

PRY   
Projektiammatilaiset ry

IPMA<sup>®</sup>  
international  
project  
management  
association



IPMA certification renewal  
– Applicant's instructions

## »»» IPMA certificate renewal

Certificates issued by IPMA are valid for five years from the date of issue of the certificate.

An application for renewal of a certificate shall be submitted no later than six months after the expiry of the certificate.

After the six-month time limit has expired, the certificate cannot be renewed.

After this, the certification process must be completely re-performed.



You can change the domain of the certificate during the renewal. The domains are defined in the ICB and they are *project, programme, portfolio and Agile Leader*. Project and Agile Leader domains are available on all levels A-D and programme and portfolio are available on levels A and B. The change can be made only to another domain on the same level. By changing the domain you must have enough experience required for the renewal of the domain.



# IPMA certificate renewal

## Levels A, B and C

- When renewing a level C, B or A certificate, the applicant must show evidence of having worked in positions according to the domain and level in question for 30 months during the past five years. In addition, he/she must show evidence of having continuously developed his/her own professional skills during the period, at least 35 hours a year, totalling 175 hours in five years. Continuous self-development can encompass for example courses, congresses, giving lectures, writing articles, research, self-study and reading professional literature.
- A level C, B and A re-certification application requires a separately filled appendix. In addition, a free-form CV shall be attached to the application. This CV must contain a report on any contributions by the applicant in developing project management tools, techniques, methods, know-how etc.

## Level D

- When renewing a level D certificate, the applicant must show evidence of having continuously developed his/her own project management capabilities for the last five years, at least 35 hours a year, totalling 175 hours in five years. Continuous self-development can encompass for example courses, congresses, giving lectures, writing articles, research, self-study and reading professional literature.
- A level D re-certification application requires a separately filled appendix. In addition, a free-form CV shall be attached to the application. This CV must contain information on the applicant's work assignments from the last five years at a minimum.

# >>> Application



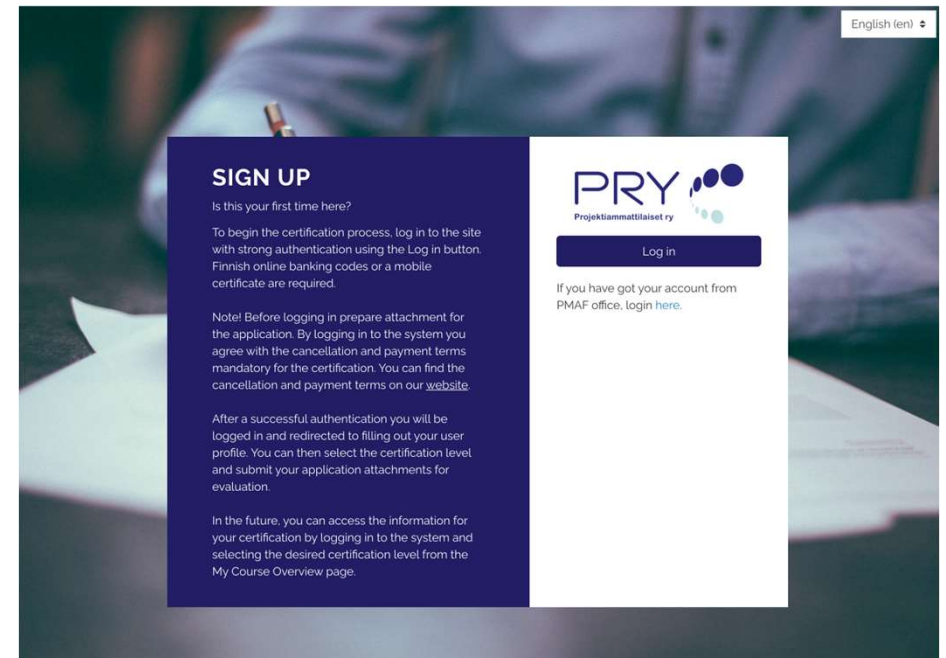
# Begin certificate renewal

Go to web address:

- <https://sertifiointi.pry.fi>

Choose Log in. It will open the strong authentication provided by Telia. Log into the system through the strong authentication method you selected.

