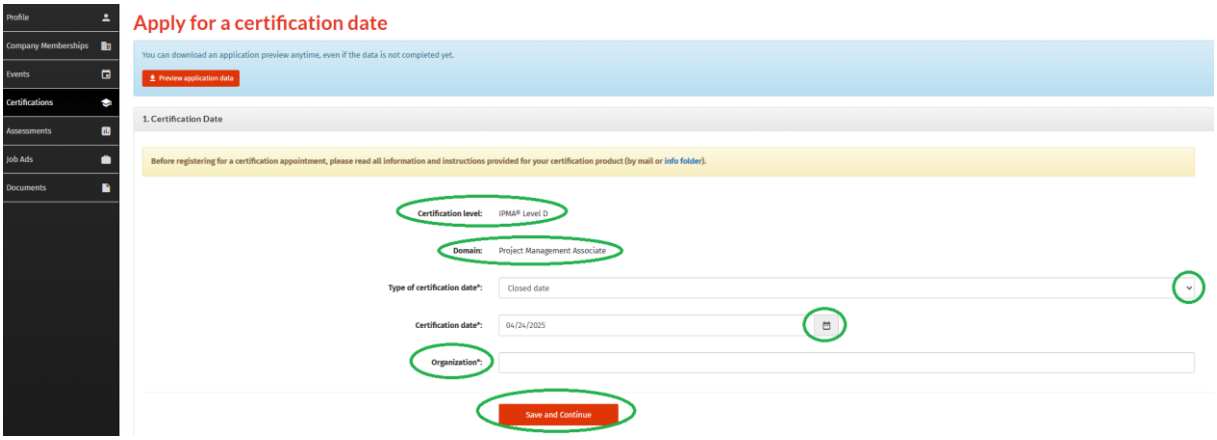


Figure 8: Option 2 Registration for a closed certification date

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.

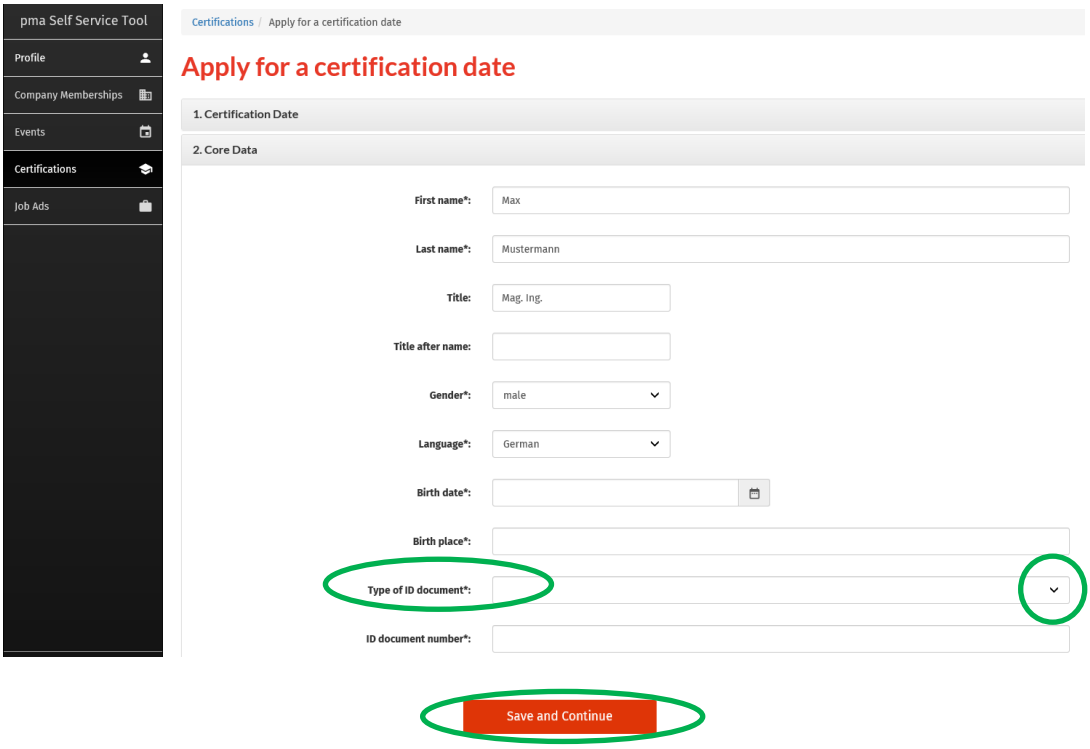


Figure 9: Input of core data

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.

