



**Project Management Romania - PMR CERT Certification Body**

# **IPMA Level D CERTIFICATION**

## **Certified Project Management Associate**

**Domain: Project Management**

### **Applicant Brochure**

**București, July 2019**



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IPMA certification is the process by which the certification body operating according to IPMA regulation, in a certain country (in Romania, PMR CERT), establish if a person has or has not the competences required for the domain and the professional carieer stage. The IPMA certification system covers three domains (project management, programme management and portfolio management) and four certification levels (A, B, C and D).

This brochure is addressed to those interested to obtain professional certification in the domain of project management and level D Certified Project Management Associate.

Competences which are assessed in the certification program are defined in the IPMA standard Individual competence for project management, version 4.0. According to this standard, the following competence is "applying knowledge, skills and abilities in order to achieve the desired results in a given work environment". The standard of individual competences for project management is available on the website to association [www.ipma.world](http://www.ipma.world).

### **1. Eligibility criteria for IPMA Level D**

#### **Criteria regarding experience**

No experience required.

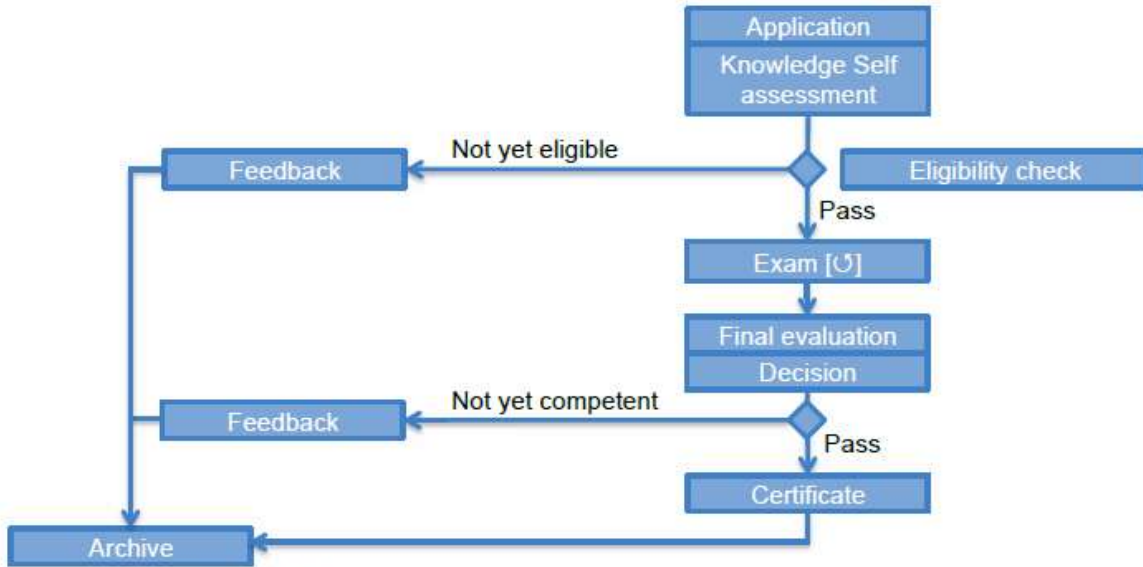
#### **Criteria reletated to the role description**

- Knowledge in Competence Elements related to project management.
- Has broad project management knowledge and may work in a project team..

IPMA Level D certification is:

- Initial certification
- Recertification

## 2. IPMA Level D Initial Certification Process, Domain: Project Management



[U] = If deemed not yet competent at the first attempt step can be repeated once.

### 2.1 Application for certification

The following application documents should be filled and sent to PMR CERT:

- Application, with the following sections: *Personal data*, *Code of conduct and professional ethics*, *Declaration of consent regarding the use of personal data*, *Knowledge self-assessment*, The application form is available on the association's website.
- Curriculum Vitae

#### Application

Section *Personal data* includes information required for application identification (numbers and contact details), and the certification level.

Section *Code of conduct and professional ethics* will be confirmed by the applicant by signature, as proof of adherence to the provisions of this code.

Section *Declaration of consent regarding the use of personal data* will be signed for confirmation of acknowledgment and agreement on the provisions included in the document.



## Project Management Romania - PMR CERT Certification Body

Section *Knowledge self-assessment* involves self-assessment of knowledge, for key indicators of competence associated with all elements of competence. Indications regarding the scale of values that apply in self-assessment are included in the self-assessment section. The results of the self-assessment are analyzed by the evaluators, both for the preparation of the evaluation process and for the realization of the feedback that will be offered at the end of the certification program.

### CV

CV does not have a required format, but it is recommended to include a series of information to complete the Application, such as:

- name, surname and contact details
- general and professional training
- continuous professional development actions, such as: participation in events, conferences, publications in project management, awards, etc.
- professional carrier
- professional certifications
- member of professional associations
- summary of relevant projects (with information on key deliverables, duration, budget, complexity, role and responsibilities)
- language skills and other skills

Application documents can be sent by email to the address: [office@pm.org.ro](mailto:office@pm.org.ro) or can be uploaded directly to the document management platform managed by the certification body. To use the platform, the applicant will ask for an account by sending an email to the address [office@pm.org.ro](mailto:office@pm.org.ro). The application will be attached to the email, with the section Personal Data already filled out.

Those interested in IPMA Level D certification can request additional information on how to complete the application documents by sending an email to: [office@pm.org.ro](mailto:office@pm.org.ro).

