Academy for Project Leadership & Management (International)
IPMA-Australia (MA)

IPMA international project management association

# IPMA-Australia-MA-REG-Applicant-Guide

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## Owner and Author of the Document

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## Purpose and Scope

his guide outlines the procedures and requirements for organisations and independent professionals applying to register their education or training courses and programmes through the **IPMA Education & Training Registration (REG) System** under **IPMA-Australia**, acting as the Member Association (MA).

It is intended to support applicants in understanding the end-to-end REG process — from initial application and assessment through to approval, re-registration, and ongoing compliance. The guide provides clarity on documentation, timelines, and responsibilities for both applicants and the MA.

Applicants should read this guide alongside the following key IPMA documents to ensure full alignment with global requirements:

- *IPMA Education & Training Registration System Regulations*
- *Guidelines for REG Assessors*
- *IPMA REG Short Guide for Using Logos, CPD Records & Proof of Participation, and Digital Badges*
- *IPMA-Australia MA Policies on Appeals, Complaints, and Fees*

This document applies to all courses and programmes submitted for registration within the geographical area covered by IPMA-Australia and complements the overarching IPMA framework governing the Education & Training Registration System.

## Introduction

The IPMA Education & Training System (IPMA REG) is a premium product of IPMA that connects education and training organisations, as well as independent professionals (freelancers), offering high quality courses and programmes in the field of project management.

In addition to this document, IPMA REG applicants should also refer to:

- IPMA-Australia-MA-REG-Appeals-Policy
- IPMA-Australia-MA-REG-Complaints-Policy
- IPMA-Australia-MA-REG-Fees-Policy

## Definitions and Key Terms

For the purposes of this guide, the following definitions and terms apply. These are consistent with the **IPMA Education & Training Registration System Regulations (v1.2)** and related IPMA guidance.

**Applicant** – An organisation (training provider or educational institution) or individual (freelancer) applying for registration within the IPMA Education & Training Registration (REG) System.

**Assessment Process** – The evaluation of an application for a training or education course or programme conducted by two independent REG Assessors, overseen by the National REG Director.

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**Competence Elements (CEs)** – The specific elements of competence from the *IPMA Individual Competence Baseline (ICB4)* which form the foundation for course or programme mapping within the REG System.

**Contact Hours** – The total number of hours of direct, in-person or virtual instruction or participation in a course or programme.

**Course** – A structured learning activity designed to develop competence in project, programme and/or portfolio management, with a duration of up to 60 contact hours (minimum of two hours per Competence Element).

**Programme** – A series of related courses designed to develop competence in project, programme and/or portfolio management, with a duration exceeding 60 contact hours (minimum of two hours per Competence Element).

**REG (Registration)** – The *IPMA Education & Training Registration System*, a premium product of IPMA that connects high-quality education and training organisations with individuals seeking to enhance their project management competence.

**REG Assessor** – An individual with the necessary competence to assess REG applications, who has completed the IPMA Workshop/Webinar for REG Assessors and signed a Non-Disclosure Agreement (NDA) with the Member Association.

**REG Director** – The person appointed by the Member Association (MA) to implement, maintain, and enhance the IPMA REG System within the geographical area of responsibility.

**REG Partner** – A training provider, educational institution, or individual that has successfully registered one or more courses or programmes under the IPMA REG System and holds a valid IPMA REG registration.

**Member Association (MA)** – The national association officially recognised by IPMA to represent the organisation within a defined geographical area and authorised to operate the REG System.

**Registration Validity** – The period during which a course or programme remains approved and registered within the REG System, typically one year from the date of confirmation by IPMA.

**Re-registration** – The process of renewing REG approval following the expiry of the validity period or when substantive updates have been made to a registered course or programme.

**Significant Changes** – Major updates to a course or programme (e.g., revisions to content, structure, or delivery format) requiring reassessment by two REG Assessors.

**Minor Changes** – Smaller updates (e.g., changes in course materials or instructors) requiring assessment by one REG Assessor.

**Incremental Changes** – Routine annual updates that do not affect the course structure or learning outcomes, approved by the National REG Director without formal reassessment.

