

Info folder for the Re-certification as Project Director pma/IPMA® Level A

1	General information for re-certification.....	2
1.1	Aims	2
1.2	Overview of the re-certification process	2
1.3	Requirements.....	2
1.4	Accepted education/training activities	2
2	Application for re-certification.....	3
2.1	Aims	3
2.2	Application process	3
3	Re-certification process	3
3.1	Submission of documents	3
3.2	Review of submitted documents	3
3.3	Issuance of invoice for the re-certification	4
3.4	Issuance and transmission of the certificate	4
4	Appendix.....	4
4.1	Application form	5
4.2	Self-assessment	11
4.3	Payment details	14
4.4	Consent or declaration of consent under data protection law for participation in the pma certification programme (independent certification body of pma - Projekt Management Austria)	14
4.5	Information on Exercising the Right of Revocation – Cancellation Policy	15
4.6	Appendix: Samples	15

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

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

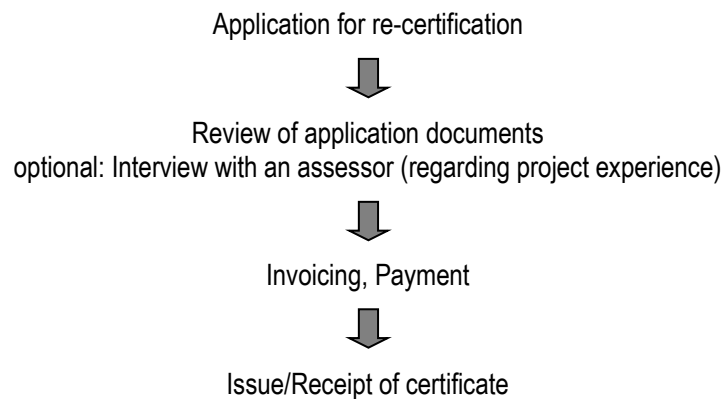
All documents can be downloaded from www.pma.at free of charge. In the event of any enquiries please contact: zertifizierung@pma.at

1 General information for re-certification

1.1 Aims

- Maintenance of qualification of certified project managers

1.2 Overview of the re-certification process



1.3 Requirements

Certification

- Valid certificate as Project Director pma/IPMA® Level A

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 (of very complex projects of strategic importance)** 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 further 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.
- Other professional activities and further training may be accepted by the certification body in individual cases. 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

- Completion of the application form by the re-certification candidate
- Transmission of the following documents to pma (see Appendix):
 - Application form
 - Self-assessment
 - Evidence of education and/or training in project management
 - Verification of professional/business activities as project manager
- Check of the formal requirements by pma
- Invoicing by pma
- Payment by the re-certification candidate

3 Re-certification process

3.1 Submission of documents

- by E-Mail to zertifizierung@pma.at

3.2 Review of submitted documents

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

3.3 Issuance of invoice for the re-certification

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

3.4 Issuance and transmission of the certificate

- The certificate will be issued and send if the re-certification is successful and the re-certification fee is already paid.

4 Appendix

- Application form for the re-certification as Project Director pma/IPMA® Level A
- Self-assessment
- Sample: Verification of professional/business activities as project manager
- Sample: Confirmation of participation (education and/or training in project management)

4.1 Application form

4.1.1 Personal details

First- and Last name / Academic title	
Date and place of birth	
Private address	
Invoice address (*)	
Company VAT Reg. No (*)	
Company purchase order number (*)	
Company name (*)	
Company address (*)	
Telephone	
E-Mail	
ID no. (please tick the box corresponding to the ID document and enter the ID number at the side)	<input type="checkbox"/> Passport: or <input type="checkbox"/> Driving licence: or <input type="checkbox"/> ID card:

(*) if invoice should be issued to company

4.1.2 Will your company cover the certification fee?

<input type="radio"/> yes		<input type="radio"/> no
---------------------------	--	--------------------------

4.1.3 Are you or is your company a pma member?

<input type="radio"/> yes		<input type="radio"/> no
---------------------------	--	--------------------------

4.1.4 Date of your certification or last re-certification

Certificate issued on:	
Certification No.:	

4.1.5 In which language should your certificate be issued?*

<input type="radio"/> German		<input type="radio"/> English
------------------------------	--	-------------------------------

* If you want the certificate in German as well as in English, please note that **additional** administrative charges to the amount of 15.00 € (excl. 10% VAT) will be charged.

4.1.6 Professional/business activities as Project Manager

Leadership activities (extern or intern) in very complex projects of strategic importance, since certification as a Project Director pma/IPMA® Level A or last re-certification (list can be expanded if applicable).
 Examples of very complex projects (= mega projects) are: Construction of a hospital or an airport, Olympic bid, construction of a data center,...

➔ Please send the confirmation of professional/business activities as attachment

Project name:	
Project aims:	
Company/Customer:	
Start (mm/yy):	
End (mm/yy):	
What was the strategic importance of the project?	
What was the high complexity of the project (project scope, PD, project costs, number of people involved in the project, ...)?	
Contact references (Name, Telephone, E-Mail):	

Project name:	
Project aims:	
Company/Customer:	
Start (mm/yy):	
End (mm/yy):	
What was the strategic importance of the project?	
What was the high complexity of the project (project scope, PD, project costs, number of people involved in the project, ...)?	
Contact references (Name, Telephone, E-Mail):	

4.1.7 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

➔ Please send the confirmation of participation / diploma as attachment

from (mm/yy)	to (mm/yy)	Institution	Course Title	Concerned competence elements (*)	Hours of attendance
09/20	11/20	FH XY	MBA Corporate Management	4.5.11., 4.5.2., 4.3.1.	60
Hours in total					

