


Certification Exam Syllabus

Levels B and C, all domains



international
project
management
association

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1. Overview	
Purpose	This document is intended to help candidates prepare for IPMA-USA's certification exams at Levels B and C. It may also be useful for trainers who wish to assist candidates with their preparation.
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2. Exam Design		
Exam Purpose	Both exams are intended to elicit information about the candidate's skills and abilities to assist their assigned assessors with evaluating those skills and abilities.	
Scoring	Candidates must answer all questions in order to pass.	
Question Sources	All questions are derived from the Key Competence Indicators (KCIs) from IPMA's <i>Individual Competence Baseline</i> (ICB), version 4. Questions ask for evidence related to a given KCI as illustrated below. In essence, the Competence Elements in each chapter provide the exam syllabus.	
Sample Question	KCI	"Align with organizational mission and vision"
	Question	" <u>Explain</u> how you ensure that your project starts out aligned with the mission and vision of your employer."
Exam Length	Level B	Ninety (90) minute oral exam.
	Level C	One-hundred (100) minute session, followed by twenty (20) minute break, followed by seventy (70) minute session. Written exam.

3. Preparation	
ICB Review	Review the ICB chapter for the domain (project, program, portfolio) where you have applied for certification.
Experience Review	Review your Experience Summary and look for qualifying projects (projects of sufficient management complexity) that will provide clear and convincing evidence for the various KCIs. Memorizing responses for nearly 150 KCIs is probably not possible. Instead, refresh your memory of what you did on each project so that you are prepared to respond promptly, clearly, and completely.

