

IPMA LEVEL D – CERTIFIED PROJECT ASSOCIATE OR AGILE PROJECT ASSOCIATE

Experience requirements

At IPMA Level D, you can choose between two different certification tracks: Project Associate or Agile Project Associate.

The requirements and eligibility criteria are identical for both tracks. An IPMA Level D certification requires that the candidate demonstrates knowledge of the Competence Elements (CEs) related to project management. The certification operates as an open system, allowing candidates to acquire their knowledge through various learning approaches, without mandatory requirements regarding specific literature, methods, or project models.

Eligibility criteria include that no prior project management experience is required. The certification is industry-independent and applicable across all types of projects.

For IPMA Level D certification, no prior experience in project management or project participation is required; however, candidates must demonstrate basic project knowledge and an understanding of IPMA's competence elements. Any previous project experience may be included in the application as an opportunity for reflection.

Assessment of Competence

IPMA has developed the ICB, *Individual Competence Baseline*, to describe the competences a person may have in order to lead or participate in projects. Candidates use the standard when conducting their self-assessment, and assessors use it to evaluate whether the candidate meets the certification requirements.

The assessors are experienced project managers who are certified at least at the same level they are assessing, and they possess both broad knowledge and extensive experience in project management. For agile leaders, a similar model is used — *IPMA Reference Guide ICB4 in an Agile World* — which is adapted to agile ways of working.

Certification process IPMA level 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 one hour.

Application – submitted approximately three weeks after the introduction.

You have approximately 3.5 weeks to complete your application before it must be submitted. In this step, you document your competencies and any relevant experience based on IPMA 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 certification process, so it is important to start early to ensure you can submit a complete and well-prepared application. It typically takes between 15 and 25 hours to complete. The application must be submitted by the specified deadline, after which you will be invited to the written exam.

Please note that an incomplete application may be rejected, and you will not be able to make any changes or additions after submission.

Exam – conducted approximately one week after the application has been submitted

The written exam consists of 10 multiple-choice questions and 8 open-ended questions based on IPMA competence areas. The exam is conducted digitally via Digiexam, with supervision through Zoom, and the duration is three hours. The maximum score is 100 points, with a minimum of 60 required to pass. If you do not pass the exam on your first attempt, you may do one retake within one year for an additional fee. After the exam, you will receive feedback from your assessor highlighting your strengths and areas for development in relation to IPMA competencies. You can prepare for the exam by attending an IPMA Registered course or through self-study.

Certificate – three weeks after the exam

The assessors evaluate your application and exam and provide a recommendation for approval or rejection. You will also receive written feedback with suggestions for further development.

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

Your certificate is valid for five years and can be renewed through recertification. This provides an opportunity to maintain and further develop your project management expertise, keeping your skills up to date and competitive.

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.world

Contact information

For more information or to discuss certification levels, please contact us at certifying@projektforum.se or +46 8 22 14 13.

IPMA Level B – Certification Guide