

## **PM-ZERT**

Certification body of the GPM

### **Guideline PM-ZERT-Solutions**

- **IPMA® Level D-A**
- **Basic Project Management (GPM®)**

© GPM German Association for Project Management e. V.



PM-ZERT is the certification body  
of the  
GPM German Association  
for Project Management e. V.



GPM is a member of the IPMA  
International Project Management  
Association.

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## 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 guideline.

Please familiarize yourself with these documents before submitting your application.

Document		To be completed
No.	Name	Yes/no
Z01	General Guideline Certifications	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
KCI	Key Competence Indicator
ESR	Executive Summary Report
LA	Lead Assessor
CoA	Co-Assessor
PM-ZERT	PM-ZERT is the certification body of the GPM Deutsche Gesellschaft für Projektmanagement e. V.

Table 2: List of abbreviations

## Change compared to the previous version

Change	Page/s
Adaption of Chapter, redundant information reduced	all

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 10.03.2026.

## 2. General information

This document describes the process steps of the PM-ZERT certification products

- Basic Certification in Project Management (GPM®)
- IPMA® Level D-A

To register for the Hybrid+, please refer to the PM-ZERT website.

**Note:** The browser language setting must be English.

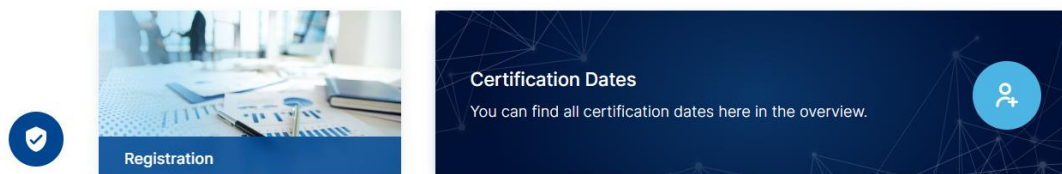
## 3. Selection of certification round

The following link provides the registration procedure.

<https://www.pm-zert.de/en/>



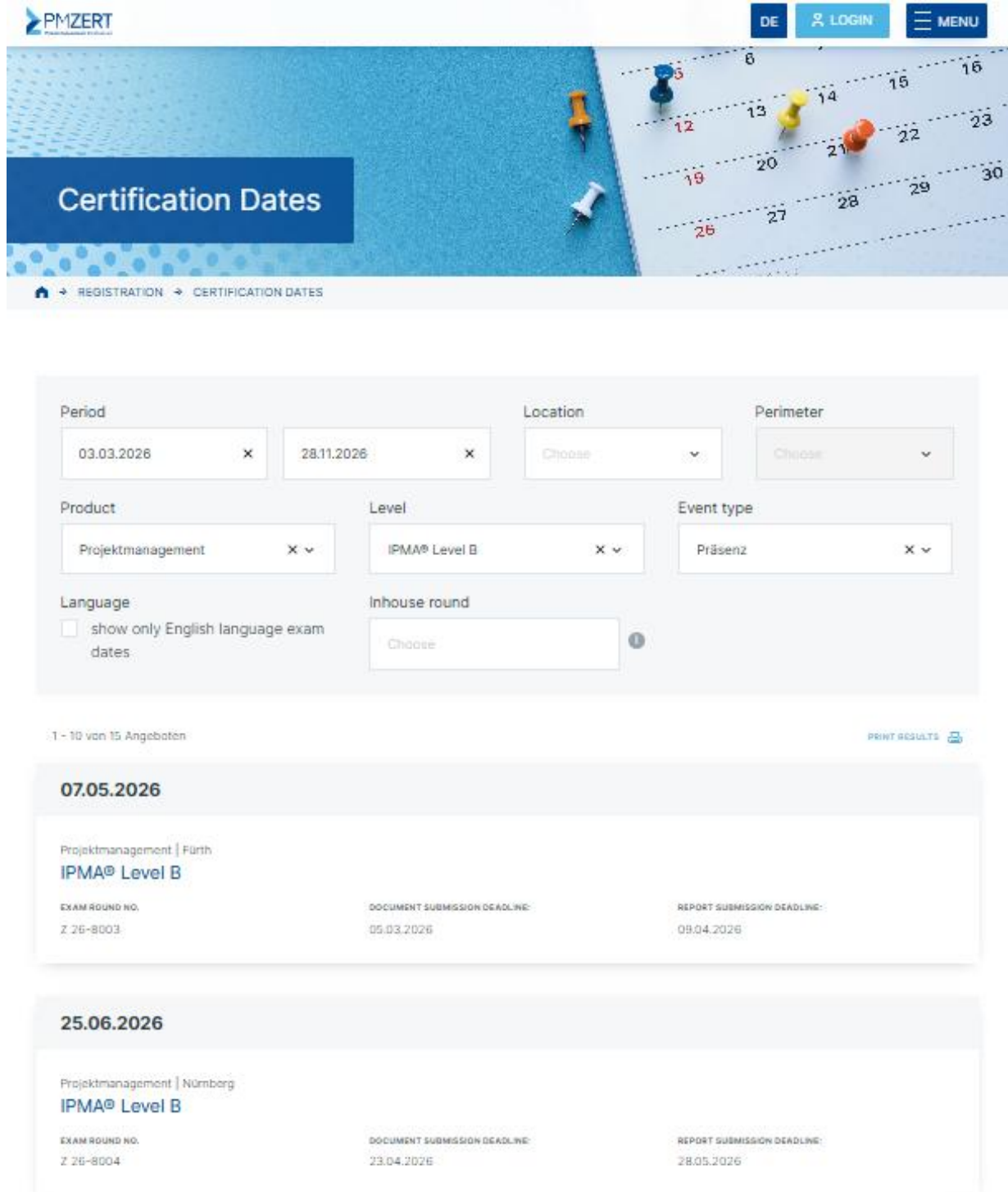
### Information about certification



### 3.1 Open certification round

Open rounds are organized and applied by PM-ZERT.

Selection of period, Location desired domain and event will show the available certification dates.



**Certification Dates**

REGISTRATION → CERTIFICATION DATES

DE LOGIN MENU

Period: 03.03.2026 x 28.11.2026 x

Location: Choose v

Perimeter: Choose v

Product: Projektmanagement x v

Level: IPMA® Level B x v

Event type: Präsenz x v

Language:  show only English language exam dates

Inhouse round: Choose ⓘ

1 - 10 von 15 Angeboten PRINT RESULTS 🖨️

**07.05.2026**

Projektmanagement | Fürth  
**IPMA® Level B**

EXAM ROUND NO. Z 26-8003	DOCUMENT SUBMISSION DEADLINE 05.03.2026	REPORT SUBMISSION DEADLINE 09.04.2026
-----------------------------	--	--

**25.06.2026**

Projektmanagement | Nürnberg  
**IPMA® Level B**

EXAM ROUND NO. Z 26-8004	DOCUMENT SUBMISSION DEADLINE 23.04.2026	REPORT SUBMISSION DEADLINE 28.05.2026
-----------------------------	--	--

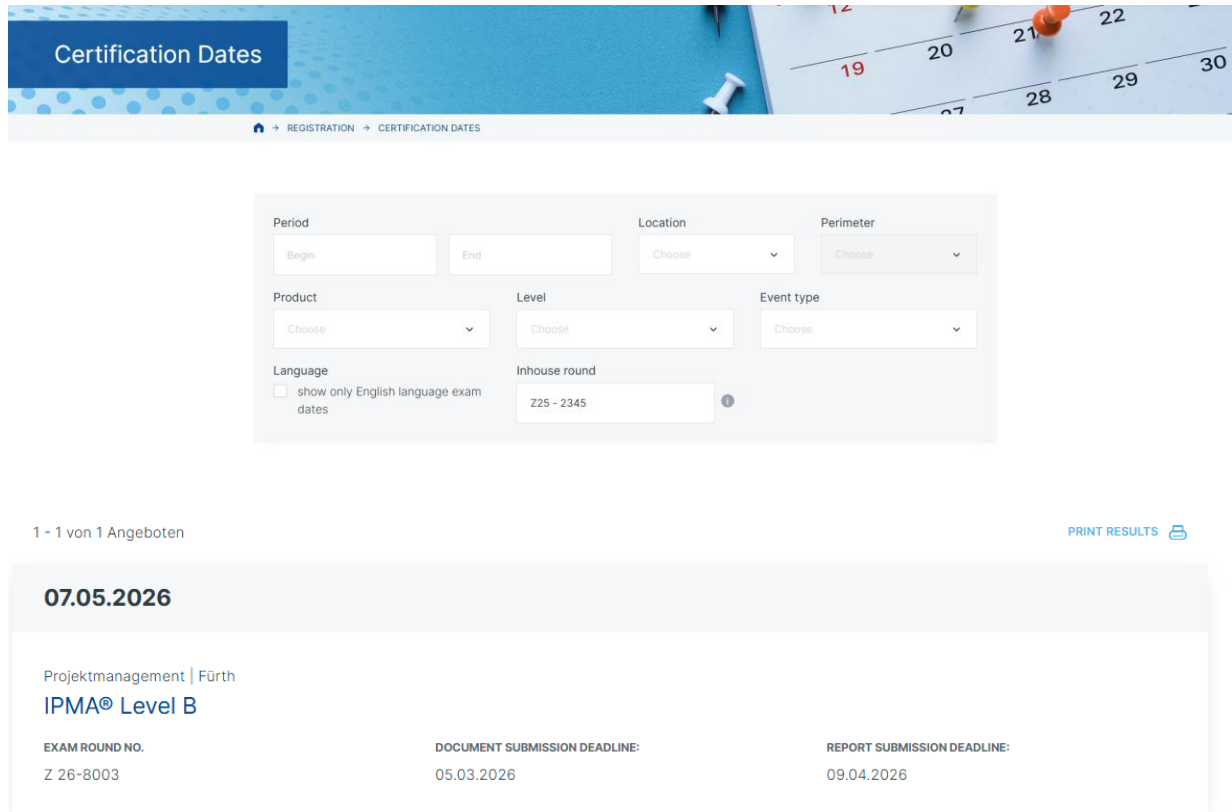
Figure 1: Certification Dates

### 3.2 In-house certification rounds

In-house rounds are organized by a training partner and applied by PM-ZERT. The training partner will inform the candidates regarding the exam round number.

Following information is required:

- Exam round number beginning with a “Z”
- The desired level



**Certification Dates**

REGISTRATION → CERTIFICATION DATES

Period: Begin, End, Location: Choose, Perimeter: Choose

Product: Choose, Level: Choose, Event type: Choose

Language:  show only English language exam dates

Inhouse round: Z25 - 2345

1 - 1 von 1 Angeboten [PRINT RESULTS](#)

**07.05.2026**

Projektmanagement | Fürth  
**IPMA® Level B**

<b>EXAM ROUND NO.</b> Z 26-8003	<b>DOCUMENT SUBMISSION DEADLINE:</b> 05.03.2026	<b>REPORT SUBMISSION DEADLINE:</b> 09.04.2026
------------------------------------	--	--

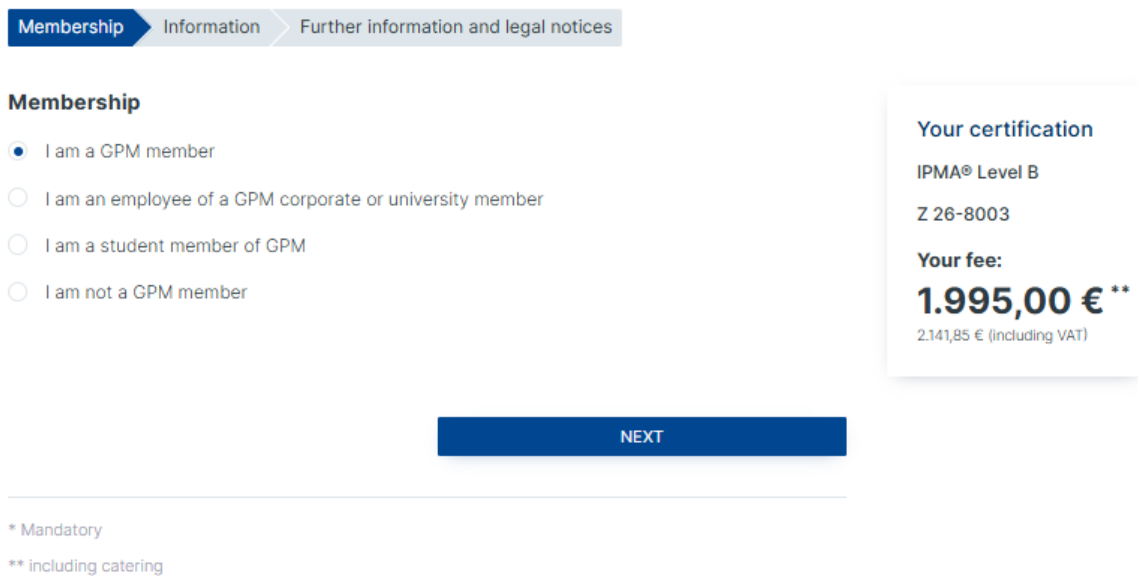
Figure 2: In-house certification – Example Level B Project management

## 4. Registration for certification

### 4.1 GPM Memberships

A personal or corporate GPM membership entitles to a discount. Membership is validated using the membership number and the email address on file for personal memberships and using the email domain for corporate memberships.

“I am not a GPM member” must be confirmed when there does not exist a valid membership.



Membership Information Further information and legal notices

**Membership**

- I am a GPM member
- I am an employee of a GPM corporate or university member
- I am a student member of GPM
- I am not a GPM member

**NEXT**


**Your certification**  
IPMA® Level B  
Z 26-8003

**Your fee:**  
**1.995,00 € \*\***  
2.141,85 € (including VAT)

\* Mandatory  
\*\* including catering

Figure 3: Membership

## 4.2 Entry of personal information



DE
LOGIN
MENU

✔ Membership
 Information
Further information and legal notices

### Information about your GPM membership

Please note that the member discount will only be granted if the membership details are correct.

#### Your certification

IPMA® Level B  
Z 26-8003

**Your fee:**  
**1.995,00 € \*\***  
2.141,85 € (including VAT)

### Personal Information

Gender

Male
  Female
  Other

### Billing Details

Billing Address

Residential Address
  Other Address

Figure 4: Personal data

The invoice can be issued either to the candidate’s personal address or to a different address.

In the case of a different invoice recipient, an “internal ID/order number” can be entered.

### Billing Details

#### Billing Address

Residential Address
  Other Address

Company name*	
Name suffix	
Contact person	
Street, No.*	
Address line 2	
ZIP code*	City*
Country Deutschland <span style="float: right;">▼</span>	
Invoice email*	
Internal reference / order number	
VAT ID	

BACK

NEXT

Figure 5: Invoice data

### Legal Information

By submitting your application, you are making a binding commitment to participate. You will only be required to pay if you meet the admission requirements. You can withdraw your application free of charge until the admission review has been completed.

