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| Certification Application Form  *All levels, all domains* | Y:\chinwimgbere On My Mac\DATA\2_PMAN_OBSC\1_brochurecontents\pmdanSiteLogos\logo.jpg |

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this document unless it is absolutely necessary to do so.***

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| IPMA Level Requested *(check one box only)* | | | |
| Project Domain | Choice | Program and Portfolio Domains | Choice |
| IPMA Level A®, Certified Project Director |  | IPMA Level A®, Certified Program Director |  |
| IPMA Level B®, Certified Senior Project Manager |  | IPMA Level A®, Certified Portfolio Director |  |
| IPMA Level C®, Certified Project Manager |  | IPMA Level B®, Certified Senior Program Manager |  |
| IPMA Level D®, Certified Project Mgmt. Associate |  | IPMA Level B®, Certified Senior Portfolio Manager |  |

| 1. General Information | |
| --- | --- |
| Questions or Problems? | If you have any questions or problems with this form, contact us at: [certification@pmdan.org](mailto:certification@pmdan.org) |
| Supporting Documents | All of the forms and documents needed to support this application can be downloaded here:  https://pmdan.org/certification/certification-files/ |
| Exam and Interview Dates | PMDAN Exam and Interview Dates and Locations can be located at: https://pmdan.org |
| Experience Requirements | * Experience requirements (Experience Check) for Levels A, B, and C can be reviewed by clicking on the appropriate link on this page: https://pmdan.org/certification/certification-files/ * There is no work experience required for Level D. However, 3-6 months of project work prior to taking the exam is highly recommended. |
| Basis of Assessment | The IPMA Individual Competence Baseline (IPMA ICB) describes the competence elements that will be used to assess your competence. The current version is version 4. If you are not already familiar with it, you should review it prior to continuing with the application process. You can download a free copy here: <https://www.ipma.world/individuals/standard/> |
| Expiration | Assessments must be completed within eighteen (18) months of payment. |
| Data Entry | Data entry fields are shaded gray (like this cell). Use your TAB key to move to the next field. If you click outside of an entry field, Word will move the cursor to the next field. |
|  | This document was designed by PMDAN for use in its certification program. The design of this document is licensed to others under the Creative Commons Attribution 4.0 International License. For a copy of this license, visit: <http://creativecommons.org/licenses/by/4.0/>  Content in **dark blue** is not included in the license. |

| 2. Assurances and Releases | | | |
| --- | --- | --- | --- |
| You can download the relevant documents from the link in Section 1. | | | |
| 2.1 Applicant Assurances  *(check one box in each row)* | | Yes | No |
| I have read and understood the Code of Ethics and Professional Conduct, and I agree to abide by it while certified by PMDAN. | |  |  |
| I have read and understood the Ethics, Appeals, and Complaints Policies and Procedures, and I agree to be bound by them. | |  |  |
| I have read and understood the expiration dates in the Fee Schedule. I understand that my application fees are non-refundable. | |  |  |
| I understand that PMDAN retains ownership of any certificate awarded, physical or electronic. | |  |  |
| 2.2 Applicant Releases *(check one box in each row)* | Yes | No | N/A |
| If I am assessed as competent, I agree to have my name included in IPMA’s online database. |  |  |  |
| If my employer or another third party paid my fee, I agree to have the results of my assessment released to them. (Note: some third-party payers require you to check “yes”) |  |  |  |

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| 3. Personal Information | | | | | | |
| 3.1 Contact Information *(\*starred fields are required)* | | | | | | |
| \*Given Name(s) | |  | | \*Surname | |  |
| \*Employer Name | |  | | | | |
| \*Address Type | | *(if you select “Work,” we will include your Employer Name in your postal mail address)* | | | | |
| \*Street and No. | |  | | Mail Stop | |  |
| \*City | |  | | \*State | |  |
| \*ZIP/Postal Code | |  | | \*Country | | Nigeria |
| \*Phone | | *(include country code for non-NIGERIA numbers)* | | | | |
| \*Preferred email | |  | | | | |
| Backup email | |  | | | | |
| 3.2 Your name as you would like it to appear on your certificate | | | | | | |
|  | | | | | | |
| 3.3 Professional References *(two required)* | | | | | | |
| 3.3.1 Professional Reference #1 | | | | | | |
| Name |  | | Relationship | |  | |
| Email |  | | Phone | |  | |
| 3.3.2 Professional Reference #2 | | | | | | |
| Name |  | | Relationship | |  | |
| Email |  | | Phone | |  | |

