



IPMA» Registered  
Training  
Course

YOUR  
COUNTRY  
SIGN

IPMA» Registered  
Education  
Programme

YOUR  
COUNTRY  
SIGN

# IPMA Registration<sup>®</sup> of Education and Training in Project Management

A unique marketing and development opportunity  
for the organisers and their trainers.

Provided through your national IPMA Association

IPMA»  
international  
project  
management  
association

# Why register your courses and programmes?

# The six step process of registering

## Better match of needs and options

The idea of the IPMA Registration<sup>®</sup> System is to facilitate a better match between:

- potential participants and/or their organisations that are requesting competence improvement in project management *and*
- the selected programme and course in project management provided by an organiser.

The key to improving this communication is the IPMA-based **National Competence Baseline (NCB)**. The Organiser provides – in cooperation with the national IPMA Association – an overview of the content of the programme or course by referring to the NCB.

Additionally, the match can be improved if the participant or his/her organisation utilises the NCB to clarify the need for competence development before selecting a preferred training opportunity.

## Benefits for the Organiser

The immediate benefit from obtaining IPMA Registration<sup>®</sup> of your course or programme is that you promote your **visibility in the training market**.

Since the NCB is also used for self-assessment during IPMA Certification stages, this registration will also spotlight how the content of your product supports the **preparation for certification**.

In addition to the marketing benefits, carrying out the registration process has proved to be a great tool for further **improving the training product**. It helps you to think-through and optimise your training. Further, you gain feedback from the national IPMA Association.

## Two types of registration

The Registration System is applied both for short training courses and longer education programmes:

- **Registered Training Courses** are defined as not exceeding 60 hours.
- **Registered Education Programmes** are defined as exceeding more than 60 hours.

The total number of hours also includes training modules, self-study, distant learning and practising.

The IPMA Registered products are provided with the logotypes presented on the front page.

## First self-assessment – second verification

The concept of IPMA Registration<sup>®</sup> first implies that the level of competence development opportunity provided by the current programme or course is specified by its Organiser.

This requires also that the Organiser scores the opportunities using the IPMA based National Competence Baseline (NCB) as a frame of reference.

It is up to the Organiser to decide the content of its course or programme – the Registration System does not impose which NCB element to cover.

Second, the information provided by the Organiser is verified by two neutral experts appointed by the national IPMA Association.



### 1. Introduction to the system

Introduction meeting by the Association.  
Study the NCB content.  
Perform the offering in mind a minimum of one time.



### 2. Initial application for registration

Briefing on title, objectives, target group, duration, trainers and Organiser.  
Describe concept of training and flow of modules and practicing.



### 3. Specification of opportunities

Divide hours spent between the NCB elements.  
Score level of competence development opportunities per element.  
Provide training material.



### 4. Verification of information

The two neutral Verifiers review all material and assess the scoring per NCB element.  
Meeting of Verifiers and Organiser to conclude the scoring and for feedback.



### 5. Publication of information

Summary of briefing from Step 2 and scoring from Step 4 published on the Association's website, etc.  
Title and Organiser on IPMA's website.



### Periodical re-verification

The Organiser reports to the Association on changes influencing the scoring.  
Re-verification takes place every three years – following Steps 2, 3, 4 and 5.  
Can also take place one year after first registration.

# Specification of competence development opportunities

# Provided by the national IPMA Associations

## Divide hours between NCB elements

The first step in clarifying the opportunities for competence development is to clarify how many hours are spent on each NCB competence element.

The Organiser does this on a spreadsheet tool on which one dimension lists the NCB elements – and the other lists the steps in the training process.

The result shows the number of hours per element. In parallel, the Organiser considers whether the division of hours and the mix of elements per step in the training process can be improved.

## Scales indicate level of opportunities

The Registration System includes two types of scales that indicate how much a participant can raise his/her level of competencies by attending a training process:

- The **objective or expected outcome** of the course or programme for the covered competence elements.
- The **content or delivery** of the course or programme for the covered competence elements.

Both scales use the levels 3, 3.5, 4, 4.5, 5, 5.5 and 6.

The levels have been selected from a 0 to 10 scale used for self-assessment and final assessment when the NCB is used during the IPMA Certification process. This makes the levels of opportunities comparable with the competence levels requested for Certification.

The Registration System assumes that a participant's level when entering the training process is 3 – and that the participant takes part in the training at an average level.

## Concluding the level per NCB element

The final scoring per NCB element is based on the number of hours as well the concept of training, the training material, and the training staff.

In addition, the Verifiers from the Association take into account evaluations from the participants, interviews with participants – and the level accepted for courses or programmes by other organisers.

## Registration valid for the issuing country

The IPMA Registration® System is developed for and operated by the national IPMA Associations – within the framework of agreed IPMA Regulations and Guidelines.

Registration is valid for the country of the issuing Association and the provided logotype includes the country sign. However, an IPMA Association not operating the system can allow the Registration and logotype to be applied in its country.

An international organiser aiming for Registration in more countries simultaneously can contact the IPMA Director of Registration who organises cooperation between the relevant Associations.

## Registration operating in these 11 countries

	<b>Croatian Project Management Association</b> capm@grad.hr
	<b>Danish Project Management Association</b> info@danskprojektledelse.dk
	<b>Project Management Association Hungary</b> fovosz@fovosz.hu
	<b>Associazione Nazionale di Implantistica</b> segreteria@animp.it
	<b>Latvian Project Management Association</b> pasts@lnpva.lv
	<b>Norwegian Association of Project Management</b> nfp@prosjektledelse.org
	<b>Associação Portuguesa de Gestao de Projectos</b> info@apogep.pt
	<b>Project Management Romania</b> office@pm.org.ro
	<b>Asociacion Espanola de Ingenieria de Proyectos</b> aeipro@dpi.upv.es
	<b>Swedish Project Management Association</b> info@projektforum.se
	<b>Swiss Project Management Association</b> spm@spm.ch

## Registration support for IPMA Associations

The operation in current and in new Associations is supported by the IPMA Registration Committee:

- Morten Fangel, Registration Director, Denmark
- Maja-Marija Nahod, Croatia
- Allan Krüger-Jensen, Denmark
- Giovanni Salamone, Italy
- Jesus Mtnez-Almela, Spain

For additional information, contact registration@IPMA.dk



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