



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

# **IPMA RECERTIFICATION**

**Domain: Project Management  
Levels A, B, C and D**

**Applicant Brochure**

**București, January 2020**



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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 career 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 recertification in the domain of project management at levels A, B, C or D.

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 recertification, at levels A, B, C and D

#### Criteria related to experience

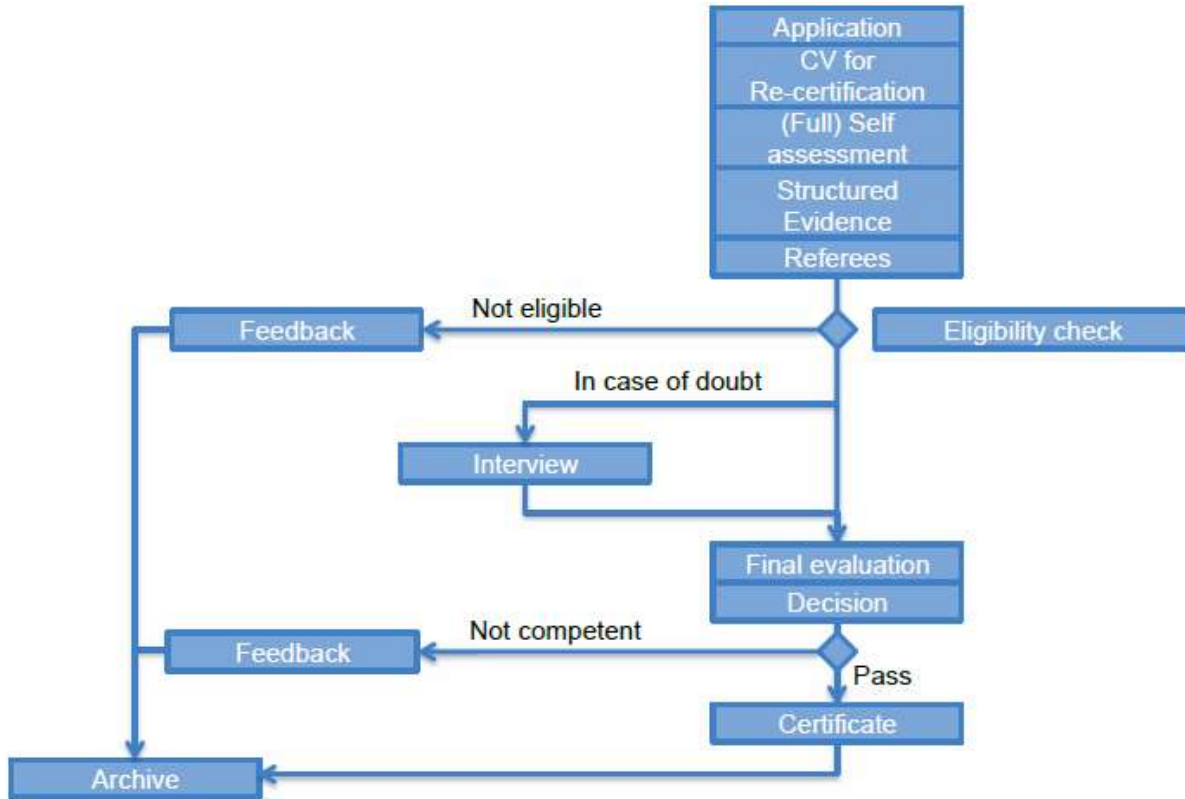
	Level A	Level B	Level C
Level and Domain based Evidence required by the Applicant	Minimum evidence of 30 months of practical experience over 5-year period from the last (re) certification.		
	Complexity		
	Leadership of others		Management of others

For D-level recertification, there are no experience requirements.

#### Criteria related to the continuous professional development

For all levels, the applicant must provide evidence of Continuing Professional Development (CPD) activities of at least 35 hours per year. In total, evidence will be provided for 175 CPD hours since the last (re) certification.

