

PRINCE2® Update

PRINCE2® Membership FAQs

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1 Membership

1.1 WHAT IS AXELOS MEMBERSHIP?

AXELOS Membership is designed to provide ITSM and PPM professionals with a wide range of content, templates, toolkits, online resources and Best Practice guidance to support them in their role. Members are also able to access a Continuous Professional Development (CPD) recording tool and if they meet the CPD criteria they can apply for a digital badge which can be used to validate their certifications.

See [AXELOS.com/membership](https://www.axelos.com/membership) for more information.

1.2 WHAT IS A DIGITAL BADGE?

Digital badges are tokens that appear as icons and are awarded to signify learning achievements in a way that can be easily verified and shared online. The digital badge holds and displays information about the holder's professional development activity as well as the issue date and an expiry date. This information is validated by AXELOS and cannot be altered. The badges can be used by employers and recruiters to validate an individual's credentials and can act as a differentiator. AXELOS digital badges are only available to those members who have an ITIL®, PRINCE2® or MSP® certification.

Digital badges are issued in the first year of membership and, as long as sufficient CPD points are logged during that time, the expiry date will be extended at each renewal demonstrating that this is a continuous award.

1.3 HOW LONG DOES MEMBERSHIP LAST AND WHAT DOES IT COST?

Membership is purchased via an annual subscription and from 10 July 2017 the price will be set at £50 (plus VAT).

Accredited trainers are entitled to join for free (contact membership@axelos.com for a redemption code).

2 Membership and re-registration

2.1 HOW DOES MEMBERSHIP AND PRINCE2 RE-REGISTRATION (I.E. KEEPING YOUR CERTIFICATION UP-TO-DATE) WORK?

The revised PRINCE2 2017 update Practitioner certificate is valid for 3 years. There are 2 ways in which a candidate can maintain their qualification:

- Retake the exam at the of the 3 years, or
- Subscribe to AXELOS membership within 3 months of passing their Practitioner exam. On signing up to the membership programme, they will immediately be awarded a PRINCE2 digital badge. They must then maintain their digital badge for the 3-year period by remaining in membership and logging 20 CPD points each year to maintain their badge. At the end of the 3 years, as long as their badge has been maintained for that period, they will be issued a new certificate with an extended expiry date of 3 years. This process will then be repeated to maintain their certificate.
- To support candidates who want to remain current, AXELOS will be including one year's PRINCE2 Membership with every PRINCE2 2017 update Practitioner exam. Once a candidate successfully passes their exam AXELOS will contact them with details of how to activate their membership and claim a digital badge.

2.2 WHAT HAPPENS IF I FORGET TO LOG MY CPD POINTS OR ALLOW MY MEMBERSHIP TO LAPSE?

Your digital badge will expire and your certification will expire according to the date on your certificate. You will receive a subscription renewal notice a few weeks ahead of your expiry date and this will also inform you if you need to record further CPD points in order for your badge to be extended on renewal. You can re-join membership at a later date and claim a digital badge but the new badge will not be backdated.

2.3 WHY HAS AXELOS CHANGED THE RE-REGISTRATION PROCESS?

AXELOS is updating the way in which PRINCE2 Practitioners remain current, to reflect the changing nature of professional development. From the release of the new guidance and exams in mid-2017, end learners certified in PRINCE2 will remain current through this new programme linked to PRINCE2 Membership. This will enable our Practitioners to work at their own pace to remain current, and avoids the need for a mandatory re-registration exam.

We offer these two alternative routes so that we can cater for those that prefer to take an exam and those who prefer continuous assessment.

2.4 WHERE CAN CANDIDATES CLAIM THEIR PRINCE2 MEMBERSHIP?

Once a candidate successfully passes their exam AXELOS will contact them with details of how to activate their membership and claim a digital badge. If there are any problems with activating their membership candidates should contact AXELOS by emailing membership@axelos.com

2.5 WHAT ARE THE COSTS OF MEMBERSHIP VS RE-REGISTRATION?

From July the membership fee will be set at £50 per year (plus VAT). This means that a 3-year membership would cost a candidate £100 (plus VAT).

The cost of an exam will vary depending on the ATO or EI but AXELOS is committed to offering a competitive price for candidates wishes to remain current via the membership programme.

3 CPD points and your digital badge

3.1 CAN YOU EXPLAIN IN MORE DETAIL WHAT I AM REQUIRED TO DO TO GET AND MAINTAIN THE DIGITAL BADGE?

On subscribing to membership, you will be awarded a digital badge, once your certification has been verified against our records. To maintain your digital badge, you must log 20 CPD points, within the 12-month period prior to your subscription renewal, for your badge to be extended for a further 12 months at renewal.

5 of these points must be for professional experience, that is examples of where you are using the learning from your certification in the workplace and the 5 points must be for 5 separate activities.

The other 15 points can be a combination of training and qualifications, self-study and community participation and 1 CPD point is equivalent to 1 hour of study. These activities are all recorded on the AXELOS online tool and when your subscription is renewed, if your 20 CPD points are logged, your digital badge will be extended automatically for a further 12 months. This process will continue until you reach the 3 year point when, if your badge has been maintained for 3 years, you will be issued with a new certificate with an updated expiry date.

