

## Level A, Projects Director Application Form - Transition from RegPM CPPD

### SECTION 1: Registration Type

Candidates applying for AIPM RegPM to IPMA Transition Certification from RegPM Certified Practising Project Director (CPPD) to IPMA Level A (Certified Projects Director) must complete this Application form. Only candidates holding current AIPM RegPM Certification and AIPM Membership are eligible to apply. When completed, please email to [ipma@aipm.com.au](mailto:ipma@aipm.com.au).

**Public (individual) Candidate**

I am paying my own certification fees and all invoices are to be sent to me.

**Global Organisation or Corporate Candidate**

My company is paying the certification fee on my behalf and all invoices are to be sent to my company

*Note: Global Organisation/Corporate Candidates must complete Section 4.*

### SECTION 2: Applicant Personal Details

<b>Title:</b>		<b>First Name:</b>		<b>Last Name:</b>	
<b>Full name you would like published on your Certificate (If this field is not completed the above name will be used):</b>					
<b>Date of birth:</b>		<b>Place of Birth:</b>			
<b>Drivers Licence (or Passport Number):</b>		<b>AIPM Membership #:</b>			
<b>AIPM RegPM Certification Level:</b>		<b>RegPM Certification Renewal Date:</b>			
<b>Work phone:</b>		<b>Mobile:</b>			
<b>Email:</b>					
<b>Main Address:</b>					
<b>State:</b>		<b>Postcode:</b>		<b>Country:</b>	
<b>Postal Address for Certificate to be posted:</b>					
<b>State:</b>		<b>Postcode:</b>		<b>Country:</b>	

### SECTION 3: Current Organisation

<b>Organisation Name:</b>		<b>Job Title:</b>	
<b>Industry Sector:</b>			

### SECTION 4: Global Organisation or Corporate Details *(to be completed only if your company is paying for your certification)*

<b>Organisation Name:</b>		<b>ABN:</b>	
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<b>Organisation Address:</b>					
<b>State:</b>		<b>Postcode:</b>		<b>Country:</b>	
<b>Contact details of person organising your Certification:</b>					
<b>Full Name:</b>			<b>Title:</b>		
<b>Wok Phone:</b>			<b>Mobile:</b>		
<b>Email:</b>					

## SECTION 5: Education

### 5.1 School and Higher Education

<b>From/To:</b>	<b>Institution:</b>	<b>Qualification:</b>

### 5.2 Continuous relevant trainings and studies

<b>From/To:</b>	<b>Institution:</b>	<b>Course Title:</b>

## SECTION 6: Work History

<b>Job Title:</b>	<b>Company:</b>	<b>Location:</b>	<b>Duration:</b>


**SECTION 7: Organisational Profile**

Please write a brief overview of the organisation where you are currently working or where you gained the majority of your project management experience. Please also include your role and responsibilities.

**SECTION 8: Additional Information**

Please include any additional information you would like to share. e.g. project management literature published, presentations or trainings conducted, involvement in working groups or Association etc.

## SECTION 9: Project, Program and Portfolio List

Please provide a detailed summary of any projects, programmes or portfolios you have managed or been involved in to meet IPMA regulations. The list should begin with the most recent project, programme, portfolio and end with the oldest one.

### Summary of Projects, Programmes or Portfolios

Nr.	Project/ program/ portfolio name	Project performing company/ customer	Start (MM.YYYY) & finish (MM.YYYY):	Budget (currency), Effort (people days)	Phases (Quantity)	Complexity	Role and responsibilities of the Applicant	Actual PM efforts (people days)
1.								
2.								
3.								
4.								
5.								

6.								
7.								
8.								
9.								
10.								

Please provide an explanation to any abbreviations or acronyms used in the application documents

## SECTION 10: Declaration

I confirm that my AIPM membership and RegPM certification are current and I understand they must remain current throughout the application and assessment process.

I declare that the information stated above and within all other documents submitted as part of my application have been produced without outside help. I understand that this information, if misrepresented, or misused, may be grounds for immediate termination of my certification.

I authorize the storage and use of my name and certificate details on the certification body and IPMA databases. I accept that my information (needed for re-certification) is kept in an IPMA protected database:	YES		NO	
I want to receive emails from IPMA:	YES		NO	
<b>Signature of Applicant:</b>				<b>Date:</b>

**Instructions for Signature:** Click in the signature field to create an Adobe signature OR print the completed document, sign, scan and return to [ipma@aipm.com.au](mailto:ipma@aipm.com.au)

**IMPORTANT:** Ensure this document is correct prior to inserting an Adobe digital signature. Once it is signed the document is locked and **CANNOT BE CHANGED**

### **Privacy Statement Information:**

Privacy statement Information provided in the AIPM RegPM to IPMA Transition Certification application form will not be used or disclosed except in accordance with the requirements of the National Privacy Principles (NPPs) set out in the Privacy Act 1988 (as amended). Our aim is to support, and ensure that it complies with the NPP which forms the basis of the law introduced to strengthen privacy protection for the public.

This information is collected by AICB (or its related entity) for the purposes of undertaking the evaluation and processing of an application for conducting assessment for AIPM RegPM to IPMA Transition Certification. AICB may also use this information for the purposes of confirming applicant details and to establish and maintain a database. Except for the purpose referred to above, and unless such disclosure is otherwise required or permitted by law, the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual.

**Please submit the following documents with this form to [ipma@aipm.com.au](mailto:ipma@aipm.com.au)**

1. Scanned copy of current AIPM RegPM Certificate.
2. AIPM Membership status confirmation (receipt or screenshot of AIPM login home screen).

**STAGE 2. Please submit the following documents via designated Dropbox or email to [ipma@aipm.com.au](mailto:ipma@aipm.com.au)**

1. Transition fee payment confirmation.
2. Self-Assessment Form.
3. Competence Development Plan.
4. CV & documents supporting your application (evidence of professional education, training, events, publications).
5. Short Report: 8-10 pages addressing your contextual and behavioural experience. CPPD candidates are expected to cover 8-10 of the following IPMA Competence Elements as part of their report:
  - Leadership
  - Engagement & motivation
  - Self-Control
  - Consultation
  - Reliability
  - Values appreciation
  - Ethics
  - Project, programme & portfolio implementation
  - Permanent organisation
  - Legal
  - Finance
  - Health, safety, security & environment
6. RegPM Assessment Record Book (ARB) may be requested by AICB at any stage of the assessment process.