If you don't have a possibility to use strong authentication, please contact PRY office [sertifiointi@pry.fi](mailto:sertifiointi@pry.fi).





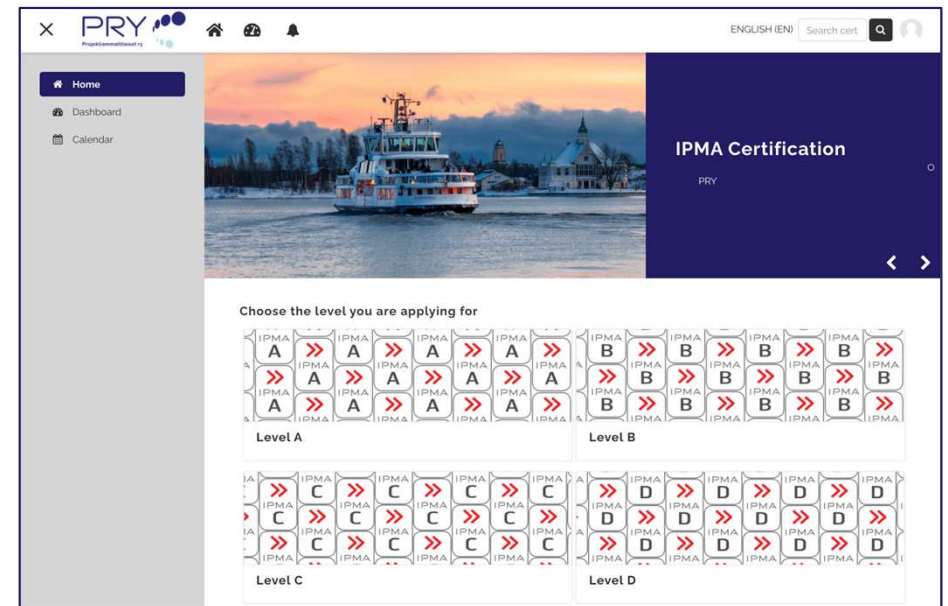
# Update profile information

The screenshot shows a web interface for updating a user profile. The user is identified as 'Seija Sertifioituja'. The profile is divided into two sections: 'General' and 'User picture'. The 'General' section includes fields for First name (Seija), Surname (Sertifioituja), Email address (seija.sertifioituja@pry.fi), Email display (Hide my email address from non-privileged users), City/town (Espoo), Select a country (Finland), and Timezone (Server timezone (Europe/Helsinki)). The 'User picture' section shows the current picture as 'None' and a 'New picture' field with a file upload button. A note indicates the maximum size for new files is 512MB and the maximum number of attachments is 1. The interface includes a sidebar with 'Home', 'Dashboard', and 'Calendar' options, and a top navigation bar with 'PRY Projektiammatillaiset ry', 'ENGLISH (EN)', and a search bar.

- The first time you log in, you will be directed to complete your profile.
- Update all required fields.
- Nickname and surname are sufficient, not all first names need to be entered in the system.
- Save your profile at the bottom of the screen.

# »»» Select the certification level

- From the home page, select the certification level.





# >>> Certificate renewal

- Select the suitable certificate renewal at the level you selected e.g.:
  - Re-certification IPMA Level A
  - Re-certification IPMA Level B
  - Re-certification IPMA Level C Q4
  - Re-certification IPMA Level D
- Enrol yourself by clicking.

Enrol me

# »»» Accept the terms of application 1/2

**▼ Application**

Check your profile for billing and other information below.

Please note that the invoice will be based on the information you provide. Additional office fee will be charged for re-invoicing.

**Profile information**

If you want to update your information, you can edit the by following steps below:

1. Open the user menu in the upper right corner.
2. Select Preferences.
3. Click "Edit Profile".
4. Make changes to your profile.
5. Click Update profile at the bottom of the page.

[? I accept the terms of the application - read and accept this before submitting the application](#)

**Open all** **Close all**

**▶ Application**

If you can only see the header of the Application, you may open the section by clicking the arrow before the header or Open all button.

- Before submitting the application, approval of the terms of the application is required.
- The conditions are always accepted before the application is submitted, even if they have been accepted earlier when the earlier certificate is issued

# >>> Accept the terms of application 2/2

Accept the terms by checking I accept and press Save my choice.

