

The logo for CPRE, consisting of the letters C, P, R, and E in a bold, white, sans-serif font, set against a dark blue background. The letters are stylized with thick strokes and are arranged in a single row.

# Certified Professional for Requirements Engineering

Expert

Examination Regulations

# Examination Regulations

This document governs the certification examinations for Certified Professional for Requirements Engineering Expert.

## Preface

The Certified Professional for Requirements Engineering Expert certificate is aimed to certify that the applicant has thorough theoretical and practical knowledge and experience in the field of Requirements Engineering.

A CPRE Expert is a person that has superior knowledge and skills in Requirements Engineering. In addition to theoretical knowledge, competence in its application, i.e., practical application knowledge, is also a characteristic of a Requirements Engineering Expert.

# Examination prerequisites

To apply for the Certified Professional for Requirements Engineering – Expert certificate, the applicant has to fulfil the following prerequisites:

## A - Other Requirements Engineering certifications

He or she has successfully passed at least two Certified Professional for Requirements Engineering Specialist / Advanced Level exams<sup>1,2</sup>.

Upon request one CPRE Specialist / Advanced Level certificate can be substituted by another professional Requirements Engineering qualification or publication that has been passed with a qualified exam or evaluation. Typical examples of such substitutes are:

- Theses from a university, e.g., Master's thesis
- Journal papers of a well recognized publisher, e.g., Springer's Requirements Engineering Journal
- Related certifications, e.g., CBAB® from the International Institute of Business Analysis

The subject of the thesis or journal paper must be clearly related to Requirements Engineering. A general relation to software engineering is not sufficient. For substitutes, the reference to Requirements Engineering must be clearly established so that a commission can appropriately assess the classification of the substitute.

## B - Practical experience

He or she has thorough practical experience in Requirements Engineering and has been active as a Requirements Engineer in various roles in several projects for a period equivalent to at least three years of full-time employment.

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<sup>1</sup> The term "Advanced Level" refers to the CPRE Advanced Level up to June 30, 2022.

<sup>2</sup> The REQB Advanced Level certificate is treated as a CPRE Specialist or CPRE Advanced Level certificate.

## The exam

The examination consists of two parts

- Part 1: Written application (see Section "Written application")
- Part 2: Oral examination (see Section "Oral examination")

### Conditions for passing the examination

The examination is considered passed if both parts of the examination are passed, i.e., each part of the examination must be passed, independently of the other.

Passing part 1 is the prerequisite for participation in part 2.

# Written application

An applicant who wants to apply for the Certified Professional for Requirements Engineering Expert has to hand in a written application demonstrating that he or she fulfils the necessary prerequisites according to section "The exam". The application consists of two parts:

## A - Proof of thorough knowledge in Requirements Engineering

Here, two Certified Professional for Requirements Engineering Specialist / Advanced Level certificates have to be included. According to section "Examination prerequisites", sub-section A, one Specialist / Advanced Level certificate can be substituted. In the case of substitution, proper proofs have to be incorporated, such as: Confirmed exam and a confirmed summary of the content and amount (e.g., ECTS points) of the lectures, seminars or training courses.

In case of doubt, the applicant may ask IREB by mail to [info@ireb.org](mailto:info@ireb.org) for a provisional assessment whether an exam is a proper substitute for a requested Certified Professional for Requirements Engineering Specialist / Advanced Level certificate before submitting the written application. This provisional assessment by IREB is not binding, but might help the applicant to identify an insufficient substitute.

## B - Proof of practical experience in Requirements Engineering

Here, the applicant has to provide a detailed overview of his or her practical work in the field of Requirements Engineering by commenting on projects where he or she participated. The summary should clearly state:

- Which role had the applicant in the projects?
- How much Requirements Engineering related effort had been spent in the projects?
- Which Requirements Engineering related activities did the applicant perform in the projects?

The overview shall be accompanied by suitable proofs, like an employer's confirmation. The length of the overview shall be two to four pages. If the applicant has participated in many projects, he or she shall elaborate on four projects in detail and only provide a short overview of the others.

Please note: IREB cannot provide a provisional assessment of practical experience prior to submission of the full written application.

## Application template

To ensure a fair and consistent evaluation of CPRE Expert applications, they must be submitted using the template provided by IREB (see: [CPRE\\_EL\\_Application\\_Template](#)). If the Word template cannot be used, make sure that your application follows the same structure and includes all the required content.

## Language

The written application has to be provided in English.

## Submission

The written application has to be handed in, along with all proofs, as a single PDF file to the certification body.

During the evaluation of the written application the applicant has to be prepared to answer inquiries by the certification body and to provide additional material or proofs if requested.

## Notification of results

After evaluation of the written application, the applicant receives a written evaluation of his or her application.

## Appeal

If the applicant does not fulfil the prerequisites sufficiently, the applicant may appeal against the evaluation within one month of notification of the evaluation result: he or she must justify this in writing within the aforementioned period. This will result in a re-evaluation of the original written application. Additional proofs or material that is passed together with the written appeal will not be considered. The result of the re-evaluation is binding and cannot be challenged further.

