IPMA ITALY

INTRODUCTORY CERTIFICATE IN PROJECT MANAGEMENT

POLITECNICO DI TORINO – SCUOLA DI DOTTORATO

EDITION #1.2017

IPMA ITALY - ITALIAN CERTIFICATION BODY
SESSION RESERVED FOR POLITECNICO DI TORINO – SCUOLA DI DOTTORATO
October 31, 2017 at 5 pm

REGULATION OF THE CERTIFICATION PROCEDURE

I. Entry to the session

This Session is reserved to the students who:

a. attend the "Introductory in Project Management" course (mandatory attendance for three lessons at least);

b. take vision of this document;

c. make the registration on IPMA Italy website. The form is available online at www.ipma.it (IPMA Certification> IPMA Italy Introductory Certificate (click here to link directly);

d. finalize the registration by paying the fee (€ 90 + VAT 22%). As reported into the registration form, payment can be made either by bank transfer or online by credit card.

For payments via bank transfer it is recommended to specify the following reason: **Introductory Exam Name & Surname – POLITO Dottorato.**

e. The payment of the fee includes:

  i. IPMA Young Crew Italy membership fee (valid until 31.12.2018);

  ii. the electronic version of the book IPMA ICB 3.0 Individual Competence Baseline, developed by IPMA;

  iii. for those who pass the certification, the Certificate and the registration in the official IPMA Italy register;

  iv. the right to apply to IPMA Level D certification at the discounted price of € 510 + VAT.

f. Registration must be formalized within 15 days at the latest from the date of the certification session. For subsequent requests, received after this deadline, IPMA Italy reserves the right to accept or not the enrollment.

II. Document package

Once registered, as described at the previous points, the candidate will automatically get via email the IPMA ICB 3.0 book.

III. Certification procedure

1) Objective
Certify that the candidate knows and has acquired the theoretical skills relating to the fundamental methodologies, internationally recognized, which are required for the Project Management.

2) Who is it for?
The certification is aimed at those who are approaching the project management discipline and who have studied the basic methods for the conduct of the projects, either through participation in internal courses to companies, both for the students, by attending courses on Project Management within the various degree courses currently offered by Italian Universities.

3) Certification Body
Certification is carried by the IPMA - Italian Certification Body, accredited in Italy by the International Project Management Association for the Certification of project managers according to IPMA methodology.

4) Test Content
The test aims to check the knowledge of the 20 "elements" which cover the Technical Project Management Skills described in the IPMA ICB book.

5) Official Certification Title
"Introductory Certificate in Project Management"

PROCEDURE

6) Process
The examination process of certification is managed by the IPMA - Italian Certification Body.
The entire evaluation process follows the general rules as set by IPMA for the Certification of Project Managers.

7) Test
The test is made up by 30 multiple choice questions prepared by an IPMA - Italian Certification Body accredited Assessor.

8) Rules
The questions are given to the candidates in a paper format. Candidates can only use the provided sheets. Candidates are not allowed during the test to consult any documentation and are requested to switch off mobile phones and computers.

9) Test duration
Candidates have to answer the 30 questions in 70 minutes.

10) Surveillance
The surveillance is in charge to the IPMA - Italian Certification Body officers.

11) Test evaluation

The test evaluation is made by IPMA - Italian Certification Body officers.

12) Scoring

The exam is passed if the candidate provides at least 20 correct answers to the 30 questions.

13) Registration fee

The examination fee is not refundable. In case of failure in participating, candidates will have one year from the date of their registration, to send a request to participate in another session.

14) Result and Certificate handover

Names of all those who get the certificate will be entered in the Register of Official IPMA Italy Certificates and published on the website (link) within 30 days from the date of certification session.

IPMA Italy releases the official certificate "Introductory Certificate in Project Management" that will be sent in hard copy to the attention of *Alberto De Marco,* who will ensure the delivery to the candidate.

The Introductory Certificate has no expiry date.

15) Those who do not pass the test?

Those who do not pass the exam will receive an individual communication sent by e-mail by the IPMA - Italian Certification Body.

The candidate has the right to retake the exam attending a new Certification session (see paragraph "retaking the exam").

16) Retaking the exam

The candidate has the right to attend a new Certification session at no extra charge.

The candidate keeps this right for 12 months from the date of the attended Certification session.

Expired this period of time, the candidate loses the right to participate without additional cost.

IPMA Italy does not guarantee that the session is carried out in the same location of the first session.

Whenever IPMA Italy shouldn't plan any certification session within 12 months, the candidate will be entitled to participate to the first planned session even beyond the 12 month time limit.

It is a candidate's responsibility to check the dates of the planned certification sessions, published on www.ipma.it website (link).

In case the candidate fails even the second test, the access to a new certification session will require the full payment of the fee.

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