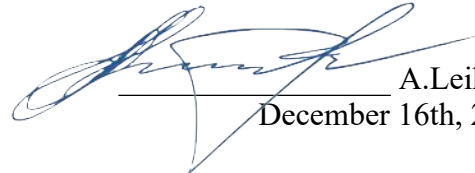


CONFIRM
LNPMA Certification Councils
chairperson


A. Leikarts
December 16th, 2024

**Latvian National Project Management Association
Certification centre "Latvia-Cert"**

Charter

"CERTIFICATION PROCESS"

*All previous releases are void
Valid until next release*

RIGA
2024

CONTENT

1. General Provisions	3
2. Certification levels	3
3. Certification requirements	4
4. Certification fee	6
5. Certification procedure	7
5.1. Date of certification	7
5.2.1. Application documents	7
5.2.2. Verification of the application documents	8
5.2.3. Establishing the existence of a conflict of interest.	9
5.2.4. Preparation and payment of the invoice.	10
5.2.5. Progress of the certification process	10
5.2.6. Stages of the certification process	11
5.2.6.1. Written examination	11
5.2.6.2. Project report	12
5.2.6.3. Workshop	12
5.2.6.4. Interview	12
5.2.6.5. Compilation of the results of the certification tests	13
5.3. Receipt of the certificate, conditions of use	14
5.4. Recertification	15
6. Submission of appeals	17
Attachments	20

1. General Provisions

The description of the certification process is intended for certification applicants, supervisors of the certification process, the LNPMA CB Manager and other interested parties.

The certification process in Latvia takes place in accordance with the universal four-level certification system (4-L-C) of the International Project Management Association (hereinafter - IPMA) and in accordance with the IPMA competence guidelines (hereinafter - the ICB) version 4.0. LNPMA CB and assessors ensure that each assessment of the applicant is based on the principles, objectives, procedures, specifications of the IPMA certification, and fully complies with the IPMA ICR4 guidelines.

The purpose of certification is to make sure that the applicant has the necessary knowledge, skills and competences that are necessary for a project management specialist.

The documents submitted by the applicant for the certification process are confidential. The applicant's documents are available only to employees of the certification center "Latvia - Cert" (hereinafter - SC) of the association "Latvian National Project Management Association" (hereinafter - LNPMA), assessors and representatives of the appeal committee.

The LNPMA CB Manager, the chairman of the Certification Board of the LNPMA, the assessors, the employees of the appeals committee and the scheme committee are responsible for the implementation and maintenance of the certification procedure in an appropriate condition.

LNPMA CB provides certification of project managers for all potential candidates, regardless of nationality, race, religion, gender, sexual orientation, ethnicity

2. Certification levels

The international 4-level certification system for project management specialists provides for the evaluation of project management specialists at four qualification levels. LNPMA CB organizes certification of IPMA LEVELS D, C, B, A.

The certification process is based on the assessment of the applicant's competencies, where the candidate's knowledge, abilities and abilities are analyzed. The candidate does not necessarily have to be a member of the LNPMA, any project management specialist can apply and take the certification of any level and domain

Certification levels:

- **IPMA Level A – Certified Project / Program / Portfolio Director:**

A person who is able to manage significant projects or significant programs, or project portfolios, using appropriate resources, methodologies and tools, that is, the subject of certification and not individual project management. To assume such responsibility, a high level of knowledge and experience is required.

- **IPMA Level B – Certified Senior Project / Program / Portfolio Manager:**

A person who is able to manage a complex project or program, or a portfolio. A project or program usually has several parts, which means that the project manager manages the

project with the help of sub-project managers and makes less use of direct project team management.

- **IPMA level C - Certified project manager:**

A person who is able to manage a semi-complex project, that is, this person has demonstrated an appropriate level of experience, in addition to the ability to apply project management knowledge.

- **IPMA Level D - Certified Project Management Specialist:**

A person who is able to use the knowledge of project management by participating in a project in any position, moreover, general knowledge is not enough to demonstrate a satisfactory level of competence.

3. Certification requirements

IPMA level A

<i>All experience must be assured, taking into account the last 12 years</i>		
Domain	Role description	Tolerance requirements
Project management	<p>Certified Project Director</p> <ul style="list-style-type: none"> • Works at the strategic level in a very complex project environment. • Is responsible for a very complex project that has a strategic impact on the organization. 	<p>Minimum 5 years of experience as a project manager, in the function of responsible leadership in very complex projects, of which at least 3 years were at the strategic level.</p>
Running the program	<p>Certified Program Director</p> <ul style="list-style-type: none"> • Operates at the strategic level in a very complex program environment. • Is responsible for a very complex program that has a strategic impact on the organization. 	<p>Minimum 5 years of experience as a program manager, in a responsible leadership function in very complex programs at the strategic level. <i>or</i> minimum 4 years of experience as a program manager in a responsible leadership function in very complex programs, and minimum 3 years of experience as a project manager in a responsible leadership function in very complex projects at the strategic level.</p>