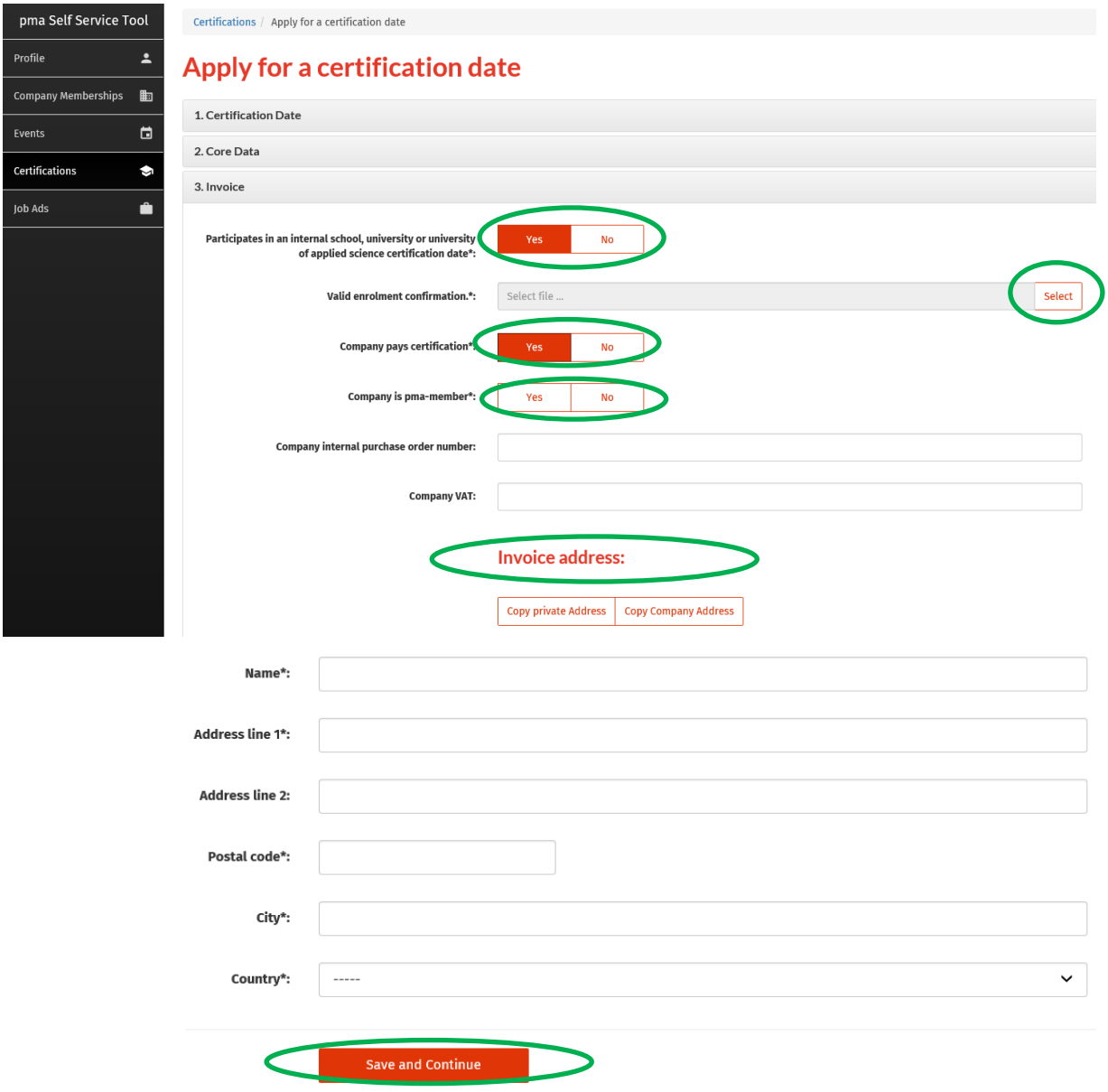


Figure 10: Date and accounting information

Step 5: Certificate (the certificate is valid for 5 years)