## 2. Recertification process , domain: Project Management, all levels (A, B, C și D)



### 2.1 Application for recertification

Persons interested in recertification must apply for the recertification within six months of the expiration of the certificate they hold. In justified cases, the six-month period may be extended to one year. It is the responsibility of the certificate holder to monitor the expiry date of the certificate he holds and to request timely enrollment in the recertification process..

Persons interested in recertification must apply for the same level at which they obtained the initial certification / last recertification. With regard to the field, the person concerned must choose the field for which she/he has relevant experience in the last five years. The evidence provided must be relevant to the level and domain to which it applies. Recertification at a lower level is allowed as long as the applicant can provide the necessary evidence for that level and area. Recertification at a higher level is not possible. In order to move to a higher level of certification, it is necessary to perform the initial certification.



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Those interested in recertifying will complete the following application documents:

- Application, available on the web site.
- Curriculum Vitae
- Letters of recommendation / confirmation of experience (Referees)

### **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.

Section *Full self-assessment* (for Level A, B and C) or *knowledge self-assessment* (for level D). Guidance on the scale of values to be applied in the self-assessment is 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 feedback that will be provided at the end of the certification program.

The section *Continuing professional development in project management* involves providing the applicant with structured evidence on the activities undertaken for its continuing professional development in the field of Project Management. The following categories of activities are considered:

- Participation in trainings, courses, seminars, etc.
- Participation in congresses, conferences, symposia, workshops, other national or international events
- Study of specialized literature in project management (manuals, specialized magazines, etc.)
- Own lectures, courses and trainings given by the applicant
- Applicant's own publications

Section *Professional activity in project management*, with the following sub-sections: List of referees, List of projects, Project sheets and Project complexity sheets.

Project complexity sheets serves to evaluate the projects mentioned in the sub-section List of projects. The complexity sheet includes 10 complexity indicators, grouped into three categories, as follows:



a) Capability-based indicators:

- Objectives and assessment of results (output-related complexity): this indicator shall describe the complexity originating from vague, exacting and mutually conflicting goals, objectives, requirements and expectations.
- Processes, methods, tools and techniques (process-related complexity): this indicator shall describe the complexity related to the number of tasks, assumptions and constraints and their interdependence; the processes and process quality requirements; the team and communication structure; and the availability of supporting methods, tools and techniques.
- Resources including finance (input-related complexity): this indicator shall describe complexities relating to acquiring and funding the necessary budgets (possibly from several sources); the diversity or lack of availability of resources (both human and other); and the processes and activities needed to manage the financial and resource aspects, including procurement.
- Risk and opportunities (risk-related complexity): this indicator shall describe complexity related to the risk profile(s) and uncertainty levels of the project, programme or portfolio and dependent initiatives.

b) Context-based indicators:

- Stakeholders and integration (strategy-related complexity): this indicator shall describe the influence of formal strategy from the sponsoring organisation(s), and the standards, regulations, informal strategies and politics which may influence the project, programme or portfolio. Other factors may include the importance of outcomes for the organisation; the measure of agreement between stakeholders; the informal power, interests and resistance surrounding the project, programme or portfolio; and any legal or regulatory requirements.
- Relations with permanent organisations (organisation-related complexity): this indicator shall describe the amount and interrelatedness of the interfaces of the project, programme or portfolio with the organisation's systems, structures, reporting and decision-making processes.
- Cultural and social context (socio-cultural complexity): this indicator shall describe complexity resulting from socio-cultural dynamics. These may include interfaces with participants, stakeholders or organisations from different socio-cultural backgrounds or having to deal with distributed teams.

c) Management and leadership based complexity indicators:

- Leadership, teamwork and decisions (team-related complexity): this indicator shall describe the management/leadership requirements from within the project, programme or portfolio. This indicator focuses on the complexity originating from the relationship with the team(s) and their maturity and hence the vision, guidance and steering the team requires to deliver.