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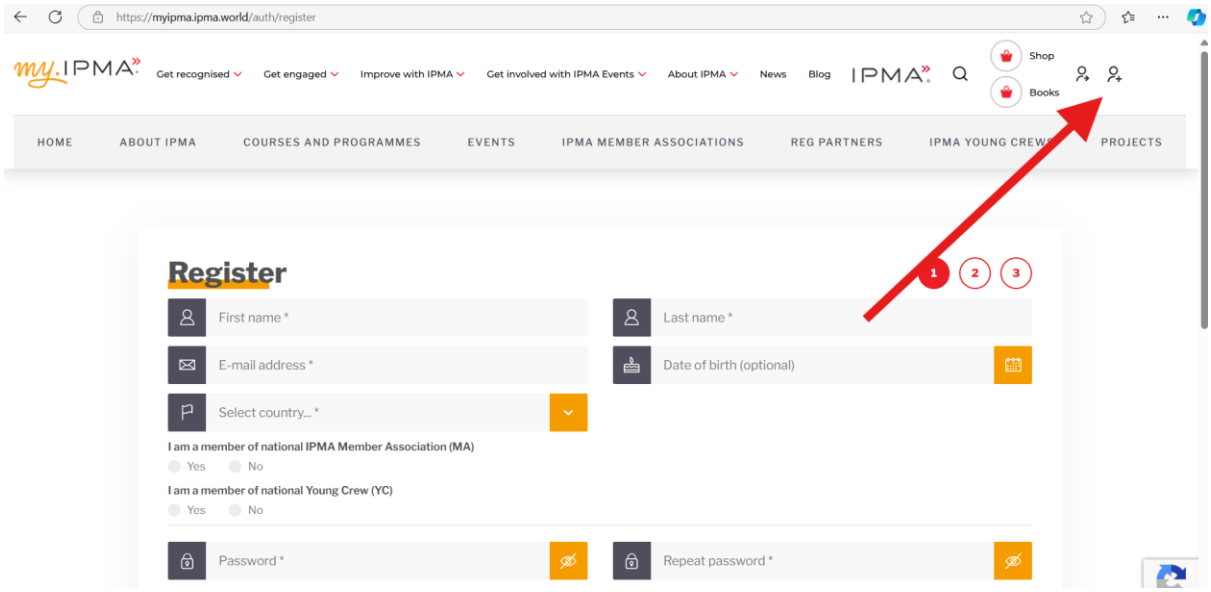
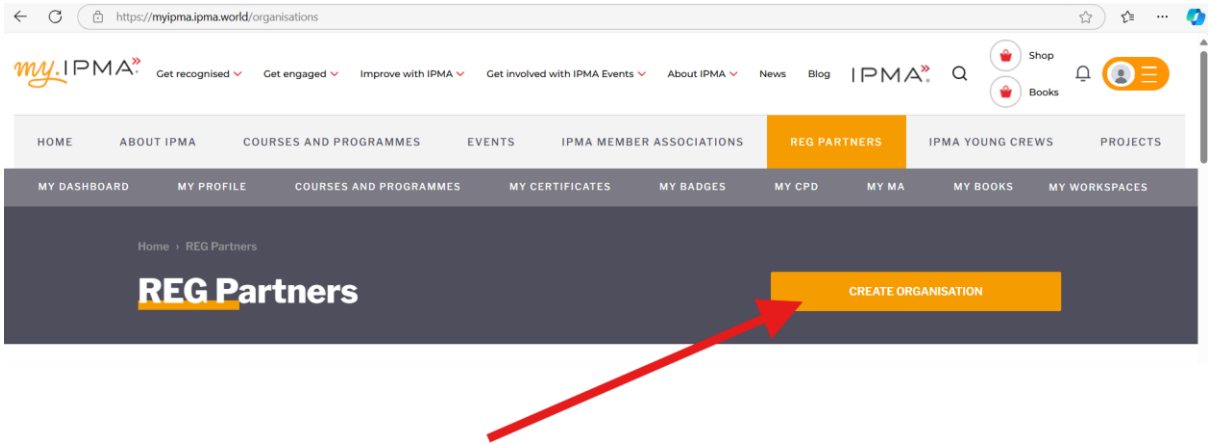
# Initial Application Process

1) Applicant must first create an individual profile on [MyIPMA - IPMA INTERNATIONAL PROJECT MANAGEMENT ASSOCIATION]




2) Applicants create an organisational profile within the 'REG Partners' tab:




3) Once the organisation has been approved by IPMA, an organisation must log into my.ipma and go to their blue profile.
4) Organisations to add all relevant people to their organisation – after they have created their own individual my.ipma profile.
5) Applicants must complete an application form via my.ipma, which will then be forward to the Member Association (IPMA-Australia) for review.

