STEP 1: APPLICATION FOR CERTIFICATION

The first step in the IPMA® Level B certification process is to create the **certification application for the VZPM certification body**. The certification application consists of an Excel document with several tabs. In it, you provide information about yourself, the projects you have managed or assisted and carry out a self-assessment.

You submit your certification application to us several times for **quality checks and feedback**. You then forward it to the VZPM.

The certification body then checks the information you have provided in the certification application. After a successful review, you will be admitted to the next process step, the **Executive Summary Report (ESR)**.

STEP 2: EXECUTIVE SUMMARY REPORT

The Executive Summary Report is a maximum 15-page document. In it, you describe your role in the company and in the project and the reference project selected for certification.

You submit your Executive Summary Report to us several times for **quality checks and feedback**. You will receive detailed written feedback from us during the **coaching** and in the **reviews**. If the Executive Summary Report meets the requirements of the certification body, you forward it to the VZPM.

The certification body will then review your Executive Summary Report. If you pass this certification step, you will be admitted to the written examination.

STEP 3: LESSONS

The next step in the IPMA® Level B certification process is **theoretical training and exam preparation**. You determine the most suitable teaching option for you:

- ☑ E-Learning
- ☑ Individual coaching

In the lessons, the required 28 competence elements of the ICB4 are learned using theory, repetition and exercises. This will give you the basic knowledge you need to successfully pass the written exam. The learning process is supported by our electronic platform. You use the platform to learn, deepen and practise your project management knowledge.

Certification IPMA® Level B

Process description Certified Senior Project Manager IPMA® Level B (english)

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07/2024/amb

STEP 4:
WRITTEN EXAM

The **written examination** lasts 3 hours and comprises minicases with assignments derived from them. It covers 28 ICB4 competence elements from the areas of Practice, People and Perspective.
Once you have passed the written exam, you will be admitted to write the **project report**.

SCHRITT 5: PROJECT REPORT

In the project report, you describe the challenges you faced in the reference project. Using specific project situations, you demonstrate your actions and reflect on the resulting outcomes. The document comprises a maximum of 25 pages plus a maximum of 15 pages of appendices.
As with the Executive Summary Report, you submit your project report to us several times for **quality checks and feedback**. You will receive **detailed feedback** from us in writing during the **coaching** and in the **reviews**. If the project report meets the requirements of the certification body, you forward it to the VZPM.
If you pass this certification step, you will be admitted to the final certification step, the 2-hour interview with two VZPM assessors.

STEP 6: INTERVIEW

In a personal **interview training** session, we prepare you for the interview in a holistic way so that you can approach it in a relaxed manner.
Passing the interview is the final certification step. After successful certification, you will receive the coveted title "**Certified Senior Project Manager IPMA® Level B**".

REQUIREMENTS

- ☑ For IPMA® Level B certification, proof of experience must be provided within the last 8 years, in exceptional cases up to 12 years:

- ☑ **Certified Senior Project Manager IPMA® Level B**
  5 years' experience as a project manager, including at least 3 years in a responsible management role in complex projects

- ☑ **Certified Senior Programme Manager IPMA® Level B**
  5 years of experience as a program manager, of which at least 3 years in a responsible management function in complex programs

- ☑ **Certified Senior Portfolio Manager IPMA® Level B**
  5 years of experience as a portfolio manager, of which at least 3 years in a responsible management function in complex portfolios

You can clarify whether you meet the requirements for the first certification step (certification application) before you register. The costs of CHF 350 for the preliminary clarification will be deducted from the course costs when you register.

FURTHER INFORMATION

Further details such as dates and costs can be found at 4projects.ch/ipma-level-b-english.

4Projects
Acquire and apply skills.

IPMA
international project management association