

## PM-ZERT

Certification Body of the GPM

### Guidelines for Level B candidates

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## Relevant documents

The PM-ZERT documents listed in the following table are required either for the preparation for certification or are necessary for the application documents to be submitted. Their content also completes the comprehensive information intended by this guide. The sequence of validity of the individual documents is regulated in General Guide Z01.

Please familiarize yourself with the following 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
A01	Actual dates and fees	No
F01	Application for certification (initial certification, higher level certification, recertification) with self-assessment (incl. evidence shares), evidence in projects, ESR and determination of complexity	Yes
Z01 General Guide	General Guide	No
R03	Ethics Code of the GPM	No

Table 1: Application documents

## List of abbreviations, terms and definitions

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
ESR	Executive Summary Report
LA	Lead-Assessor
CoA	Co-Assessor
Applicant	Person who has applied to enter a certification process
Candidate	Person who has satisfied the entry requirement of the certification process

Table 2: List of abbreviations, terms and definitions

GPM attaches great importance to a differentiated responsible, non-discriminatory and gender-equitable use of language in publications. Whenever the generic masculine is used, this is to be understood as a neutral grammatical expression and in no way implies any discrimination against the opposite sex. Further information on the "gender-fair spelling" of GPM can be found at: [www.gpm-ipma.de/utilities/impressum\\_datenschutz.html](http://www.gpm-ipma.de/utilities/impressum_datenschutz.html)

## 1 Validity

This document is valid as of 9.04.2021.  
Version 9 is still valid until 8.11.2021.  
Version 8 is still valid until 14.08.2021.  
All previous versions are invalid.

## 2 IPMA LEVEL B certification

Level description and requirements (original in ICR Public)

IPMA Level B		
	Requirements	Eligibility
Level: IPMA Level A Domain:  Project management	The project management certification according to IPMA Level B requires that the candidate has acted in a complex project environment of his organization.	Within the last 8 years the candidate must prove the following:  At least 5 years of experience as a project manager, including 3 years in a responsible leadership function in complex projects.  The timeline for the proof of relevant experience can be extended by 4 to 12 years on request with justification.

Table 3: Description Level B

The following parameters are taken into account to demonstrate the management competence required for IPMA Level B:

- Variety of type and size of projects
- Complexity of projects
- Evidence of the elements of competence (CE)
- Role of the applicant in the project
- Time spent managing projects
- Number of current projects

### 2.1 Target groups according to taxonomy

The target groups for IPMA LEVEL B certification are

- Project manager with many years of experience in managing complex projects
- Managers in strong/authorized positions or with authorizing reference to projects in autonomous or matrix organization

## 2.2 Process steps

Step No.	Process step	Initial certification	Deadline for submission/ execution	responsible
<b>1</b>	<b>Approval</b>			
1.1.	Application for certification (F01)	x	No later than 9 weeks before Assessment	Applicant
1.2.	Curriculum vitae (with a brief description of the company)	x		
1.3.	- Executive Summary Report	x		
1.4.	Self-assessment of knowledge and skills (Structured Evidence, F01)	x		
1.5.	References (F01)	x		
1.6.	Decision on admission to assessment	x	5 weeks before assessment	PM-ZERT
<b>2</b>	<b>Assessment</b>			
2.1.	Level B Report	Max. 25 pages / Max. 15 pages appendix	No later than 4 weeks before Assessment	Candidate
2.2.	Written exam	180min	Date entry	PM-ZERT
2.3.	Roleplay based Scenario (Workshop)	x	Date entry	PM-ZERT
2.4.	Final Interview	90min	Date entry	PM-ZERT
<b>3</b>	<b>Completion</b>			
3.1	Certificate decision	x	No later than 6 weeks after Interview	PM-ZERT
<b>The total duration of the procedure from the date of admission (1.6) to the last examination step (2.4) shall not exceed 18 months.</b>				
<b>Each examination step may be repeated no more than once. The repetition must take place within 12 months. The total duration of the procedure remains unaffected.</b>				

Table 4: Process steps Level B

## 2.3 Preparation, content and duration of the certification process

The certification process is described in „Table 4: Process steps Level B“.