- I have read and accept the terms of condition > and the Rights of withdrawal > . \*
- I have read and accept the General Data Protection Regulation > . \*
- I confirm that I have read the information on payment obligation, participation requirements, and cancellation rights as stated in Guidelines and fees > . \*

BACK SUBMIT

\* Mandatory  
\*\* including catering

**Your certification**

IPMA® Level B

Z 26-8003

**Your fee:**

**2.210,00 €\*\***

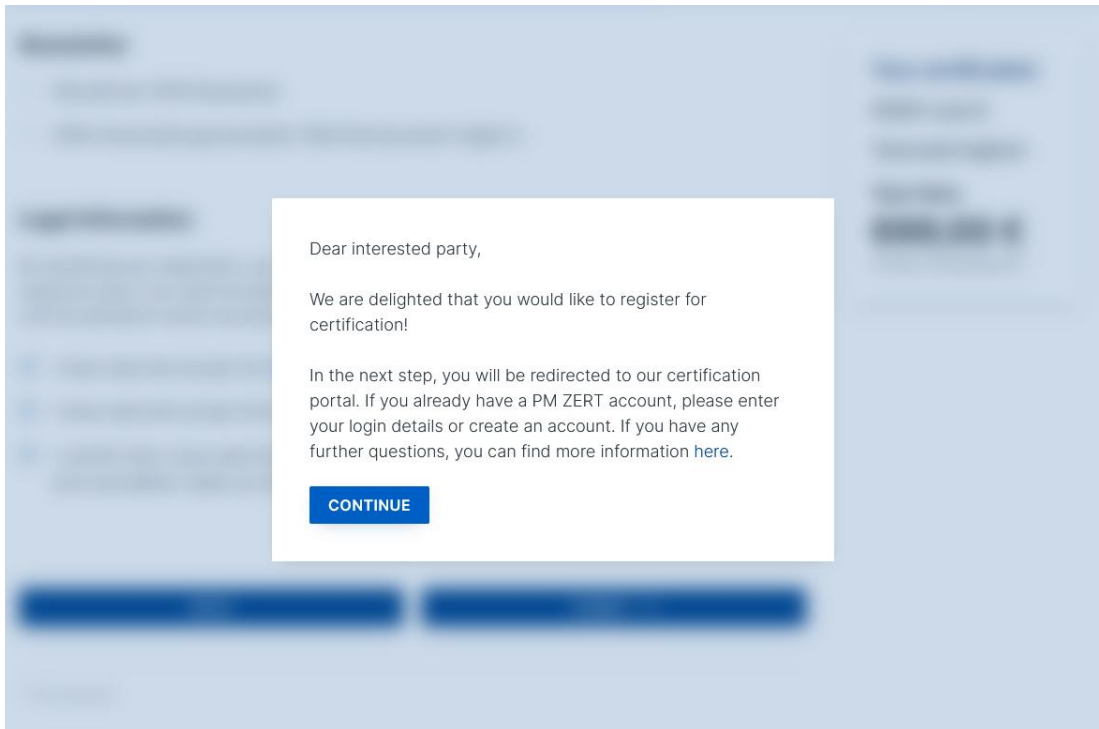
2.371,90 € (including VAT)

Figure 6: Binding registration

The registration process is completed by clicking on the „**SUBMIT**” button, the certification process will begin.

The registration form offers the following functions:

- Entering existing login details or
- Initial registration.



Dear interested party,

We are delighted that you would like to register for certification!

In the next step, you will be redirected to our certification portal. If you already have a PM ZERT account, please enter your login details or create an account. If you have any further questions, you can find more information here.

[CONTINUE](#)



## Sign in

Sign in with your email address



[Forgot your password?](#)

Don't have an account? [Sign up now](#)

Sign in with your social account

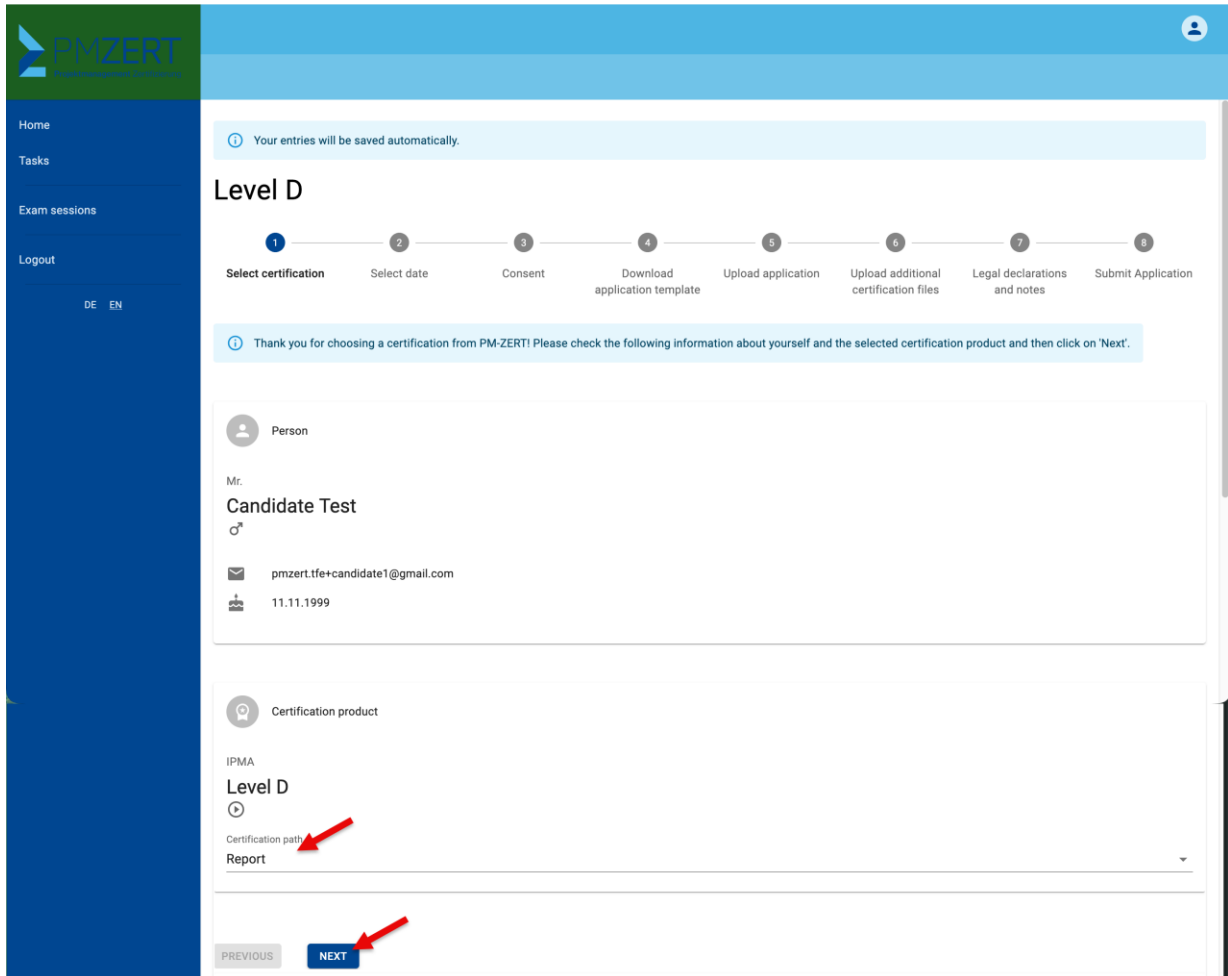
Figure 7: Registration

## 5. Create and submit application (IPMA® Level D)

The required documents are submitted depending on the desired level. The level-specific guidelines describe which documents are required in each case. The application can only be processed once all documents are complete.

### 5.1 Select/Check certification

Review the desired **certification product**.



PMZERT

Home  
Tasks  
Exam sessions  
Logout  
DE EN

Your entries will be saved automatically.

### Level D

- Select certification
- Select date
- Consent
- Download application template
- Upload application
- Upload additional certification files
- Legal declarations and notes
- Submit Application

Thank you for choosing a certification from PM-ZERT! Please check the following information about yourself and the selected certification product and then click on 'Next'.

Person

Mr.  
**Candidate Test**  
✉ pmzert.tfe+candidate1@gmail.com  
📅 11.11.1999

Certification product

IPMA  
**Level D**

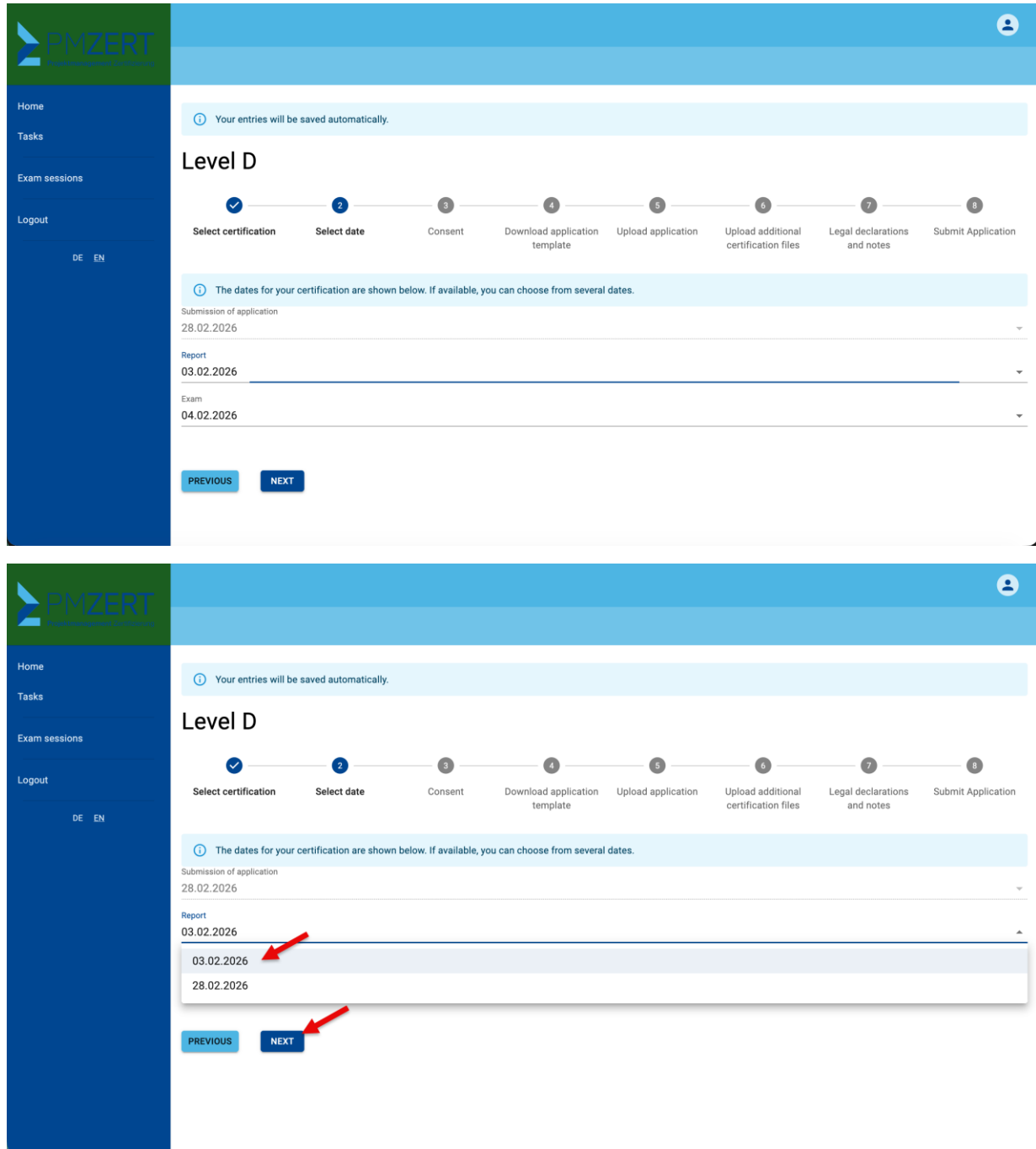
Certification path  
Report

PREVIOUS NEXT

Figure 8: Select the desired certification path.

## 5.2 Check and select certification dates

- Check the available **certification dates in case of path with exam and report**
- Select suitable dates for the certification steps required for the level.



The image displays two screenshots of the PMZERT web application interface, specifically the 'Level D' certification process. The interface includes a sidebar with navigation options (Home, Tasks, Exam sessions, Logout) and a main content area. The main content area shows a progress bar with eight steps: 1. Select certification (checked), 2. Select date (active), 3. Consent, 4. Download application template, 5. Upload application, 6. Upload additional certification files, 7. Legal declarations and notes, and 8. Submit Application. Below the progress bar, there is a message: 'The dates for your certification are shown below. If available, you can choose from several dates.' The dates are listed in a table:

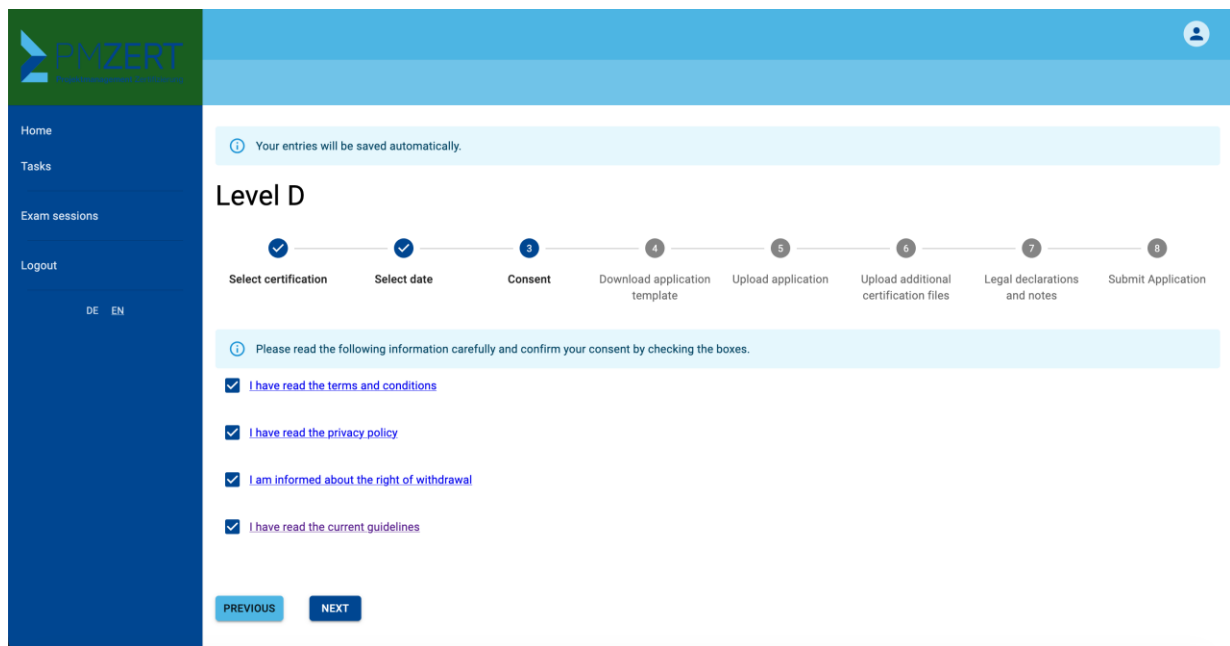
Step	Available Dates
Submission of application	28.02.2026
Report	03.02.2026
Exam	04.02.2026

The bottom screenshot shows the 'Report' dropdown menu expanded, displaying two options: '03.02.2026' (selected, indicated by a red arrow) and '28.02.2026'. Another red arrow points to the 'NEXT' button.

Figure 9: Selection of certification dates

### 5.3 Read and confirm information

Before confirming the details, all information provided should be read carefully.



The screenshot shows the PMZERT application interface. On the left is a dark blue sidebar with navigation links: Home, Tasks, Exam sessions, Logout, and language options DE and EN. The main content area has a light blue header with the PMZERT logo and a user profile icon. Below the header, a notification states: "Your entries will be saved automatically." The main heading is "Level D". A progress bar shows eight steps: 1. Select certification (checked), 2. Select date (checked), 3. Consent (active), 4. Download application template, 5. Upload application, 6. Upload additional certification files, 7. Legal declarations and notes, and 8. Submit Application. Below the progress bar, a notification says: "Please read the following information carefully and confirm your consent by checking the boxes." There are four consent checkboxes, all of which are checked:
 

- I have read the terms and conditions
- I have read the privacy policy
- I am informed about the right of withdrawal
- I have read the current guidelines

 At the bottom of the form are two buttons: "PREVIOUS" and "NEXT".