The **5th step** is to select the language in which the certification will be carried out **"Language of certification".** Once you have **passed the certification**, you can **download** the **digitally certificate** 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.

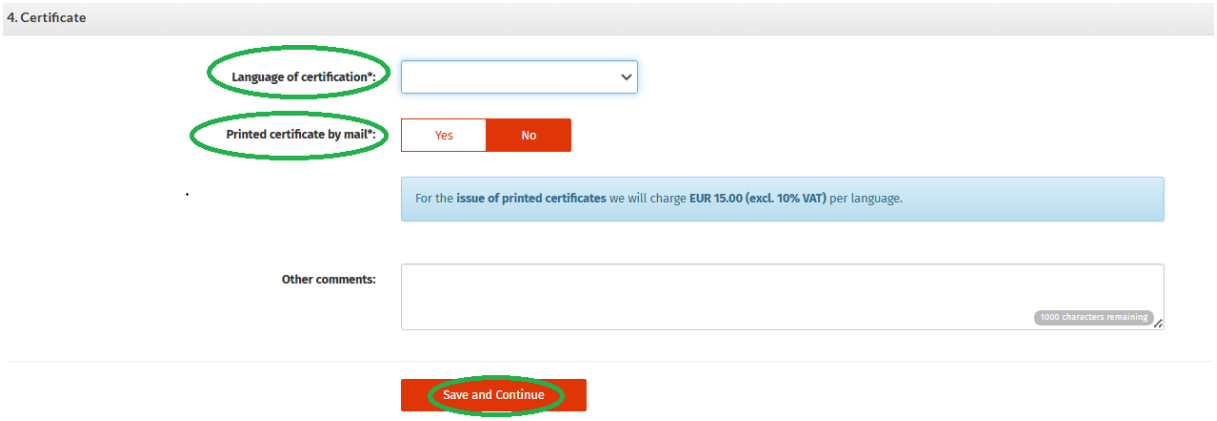


Figure 11: Information on the language of the certification, printed certificate

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.

