

## **PM-ZERT**

Certification body of the GPM

## **Guideline Basic Certification in Project Management (GPM)<sup>®</sup>**

© GPM German Association for Project Management e. V.



PM-ZERT ist die  
Zertifizierungsstelle der  
GPM Deutsche Gesellschaft  
für Projektmanagement e. V.



Die GPM ist Mitglied der  
IPMA International Project  
Management Association.

## Table of contents

<b>1. Validity .....</b>	<b>5</b>
<b>2. The certification GPM Basic certificate .....</b>	<b>5</b>
<b>2.1 Process steps .....</b>	<b>5</b>
<b>2.2 Application and Admission.....</b>	<b>6</b>
2.2.1 Application .....	6
2.2.2 Admission to the certification scheme .....	6
<b>2.3 Certification .....</b>	<b>6</b>
2.3.1 Initial certification .....	6
2.3.2 Written exam .....	6
2.3.3 CE to be certified .....	7
2.3.4 The certificate.....	7

## List of tables

Table 1: Applicable documents .....	3
Table 2: List of abbreviations .....	3
Table 3: Change history.....	4
Table 4: Process steps for GPM Basic certification.....	5
Table 5: CE to be certified.....	7

## Applicable documents

The PM-ZERT documents listed in the table below are required either for the preparation for certification or for the application documents to be submitted and are therefore to be understood as applicable documents. Their content also completes the comprehensive information provided in this guide.

Please familiarize yourself with these documents before submitting your application.

Document		To be filled in
No.	Name	Yes/No
	ICB, Individual Competence Baseline	no
	ICR 4 public, IPMA International Certification Regulations (public version)	no
	Information about fees can be found on the PM-ZERT website	no
	GPM Code of Ethics can be found on the PM-ZERT website	no
Z01	General Guideline Certifications	no
R09-1	Taxonomy – Project Management	No
F01	Certification Record (for initial certification, upgrade certification, and renewal of an existing certificate (re-certification)) with self-assessment	Yes
F01REE	Candidate Legal Declaration	Yes

Table 1: Applicable documents

## List of abbreviations

Abbreviation	Explanation
ICB	Individual Competence Baseline
ICR Public	IPMA International Certification Regulations (Public)
CE	Competence Element
PM-ZERT	PM-ZERT is the certification body of the GPM Deutsche Gesellschaft für Projektmanagement e.V.

Table 2: List of abbreviations

## Changes compared to the previous version

Change	Page/s
Necessary changes due to changes in the GPM / PM-ZERT software landscape	
Various clarifications and formatting	

Table 3: Change history

## Information on "gender-appropriate spelling"

In its publications, GPM attaches significant importance to a differentiated, responsible, non-discriminatory and gender-equitable use of language. Whenever the generic masculine is used, it is intended as a neutral grammatical expression and in no way implies discrimination against the other gender.

## 1. Validity

This document is valid from 15.12.2025.

This version incorporates the requirements for the software landscape migration as well as further clarifications, spelling, and formatting. Therefore, all previous versions are invalid.

## 2. The certification GPM Basic certificate

Prerequisites: PM experience and professional training are not required.

The focus of the project management certification in the GPM basic certificate is on technical competencies (mainly CE from practice, competency levels 1 and 2).

### 2.1 Process steps

Nr.	Process for initial certification	Submission / Dates	Responsible party
<b>1</b>	<b>Application</b>		
1.1	Application via <a href="http://www.pm-zert.de">www.pm-zert.de</a>	Upload no later than 15 days before written exam date	Candidate / Organizer
1.3	Upload signed candidate "F01REE_Legal declaration"		Candidate
<b>2</b>	<b>Assessment</b>		
2.2	Written exam - 90 minutes	Certification Day by agreement	PM-ZERT / Organizer
<b>3</b>	<b>Conclusion</b>		
3.1	Audit result	Two weeks after the exam	PM-ZERT
3.2	Certificate dispatch	Four weeks after the exam	PM-ZERT

Table 4: Process steps for GPM Basic certification

## 2.2 Application and Admission

### 2.2.1 Application

The organizer registers the certification process with PM-ZERT on the agreed date and arranges time and place for the exam.

The provisions of section 2.2.4 of the “General Guideline Certifications” apply to the application.

### 2.2.2 Admission to the certification scheme

After complete examination of the submitted documents by PM-ZERT, the candidate will receive the approval decision approximately 10 days before the examination date.

#### Notes:

- The certification fee is due upon admission
- If reductions according to the fee schedule have not been noted, these cannot be considered retrospectively
- If the billing address has been entered incorrectly, additional fees will be charged.

## 2.3 Certification

### 2.3.1 Initial certification

For the initial certification, all steps described in Table 4: Process steps for GPM Basic certificate must be completed.

### 2.3.2 Written exam

A written examination (duration: 90 minutes) is conducted to assess the required knowledge in the GPM Basic in Project Management certification procedure.

Before the examination begins the candidate will be identified by the assessor. An identification document issued by a government authority must be kept ready, this can be either an identity card, driver's license, or passport. The identity of the candidate must be clearly deducible from this document.

A candidate is considered competent after demonstrating sufficient knowledge and skills in **11 CE** out of 14 CE required for Base certification.

### 2.3.3 CE to be certified

No.	CE	Content
K.1 – Perspective 1	04.03.01.	Strategy
K.2 - Perspective 2	04.03.02.	Governance, structures and processes
K.4 - Perspective 4	04.03.04.	Power and interest
S.3 - People 3	04.04.03.	Personal communication
T.1 - Practice 1	04.05.01.	Project design
T.2 - Practice 2	04.05.02.	Requirements and objectives
T.3 - Practice 3	04.05.03.	Scope
T.4 - Practice 4	04.05.04.	Time
T.5 - Practice 5	04.05.05.	Organisation and information
T.7 - Practice 7	04.05.07.	Finance
T.8 - Practice 8	04.05.08.	Resources
T.10 - Practice 10	04.05.10.	Plan and control
T.11 - Practice 11	04.05.11.	Risk and opportunity
T.12 - Practice 12	04.05.12.	Stakeholder

Table 5: CE to be certified

### 2.3.4 The certificate

After the candidate passes the required test, and after PM-ZERT confirms adherence to the correct process, PM-ZERT will issue a certificate in the candidate's name. The certificate is valid for 5 years.

The examination may be retaken once against a fee within 18 months from the date of admission if the examination has not been passed. The fees are published as part of PM-ZERT's official fee schedule.

Dates for retakes must be agreed individually with PM-ZERT.

If the certification process is not successfully passed after repeating it once, certification can be reapplied for after twelve months by the candidate.

PM-ZERT Geschäftsstelle

Am Tullnaupark 15  
D-90402 Nürnberg  
Tel. (0911) 43 33 69-31  
E-Mail: [pm-zert@gpm-ipma.de](mailto:pm-zert@gpm-ipma.de)  
Internet: [www.gpm-ipma.de](http://www.gpm-ipma.de)