



international
project
management
association

IPMA – KSA

Recertification and Continuing Professional Development (CPD) Points Guide

Applicable to: IPMA 4-L-C Certificate Holders in the Kingdom of Saudi Arabia

Document Control & Versioning

Field	Value
Document Title	IPMA – KSA – Recertification and Continuing Professional Development (CPD) Points Guide
Document ID	IPMAKSA-CB-GDE-001
Version	V1.0
Status	Approved
Creation Date	28 th Feb 2026
Last Updated	28 th Feb 2026
Next Review Date	Jan 2027
Document Owner	IPMA KSA Certification Body (CB)
Effective Date	1st Mar 2026
Review Cycle	Annual or upon significant structure change
Copyright	© IPMA KSA. All rights reserved. This document is the intellectual property of IPMA KSA and may not be reproduced, distributed, or modified without prior written authorization, except for IPMA audit, validation, and accreditation purposes.
Change Records	V1.0 – Created on 28 th Feb 2026

Table of Contents

1. PURPOSE	5
2. APPLICABILITY	5
3. RECERTIFICATION PRINCIPLE	5
4. CPD REQUIREMENT	5
4.1 LEGACY TRANSITION RULE.....	5
4.2 CURRENT RULE.....	5
4.3 ANNUAL CAP CARRY-FORWARD RULE.....	6
4.4 CPD SCORING BASIS.....	6
5. CPD CATEGORIES	6
6. INFORMAL CPD ACTIVITIES	6
7. FORMAL CPD ACTIVITIES.....	7
8. CONFERENCES AND EVENTS	7
8.1 ATTENDANCE AT CONFERENCES AND EVENTS.....	7
8.2 ACTIVE PARTICIPATION AT EVENTS	7
9. PROFESSIONAL PRACTICE-BASED LEARNING	8
10. REGISTRATION AND MEMBERSHIP ACTIVITIES	9
11. EDUCATION AND TRAINING	9
11.1 TRAINING AND EDUCATIONAL ATTENDANCE / DELIVERY	9
12. FORMALLY ACQUIRED QUALIFICATIONS	9
13. VOLUNTEERING.....	10
14. PUBLICATIONS	10
15. EVIDENCE AND DOCUMENTATION REQUIREMENTS	10
16. REFLECTION REQUIREMENT	11
17. GENERAL RULES.....	11
18. SUBMISSION FOR RECERTIFICATION.....	11
APPENDIX A: CONSOLIDATED CPD SCORING TABLE	12
A.1 INFORMAL CPD ACTIVITIES	12
A.2 CONFERENCES AND EVENTS	12
A.2.1 Attendance at Conferences and Events.....	12
A.2.2 Active Participation at Events.....	12
A.3 PROFESSIONAL PRACTICE-BASED LEARNING	13
A.4 REGISTRATION AND MEMBERSHIP ACTIVITIES	13
A.5 EDUCATION AND TRAINING	13
A.6 FORMALLY ACQUIRED QUALIFICATIONS.....	14
A.7 VOLUNTEERING.....	14
A.8 PUBLICATIONS.....	14

A.9 GENERAL SCORING NOTES.....14

1. Purpose

This document defines Continuing Professional Development, CPD, requirements applicable to holders of IPMA certifications who are applying for recertification.

Its purpose is to ensure that certified individuals continue to develop and maintain their professional competence after initial certification, and that recertification is based on clear and consistent evidence of continued professional growth and professional practice.

2. Applicability

This guide applies to holders of IPMA certifications under the IPMA 4-L-C system, namely:

- **Level A**
- **Level B**
- **Level C**
- **Level D**

It applies to candidates seeking recertification after the validity period of their certificate.

3. Recertification Principle

Recertification is required after each **five-year certification cycle** for all IPMA certification levels.

Recertification is based on evidence that the certificate holder has:

1. Remained professionally active in project, programme, or portfolio management, at the appropriate level, and
2. Continued their professional development through relevant CPD activities.

4. CPD Requirement

For recertification, the certificate holder must provide sufficient evidence of accumulated CPD points in accordance with the applicable rules of the relevant certification period.

4.1 Legacy transition rule

For periods up to **30 June 2021**, a candidate must demonstrate a total of **20 CPD points** accumulated across all years before that date.

4.2 Current rule

For periods from **1 July 2021 onward**, a certificate holder must demonstrate a minimum of **35 CPD points per year**.

4.3 Annual cap carry-forward rule

If a certificate holder earns more than **35 CPD points in one year**, the excess points above 35 **may not be carried forward** to the following year.

4.4 CPD Scoring Basis

Continuing Professional Development, CPD, points shall be scored in accordance with the CPD scoring tables and rules set out in this guide.

5. CPD Categories

CPD points are grouped into two main categories:

- **Informal CPD Activities**
- **Formal CPD Activities**

Each activity must be relevant to the development of competence in project, programme, or portfolio management.

6. Informal CPD Activities

Informal CPD activities include self-directed or non-structured learning and competence development activities relevant to project, programme, or portfolio management.

