

# Info folder for the certification as Project Management Associate (IPMA Level D)

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Basis for certification (in the following order):

1. Info folder (this document)
2. pm baseline v3.0, english
3. ICB – IPMA Competence Baseline, Version 3.0, english

All documents can be downloaded from the PMGCert Website at <http://certification.cci.gr>

e-mail: [certification@cci.gr](mailto:certification@cci.gr)

# 1 General Information

- The Certification will be performed by PMGCert, the Hellenic IPMA Certification Body in collaboration with the Austrian PMA-ZERTIFIZIERUNGSSTELLE ([www.p-m-a.at](http://www.p-m-a.at)).
- The Certification will be in Greek or English depending upon the Candidate's selection and will take place in Athens, Greece.
- All administration will be handled by PM-Greece.

## 1.1 Overview of the Certification Process

The certification process is comprised of the following steps:

- Registration
- Admission
- Briefing (optional)
- Certification day
- Overall appraisal

IPMA Level	Registration	PM self assessment	Report proposal	Admission	Briefing	Report	Feedback	pm-test	Written exam	Workshop	Interview	Overall Appraisal
	Registration					Report		Certification day				
A	X	X	X	X	X	X	X		X		X	X
B	X	X	X	X	X	X	X	X		X	X	X
C	X	X		X	X	X	X	X			X	X
D	X	X		X	optional			X	X			X

Figure 1: The Certification Process

## 1.2 Requirements for certification

### Knowledge:

- Basic knowledge in accordance with ICB 3.0 and pm baseline 3.0.

### Experience:

- Experience in project management (as project team member, pm-assistant, pm-coach etc) is helpful but not required
- Optional: Attendance at a Certification Briefing by PMGCert.

## 1.3 Process of Certification as a Project Management Associate

### 1. Registration & Payment

(Application & PM self assessment should be submitted and payment settled before the set deadline)

- Application & PM self assessment can be found at : <http://certification.cci.gr>
- Payment should be made to PM-Greece Bank Account (*details below*)  
Justification of payment: <Surname>\_Cert  
(ALPHA BANK Stournara branch, Athens, Greece, Beneficiary: "Ελληνικό Δίκτιο Διαχειριστών Έργων", Account No: 104-002002-015660, IBAN GR06 0140 1040 1040 0200 2015 660, BIC (SWIFT): CRBAGRAAXX, Justification: "<Surname>\_CERT")  
(Payments can also be made at a 4% surcharge by credit card – relevant form can be found at : <http://visa.pmgreece.gr>)
- Registration documents and payment receipt should be send by e-mail to [certification@cci.gr](mailto:certification@cci.gr) before the set deadline. For delayed submission (up to 1 week) an additional administrative charge of 10% will be applied. Late applications may be rejected

**Important Notice:** Your application for certification cannot be processed without a fully completed application form and PM self assessment! Partially filled forms will be rejected!

### 2. Feedback on the Registration & ammendements (*if required*)

### 3. Admission for certification

(Notification be e-mail for the examination location and timetable approx 2 week before the exam)

### 4. Further PM education (*optional*) by one of the PM-Greece registered educational providers (<http://training.pmgreece.gr>) & Individual preparation for PM Certification

### 5. Certification day

(pm test – (computer based 120 questions - 90 mins) ; written exam (90 mins))

### 6. Overall appraisal

(within approx. 6 weeks after the Certification day)

Duration approx. 3 months

## 2 Registration for certification

Registration is comprised of:

- Application form
- PM self assessment
- Payment of the Certification Fee to PM-Greece Bank Account

### 2.1 Application form

The registration form is comprised of the following parts:

- Personal details (in English and Greek)
- Invoicing details (in Greek, i.e. who should be invoiced for the payment)
- School, higher education and further studies
- Previous training and studies in Project management
- Previous training and studies in management and behavioural competences
- Career development

The application form and the PM self assessment can be found at <http://certification.cci.gr>

### 2.2 PM self assessment

- Through the PM self assessment, the certification candidate evaluates his/her own project management knowledge and experience.
- The PM Self-Assessment is based on the ICB 3 and the pm baseline 3.0 with of both of which you should be familiar before completing you PM Self Assessment. **In particular, please read carefully section 3.3. of the ICB (pages 28-31) and especially Table 3.14 (page 30) and Appendix 2 of the ICB 3 before completing your PM Self-Assessment. Please note that an average knowledge of around 4 out of 10 is expected for this level (see also Table 3.13 – page 29 of the ICB 3).**

The application form and the PM self assessment can be found at <http://certification.cci.gr>

### 2.3 Payment details

The due certification fees can be found at <http://certification.cci.gr> . The certification fee is due with your Application and PM self assessment. If payment is not made within 3 working days from the submission of your Application and PM self assessment, we reserve the right to cancel your participation in the exams.

**In case of withdrawal from the certification or non show at the examinations, the total fee is due and no refund will be made.**

If a candidate fails to pass the pm test or the written exam, he can retake the failed exam after 2 months at the earliest. The entire process must be completed within 1 year of attending the first exam. In case of a second start of the certification process, the full certification fee will be charged again.

## 3 Certification day

The following activities will take place on the Certification Day:

- pm test
- Written exam

### Objectives of the Certification Day

- Completion of the certification.
- Appraisal of the project management knowledge and experience of the certification candidate, according to ICB and pm baseline.

### Participants in the Certification Day

- Certification candidates
- Staff of PMGCert

### pm test

- Computer-based multiple-response test
- Duration: 1.5 hours
- 120 questions
- Examination of 46 competence elements
- Pass if minimum 65% of all points have been achieved

### Written exam

- Duration: 1.5 hours
- For a positive result:
  - A minimum of 60 points out of 100 must be achieved
  - All plans/methods in the written exam must be dealt with.

## 4 Overall appraisal

The overall appraisal covers the entire certification process meaning the pm test and the written exam.

The ICB guidelines for knowledge and experience will be the criteria on which the level of certification will be based. Competence will be evaluated in the fields of technical, contextual and behavioural competences.

In case of failure, the pm test as well as the written exam can be repeated after 2 months at the earliest.

The written appraisal will be sent to the candidate by PMGCert approximately 6 weeks after the certification day.

An inspection of examination results at IPMA Level D is not provided. In case of a negative result you can file your complaint at the PMGCert Appeal Committee. For this an administrative fee of Euro 150 will be charged. In case the complaint was justified the this fee will be refunded.

**Important Notice:** Your application for certification cannot be processed without a fully completed application form and PM self assessment!

## Examples: Questions of the pm test

### 01 Project orientation as a management strategy

#### 1.1 Projects and programmes, project and programme management

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#### Question 3 of 6

In a company the performance of processes require the following organisations:

#### Answers:

- a. programmes
- b. projects
- c. networks of projects
- d. investment plans

### 01 Project orientation as a management strategy

#### 1.1 Projects and programmes, project and programme management

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#### Question 4 of 6

Projects ...

#### Answers:

- a. enhance the flexibility of companies.
- b. are related to the permanent organisation of the company.
- c. are an instrument to differentiate companies organisationally.
- d. are always carried out by more than one company.