

## STEP 1: LESSONS

The first step in the IPMA® Level D certification process is the **theoretical training**. You determine the most suitable teaching option for you:

- Classroom instruction
- Online live lessons
- e-learning

In lessons, the required 28 competence elements of ICB4 are learned through theory, repetition and exercises. This gives 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.

## STEP 2: APPLICATION FOR CERTIFICATION

In the second step, the certification application is created for the VZPM certification body. The certification application consists of an Excel document with several tabs. In it, you provide information about yourself and carry out a self-assessment.

You submit your certification application to us for a **quality check and feedback** to ensure that it meets the requirements of the certification body. You then forward it to the VZPM.

The certification body will then check the information you provided in the certification application. After a successful examination, you will

be admitted to the final process step, the written IPMA® Level D examination.

## STEP 3: WRITTEN TEST

The written IPMA® Level D exam lasts 3 hours and comprises single choice questions and text tasks.

Passing the written exam is the final certification step. After successful certification you will receive the coveted title «**Certified Project Management Associate IPMA® Level D**».

## REQUIREMENTS

- No experience in project management is required.
- A school-leaving certificate or vocational qualification is not necessary.

## FURTHER INFORMATION

Further details such as dates and costs can be found at [4projects.ch/ipma-level-d-english](http://4projects.ch/ipma-level-d-english).

# IPMA® Level D certification

Process description Certified Project Management  
Associate IPMA® Level D (english)



PROOF OF COMPETENCE AND COMPETITIVE  
ADVANTAGE

IPMA® - INTERNATIONAL CERTIFICATION IN  
PROJECT, PROGRAM AND PORTFOLIO  
MANAGEMENT

**4Projects GmbH**  
Project Management Competency Center  
Hofmattstrasse 180  
CH - 5277 Hottwil

Tel. +41 62 875 10 00 / 062 875 10 00  
[info@4projects.ch](mailto:info@4projects.ch) [www.4projects.ch](http://www.4projects.ch)