Examples include:

- Participation in discussion groups or panels
- Self-study using television, internet resources, podcasts, articles, or similar media
- Mentoring or coaching activity
- Reading professional books
- Participation in simulations or serious games for competence development
- Other comparable forms of informal professional learning

CPD Points

- **1 CPD point per hour of participation**
- **Maximum 15 CPD points per year**

Evidence Requirement

For each activity, the certificate holder should provide:

- A brief description of the activity
- The time spent
- A short reflection on what was learned and how it contributed to competence development

7. Formal CPD Activities

Formal CPD activities are structured learning and professional development activities, including conferences, seminars, training, formal education, volunteering, and publications.

8. Conferences and Events

8.1 Attendance at conferences and events

Activity	Non-IPMA / Other	IPMA KSA / GPMF / PMA / IPMA REG Partner
One-day workshop, seminar, forum, or similar event	0.7 CPD per hour	1 CPD per hour
Project management conference, minimum 2 days	8	10
Annual project management conference, minimum 2 days	12	15
IPMA events and regional conferences	N/A	15
Global conferences, including IPMA World Congress, research conferences, SIG conferences, and similar global events	15	20

8.2 Active participation at events

Activity	Non-IPMA / Other	IPMA KSA / GPMF / PMA / IPMA REG Partner
Poster presentation	1	2
Standard presentation	2	4
Plenary presentation	4	7
Keynote presentation	7	10
Moderator / Facilitator	5	8

Additional Note on Competence Contribution

The candidate should explain how the different forms of learning and participation contributed to strengthening their competence in project, programme, or portfolio management. For each activity claimed, the candidate should provide a brief explanation of its contribution to their professional development.

Evidence Requirement

For each event, the candidate should provide:

- Event name

- Organizer
- Date
- Role, if applicable
- Proof of attendance or participation
- Short explanation of how the activity contributed to competence development

9. Professional Practice-Based Learning

CPD points may be claimed where the certificate holder has improved competence through professional work in projects, programmes, or portfolios.

This applies where the individual has used new knowledge, methods, tools, or approaches in professional practice and can explain how this contributed to improved competence.

Examples may include:

- Applying a new project control method
- Using a new delivery framework
- Adopting new stakeholder engagement techniques
- Implementing new tools or governance practices
- Improving programme or portfolio decision-making methods

CPD Points

- **Maximum 15 CPD points once within a five-year recertification cycle**

Evidence Requirement

The candidate must explain:

- What new knowledge, method, or tool was applied
- How much time was spent learning and applying it
- How it improved their competence or practice

Where CPD points are claimed through professional practice, the candidate should specify the knowledge, tools, methods, or approaches applied, the approximate number of hours spent learning and applying them, and the resulting improvement in competence and professional practice.

10. Registration and Membership Activities

Activity	CPD Points
Registration for IPMA / certification-related professional newsletter	5
Membership in a recognized project management association or professional body relevant to certification	5

Note:

Newsletter registration and professional membership may only be claimed where they are recognized under the applicable IPMA KSA recertification rules in force at the time of submission.

11. Education and Training

11.1 Training and educational attendance / delivery

Activity	Other CPD / Non-IPMA	IPMA KSA / GPMF / PMA / IPMA REG Partner
Attendance	1 CPD per hour	1.5 CPD per hour
Delivery / teaching / facilitation	2 CPD per hour per competence area	3 CPD per hour per competence area

12. Formally Acquired Qualifications

Qualification in Project Management	Other CPD / Non-IPMA	IPMA KSA / GPMF / PMA / IPMA REG Partner
Bachelor's degree, BSc	12	15
Master's degree, MSc	17	20
Doctorate, PhD	22	25

13. Volunteering

Volunteering in relevant professional associations, SIGs, and professional communities may be counted toward CPD where it contributes to professional development and competence growth.

Volunteering Activity	Non-IPMA / Other	IPMA KSA / GPMF / PMA / IPMA REG Partner
Local project management organizations, local SIGs, and similar bodies	3	5
Global project management organizations, international SIGs, and similar bodies	5	7

Evidence should clearly describe the nature of the contribution and the approximate time commitment.

14. Publications

Professional writing and publication activities relevant to project, programme, or portfolio management may be recognized for CPD purposes.

Publication Type	CPD Points
Professional article, blog, magazine article, or similar publication	5
Scientific article in an international journal or conference proceedings, book chapter, or similar academic contribution	7
Book in the field of project management, as author or editor	10 to 15

Evidence must include publication details and a copy or reference to the published work.

15. Evidence and Documentation Requirements

For all CPD points claimed, the candidate must provide sufficient evidence.

Evidence may include:

- Certificates of attendance
- Event agendas
- Proof of participation or presentation
- Membership confirmation
- Registration confirmations
- Copies of publications
- Course completion records

- Reflective summaries
- Any other relevant supporting documents

Where activities are self-directed or informal, the candidate must provide a written explanation and reflection.

Where multiple informal learning activities are claimed in the same year, the CPD points for each activity should be recorded and presented separately.