(*) acc. to ICB4

4.1.8 Training in project management

One hour of attendance is equivalent to one hour of training for the re-certification

→ Please send the confirmation of participation as attachment

from (mm/yy)	to (mm/yy)	Institution	Course Title	Hours of attendance
09/20	11/20	Training institute XY	Risk Management in projects	24
Hours in total				

4.1.9 Participation in conferences or symposia

One hour of attendance is equivalent to one hour of training for the re-certification

→ Please send the confirmation of participation as attachment (if it was a pma event, you don't have to send a confirmation of participation – pma notes attendance at pma events)

from (dd/mm/yy)	to (dd/mm/yy)	Institution	Event Title	Concerned competence elements (*)	Hours of attendance
18.10.xx	18.10.xx	pma	pma focus	4.4.5., ..	8
Hours in total					

(*) acc. to ICB4

4.1.10 Training organised by/with your company

One hour of attendance is equivalent to one hour of training for the re-certification

→ Please send the confirmation of participation (e.g. confirmation of participation issued by HR) as attachment

from (dd/mm/yy)	to (dd/mm/yy)	Institution	Title	Concerned competence elements (*)	Hours of attendance
02.06.xx	03.06.xx	Company XY	Risk Management in projects	4.5.11., ..	14
Hours in total					

(*) acc. to ICB4

4.1.11 Conduction of presentations, seminars or lectures with documents prepared by yourself

Up to 60 hours will be counted per re-certification process

➔ Please send the confirmation of activity as attachment

from (dd/mm/yy)	to (dd/mm/yy)	Seminar Title	Concerned competence elements (*)	Hours
15.10.xx	18.10.xx	Change Management	4.5.13., ..	20
			Hours in total	

(*) acc. to ICB4

4.1.12 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

Date of publication	Book title/Title of article/etc.	Concerned competence elements (*)	Hours
October 2020	Implementation of a PMO	4.3.2., ..	
			Hours in total

(*) acc. to ICB4

4.1.13 Independent studies

Up to 60 hours will be counted per re-certification process

ISBN Number	Book Title/Magazine	Concerned competence elements (*)	Hours
XXXXXX	Risk Management	4.5.11., ..	45
			Hours in total

(*) acc. to ICB4

4.1.14 Assessor activities for pma (IPMA® certifications)

One assessment is equivalent to 5 hours of training for the re-certification. **Up to 80 hours** will be counted per re-certification process

Certification date	Number of candidates	Certification level	Hours
08.11.2020	4	pma/IPMA® Level C	20
Hours in total			

4.1.15 Further subject-specific activities and trainings

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 (Acquired diplomas may entitle to additional credit)

→ Please send the diploma as attachment

from (dd/mm/yy)	to (dd/mm/yy)	Institution	Title	Concerned competence elements (*)	Hours of attendance
02.06.xx	03.06.xx	Company XY	Risk Management in projects	4.5.11., ...	20
Hours in total					

(*) acc. to ICB4

4.2 Self-assessment

Re-Certification-Candidate	
Name/Surname/Title
Current job function
Company

General information on self-assessment of PM competences

The PM competences are divided in 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 (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation), whereby stage 6 (Evaluation) 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 will be assessed based on these descriptions. In the self-assessment the key competence indicators (KCI) of the corresponding competence element (CE) are to be included (**see annex G of the ICB4**).

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 on the next page your self-assessment of each of the competence elements. **Only mark your highest stage for each competence element.**

		Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
Perspective	4.3.1. Strategy						
	4.3.2. Governance, structures and processes						
	4.3.3. Compliance, standards und regulation						
	4.3.4. Power and interest						
	4.3.5. Culture and values						
People	4.4.1. Self-reflection and self-management						
	4.4.2. Personal integrity and reliability						
	4.4.3. Personal communication						
	4.4.4. Relationships and engagement						
	4.4.5. Leadership						
	4.4.6. Teamwork						
	4.4.7. Conflict and crisis						
	4.4.8. Resourcefulness						
	4.4.9. Negotiation						
	4.4.10. Results orientation						
Practice	4.5.1. Project design						
	4.5.2. Requirements and objectives						
	4.5.3. Scope						
	4.5.4. Time						
	4.5.5. Organisation and information						
	4.5.6. Quality						
	4.5.7. Finance						
	4.5.8. Resources						
	4.5.9. Procurement						
	4.5.10. Plan and control						
	4.5.11. Risk and opportunity						
	4.5.12. Stakeholders						
	4.5.13. Change and transformation						

Please note that all competence elements of the 3 competence areas must be completely filled in.

4.3 Payment details

The re-certification fee for Project Director pma/IPMA® Level A amounts to:

- for Non-members EUR 473.00 (= EUR 430.00 + 10% VAT EUR 43.00)
- for pma members EUR 390,50 (= EUR 355.00 + 10% VAT EUR 35.50)

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

After passing the re-certification, the certificate is valid for another 5 years. After that, a new re-certification is possible (pma/IPMA® Level A: Project Director or Programme Director or Portfolio Director - according to the activities of the last 5 years. Details can be found on the pma website).

4.4 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.

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 Director (pma/IPMA Level A) 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.

4.5 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.

This application is binding.

Place, Date

Signature

4.6 Appendix: Samples

- Sample: Verification of professional/business activities as project manager (regarding point 4.1.6)
- Sample: Confirmation of participation (education and/or training in project management) (regarding point 4.1.7 – 4.1.15)

XY GmbH

Vienna, XX.XX.XXXX

Verification of professional/business activities as project manager

Dear Ladies and Gentlemen!

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

Kind regards

Max XY

Project performing company/customer

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

May XY

Mustergasse 1
8888 Musterort
01/xxx xx xxx