Portfolio management	<p>Certified Portfolio Director</p> <ul style="list-style-type: none"> • Operates at the strategic level in a very complex portfolio environment. • Is responsible for a very complex portfolio that has a strategic impact on the organization. 	<p>Minimum 5 years of experience as a portfolio manager, in a responsible leadership function in very complex portfolios at the strategic level.</p> <p><i>or</i></p> <p>minimum 4 years of experience as a portfolio manager in a responsible leadership function in very complex portfolios, and</p> <p>minimum 3 years of experience as a project or program manager in a responsible leadership function in very complex projects or programs at the strategic level.</p>
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IPMA level B

<i>All experience must be provided taking into account the last 8 years. The period of tolerance requirements may be extended by 4 years subject to prior coordination with LNPMA CB.</i>		
Domain	Role description	Tolerance requirements
Project management	<p>Certified Senior Project Manager</p> <ul style="list-style-type: none"> • Works in a complex project environment. • In the organization is responsible for a complex project. 	Minimum 5 years of experience as a project manager, of which at least 3 years were, in the function of responsible leadership in the management of complex projects.
Running the program	<p>Certified Senior Program Manager</p> <ul style="list-style-type: none"> • Works in a complex program environment. • In the organization is responsible for a complex program. 	Minimum 5 years of experience as a program manager, of which at least 3 years were served, leading complex programs in a responsible leadership function.
Portfolio management	<p>Certified Senior Portfolio Manager</p> <ul style="list-style-type: none"> • Operates in a complex portfolio environment. • In the organization is responsible for a complex portfolio. 	Minimum 5 years of experience as a portfolio manager, of which at least 3 years were in a responsible leadership function when managing complex portfolios.

IPMA Level C

All experience should be provided, taking into account the last 6 years. The period of tolerance requirements may be extended by 4 years subject to prior coordination with LNPMA CB.

<i>Domain</i>	<i>Role description</i>	<i>Tolerance requirements</i>
Project management	<p>Certified Project Manager</p> <ul style="list-style-type: none"> • Works in an environment of medium complexity. • In the organization performs the role of a project manager in a project of medium complexity. 	<p>Minimum 3 years of experience as a project manager in a project of medium complexity.</p> <p>OR</p> <p>Minimum 3 years of experience in the role of a project manager, assisting a project manager in a complex project.</p>

IPMA level D

<i>Domain</i>	<i>Role description</i>	<i>Tolerance requirements</i>
Project management	<p>Certified project management specialist</p> <ul style="list-style-type: none"> • Have knowledge of the elements of project management competence. • Has extensive knowledge of project management and probably worked in project teams. 	No experience is required.

4. Certification fee

Price list of services, euros without VAT

SERVICE	IPMA Level A	IPMA Level B	IPMA Level C	IPMA Level D
Registration fee	€ 100	€ 70	€ 50	€ 30
Certification fee:	€ 2 100	€ 1 700	€ 1 200	€ 500
- after applying the discount*	€ 1 800	€ 1 400	€ 900	€ 300

Re-exam fee	€ 1 200	€ 1 000	€ 600	€ 150
Recertification fee:	€ 450	€ 450	€ 450	€ 300
- after applying the discount*	€ 300	€ 300	€ 300	€ 200

Explanation:

* – The discount is applied to persons who have provided support to the activities of the LNPMA (members).

The Latvian National Project Management Association is not a VAT payer.

The certification fee includes the cost of ensuring the certification process.

5. Certification procedure

5.1. Date of certification.

The certification dates are determined by the Certification Centre by posting information on the LNPMA website www.lnpva.lv in the Certification section and sending an e-mail to each member/applicant. The schedule of certification exams for 1 calendar year is published in the month of January on the LNPMA website.

The date and venue of certification may be changed if requested by the majority of candidates.

5.2. Participation of the applicant in the certification process (see Annex 1):

5.2.1. Application documents.

When preparing the application documents, the applicant should familiarize himself with IPMA ICB version 4.0 (available in English). Application document forms and ICB are available on the LNPMA website www.lnpva.lv in the Certification section.

List of application documents

No. p.k.	Documents to be submitted	IPMA level A	IPMA level B	IPMA Level C	IPMA level D
1.	Application for certification	X	X	X	X
2.	CV (curriculum vitae)	X	X	X	X
3.	List of projects	X	X	X	-
4.	Self-assessment	X	X	X	X
5.	Summary overview	X	X	X	-
6.	Report	X	X	-	-
7.	Complexity assessment	X	X	-	-

8.	Code of Ethics	x	x	x	x
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Explanation: x - mandatory to be submitted;
(x) – optional;
x^ - submitted only if SC is requested.