Figure 10: Consent

## 5.4 Use of certification record F01

Refer to Chapter: 8. Use of certification record F01

## 5.5 Required documents by domain and level

Depending on the domain and the desired level, additional documentation may be required in accordance with the desired certification.

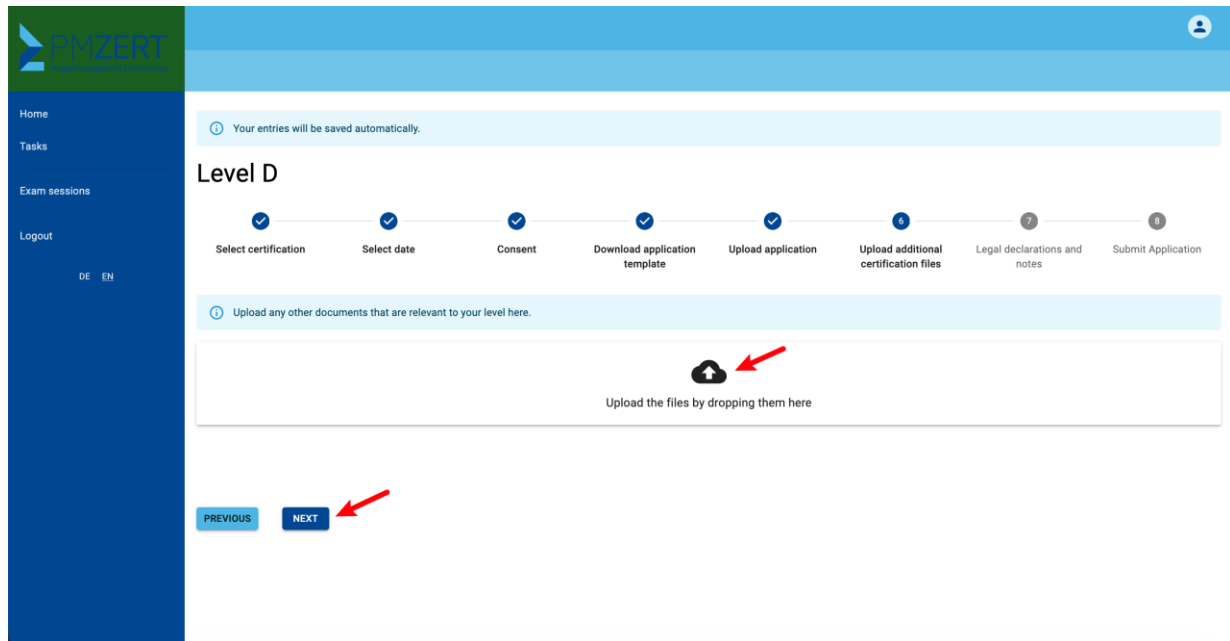


Figure 11: Additional Documents - Upload

## 5.6 Candidate Legal Declaration

Refer to Chapter: 9. Candidate Legal Declaration

## 5.7 Submit application

Before submitting the application, all information and documents uploaded should be checked for completeness. The application is submitted by clicking on the “**SUBMIT**” button.

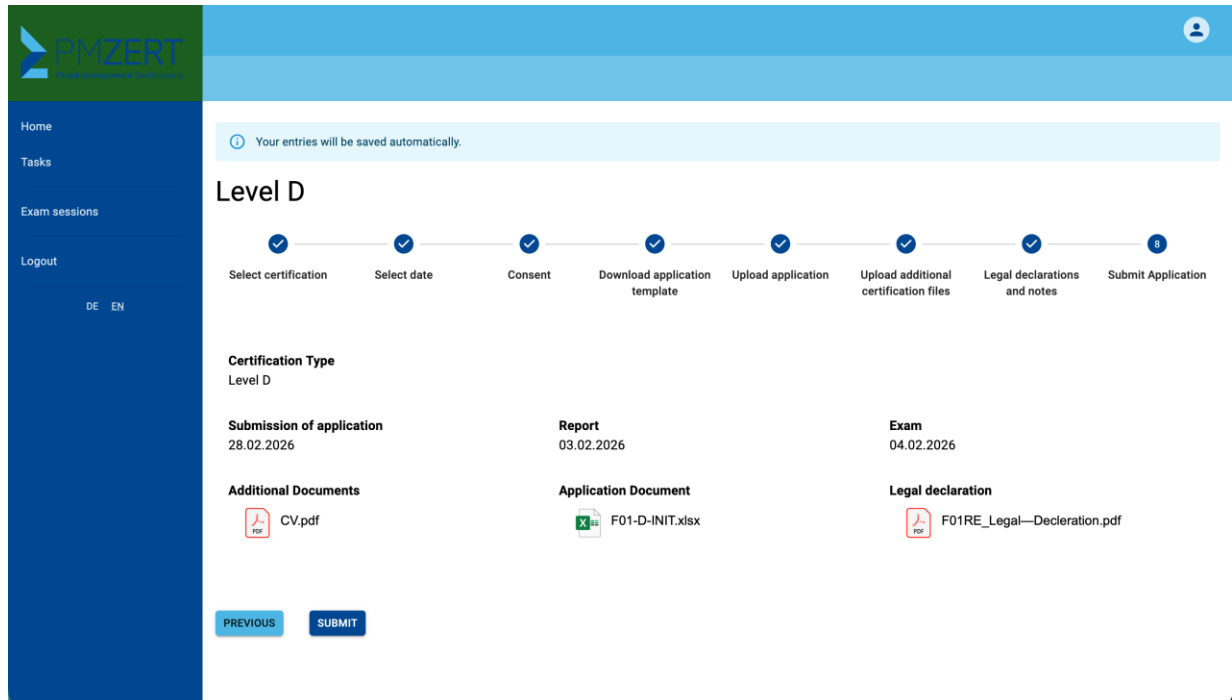


Figure 12: Submit application - example Level D

After successful submission, the system generates a confirmation email. The submitted application will be available at „**My Certifications**”

After clicking the “Info” button, additional certification process steps information will be available.

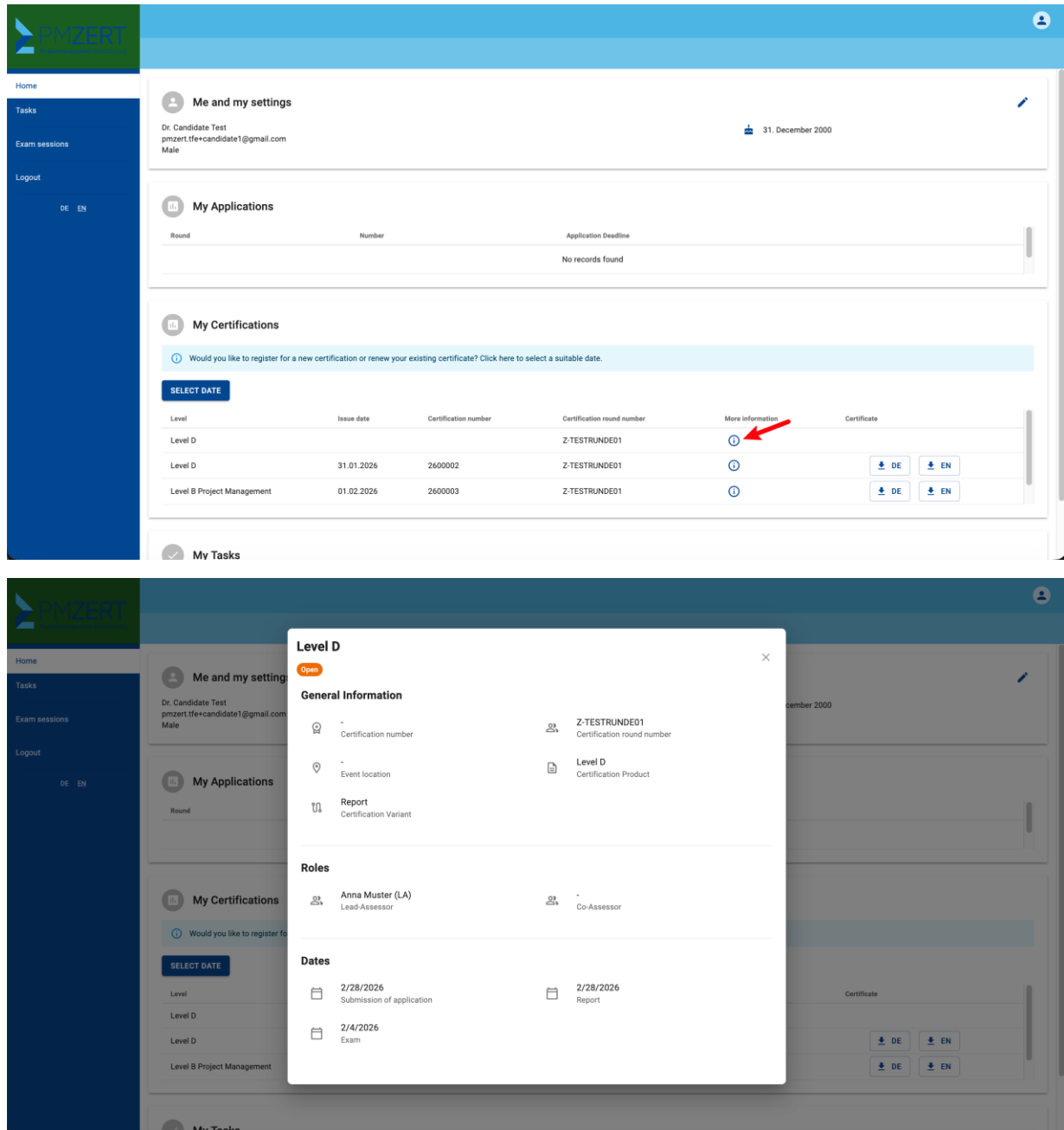


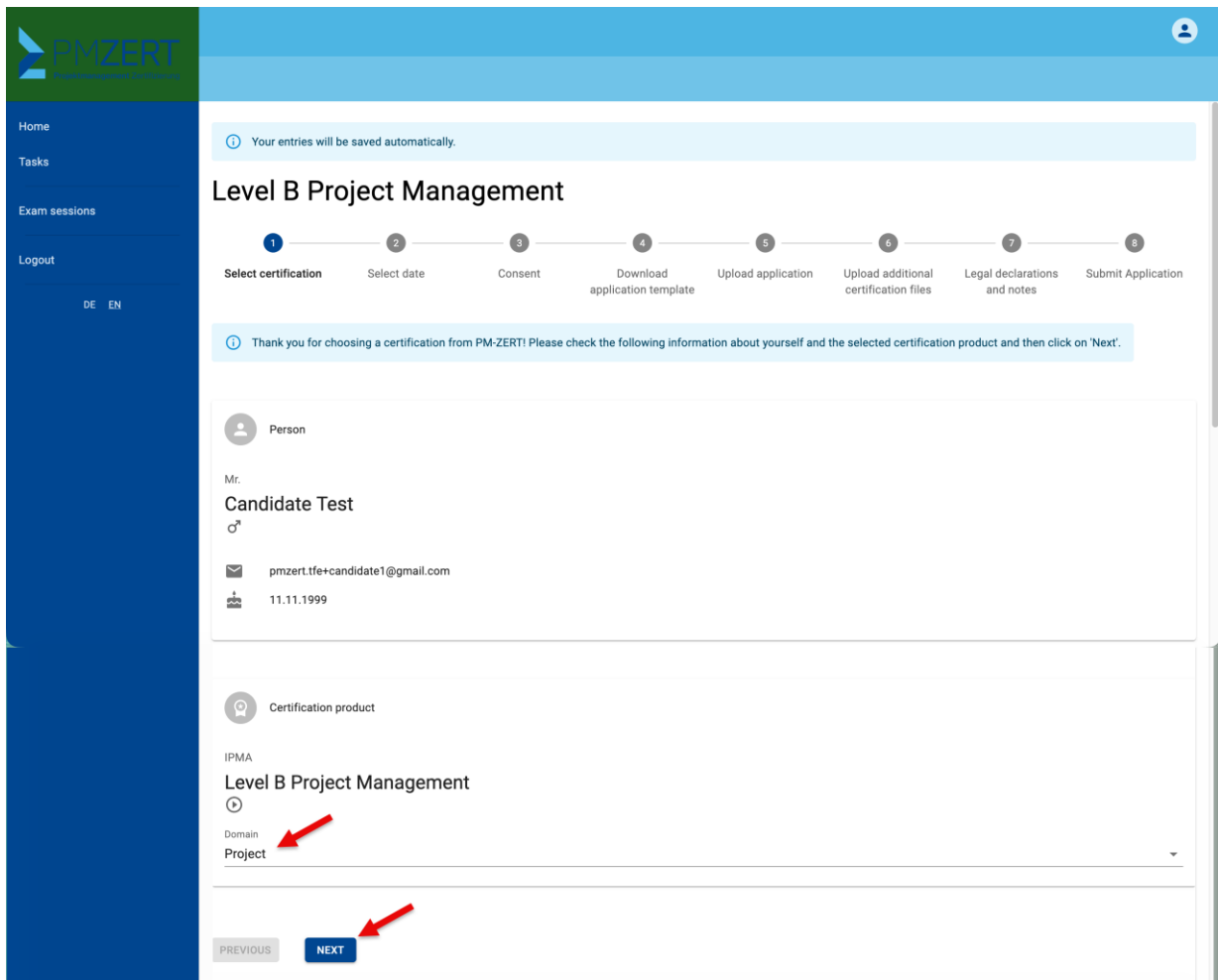
Figure 13: “My Certifications” Information

## 6. Create and submit application (IPMA® Level C-A)

The required documents are submitted depending on the desired level. The level-specific guidelines describe which documents are required in each case. The application can only be processed once all documents are complete.

### 6.1 Select/Check certification

- Select and review the desired **certification product**.
- Select the **certification domain (Level B and Level A only)**, e.g., project management, programme management, or portfolio management.



PMZERT

Home  
Tasks  
Exam sessions  
Logout  
DE EN

Your entries will be saved automatically.

### Level B Project Management

- Select certification
- Select date
- Consent
- Download application template
- Upload application
- Upload additional certification files
- Legal declarations and notes
- Submit Application

Thank you for choosing a certification from PM-ZERT! Please check the following information about yourself and the selected certification product and then click on 'Next'.