### 2.3.1 Requirements to be met to successfully complete the assessment

- The requirements of 23 CE have to be fulfilled via the full assessment.
- The requirements of a CE are met when the requirements of 50% of the KCI belonging to the respective CE are met.
- The written exams are designed so that the questions for each CE have been prepared in such a way that the correct answers meet the requirements for the respective KCI.
- The questions in the written exams are of varying complexity and cover the requirements of the CE/KCI to varying degrees. Therefore, there are a varying number of questions per CE, of which sometimes one ("difficult" question), but also two or three ("easy" questions) must be answered correctly in order to meet the requirements of the CE. For this reason, the written tests of each CE state how many questions must be answered correctly.

### 2.3.2 Approval and admission

Registration, login and upload of documents (application documents, report, etc.) is done via our online tool at [www.candidate.pm-zert.de](http://www.candidate.pm-zert.de).

After the initial registration you will have the opportunity to register for the desired certification round and subsequently upload the required documents.

#### 2.3.2.1 Application documents

Application documents are:

- a. The completed application form (F01), with which the applicant accepts by signature all regulations of the certification procedures and the rights and obligations associated with the certificate.
- b. Executive Summary Report (ESR-projects in one file); for details see Z01 General Guide ICB4.
- c. A curriculum vitae (informal) with the following content (if applicable)
  - School and professional education
  - Education in project management
  - Professional career
  - Brief description of the company<sup>1</sup>
  - Experience in project management (evidence)
  - Membership in relevant professional organisations
  - Awards and publications related to project management
  - Presentation of international PM activities
- d. Proof of project management activities: projects and descriptions, complexity<sup>2</sup> (project lists P1 to P12 in document F01\_PM\_Application, see also General Guide Z01).
- e. Self-assessment on self-assessment sheet (in document F01\_PM\_Application).
- f. Two references (in document F01\_PM\_Application)<sup>3</sup>

<sup>1</sup> A short, self-written text (max. 1 page) about the company in which the candidate works or in which he has gained his essential project experience. The classification of PM in the company and the function and role of the candidate should be recognisable.

<sup>2</sup> In addition to listing the projects (project lists P1 to P12 in document F01\_PM\_Application), it is expected that the candidate presents his personal role, when presenting the project management experience, the PM methods and techniques he uses, as well as the project organization and the main project participants in the respective description (project lists P1 to P12 in document F01\_PM\_Application).

<sup>3</sup> Nomination of two persons (with company/institution, position/function, telephone number) who can provide information about the applicant's project work.

A list of abbreviations must be enclosed, in which all abbreviations used in the application documents are explained.

The forms for a., d., e. and f. are included in the download packages available for each certification level at [www.pm-zert.de](http://www.pm-zert.de).

Application form F01 is included in the download packages available for each certification level at [www.pm-zert.de](http://www.pm-zert.de).

Certifications usually take place in German. For certifications in English, please contact the PM-ZERT office.

#### **Hint:**

**The forms for the activity** reports (project lists P1 to P12 in document F01\_PM\_Application) are available as electronically supported EXCEL workbooks.

They will be uploaded directly at [www.candidate.pm.zert.de](http://www.candidate.pm.zert.de). Detailed instructions on how to complete the application can be found in Z01 General Guide.

#### **2.3.2.2 Self-assessment**

The assessment of one's own PM competence (PM knowledge and application experience (evidence)) is carried out with the help of the taxonomy according to Bloom (in document **Z01 General Guide**) and via the self-assessment form.

The document is available in the download packages at [www.pm-zert.de](http://www.pm-zert.de).

The self-assessment form serves the assessors for comparison with the assessments arising in the course of the certification procedure. Conspicuous potential for improvement is discussed in an interview with the applicant.

#### **2.3.2.3 Admission to the certification process**

Applicants upload their application documents at [www.candidate.pm.zert.de](http://www.candidate.pm.zert.de) and then receive an email confirming the upload. The upload of the individual application documents can be done at different times, but – if possible – should take place in a single upload process. The documentation is complete when the F01, CV and Executive Summary Report (ESR-projects in one file) have been uploaded.

