



Membership and Certification Guidelines

Internationally Accredited By

GLOBAL INSTITUTE OF PROJECT MANAGEMENT

The Global Institute of Project Management (GIPM) is a world renowned premiere Professional Institute on training, learning, performance and capacity development in the Project Management, Facility Management, Supply-Chain Management and Human Resource Management Industry.

Introduction

The Global Institute of Project Management (GIPM) (Chartered) is the only Project Management Campus in the world offering both local and international university degrees as well as professional qualifications in Project Management and Facility Management. It is a Chartered Institute which was founded in Colombo, Srilanka which still remains the Institute international head office till today. It was founded by various professionals who saw the need for improvement in the project management education which was in shamble and need urgent attention. The founding fathers came with the vision of increase in the awareness of the importance of project management skill in all job processes.

GIPM courses are for all set of people ranging from students to top executive. GIPM certifications are recognized worldwide and helps lead to higher recognition as a professional in the project management profession, the Institute is in strong partnership Asia E University (AeU) Malaysia and whole lot of other universities in Africa and beyond.

GIPM gives license to be a Chartered Project Manager (CPM)® and operate has a project manager anywhere in the world.

With our years of experience and expertise in the field of Project Management, we assure the highest quality education in Project Management. GIPM will equip students with the necessary skills and knowledge required to provide project leadership to the success and growth of their organizations

Our Professional certificate study is a very cost- effective way to remain current with changes in your field. Join the many successful and proud individuals who have completed our in-depth courses.

We offer range of certificate courses and practical including facility management, supply-chain management, project management, human resources management etc. for advanced

professionals as well as courses for new professionals who are interested in honing various skills offered by our institution.

Each certificate course embodies the essence of quality training and meets the required education hours needed to sit the international GIPM-CPM Project Management exam. Importantly, Chartered Project Managers will also earn PDUs from each course.

Offered by AeU Asia eUniversity

Project Management provides a solid base for the success of an organization, helping them to execute organization's business strategies efficiently and effectively. Moving from an accidental profession, today, Project Management has become a profession of choice by many professionals across various industries.

The executive master degree in Project Management is expected to produce skilled and qualified project leaders and contribute to the society with an increased rate of project success and efficiency.

Objectives

It is expected that the prospective students of Global Institute of Project Management (GIPM) will acquire the skills required by a Project Manager to initiate, plan, execute, monitor and control, and close the project, with complete understanding of the project management process, framework, tools and techniques and the application of Global Standards in Project Management.

Program will also focus on interpersonal skills including communication, leadership and decision making to ensure it builds excellent leaders in project management.

The Certification Programmes are designed with an in-depth accredited eLearning and classroom courses provided by the Global Institute of Project Management (GIPM).

PROFESSIONAL MEMBERSHIP

Direct Membership Scheme is the alternative route to become the member of the Institute which comes with unique opportunities for acquisition of project management knowledge, skills and expertise for global best practices with professional membership of the Institute.

General member of the public can apply to be a member of the Institute and can be from any discipline, the membership grades are determined for professional with certain years of experience in relevant fields, this comes with the believe that such professional has acquired some certain skills and knowledge.

Benefits of Membership

The GIPM publishes the “GIPM Consultants Directory” as a service to its Certified Members and to the professional community. Only GIPM Certified Members may be listed.

The GIPM collects data on the professional skills, expertise, and experience of its members in the GIPM Expertise Bank for reference when a request is received.

The GIPM provides a network system to its members whereby professional assistance may be requested by an individual, organization, state or country on a personal basis. Members needing assistance may write to the GIPM with a specific request and the GIPM, through its membership and other professional resources, will try to link the requestor with a person, organization, or resource which may be of assistance.

The GIPM provides all members with a membership certificate for display on their office wall and an identification card.

The GIPM awards a certificate of Honorary membership to the corporations, companies, and other entities paying the GIPM membership and/or GIPM certification fees for their employees.

The GIPM Newsletters and other membership publications of the GIPM are made available for download from the GIPM website.

The GIPM's World Project Management Journal, published semiannually, is available for download on request.

GIPM members are entitled to reduced fees at seminars, conferences, and classes given by the GIPM. This includes local, regional, and international programs. When Continuing Education Units are applicable, an appropriate certificate is issued.

The GIPM members, who attend conferences, seminars, and classes receive a Certificate of Attendance from the GIPM. For individuals attending courses sponsored by the GIPM, a Certificate of Completion is issued upon completion of the course(s).