**Person**

Mr.  
**Candidate Test**  
♂  
pmzert.tfe+candidate1@gmail.com  
11.11.1999

**Certification product**

IPMA  
**Level B Project Management**

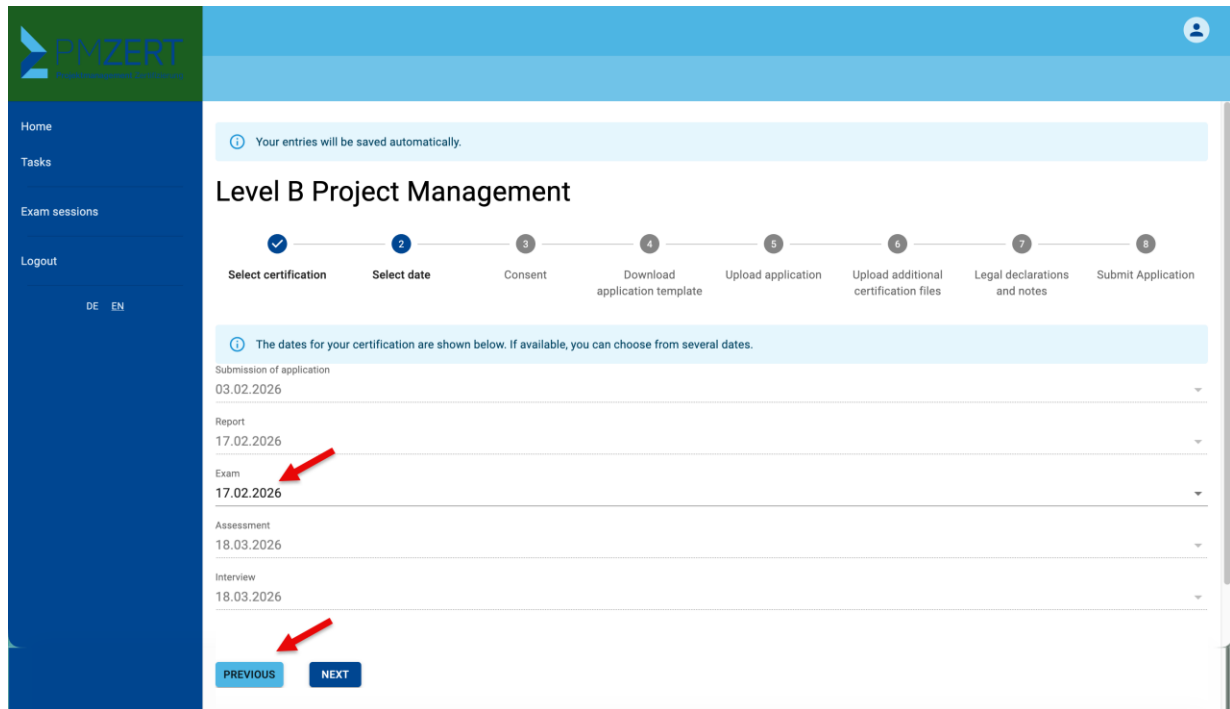
Domain  
**Project**

PREVIOUS NEXT

Figure 14: Selection of certification product

## 6.2 Check and select certification dates

- Check the available **certification dates**
- Select suitable dates for the certification steps required for the level.



Your entries will be saved automatically.

### Level B Project Management

1 ✓ Select certification    2 Select date    3 Consent    4 Download application template    5 Upload application    6 Upload additional certification files    7 Legal declarations and notes    8 Submit Application

The dates for your certification are shown below. If available, you can choose from several dates.

Submission of application	03.02.2026
Report	17.02.2026
Exam	17.02.2026
Assessment	18.03.2026
Interview	18.03.2026

PREVIOUS    NEXT

Figure 15: Selection of certification date

### 6.3 Read and confirm information

Before confirming the details, all information provided should be read carefully.

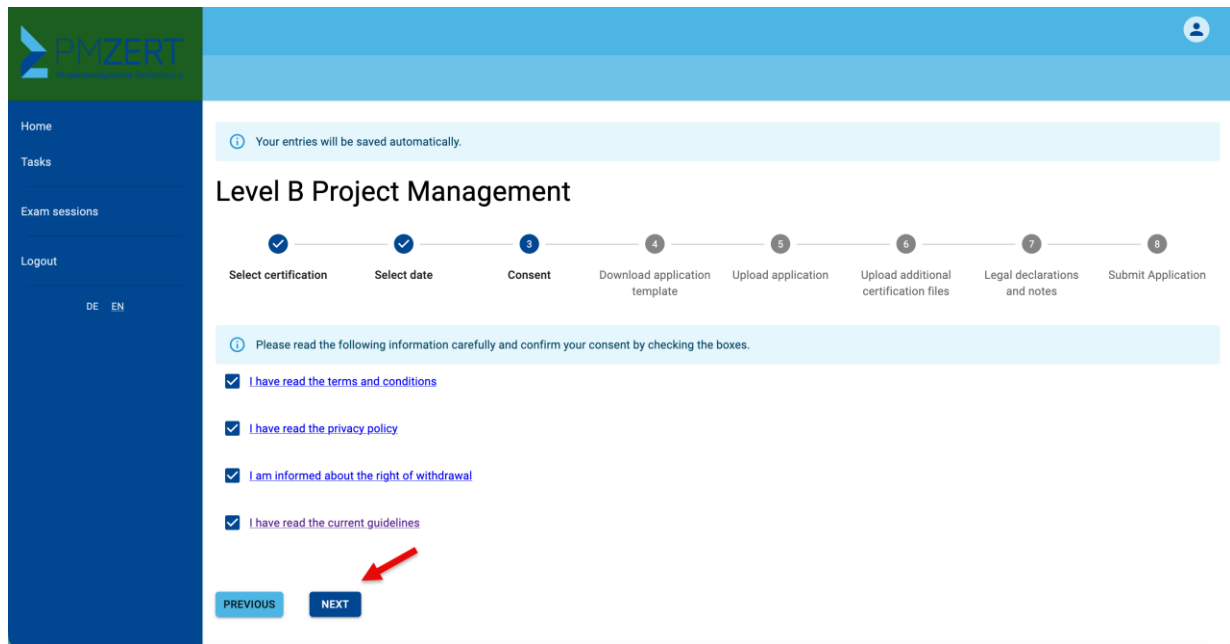


Figure 16: Consent

### 6.4 Use of certification record F01

Refer to Chapter: 8. Use of certification record F01

## 6.5 Required documents by domain and level

Depending on the domain and the desired level, additional documentation may be required in accordance with the desired certification.

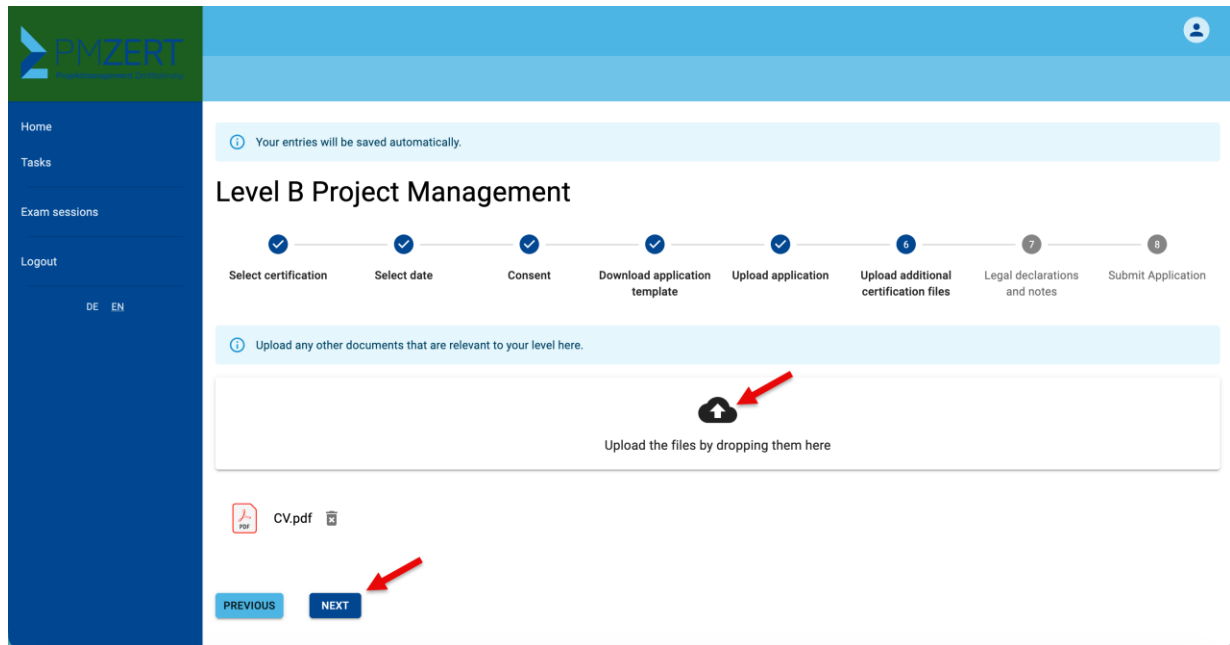


Figure 17: Additional documents - upload

## 6.6 Candidate Legal Declaration

Refer to Chapter: 9. Candidate Legal Declaration

## 6.7 Submit application

Before submitting the application, all information and documents uploaded should be checked for completeness. The application is submitted by clicking on the **“SUBMIT“** button.

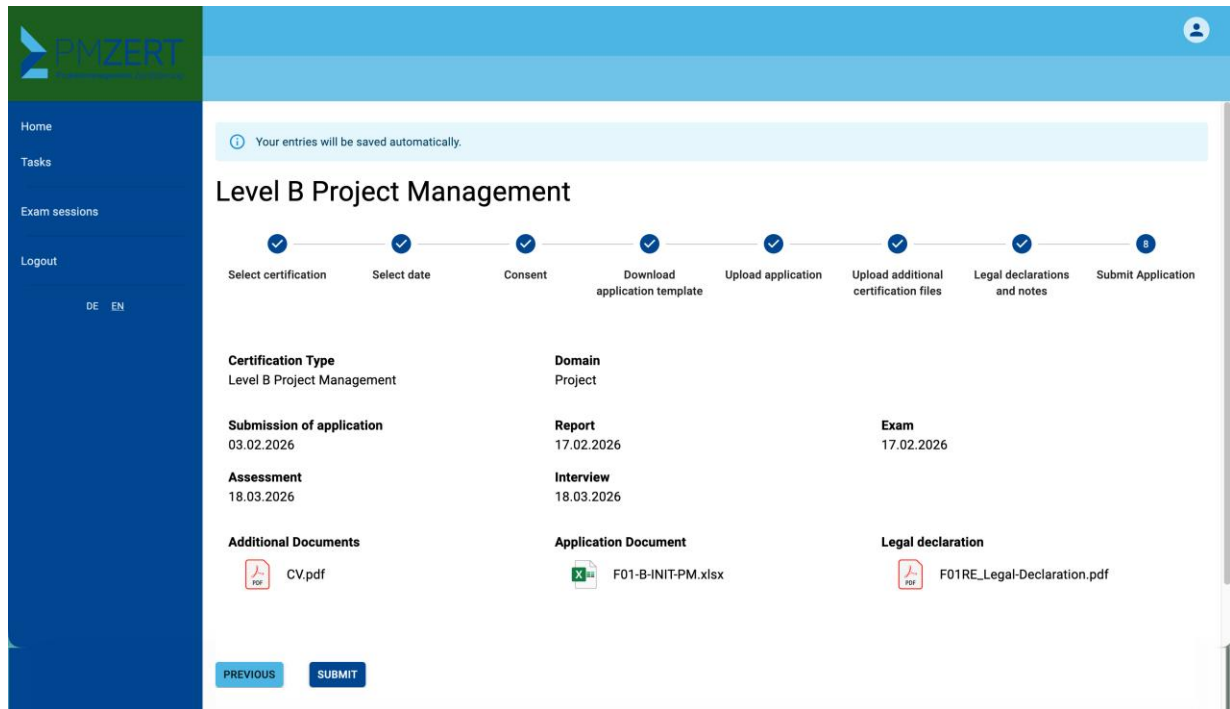


Figure 18: Submit application - example Level B

After successful submission, the system generates a confirmation email. The submitted application will be available at **„My Certifications“**

After clicking the “Info” button, additional certification process steps information will be available.

The screenshot shows the PMZERT user interface. The left sidebar contains navigation options: Home, Tasks, Exam sessions, Logout, and language selection (DE, EN). The main content area is divided into sections: 'Me and my settings', 'My Applications', 'My Certifications', and 'My Tasks'. The 'My Certifications' section includes a prompt to register for a new certification or renew an existing one, followed by a 'SELECT DATE' button and a table of certifications. A red arrow points to the 'Info' icon for the 'Level Basis' certification.

Level	Product	Start Date	End Date	Product ID	Language
Level D	Z-Testround				
Level B Project Management	Z-Testround				
Level Basis	Z-Testround				
Level D		31.01.2026		2600002	Z-TESTRUNDE01
Level B Project Management		01.02.2026		2600003	Z-TESTRUNDE01

The screenshot shows a detailed modal window for the 'Level B Project Management' certification. The modal is titled 'Level B Project Management' and contains the following information:

- General Information:**
  - Certification number: -
  - Event location: -
  - Z-Testround: Certification round number
  - Level B Project Management: Certification Product
- Roles:**
  - Anna Muster (LA): Lead-Assessor
  - Anna Muster (LA): Co-Assessor
- Dates:**
  - 2/3/2026: Submission of application
  - 2/17/2026: Report
  - 2/17/2026: Exam
  - 3/18/2026: Assessment
  - 3/18/2026: Interview

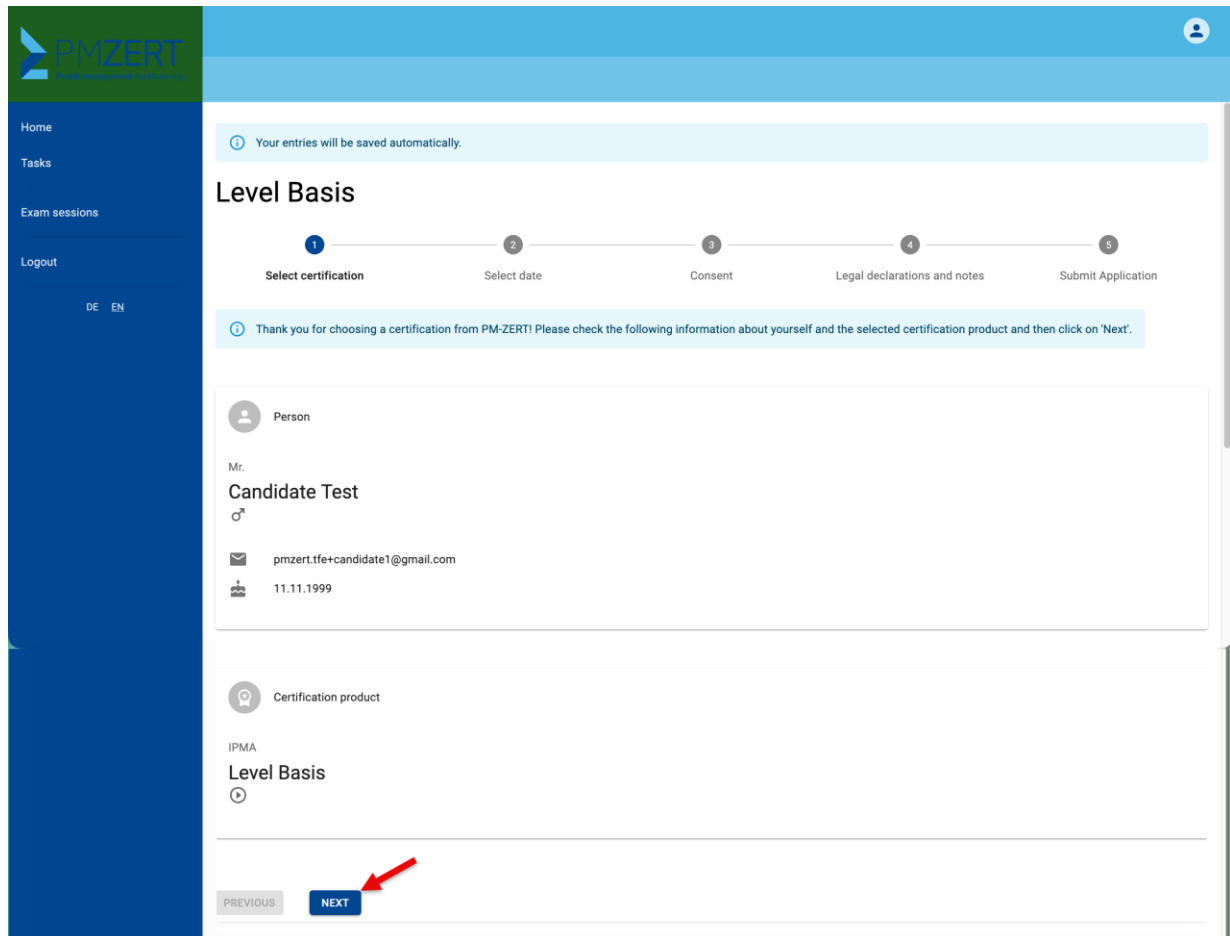
Figure 19: Detailed information about “My Certifications”

## 7. Create and submit application (Basic Project Management (GPM®))

The required documents are submitted depending on the desired level. The level-specific guidelines describe which documents are required in each case. The application can only be processed once all documents are complete.

