



# INTRODUCTION

## IAPM'S CERTIFICATION PROCESS

The IAPM certification process is based on the IAPM Project Management Guides\* in their current version. The knowledge bases were developed in cooperation with an international panel of scientists and project managers.

They are continuously adapted to international standards and findings.

The Project Management Guides can be downloaded free of charge from the IAPM website ([www.iapm.net](http://www.iapm.net)).

However, whether the prospective certificate holder has acquired his knowledge from the Project Management Guides or other documents is irrelevant for admission to the examination.

The IAPM supports the independent preparation for the certification exams.

*\* PM Guide, Agile PM Guide and International PM Guide*



# CERTIFICATIONS



## Certified Junior Project Manager (IAPM)

Applicants must demonstrate a basic knowledge of the project management competence elements. Verification of experience is not necessary.

## Certified Project Manager (IAPM)

Applicants must demonstrate a knowledge of the project management competence elements. Verification of experience isn't necessary, but advantageous.

## Certified Senior Project Manager (IAPM)

Applicants should have at least five years of project management experience, three of which in a senior position or a position with major responsibilities. They are required to furnish proof of project management experience and competence in the use of project management methods and tools.

## Certified Junior Agile Project Manager (IAPM)

Applicants must demonstrate a basic knowledge of „Scrum“. Verification of experience is not necessary.

## Certified Agile Project Manager (IAPM)

Applicants must demonstrate a knowledge of the agile project management competence elements. Verification of experience isn't necessary, but advantageous.

## Certified Senior Agile Project Manager (IAPM)

Applicants should have at least five years of agile project management experience, three of which in a senior position or a position with major responsibilities. They are required to furnish proof of project management experience and competence in the use of project management methods and tools.

## Certified International Project Manager (IAPM)

Applicants must demonstrate a knowledge of the international project management competence elements. Verification of experience isn't necessary, but advantageous. The applicant must already be IAPM-certified and hold at least one of the following certificates:

- Certified Project Manager (IAPM)
- Certified Senior Project Manager (IAPM)
- Certified Agile Project Manager (IAPM)
- Certified Senior Agile Project Manager (IAPM)

## CERTIFICATION → LEVEL → COMPETENCES

CERTIFICATION	LEVEL	COMPETENCES
Application and examination	Certified Junior Project Manager (IAPM) Certified Project Manager (IAPM) Certified Junior Agile Project Manager (IAPM) Certified Agile Project Manager (IAPM)	Knowledge
Application, references and examination	Certified Senior Project Manager (IAPM) Certified Senior Agile Project Manager (IAPM)	Experience and knowledge
Application and examination	Certified International Project Manager (IAPM)	IAPM certification and knowledge

\* "Certified (Senior) Project Manager (IAPM)" / "Certified (Senior) Agile Project Manager (IAPM)"

# APPLICATION AND EXAMINATION ADMITTANCE PROCEDURE

The certification application must be accompanied by the following documents:

## Application documents for “Certified Junior Project Manager (IAPM)”, “Certified Project Manager (IAPM)”, “Certified Junior Agile Project Manager (IAPM)” and “Certified Agile Project Manager (IAPM)” certification

- Application form (online)

## Application documents for “Certified Senior Project Manager (IAPM)” and “Certified Senior Agile Project Manager (IAPM)” certification

- Application form (online) with details of project management experience (list and description of between one and five projects in which the applicant was project manager or held a key management function).

## Application documents for “Certified International Project Manager (IAPM)” certification

- Application form (online) along with the personal IAPMIC of a successfully taken IAPM certification.

The forms have to be filled in on the IAPM website. Postal applications are not possible. When the form has been filled in and all the necessary information has been provided, the documents are checked by the IAPM for completeness and compliance with admission requirements.

Persons applying for “Certified Senior Project Manager (IAPM)” or “Certified Senior Agile Project Manager (IAPM)” certification who do not meet the application criteria will be notified by the IAPM. They cannot object to the IAPM’s decision.

A new application can be made as soon as the applicant has gained additional experience in (agile) project management and satisfies the IAPM criteria.

If the applicant does not yet have “Certified Project Manager (IAPM)” or “Certified Agile Project Manager (IAPM)” certification, the IAPM recommends this option. In case the applicant is applying for the degree of “Certified International Project Manager (IAPM)” and does not yet hold a certificate from IAPM, the applicant must first successfully complete one of the following certification levels:

- “Certified Project Manager (IAPM)”
- “Certified Senior Project Manager (IAPM)”
- “Certified Agile Project Manager (IAPM)” and/or
- “Certified Senior Agile Project Manager (IAPM)”.



# TEST AND EXAMINATION

To improve the candidates' chances of success in the examination, the IAPM offers three different types of tests/ examinations.

## SELF-TEST, PRE-TEST AND CERTIFICATION EXAMINATION

The self-test (or pre-test for “Certified Junior Project Manager (IAPM)” or “Certified Junior Agile Project Manager (IAPM)” certification) and the certification examination can be taken online on the IAPM website with any computer or mobile device. Certification candidates must have their applications approved by the IAPM before they can take the certification examination. This approval is obtained in a formal

admissions procedure. Applicants are not required to prove formal training or attendance of a course provided by an IAPM-licensed training partner to be eligible for admission to the certification examination. However, the IAPM advises them to take a preparatory course with an IAPM-licensed training partner prior to the examination.



## SELF-TEST/PRE-TEST

Certification candidates can take the selftest to get an idea of what kind of questions they will encounter in the examination and the level of difficulty. A pre-test which is similar to the self-test is an integral aspect of “Certified Junior Project Manager (IAPM)” as well as of the “Certified Junior Agile Project Manager (IAPM)” certification. The test is accessed via the website at [www.iapm.net](http://www.iapm.net). When the certification candidates have taken the self-test or pre-test, the IAPM sends feedback on their level of knowledge in the areas covered by the certification examination. This enables them to focus learning activities on specific areas and remedy any knowledge deficits.

## CERTIFICATION EXAMINATION

When candidates have been admitted to the certification examination by the IAPM they can use a computer or mobile device of their choice to take it. Before the examination is taken the candidate is required to sign an affidavit confirming that they will take the examination alone and without any outside assistance or materials. The questions cover all IAPM competence elements as set out in the Project Management Guides. They are taken randomly from a comprehensive catalogue of questions that is updated regularly.

## PASSING THE CERTIFICATION EXAMINATION

To pass the certification examination you have to score at least 65 %. The examination is graded automatically immediately after it is taken and the candidate is informed of the result via electronic communication. If the candidate passes the certification examination an internationally recognized certificate is issued.

## RETAKING THE EXAMINATION

Candidates who do not pass the certification examination may retake it at a time of their choice. If the second attempt is a fail, the candidate has to wait 12 months before the certification examination can be taken again. A third fail excludes the candidate from all further certification examinations.