PM-ZERT assigns an assessor to review the documents. The assessor checks whether the admission requirements or the PM professional certification requirements are fulfilled. The final recommendation on classification is made by the assessor after evaluation of the submitted documents.

The applicant is informed of the names of the assessors (LA, CoA) who will lead the further process. The applicant can reject an assessor within one week after receipt of the letter of admission, stating the reason in writing. PM-ZERT decides on the rejection request.

In the event of a positive decision, the applicant will be admitted to the certification procedure intended by him. With the written notification of admission the candidate is invited to the certification procedure.

The selection of the project to be used for the report and its suitability for the desired level is the applicant's responsibility. The project must meet the complexity requirements for Level B.

The certification fee (according to the current fee table) will be invoiced with the admission. It becomes due on receipt of the invoice.

In the event of a negative decision within the framework of admission, a second assessor is commissioned to independently examine the PM-related certification requirements. If the second assessor should also

come to a negative admission decision, an admission interview can be conducted - in person or by telephone. In a personal admission interview, the PM-ZERT office will agree the date and location with the applicant and the assessor. The purpose of the admission interview is to discuss and verify information from the application documents. After verification of the information from the application documents and the consent of the assessor, the applicant is admitted to the certification procedure.

The applicant can also prove the fulfilment of the required requirements by suitable additions to his application documents, if this has been agreed with the assessor during the admission interview.

If an applicant is not admitted to his desired certification process despite subsequent delivery, he will be informed (in writing) of the reasons for the decision. He may also exercise his right of objections and complaints (see Z01 General Guide).

All data made available to PM-ZERT will be treated in accordance with the applicable data protection regulations and will neither be passed on to third parties nor published without the consent of the sender (see Z01 General Guide).

## 2.4 Certification assessment

### 2.4.1 General information

Prerequisite for the certification assessment is the admission.

According to Bloom-Taxonomie (in document Z01 General Guide), examination components are levels 4 to 6.

The assessment is passed if the requirements of a total of 23 CE are assessed as "fulfilled". If less than 23 CE are assessed as "fulfilled", PM-ZERT informs the applicant which parts of the assessment need to be repeated or corrected.

### 2.4.2 Certification

Prerequisite for the certification assessment is the admission:

- Submission and evaluation of a report based on the Executive Summary Report (ESR, description see Z01 General Guide, chapter "Executive Summary Report")
- Written exam 180 minutes
- Workshop
- Interview 90 minutes

#### 2.4.2.1 Producing a report based on the ESR

##### 2.4.2.1.1 Format specifications for the Report Level B

The report comprises a maximum of 25 text pages in A4 format with a font size of 11 pts and single line spacing (larger line spacing is permitted). A minimum of 2 cm margins of at least 2 cm each are to be maintained on the left, right, top and bottom.

The 25 text pages are "net", i.e. cover page, content and self-declaration are not included.

The additional explanatory annexes (forms, plans, etc.) may not exceed 15 pages.

The references to information in the appendix must be indicated in the report by a cross-reference.

The report must be submitted as **one** bookmarked PDF file.



The file name must have the following form: **Report\_Name-First\_Name\_Version.pdf**.

The document must have the common form of a quality document such as bookmarks, page numbering, directories, change history/version. This is very important in the case of any additional requirements/deliveries that may be required by the assessors. Especially when quoting texts, pictures and graphics a reference is required.

*Note: To create bookmarks in a PDF document created from a Word file, the headings, tables and graphics in the Word file must be declared as headings, tables and graphics. If the PDF document is then created with "Save As", you must select the creation of bookmarks from the headings in the "Save As" options. Please make sure that the PDF document is NOT write-protected so that the assessors can enter comments and markers in the report as part of the evaluation.*

At the end of the work, the candidate must provide the following written declaration:

*"I hereby assure you that I have produced this report independently and without the involvement of third parties."*

The report is stored electronically by **uploading** the PDF file in the protected data area of [www.candidate.pm.zert.de](http://www.candidate.pm.zert.de) at PM-ZERT. Only the PM-ZERT office and the assessors in charge of the assessment have access to these files.