### 7.1 Select/Check certification

Review of the desired **certification product**.



PMZERT

Home  
Tasks  
Exam sessions  
Logout

DE EN

Your entries will be saved automatically.

### Level Basis

1 Select certification    2 Select date    3 Consent    4 Legal declarations and notes    5 Submit Application

Thank you for choosing a certification from PM-ZERT! Please check the following information about yourself and the selected certification product and then click on 'Next'.

Person

Mr.  
**Candidate Test**  
♂

pmzert.tfe+candidate1@gmail.com

11.11.1999

Certification product

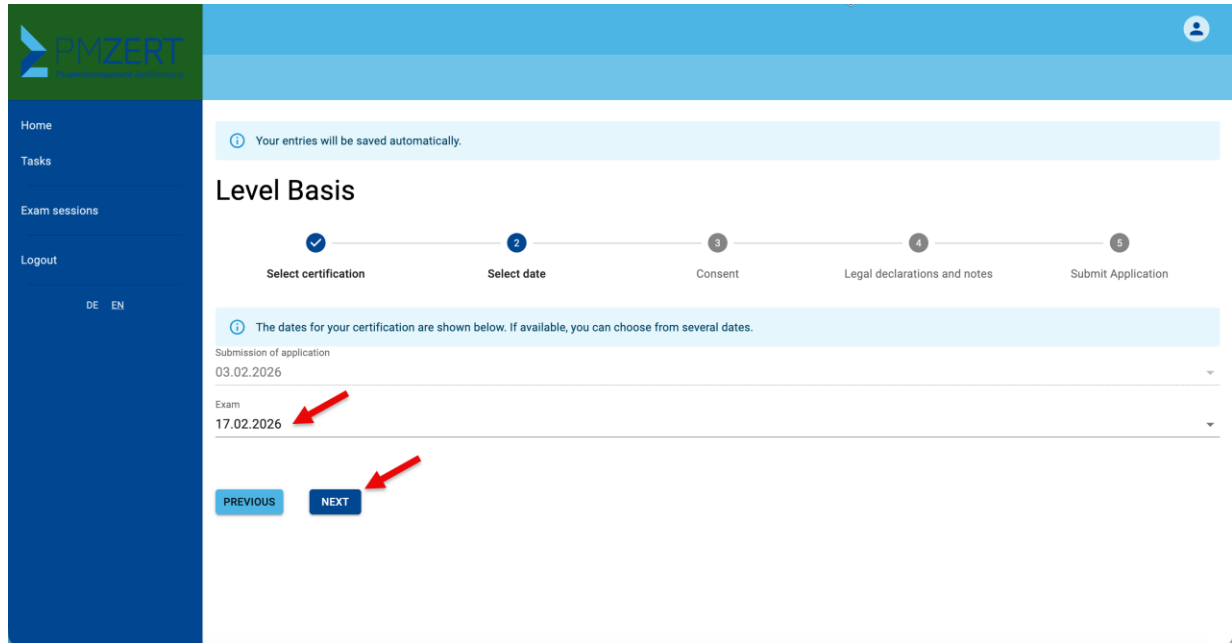
IPMA  
**Level Basis**

PREVIOUS    **NEXT**

Figure 20: Confirm certification product

## 7.2 Check and select certification dates

- Check the available **certification dates**
- Select suitable dates for the certification steps required for the level.



PMZERT

Home  
Tasks  
Exam sessions  
Logout

DE EN

Your entries will be saved automatically.

### Level Basis

1 Select certification 2 Select date 3 Consent 4 Legal declarations and notes 5 Submit Application

The dates for your certification are shown below. If available, you can choose from several dates.

Submission of application  
03.02.2026

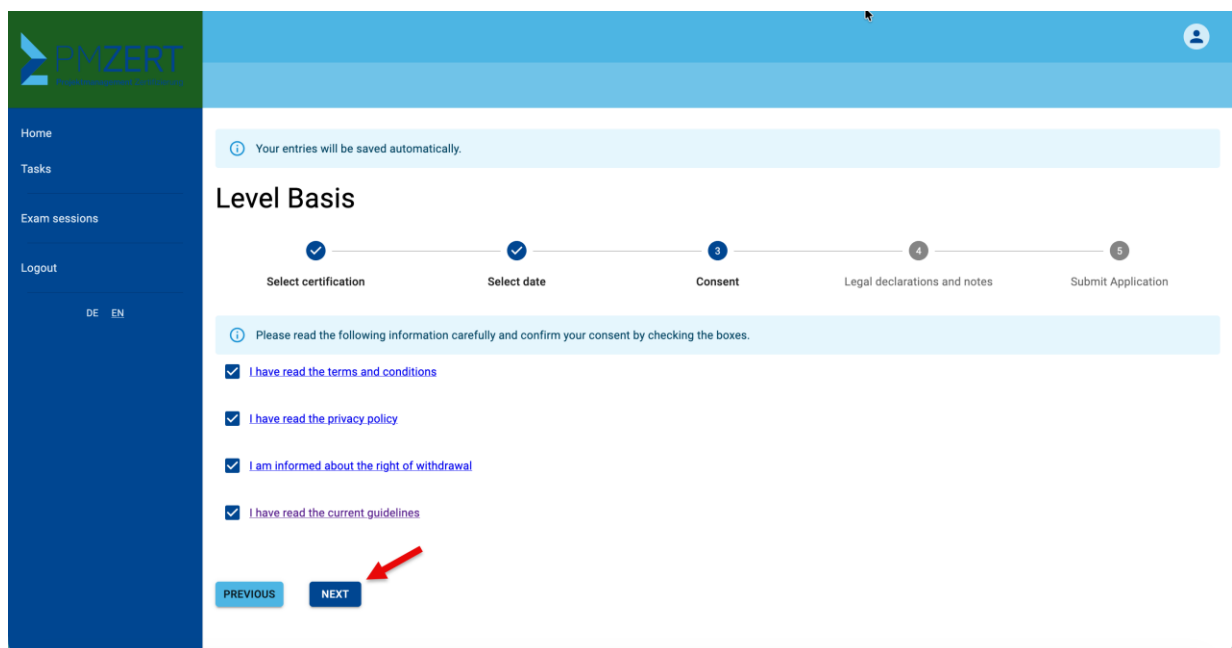
Exam  
17.02.2026

PREVIOUS NEXT

Figure 21: Select certification dates

## 7.3 Read and confirm information

Before confirming the details, all information provided should be read carefully.



PMZERT

Home  
Tasks  
Exam sessions  
Logout

DE EN

Your entries will be saved automatically.

### Level Basis

1 Select certification 2 Select date 3 Consent 4 Legal declarations and notes 5 Submit Application

Please read the following information carefully and confirm your consent by checking the boxes.

I have read the terms and conditions

I have read the privacy policy

I am informed about the right of withdrawal

I have read the current guidelines

PREVIOUS NEXT

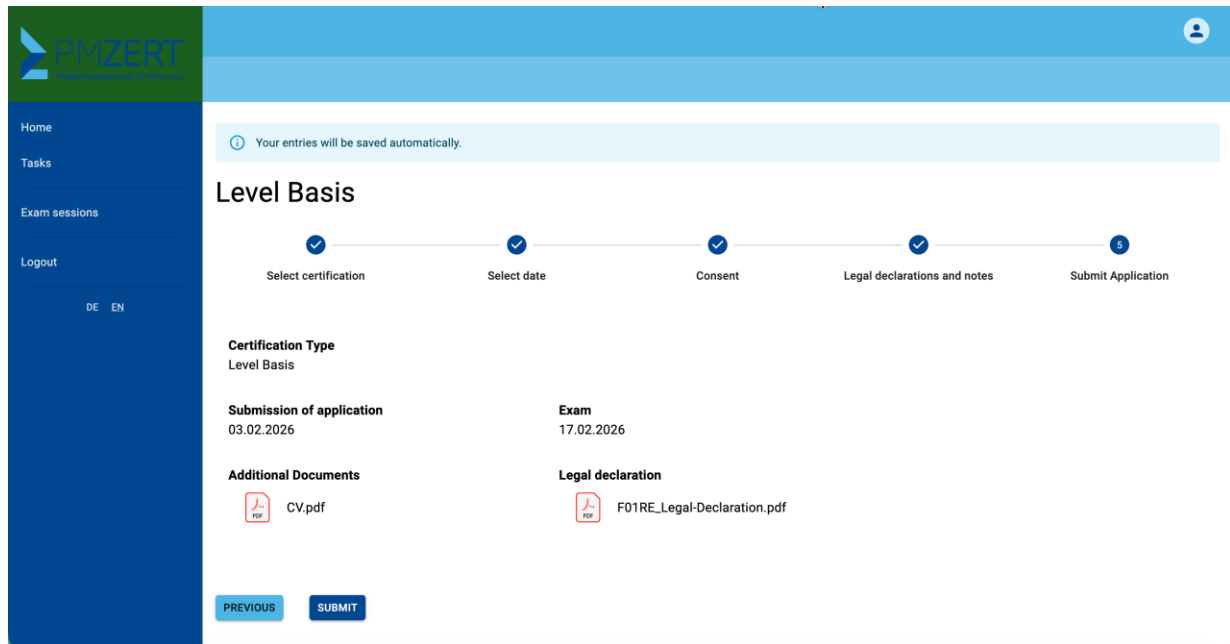
Figure 22: Consent

## 7.4 Candidate Legal Declaration

Refer to Chapter: 9. Candidate Legal Declaration

## 7.5 Submit application

Before submitting the application, all information and documents uploaded should be checked for completeness. The application is submitted by clicking on the “**SUBMIT**” button.



PMZERT

Home  
Tasks  
Exam sessions  
Logout  
DE EN

Your entries will be saved automatically.

### Level Basis

Select certification   
  Select date   
  Consent   
  Legal declarations and notes   
  Submit Application

**Certification Type**  
Level Basis

**Submission of application**  
03.02.2026

**Exam**  
17.02.2026

**Additional Documents**

CV.pdf

**Legal declaration**

F01RE\_Legal-Declaration.pdf

PREVIOUS    SUBMIT

Figure 23: Submit application

After successful submission, the system generates a confirmation email. The submitted application will be available at „**My Certifications**”

After clicking the “Info” button, additional certification process steps information will be available.

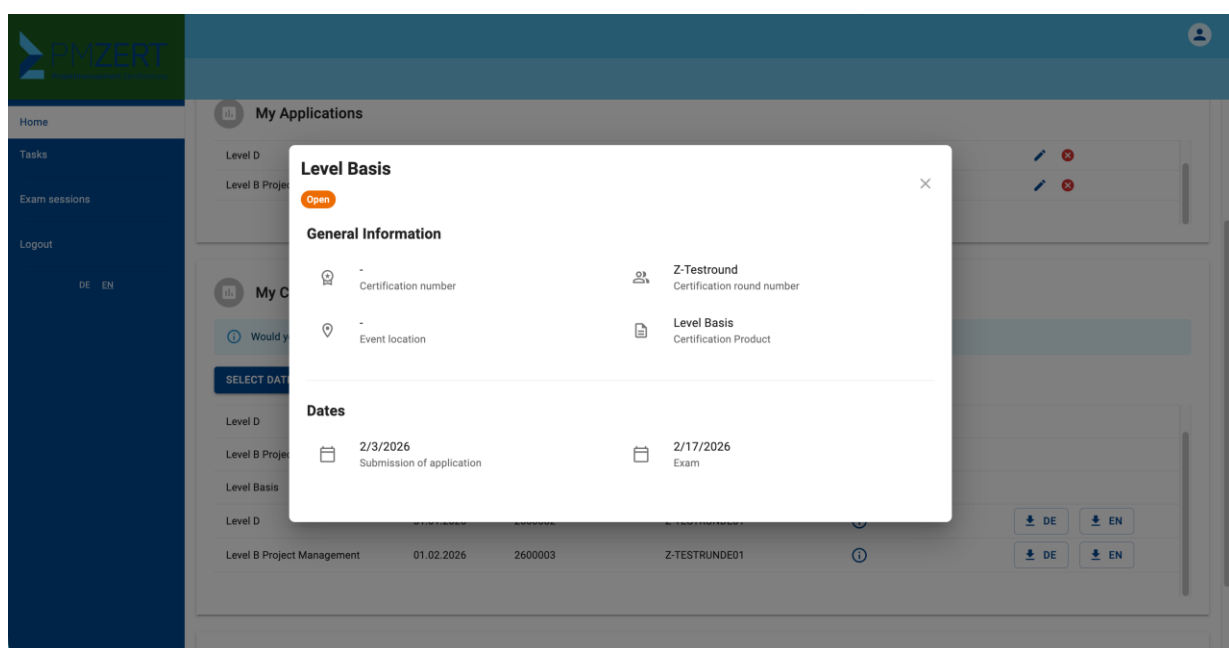
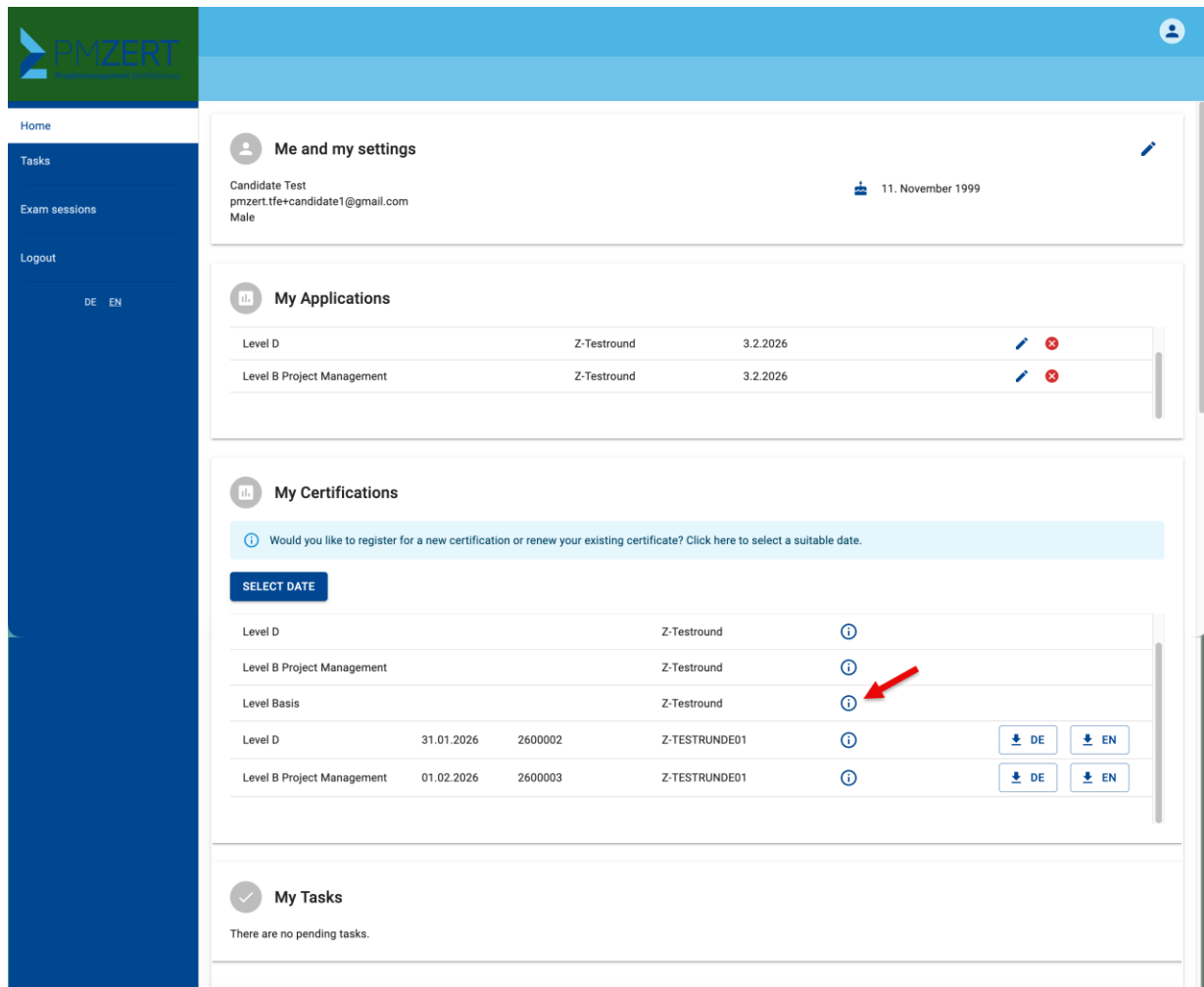


Figure 24: Detailed information about “My Certifications”

## 8. Use of certification record F01

To create an application, the “**Certification Record F01**” can be downloaded from the system.