The GIPM members receive special hotel rates and assistance when attending Project Management programs, conferences, etc., sponsored by the GIPM.

Qualified Individuals

Practitioners in the Project Management Industries, Procurements professionals, Entrepreneurs, Management Consultants, Contractors, Engineers, NGO, Logistics Professionals, Working Professionals, Bankers, Graduates and interested professionals in all disciplines.

Our Obligations

- To create better awareness regarding the propositions of project management and facility management.
- To foster excellence in academic and professional practices in project management through the promotion and development of professional talent and expertise in all spheres of the sector.
- To award professional and membership certificate to deserving members.
- To determine the acceptable knowledge, skills and experience to attain by persons seeking recognition as professionals and experts globally and in Africa;
- To do all such other lawful things as may be considered to be incidental or conducive to the attainment of the above objectives or any of them.

Knowledge Focus

- Core knowledge and applied skills in project management
- Essential communication skills to help you manage a project
- Project phases and the project life cycle
- How to management time in any project.
- Project human resource management
- Project communication management
- Project procurement management
- An understanding of why today's projects are more complex
- Understanding risk in project management
- Project planning development

- Cost budgeting, cost estimating and cost control
- Quality planning, quality assurance and quality control
- Project contracts and products.

GIPM Membership Levels and Fees

Membership in the GIPM is open to all individuals and entities in **all field and disciplines**, regardless of race, color, creed, ideology, religion, social status, sex, or political beliefs. All applicants accept that GIPM will conduct an independent verification of employer, education, credentials, etc. Memberships categories are as follows:

- A. **Honorary Fellow member:** by the management.
- B. **Fellow member.** minimum of 15 years working experience with prior relevant experience in project management.
- C. **Full member:** minimum of 7 years working experience in related field.
- D. **Associate member:** minimum of 3 years working experience.
- E. **Student member:** current students of accredited tertiary institutions in relevant fields.
- F. **Corporate member:** a lawful, functional registered firm in any sector

The membership is open to all and every member of the community no matter the discipline ones the criteria listed above are met.

Visit **www.gipmafrica.com/membership** for more information

APPLICATION PROCEDURES

Interested applicants are to make payment for the appropriate with directly into the institute official account. Thereafter, fill the form attached with relevant documents and proceed to submit to the state office.

Table: Fee payable

FEES	Fellow (FGIPM)	Full (MGIPM)	Associate (AGIPM)	Student (SGIPM)
Minimum Years of work Experience	15 years	7 years	3 years	-
Membership Fee	N110,000	N90,000	N70,000	N27,000
Annual Subscription	N10,000	N10,000	N5,000	N2,000
TOTAL	N120,000	N100,000	N75,000	N29,000

All payment should be made into

Bank: First City Monument Bank (FCMB)
Account Name: Global Institute of Project Management
Account Number: 5297346014

All evidence of payment must be sent to membership@gipmafrica.com or brought our administrative offices for verification. Payment will be acknowledged with an official receipt of the Institute.

GIPM Activities

The GIPM publishes GIPM Newsletters, and GIPM Project Management Journals.

The GIPM provides a network program linking various areas of professional expertise needed in today's international community.

The GIPM develops training programs essential to national and international Project Management and establishes centers to support these training programs.

The GIPM annual awards are to deserving members of the community who have contributed immensely to the success of Project Management and related disciplines in the society at large. They are to be determined by the Award Committee of the Institute.

The GIPM provides recognition for Project Management publications, films, videos, and other training and media materials.

The GIPM receives proposals from professional Project Management groups/societies for review and, if applicable, submits them to the appropriate quarters for adoption and for wider use. These proposals are majorly the ones that are focus to the development of the profession and can help create a better life for all uses.

The GIPM establishes and supports divisions and committees to assist members in maintaining and updating their professional qualifications and expertise.

The GIPM Chapters and State branches located throughout the Country and around the world provide contact with the local communities, educational, and industrial entities.

The GIPM organizes and provides professional support for international and national groups of experts on all continents who are available to provide expertise and immediate help in times of emergencies.

