

**IPMA ITALY**  
**INTRODUCTORY CERTIFICATE IN PROJECT MANAGEMENT**  
**CDI a.a. 2023/24**  
**IN PARTNERSHIP WITH ANIMP/IPMA ITALY**

IPMA ITALY - ITALIAN CERTIFICATION BODY  
SESSION RESERVED FOR STUDENTS OF CDI

**TEST DATE: November 22<sup>th</sup> 2023**

The Introductory Level Certification is carried by the IPMA Italian Certification Body (IPMA Italy) accredited in Italy by the International Project Management Association (IPMA) for the Certification of project managers program according to IPMA methodology.

**REGULATIONS OF THE CERTIFICATION PROCEDURE**

**I. Registration for the Test:**

This Test is reserved to students who:

- a. have attended the "Introductory in Project Management" course or a project management course within their degree course;
- b. have read this document;
- c. complete the registration form here: [IPMA Italy Introductory Certificate \(link\)](#);
- d. have finalized the registration paying online by credit card the fee (€ 100 + VAT).
- e. The payment of the fee includes:
  - i. IPMA Young Crew Italy membership fee (valid until 31.12.2024);
  - ii. the IPMA ICB4 Manual Individual Competence Baseline developed by IPMA and the Exercise Book;
  - iii. for those who will pass the certification test, the Certificate and the registration in the official certified IPMA Italy Albo;
  - iv. the right to apply to an upper IPMA Certification Level discounting the official fee (€ 100 + VAT).
- f. Registration must be formalized at the latest within 15 days before the exam. For requests sent after this deadline IPMA Italy reserves the right to accept or not the enrolment.

**II. Document package**

After the registration the candidate will automatically receive an e.mail with attached the IPMA ICB4 Manual and the Exercise 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, 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 IPMA Italy.

#### 4) Test Content

The test aims to check the knowledge **of some of the 28 "Competence Elements" (CE)** that constitute the competences of a Project Manager, as described in the IPMA ICB4 Individual Competence Baseline.

- Practice: Project Design, Requirements and Objectives, Scope, Time, Organisation and information, Quality, Finance, Resources, Plan and Control, Risk and opportunity, Stakeholders.
- People: Personal communication, Leadership, Teamwork, Results orientation.
- Perspective: Governance, structures and processes.

#### 5) Official Certification Title

"Introductory Certificate in Project Management"

### PROCEDURE

#### 6) The Process

The examination process of certification is managed by IPMA Italy.

The entire evaluation process follows the general rules as set by IPMA for the Certification of Project Managers.

#### 7) The Test

The test is made up by 30 multiple choice questions prepared by an Assessor accredited by IPMA Italy.

#### 8) Rules

The exam is online based on a IPMA Italy platform and on the MS Teams platform for audio/video connection with a IPMA Italy representative. The candidates receive a few days before the exam date the instructions for connection to the exam.

Candidates must have a valid ID document.

Candidates are not allowed during the test to consult any documentation and are requested to switch off mobile.

Candidates are divided in small session groups, depending on the final number of registrations.

### 9) Test duration

The time available to candidates, to answer the 30 questions, is 70 minutes.

### 10) Surveillance

The surveillance is in charge to IPMA Italy officers.

### 11) Test evaluation

The test evaluation is made by IPMA Italy officers.

### 12) Scoring

The exam is passed if the candidate provides at least 20 correct answers to the 30 questions. Wrong or blank answers add 0 points to the score.

### 13) Registration fee

The examination fee is not refundable. In case of failure to participate, the candidate is allowed to ask for to take the exam into another session, within one year from the date of his/her registration.

### 14) Test Results

IPMA Italy will communicate the test result (successfully passed or not) by email directly to the candidate. In both cases (test successfully passed or test not passed) marks will never be published or communicated. IPMA Italy can't accept candidate's request asking for to look at the exam done.

### 15) Test passed successfully: IPMA Italy Official Register and Certificate

The names of all those who get the certificate will be entered and published into the Register of IPMA Italy Official Certificates on [www.ipma.it](http://www.ipma.it) website within 30 days from the certification session date.

IPMA Italy releases the official certificate "Introductory Certificate in Project Management" that will be sent by email to the candidate in electronic format.

The Introductory Certificate has no expiry date.

### 16) Those who do not pass the test? Exam retaking

The candidate has the right to retake the exam one time attending a new Certification session.

Therefore, the candidate has the right to attend to the 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 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 months' time limit.

In case the candidate should fail even the second test the access to a new certification session requires the full payment of the fee.

### 17) How to subscribe to retake the exam

It is a candidate's responsibility to check the dates of the planned certification sessions published on IPMA Italy website ([link](#)).

To ask for subscription to one of the available sessions, candidate is asked to write a message to [certificazioneintroductory@animp.it](mailto:certificazioneintroductory@animp.it) with the following information: name and surname, attending university, date of the first exam, date of the session chosen to retake the exam. IPMA Italy can accept or not the subscription request depending on session availability.

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