If a performance record – the form is available on the PM-ZERT website - has already been created before the registration process was started, this document can be used.

**Note: Check the Version on the PM-ZERT website, only this version will be accepted by the system. When there is a newer Version available, please copy and paste the F01 data into the valid version.**

The document must be completed in accordance with the certification requirements and then uploaded.

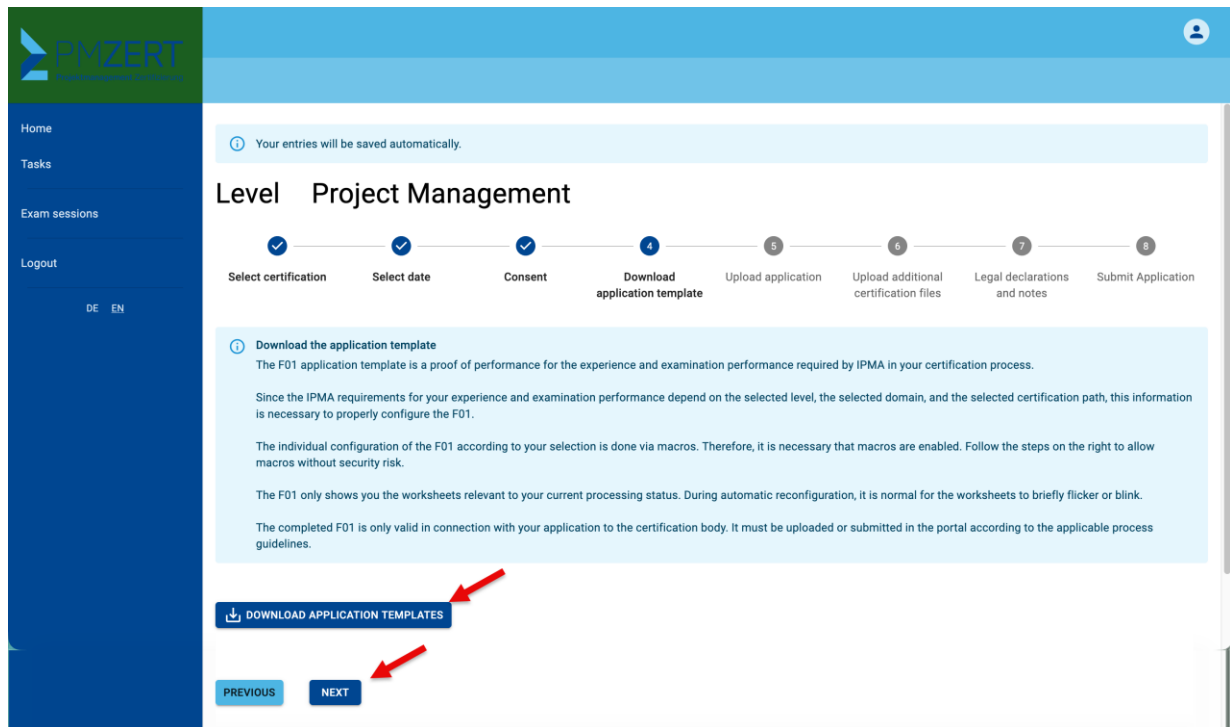


Figure 25: Certification Record F01- Download

PMZERT

Home  
Tasks  
Exam sessions  
Logout  
DE EN

Your entries will be saved automatically.

### Level Project Management

1 Select certification 2 Select date 3 Consent 4 Download application template 5 Upload application 6 Upload additional certification files 7 Legal declarations and notes 8 Submit Application

Upload the fully completed application.

Upload your application by dropping it here

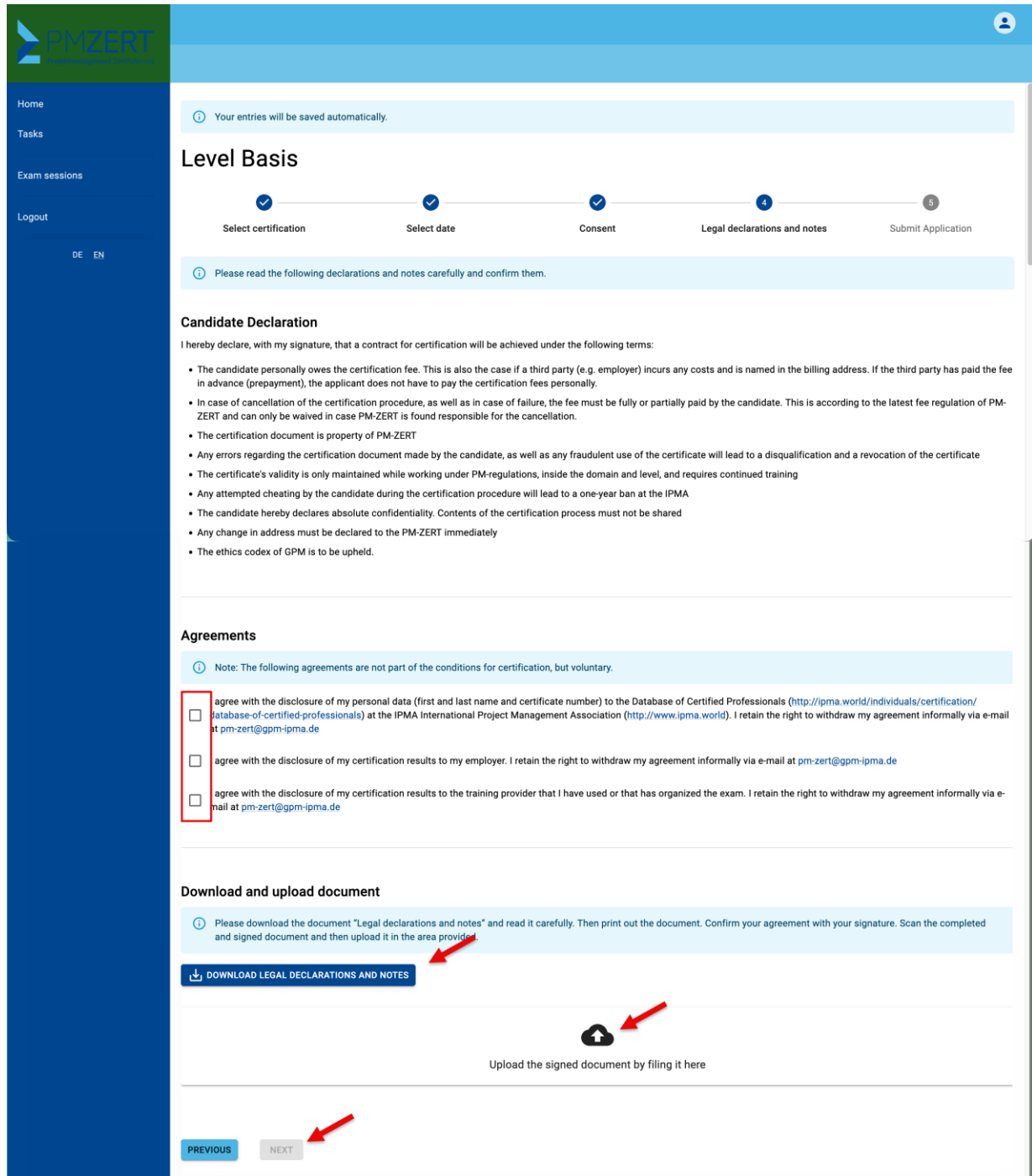
F01-B-INIT-PM.xlsx

PREVIOUS NEXT

Figure 26: Certification Record F01- Upload

## 9. Candidate Legal Declaration

The document “**F01REE Candidate Legal Declaration**” describes the legal aspects. The selection of information with a red border in the Figure is optional. After editing, the version must be uploaded.



Home  
Tasks  
Exam sessions  
Logout  
DE EN

Your entries will be saved automatically.

### Level Basis

Select certification    Select date    Consent    **Legal declarations and notes**    Submit Application

Please read the following declarations and notes carefully and confirm them.

#### Candidate Declaration

I hereby declare, with my signature, that a contract for certification will be achieved under the following terms:

- The candidate personally owes the certification fee. This is also the case if a third party (e.g. employer) incurs any costs and is named in the billing address. If the third party has paid the fee in advance (prepayment), the applicant does not have to pay the certification fees personally.
- In case of cancellation of the certification procedure, as well as in case of failure, the fee must be fully or partially paid by the candidate. This is according to the latest fee regulation of PM-ZERT and can only be waived in case PM-ZERT is found responsible for the cancellation.
- The certification document is property of PM-ZERT
- Any errors regarding the certification document made by the candidate, as well as any fraudulent use of the certificate will lead to a disqualification and a revocation of the certificate
- The certificate's validity is only maintained while working under PM-regulations, inside the domain and level, and requires continued training
- Any attempted cheating by the candidate during the certification procedure will lead to a one-year ban at the IPMA
- The candidate hereby declares absolute confidentiality. Contents of the certification process must not be shared
- Any change in address must be declared to the PM-ZERT immediately
- The ethics codex of GPM is to be upheld.

#### Agreements

Note: The following agreements are not part of the conditions for certification, but voluntary.

- agree with the disclosure of my personal data (first and last name and certificate number) to the Database of Certified Professionals (<http://ipma.world/individuals/certification/database-of-certified-professionals>) at the IPMA International Project Management Association (<http://www.ipma.world>). I retain the right to withdraw my agreement informally via e-mail at [pm-zert@gpm-ipma.de](mailto:pm-zert@gpm-ipma.de)
- agree with the disclosure of my certification results to my employer. I retain the right to withdraw my agreement informally via e-mail at [pm-zert@gpm-ipma.de](mailto:pm-zert@gpm-ipma.de)
- agree with the disclosure of my certification results to the training provider that I have used or that has organized the exam. I retain the right to withdraw my agreement informally via e-mail at [pm-zert@gpm-ipma.de](mailto:pm-zert@gpm-ipma.de)

#### Download and upload document

Please download the document "Legal declarations and notes" and read it carefully. Then print out the document. Confirm your agreement with your signature. Scan the completed and signed document and then upload it in the area provided.

[DOWNLOAD LEGAL DECLARATIONS AND NOTES](#)

Upload the signed document by filing it here

PREVIOUS    NEXT

Figure 27: Candidate Legal Declaration

## 10. Create and submit report (IPMA® Level D-A)

Once your application has been approved, you can submit your certification report to the PM-ZERT portal in accordance with the specifications and within the specified deadline.

- Open the “Tasks” section and select the “Upload report” task to start the upload process
- Open the report template Report.docx (Documents → Report Template)
- Draft your report, ensuring it meets the formal requirements for structure, scope, and formatting
- Merge all supplementary attachments into one single PDF
- Upload the final PDF by dragging and dropping it into “Drop the document here” or select it via the file dialog
- Click “Upload report” to finish. (The button becomes active only after you select a file).

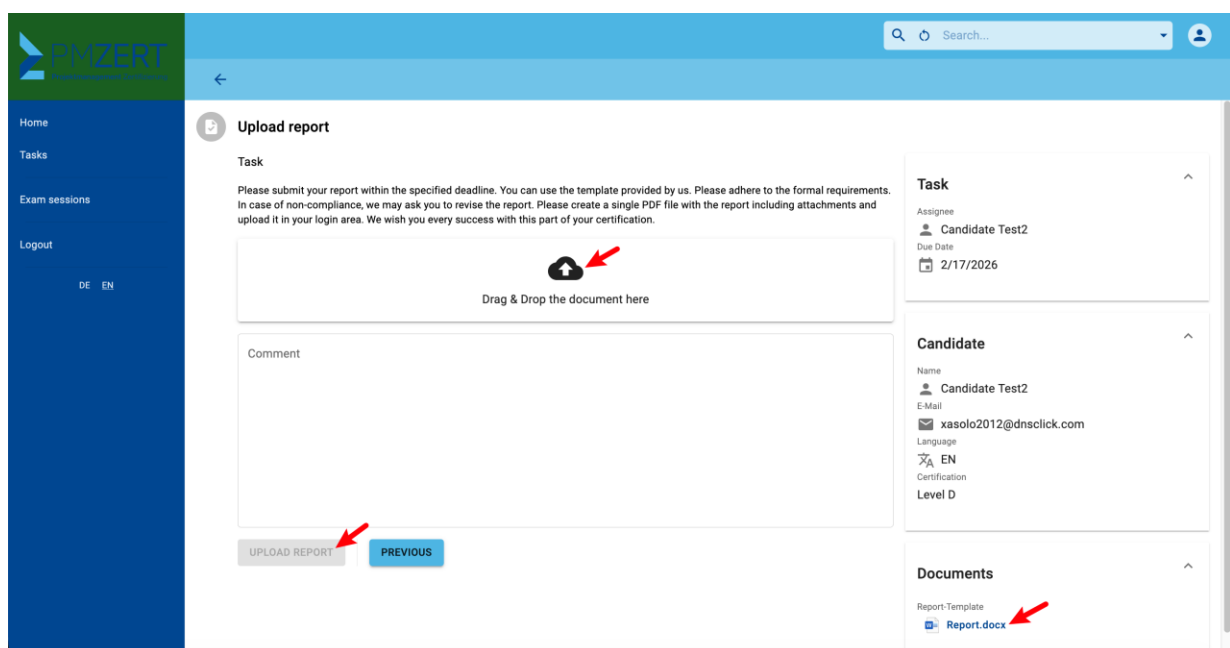
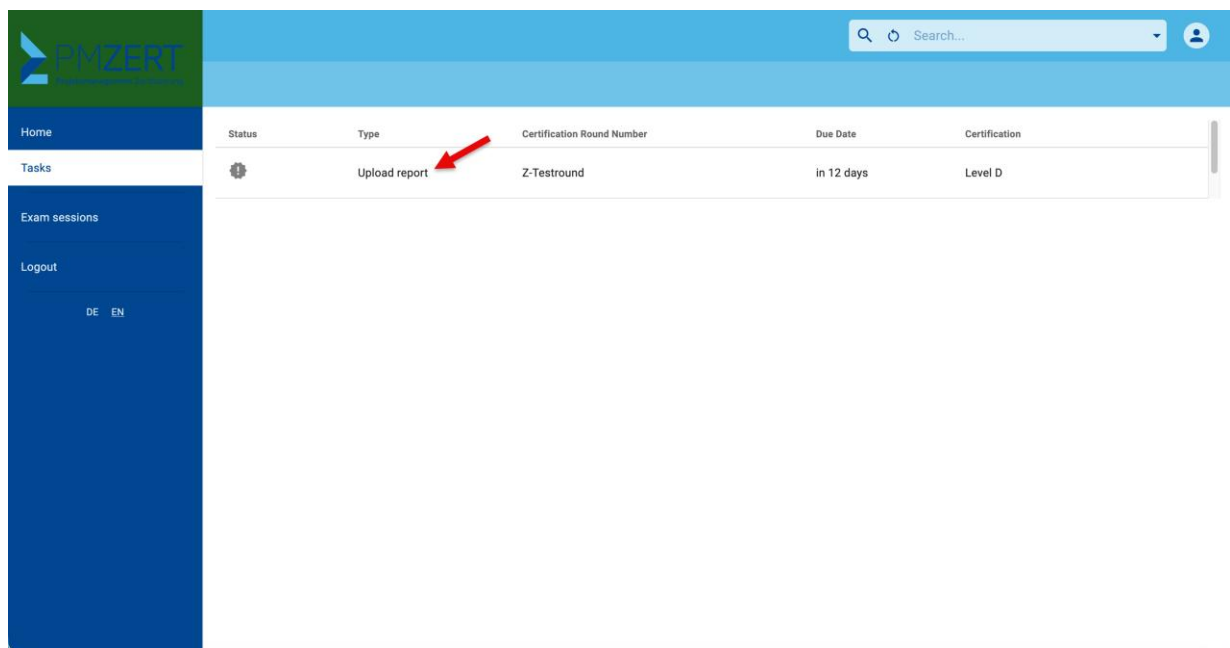


Figure 28: Report handling

## 11. Conducting an online exam

### 11.1 Getting started

After successfully logging in to PM-ZERT Solutions with your personal username and password, you can select the upcoming exam session in the “**Exam Sessions**” section of the menu.