I accept

Save my choice

You can then proceed to save your billing information from the link at the bottom right.

[Invoicing information ▶](#)

**I accept the terms of the application - read and accept this before submitting the application**

**Terms of the application**

**Delivery terms**  
With her/his signature the candidate

- confirms to be familiar with the certification process and its requirements
- confirms the information given on this form and on its attachments to be correct and true.
- authorizes the Project Management Association Finland to store and maintain personal data in the PMAF personal registry and to submit certification information to the IPMA database and to publish on IPMA web pages ([www.ipma.world/individuals/certification/database-of-certified-professionals/](http://www.ipma.world/individuals/certification/database-of-certified-professionals/)). PMAF registry is maintained by the General Data Protection Regulation and no information is released to third parties.
- accepts the possibility of a non-certification-related (force majeure, information technology, etc.) fault in the certification process, and commits to not demand compensation of any kind related to any such fault. PMAF commits to offer a compensatory event etc. for substituting the fault-ridden one without additional payment to PMAF.
- confirms to be familiar with the IPMA certified individual's ethical instructions ([www.pry.fi](http://www.pry.fi)), and commits to obey these instructions.
- confirms not to represent or misuse the content or validity of the certificate.
- accepts the certification prices and the enclosed cancellation terms.

**Cancellation terms**  
By canceling less than 10 working days before the event starts, we will incur office expenses of 50% of the cost. If the candidate does not cancel her participation and does not arrive, we will charge the full price.

In case of illness (or other serious cause) we will not charge the participation fee if the candidate submits to us a medical certificate (or other equivalent document). The candidate can transfer attendance to a certification event one time later than 10 working days before the start of the event. In this case PMAF charges a transfer charge of 100 € + VAT for office expenses. Possible cancellation or transfer should be made by email to [sertifointi@pry.fi](mailto:sertifointi@pry.fi).

**Payment terms**  
PMAF will send an invoice at

- C and D levels when the test is completed.
- A and B levels when the application has been processed.
- Re-certification when the application has been processed.

The reimbursement due to erroneous or incomplete billing information given by the candidate is 100 € + VAT for office expenses. Our payment terms are 14 days. Valid VAT is added to the prices.

The results of this activity will not be published after you answer. x

I accept

Save my choice



# Invoicing information 1/2

Certification is invoiced based on the invoicing information provided. They can be given in three different ways depending on who the payer is and in what form the invoice is delivered:

- E-invoice to a company - this is used when the company you work for is paying the certification and they use e-invoicing to receive the invoice.
- Company E-mail address - this is used when company is paying the invoice and the invoice is sent by e-mail.
- Invoice to email - select this if you want to receive an invoice to your email address.

To enter your billing information, press the Answer Questions button.

## Invoicing information

Next, enter the required invoicing information. Enter the information by clicking the Answer Questions button below.

There are three different ways to invoice the certification:

- E-invoice to a company - this is used when the company you work for is paying the certification and they use e-invoicing to receive the invoice.
- Company address - this is used when company is paying the invoice and the invoice must be sent by normal mail.
- Home address - this is used if applicant wants to get the invoice.

Answer the questions



# Invoicing information 2/2

Fill in the following information:

- E-invoice to the company
  - E-invoice address (OVT-account)
  - E-invoice intermediary identifier
  - Invoicing reference
  - Company name
  - Business ID
- Company e-mail address
  - Invoicing reference
  - Company name
  - Business ID
  - Company e-mail address
- E-mail
  - The e-mail address is stored in the profile, so there is no need to re-enter it again.
  - Enter the identification information you need

Once you have entered the required information, press the Submit Your Response button and proceed to save the application attachments.

### Invoicing information


Mode: User's name will be logged and shown with answers

Certification: A-U-2021

#### Invoicing information

Enter invoicing information below. There are three different ways to invoice the certification:

- E-invoice to a company - this is used when the company you work for is paying the certification and they use e-invoicing to receive the invoice.
- Company address - this is used when company is paying the invoice and the invoice must be sent by normal mail.
- Home address - this is used if applicant wants to get the invoice.

Invoicing method   E-invoice to company  Company address  Home address (stored in profile)

Fill up questions below if you have chosen E-invoicing.