GIPM Code of Conduct

Members of the GIPM, by virtue of their acceptance of membership in the GIPM, are bound to the following Code of Ethics regarding their activities associated with the GIPM:

1. Members must be responsible for ethical and professional conduct in relationships with clients, employers, associates and the public.
2. Members must be responsible for professional competence in performance of their professional activities.
3. Members must be responsible for the protection of professional interest, reputation and good name of any deserving GIPM member or member of other professional organizations involved in Project Management or associated disciplines.
4. Members must be dedicated to professional development of new members in the Project Management profession and associated disciplines.
5. Members must be responsible for their complete sincerity in professional service to the World.
6. Members must be responsible for continuing improvement and development of professional competencies in Project Management and associated disciplines.

CERTIFICATION PROGRAMES

The GIPM Certification Programme is a distinctively designed industry certification. First of its kind anywhere in the World ensuring that professionals are equipped with the fundamentals and all relevant subject matter areas required to excel as a project and facility management professional by passing through compulsory certification stages before specializing in their preferred project management related discipline (Master).

Achieving GIPM certification is dependent on any of the following: educational background, professional work experience or passing the appropriate proctor examination(s).

What is GIPM Certification Programme?

The Global Institute of Project Management (GIPM) certification Programme is designed with the aim of developing professional competence in the ever-growing complexity of Project and Facility Management, serving as a resource for grooming qualified professionals in the area of capacity building, technical and academic competence in the field.

Benefits of GIPM Certification

Certification: Guarantee of Competence

While the benefits of applying sound project and facility management practices vary depending on the organization's needs, candidates stand to gain the following after qualifying as GIPM Certified graduates:

➤ For the INDIVIDUAL

- Validate your project and facility management knowledge, skill and practice
- Be more engaged in the profession
- Remain current and competitive
- Learn from previous experience
- Get a transferable credential
- Proceed for further studies
- Globally recognized with local relevance
- Increase in employment chances
- Added advantages to your C.V

- Increase your confidence in ability to do the job
- Get recognition for your qualification and ability from employers

➤ **For the PROFESSIONAL**

- Provides benchmarks and standard of practice
- Creates a common understanding and language
- Recognizes knowledge, skill and practice
- Demonstrable performance indicators.
- Professional roles and responsibilities defined in service provision

➤ **For the EMPLOYER**

- Optimize productivity, efficiency and quality of work
- Build organizational capacity
- Create a positive corporate image
- Improve quality service provision
- Obtain services that meet business, customer and user demands
- Acquire integrated centralized processes
- Reduce risk
- More recognition
- Increase profit

Who can benefit from GIPM Certification Programmes?

It is important to consider a range of stakeholders who can benefit from improved career / profession:

These stakeholders could be from any of these backgrounds or disciplines:

- Senior Management
- Customers
- Project management
- Facility Management
- IT Staff
- IM Coordinators
- Health Information Managers

- Implementation Team – (IT and Business)
- Business Analysts
- Solution Providers, Vendors and Suppliers
- IT Management
- Document Controls
- Document Controllers
- Information Managers
- Technical Staff
- Project Engineers
- Business Administrators
- Human Resources Professionals
- Executives
- Data Managers
- Business Managers
- Information Technician
- Change Agents
- Information Analysts
- Record Management Personnel
- Project Managers
- Facility Managers
- Financial Management Professionals
- Business Unit Managers
- End users
- Students
- Business owners
- Contractors
- Employers of labour
- Archivists
- Other IM related disciplines
- Information Security Staff etc.

Certification Options / Paths

1. Foundation Stage

GIPM Foundation Stage is meant for students who are interested in developing the skills and experiences for their future career in the project management industry.

What qualify you for foundation stage?

- Undergraduates
- OND
- SSCE

2. Compulsory Stages

- | | | |
|----|----------------------------------|-----------------------------|
| 1. | Certified Project Manager | Stage I – CMP® I |
| 2. | Certified Project Manager | Stage II - CMP® II |
| 3. | Certified Project Manager | Stage III - CMP® III |

3. Master Certification

The Global Institute of Project Management (GIPM) offers Six (6) different **Master Certification** options:

- | | |
|----|---|
| 1. | Chartered Project Management - CPM® |
| 2. | Chartered Facility Management Professional - CFMP® |
| 3. | Chartered Human Resources Professional – CHRP® |
| 4. | Chartered Supply-Chain Management professional - CSMP® |
| 5. | Chartered IT Project Management Professional - CITMP® |
| 6. | Chartered Oil and Gas Project Management - COGPM® |

GIPM Certification Examination

GIPIM certification requires that candidates attend the pre-certification training classes prior to attempting the certification examination/testing except in a situation where they are applying for exemption(s).