The applicant shall send the documents of the certification application no later than **2 (two) weeks before** the written certification examination electronically to the e-mail sertifikacija@lnpva.lv.

The applicant submits a signed (or electronically signed) applicant's application document before certification.

Recommendations for filling in the application documents

No. p.k.	Documents to be submitted	Recommendations (analyzing more often errors made in filling in documents)
1.	Application for certification	A photo must be attached (either electronically or when submitting the original application documents).
2.	CV (curriculum vitae)	Education, work experience and acquired project management training should be indicated.
3.	List of projects	In the column "Project duration", the total amount of projects must correspond to the duration of project implementation corresponding to each level (level A and B - 5 years; C level – 3 years). In the column "Role of the applicant in the project" – must be the experience of the project / program / portfolio manager or project department manager.
4.	Report	The "I" form should be used in the description of the report (e.g. I introduced ..., I provided ...).
5.	Self-assessment	An "X" denotes the level/levels of specific competence.

5.2.2. Verification of application documents.

Technical verification of the applicant's documents is carried out by the LNPMA CB Manager. If it is necessary to make corrections, the LNPMA CB Manager informs the applicant about the need for corrections. The applicant makes the necessary corrections and re-sends the corrected documents to the e-mail sertifikacija@lnpva.lv. For further evaluation of documents, the manager by order appoints 2 (two) assessors. Assessors receive the application documents electronically from the LNPMA CB Manager and conduct their content verification, as well as make sure that the candidate's overall experience meets the requirements of the chosen level. If

the LNPMA CB finds that the applicant does not meet the requirements of the selected level, the applicant is offered to take the certification to a lower level, or to provide additional information, clarifications to achieve the criteria set by the specific level. The results of the document verification are recorded on the document control sheet and the results are communicated to the LNPMA CB Manager. If it is necessary to make corrections, the assessors notes are sent to the LNPMA CB Manager, who sends them to the applicant further. After making corrections, the assessor examines the corrected documents again and fills in the document control sheet.

The candidate's application form must be signed electronically or on paper.

A candidate, according to ICR 9.4.14 (IPMA A, B C levels), is obliged to indicate names, job titles, as well as contact information (e-mail and/or telephone) in the form of a summary report for at least 2 persons to provide feedback, so that the SC manager/assessors can verify the veracity of the information provided by the candidate (candidate's role in the project, for example).

In cases where the LNPMA CB Manager or assessors finds the need for additional information, the LNPMA CB Manager is entitled to ask for additional contacts to the candidate, if necessary.

Decision-making process binding on the applicant for certification

No. p.k.	Name of the activity	Duration for the applicant	Duration LNPMA CB
1.	Submission of applicant's application documents.	4 – 2 weeks before the exam	-
2.	Evaluation of application documents in accordance with technical requirements.	-	2 days
3.	Making corrections / additions.	1 day	-
4.	Decision on the adequacy of documents. The appointment of assessors. Sending application documents to the assessors.	-	1 day
5.	Sending an invoice to the applicant for registration and certification payment. Sending information to the applicant about the appointed assessors, the time, procedure, place of certification.	-	1 day
6.	Evaluation of the application documents by the assessors.	-	2 days
7.	Making corrections / additions.	1 day	-
8.	The decision of the assessors on the compliance of the applicant for certification with the certification process.	-	1 day
9.	Written exam.	1/2 day	-

10.	Workshop of labor.	1/2 day	-
11.	Interview.	1/2 day	-
12.	Assessment of the stages of certification of the applicant.	-	1-3 days
13.	Decision on the granting / non-granting of a certificate.	-	1 day
14.	Publication of the data of certified persons (given name, surname, certificate No.) www.lnpva.lv	-	1 day
15.	Publication of certified personal data (given name, surname, certificate No.) www.ipma.world	-	After each quarter

5.2.3. Establishing the existence of a conflict of interest.

The applicant is obliged to inform the LNPMA CB Manager about the existence of a conflict of interest with the appointed assor(s) by the beginning of the examination.

A conflict of interest is considered to be any kind of situation in which the decision-maker has to take a decision or participate in the decision-making process, or perform other activities related to decision-making that affect or may affect this decision-maker or the person regarding whom this decision is made, his or her relatives or the personal or property interests of the counterparties, as well as cases where the assessor or assessors have guided the applicant before the Certification Examination or during the Certification Examination project management training, advised the applicant on theoretical or practical issues of project management, or have been mentors of the applicant in the project that the applicant manages or participates in.