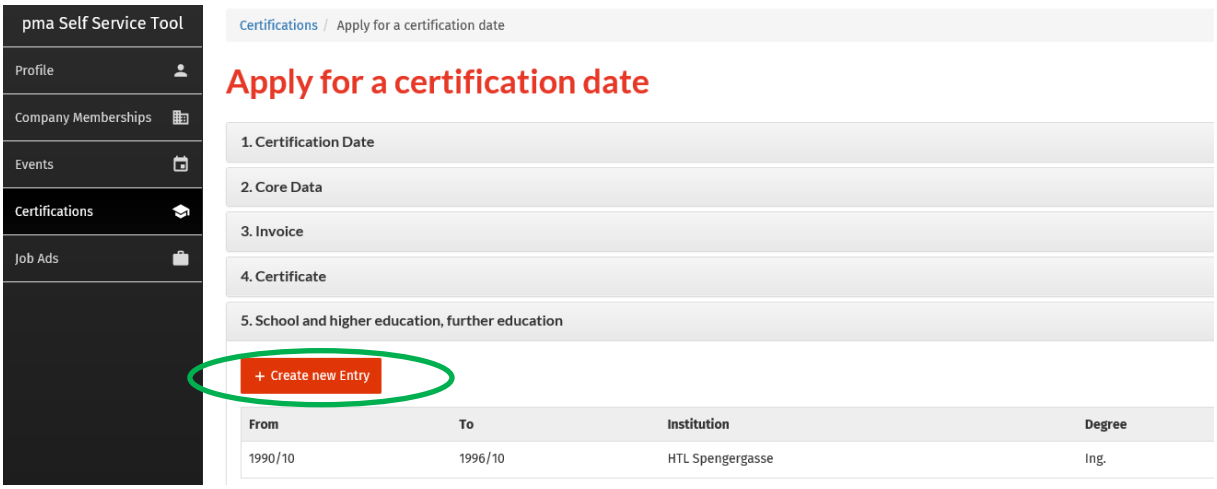


Figure 12: Information on education, higher education, and additional education

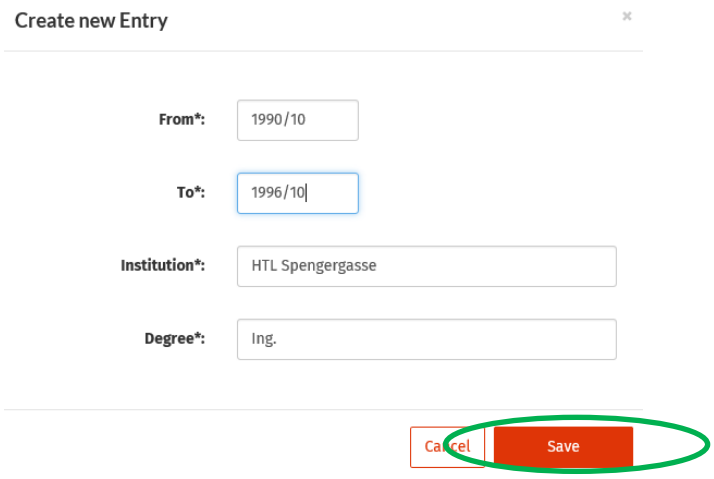


Figure 13: Entering education, higher education, and additional education

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.