16. Reflection Requirement

For each year in which CPD points are claimed, the certificate holder should provide a brief written reflection explaining:

- What was learned
- How the activity contributed to competence development
- How the learning was applied in practice, where applicable

A written personal reflection is required for each year in which CPD points are claimed, in line with the applicable recertification submission requirements

17. General Rules

1. CPD points must be relevant to the field of project, programme, or portfolio management.
2. Points must be supported by adequate evidence.
3. Informal activities are capped at **15 CPD points per year**.
4. Practice-based development may only be claimed up to **15 CPD points once in each five-year recertification cycle**.
5. Points earned above the annual minimum threshold of **35 CPD points** may not be carried forward to the next year.
6. Submission of CPD points does not automatically guarantee recertification. Final recertification remains subject to review and approval under applicable IPMA KSA certification procedures.

18. Submission for Recertification

Candidates applying for recertification must submit:

- The recertification application form
- Evidence of continued professional activity at the relevant level
- CPD records and supporting documents
- Annual reflections, where required
- Any other documents required by IPMA KSA certification procedures

Appendix A: Consolidated CPD Scoring Table

The CPD activities below are scored for recertification purposes in line with this guide. The table consolidates the activity types and point values, including informal activities, conferences and events, education, qualifications, volunteering, publications, and selected registration and membership activities.

A.1 Informal CPD Activities

Activity Category	Activity / Description	CPD Points
Informal CPD Activities	Participation in discussion groups or panels, self-study, internet-based learning, mentoring, reading books, simulations, serious games, and similar informal learning relevant to project, programme, or portfolio management	1 CPD point per hour
Informal CPD Activities	Maximum claimable informal CPD points	Maximum 15 CPD points per year

Note:

Where different informal activities are claimed, the CPD points for each activity should be recorded separately. A written reflection and supporting explanation should be provided for each year in which such points are claimed.

A.2 Conferences and Events

A.2.1 Attendance at Conferences and Events

Activity	Non-IPMA / Other	IPMA KSA / GPMF / PMA / IPMA REG Partner
One-day workshop, seminar, forum, or similar event	0.7 CPD per hour	1 CPD per hour
Project management conference, minimum 2 days	8	10
Annual project management conference, minimum 2 days	12	15
IPMA events and regional conferences	N/A	15
Global conferences, including IPMA World Congress, research conferences, SIG conferences, and similar global events	15	20

A.2.2 Active Participation at Events

Activity	Non-IPMA / Other	IPMA KSA / GPMF / PMA / IPMA REG Partner
Poster presentation	1	2
Standard presentation	2	4

Plenary presentation	4	7
Keynote presentation	7	10
Moderator / Facilitator	5	8

Note:

For each activity, the candidate should briefly explain how the learning or participation contributed to strengthening competence in project, programme, or portfolio management.

A.3 Professional Practice-Based Learning

Activity Category	Activity / Description	CPD Points
Professional Practice-Based Learning	Application of new knowledge, methods, tools, or approaches through professional work in projects, programmes, portfolios, or similar practice	Maximum 15 CPD points once in a five-year recertification cycle

Required explanation:

The candidate should state:

- Which knowledge, methods, tools, or approaches were applied
- The approximate hours spent learning and applying them
- How competence and professional practice were improved

A.4 Registration and Membership Activities

Activity	CPD Points
Registration for IPMA / certification-related professional newsletter	5
Membership in a recognized project management association or professional body relevant to certification (e.g IPMA KSA, PMA KSA)	5

A.5 Education and Training

Activity	Other CPD / Non-IPMA	IPMA KSA / GPMF / PMA / IPMA REG Partner
Attendance	1 CPD point per hour	1.5 CPD points per hour
Delivery / teaching / facilitation	2 CPD points per hour per competence area	3 CPD points per hour per competence area

A.6 Formally Acquired Qualifications

Qualification in Project Management	Other CPD / Non-IPMA	IPMA KSA / GPMF / PMA / IPMA REG Partner
Bachelor's degree, BSc	12	15
Master's degree, MSc	17	20
Doctorate, PhD	22	25

A.7 Volunteering

Volunteering Activity	Non-IPMA / Other	IPMA KSA / GPMF / PMA / IPMA REG Partner
Local project management organizations, local SIGs, and similar bodies	3	5
Global project management organizations, international SIGs, and similar bodies	5	7

A.8 Publications

Publication Type	Other CPD / Non-IPMA	IPMA KSA / GPMF / PMA / IPMA REG Partner
Professional article, blog, magazine article, or similar publication in project management	5	5
Scientific article in an international journal or conference proceedings, book chapter, or similar academic contribution in project management	7	7
Book in the field of project management, as author or editor	10	15

A.9 General Scoring Notes

Rule	Requirement
Annual minimum requirement	From 1 July 2021 onward, certificate holders must achieve a minimum of 35 CPD points per year
Carry-forward restriction	Points above 35 in one year may not be carried forward to the next year
Informal CPD cap	Informal CPD activities are capped at 15 CPD points per year
Practice-based learning cap	Professional practice-based learning is capped at 15 CPD points once in a five-year recertification cycle
Reflection requirement	A written personal reflection should be provided for each year in which CPD points are claimed
Documentation requirement	All claimed activities must be supported by relevant evidence and brief explanatory notes where required