Upon receipt of a written application on the possibility of a conflict of interest, the LNPMA CB Manager decides on the appointment of another assor. In cases where it is not possible for the Certification Centre to ensure the participation of another assessor in the Certification Examination in which the applicant participates in a short period of time, then the applicant has the right to take the Certification Examination the next time the Certification Centre organises the taking of the Certification Examination. In this case, the certification fee paid by the applicant is transferred to the next examination or, upon a written application of the applicant, is returned to the applicant. The certification registration fee is non-refundable and is payable again before the next Certification Exam.

5.2.4. Preparation and payment of the invoice.

For the performance of the certification registration fee and certification fee, an invoice is prepared in electronic format and sent to the e-mail address indicated in the applicant's application.

The certification registration fee and the payment of the certification fee must be made not later than 1 (one) day before the certification examination takes place by sending a document confirming the payment to the e-mail sertifikācija@lnpva.lv.

5.2.5. The assesment steps.

The assesment steps takes 1 day, if the number of applicants is not more than 5 people. If the number of applicants is higher, the certification process continues on the second day according to the exam schedule. The LNPMA CB Manager sends the agenda of the Certification Process to each candidate before the certification process takes place, with the times and durations of each section of the examination, as well as specific interview times for each candidate.

LNPMA CB provides appropriate premises and their arrangement for the conduct of written, working groups and interview examination sections. All stages of the exam are supervised by the LNPMA CB Manager or the leading assesor. If any violations are detected at any of the stages of the examination, an act of establishing a violation is drawn up.

The LNPMA CB Manager or the leading assesor must verify the identity of the candidate before starting the certification process by asking the candidate to present an ID card or passport. If the lead assesor or the LNPMA CB Manager is not present at the registration stage, the candidate may also be asked to present an ID card or passport before the working group seminar or interview.

The applicant, together with the application documents, may submit an application (free-form) with a request to the LNPMA CB to consider the possibility of adapting one of the stages of the certification process to the applicant (for example, by submitting a specific certificate from a medical institution regarding a hand injury, the SC may decide on the possibility of extending the time of the written examination for this applicant). The SC examines each applicant's application and its supporting document in order to make reasonable adjustments to the certification process, in accordance with the candidate's request. Each case is considered individually so that the adjustment made does not adversely affect other applicants for certification.

Certification process

IPMA level A	IPMA level B, C	IPMA level D
Registration		
<i>~ 30 min</i>	<i>~ 30 min</i>	<i>~ 30 min</i>
Written exam		
<i>Isn't</i>	<i>3 hours</i>	<i>3 hours</i>
Lunch break /exam results check		
<i>1 hour</i>	<i>1 hour</i>	<i>1.30 hour</i>
<i>Group work (3 - 5 people)</i>		Announcement of results

<i>4 – 8 hours</i>	<i>4 – 8 hours</i>	<i>5-10 minutes</i>
Presentation of the workshop assignment		-
<i>~ 30 min</i>	<i>~ 30 min</i>	-
Interview and announcement of results		-
<i>1.5-2 hours</i>	<i>1 -2 hours</i>	-
Issue of a certificate		

5.2.6. Stages of the certification process.

5.2.6.1. Written examination consisting of various questions in the field of project management:

- Test questions (with the selection of the correct answer from the given answers, only for D-level candidates), which in terms of time take up 50% or less of the total exam time;
- Open-ended questions (e.g. about a project proposal, project calculations, or process description).

Characteristics	IPMA level B, C	IPMA level D
Duration	3 hours	3 hours
Number of assessors	2 people (one of the assessors can be replaced by the head of the certification center)	2 people (one of the assessors can be replaced by the head of the certification center)
Minimum volume	80% Elements	Faces Elements
Test / Open Questions	0% / 100%	50% / 50%

The certification center makes sure that the exam questions submitted by the assessors are not the same.

The procedure for the course of the written examination:

- The applicant for certification arrives for the exam at the specified time and place. An applicant who has missed the beginning of the examination is entitled to participate in the examination, but the time for the execution of the examination is not extended.
- LNPMA CB provides appropriate premises and their arrangement for the conduct of the written examination and group work.
- The persons supervising the examination are not entitled to explain the content of the examination to the applicant during the examination.
- The applicant may use printed teaching aids, calculators, various types of writing aids during the examination.

- The applicant may not use electronic means of communication (mobile phone, smartphone, tablet, etc.) during the examination.
- During the examination, the applicant may leave the room if health problems have arisen or due to physiological reasons. The time for the performance of the examination shall not be extended for the applicant.
- If the applicant uses unauthorized aids during the examination or interferes with other examinees, the chief assessor or the LNPMA CB is entitled to expel him or her from the examination room. After the end of the examination, the persons supervising the examination shall draw up a protocol regarding the expulsion of the applicant for certification from the examination room, indicating the reason for expulsion. The work of the expelled applicant is not evaluated. The certification registration fee and certification fee of the expelled applicant are not refundable.
- The certification exam LNPMA CB can be recorded in video and audio formats if necessary (agreeing and obtaining the consent of the applicant). Video and audio recordings are used by the LNPMA CB only for the evaluation of the applicant, which is necessary for the Certification Exam, for the purposes of certification appeals and for the resolution of disputes. If necessary, video and audio recordings may be transferred to third parties who have the right to request information in accordance with the regulatory enactments regulating the right to request this type of information.

