

**Program Manager (IPMA Level A®)**

Check the *asapm* website for current prices. You must pay the application fee before we can process your application.

*This is a preliminary application used to help us determine if you qualify for certification as a Program Manager. If your Stage 1 Application is accepted, we will send you a Stage 2 Application.*

If you have questions about the application or the application process, contact us at:

[Cert-Applications@asapm.org](mailto:Cert-Applications@asapm.org)

Payment is required before your application can be processed. Pay the appropriate fee online:

[http://www.asapm.org/Cert/pay\\_IPMA-A.asp](http://www.asapm.org/Cert/pay_IPMA-A.asp)

Or mail a check payable to "asapm" to:

[asapm • 6547 North Academy #404 • Colorado Springs, CO 80918 USA](#)

Email your *completed application* and a *copy of your résumé* to:

[Cert-Applications@asapm.org](mailto:Cert-Applications@asapm.org)

Allow 1-2 weeks for the processing of your application.

<b>A. Personal Information</b> (bold fields are required)			
<b>A1. Postal Mailing Address</b>			
<b>Name</b>			
<b>Line 1</b>			
Line 2 <sup>1</sup>			
Line 3			
<b>City, State, ZIP Code<sup>2</sup></b>			
<sup>1</sup> Line 2 is required for business addresses		<sup>2</sup> Substitute appropriate information for non-USA addresses	
<b>A2. Other Contact Information</b>			
<b>Preferred Phone</b>		<b>Preferred email</b>	
Alternate Phone		Alternate email	
<b>A3. Name as it should appear on your certificate</b>			

## B. Experience

### B1. Program Manager Experience

Document *only* your experience as a program manager. Do *not* include experience in other program or project roles. Programs may overlap.  
 Start with your most recent program and work backwards. Stop when you have documented 6,000 hours of experience or filled all 10 rows.  
 Estimate the number of hours worked to the nearest 100. Do not count more than forty (40) hours per week. Dates may be approximate.

Program Name	Approximate Dates (MM-DD-YY)		Client or customer	Estimated number of hours on this program
	From	To		

### B2. Project or Functional Management Experience

You must also have experience as a *project manager* or as a *functional manager* (e.g., as a department or unit head) during the last ten (10) years.  
 Start with your most recent experience and work backwards. Stop when you have documented 4,000 hours of experience or filled all 10 rows.  
 Estimate the number of hours worked to the nearest 100. Do not count more than forty (40) hours per week. Dates may be approximate.

Supporting experience (mark one):    a. Project Manager                      b. Functional Manager

a. Project Name b. Employer Name	Approximate Dates (MM-DD-YY)		a. Client or customer b. Department or Unit	Estimated number of hours worked
	From	To		

## C. Sample Program

Pick one program from the list in Section B1 that you feel is representative of your experience.

Program Name (from B1):

In the space below, provide a brief description of the products or services of your sample program. *Limit your description to the item or items that you were directly responsible for.*

In the space below, describe your role and responsibilities on your sample program.

**D. *asapm* Code of Ethics** (*agreement required*)

In recognition of my personal obligation to the project management profession and to the communities it serves, I do hereby commit myself to behave ethically and professionally. Specifically, I agree that I will:

1. Accept responsibility for my actions.
2. Treat all persons fairly regardless of their race, religion, gender, disability, age, national origin, or any other differences.
3. Avoid injuring others, their property, their reputation, or their employment by false or misleading words or action.
4. Make a concerted effort to meet my commitments, and to promptly notify those affected when I am unable to do so.
5. Work to ensure that my professional commitments are based on shared understanding.
6. Avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.
7. Reject bribery in the conduct of my professional responsibilities.
8. Be honest in representing my professional capabilities.
9. Be open to new ideas and concepts in project management.
10. Make a reasonable effort to maintain and improve my professional capabilities.
11. Assist colleagues and co-workers in their professional development, and support them in their efforts to behave ethically and professionally.

Acceptance (mark one box)	Yes	No
I have read and understood the <b><i>asapm</i></b> Code of Ethics, and I agree to abide by it while certified by <i>asapm</i> .	<input type="checkbox"/>	<input type="checkbox"/>

The *asapm* certification program is operated by *PMCert*, a semi-autonomous Certification Body established to comply with the requirements of ISO 17024.