The sender automatically receives an e-mail as proof of delivery. After the download by all authorized persons, the file is deleted by the PM-ZERT office, a copy of the report is electronically archived at PM-ZERT.

Timely receipt at PM-ZERT is a prerequisite for admission to the next step in the certification process and thus for successful completion of the certification assessment.

#### **2.4.2.1.2 Structure of the Report**

The structure specified in this chapter is a binding specification for the report.  
The report is divided into 2 chapters:

##### Chapter 1:

Content presentation of the project in the form of a management summary on max. 3 pages. The contents are selected from the CEs defined in chapter „2.4.2.1.3 *Competence Elements (CE)*“ (16 prescribed; 6 free). The candidate should note that in this Management Summary not all CEs need to be processed. The candidate is expected to make a suitable selection for this purpose.

##### Chapter 2:

Description of the management challenges for all defined CEs (see next chapter) of the desired level that have occurred during the project duration. The report should present the applicant's experience as follows:

- Challenges in the management of the project and its participants
- Dealing with these challenges
- The results achieved
- Reflection of results and derived lessons learned

The STAR method can be used to structure the selected competence elements of the report (Situation, Task, Action, Result, see description in **Z01 General Guide** in chapter "Interview"). The situation can be described at the CE level, the remaining information about task, action and result must be described at the KCI level.

Note that the KCI description must indicate the required Bloom level.

For the description of the KCI, it is helpful to refer to the listed measurement criteria from the ICB4.

### 2.4.2.1.3 Competence Elements (CE)

The ICB requires evidence based on the following CEs:

- 5 CEs from Perspective (contextual competencies)
- 10 CEs from People (Personal and social skills)
- 13 CEs from Practice (Technical Competencies)

Information on the Competence Elements can be found in **Z01 General Guide**.

At least 22 Competence Elements must be worked on in the report on the basis of the Bloom level specified for level B (see taxonomy table in the currently valid version of document **Z01 General Guide** with specification of the required Bloom level). Apart from the Competence Elements mentioned under "Chapter 1" (above), the Competence Elements are freely selectable by the applicant.

The following CE **must** be processed in the report:

- 4.3.2 Governance, structures and processes
- 4.3.3 Compliance, standards and regulations
- 4.3.4 Power and interest
- 4.4.5 Leadership
- 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
- 4.5.7 Finance
- 4.5.8 Resources
- 4.5.9 Procurement
- 4.5.10 Plan and control
- 4.5.11 Risk and opportunity
- 4.5.12 Stakeholders

The remaining 6 Competence Elements to be described are freely selectable by the candidate.

Each processed Competence Element is described according to "Challenges in Management" and "Dealing with these Challenges" as described in chapter „2.4.2.1.2 Structure of the Report“ with its associated KCIs and must be marked with the CE number and KCI number according to ICB4.

Tabularly structured, keyword-like versions do not meet the requirements.

### 2.4.2.1.4 Annex and Attachments

Explanatory and supplementary information on the project such as graphics, forms, plans, evaluations (in extracts, exemplary) serve to evidence the findings made in the text.

### 2.4.2.2 Evaluation Report Level B

The report is an independent part of the certification process Level B.  
The report is evaluated on the basis of the current version of this document.

The CEs are assessed by the decision "fulfilled" or "not fulfilled". A CE is fulfilled if at least 50% of the associated KCIs have been evaluated as fulfilled. The Interview is open to anyone who proves that at least 11 of the 22 CEs processed have "fulfilled" the required level (Bloom level) in the report. If the 11 required competence elements are not fulfilled, the assessor decides in which form a revision has to take place. The candidate is informed of the result of the ranking by PM-ZERT.

A report rated as "fulfilled" is the prerequisite for admission to the interview.

### 2.4.2.3 Written exam

In the certification procedure **Level B**, a 3-hour written examination is held to objectively assess the knowledge related to the level.