E-invoice address (OVT-account)

E-invoice intermediary identifier


Fill up questions below if a company will pay for the certification.

Invoicing reference (Purchase Order number or other relevant invoicing data e.g.)

Company name

Business ID

Company address

There are required fields in this form marked .

# Return of application attachments 1/4

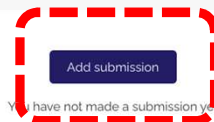
## Application attachments

Return below mentioned prepared appendixes for your application you received in the application package:

- **Appendix 1:** *Hakijan tiedot*, koulutustiedot ja referenssihenkilöiden yhteystiedot.  
*Yhteenvetoraportti referenssiprojektista*, jossa hakija kuvailee rooliaan vastuullisena projektinjohtajana
- **Appendix 2:** *Self-Assessment* is intended for the analysis of the applicant's own project management development needs. *Experience*, the applicant must provide a summary of the projects which she/he has participated in managing and which she/he wishes to use as evidence that she/he meets the eligibility criteria for the profession and level in question.  
*Project schedules*, on this tab, the application form automatically generates a share schedule of the applicant's experience projects. The applicant must check that at the bottom of the table you can find the required amount of experience, ie 36 months for the last six years.  
*Continuous self-development*, where the applicant must provide evidence of having continuously developed her/his own project management capabilities for the last five years, at least 35 hours a year, totalling 175 hours in five years.
- **CV** (Curriculum vitae) may be free-form, but must include an explanation of the applicant's possible contribution to the development of project management tools, techniques, methods, know-how, etc.

## Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	<a href="#">+ Comments (0)</a>



- Check that you have the required attachments ready.
  - At all levels of annexes, two annexes are required:
    - Appendix 1 (Excel sheet)
    - Applicant's CV
- Start the submission by using the Add submission button at the bottom of the screen.

# >>> Return of application attachments 2/4

## Application attachments

Return below mentioned prepared appendices for your application you received in the application package:

- **Appendix 1.** *Hakijan tiedot, koulutustiedot ja referenssihenkilöiden yhteystiedot.* Yhteenvedot raportti referenssiprojektista, jossa hakija kuvailee rooliaan vastuullisena projektinjohtajana
- **Appendix 2.** *Self-Assessment* is intended for the analysis of the applicant's own project management development needs. *Experience*, the applicant must provide a summary of the projects which she/he has participated in managing and which she/he wishes to use as evidence that she/he meets the eligibility criteria for the profession and level in question.  
*Project schedules*, on this tab, the application form automatically generates a share schedule of the applicant's experience projects. The applicant must check that at the bottom of the table you can find the required amount of experience, ie 36 months for the last six years.  
*Continuous self-development*, where the applicant must provide evidence of having continuously developed her/his own project management capabilities for the last five years, at least 35 hours a year, totalling 175 hours in five years.
- **CV** (Curriculum vitae) may be free-form, but must include an explanation of the applicant's possible contribution to the development of project management tools, techniques, methods, know-how, etc.

File submissions

Maximum size for new files: 50MB, maximum attachments: 2

Files

You can drag and drop files here to add them.

Save changes Cancel

- Drag the required files as attachments over the field indicated by the arrow.
- When all the required attachments have been dragged to the window, press Save changes.

Save changes

# >>> Return of application attachments 3/4

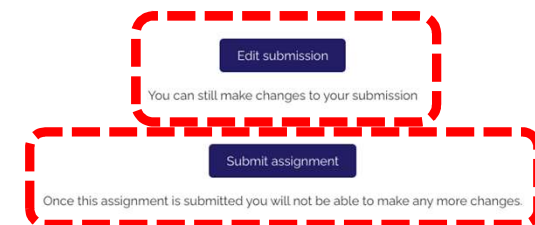
- After saving the attachments, you can still check your submission.
- If you still want to edit your submission, you can do so by pressing the Edit submission button.
- To submit your renewal application for assessment, click the Submit assignment button.

## Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Monday, 11 January 2021, 9:44 PM
File submissions	 CV Seija Sertifioituja.pdf  IPMA_Level_C_B_A_Renewal_APPENDIX_2.xlsx  IPMA_Level_D_C_B_A_Renewal_APPENDIX_1.xlsx

Submission comments

 Comments (0)



**Edit submission**

You can still make changes to your submission

**Submit assignment**

Once this assignment is submitted you will not be able to make any more changes.



