**Application form**

**Application for certification as
Project Director pma/IPMA Level A® on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Personal details

|  |  |
| --- | --- |
| Name and surname/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): | ☐ Passport:or☐ Driving licence:or☐ ID card: |

**(\*)** if invoice should be issued to a company

### School and higher education, further education

| from (month/year) | to (month/year) | Institution | Qualification |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Vocational and further training: project management

| from (month/year) | to (month/year) | Institution | Course title |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Vocational and further training: People competences and leadership

e.g. moderation techniques, presentation techniques, communication, team work, conflict management, etc.

| from (month/year) | to (month/year) | Institution | Course title |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Conducting own lectures and/or created publications on the subject project-/programme management

|  |  |  |
| --- | --- | --- |
| (Publication-) Date | Seminar Title/Title Publication | Note |
|  |  |  |

### Professional career path

| from (month/year) | to (month/year) | Position | Company |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Previous project experience

|  |  |
| --- | --- |
|  | **Previous project experience (table of reference projects, sorted in descending order, starting with the most recent):** |
| **No.** | **Project name** | **Project performing company/customer** | **Start****(MM/YY)** | **End(MM/YY) 1** | **Total outlay in person days (PD) 2** | **Role 3 and responsibilities of the candidate** | **Complexity 7** | **Actual outlay 4 in candidate person days (PD)** | **Project chosen for the report 5** |
| **PM / mega-projects**  | **PM (mega-projects on a strategic level)** |
| 1 | EXAMPLE "Project Moon" | pma | 11/14 | 03/18 | 6.500 PT | PM | 33 |  | 430 | **X** |
| 2 | EXAMPLE "Project Mars" | pma | 08/11 | 10/14 | 5.300 PT | PM | 33 |  | 410 |  |
| 3 | EXAMPLE "Project Sun" | pma | 01/07  | 06/11 | 5.400 PT | PM | 34 | 400 |  |  |

**For the IPMA Level A certification, the following experience in project management (= min. 5 years) in the last 12 years is to be demonstrated:**

* At least 900 person days (PD) of experience as a solely responsible project manager for very complex projects – so called “mega-projects” (1 year = 180 PD), and **thereof**
* At least 540 person days acting as solely responsible project manager for projects at **strategic level** 6.

Please bear in mind that only projects that are listed in **full detail** in the table “Previous project experience” can be taken into account.

1 End (MM/YY) 🡪 in the case of projects that have not yet been completed, the planned deadline is to be entered
2 Total outlay in person days (PD) 🡪 for the entire project (incl. individuals involved in the project in PD)
3 PM (project manager)
4 Number of PD “actual outlay in candidate person days (PD)” 🡪 in the case of projects that have not yet been completed, only the actual number of PD worked as of the date of application
 is to be entered. In personnel days (PD, 1 year = 180 PD) calculated pro-rata (e.g. project with a 12-month duration = 180 PD. Assumption of approx. 10 % PM = 18 PD of PM activities)
5 Please select **for the report the most recently completed mega-project at strategic level, for which you were responsible as a project manager throughout**. The project must already have been completed upon application. There may have been no change of roles during the project as all of the PM’s sub-processes related to the certification will be dealt with and assessed.

6 **Strategic Level**: Argumentation/reason - why you see this project on a strategic level - is presented by the candidate in the **following table** and will then be evaluated by the Certification Body on the basis of your information.

7 **Compleyity:** Value according to the complexity sheet of the respective project (from 32 points upwards, a project is very complex).

**Description of projects according to table item 7** - why projects fulfil the prerequisite "**very complex projects on a strategic level**" for Project Director IPMA Level A:

|  |  |
| --- | --- |
| **Project No. (acc. Item 7 – table):** | **Reason "strategic level of mega-projects" (sufficient description)** |
| 1 |  |
| 2 |  |
|  |  |
|  |  |

### Will your company cover the certification fee?

|  |  |  |
| --- | --- | --- |
| ☐ yes |  | ☐ no |

### Are you or is your company a member of pma?

|  |  |  |
| --- | --- | --- |
| ☐ yes |  | ☐ no |

### Are you already an IPMA Level B® certified Project Manager?

|  |  |  |
| --- | --- | --- |
| ☐ yes |  | ☐ no |

### Certification/certificate

|  |  |
| --- | --- |
| Language of the certification: | English  |
| Certificate issued in: | German ☐ or English ☐ or German and English ☐ (additional fee EUR 15.00 excl. 10 % VAT.) |
| Delivery address of the certificate: |  |
| Publication of the name on the pma and IPMA® website upon successful certification: | yes ☐ no ☐  |
| Other remarks: |  |

### Payment modalities and general conditions

**The application is binding.**

Invoicing

**The invoice will be send approx. 2 months 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 A 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 [website](https://www.pma.at/files/downloads/Zertifizierung/overview-certification-fees.pdf) (other prices may apply for groups).

Postponement, withdrawal, resit, additional certificate:

The **postponement fee** will be invoiced approx. **2 months 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 (also in case of illness), an administrative fee of EUR 253,00 (= EUR 230,00 + 10 % VAT EUR 23,00) will be charged.

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 A project director, a fee of EUR 253,00 (= EUR 230,00 + 10 % VAT EUR 23,00) will be charged.

To **resit the PM certification as Project** we will charge EUR 1.089,00 (= EUR 990,00 + 10 % VAT EUR 99,00).

For the **issue of a second certificate** we will charge EUR 16,50 (= EUR 15,00 + 10% VAT EUR 1,50).

Deadlines during the process:

In the **event of a fail the candidate may resit the certification at the earliest 12 months after the failed attempt, but no later than 18 months thereafter. In exceptional cases the assessors may shorten the resit period. A resit includes all components of the certification (report and interview).**

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 A certification is valid for 5 years.** After this period a pma/IPMA Level A re-certification is possible.

**2 further options** are available during **re-certification**:

1. **Change of certification level:** You have the option of renewing your certificate at a downgraded level, if you meet the respective requirements. If your certificate is renewed at a lower level, it may be re-certified further at that level. A change back to a higher level is not possible.
2. **Change of domain:** Should you notice during your pma/IPMA Level A re-certification, that your activities in the last 5 years are no longer matching with your chosen domain, a re-certification in the respective domain of your practical experience may be requested. Please contact the Certification Body at zertifizierung@pma.at concerning this. Your re-certification process will then include an half an hour interview by phone, during which you may outline your experiences in the new domain of choice.

### 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**](https://www.pma.at/files/downloads/378/pmacodeofethics.pdf) 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.

### 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 registration is binding**

The applicant confirms that all information submitted is correct and expressly agrees to the electronic data processing and storage of his/her data (personal data, exam documents, etc.) by **pma**.

The applicant agrees to the evaluation of his/her interpersonal skills in the course of the PM certification by the assessors.

Upon successful completion of the certification you consent to your name being published on the **pma** and IPMA® websites. Only your first name and surname will be published.

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 place, date signature

Next step: Complexity Sheets Project Director pma/IPMA® Level A + Self-assessment Project Director pma/IPMA® Level A 🡪 Download the form from the [website](https://www.pma.at/en/service/downloads)