PM-ZERT
Certification Body of the GPM

Guide to Certification Basic Certificate in Project Management (GPM)

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Relevant documents

The PM-ZERT documents listed in the table below are required either for the preparation for certification or for the application documents to be submitted and are therefore to be understood as applicable documents. Their content also completes the comprehensive information intended by this guide.

If these documents relate to the level of certificate you wish to obtain, please familiarise yourself with them before submitting your application

Document		To fill in
No.	**Name**	**Yes/No**
	ICB 4, Individual Competence Baseline	No
	ICR 4 public, IPMA Certification Regulation public version	No
AB01	Actual dates and fees	No
R03	Ethics Code of the GPM	No

Table 1: Application documents

List of abbreviations

Abbreviation	Explanation
ICB	Individual Competence Baseline
ICR	IPMA Certification Regulation (internal document for certification bodies)
ICR Public	IPMA International Certification Regulations (Public)
CE	Competence Element
KCI	Key Competence Indicator

Table 2: List of abbreviations, terms and definitions

In this document, persons and groups of persons are always mentioned in the male form; of course, the female form is also applicable.

1. Validity

This document is valid as of 9.4.2021.
Version 3 still valid until 8.5.2021
Version 4 still valid until 8.11.2021
All previous versions are hereby invalid.

2. The certification basic certificate GPM

Description and requirements

Basic certificate GPM		
IPMA- Domain: Project management	Role: **Collaborator in work packages** The focus of the project management certification in the basic certificate GPM lies on the technical competences on the requirement level knowledge and understanding. (mainly CE from Practice, Bloom 1+2).	PM experience and professional education not required.

Table 3: Description *basic certificate GPM*

2.1. Target groups according to taxonomy

Target groups for a certification in the basic certificate GPM are

- Pupils, students, trainees in the dual professional training system
- recent graduate
- participant in a retraining course
- Employees from the permanent organisation working on projects
- ....

2.2. Process steps

Step No.	Process step	Initial certification	Deadline for submission/ execution	responsible
1	**Registration**			
1.1.	Online	x	No later than 15 days before written exam	Candidate / Organizer
2	**Assessment**			
2.1.	Written exam	90min	Appointment agreement	Organizer / PM-ZERT / supervisor
3	**Completion**			
3.1	Certificate decision	x	No later than 6 weeks after written exam	PM-ZERT

Table 4: Process steps basic certificate GPM

3. Overview of the certification process

3.1. General information to the certificate

The statutes of the GPM Deutsche Gesellschaft für Projektmanagement e.V. and the mandate of the IPMA International Project Management Association, of which GPM is a national member, include the promotion, further development and dissemination of project management as their main activities. Following these guidelines, GPM has developed a comprehensive, dynamic qualification and certification system in project management, which it has been operating with increasing success for more than two decades

The basis of this system (IPMA 4-L-C-System, 4-Level-Certification-System) is the ICB (Individual Competence Baseline), which is geared towards comprehensive PM knowledge and PM practice. Since the ICB is „only" a guideline, GPM always documents the project management it represents with its own comprehensive reference book, in which - following the structure of the ICB - the present specialist knowledge and project experiencere viewed and vividly conveyed by many specialist authors. For example, the „*Projektmanagement-Fachmann*" initially achieved a total of eight editions over more than a decade until it was replaced in 2005 by the „*ProjektManager*", which again received a current successor in spring 2009 with the new 4-volume GPM technical book "*Kompetenzbasiertes Projektmanagement (PM3)*". The latter was based on the IPMA standard ICB3.

The new standard ICB4 (Individual Competence Baseline) has been available since the end of 2016, also in German translation. This new standard is the basis for the explanations in this document.
New in ICB4 is the introduction of three domains: project, program and portfolio management.
The basic certificate is located in the Project Management domain. The GPM reference book "Kompetenzbasiertes Projektmanagement (PM4)" is also available. It is based on the IPMA standard ICB4.

GPM's qualification and certification system has so far only reached persons directly involved in project management. **Demands for qualification measures and certificates**, which independently and competently confirm the PM qualification and competence **of interested parties, who are**
not yet,
not directly or
only concerned with project management in special areas,
are also becoming increasingly clearer.