5.2.6.2. Project report

The reports describe the use of project / program / portfolio management competence in real cases. The report shall be drawn up only by A- and B-level candidates.

The report is used as an important basis for the interview, which describes the management situations, tasks, activities and results, the functions of the candidate and others involved in the project, the tools and methods used, the experience gained and the results achieved in relation to a large number of competence elements of version ICB 4.0. The scope of the report may vary depending on the writing skill, the complexity/type of the project, and the writing style.

The minimum number of competencies to describe in the report is 80%.

5.2.6.3. Group workshop

Solving the problem as a task of a small team on the basis of the example of a project, observed by one or more assessors, checking the actions of candidates in various roles, especially in the role of a subproject manager.

The group work option is used in the IPMA C, IPMA B, IPMA A level certification process if there are at least 3 applicants. If there are more applicants, several groups are formed, if less – for the applicant, the group work is replaced by a longer individual interview, during which questions are asked and the summary report, report is discussed.

The duration of the group work is about 4 hours, which ends with the presentation of the developed solution to the problem.

5.2.6.4. Interview

In the interview, the assessors ask pre-prepared questions based on the documents submitted by the applicants and/or the uncovered competencies during the exam/group work.

The ICB's version 4 project management competency elements discussed in the interview are a model based on the overall assessment objectives of the certification body and the information provided by the candidate or obtained from feedback.

If deemed necessary by the lead assessor, the interview time may be shortened or extended.

<i>Characteristics</i>	IPMA level A	IPMA level B	IPMA Level C
Number of assessors	2 People	2 People	2 People
Duration (without time reduction if the workshop is not implemented)	2 hours	2 hours	1.5 hours
Duration of reduced interview (if a workshop is implemented)	1.5 hours	1.5 hours	1 hour

5.2.6.6. Compilation of the results of certification tests and project report

- Project report

The CB assigned Assessors shall evaluate the report against the requirements of the level and domain using the evidence provided by the Candidate. A recommendation on pass/not yet competent shall be given and recorded in the Candidate file with the Assessor(s)' notes.

The Candidate shall be judged not yet competent if the report does not meet the requirements of the certification system for the level and role they applied for.

- Written exam

The results of the exam are evaluated by assigning a score to the answer of each question: for part 1 questions (test questions, only for level D) the maximum number of points is 1, while for part 2 questions (open-ended questions) - 2 points and for part 3 questions (for situational analysis) - 3 points. A partially correct answer can be judged by a partial score of points, where the smallest point scoring step is 0.5 points. A missed answer is scored with 0 points. In the event that the rating is lower than required by no more than 5%, the assessor transfers the candidate's result for evaluation to the other assessor, and after evaluation, both assessors agree on the result.

The applicant must answer at least the minimum number of competencies required, according to ICR4 points 9.3.8-9.3.15 and points 9.4.20-9.4.37.

If the result of the examination does not reach the requirements of the certification level chosen by the applicant, but the result of the examination conforms to the certification requirements of a lower level, then the applicant is entitled to perform repeated taking of the examination (by making an appropriate payment and agreeing with the LNPMA CB Manager on the procedures for re-taking a part of the particular examination) or the applicant agrees to perform a lower-level certification. In this case, there is no refund of the difference in the fee for certification levels. In order to ensure objectivity in the event

of a repeated examination, the LNPMA certification center appoints new assistants to the applicant.

- Group work

During the group's work, the assessors observe the individual performance of the applicants and mark the candidate's rating table. The results of the observations are used for interview questions to assess competencies. In group work, for the most part, competencies related to the behavior of the individual are evaluated.

- Interview

Competencies are assessed using Bloom's taxonomy and compared to the self-assessment completed by the applicant. In order to assess the level of competence of the applicant, the assessors ask one or more questions about the competence to be assessed.

Feedback is provided to the candidate by the assessors after the completion of the interview and before the decision to issue the certificate is announced (also if the decision to issue the certificate is negative).

- Decision-making

During the certification examinations, the assessors fill in reports on each applicant and one overall report on all participants in the certification process.

The decision to issue/not issue the certificate is made by the LNPMA CB Manager. After the interview and feedback to the candidate, the both assessors provide a recommendation to the LNPMA CB Manager or the candidate to issue/not issue a certificate, as well as on the overall results of the candidate's examination. After receiving the candidate's results, the LNPMA CB Manager decides on the issuance or non-issuance of a certificate.