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- Degree of innovation and general conditions (innovation-related complexity): this indicator shall describe the complexity originating from the degree of technical innovation of the project, programme or portfolio. This indicator may focus on the learning and associated resourcefulness required to innovate and/or work with unfamiliar outcomes, approaches, processes, tools and/or methods.
- Demand for coordination (autonomy-related complexity): this indicator shall describe the amount of autonomy and responsibility that the project, programme or portfolio manager/leader has been given or has taken/shown. This indicator focuses on coordinating, communicating, promoting and defending the project, programme or portfolio interests with others.

Each complexity indicator shall be scored as follows for a project, programme or portfolio:

- very low complexity – score of 1;
- low complexity – score of 2;
- high complexity – score of 3; or
- very high complexity – score of 4.

To be eligible, the applicant must prove that the projects have been of a complexity appropriate to the level for which the recertification is requested.

### **CV-ul**

- 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

### **Letters of recommendation / confirmation of experience (Referees)**

At enrollment in the certification program, the applicant will submit letters of recommendation / confirmation of experience, which will include: name and contact details of the applicant, relationship with the applicant, information about the projects led by the applicant and assessments of the applicant's performance in those projects. The applicant will request letters of recommendation from available and appropriate



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referrals. It is recommended that the references be both subordinate to the applicant and persons at higher hierarchical levels and be familiar with the work experience declared by the applicant. The certification body reserves the right to contact references to verify the eligibility of the applicant.

If the initial references are not available, the certification body will ask the applicant to indicate additional references. If they also fail to provide references, the certification body will reject the application.

Documentele de înscriere pot fi transmise prin email la adresa: [office@pm.org.ro](mailto:office@pm.org.ro) sau pot fi încărcate direct pe platforma pentru managementul documentelor administrată de către unitatea de certificare. Pentru a utiliza platforma, aplicantul va solicita crearea unui cont prin trimiterea unui email la adresa [office@pm.org.ro](mailto:office@pm.org.ro), email având atașată cererea de înscriere, cu secțiunea *Date personale* deja completată.

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 recertification 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 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 recertification and acquires the status of candidate for recertification.

### **Certification fee (levels A, B and C)**

Members: 500 euro (without VAT)

Non-members: 600 euro (without VAT)



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### **Certification fee (level D)**

Members: 250 euro (without VAT)

Non-members: 300 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 recertification fee, proportionate to the size of the group. The discount can reach up to 40% for large groups.

## **2.2 Assessment**

Following the evaluation of the submitted documents, the candidate may be required to complete the application with new evidence and / or to appear for a recertification interview. PMR CERT will also be able to contact references for additional information, which was not included in the letters of recommendation / confirmation.

### **Recertification interview**

On the recommendation of the evaluator who has analyzed the recertification registration documents, PMR CERT may decide to organize a recertification interview. This decision may also be taken if there are written complaints concerning the applicant for recertification.

The recertification interview takes place in the presence of two evaluators, the candidate for recertification and, possibly, the executive manager or the PMR CERT coordinator.

The interview will begin with a presentation made by the candidate (maximum 10 minutes). During the interview, the candidate will provide additional information or clarification regarding the evidence included in the recertification application documents and will also be able to provide additional evidence.

The duration of the recertification interview is a maximum of one hour.

## **2.3 Finalizing of the recertification process**

Following the evaluation stage, it can be decided:

- renewal of the certificate for another 5 years at the same level/lower level, without additional requests;
- renewal of the certificate for another 5 years at the same level/ lower level, after obtaining additional evidence to those included in the application, by interviewing the candidate and / or contacting references,





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- rejection of the renewal of the certificate following the interview and / or additional unsatisfactory evidence. If it is recommended to reject the renewal of the certificate, the evaluator/evaluators should provide explanations for this decision.

The recommendation made by the evaluator (s) is sent to the certification body, together with the feedback to the candidate. The certification body verifies the conformity of the evaluation process with the applicable regulations and validates the recommendation of the evaluator / evaluators.

### Granting the certificate

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

- version în Romanian language
- version în English language

At the receipt of 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 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



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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.