

PM-ZERT

Certification body of the GPM

Guidelines for recertification IPMA® Level D

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PM-ZERT is the certification body of the GPM Deutsche Gesellschaft für Projektmanagement e. V.



The GPM German Association for Project Management e. V. is a member of the IPMA International Project Management Association.

PM-ZERT is certified according to ISO 9001:2015



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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 guide.

Please familiarize yourself with these documents before submitting your application.

Document		Forms to be filled in
No.	Name	Yes/No
	ICB 4, Individual Competence Baseline	No
	ICR 4 public, IPMA Certification Regulation public version	No
	Dates and fees	No
F01	Certification record (for initial certification, upgrade certification, and renewal of an existing certificate (re-certification)) with self-assessment, evidence in projects, and determination of complexity	Yes
Z01	General guide	No
R03	GPM Code of Ethics	No
R09-1	Taxonomy – Project Management	No

Table 1: Applicable documents

List of abbreviations

Abbreviation	Explanation
ICB	Individual Competence Baseline
ICR	IPMA Certification Regulation (internal document for certification bodies)
ICR Public	IPMA International Certification Regulations (Public)
CE	Competence Element
CPD	Continued Professional Development
KCI	Key Competence Indicator
ISR	Executive Summary Report
LA	Lead Assessor
CoA	Co-Assessor

Table 2: List of abbreviations

Change History

Contents	Page/s
<ul style="list-style-type: none">■ Validity of the versions■ Structure of the document■ Wording	

Table 3: Changes compared to the previous version

Information on "gender-appropriate spelling"

In its publications, GPM attaches great 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 01/05/2024.

The V1 versions are valid until 31/08/2024

2. Recertification at IPMA® Level D

The aim of recertification is to maintain the proof of qualification for certified persons in project management beyond the expiry date of the initial certificate.

3. Certification steps

#	Description
1	Online registration for recertification in the certification portal
2	Review of the formal requirements (documents for recertification) by PM-ZERT. If necessary, feedback from PM-ZERT
3	Invoicing to the billing address stored on the portal
4	If the decision is positive, a new certificate will be sent to the holder of the previous certificate

4. Prerequisite

Certification: Valid certificate as IPMA® Level D Project Management Associate

5. Knowledge (continued professional development)

Certificates are valid for 5 years. Proof of at least 175 hours of continued professional development (CPD) related to project management must be provided for each 5 year interval. All assessments below therefore relate to the period starting with the initial certification or the most recent recertification. The F01 certification record contains forms to record continued professional training and education if the extension of an existing certificate is selected.

In addition to training, actively managing projects counts towards the required CPD hours.

Project management activities during the five-year period of validity	Recognised CPD hours per year
51 - 60 %	4 h
61 - 70%	8 h
71 - 80%	12 h
81 - 90%	16 h
91 - 100%	20 h

No more than 100 CPD hours can be credited towards the minimum required 175 CPD hours purely from managing projects.

6. Allowed CPD training

Possible CPD measures	Recognised scope
1. Internal and external seminars, online, symposia, lectures, webinars	Duration of the event in days
2. Congresses, workshops, events	Duration of the event in days
3. (Self-)study of PM related literature, manuals, audio books	Six hours per 100 pages
4. Podcasts	Duration of the podcast in hours
5. Coaching measures received	Duration of the measure in days
6. Study of PM trade journals (Projektmagazin, PM AKTUELL, etc.)	Six hours per subscription and year
7. Own presentations, lectures and training courses held	For lectures from one hour to all-day events: four times the length of the presentation in hours
	Multi-day event: triple the length of the presentation in hours
8. Own publications	Two hours per page

GPM members receive five hours of CPD credited per year. In general, all CPD training courses for PM and agile topics are acceptable regardless of the organiser.

7. Proof of experience in project management

Proof can be provided for at least 50% project management workload over the last five years since initial certification or latest recertification. This corresponds to 30 months or more of project management experience.

8. Extensions for legally protected time periods

The period under consideration may be extended if a candidate is unable to discharge regular project management duties due to commitments protected under law. For example, maternity leave, parental leave, or jury duty. An independent written confirmation must be provided in these cases, for example a certificate from the employer. All documents must be submitted three months prior to the expiry of the current certificate.

Example:

*Certificate valid from 02.02.2015, certificate expires on 01.02.2020, parental leave of six months, period of consideration from 02.08.2014 to 01.01.2020 for projects and CPD training.
Submission by 01.12.2019.*

9. Submission and deadlines


- The certificate is valid for five years
- The certificate is invalid with the expiry date
- Documents must be submitted **three** months before the expiry date.
- It is the responsibility of the certificate holder to ensure submission of the recertification documents happens on time. PM-ZERT will send a reminder of the upcoming recertification **six** months before expiry if PM-ZERT has a valid e-mail address on file.
- An application for the extension of an expired certificate ("revived extension") can be made within one year of the certificate expiry date if mitigating circumstances (e.g., for personal or health reasons) prevented the timely application for recertification. The application for a "revived extension" must reach PM-ZERT by e-mail and must include independent proof (e.g., a medical certificate).

The following information is only valid until 31.12.2024.

- The certificate expires six months after the expiry date. Documents can still be submitted within this grace period.

10. Process steps

#	Contents	Description
1	Documents	<p>The required application documents are available on the PM-Zert website at https://www.pm-zert.de/zertifizierungsarten/rezertifizierung</p>
2	Proof of performance F01	<p>The following tabs must be completed</p> <ul style="list-style-type: none"> ■ COV - Cover sheet ■ ADR - Address ■ REF - References ■ EXP - Project management experience list ■ P(x) – Project profile associated with PM experience list entry (x). ■ RCL - CPD training received
3	Registration	<ul style="list-style-type: none"> ■ You can register on the PM-ZERT certification portal at https://candidate.pm-zert.de ■ The certificate holder will receive a confirmation link by e-mail which the certificate holder must click on to confirm creation of the account. ■ Once confirmed, the certificate holder can log in to upload the required documents.

4	<p>Willkommen</p> <p>Willkommen auf unserem PM-ZERT Zertifizierungsportal.</p> <p>Wenn Sie sich bereits registriert haben, können Sie sich einloggen und sich zu Ihrer gewünschten Zertifizierung anmelden. Sollten Sie Fragen haben, wenden Sie sich bitte an das Team der PM-ZERT.</p> <p>Dieses erreichen Sie unter: pm-zert@gpm-ipma.de oder unter 0911 / 433369 - 33.</p> <hr/> <p> Anmeldung zu Ihrer Zertifizierungsprüfung</p> <hr/>
5	<p>Required information in the certification portal</p> <ul style="list-style-type: none"> ■ Select "Recertification" ■ Select the correct level and domain ■ Enter the billing address (either as self or third party). The address entered in the portal will be used for invoicing ■ Certificates will be issued in the language the application was made. If a certificate in an additional language (e.g., German if the application was made in English) is required, this must be specified as an additional service. ■ Confirmation of the GTCs ■ Registration for open certification ■ Specification of the recertification number visible in the portal, e.g. R 23-01 B

The specified certification date has no effect on the submission deadline.
 To upload ten or more files, a ZIP folder must be created and uploaded.

As soon as the documents appear in the upload window, they are available to PM-ZERT.
 The date and time this happens is the official submission time.

If the review of the recertification by the assessors was not successful, an online interview is conducted with the certificate holder.



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