Such interest groups include, for example, students, employees in project offices or site managers in plant construction.

For these target groups PM-ZERT, the certification body of GPM, offers the **basic certificate in project management**, which confirms that the acquired PM knowledge corresponds to the current international standard, which is derived from the requirements of the ICB in its latest version.

PM-ZERT issues around 4,000 certificates of competence in project management each year and is thus ideally equipped for the new offer of a PM basic certificate.

3.2. Requirements

3.2.1. Formal requirements

PM-ZERT provides the documents required for the application for certification via the organiser of the certification examination.

The written examination is carried out in cooperation with the organiser (e.g. university, PM qualifier) as a written exam.

3.2.2. Content requirements

The contents of the written certification examination are identical with the requirements of the written examination Part 2 of the IPMA Certificate Level D.

|	ID	Competence Element	Bloom
Perspective	4.3.1	**Strategy**	./.
	4.3.2	**Governance, structures and processes**	./.
	4.3.3	**Compliance, standards and regulations**	./.
	4.3.4	**Power and interest**	./.
	4.3.5	**Culture and values**	./.
People	4.4.1	**Self-reflection and self-management**	3
	4.4.2	**Personal integrity and reliability**	./.
	4.4.3	**Personal communication**	3
	4.4.4	**Relations and engagement**	./.
	4.4.5	**Leadership**	./.
	4.4.6	**Teamwork**	./.
	4.4.7	**Conflict and crisis**	./.
	4.4.8	**Resourcefulness**	2
	4.4.9	**Negotiation**	./.
	4.4.10	**Results orientation**	./.
Practice	4.5.1	**Project design**	2
	4.5.2	**Requirements and objectives**	3
	4.5.3	**Scope**	3
	4.5.4	**Time**	3
	4.5.5	**Organisation and information**	3
	4.5.6	**Quality**	1
	4.5.7	**Finance**	2
	4.5.8	**Resources**	2
	4.5.9	**Procurement**	./.
	4.5.10	**Plan and control**	2
	4.5.11	**Risk and opportunity**	3
	4.5.12	**Stakeholders**	3
	4.5.13	**Change and transformation**	./.

Table 5: Competence elements in the basic certificate GPM

The competence elements listed in „*Table 5: Competence elements in the basic certificate GPM*" are tested at the Bloom level named in the "Bloom" column. Competence elements that have a „./." in the „Bloom" column are not the subject of the written test.

3.2.3. Explanation of Bloom Stages 1-6

The Bloom stages are shown in the following diagram:

The taxonomy stages according to Bloom
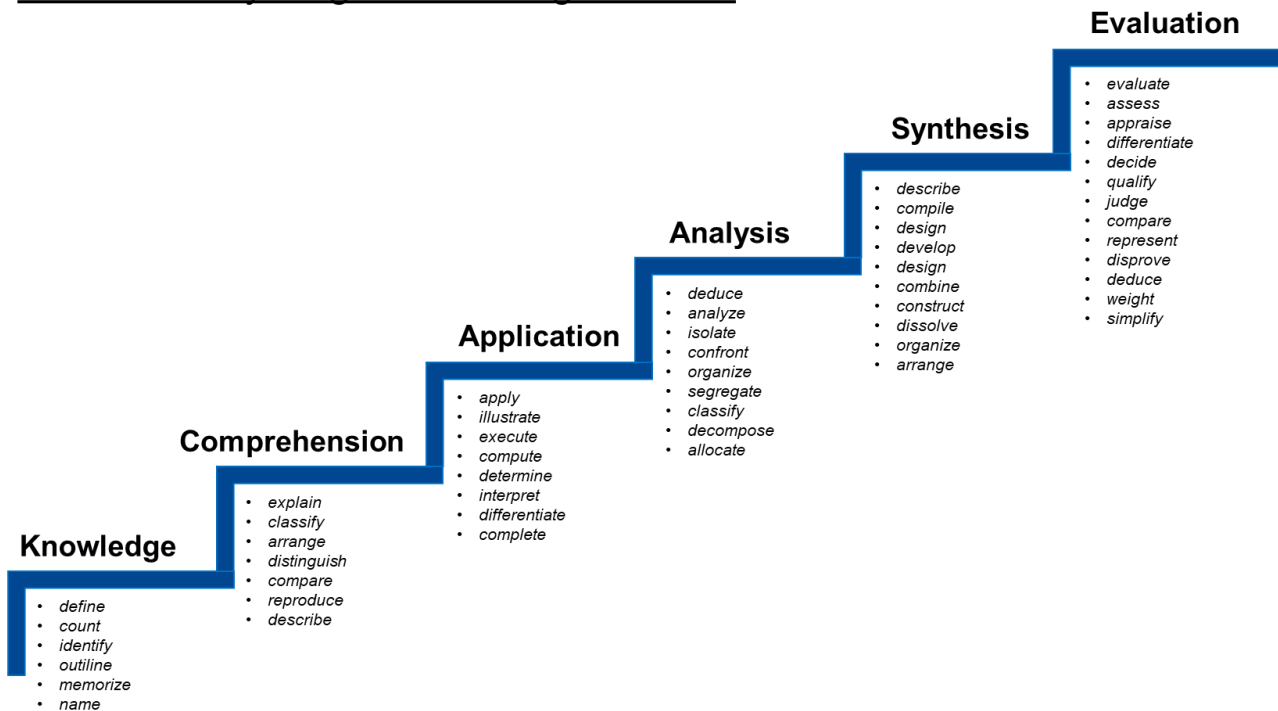
Graphic following Bloom, B. S. "Taxonomy of Educational Objectives. Handbook 1: Cognitive Domain. David McKay Company, New York 1956.-Dt. Taxonomie von Lernzielen im kognitiven Bereich. Beltz." (1972)..