Before issuing the certificate, the LNPMA CB Manager makes sure that the entire certification process has taken place in accordance with the IPMA ICR4 guidelines and no violations in the course of the certification cycle have been identified.

If the applicant has not passed the Certification Examination successfully and it is not possible to issue the Certificate, the Certification Registration Fee and the Certification Fee shall not be returned.

An applicant who has not passed the certification tests may take them again at the next certification time according to the exam schedule. The re-examination may be taken during the next 2 (two) certification cycles. If the applicant has not applied, the right to a re-examination disappears and the certification must be reapplied.

All reports and exam results shall be entered and stored in a lockable cabinet at the premises of the LNPMA CB for 5 (five) years from the date of the certification process.

5.3. Receipt of the certificate, conditions of use

If the required number of points has been collected in the written exam and the results of the group work and/or interview are positive, the certificate is issued. If the number of points required in the exam and/or group work, the results of the interview are not positive, the certificate is not issued.

For the Candidate to be awarded an IPMA Certificate, they shall have successfully completed each of the assessment steps within 18 months from the date of acceptance of their application.

Having received the certificate, the applicant undertakes to comply with the Code of Professional Ethics of the Project Manager, the rules for using the certificate.

The certificate is issued after the announcement of the results.

The certificate is the property of LNPMA CB and only SC is entitled to use the Certification Logo.

The validity period of the certificate is 5 (five) years. Before the deadline, or sooner, the certificate holder can be certified at the next level or re-certified at the same level. The certificate holder keeps track of the validity period of the certificate and carries out a timely recertification process.

A certificate may be revoked if:

- The certificate is forged or its content, owner, expiration date or issuer is changed;
- A complaint has been received from third parties and, after examining the complaint, it has been found to be justified;
- Lack of professionalism;
- The certified person does not comply with the Code of Ethics;
- Intentionally causes harm to the client or other parties involved in the project;
- Confidential information shall be disclosed;
- Does not comply with the terms of use of the Certificate.

If a complaint is received from clients or other third parties about unethical, fraudulent behavior of a certified project manager, the LNPMA CB manager registers the application and transfers copies of the documents to the chairman of the LNPMA CB Council.

The Chairperson of the Council shall convene an extraordinary meeting with the members of the Council to examine the complaint. If necessary, documentary confirmation of unethical, fraudulent behavior of the project manager is requested from the complainant, the complainant and the project manager may be invited to an individual meeting. If necessary, an outing to a place where you can actually look at the consequences of the unethical, fraudulent actions of the project manager.

The LNPMA CB Council examines the complaint within 2-4 weeks and decides whether to cancel/not cancel the certificate. The minutes of the decision are transferred to the LNPMA CB Manager.

The Chairman of the Council of the LNPMA CB scr sends the letter with the decision taken in writing to the complainant and the project manager.

The project manager shall transfer the certificate to the Chairman of the SC Council of the LNPMA within 10 (ten) working days after the decision of the SC Council to cancel the certificate.

The results of the certification process are public, the obtained Certificate, data and information about the Certificate holder and his Certificate will be published both on the LNPMA website and on the website of the International Project Management Association (IPMA) <https://www.ipma.world>, in the section "Certification" → "Database of Certified Professionals" → "Search First name, Last name". IPMA data on certified project managers are updated after each quarter. Certified persons can be searched in the IPMA database by selecting the certification level and entering the name and surname. In the event that the certified person does

not find his certificate in the IPMA database, the certified person must contact the LNPMA CB Manager by writing an e-mail to him or calling him.

5.4. Recertification

The recertification process (see Annex 2) is based on the candidate's project management activities and tasks, as well as professional education since his last certification or recertification.

No. p.k.	Steps in the recertification process	IPMA level A	IPMA level B	IPMA Level C	IPMA level D
1.	Application	x	x	x	x
	CV (curriculum vitae)	x	x	x	x
	Self-assessment	x	x	x	x
	List of projects	x	x	x	x [^]
2.	Interview	o	o	o	o
3.	Recommendation of the Assessors	x	x	x	x

Explanation: x – mandatory;

x[^] - submitted only when required by SC;

o - shall apply only at the request of the assessors.

Recertification application documents must be sent electronically to e-mail sertifikacija@lnpva.lv.

If, according to the content of the submitted documents, the assessors have doubts about the applicant's compliance with the recertification requirements, the applicant is invited to an interview to find out whether the candidate for recertification still meets the requirements of his or her IPMA level of competence.

If there are doubts about the renewal of the certificate, the candidate for recertification may also provide additional evidence regarding his level of competence, his development and his professional conduct.

On the basis of the overall assessment of the assessors, the LNPMA CB Manager shall take a decision to extend or not to extend the certificate.

The candidate may apply to recertify up to 6 months before or up to 6 months after his/her "previous" certificate is due to expire.

