

## **PM-ZERT**

Certification body of the GPM

## **Guideline IPMA® Level D recertification**

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



Die GPM ist Mitglied der  
IPMA International Project  
Management Association.



Deutsche  
Akkreditierungsstelle  
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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		To be completed
No.	Name	Yes/No
	ICB, Individual Competence Baseline	No
	ICR public, IPMA Certification Regulation (public version)	No
	Dates and fees	No
	GPM Code of Ethics	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
F01RE	Candidate Legal Declaration	Yes

Table 1: Applicable documents

## List of abbreviations

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

Table 2: List of abbreviations

## Change history compared to the previous version

Change	Page/s
Integration ISO 9001 in 17024 – DAkkS – Delete of TÜV Logo	1
Information on Project Charter	
The chapter on recertification by 31.12.2024 has been deleted	
Various clarifications and formatting	
Synchronization of the applicable documents to file names of the PM-ZERT website as well as adaptation of the cover sheets and synchronization of the physical file names	
New PM-ZERT Logo	

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 28.02.2025.

In this version, clarifications, spelling and formatting have been made. For this reason, all previous versions are invalid.

## 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.

The prerequisite for recertification is a valid certificate:

- IPMA® LEVEL D - Project Management Associate

## 3. Proof of experience in project management

Proof must 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.

## 4. Steps for recertification

No.	Description
1	Compliance with the aspects of the chapter “Procedural steps”
2	Formal review of the documents submitted for recertification by PM-ZERT
3	Review of the documents by the assessors
4	Conducting an online interview if the review of the recertification by the assessors was unsuccessful
5	Invoicing to the billing address provided in the candidate portal: <ul style="list-style-type: none"> <li>• If discounts according to the fee schedule were not entered, these cannot be taken into account retrospectively</li> <li>• If the billing address has been entered incorrectly, additional fees will be charged</li> </ul>
6	If the decision is positive, a new certificate will be sent to the holder of the previous certificate

Table 4: Steps for recertification

## 5. Certification Record F01

The level D provisions of Chapter 2.2.5 from the “General Guideline Certifications” apply to the “Certification Record F01”). For recertification, the spreadsheets listed in Chapter 10 “Procedural Steps”, Step No. 2 must be filled out.

**Note:**

- Information about profiles in the “Certification Record F01” is not required for recertification

## 6. Knowledge (continued professional development)

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 “Certification Record F01” 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. No more than 100 CPD hours can be credited towards the minimum required 175 CPD hours purely from managing projects.

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

Table 4: Calculation of the recognition of continuing training hours

## 7. Allowed CPD training

No.	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

Table 5: Creditable continuing education measures

GPM members receive five hours of CPD credited per year. In general, all continuing education courses in PM and agile topics that are related to the ICB are accepted, regardless of the organizer who conducted the training.

## 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.



## 9. Submission and deadlines

- The certificate is valid for five years
- The certificate is invalid with the expiry date
- Documents must be submitted via the certification portal six weeks before the expiry date
- A reminder of the upcoming recertification six months before expiry is only possible if PM-ZERT has a valid e-mail address. It is the responsibility of the candidate to submit the recertification documents on time
- A 'revived extension' can be applied for within one year of the expiry date of the certificate. Proof of personal or health reasons is required for this. The application for a 'revived extension' must be sent informally by e-mail to PM-ZERT at [Rezertifizierung@gpm-ipma.de](mailto:Rezertifizierung@gpm-ipma.de)
- The consideration of legally protected periods only enables an extension of the observation period for recertification. These periods do not constitute an extension of the deadline.

## 10. Procedural Steps

No.	Content	Description
1	Documents	The required application documents are available on the PM-ZERT website at <a href="https://www.pm-zert.de/zertifizierungsarten/rezertifizierung">https://www.pm-zert.de/zertifizierungsarten/rezertifizierung</a>
2	Certification Record F01	The following tabs must be completed: <ul style="list-style-type: none"> <li>• COV - Cover sheet</li> <li>• ADR – Address</li> <li>• SBS – Self-Assessment</li> <li>• REF - References</li> <li>• EXP - Project management experience list. (See chapter 6)</li> <li>• RCL - CPD training received</li> <li>• RCT - CPD Training provided</li> </ul>
3	F01RE	The candidate equal declaration must be completed and signed
4	Evidence	Evidence of further training, e.g. certificates of participation, training and conferences, own publications and lectures as PDF in one file



No.	Content	Description
5	Registration	<ul style="list-style-type: none"> <li>Registration on the PM-ZERT certification portal takes place at <a href="https://candidate.pm-zert.de">https://candidate.pm-zert.de</a></li> </ul>  <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="text" value="E-Mail-Adresse"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input type="password" value="Kennwort"/> </div> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin: 5px 0;"> <b>Login</b> </div> <p style="color: #0056b3; font-size: small; margin: 5px 0;"><a href="#">Kennwort vergessen?</a></p> <ul style="list-style-type: none"> <li>First time registration: „Is this your first time here“ <ul style="list-style-type: none"> <li>If no user account exists yet, follow the steps in the “Create new account” selection</li> <li>The candidate receives a registration link by email to verify the specified email address. This link must be confirmed</li> <li>You must then log in again using the “Login” button</li> </ul> </li> <li>Log in to the user account using the “Login” button</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Willkommen</b></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: <a href="mailto:pm-zert@gpm-ipma.de">pm-zert@gpm-ipma.de</a> oder unter 0911 / 433369 - 33.</p> <hr/> <p style="text-align: center;"> <b>Anmeldung zu Ihrer Zertifizierungsprüfung</b></p> </div>
6	Required information in the certification portal	<ul style="list-style-type: none"> <li>Select "Recertification"</li> <li>Select: IPMA® Level D – Certified Project Management Associate</li> <li>Enter the billing address (either as self or third party). The address entered in the portal will be used for invoicing</li> <li>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.</li> <li>Confirmation of: <ul style="list-style-type: none"> <li>the GTCs</li> <li>Data protection regulations</li> <li>Right of withdrawal</li> </ul> </li> </ul>


No.	Content	Description
		<ul style="list-style-type: none"> <li>- Guidelines</li> <li>• Registration for open certification</li> <li>• Specification of the recertification number visible in the portal, e.g. R 23-01 B</li> </ul>
7	Upload	<ul style="list-style-type: none"> <li>• The file “Certification record F01” must be uploaded under “Upload documents”</li> <li>• The file name is generated after clicking on the following button:               <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center; margin: 0;">F01_VxxRxx_Zertifizierungsart_Level_Domäne_Name_Vorname_DOB-JJJMMTT-Vxx</p> <p><b>Note:</b> The name of the file can be revised manually.</p> <ul style="list-style-type: none"> <li>• F01_VxxRxx: Version and revision of the document</li> <li>• Type of certification               <ul style="list-style-type: none"> <li>- R: Re-certification</li> </ul> </li> <li>• Level: Level D</li> <li>• Domain               <ul style="list-style-type: none"> <li>- PJM: Project management</li> </ul> </li> <li>• DOB: Date Of Birth in 8-digits</li> <li>• Vxx: Version number of the document.</li> <li>• “Legal declaration F01RE” of the candidate must be completed and signed</li> </ul> </li> </ul>

Table 6: Procedural Steps

**Notes:**

- The specified certification date has no effect on the submission deadline. Only the documents are submitted. 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.

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