The following description of the Bloom stages can be found in the "Individual Comptence Baseline for Project Management", published by IPMA:

To apply the IPMA ICB for individual competence evaluation and development, a comprehensive table with the competence elements described in the IPMA ICB and Bloom's taxonomy can be used. The diferent levels of competence include:

❚ Knowledge: Exhibit memory of learned materials by recalling facts, terms, basic concepts and answers;

❚ Comprehension: Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions and stating the main ideas;

❚ Application: Using acquired knowledge to solve problems in new situations by applying acquired knowledge, facts, techniques and rules;

❚ Analysis: Examine and break information into parts by identifying motives or causes, make inferences and ind evidence to support generalisations;

❚ Synthesis: Build a structure or pattern from diverse elements and act of putting parts together to form a whole; compile information together in a diferent way by combining elements in a new pattern or proposing alternative solutions;

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▌ Evaluation: Present and defend opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria.

3.3. Rules governing the procedure

Organisation of the procedure

The PM-ZERT is responsible for the execution of the certification procedure

The instructed organiser is responsible for the organization of the examination on the spot.

3.4. Application and permission

The exam date under specification of the expected number of candidates has to be reported for the provided examination to the PM-ZERT office by the organiser of the authorized organization. The organiser **arranges the time and place** for the examination.

Registration, login and upload of documents (application documents, report, etc.) is done via our online tool www.candidate.pm-zert.de.
After the initial registration via the portal, you will have the opportunity to register for the desired certification round. This registration is binding. If the candidate postpones the examination date, a postponement fee (see AB01) is due.
In case that documents cannot be uploaded via the portal, they can be sent to the PM-ZERT office by e-mail (**zertantrag@gpm-ipma.de**)..

After participation in the exam the basic fee (according to AB01) will be charged. Further fees can be found in the current fee schedule AB01.

3.5. Examination

The examination includes the execution of the written test and the appraisal.

The organizer shall provide and furnish the examination room and the registration documents of the participants. For each participant there must be a single table or at a longer table at least one distance from a seat to his neighbours.

PM-ZERT, the supervisor of the examination provide the written tests and hand it out to the candidates directly before the examination starts.

Any utilities or documents are not permitted during the examination.

At the end of the examination period, the examination supervisor collects all examinations in their current state.

Content of the examination

The content of the written examination relates to the competence elements listed in „*Table 5: Competence*

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Evaluation

The written examinations are assessed by PM-ZERT according to a specified taxonomy. The written examination is passed if 11 competence elements are demonstrated at the required level. A competence element is passed if at least 50% of the questions for this competence element are answered correctly. he evaluation takes place with (1) correct or (0) wrong for each question. Therefore, it is necessary to answer the questions completely correctly so that they can be evaluated positively.