At this point, the exam has not yet started.

- The session can be accessed via the video conference link.
- The exam supervisors will provide instructions on how to proceed during the exam.

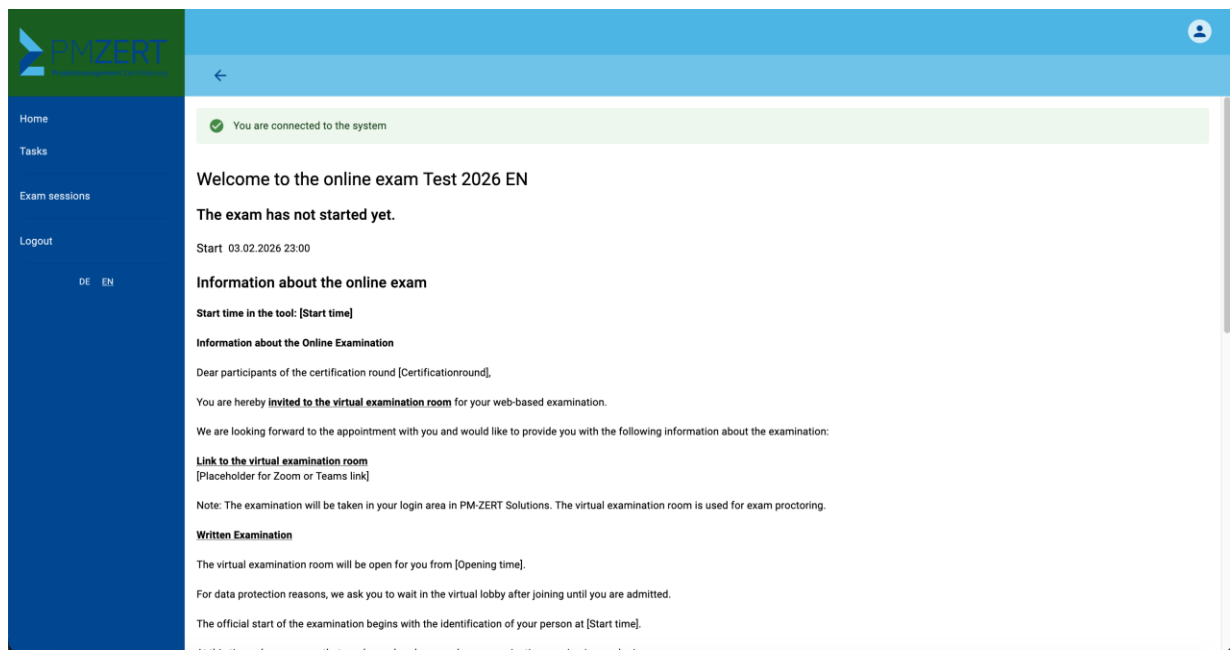


Figure 29: Online exam – getting started

## 11.2 Conducting the online exam

Once all preparatory work has been completed by the exam supervisors, the exam will start without any action on the part of the candidate. After the exam has started, the application will automatically switch to the first exam question. Only then will the exam time start.

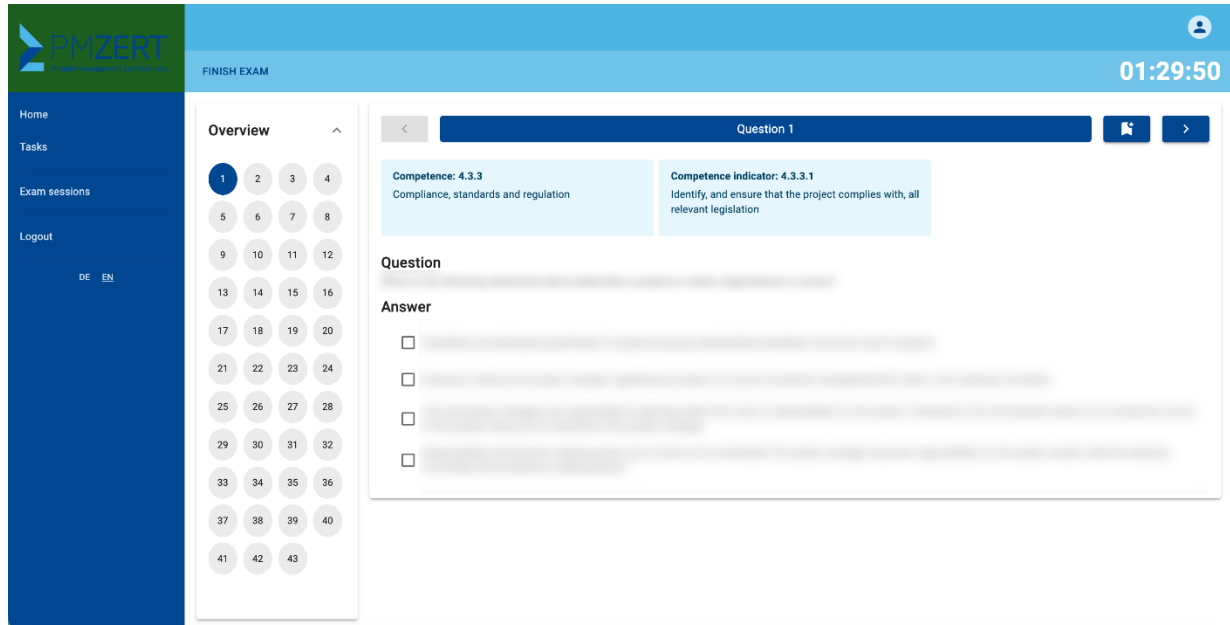


Figure 30: Conducting the online exam

## 11.3 Structure of the exam interface

### 1. Upper section

- Right: Button to end the exam
- Left: Display of remaining exam time

### 2. Linke Column

- Overview of all exam tasks and case studies

### 3. Right-hand work area

- Current question, associated competency elements, input field for the answer

### 4. Lower section

- Display of case study information (if available).

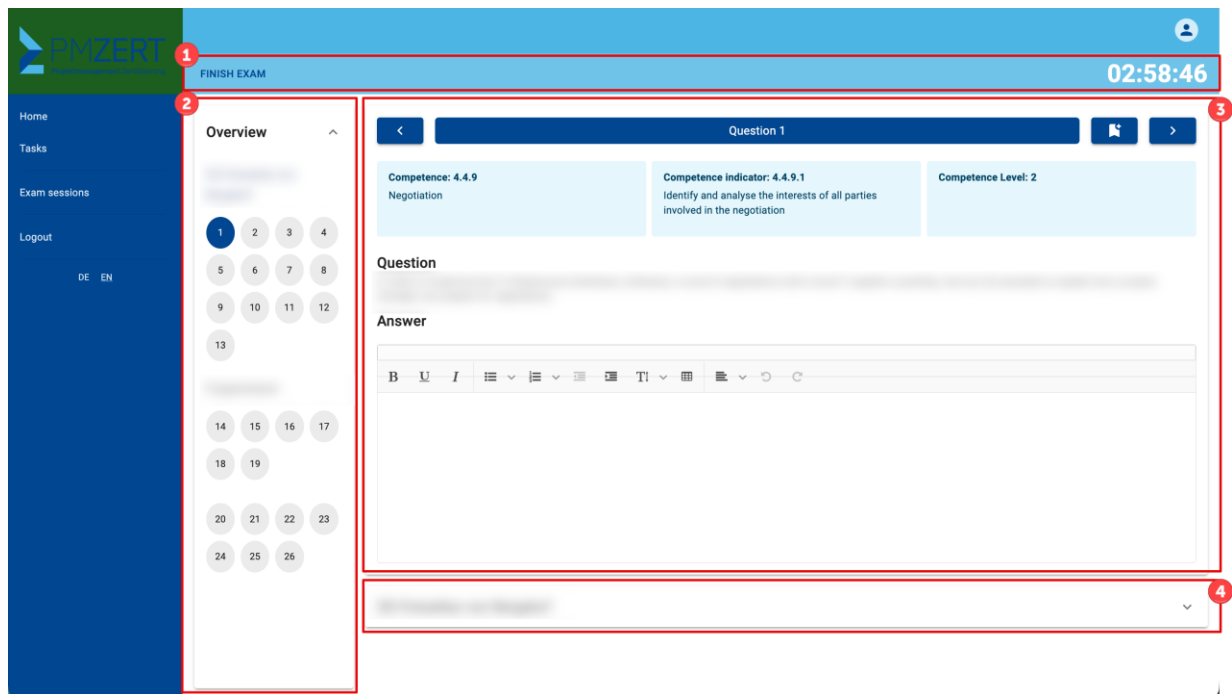


Figure 31: Exam interface

## 11.4 Exam navigation in the individual tasks

### Overview (left column)

- All exam tasks are displayed as numbered circles in the left column
- Clicking on a number takes you to a task or case study
- Color coding of tasks
  - **Green:** question answered
  - **Grey:** question not yet answered
  - **Light blue:** Question marked with a bookmark
  - **Dark Blue:** Currently open Task
- Tasks that belong to a case study are grouped under the corresponding case study name
- Tasks without a case study are grouped at the end of the overview.

### Navigation bar (upper area)

- Use the left and right arrows to navigate to the previous or next question
- The current question number is displayed in the middle of the bar.

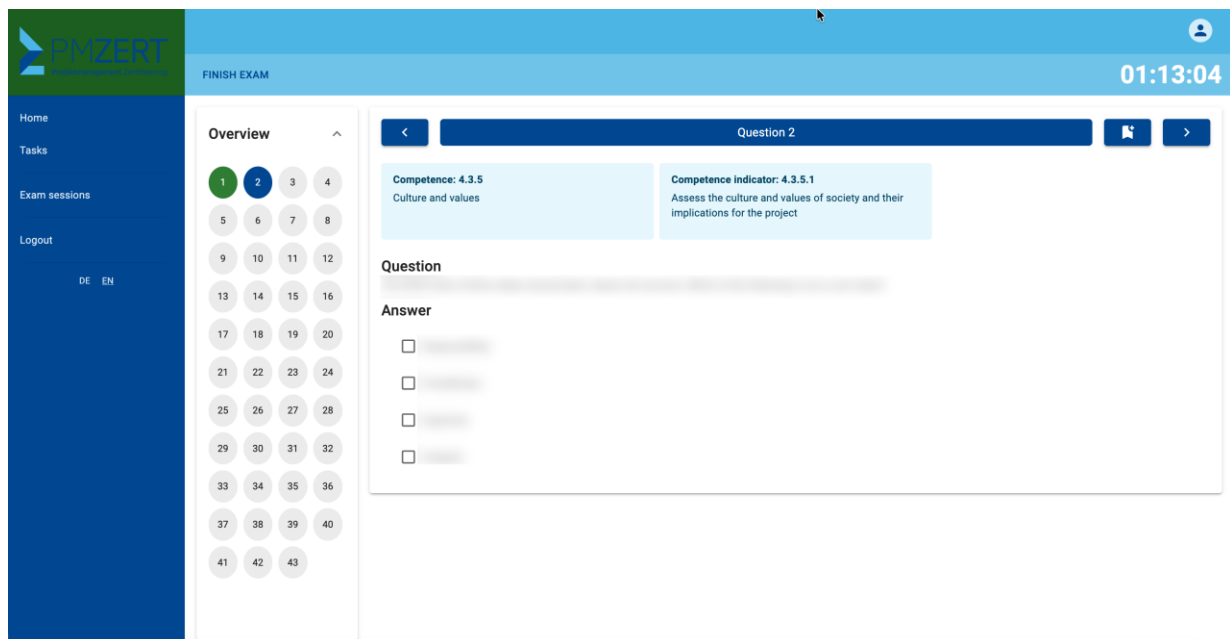


Figure 32: Exam Navigation

## 11.5 Answering questions

Select the desired question from the overview on the left or use the navigation arrows.

- Read the question and the associated competency elements carefully
- Enter the answer in the text field provided
- Use the left and right arrows to navigate between questions.

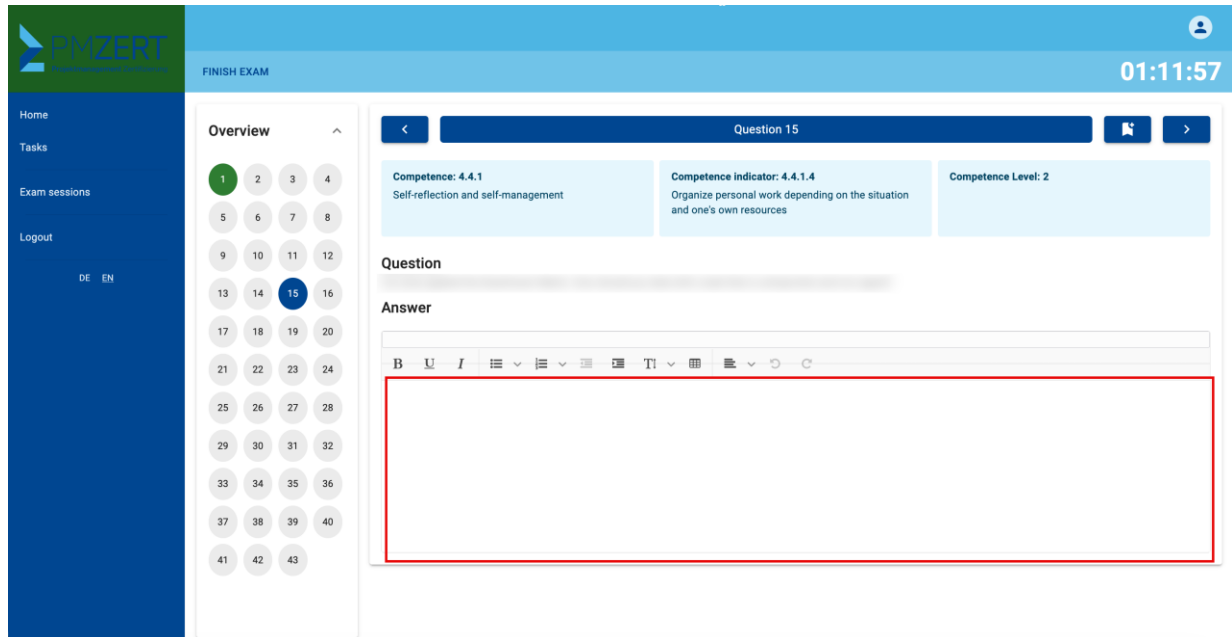


Figure 33: Navigating through the exam questions

## 11.6 Show Case Study information (Level C and Level B)

Some tasks are based on a case study. The relevant information is available directly in the exam interface.

