

Recertification Application

Application Level applied for:									
Level A	<input type="checkbox"/>	Level B	<input type="checkbox"/>	Level C	<input type="checkbox"/>	Level D	<input type="checkbox"/>	Candidate ID:	<input type="text"/>

SECTION 1: Applicant Personal Details

Title:	First Name:	Last Name:
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SECTION 2: Current Organisation

Organisation Name:	Job Title
Industry Sector:	

Please advise ipma@aipm.com.au if there has been any changes to your personal or organisational details since your last registration

SECTION 3: Continuous Education - relevant training and studies since last Certification

From/To:	Institution:	Course Title:

SECTION 4: Work Experience

Since last certification - please list your most recent position first.

Job Title:	Company:	Location:	Duration:

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SECTION 5: Organisational Profile

Please write a brief overview of the organisations where you have worked during the last five years, and a summary of your project management experience, role and responsibilities.

SECTION 6: Referees

Please provide names and contact details of three workplace referees that can validate your experience. Your Assessors **will contact at least two of your referees.**

Referee 1.

First Name:	Last Name:
Position:	Organisation:
Phone:	Email:
Your referee's relationship to you.	

Referee 2.

First Name:	Last Name:
Position:	Organisation:
Phone:	Email:
Your referee's relationship to you.	

Referee 3.

First Name:	Last Name:
Position:	Organisation:
Phone:	Email:
Your referee's relationship to you.	

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SECTION 7: Additional Information

Please include any additional information you would like to share. e.g. project management literature published, presentations or trainings conducted, involvement in working groups or Association etc.

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SECTION 8: Project, Programme and Portfolio List

Please provide a detailed summary of any projects, programmes or portfolios you have managed or been involved since the last IPMA certification or recertification. The list should begin with the most recent project, programme, portfolio and end with the oldest one.

NOTE: Candidate must be able to demonstrate they have completed a minimum of 500 days in Project Management activity to the level of certification applied for

Nr.	Project/ programme/ portfolio name	Project performing company/ customer	Start (MM.YYYY) & finish (MM.YYYY):	Budget (currency), Effort (people days)	Phases (Quantity)	Complexity	Role and responsibilities of the Applicant	Actual PM effort (days)
1								
2								
3								
4								
5								
6								

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Nr.	Project/ programme/ portfolio name	Project performing company/ customer	Start (MM.YYYY) & finish (MM.YYYY):	Budget (currency), Effort (people days)	Phases (Quantity)	Complexity	Role and responsibilities of the Applicant	Actual PM effort (days)
7								
8								
9								
10								

Please provide an explanation to any abbreviations or acronyms used in the application documents

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SECTION 9: Declaration

I declare that the information stated above and within all other documents submitted as part of my application has been produced without outside help and has not been submitted elsewhere for competence certification or published in this form. I confirm that I have complied with the code of professional conduct. I understand that this information, if misrepresented, or misused, may be grounds for immediate termination of my certification.

Signature of Applicant:		Date:	
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Instructions for Signature:

Click in the signature field to create an Adobe signature **OR** print the completed document, sign, scan and return to ipma@aipm.com.au

IMPORTANT

Ensure this document is correct prior inserting an Adobe digital signature. Once it is signed the document is locked and **CANNOT BE CHANGED**

Please submit the following documents with this form to ipma@aipm.com.au :

1. Self-Assessment form
2. Evidence of Continuing Professional Development
3. Copies of Certificates or Diplomas gained since the last certification
4. Competence development plan.

IMPORTANT: if the assessors having evaluated the documents consider it necessary to recommend an interview, the CB will make the decision as to whether it will take place. The candidates shall be entitled to present additional evidence to support their claim of competence, professional development and their professional conduct at the interview (*Source: ICRG –IPMA Certification Regulations and Guidelines V. 3.10*).