Application

FOR IPMA CERTIFICATION

Photo

**Certification level:**

|  Certified Project Management Associate (IPMA level D) |
| --- |
|  Certified Project Manager (IPMA level C) |
|  Certified Senior Project Manager (IPMA level B) |
|  Certified Senior Programme Manager (IPMA level B) |
|  Certified Senior Portfolio Manager (IPMA level B) |
|  Certified Project Director (IPMA level A) |
|  Certified Programme Director (IPMA level A) |
|  Certified Portfolio Director (IPMA level A) |

Scheduled exam date (month):

Personal data:

| Name: |  |
| --- | --- |
| Surname: |  |
| Date of birth: |  |
| Address: |  |
| Postal code: |  |
| Phone number: |  |
| E-mail address: |  |

Payment data (the person or if the applicant is an employee / student educational institutions, and payment will be the company / educational institution):

| Company name / Physical person's name, surname: |  |
| --- | --- |
| Registration number / ID code: |  |
| Bank name, code, account number: |  |
| Address: |  |
| Phone number: |  |
| E-mail address: |  |

Membership:

|  |  |
| --- | --- |
| Eesti projektijuhtimise assotsiatsioon (EPMA) | member / not member |

Certification process language:

|  |  |  |
| --- | --- | --- |
| Written exam |  Latvian |  English |
| Workshop |  Latvian |  English |
| Interview |  Latvian |  English |

**Professional status:**

|  |  |  |  |
| --- | --- | --- | --- |
|  Worker | Self-employed |  Student |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Courses / training in project management:**

|  |  |  |
| --- | --- | --- |
| **From / to** | **Organisation** | **Obtained qualification** |
|  |  |  |
|  |  |  |
|  |  |  |

**APPLICANT'S DECLARATION**

I declare that:

1. I have read the certification process and conditions, I have understood it and I undertake to respect it;
2. I have read guidelines for individual project management competences (ICB version 4), I have understood it and undertake to comply with it;
3. I have read the application documentation for certification and no later than 2 (two) weeks prior to certification of the written examination I will send it electronically to the e-mail certification@epma.ee. Signed original application documents in paper I will submit in the first day of certification.
4. I have read and know the amount of registration fees of certification, certification fees, re-certification fees;
5. I have known and understood that the applicable services mentioned in paragraph 4 will be invoiced in electronic format and sent to the e-mail address mentioned in this application and I agree with such an invoice form.
6. The certification registration fee and certification fee payment I will make no more than one day prior to the certification process has occurred, sending a payment confirmation to the following e-mail: certification@epma.ee;
7. I have known and understood that certification registration fee and certification fee is not refunded if the candidate has not passed the certification exam successfully and it is not possible to issue a certificate.
8. I have known and understood that if the Appeals Commission has ruled that the applicant's certification exam results must be treated as not passed, i.e. the certification exam not passed in whole or only partially, then the certification registration fee and certification fee is not refundable;
9. I have known and understood that if the Appeals Commission has ruled that the applicant's certification exam results must be treated as passed the certification exam completely and has the Certificates to be issued, but the applicant in writing waive the possibility to receive a certificate, he fee for certification is refunded to the applicant, but the registration fee for the certification will not be refunded.
10. I understand that failure to comply with this declaration 3 and 6 of the rules of certification center manager have the right not to admit the applicant to the certification exam.
11. I have known and understood that if the certification examination result is less than the applicant's chosen level of certification requirements, but the examination result is consistent with the lower level of certification requirements, the applicant is entitled to carry out another exam (through adequate remuneration) whether the applicant agrees to receive the lower level certificate. In this case, the certification level of charge refund is not performed.
12. I have read certification re-examination process and the rules, I have understood and know it;
13. I have read re-certification process and conditions, I have understood and know it;
14. I have read certification appeals procedure, I have understood and know it;
15. The results of the certification process are public, IPMA will be publishing both the resulting certificate data and information on the certificate holder and his Certificate on the EPMA website and the IPMA website;
16. Immediately inform EPMA if personal data (address, e-mail address, phone number) changes by sending the following e-mail: certification@epma.ee;
17. Certificate is a property of Certification Center and only Certification Center is entitled to use the certification logo;
18. Immediately notify Certification Center if a certification assessor or assessors can be in a conflict of interest. Conflict of interest is considered to be any kind of situation in which the decision-maker has to decide whether to participate in decision-making, or take any other decision-making activities that affect or may affect its decision-makers or the person for whom the decision they made, so relatives or counter-parties to personal or economic interests, as well as cases where the assessor or assessors before certification exam or certification exams has managed tenderer project management training, advised bidders in connection with the project management theoretical or practical issues, or have been in the applicant's mentors project headed or in which the applicant belongs.
19. I have understood and known that the occurrence of these declarations set out in Paragraph 18 of conflict of interest and in cases when for the certification center is not possible in such a short given time to find another Assessor, the applicant shall have the right to take the certification exam within the next time the Certification center organises certification exam. In this case, the applicant paid the certification fee is transferred to the next exam or after the applicant's written application, will be returned to the applicant. Certification registration fee is non-refundable and must be paid before the next re-certification exam.
20. I have read project manager’s professional code of ethics (<http://www.ipma.world/resources/ipma-code-of-ethics-and-professional-conduct/>), I have understood and know it, and undertake to abide by it;
21. I have known and understood that the violation of the projects of professional codes of ethics, certification center or IPMA has the right to revoke the applicant's certificate;
22. I have known and understood that the certification exam might be recorded on video and audio formats and it is irrevocable. I have been informed that here set the video and audio tracks that IPMA or Certification Center records will only be used for evaluation of the applicant required certification exam, Certification appeal needs and resolving disputes. I have been informed that, if necessary, set the video and audio recordings can be transferred to third parties who have the right to request information in accordance with the laws and regulations governing the right to request such information. I have been informed that in all other cases, set the video and audio recordings to third parties and the public in whole or in part in any area and in any format that is currently unknown or will be known in future is permitted only with the written consent of the applicant. I hereby declare that I agree with such a certification exam for fixing and not raise any kind of complaint about it, not to the certification center, not to IPMA.
23. I have known and understood that all of the applicant's personal and sensitive data, transferred or will be transferred to IPMA or certification center will be used only for purposes of the certification process, the issuance of certificates and paperwork and will not be disclosed to third parties.

I declare that the information provided in the application form is true. I authorize the storage and use of my name and certificate details on the certification body and IPMA databases:

Yes 🞏 No 🞏 (mark “X” as appropriate)

I accept that my information (needed for re-certification) is kept in an IPMA protected database. I want to receive emails from IPMA: Yes 🞏 No 🞏

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (place, date)

**Applicant's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(signature, name)

If the payer is a company / educational institution:

**Company / signature of the head of education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (signature, name)