# >>> Return of application attachments 4/4

## Application attachments

Return below mentioned prepared appendixes for your application you received in the application package:

- **Appendix 1:** *Hakijan tiedot*, koulutustiedot ja referenssihenkilöiden yhteystiedot.  
*Yhteenvetoraportti referenssiprojektista*, jossa hakija kuvailee rooliaan vastuullisena projektinjohtajana
- **Appendix 2:** *Self-Assessment* is intended for the analysis of the applicant's own project management development needs. *Experience*, the applicant must provide a summary of the projects which she/he has participated in managing and which she/he wishes to use as evidence that she/he meets the eligibility criteria for the profession and level in question.  
*Project schedules*, on this tab, the application form automatically generates a share schedule of the applicant's experience projects. The applicant must check that at the bottom of the table you can find the required amount of experience, ie 36 months for the last six years.  
*Continuous self-development*, where the applicant must provide evidence of having continuously developed her/his own project management capabilities for the last five years, at least 35 hours a year, totalling 175 hours in five years.
- **CV** (*Curriculum vitae*) may be free-form, but must include an explanation of the applicant's possible contribution to the development of project management tools, techniques, methods, know-how, etc.

## Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

◀ Invoicing information

Once again, the system will verify that you are making a submission.

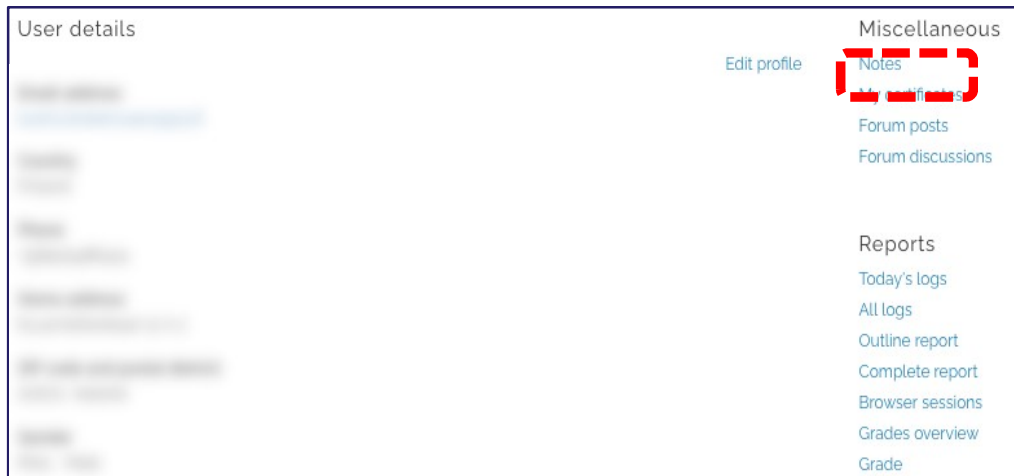
- Click Continue to submit your application for assessment.
- Your application has now been submitted. We will assess your applications as soon as possible.
  - We reserve 1 month for assessment of a renewal application.
- You will be notified of the outcome of the application once the assessment has been completed.
- The assessor may contact you during the assesment process to request further information.

## »»» Updating the application

- If the assessors request you to update the submission, the update is submitted to the system in the same way as the original submission.
- Earlier submissions are visible in the system and the update becomes a new submission.

# >>> Certificate

# >>> Certificate 1/2



- When the assessment is successfully completed, the Certificate section opens in your own view.
  - You can find your certificates under Profile information even if the certification round has been closed (picture below)
- View your certificate by clicking the link below IPMA Level N Certificate Title
- On the opening page you can when the certificate has been issued.
- From this page, you can also download the certificate yourself by pressing the Show certificate button.
- Please submit the Feedback survey from the link on the right (first picture)

## »»» Certificate 2/2



Project management certificates issued by IPMA are valid for five years from the date when the certificate was issued.

An application for renewal of a certificate shall be submitted no later than six months after the expiry of the certificate.

After the six-month time limit has expired, the certificate cannot be renewed. After this, the certification process must be completely re-performed.

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