Cheatography

Certified International Project Manager (IAPM) Cheat Sheet

by Linda (LndOttm) via cheatography.com/125405/cs/27962/

Certified International Project Manager (IAPM)



General information

Who should take the certification?

★ People who aspire a career as a PM[1] in the international context.

Is project **experience required**?

★ No

★ **But**: It is required to already hold a certificate issued by the IAPM.[2]

Where is the certification exam taken?

★ Online via Classmarker

★ Wherever you want to

→ internet connection is required

★ Further requirements can be found here. [1]

How many questions need to be answered?

★ 80 questions

How long can I work on the exam?

★ 60 minutes

How many questions need to be answered correctly in order to **pass the exam**?

★ 65 %

How much is the exam?

★ Depends on your nationality.

★ Here you can calculate it. [2]

Can a **discount** be granted?

Yes

→ Further requirements can be found here. [3]

How can I **pay for** the exam? Do I have to **pay attention** to something?

★ Pay via PayPal, bank transfer or Wise. [4]

★ Always mention your invoice number.

★ Commas are used as decimal separators instead of dots. [5]

General information (cont)

How do I **register** for the exam?

Follow this link to register. [6]

Can I have a certificate from **another certification body recognized** as Certified International Project Manager (IAPM)?

No, the Certified International Project Manager (IAPM) certification cannot be obtained through certificate recognition.

Which topics are relevant for this certification?

1. Projects in a Globalised World
2. Aspects of an International Project
3. International Competencies
4. Cultural Dimensions
5. Project Phases
6. Environment and Stakeholder Analysis
7. Project Organisation
8. Decision Making Processes
9. Team Development
10. Communication Culture
11. Project Control
12. Risk Management
13. Conflict Management
14. Quality Management
15. Supplier Management
16. Management Role in the Project
17. Quick Reference Guides

Notes

[1] Project Manager

[2] Please note: The two certification levels Certified Junior Project Manager (IAPM) and Certified Junior Agile Project Manager (IAPM) are not sufficient.

Links

[1] www.iapm.net/techreq-en

[2] www.iapm.net/fee-en

[3] www.iapm.net/discount-en

[4] www.iapm.net/paypal-en

[5] www.iapm.net/dsinfo-en

[6] www.iapm.net/rcipm-en

Most important links

Register for the exam. [1]

International PM Guide 2.0 which builds the basis for the certification. [2]

All questions and answers about the CIPM. [3]

All questions and answers about the test system. [4]

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Published 6th October, 2021.
Last updated 10th March, 2022.

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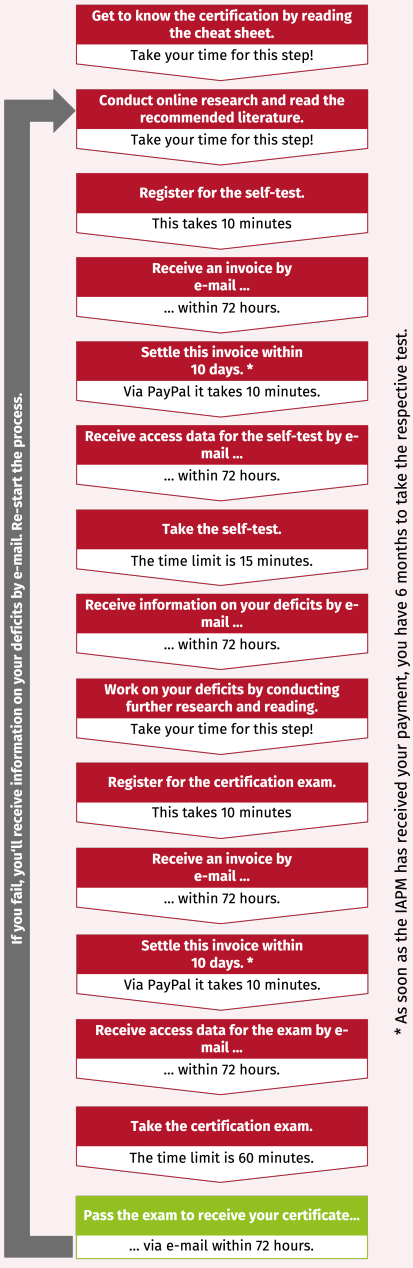
Most important links (cont)