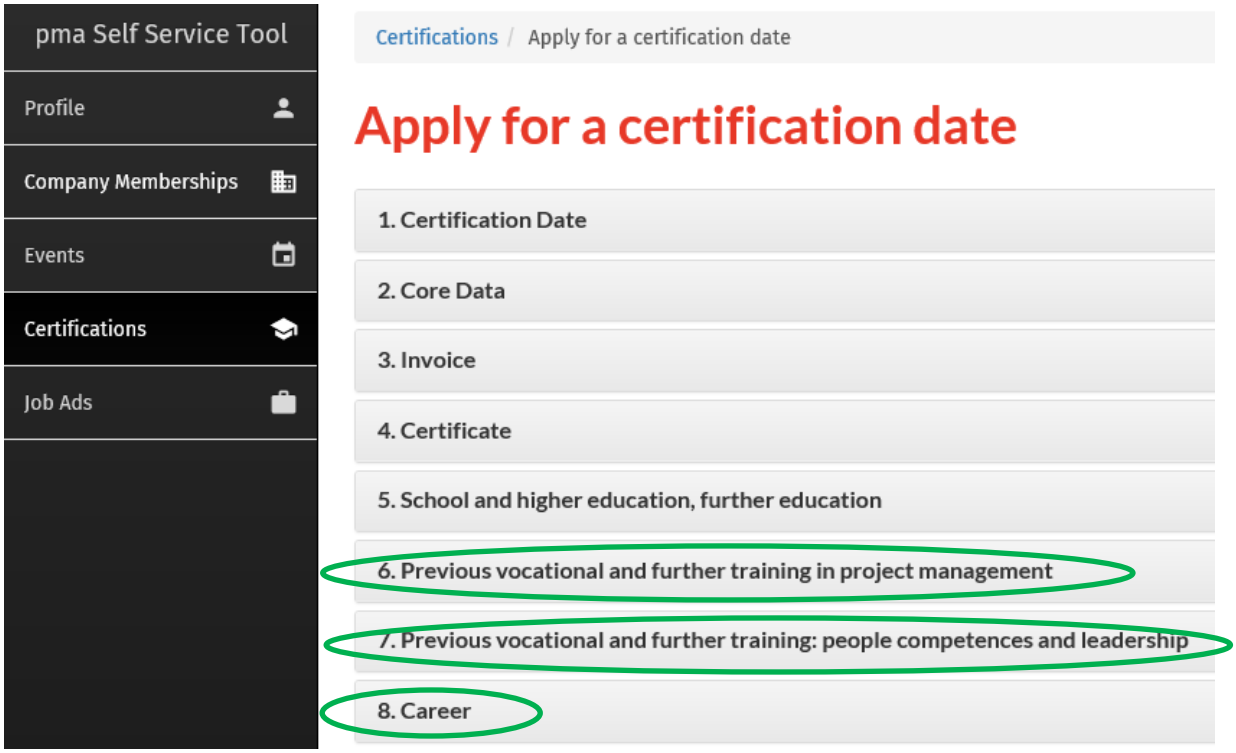


Figure 14: Input mask for previous training and further education in project management, Social competence and management tasks and professional career

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 optimise 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.**

