**Extracted from ICR4 (**[**http://www.ipma.world/certification/icr/**](http://www.ipma.world/certification/icr/)**):**

3.2.5 For levels A, B and C, the applicant provides a summary of any projects, programmes or portfolios they have managed or been involved in to meet the IPMA criteria. Sufficient detail needs to be provided by the applicant to enable the assessors to assess suitability of the IPMA level for which the applicant is applying. This, as a minimum, includes:

* the name and contact details of the applicant;
* a career history including relevant:
  + project, programme and portfolio roles and positions held;
  + degrees and coursework from accredited institutions of higher learning;
  + professional certifications and qualifications;
  + project, programme and portfolio management training;
  + professional memberships; and
  + other professional development including awards, achievements or publications in project, programme or portfolio management.
* An overview of projects, programmes and portfolios which include:
  + key deliverables, duration, budget and complexity of the projects, programmes or portfolios; and
  + role, responsibility and extent of engagement of the applicant in each of the projects, programmes or portfolios.

3.2.6 For re-certification at all levels, the certificate holder must provide a CV as above plus sufficient evidence that they have undertaken a minimum of 35 hours’ of Continuing Professional Development (CPD) per annum since their last certification. The CPD record is signed by the applicant and includes:

* name of development activity;
* description of the activity;
* dates undertaken and hours claimed;
* Competence Elements covered by the activity; and
* a summary statement reflecting on their learning from the CPD gained over the period and how they benefited.