The examination results are sent to the participants by e-mail within 3 weeks of the examination date. Each participant will receive information about the number of competence elements achieved.

3.6. Granting of certificate

The certificate is issued to all participants who have successfully completed the procedure and passed the examination.

PM-ZERT certifies the correctness of the procedure by signing the certificate.

3.7. Postponement, break up and reexamination

In individual cases some of the applied and admitted candidates cannot participate in the examination. Administrative costs will be increase because of a break up or **postponement** for another date. That will be charged if cogent reasons for the postponement are not acceptable.

If the exam is not passed, the procedure can always be repeated without restrictions. The already submitted application documents remain valid, the full certification fee (basic fee) becomes due again with the registration for the repetition.

4. Validity of the certificate, recertification

When the validity date documented on the certificate is reached (after 5 years), the certificate loses its validity. A recertification is not planned.

After the expiration of the validity of the basic certificate, a new examination at the price and with the contents of the then current initial examination is necessary. Alternatively, a higher-level certification to IPMA Level D is possible.

5. Higher-level certification

Since the examination for the basic certificate as described in „*3.5 Examination*" covers half of the examination for IPMA Level D, a higher certification is possible. Prerequisite for this is a valid basic certificate.

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5.1. Application for higher certification

The application for examination is made with the aid of document F01 for initial certification to IPMA Level D. The basic certificate (as the basis for higher certification) must be marked with a cross in the „Personal data" spreadsheet.

The registration, registration and upload of documents (application documents, report, etc.) is done via our online tool Moodle. You can find the link to Moodle at **www.pm-zert.de.**

After the initial registration via Moodle you have the possibility to register for the desired certification round and to upload the required documents afterwards.

If it is not possible to upload the documents via Moodle, they can be sent by e-mail (**zertantrag@gpm-ipma.de**) to the PM-ZERT office.

5.2. Higher-level certification from basic certificate according to ICB4 to IPMA Level D according to ICB4

The IPMA Level D exam covers those competence elements that were not tested in the Basic Certificate exam. The written examination lasts 90 minutes.

The written examinations are assessed by PM-ZERT according to a specified taxonomy. The written examination is passed if 12 competence elements are demonstrated at the required level..

	ID	Competence Element	Bloom
Perspective	4.3.1	Strategy	1
	4.3.2	Governance, structures and processes	2
	4.3.3	Compliance, standards and regulations	2
	4.3.4	Power and interest	2
	4.3.5	Culture and values	2
People	4.4.1	Self-reflection and self-management	./.
	4.4.2	Personal integrity and reliability	2
	4.4.3	Personal communication	./.
	4.4.4	Relations and engagement	2
	4.4.5	Leadership	2
	4.4.6	Teamwork	2
	4.4.7	Conflict and crisis	2
	4.4.8	Resourcefulness	./.
	4.4.9	Negotiation	2
	4.4.10	Results orientation	2
Practice	4.5.1	Project design	./.
	4.5.2	Requirements and objectives	./.
	4.5.3	Scope	./.

ID	Competence Element	Bloom
4.5.4	Time	./.
4.5.5	Organisation and information	./.
4.5.6	Quality	./.
4.5.7	Finance	./.
4.5.8	Resources	./.
4.5.9	Procurement	1
4.5.10	Plan and control	./.
4.5.11	Risk and opportunity	./.
4.5.12	Stakeholders	./.
4.5.13	Change and transformation	1

Table 6: Competence elements for higher-level certification from Basis ICB4 to Level D ICB4

The competence elements listed in „*Table 6: Competence elements for higher-level certification from Basis ICB4 to Level D ICB4*" are tested at the Bloom level named in the „Bloom" column. Competence elements that have a „./." in the "Bloom" column are not subject to the written examination.

5.3. Higher-level certification from basic certificate according to ICB3 to IPMA Level D according to ICB4

Holders of a basic certificate, which they have acquired in accordance with the requirements of ICB3, can also achieve a higher certification. The required written examination lasts 90 minutes.

The written examinations are assessed by PM-ZERT according to a specified taxonomy. The written examination is passed if 14 competence elements are demonstrated at the required level.