- The validity of the "previous" certificate cannot be extended. Its expiry date will end at the date it ends.
- However, the very last date by when the recertification must be applied for can be extended. Thus, this time frame is normally the expiry date plus/minus 6 months. In the maximum, this can be extended to the expiry date + 12 months, if explained with reasonable justification - maternity leave, sudden illness, prolonged business trips, or

something else. Such a request must be done before the certificate expires.

- So technically, during such 12 months, the candidate does not have a valid certificate but he/she can still apply for a recertification.
- Once the application for recertification has been submitted within the time frame, the CB will process it. The CB's processing time may still remain within the above 12 months or it may even take longer (for instance, if the application is provided on the very last day of the term and/or if further clarifications etc. is needed).
- If the CB accepts the application, the validity of new certificate will start as of the expiry date of the "previous" certificate.

Example: A certificate is due to expire on 1 July 2025.

- Between 1 January and 1 July 2025: candidate can apply for a recertification.
- Until the expiry date (1 July 2025): candidate can request that their recertification does not take place until 1 July 2026, if they have a good justification.
- IF the CB accepts this request:
 - a) Between 1 July 2019 and 30 June 2020: the candidate can apply for a recertification,
 - b) From 1 July 2026 on: the candidate can no longer apply for recertification.
- In any case:
 - a) From the expiry date (1 July 2025) on: the previous certificate has expired,
 - b) If recertification is successful, the validity of the new certificate starts from the expiry date of the old certificate: 1 July 2025.

6. Submission of appeals

If the applicant is not satisfied with the decision of the LNPMA Certification Center on the results of the examinations, he is entitled to submit a complaint to the Appeals Committee. The complaint form is available on the LNPMA website. The applicant may lodge a complaint within 30 working days of the announcement of the results.

For the handling of the complaint, the complainant must deposit a deposit. An invoice in electronic format is prepared for the complaint handling fee and sent to the e-mail address specified in the applicant's application. If the decision is in favor of the complainant, the money from the deposit is returned. If the decision is negative for the complainant, the money from the deposit is not returned.

After receiving the complaint and executing the payment, the head of the Appeals Committee contacts the LNPMA CB Manager. An agreement is concluded on the consideration of the Appeal with the Manager and each member of the Commission.

The Head of the Appeals Committee may invite the complainant for an interview within 10 working days from the date on which the complaint was lodged.

The LNPMA CB Manager submits copies of the applicant's certification examination documents, copies of the application documents, audio recordings, if any, to the head of the Appeals Committee, who then passes them on to the members of the committee. The received documents are examined separately by each member of the committee, then meets for a meeting at which a decision is taken on the rejection or approval of the complaint. The meeting shall be recorded in minutes, the minutes shall be kept in the LNPMA CB.

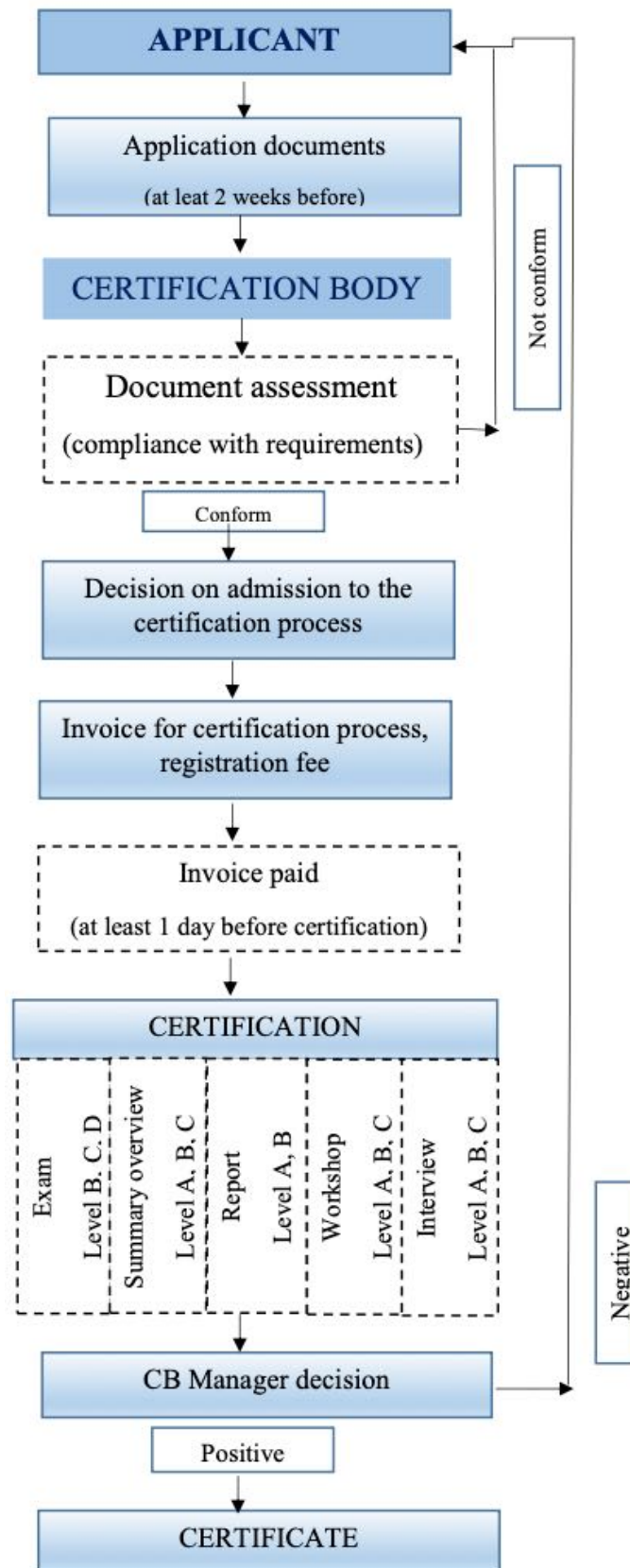
The time for examining a complaint with the adoption of a decision is 2 weeks from the date of receipt of documents.

