

IPMA Level B

Application procedure

The IPMA ICR4 document regulates the IPMA certification procedure.

- The candidate should send to cert@ipma.hr a CV, certification application form, summary of the project report, self-assessment form, references, and management complexity assessment form.
- After determining the admissibility of the application, the certification body invites the candidate to pay the certification fees or provide proof of the payment already made.
- Upon confirmation of payment, the candidate is given the task of preparing a report on the example of a project determined by the certification body between the projects described in the summary of the report. The candidate must demonstrate satisfactory evidence in 80% of the competency elements within the corresponding domain defined in ICB 4.0. The report must be prepared and submitted in e-form to the e-mail cert@ipma.hr within a maximum of 90 calendar days since the task was issued.
- Upon successful completion of the project report, the certification body grants the candidate access to the written exam. The candidate must demonstrate satisfactory evidence in 50% of the competency elements within the relevant domain defined in ICB 4.0.
- After successfully passing the written exam, the certification body invites the candidate for a final interview.
- After the interview, the certification body makes a final assessment and for a positive outcome, the candidate is issued an IPMA level B certificate.

Documents:

- CV
- **Certification and recertification application form** - includes all the necessary personal data so that the certification body can identify the candidate and process the data necessary for the applicant and make a decision on access to the certification process.
- **Self-assessment** - a form by which the candidate conducts his/her own assessment of competencies in knowledge, skills, and abilities.
- **Summary of the project report** – The report can be a maximum of 15 pages and includes: (It is submitted only if the candidate accesses the "Project" domain.)
 - **organization** (details of the company, industry, and types of projects, main objectives of the company, and the business unit in which the applicant works);
 - **a one-page summary for each project** with related timelines and phases and resources available;
 - **the role of the applicant** (organizational chart with established position, area of responsibility, review of project management procedures they use, relationship with internal and external stakeholders);
 - **how the candidate led the project** and how he/she meets the complexity criteria for the level for which he/she is applying.
- **Summary of the portfolio report** – The report should be between 15 and 20 pages, with an additional 8 to 15 pages of appendices. (It is submitted only if the candidate accesses the "Portfolio" domain.)
 - **organization** (details of the company, industry, and types of projects, main objectives of the company, and the business unit in which the applicant works);

- **a one-page summary for each portfolio** with related timelines and phases and available resources;
- **the role of the applicant** (organizational chart with established position, area of responsibility, review of project management procedures they use, relationship with internal and external stakeholders);
- **how the candidate has managed the portfolio** and how he/she meets the complexity criteria for the level for which he/she is applying.
- **References for verification** - For Level B, the applicant should provide the names and contacts of at least two persons to verify his / her eligibility in relation to the level and domain of certification which he is applying for.
- **Assessment of management complexity** - the form is used by candidates and assessors to assess the complexity of project management and serves to qualify the experience. The form contains ten indicators of complexity. A full description of each indicator is included in all worksheets.

Documents that applicants fill out after the exam:

Feedback Form - the form is used to collect information on how candidates are satisfied with the certification process, to further improve it.

Complaint Form and **Appeal Form** - formal documents by which a candidate raises a particular issue or appeal procedure about the result or circumstances with which he/she is dissatisfied, or thinks that they do not comply with IPMA or the certification body's regulations. More about these procedures are described in **Guidelines for Complaints and Appeals**.