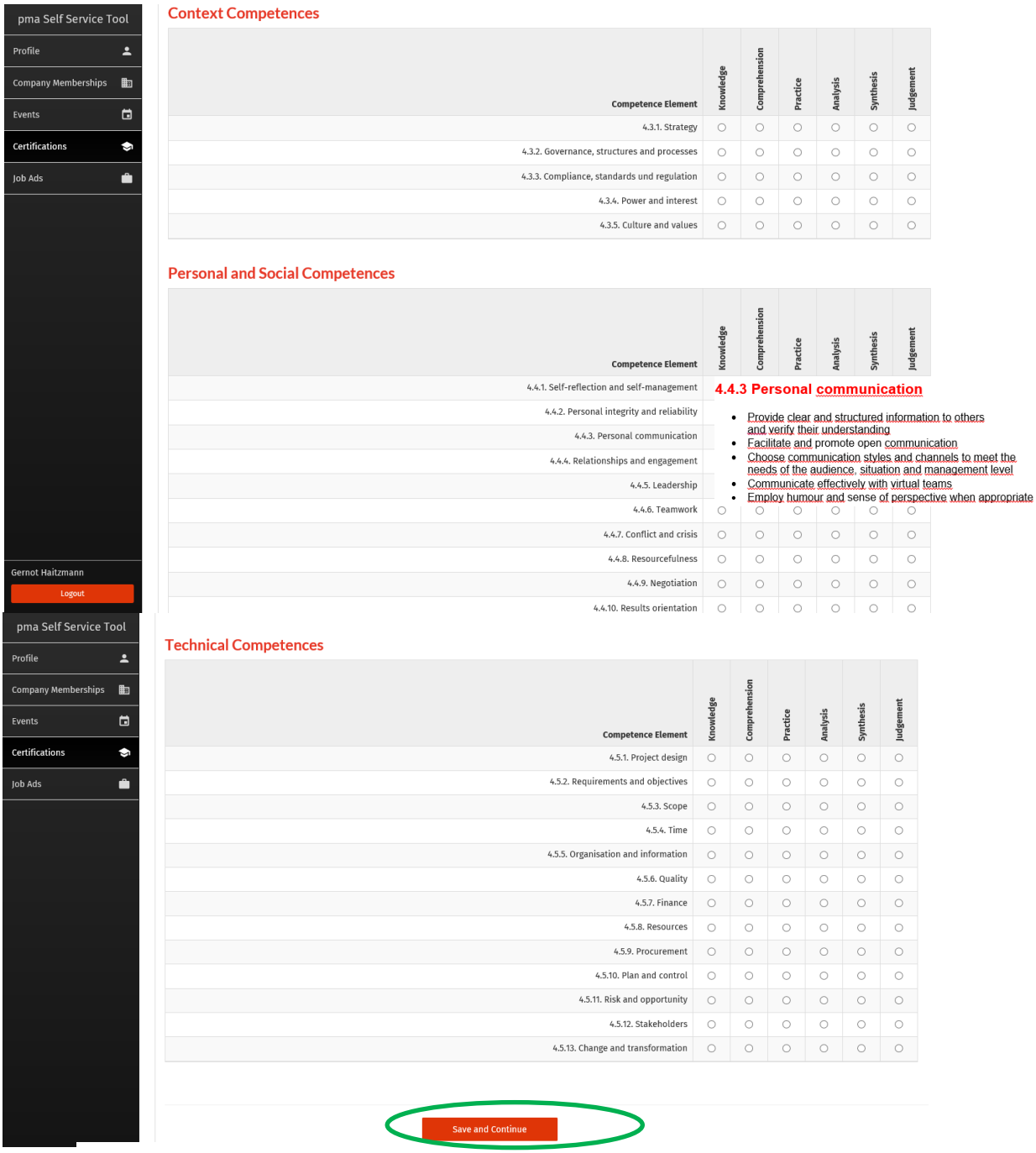


Figure 15: Self-assessment

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 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 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.