All members of the Appeals Committee must have one of the IPMA 4 - level certificates.

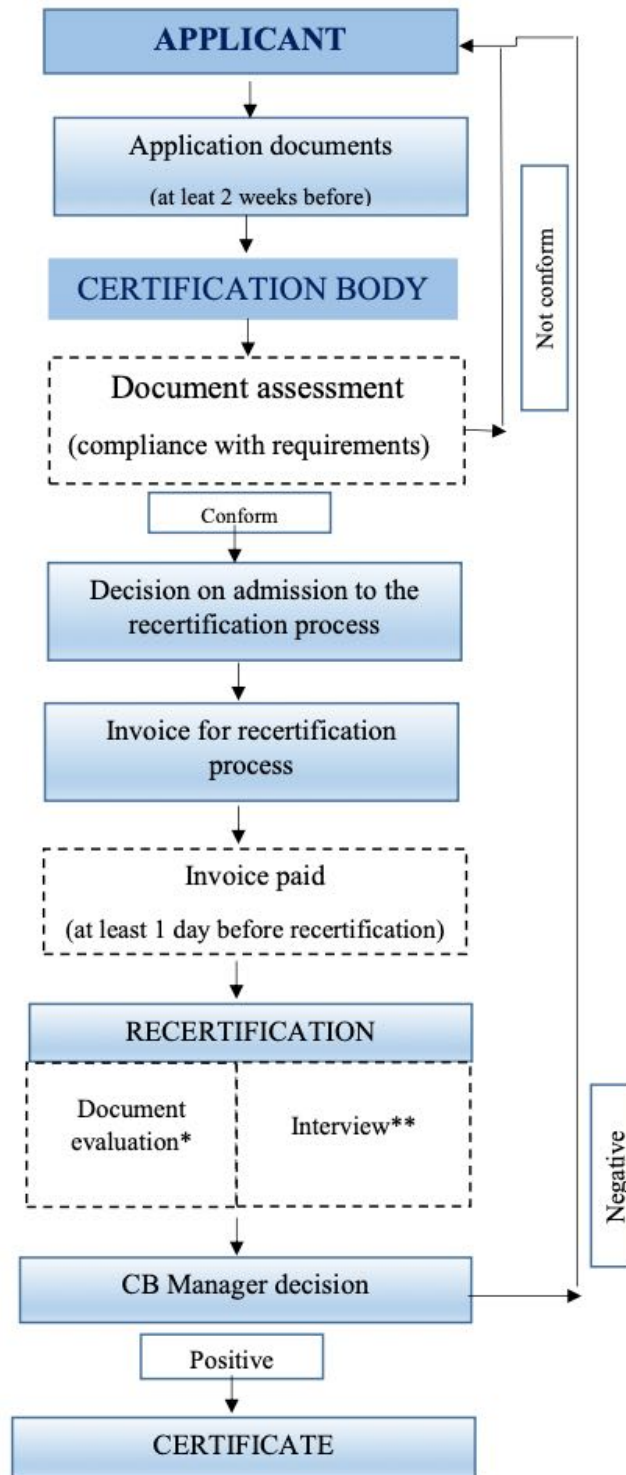
The head of the appeals commission sends a letter with the decision taken to the complainant and the LNPMA CB Manager.

The LNPMA CB Manager shall, in case of a positive decision, issue a certificate to the applicant and register it in the common Register of Certified Persons.

Activities of the applicant for participation in the certification process



Activities of the applicant for participation in the recertification process



Explanation:

* – without the presence of the applicant;

** - the activity is organized only at the request of the assessors.