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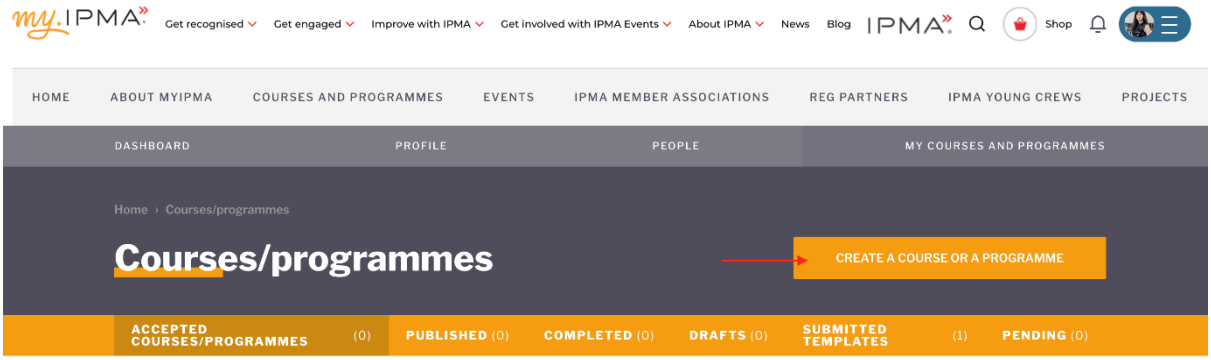


6) Applicants may request for REG application under one of the following six categories:
   - Training Course – a course offered by a **training provider** with the objective of developing competence in project, programme and/or portfolio management, with a duration of up to 60 contact hours (minimum of 2 hours per Competence Element).
   - Training Programme – a series of training courses offered by a **training provider** with the objective of developing competence in project, programme, and/or portfolio management, with a duration exceeding 60 contact hours (minimum of 2 hours per Competence Element).
   - Education Course – a course offered by an **educational institution** with the objective of developing competence in project, programme, and/or portfolio management, with a duration of up to 60 contact hours (minimum of 2 hours per Competence Element).
   - Education Programme – a series of education courses offered by an **educational institution** with the objective of developing competence in project, programme, and/or programme management, with a duration exceeding 60 contact hours (minimum of 2 hours per Competence Element).
   - Exam Preparation Course – a course offered by a **training provider/educational institution** with the objective of developing competence in project, programme, and/or portfolio management, and preparing individuals for IPMA Certification. The course duration is up to 60 contact hours and must comply with the requirements of the IPMA-Australia Certification Body.
   - Exam Preparation Programme – a programme offered by a **training provider/educational institution** with the objective of developing competence in project, programme, and/or portfolio management, and to prepare individuals for IPMA Certification. The programme exceeds 60 contact hours and adheres to the requirements of the IPMA-Australia Certification Body.

7) Applicant to include the following basic information in the application:
   - Course/Programme Name – the title should reflect the content of the course/programme. Titles must not include the names of other institutions, except for exam preparation courses/programmes. Exam preparation courses/programmes must state the certification level.
   - Main Language(s) – the language(s) in which the course/programme will be delivered if registered.
   - Mode of Delivery – onsite, online or hybrid.
   - Type of Course/Programme – training or education course/programme.

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8) Applicants to include the following contact data in the application:
    - Organisation address
    - Organisation telephone number
    - Organisation website
    - Organisation email address

9) Applicant to include the following descriptions in the application:
    - Short Description – up to 250 characters. The description is to be used for promotion in search engines.
    - Long Description – up to 1000 characters. The description is to appear on the organisation's profile, explaining the offering.
    - The format of the instruction.

10) Applicants to include the following course/programme Competence Elements into the application:
    - Competence Elements – a breakdown of the Competence Elements covered during the course/programme.
    - Duration – the number of direct contact hours required for delivery.
    - Course/Programme Outline – main topics covered in the offering.

11) Applicants to include 3-10 main learning outcomes in the application.

**12)** Applicant to receive communication from the National REG Director including a link, to upload any additional materials requested, along with key literature and materials which have been mapped against the IPMA ICB CEs included in the course/programme. **(Note – this will be provided by IPMA-Australia though a secure team link)**

13) Applicants to upload key literature and materials, along with the CE mapping matrix, into the REG portal link which has been communicated to them, the resources must be not older than 5 years. The literature and materials must be related to the course/programme's topics.

