

## IPMA RE-CERTIFICATION LEVEL A-D

To maintain your professional credentials, you can renew your certification by registering for the recertification process. Recertification must be initiated no later than six months after your certificate has expired. If you do not meet the requirements for recertifying your original certificate, you have the option to recertify at a lower level.

### Experience requirement

#### Level A

- Worked as a project, program, portfolio director, or agile organizational leader at the same level as the original certificate for at least 50% of the time (28 months) over a 5-year period.
- For Level A, at least 17 of these 28 months must be as a leader of assignments at a strategic level\*.
- At least 35 hours of annual professional development\* (a total of at least 175 hours) \*\* since the most recent (re)certification.
- A fully completed application including CV, self-assessment, competence professional development and references.

*\*Strategic level means that the value delivered by the project, program, or portfolio contributes substantially to the organizations' overall objectives.*

#### Level B

- Worked as a senior project, program, portfolio manager, or agile leader at the same level as the original certificate for at least 50% of the time (28 months) over a 5-year period.
- For Level B, at least 17 of these months must be as a leader of complex assignments.
- At least 35 hours of annual professional development\* (a total of at least 175 hours) \*\* since the most recent (re)certification.
- A fully completed application including CV, self-assessment, competence professional development and references.

#### Level C

- Worked as a project manager for moderately complex projects or as a sub-project manager for complex projects for at least 50% of the time over the past five years (28 months).
- At least 35 hours of annual professional development\* (a total of at least 175 hours) \*\* since the most recent (re)certification.
- A fully completed application including CV, self-assessment, competence professional development and references.

#### Level D

- At least 35 hours of annual professional development\* (a total of at least 175 hours) \*\* since the most recent (re)certification.
- A fully completed application including CV, self-assessment, competence professional development and sparring partner.

*\* In the event of illness, parental leave, or if you have held a line management position during the five-year period, the required time for professional development may be reduced in proportion to the percentage of valid absence/position. Such a reduction is granted on the condition that the principle of annual professional development remains key to maintaining/improving competence and that you are dedicated to project management.*

*Valid absence must be supported by documentation and emailed to the certification office with the submission of the application.*

*\*\* A 20% redistribution of time between adjacent years may be accepted if the assessor considers it reasonable.*

## Certification process IPMA Re-certification level A-D

The certification process is carried out digitally and remotely. Once your registration is complete, all relevant information will be emailed to you prior to the start.

### Introduction

This mandatory first step involves a detailed review of the entire certification process, as well as the opportunity to ask questions. The introduction takes place digitally and lasts approximately two hours.

**Application** – submitted approximately four weeks after the introduction

You have about 4 weeks to complete your application before it must be submitted. In this step, you document your competencies and experience\* based on IPMA's competence areas in an Excel workbook. Before submitting your application, you review it together with your discussion partner—an opportunity for valuable self-reflection.

The application is the most time-consuming part of the recertification process. To ensure you can submit a complete and well-prepared application, you should start well in advance. Expect it to take between 15 and 40 hours, depending on the level.

The application must be submitted by the specified date. Please note that an incompletely filled-out application may result in rejection. The application is validated by an assessor, who provides a recommendation for a decision as well as feedback highlighting your strengths and areas for development in relation to IPMA's competence elements.

*\*Experience corresponding to the requirements for the level at which you are recertifying your certificate. Applies to Levels A–C (not Level D).*

**Interview** – if required

If your assessor determines that an interview is necessary to clarify questions, conduct a more in-depth assessment, or gather additional information, you may be invited to participate in a digital interview.

**Certificate** - approximately four weeks after the introduction

The final decision is made by the certification manager. If you are approved, you will receive an internationally recognized certificate in both Swedish and English, sent to you by email. To further enhance your professional profile, you can also download a digital badge to use in your email signature, on your CV, or LinkedIn.

Your certificate is then valid for another five years before it needs to be renewed.

## Appeal

Anyone who is dissatisfied with a certification decision may submit a written appeal within 30 working days from the decision date. The appeal should be sent to the Certification Office and will be reviewed by an independent Appeals Board. If the decision is still not accepted, the matter can be escalated to IPMA [info@ipma](mailto:info@ipma).

## Contact information

For more information or to discuss certification levels, please contact us at [certifiering@projektforum.se](mailto:certifiering@projektforum.se) or +46 8 22 14 13.