This comprises the following competence elements:

	ID	Competence Element	Bloom
Perspective	4.3.1	Strategy	1
	4.3.2	Governance, structures and processes	2
	4.3.3	Compliance, standards and regulations	2
	4.3.4	Power and interest	2
	4.3.5	Culture and values	2
People	4.4.1	Self-reflection and self-management	3
	4.4.2	Personal integrity and reliability	2
	4.4.3	Personal communication	3

	ID	Competence Element	Bloom
	4.4.4	Relations and engagement	2
	4.4.5	Leadership	2
	4.4.6	Teamwork	2
	4.4.7	Conflict and crisis	2
	4.4.8	Resourcefulness	2
	4.4.9	Negotiation	2
	4.4.10	Results orientation	2
Practice	4.5.1	Project design	./.
	4.5.2	Requirements and objectives	./.
	4.5.3	Scope	./.
	4.5.4	Time	./.
	4.5.5	Organisation and information	./.
	4.5.6	Quality	1
	4.5.7	Finance	./.
	4.5.8	Resources	2
	4.5.9	Procurement	1
	4.5.10	Plan and control	./.
	4.5.11	Risk and opportunity	./.
	4.5.12	Stakeholders	./.
	4.5.13	Change and transformation	1

Table 7: Competence elements for higher-level certification from Basis ICB3 to Level D ICB4

The competence elements listed in „*Table 7: Competence elements for higher-level certification from Basis ICB3 to Level D ICB4Table 7:* " are tested at the Bloom level named in the „Bloom" column. Competence elements that have a „./." in the column "Bloom" are not subject to written examination.

This offer of higher certification is limited in time. It ends on 31.12.2022. This means that from 1.1.2023 onwards a higher-level certification is no longer possible from the basic certificate according to ICB3 to IPMA Level D according to ICB4.

6. Appeals and complaints

With an appeal, an applicant requests the re-examination of a negative decision made by the certification body with regard to his certification status.
With a complaint, an applicant complains about defects in the course of his certification procedure or inappropriate treatment by the personnel of the certification body.

6.1. Appeals

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An appeal may be lodged in the following instances:

    a.   non-admittance to the certification process

    b.   non-issue of the certificate

Appeals must be submitted in writing to the PM-ZERT office within **4 weeks**. The office shall arrange for an unbiased processing of the appeal and inform the sender of the status of the processing within **6 weeks**. The sender will be informed in writing of the final decision and the reasons for it.

6.2. Complaints

Complaints must be submitted in writing to the PM-ZERT office within **6 weeks**. The office shall inform the complainant of the result in writing within **6 weeks**.

7. General information for candidates

In order for your certification to be organized reliably, it is essential that you consider the following information:

1. Study carefully the prerequisites and requirements for the certification procedure in Section 1 and check whether you meet all the requirements beyond doubt. It is best to clarify any ambiguities or doubts by telephone or in writing with the PM-ZERT office before applying.

2. Submit complete application documents.

3. Please adhere to the published deadlines or the deadlines agreed with you to avoid the risk of exclusion.

4. Reserve the examination date in good time in your appointment calendar. If you are unable to meet a scheduled date, this will usually result in additional costs and a postponement to a later examination date.

8. Data protection and confidentiality

1. The certification body of GPM Deutsche Gesellschaft für Projektmanagement e.V. „PM-ZERT" undertakes not to pass on or publish company data and personal data as well as the contents of project lists and reports made available to it in connection with the certification procedures to third parties.

2. The data and content will only be communicated to PM-ZERT function owners, in particular the assessors, for use within the scope of their functions. PM-ZERT is exempted from this undertaking if a certification candidate explicitly consents to their publication or dissemination.

3. Should PM-ZERT have to process personal data within the framework of the provision of services, PM-ZERT shall protect the interests of data protection within the framework of the statutory and operational regulations and shall take measures to ensure data security.

9. Use of the PM-ZERT logo

1. The PM-ZERT logo is legally protected and may not be used by unauthorised persons in printed or

electronic media.

2. Admittance and examination documents which are not PM-ZERT forms and are used by the candidate in the certification process may not bear the PM-ZERT logo.

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PM-ZERT is certified according to ISO 9001:2015

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