3.2 CAN I SUBMIT MULTIPLE YEARS' OF CPD TO REMAIN CURRENT?

CPD has to be claimed equally across each of the 3 years, therefore equalling 20 points per year. If you fail to log the 20 points in any given year the digital badge will expire at the point of subscription renewal, even if you renew the subscription. It is important that candidates see CPD as an activity they undertake on a regular basis rather than cramming into the final year.

3.3 WHAT IF I FORGET TO RECORD MY CPD?

When you are sent your subscription renewal reminder it will include a message indicating whether you have sufficient points for your badge to be extended or if you need to log additional points. It is the responsibility of the individual to ensure they have logged their points - you either log your CPD points and your badge is extended or you do not log sufficient points and the badge will expire. If you allow your badge to expire your certification expiry date will revert to the date on your certificate.

3.4 IN MY COUNTRY WE ARE NOT FAMILIAR WITH CPD CREDITS/POINTS. CAN YOU PLEASE TELL ME MORE ABOUT IT?

CPD stands for continuous professional development. It is also referred to as CPE (continuing professional education) and one point represents one hour of activity/study. These can be obtained through:

- Professional experience points are 5 examples of where you have applied the learning from your certification in the workplace. This could be in preparing documents such as a business case, a PID, a risk register etc. or it could be from mentoring a junior colleague. 5 CPD points from the 20 required in a year must be obtained from professional experience
- Training and qualification points are gained from undertaking training (there does not need to be a formal qualification at the end of the course or need to be an AXELOS qualification but it must be relevant to your certification)
- Self-study is time spent reading relevant articles, case studies or listening to webinars. Community is divided into 2 categories: passive is time spent reading community content, such as LinkedIn or AXELOS community discussions and community active is time spent actively participating in such discussions or writing blogs for the community.

Further details can be found in the [Activity Guidance document](#) .

3.5 WHAT MONITORING PROCESSES ARE IN PLACE TO ENSURE THE CPD CANDIDATES ARE LOGGING IS ACCURATE AND OF THE RIGHT STANDARD?

10% of digital badges holders are audited over a 12 month period. As part of the audit, members are required to submit evidence to demonstrate they have undertaken the CPD they have logged. If members fail to submit their evidence within the given timescales or their evidence is considered to be insufficient or does not meet the required standard their digital badge will be revoked.

3.6 WHAT LEVELS OF DIGITAL BADGES ARE AVAILABLE?

There are currently three membership products; ITIL, PRINCE2 and MSP.

Within PRINCE2 you can earn a foundation, practitioner or professional level badge. You can also earn an additional badge for PRINCE2 Agile.

3.7 CAN TRAINERS USE CPD TO MAINTAIN THEIR CERTIFICATE AS PART OF THEIR ACCREDITATION REQUIREMENTS?

Yes. We require trainers to have an up to date certificate and whether you achieve this through CPD or through an exam is up to the trainer.

This does not impact other trainer accreditation requirements.

4 PRINCE2 2009 Practitioner certification

4.1 WHAT WILL HAPPEN TO PEOPLE WHO GOT THE PRINCE2 CURRENT/2009 PRACTITIONER CERTIFICATION IN THE PAST AND WANT TO REFRESH IT? WHAT DO THEY NEED TO DO?

Candidates in this position have a choice; they can either maintain their current registration via PRINCE2 Membership on a yearly basis or they can retake the revised exam at which point they have the two routes to maintain their certificate.

The requirements for AXELOS Membership are the same; they must log 20 CPD points each year to maintain their digital badge. If they allow their membership to lapse or do not log sufficient points to maintain their badge their certification will expire along with their badge.

4.2 WILL PEOPLE WHO HAVE RENEWED THEIR PRINCE2 2009 PRACTITIONER CERTIFICATION VIA THE MEMBERSHIP ROUTE BE GRANTED PRINCE2 2017 PRACTITIONER CERTIFICATION WITHOUT TAKING AGAIN THE EXAM?

No. The only way a person holding a PRINCE2 2009 certification can update to a PRINCE2 2017 certification is to take the new 2017 PRINCE2 Practitioner exam.

4.3 WHEN DO THESE CHANGES COME INTO EFFECT?

Currently anyone who sits the 2009 version of PRINCE2 will have a valid certificate for 5 years. PRINCE2 2017 update Practitioner certificates will only be valid for 3 years. This will come into effect in once the first exams have been sat. Those candidates who sit the new exams will be eligible to join PRINCE2 Membership once they pass their exam and can instantly claim a digital badge. If they maintain their badge for three years they will be issued with a new certificate when the old one expires.

For now this only applies to the English version but will be cascaded across the translated versions as they become available. Please refer to the main PRINCE2 2017 update FAQ document for more information on the translations schedule.

In the meantime, the current re-registration options will remain available for those languages.

5 Languages

5.1 AXELOS IS PLANNING TO LAUNCH THE PRINCE2 2017 UPDATE IN MULTIPLE LANGUAGES IN 2018. WILL MEMBERSHIP BE AVAILABLE IN MY LOCAL LANGUAGE?

Currently the membership and CPD site, and the supporting content are in English. There are currently no plans to formally extend this to other languages. However, anyone is welcome to join membership and the Digital Badge scheme and submit their CPD evidence in their local language in order to remain current. We are able to assess it as part of the audit process.