At receipt of the application documents, PMR CERT will verify the eligibility of the applicant (whether or not he meets the eligibility criteria) and, within a maximum of 10 working days, will inform the applicant about the result of the eligibility check.

If the applicant is not eligible (she/he does not meet the eligibility criteria), she /he will be informed about the remaining options, namely:

- ask for certification at a lower level
- provide additional evidence of compliance with the eligibility criteria.

If the applicant is eligible (meets the eligibility criteria), she/he is informed about the need to pay the certification fee and the related invoice is issued, in RON, at RON / euro exchange rate of the BNR on the day of invoicing. The certification fee is paid by



## **Project Management Romania - PMR CERT Certification Body**

back transfer, within a maximum of one month from the communication of eligibility and invoicing of the certification fee.

After payment of the certification fee, the applicant is considered admitted to the program and acquires the status of candidate for certification.

### **Certification fee**

Members: 500 euro (without VAT)

Non-members: 600 euro (without VAT)

**The Project Management Romania Association is not a VAT payer.**

In the case of a group of applicants, the certification body may apply a reduction in the level of the certification fee, proportional to the size of the group. The discount can reach up to 40% for large groups.

After the certification fee payment, PMR CERT will invite the candidate to an informative workshop, which will be organized face-to-face or online. During the workshop, the candidate will be informed about the stages of the certification program and will receive recommendations regarding the elaboration of the certification report and the preparation of the interview. During the informative workshop, the certification calendar is established.

## **2.2 Competence assessment**

The assessment of the candidate's competencies is done with the help of a written exam.

The objective of the exam is to assess management knowledge projects for the elements of competence described in ICB4.0. The examination is organized in such a way as to prevent the candidate from gaining access to any aid unauthorized, regardless of the location where the examination takes place (at the company's headquarters, association or other location, including online). PMR CERT will ensure that the examination is performed in a properly controlled and supervised environment. At least one person will be appointed by PMR CERT to oversee the deployment the exam, from the entry of the candidates in the hall, until the departure of the last candidate.

Types of exam questions are: grid questions, calculation and reasoning problems, open-ended questions and micro-case study.

### **Examples of questions**

Introspection involves: a) Controlling one's own behavior; b) Ensuring a balance between internal and external activity; c) Creating a positive energy of working; d) All the above variants.



## Project Management Romania - PMR CERT Certification Body

A critical aspect of results orientation is: a) Problem solving; b) Efficiency; c) effectiveness; d) Productivity.

Considering the following description of the activities of a project: ..... (description) .... Draw activity network and GANTT chart. Make histograms of the resources used in project. Calculate EV (Earn Value) and CPI (cost performance index).

Mention two techniques that can be used to check the quality of results project.

Mention the activities to be performed by the project manager when completing a project.

**Exam duration: 3 hours (180 minutes).**

### 2.3 Finalizing the certification programme

The final evaluation involves corroborating the conclusions from the different stages of evaluation and the formulation by the evaluators of a final recommendation on the successful completion (promotion) or non-promotion of the certification program. To successfully complete the certification program, the candidate must demonstrate during the certification process that he has at least 80% of the competency elements of ICB4.0 for project management in very complex situations.

The evaluators' recommendation is sent to the certification body, together with the feedback to the candidate. The certification body verifies the conformity of the evaluation processes with the applicable regulations and validates the evaluators' recommendation.

#### Granting the certificate

The certificate is awarded to the candidate who has successfully passed the certification program. The candidate receives two versions of the certificate, respectively:

- version în Romanian language
- version în English language

Upon receipt of the certificate, the candidate will sign a *Declaration* of proper use of the certificate. In case of violation of the rules of use of the certificate, it will be withdrawn (canceled) by the certification body.

**The validity period of the certificate is 5 years.**

Information about the certificate issued (certificate number, certification level, date of issuance of the certificate, name and surname of the holder) is published on the association's website and is also sent to IPMA. Once this information is reported to IPMA, the certificate is registered in the IPMA database and can be identified on the



## **Project Management Romania - PMR CERT Certification Body**

IPMA website. At the same time, the certification body will archive the related documents, ensuring confidentiality and protection against unauthorized access..

The certificate issued by PMR CERT is recognized by all national member associations of IPMA.

### **3. Complaints and appeals**

Where complaints and appeals are made, the certification body shall treat them in a fair, impartial, confidential and constructive manner. This process ensures that all complaints and appeals are considered and resolved within three months from the date of receipt of the written complaint or appeal.

Complaints and appeals can come from a variety of sources. Applicants and candidates may submit written appeals against the decisions of the certification body within 30 days of the announcement of the decision. The certification body shall document all complaints and appeals received and shall provide the person who submitted the complaint or appeal with an acknowledgment of receipt. The certification body will first try to resolve the complaint or apples within its own operational management structure. If this is not done, the complaint or appeal will be escalated to the Complaints and Appeals Committee of the association for analysis and decision. The contact details of the IPMA are available on the website of the international association, so that complaints can be registered directly with the IPMA, if the complainant is not satisfied with the response provided by the certification body.

### **4. Recertification**

When the certificate validity expires, the holder may request recertification within a maximum of six months (with a justified extension to 12 months).

Recertification is based on the evidence included in the application, which must certify that in the period elapsed since obtaining the certificate, the holder worked in project management and was concerned with professional development, both in terms of knowledge, skills and abilities. At the time of recertification, the applicant must meet the certification requirements for IPMA level **D**.