All questions and answers. [5]

Links

[1] www.iapm.net/rcipm-en
[2] www.iapm.net/ipmg-en
[3] www.iapm.net/faqcipm-en
[4] www.iapm.net/faqcm-en
[5] www.iapm.net/faq-en

Certification process:



Preparation and self-test

What is the **best preparation**?

- ★ Conducting online research.
- ★ Reading the recommended literature.
- ★ Reading the International PM Guide 2.0 [1].

Where can I find **literature** for preparation?

Literature can be found here. [2]

Are there any additional **trainings** for preparation?

Contact the IAPM via the Certification Assistant to find a training partner. [3]

What is a **self-test**?

It's a test which ...

- ★ ... can be taken prior to the exam.
- ★ ... is **not** included in the certification fees → separate registration needed. [4]
- ★ ... can only be taken once.[1]
- ★ ... doesn't have an impact on the end-result.
- ★ ... is recommended to be taken, not mandatory.
- ★ ... gives you an idea your deficits.

What are the **self-test's framework conditions**?

- ★ 20 questions
- ★ 15 minutes
- ★ Paid separately [5]

How long do I have **time to take the exam** / **self-test** after registering?

6 months from the date of receipt of payment.[2]

Notes

[1] In case you fail the certification exam and would like the repeat it, you can - of course - also re-take the self-test.
[2] For each test, since you need to register separately for the self-test and for the certification exam.

Links

[1] www.iapm.net/ipmg-en
[2] www.iapm.net/lit-en
[3] www.iapm.net/certas-en
[4] www.iapm.net/rstipm-en
[5] www.iapm.net/fee-en

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During the exam

May I use **assistive devices** during the exam?

No, you are not allow to.
→ You need to sign a affirmation in lieu of oath to garantuee that you will take the exam independently. [1]

Can I **contact the IAPM** in case of ambiguity during the exam?

No, questions must be answered independently.

Which **type of questions** can I expect?

★ Multiple-choice questions
→single correct answer
→multiple correct answers
★ True / false questions

Which **examination system** is used and why?

Classmarker system is used to ensure an objective certification.
It requires ...
★ ... a current browser.
★ ... a stable internet connection.
★ ... activated JavaScript and cookies.

Can I **skip questions** or **return** to previous questions?

No, you need to answer a question before you can go on.
Subsequent changes are not possible.

What happens if the test is **interrupted due to technical reasons**?

★ Contact the IAPM support team immediately. [2]
★ Further course is then individually coordinated.

Links

[1] www.iapm.net/aloath-en
[2] www.iapm.net/contact-en

After the exam and certificate

Can I **repeat** the certification exam if I **fail**?

★ Yes you can repeat the exam twice with new questions.
★ After not-passing exam the second time, you need to wait 12 months before taking exam third time.
★ **Costs will be re-incurred.**

When and how do I receive my **examination result**?

★ By e-mail
★ Within 72 hours

After the exam and certificate (cont)

Is the **exact percentage I passed** the exam shown on the certificate?

No, not the exact percentage is shown, but a wording:
★ pass (65% - 70%)
★ good pass (71% - 80%)
★ very good pass (81% - 90%)
★ pass with distinction (>90%)

How can the IAPM certificate **influence my professional career**?

The certificate is ...
★... valid woldwide.
★... internationally recognized.
★... an objective confirmation of your knowledge.

How long is my **certificate valid** and how much **costs** the recertification?

★ Valid a lifetime
★ No recertification fees!

Which **documents** do I receive after passing the exam?

★ Cover letter
★ Certificate
★ Testimony
★ Download link for your certification badge

Links

[1] www.iapm.net/contact-en

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