At the beginning of the written examination an assessor checks the identity of the participants. This can be proven by means of an identity card or a driving licence. The verification can be omitted if a present organiser confirms the identity of the participants. For all written examinations no own documents (written or electronic notes, laptop) may be used.

The written examinations contain examination questions from the entire complex of competence elements of the ICB4, but they do not have to cover all CE. The examination questions are arranged according to the Bloom taxonomy for the respective level.

The requirements of the written examination are fulfilled if at least 50% of the KCIs assessed in the written examination have been assessed as "fulfilled".

The self-assessment (contained in PM-ZERT document F01 Application) is helpful for identifying gaps in knowledge when preparing for the assessment. In addition, the focal points of the tests are explained in the PM-ZERT document Document Z01 General Guide, which is available at [www.pm-zert.de](http://www.pm-zert.de).

During the supervised written exam(s), the assessor may only be asked comprehension questions. The KCIs of the written exam(s) will be marked " fulfilled " or " not fulfilled " by an assessor according to a fixed scheme.

### 2.4.2.4 Roleplay based Scenario

The role play based scenario serves to **verify self-assessment and evidence** - for the candidates by reflecting on their own PM competence, for the assessors by "experiencing" the candidates while working on the given task in the project team.

There are different variants of the Roleplay based Scenario, which are specified by PM-ZERT for the respective assessment. It can be an approximately 6-hour workshop in which a selected **project case study** is worked on by the candidates in a team or a two-part workshop with different and independent tasks given by the assessors. Both variants are of equal value.

One focus of the assessors' observations is on the CE

- 4.3.1 Strategy
- 4.3.4 Power and interest
- 4.4.2 – 4.4.10 (all Elements from „People“ except 4.4.1 Self-reflection and self-management)
- 4.5.1 Project design
- 4.5.8 Resources
- 4.5.9 Procurement

Evaluation criteria for the observations of the assessors during the assessment process:

- the target group-oriented elaboration of technical-methodological results
- the social behaviour when acting in the group.

In addition to the submitted documents, the assessors gain impressions during the assessment of practical PM skills and social competence from the observation of the candidates and their work results. The requirements for performance in the role-play based scenario are met if at least 40% of the KCIs observed by the assessors were assessed as "fulfilled".

No own documents (written or electronic notes, laptop) may be used in the Roleplay based scenario. The project teams may be composed of a mixture of Level **C and B** candidates. Roleplay based scenarios with Level C certificates only are possible, those with Level B certificates only are not. For mixed teams a ratio of 3:1 is to be aimed at (max. 12 participants). In the case of Level B certificates, the leadership qualities required for managing complex projects in a complex environment must be recognisable. According to the Bloom taxonomy, additional tasks are distributed here and processed accordingly by the candidate. The division into working groups is decided situatively by the assessors. The distribution of roles within the groups is carried out by the groups themselves. The assessors provide information on this.

Depending on the variant of the Roleplay based scenario, the assessors can conduct a feedback round together with all candidates.

#### 2.4.2.5 Interview

The Interview leads to the final assessment of the candidate. In any case, it is the last step of the assessment after completion of all assessment steps required for the level. It is a conversation between the candidate and the two assessors. It takes about 90 minutes. The main contents of the interview are determined by the questions prepared and compiled by the assessors and dealt with during the interview. The interview is initiated by a 10-minute presentation of the certificate holder on the project of his report. The candidate can prepare this presentation in advance. Prepared flip charts or PowerPoint presentations may be used as aids.

During the entire certification process, the assessors maintained a file that provides information on the coverage of 80% of all competence elements required by the ICR4, as well as on the "fulfilled" or "not fulfilled" with regard to the requirements of the key competence indicators. The evidence required for the desired level is also recorded in this file.

In appropriate situations, more detailed questions are structured according to the STAR method (see description in **Z01 General Guide** in the chapter "Extended Interview").

CE 4.4.1 Self-reflection and self-management is a focus of the interview.

The requirements of the interview are fulfilled if at least 50% of the KCIs observed by the assessors were assessed as "fulfilled".

