

Certified Project Manager (IAPM)



General information

Who should take the certification?	★ People who aspire a career as a PM ¹
Is project experience required ?	No.
Where is the certification exam taken?	★ Online via Classmarker ★ Wherever you want to → internet connection is required ★ Further requirements can be found here. [1]
How many questions need to be answered?	★ 120 questions
How long can I work on the exam?	★ 80 minutes
How many questions need to be answered correctly in order to pass the exam ?	★ 65 %
How much is the exam?	★ Depends on your nationality. ★ Here you can calculate it. [2]
Can a discount be granted?	Yes. → Further requirements can be found here [3]
How can I pay for the exam? Do I have to pay attention to something?	★ Pay via PayPal, bank transfer or TransferWise. [4] ★ Always mention your invoice number. ★ Commas are used as decimal separators instead of dots. [5]
How do I register for the exam?	Follow this link to register. [6]

General information (cont)

Which topics are relevant for this certification?	<ol style="list-style-type: none"> 1. Project Check 2. Project File 3. Project Environment 4. Stakeholders 5. Project Charter 6. Steering Committee and Core Team 7. Communication 8. Creation of the Specification 9. Creation of the Phase Model 10. Creation of the WBS² 11. WPs³ 12. Process and Time Schedule 13. Cost Breakdown and Budget 14. Risk Analysis 15. SPM⁴ and WPO⁵ 16. Project Organisations 17. Project Start-Up 18. Project Review 19. Project Close Out 20. Soft Skills⁶
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General information (cont)

Can I have a certificate from **another certification body recognized** as Certified Project Manager (IAPM)?

★ Yes you can have a suitable certificate recognized.

★ This certificate can also be expired.

★ Submit your certificate here. We will contact you via email.

[7]

Notes

¹ Project Management

² Work Breakdown Structure

³ Work Packages

⁴ Sub-Project Manager

⁵ Work Package Owner

⁶ Soft Skills: Team Building, Leadership, Motivation, Working in the Project Team, Conflict Management, Time Management, Personal Success, Stress Management

Links

[1] www.iapm.net/techreq-en

[2] www.iapm.net/fee-en

[3] www.iapm.net/discount-en

[4] www.iapm.net/paypal-en

[5] www.iapm.net/dsinfo-en

[6] www.iapm.net/rcpm-en

[7] www.iapm.net/recog-en

Most important links

Register for the exam. [1]

PM Guide 2.0 which builds the basis for the certification. [2]

Web-learning platform which is the optimal preparation for the exam.

[3]

All questions and answers about the CPM. [4]

All questions and answers about the test system. [5]

All questions and answers about the test system. [6]

Links

[1] www.iapm.net/rcpm-en

[2] www.iapm.net/pmg-en

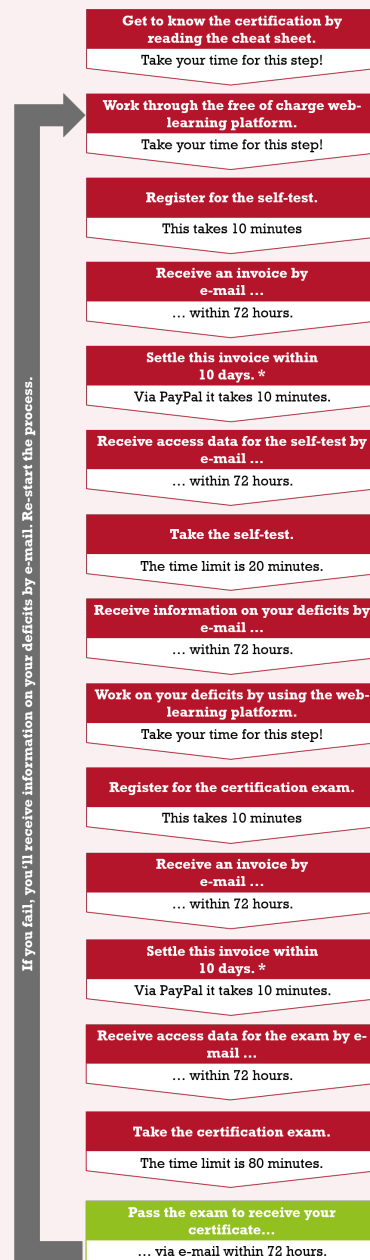
[3] www.iapm.net/wlcpm-en

[4] www.iapm.net/faqcpm-en

[5] www.iapm.net/faqcm-en

[6] www.iapm.net/faq-en

Certification process:



If you fail, you'll receive information on your deficits by e-mail. Re-start the process.