14) Applicants to include the following additional materials to the application:
    - A legal statement from an official authority (for private/public companies), country of residence and permission to work (for freelancers) or accreditation for educational institutions.
    - Information about the key experts responsible for delivery and management of the course/programme and Assessor(s) where applicable.
    - Signed application statement.

## Conflict of Interest

All REG Assessors and applicants must declare any potential or perceived conflicts of interest before or during the assessment process. Examples include prior working relationships, financial interests, or collaborations with trainers or organisations involved in the course or programme.
If such a situation arises, the REG Assessor must inform the National REG Director immediately. The

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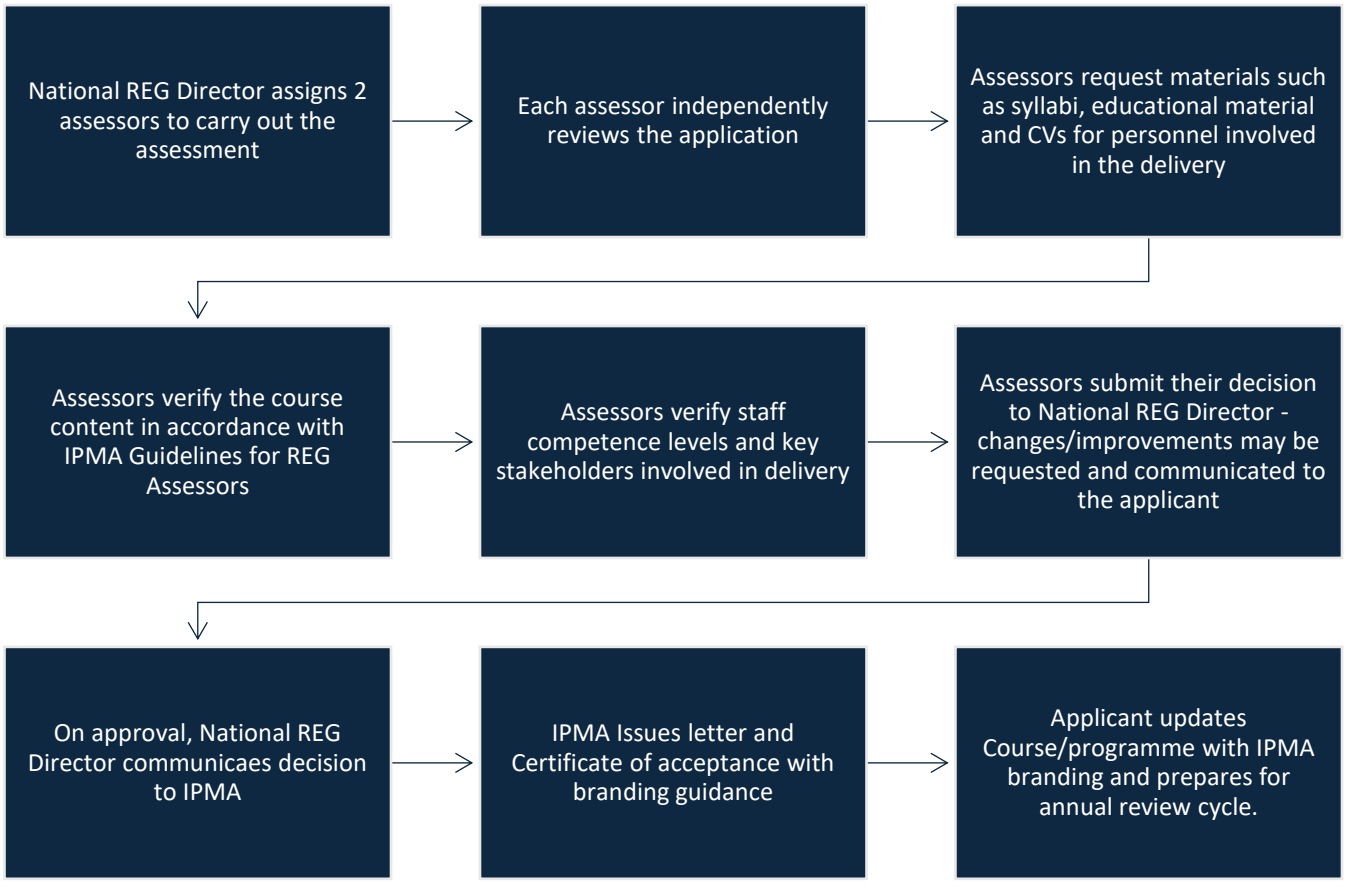
REG Director will review the circumstances and, where necessary, appoint an alternative assessor to ensure the fairness and impartiality of the process.