# Oral examination

The oral examination takes 210 minutes; 120 minutes for preparation followed by 90 minutes of examination and comprises three parts:

- Part 1: Case study
- Part 2: Questions on Requirements Engineering in the context of the applicant's projects
- Part 3: General questions on Requirements Engineering

Each of the three parts of the oral exam lasts approx. 30 minutes.

If the applicant does not show up at the fixed examination time, the oral examination is failed. In case of a serious illness proven by medical certificate, the oral examination can be re-scheduled. The request must be made in writing and justified accordingly. IREB has the right to check the medical certificate and information provided. If the medical certificate or information is verifiably false, the applicant will be excluded from the examination.

## Language

The oral examination is held in English; see Section "Other exam languages" as well.

## Part 1: Case study

In the first part of the oral examination, the applicant has to present his or her suggestions on a given case. The case description is given to the applicant 120 minutes prior to the oral exam (preparation time). The case will describe a specific project situation. Here, the applicant has to show that he or she is able to

- analyze a complex Requirements Engineering related situation,
- identify relevant issues,
- make meaningful suggestions to handle and improve the situation at hand.

It is expected that the applicant first gives a 10–15 min presentation on the given case followed by a 15–20 min discussion with the examiners. The presentation can be completely oral or accompanied by slides, if needed. The presentation has to be created during the 120 minutes preparation.

## Part 2: Questions on Requirements Engineering in the context of the applicant's projects

In the second part of the oral exam, the applicant has to answer questions in the context of the projects he or she has described in the application. The aim of this part of the oral exam is to verify his or her deep understanding of Requirements Engineering in practice.

## Part 3: General questions on Requirements Engineering

In the third part of the oral exam, the applicant has to answer general questions on Requirements Engineering. The aim of this part of the oral exam is to verify the depth of the applicant's knowledge in Requirements Engineering.

### Oral examination procedure

The examiners in an oral exam will be at least two IREB experts. During all parts of the oral examination, the applicant is not allowed to communicate with any person other than the staff of the certification body and the examiners. The applicant may use any material including material found when searching and browsing documents on the internet during the preparation time.

The 120 minutes preparation time is strict and starts at the time mentioned on the invitation for the oral examination. Late arrivals are at the applicant's own cost.

Oral examinations are held either in a face-to-face meeting or in a video conference at a dedicated place that is determined by IREB<sup>3</sup>. The oral exam has to be conducted within 12 months of receiving notification of passing the application. After that period, the previous achievements (i.e., the passed application) are invalid and the applicant has to start again the whole exam.

### Notification of results

Upon completion of the oral examination, the examiners shall have an internal consultation regarding the result. Thereafter, the applicant gets immediate feedback whether he or she has passed the oral examination or not.

### Appeal

In case of a negative result, the applicant is entitled to submit a written objection within one week of notification of the result; objections are restricted to faults of the formal examination procedure and must be justified in writing within this period.

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<sup>3</sup> Usually, video conferences are located at an office of an IREB certification body who takes care for the proper video conference infrastructure.



# General rules

## Extensions of deadlines

Due to special circumstances, in justified individual cases, the fixed deadlines set for certain deliveries can be extended one time upon request. The request must be made in writing before the respective deadline is reached and must be justified accordingly. IREB has the right to check the information. If the information is verifiably false, the applicant will be excluded from the examination.

Special circumstances in the sense of the previous paragraph are strictly restricted to important reasons in the personal environment of the applicant, such as serious illness or care dependency or death of a close relative. Operational issues, such as deadline pressure in important projects or high workload are not special circumstances; this corresponds to everyday work and has to be considered by the applicant.

The above provisions do not apply in case of deadlines for objections and justifications for objections.

## Re-application after non-passing

When not passing one of the two steps of the Expert examination (i.e., written application or oral exam), the complete exam may be repeated. A re-application is not possible within one year after the notification of failing a certain step of the Expert examination.

## Anonymity and confidentiality of contents of the written application

Since the application calls for a summary of projects in which the applicant has been involved, this could lead to a conflict with confidentiality obligations. To avoid this, the contents of the project summary are to be made as anonymous as necessary, so that no confidential information is part of the written application.

All persons and institutions involved in the examination are obliged to treat the contents of the written application as confidential and not disclose these to third parties. The ultimate responsibility for the contents of the written application and their dissemination lies solely with the applicant. He or she must ensure already when writing the application, not to violate any confidentiality obligations of their employer, principals, or customers.

IREB and other persons and institutions involved in the examination accept no liability for damages or claims arising from a breach of the duty of confidentiality. When applicants are uncertain whether they violate their particular confidentiality obligations through the contents of their written application, they should contact their employers, principals, or customers prior to the submission of their written application.

## Other exam languages

The default language for both exam parts (written application, oral examination) is English.

The applicant may ask for a different exam language than English for the oral examination. In this case, IREB will check if there is the possibility to offer another language. However, this depends on the availability of highly-skilled IREB examiners for this language, so there is no right for an examination in another language than English.

The written application has always to be provided in English.

## Miscellaneous

If there are other special requests (e.g., local restrictions on the place for the oral exam), the applicant shall either mention them upfront, i.e., before handing in the written application, or along with the written application. A justification shall be passed along with the special request. IREB will check the special requests and try to take them into consideration. However, there is no right that special requests can be satisfied.