

A circular background image showing a group of people in an office setting. A man in a white shirt is looking at a laptop screen, with a woman and another person partially visible behind him. The image is semi-transparent and overlaid with a dark blue horizontal band containing text.

Applying courses / programmes  
for registration within IPMA  
Education & Training  
Registration System (IPMA REG)



IPMA Education & Training Registration System (IPMA REG) is the global network of quality courses / programmes in Project Management and related fields. My.ipma is here for your organisation to facilitate all your IPMA REG activities starting with application for registration.

Once registered, you will get the opportunity to:

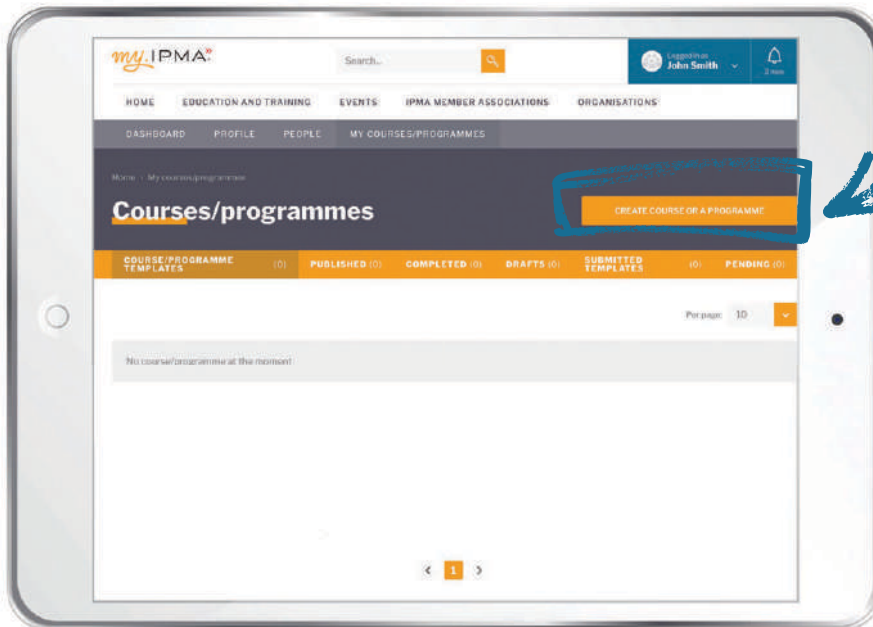
- » be promoted globally and offered to everyone in search of quality courses / programme
- » use the IPMA REG logo on your education / training materials
- » keep track of the participants in your education / training and include them in the system of lifelong education and career development by issuing IPMA CPD Record & Proof of Participation credentials and digital badges to them

## Step 1:

**Make sure you have your organisation created, you have a role within the organization (responsible person or key expert) and you are in your organisation view** (for more information see *Creating your organisation account* booklet).

## Step 2:

Go to My courses / programmes and then Create a course or a programme.



Fill out the fields in the “Create a course or a programme” form:

**a) basic information:**

- name of a course / programme
- main language
- secondary language
- mode of delivery
- type

**b) contact data**

- address
- city
- post code
- country
- phone number
- email address
- website
- person responsible

**c) description**

- short description (up to 250 characters)
- full description (up to 1000 characters)

**d) format of instructions**

**e) course / programme competence areas**

**f) course / programme outline and expected learning outcomes**

**g) key literature and materials**

**h) key people:**

- key expert information (name and surname chosen from a drop-down menu and CV)
- self-assessor (name and surname, email address, CV and Course / Programme application statement)

**i) tags – choose the ones from the list that best describe your course / programme**

## NOTE

You can save the application form as a draft as many times as you want before submitting it, but keep in mind that attachments will not be saved. Add them just before sending.



Guidelines for REG Application in English are available at:  
<https://reg.ipma.world/reg-application/>.

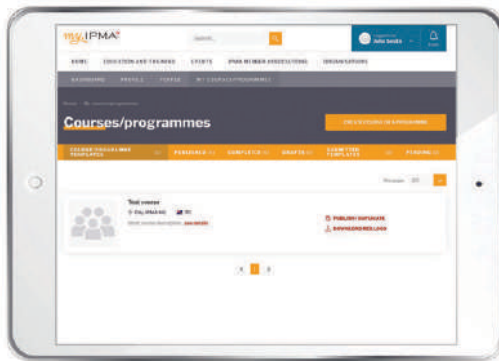
If you would like to receive them in French, Russian or Spanish, contact [rebeka.vlahov@ipma.world](mailto:rebeka.vlahov@ipma.world).



By clicking „Send for registration” button, your application form will be sent to IPMA Member Association in your country.

**NOTE:**

You will receive feedback within 30 days. In case of a positive outcome and acceptance of your course / programme in the IPMA REG System, you will receive a package containing the IPMA REG logo, instructions for its use, and a Letter of acceptance.





**Find out more  
about my.ipma functionalities for organisations:**

*Creating your organisation account*

*Promoting your courses / programmes and managing your  
participants (coming soon)*