The candidates receive appreciative feedback on their performance in the certification process and advice for their further development in project management.

In addition, after the interview, candidates can ask the assessors for individual results of their written exam and report.

### 2.4.3 Higher-level certification

Higher-level certification is only possible up to the next higher level. The process is similar for all levels. It is described in its general guidelines in **Z01 General Guide** for all levels.

For a Higher-level certification (in this case from level C to B), the following steps must be carried out, which correspond to the steps of the initial certification:

- Admission to Level B process by an assessor (see 2.3.2)
- Submission and evaluation of a report based on the Executive Summary Report (see 2.4.2.2).
- Written exam 180 minutes (see 2.4.2.3)
- Extended Interview 120 minutes.<sup>4</sup>

PM-ZERT determines the course of the Assessment Level B. A closed, two-day procedure as well as a split procedure on 2 separate dates is possible.

#### 2.4.3.1 Extended Interview

In any case, the Extended Interview is the last step in the assessment and leads to the final assessment of the certificate holder. In this respect, the extended interview takes place if the previous assessment steps have been assessed as passed. It is an interview between the candidate and two assessors. It takes about 120 minutes. The essential contents of the interview are determined by the questions prepared and compiled by the assessors and dealt with during the interview.

In addition to questions from the project described in the report, the assessors can also set the candidate a special task. This can be particularly useful if there are gaps in the overall results of the individual KCIs in the report. In this case, before the start of the interview, the candidate is given the opportunity to think about the question within 5 to 10 minutes and then discuss the topic with the assessors in the interview.

The interview is initiated by an approximately 15-minute presentation by the candidate on the project of his report. In addition to the contents, it serves the candidate to convey evidence in KCI from the CE 4.4.4, 4.4.8 and 4.4.10. The candidate can prepare this presentation in advance. Prepared flip charts or PowerPoint presentations are permitted as aids.

Main topics of the extended interview are the CE

- 4.3.1 Strategy
- 4.3.4 Power and interest
- 4.4.1 – 4.4.9 (all Elements from „People“ except 4.4.10, which is already covered during the presentation)
- 4.5.1 Project design

The requirements of the interview are met if at least 50% of the KCIs observed by the assessors were assessed as „fulfilled“.

During the entire certification process, the assessors maintained a file that provides information on the coverage of 80% of all competence elements required by the ICR4, as well as on the "fulfilled" or "not fulfilled" with regard to the requirements of the key competence indicators. The evidence required for the desired level is also recorded in this file.

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<sup>4</sup> If first and higher level candidates take part in an assessment Level C and B, the workshop usually is binding for all candidates. The higher level candidates therefore usually undergo the same assessment as the first level candidates. The variant with workshop can also be chosen by the higher level candidate himself.

In appropriate situations, more detailed questions are structured according to the STAR method (see description in **Z01 General Guide** in the chapter "Interview").

The candidates receive appreciative feedback on their performance in the certification process and advice for their further development in project management.

In addition, after the interview, candidates can ask the assessors for individual results of their written exam and report.

## 2.5 Granting of certificate

After successfully passing the certification process and confirmation of the proper execution of the process by the certification body, the candidates are awarded the corresponding certificate.

In the case of unfinished orders, the certificate will not be issued until the subsequent deliveries have been positively assessed by the assessors. All certificates are registered with PM-ZERT and IPMA and published with IPMA (country, name, certificate level, validity dates).

If a certification procedure has not been successfully completed in all parts, the failed examination parts can be repeated for a fee. Repeat fees can be found in the overview of current dates and fees (A01).

Repeat appointments are agreed with the PM-ZERT office. The repetition is only possible once for each part of the examination and can take place at the earliest on the next certification date and after 12 months at the latest.

If a certification process is not passed altogether, the certification can be applied for again after one year.

The certificate holder shall promptly inform PM-ZERT of any matters that may affect their ability to meet the requirements of the certified level.

## 3 Re-certification

The procedure and requirements for re-certification are described in **Z01 General Guide** for all levels.



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PM-ZERT is certified according to ISO 9001:2015