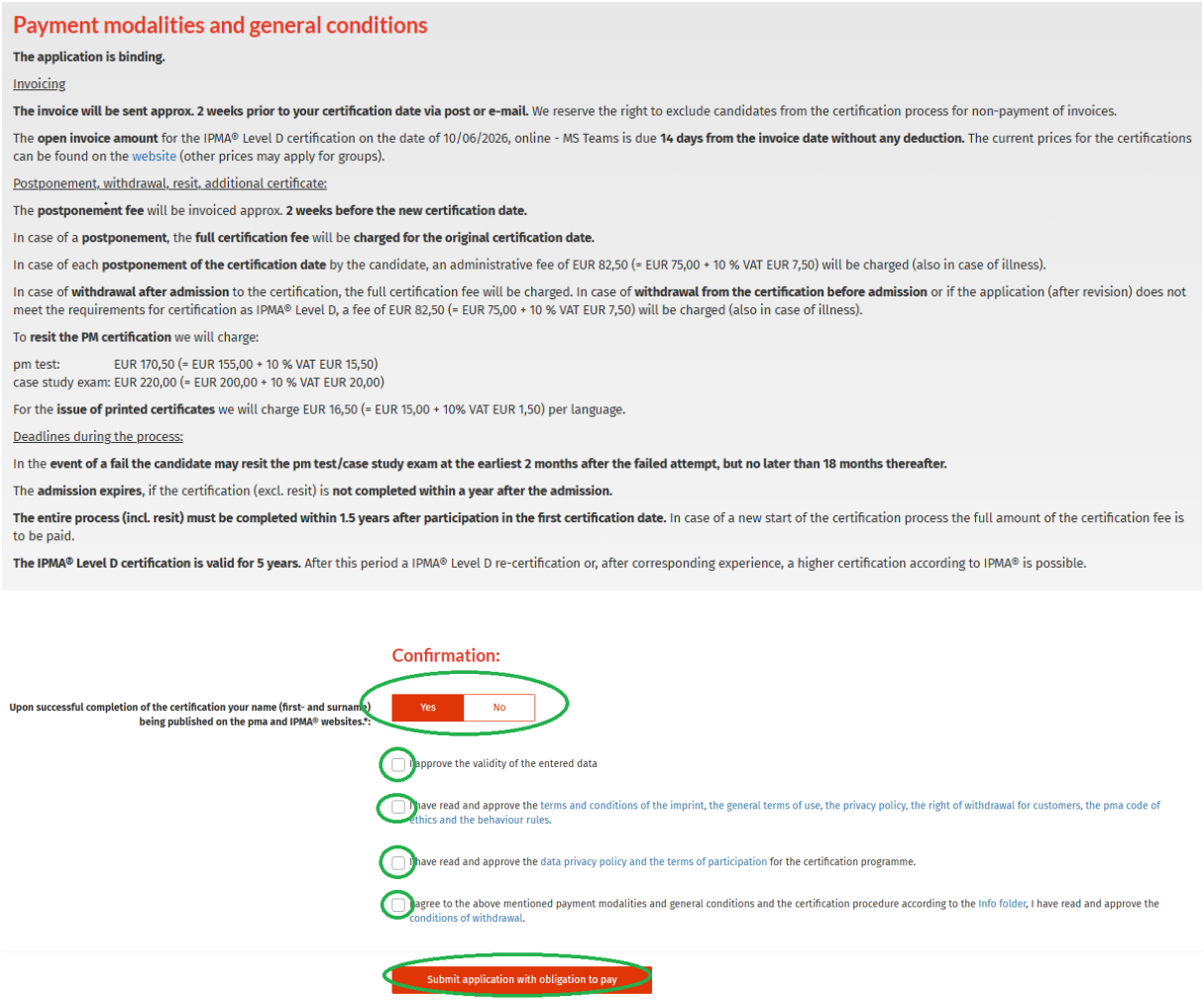


Figure 16: Completion of application

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.

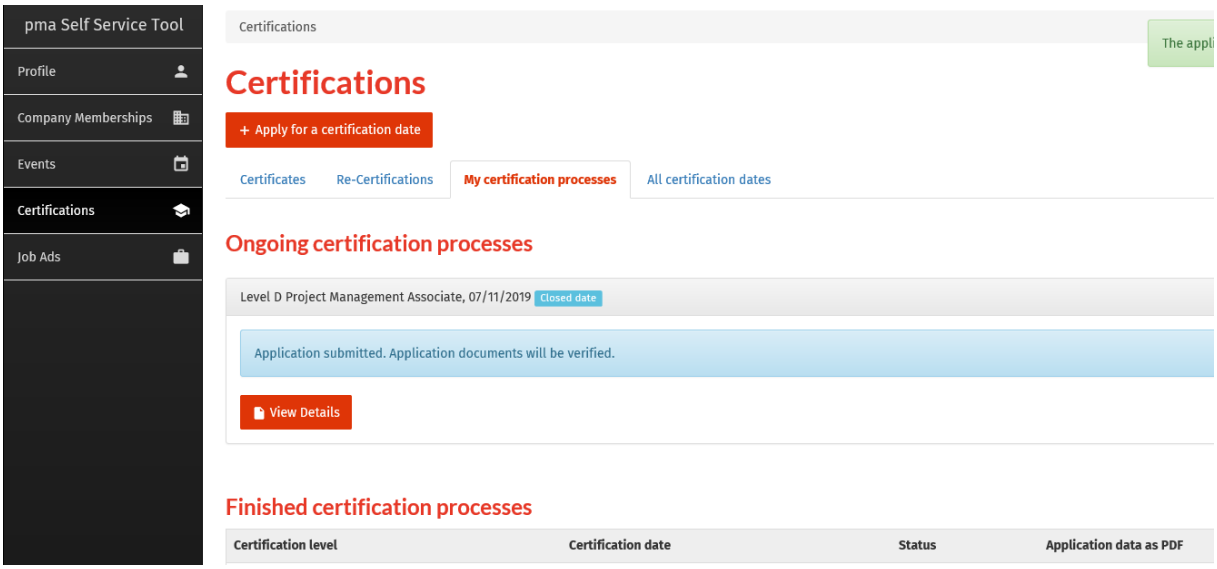


Figure 17: Confirmation of registration

3 Payment modalities and general conditions

The application is binding.

Invoicing

The invoice will be sent 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 pma website (other prices may apply for groups).

Postponement, withdrawal, resit, 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 82,50 (= EUR 75,00 + 10 % VAT EUR 7,50) will be charged (also in case of illness).

In case of **withdrawal after admission** to the certification, 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 82,50 (= EUR 75,00 + 10 % VAT EUR 7,50) will be charged.