To register for certification examination/testing or exemption, all candidates must complete and submit an application form with supporting documentation indicating acceptable work experience and education in case of exemption. The process of exemption requires that credentials are reviewed and evaluated by the GIPM's Certification Standards Committee to determine if the requirements for the certification applied for have been met. Evidence of pre-certification training will be required for those taking the examination.

NB: GIPM certification examination is open to registered members of the Institute and non-members.

Pre-Certification Training Classes

The GIPM classroom Pre-Certification Training Programmes are designed in line with the international best practices, and leading to GIPM Compulsory Professional stage (GIPM I – III) & Master (CPM®, CFMP®, CHRP®, & CSMP®) designations.

Applying for GPIM Certification Exam

All applicants must be accepted as candidates before applying for either exemption or examinations/testing. In case of examinations/testing, a candidate must pass a stage before advancing to the next stage.

1. Application Procedure

Candidates who wish to write the examination should first register by completing the form and submitting at any of our various offices closer to your location, after payment is effected a pin voucher is generated. The voucher contains a pin code that would give a candidate access to complete the registration form. Copies of candidates' credentials must be brought to the administrative office or the venue or call GIPM office line 09071586642 for validation or send a mail to membership@gipmafrica.com.

2. Timeline

Applicants may not sit for the examination until their credentials (the application form with supporting documentation) have been approved by the Certification Standards Committee. Applicants who, in the judgment of that Committee, do not furnish adequate written documentation of acceptable educational qualification and experience may be offered the opportunity to provide additional supporting materials. If acceptable documentation is still not received by the requested date, their files will be closed. They may apply again at such time as they can provide the proper documentation.

All applicants will be contacted within two (2) weeks of their initial application and informed of their status, i.e. approved, requesting additional information, or denied.

3. Fees

In the Membership by examination scheme, applicants will be required to pay a non-refundable fee of **N50,000** for processing and the kick off of lectures. Applicants who fail to meet mandatory qualifications are required to resubmit a new application form if they request reconsideration.

4. Membership

Apart from the professional qualifications being slated in this document, you can also be a member of the Institute with different membership grades. Please refer to the membership documents for the full details or call the African Chapter coordinator on 08103774666 or call GIPM office line 09071586642 for further details.

5. Refund Policy

These fees are only refundable if a candidate cancels his/her registration 48 hours prior to their scheduled exam. Candidates must notify the Exam Administrator and also contact the Institute directly. A request for refund will attract an administration fee of 25% of the examination fees paid except for cases of deferment.

GIPM Certification Examination

- Each exam consists of 100 multiple-choice questions.
- Classroom, proctored exam
- 50% to pass
- Covers all Competencies

NB: The Institute might choose to defer from the above at any time

GIPM Certification Examination Centers

The examinations can be taken at any designated centers (usually one center in each state) or prometric centers globally.

Now that you've passed the examination! What's Next?

Within 3-4 weeks of passing the exam you will receive an email from GIPM that will congratulate you on your achievements, and that will include the location and date for the institute induction ceremony. You will have to consent to the Programme agreement in order to access your materials for the induction.

2. GIPM Certification Maintenance

- a. Continuing Professional Development (CPDs)**
- b. Payment of yearly membership dues**
- c. Renewing the membership certificate every three (3) years**
- d. Staying current through professional development by:**
 - **Developing Your Knowledge Base;**
 1. Continuing Education
 2. Self-directed Learning
 3. Development
 - **Sharing Your Knowledge about Training & Development**
 4. Teaching & Presenting
 5. Creating New Knowledge & Activities
 6. Research & Publishing

- **Experiential Learning**

7. Leadership & Professional Volunteer Activities.
8. Series of visitation to raise awareness.

GLOBAL INSTITUTE OF PROJECT MANAGEMENT

GIPM PROJECT MANAGEMENT CAMPUS

All Payments are to be directed to the Institute Official Account

Bank: First City Monument Bank

Name: Global Institute of Project Management

Number: 5297346014

Email: membership@gipmafrica.com

Web: www.gipmafrica.com

Tel: 08103774666, 09071586642

*Global Institute of Project Management is an international accredited institute with its international head office in Colombo, Srilanka
A member of the Nigerian Institute of Training and Development and the International Federation of Training and Development Organizations.*



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Signed,
Management