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| 4. Exam and Interview Choices | | | | |
| This section is for ***individual applicants***. Members of a group should skip to Section 5. | | | | |
| 4.1 Requested Exam Dates and Locations *(Levels B, C, D only; three required)* | | | | |
| The schedule of Exam and Interview Dates and Locations can be downloaded from the link given in Section 1.  *Level B and C exams must be scheduled at least one month before your interview.* | | | | |
| Preference | Date (yyyy-mm-dd) | Location | Venue Code | |
| \*First |  |  |  | |
| \*Second |  |  |  | |
| \*Third |  |  |  | |
| 4.2 Type of Interview *(Levels A, B, C only; check one box)* | | | | |
| Our Assessment Interview Guidance can be downloaded from the link given in Section 1. | | | | |
| I prefer a face-to-face interview on one of the dates below. | | | |  |
| I prefer a video interview. I have access to a web-cam and a reliable internet connection. I have read and agree to abide by the requirements in the Assessment Interview Guidance. | | | |  |
| 4.3 Requested Interview Dates and Locations *(Levels A, B, C only; three required)* | | | | |
| PMDAN’s schedule of Exam and Interview Dates and Locations can be downloaded from the link given in Section 1.  *Level B and C exams must be scheduled at least one month before your interview.* | | | | |
| Preference | Date (yyyy-mm-dd) | Location | Venue Code | |
| \*First |  |  |  | |
| \*Second |  |  |  | |
| \*Third |  |  |  | |

| 5. Required Supporting Information | | |
| --- | --- | --- |
| All of the forms and documents needed can be downloaded from the link given in Section 1. | | |
| All Levels | Resume | A current Resume (or Curriculum Vitae) must be submitted with your application. |
| Self-Assessment | A Self-Assessment must be submitted with your application. |
| Levels A,  B, and C | Experience Summary | An Experience Summary must be submitted with your application. |
| Management Complexity Ratings | Management Complexity Ratings must be submitted with your application.  **Note**: your ratings should only include projects, programs, and portfolios that satisfy the minimum complexity requirements for the level you are applying for. |

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| 6. Submission and Payment | | |
| 6.1 Payment | | |
| Fees | Current fees can be accessed on the PMDAN home page at:  https://pmdan.org | |
| Member Rates | If you wish to take advantage of the member rates, you must join PMDAN before submitting an application for certification. You can join here:  https://pmdan.org | |
| Group Members | Your group coordinator will provide instructions on how to pay. | |
| Individual Applicants | You must pay the appropriate amount before we can process your application. Amounts paid are non-refundable. You may pay online here:  https://pmdan.org | |
| 6.2 Checklist and Signature | | |
| All Levels | Resume (or Curriculum Vitae) | Self-Assessment |
| Levels A, B, and C | Experience Summary | Management Complexity Ratings |
| Signature | I declare that the information I have provided in the items checked above is true and correct.  I declare that typing my name below represents my electronic signature:  /s/ | |
| Date (mm-dd-yyyy): | |
| 6.3 Process | | |
| Privacy and Confidentiality | PMDAN warrants that it will not give access to your application-related documents to anyone who is not involved in the administration and management of its certification program. In addition, PMDAN warrants that all such individuals will have signed a non-disclosure agreement prior to receiving access.  If these assurances are insufficient, you must request an additional Non-Disclosure Agreement *before* you submit any documents. **Redacted** documents are not acceptable. | |
| Mechanics | ***Email*** your document package to:  [certification@pmdan.org](mailto:certification@pmdan.org).  Snail mail or express delivery applications will not be processed.  We will contact you about next steps within 10 business days. | |