To **resit the PM certification as Project Management Associate** we will charge:
pm test: EUR 170,50 (= EUR 155,00 + 10 % VAT EUR 15,50)
case study exam: EUR 220,00 (= EUR 200,00 + 10 % VAT EUR 20,00)

During application, if you select a printed version of the certificate, a fee of EUR 16,50 (= EUR 15,00 + 10% VAT, EUR 1,50) will be charged for each printed certificate (in German or English).

Downloading the certificate is free of charge and can be done multiple times until the last day of the certificate's validity.

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 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 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 **digital written exam** (case study/WORD-document) 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.

Identification with official photo ID on certification day.

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

6.1 Content of the certification day:

IMPORTANT: the pm test and the digital written exam (case study/WORD-document) are processed on the PC/notebook/laptop for both "on-site certification" and "online-certification".

- **pm test**
  - Computer-aided pm test (single choice)
  - Duration: 60 minutes
  - 120 questions
  - Testing of the 28 competence elements

- **digital written exam (case study/WORD-document)**
  - Duration: 110 minutes
  - 7 project management methods (plans), for every single one of these methods there is additionally an open question (ICB4 competence element)
  - You will create a **case study in a Word document** (roughly given project manual), which **you download on the certification day using a link**. You will receive this link by e-mail (to the e-mail address you provided in the Self-Service Tool)

    The **printing of the specification and the plans is not allowed**. Please note that it is **not permitted to handwrite the case study using a pen/touch screen**. **Only the WORD document send by pma may be edited**. The **use of other programmes** (such as Excel, Powerpoint, Editor, Libre Office Calc/Impress/Draw,AI Software etc.) **and other aids is NOT permitted**. Futhermore, **only graphics/forms which are available in Word/Libre Office Writer may be used**. **Insertion of screenshots/graphics from other programmes is not permitted**. If **these points are violated, the case study ist automatically be assessed negative** and as a result will not be passed on to the assessor for assessment.
  - After completing the assignment, at the latest after the 110 minutes have elapsed, please save your completed case study project manual under your full name as a PDF document. You can then upload it via another link that you will receive by e-mail before the time limit expires.
  - After the pma employee confirms receipt of the completed case study project manaual uploaded by you, your complete case study (case study documents submitted by pma and the case study project manuel completed by you) must be deleted from your PC, laptop or notebook. Furthermore, you are also obligated to delete the e-mails concering the links that you received from the pma Certification Body on the day of certification.
  - Examination documents/test data/examination questions which you have received as part of the pma/IPMA® Level D certification may not be printed out, stored, photographed printed out, saved, photographed or passed on to third parties. (Exception regarding saving: see point "After completing the assignment, ...").
  - For pma, a violation of this rule means a breach of the "Code of Ethics" and can, in serious cases, may result in the withdrawal of the certificate.

The use of aids as well as the participation in examinations with external assistance will result in exclusion from this and further pma certifications.

6.2 Information about the use of a videoconferencing tool in the context of an "online-certification".

Online-certification takes place via a video conferencing tool (Zoom/MS Teams). Joining a video conference is also possible directly via PC, laptop or notebook without downloading the client.

Together with your invitation to the online-certification (e-mail), you will receive the time schedule as well as the link and instructions for logging in.

The certification will not be recorded by pma. Recording on the part of the candidate is expressly prohibited.

IMPORTANT: please note that **during** the **complete online-certification** (during pm test as well as during the digital written exam (case study) the **video conferencing tool (incl. video & sound) has to stay open** and thus **runs parallel to your online certification**.

The candidate must ensure that a stable internet connection is available during the online certification. The candidate must be able to see and hear the video at all times during the entire online-certification in order for it to be evaluated.

The following **requirements** are **necessary** for the **online-certification** and must be provided **by the candidate**:

- **Headphones/microphone:**

  Please test your audio equipment in advance so that our pma staff can understand you well. We recommend using a high quality headset.

- **Video:**

  You will need a webcam or camera from your PC, laptop or notebook to participate in the online certification. Please test in advance whether you are clearly visible in the picture and remove objects from the background that should not be visible to our pma employee.

7 Overall assessment

The overall assessment covers the entire certification process.

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 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.