* As soon as the IAPM has received your payment, you have 6 months to take the respective test.

Preparation and self-test

What is the best preparation ?	★ IAPM's free of charge web-learning platform . [1]
Are there any additional trainings for preparation?	Contact the IAPM via the Certification Assistant to find a training partner. [2]
Where can I find literature for preparation?	Literature can be found here . [3]
What is a self-test ?	It's a test which ... <ul style="list-style-type: none"> ★ ... can be taken prior to the exam. ★ ... is not included in the certification fees → separate registration needed. [4] ★ ... can only be taken once.¹ ★ ... doesn't have an impact on the end-result. ★ ... is recommended to be taken, not mandatory. ★ ... gives you an idea your deficits.
What are the self-test's framework conditions ?	<ul style="list-style-type: none"> ★ 25 questions ★ 20 minutes ★ Paid separately [5]
How long do I have time to take the exam / self-test after registering?	6 months from the date of receipt of payment ² .

Notes

¹ In case you fail the certification exam and would like the repeat it, you can - of course - also re-take the self-test.

² For each test, since you need to register separately for the self-test and for the certification exam.

Links

- [1] www.iapm.net/wlcpm-en
- [2] www.iapm.net/certas-en
- [3] www.iapm.net/lit-en
- [4] www.iapm.net/rstpm-en
- [5] www.iapm.net/fee-en

During the exam

May I use assistive devices during the exam?	No, you are not allow to. → You need to sign a affirmation in lieu of oath to garantuee that you will take the exam independently. [1]
Can I contact the IAPM in case of ambiguity during the exam?	No, questions must be answered indepedently.
Which type of questions can I expect?	<ul style="list-style-type: none"> ★ Multiple-choice questions → single correct answer → multiple correct answers ★ True / false questions
Which examination system is used and why?	Classmarker system is used to ensure an objective certification. It requires ... <ul style="list-style-type: none"> ★ ... a current browser. ★ ... a stable internet connection. ★ ... activated JavaScript and cookies.
Can I skip questions or return to previous questions?	No, you need to answer a question before you can go on. Subsequent changes are not possible.
What happens if the test is interrupted due to technical reasons ?	<ul style="list-style-type: none"> ★ Contact the IAPM support team immediately. [2] ★ Further course is then individually coordinated.

Links

- [1] www.iapm.net/aloath-en
- [2] www.iapm.net/contact-en

After the exam and certificate

Can I **repeat** the certification exam if I **fail**?

- ★ Yes you can repeat the exam twice with new questions.
- ★ After not-passing exam the second time, you need to wait 12 months before taking exam third time.
- ★ **Costs will be re-incurred.**

When and how do I receive my **examination result**?

- ★ By e-mail
- ★ Within 72 hours

Is the **exact percentage I passed** the exam shown on the certificate?

No, not the exact percentage is shown, but a wording:

- ★ pass (65% - 70%)
- ★ good pass (71% - 80%)
- ★ very good pass (81% - 90%)
- ★ pass with distinction (>90%)

How can the IAPM certificate **influence my professional career**?

Certificate is ...

- ★ ... valid worldwide.
- ★ ... internationally recognized.
- ★ ... an objective confirmation of your knowledge.

How long is my **certificate valid** and how much **costs** the recertification?

- ★ Valid a lifetime
- ★ No recertification fees!

Which **documents** do I receive after passing the exam?

- ★ Cover letter
- ★ Certificate
- ★ Testimony
- ★ Download link for your certification badge

After the exam and certificate (cont)

Can I **upgrade** the certificate? What are the **conditions**?

- ★ Yes you can upgrade the certificate.
- ★ As soon as you have gained sufficient experience in project management.¹
- ★ Contact the **IAPM support team** to receive further information. [1]
- ★ You will be informed about the fees and options by email.

¹ At least five years of practical experience in project management, three years of this time should be proven to be in a management position or a position with considerable scope of responsibility.

Links

[1] <http://www.iapm.net/contact-en>