- Select a task that is assigned to a case study
- The case study information can be displayed by clicking on the expand icon below the answer field
- Alternatively, click on the case study title.

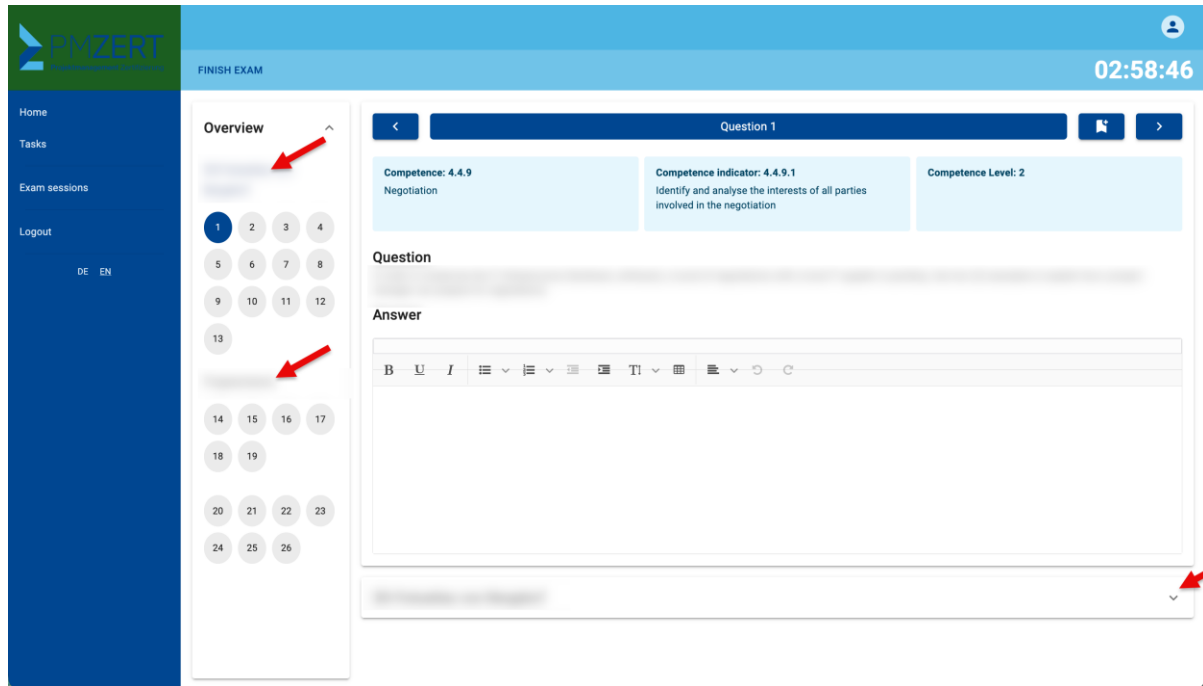
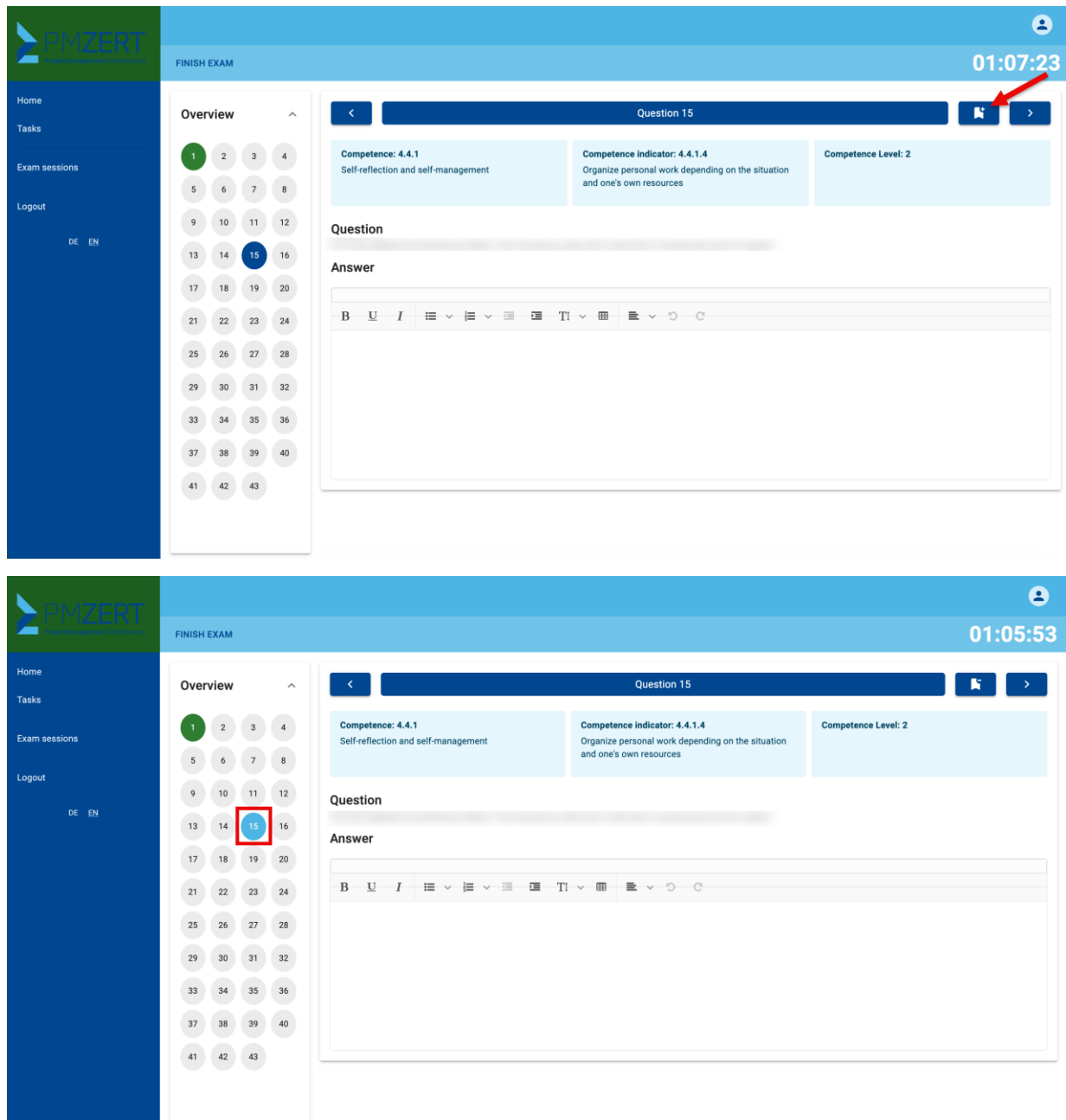


Figure 34: Case Study

## 11.7 Marking tasks with bookmarks

During the exam, tasks can be marked with a bookmark to make them easier to access later. The marking has no influence on the evaluation.

- Select the corresponding question in the overview on the left
- Click on the bookmark icon in the navigation bar above the task
- The marked task appears in light blue.



The figure consists of two screenshots of the PMZERT exam interface. Both screenshots show a sidebar on the left with navigation options: Home, Tasks, Exam sessions, and Logout. The top bar displays 'FINISH EXAM' and a timer. The main content area is divided into an 'Overview' section on the left and a 'Question 15' section on the right. The 'Overview' section contains a grid of question numbers from 1 to 43. In the top screenshot, the timer is at 01:07:23 and the bookmark icon in the navigation bar above 'Question 15' is highlighted with a red arrow. In the bottom screenshot, the timer is at 01:05:53 and question 15 in the overview grid is highlighted in light blue.

Figure 35: Marking questions

## 11.8 Delete Bookmarks

Clicking **the bookmark icon** again removes the flag. The task then displays the color of the actual processing status.

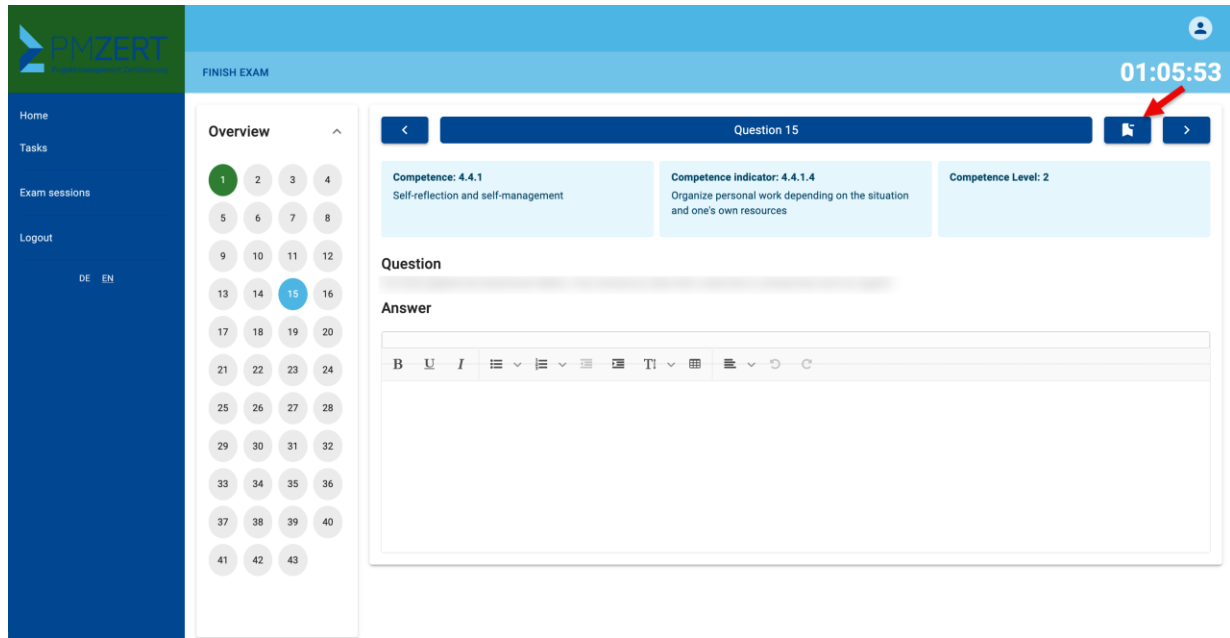


Figure 36: Delete bookmarks

## 11.9 Finish online exam

After the last question has been answered and the **“Next task”** button has been clicked, the final screen appears automatically. This indicates that the end of the exam has been reached and that the exam can be completed.

- Click on the **“End exam”** button
- A confirmation dialog box will open, indicating that the exam cannot be continued after it has ended.
- Confirm with **“OK”** to end the exam permanently
- Clicking the **“Cancel”** button return to the exam interface so that the reviewing of answers can be continued.

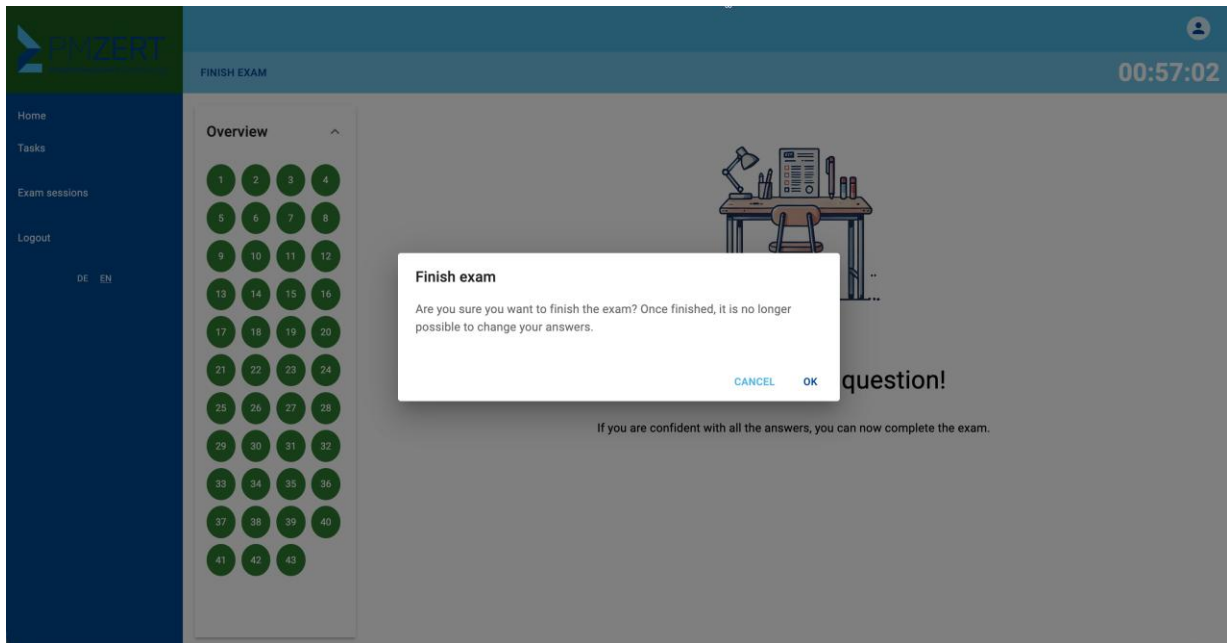
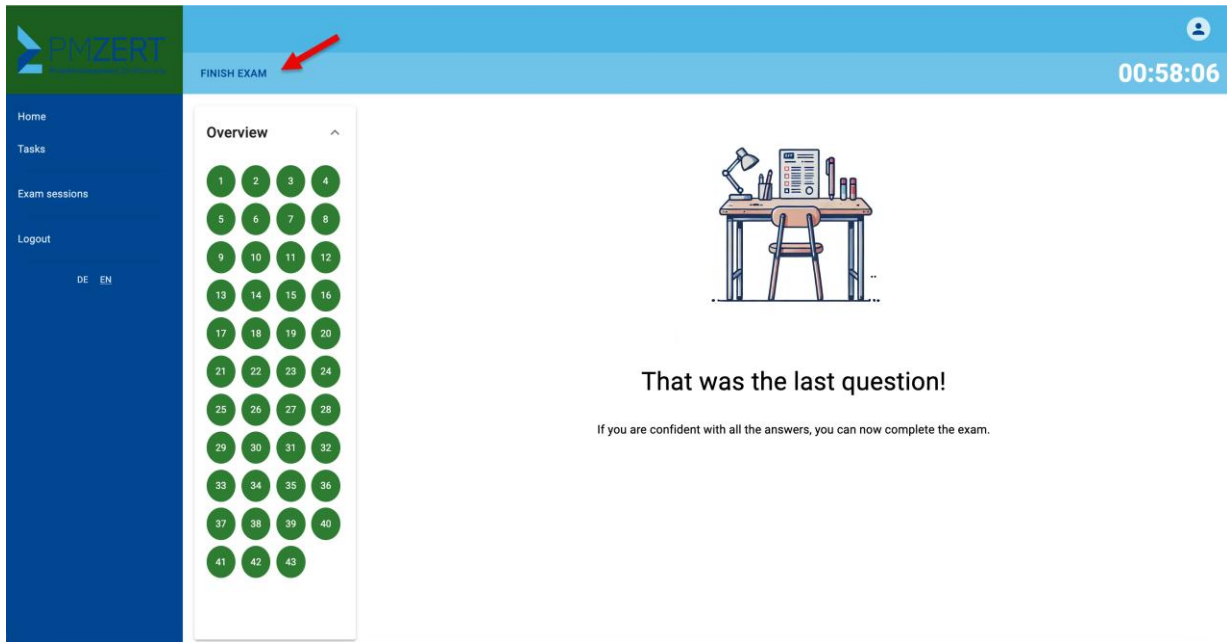


Figure 37: Finish online exam

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