## IPMA REG Assessment Process




## Assessment Independence

Applicants must not contact REG Assessors directly regarding the status or content of their application. All communication during the assessment process must be directed through the National REG Director. This ensures that assessments remain independent, objective, and free from external influence, in accordance with IPMA Regulations.

## Timeline

It is anticipated that an IPMA REG assessment will be completed within 30 days of receipt of an application. This timeframe may be paused if additional information, clarification, or changes are requested from the applicant during the review process. The 30-day period resumes once the requested materials have been received by the REG Director.

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## A Positive Decision

If the application is approved, the IPMA REG logo and an acceptance letter (valid for one year) are sent to the REG Partner through the my.ipma system. The registered partner and course/programme is promoted through the my.ipma system, listed on the REG webpage, and periodically advertised via IPMA communication channels.

### Registration Validity

All IPMA REG registrations are valid for a period of one (1) year from the date of official IPMA approval. To maintain continuous registration, REG Partners must complete the re-registration process before the end of the validity period.

### Branding and Logo Use

Approved REG Partners are authorised to use the IPMA REG logo and associated branding materials only in accordance with the *IPMA REG Short Guide for Using Logos, CPD Records & Proof of Participation and Digital Badges*.
Any misuse or modification of IPMA trademarks, visuals, or branding elements may result in withdrawal of registration status and associated privileges.

## A Negative Decision

If the application is rejected, the process concludes at the local Member Association level. The National REG Director informs the applicant and provides and explanation for the decision which may be appealed.

## Appeals/Complaints

The applicant has the right to appeal the decision of the Member Association, see also IPMA-Australia-MA-Appeals-Policy for more information.

If the applicant believes there were procedural irregularities, an official complaint can be submitted directly to IPMA, which will investigate the case in collaboration with the National REG Director. See also IPMA-Australia MA Complaints Policy for more information.

### Escalation to IPMA

If an applicant believes that the Member Association's appeals or complaints process has not been conducted in accordance with IPMA regulations, a procedural complaint may be escalated to IPMA Headquarters. IPMA will review the case in collaboration with the National REG Director and issue a final decision.

## Re-registration (1-3 years)

Courses and programmes are accepted into the REG system for a period of one year, after which registration should renew. Re-registration can be completed through one of the following three application routes:

### 1. Incremental Changes Route

This involves minor updates/changes, such as revisions to literature or course descriptions. These changes do not require a formal re-assessment and are approved by the National REG Director using

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the IPMA-Australia-MA-REG-Re-registration-Form. Registration is renewed upon payment of the annual fee for Route 1.

### 2. Minor Changes Route

This involves small modifications, such as updates to course material or key experts involved in the delivery of the course/programme. This update can be completed yearly (or during the year of the active REG period, dependent on when the change occurs). This re-registration requires an assessment by one REG assessor and approval by the REG Director. The REG Partner must submit IPMA-Australia-MA-REG-Re-registration-Form to the National REG Director to initiate this process. Registration is renewed upon payment of the annual fee for Route 2. We suggest this is done at the end of each year where possible.

### 3. Significant Changes Route

The REG Partner may submit significant changes, such as changes to course content, format or title during the active REG period. Significant changes require an assessment by two REG assessors, approval by the National REG Director and are subject to Route 3 (initial) registration fees. This process is initiated by contacting the National REG Director via email, initiating the initial registration process.

The National REG Director will contact each REG Partner on an annual basis to request re-registration. If the re-registration process is not followed by the REG Partner, the National REG Director will inform IPMA, and registration will be removed. IPMA Logos and branding will also be withdrawn.

## Re-registration After 3 Years

After a period of 3 years REG Partners are required to submit their course/programme through the original registration process, this is to ensure that the course/programme remains aligned with current trends in the project management field and meets the requirements of IPMA REG.

In this case, registration requires an assessment by two REG assessors, approval by the National REG Director and applicable registration fees. This process is initiated by contacting the National REG Director via email, initiating the initial registration process.

The National Reg Director will contact each REG Partner, annually to instigate re-registration, the training/education organisation or independent professional will have 30 days to submit a re-registration application form, if the timeline is not adhered to, the applicant will need to re-submit an initial application and will be subject initial application fees.

*All IPMA REG Partners must adhere to IPMA's branding, logo use, and communications guidance as outlined in the IPMA REG Short Guide. Misuse of IPMA trademarks may result in withdrawal of REG status.*

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