



INSTITUTE OF PROJECT PROFESSIONALS

Public Surfaces and Verification

What is published about you, on what basis, and what a reader may conclude from it



IPP publishes some things about its members so that a credential can be checked by somebody who was not there when it was earned. This document says exactly what is published on each public surface, what has to be true before it appears, what you control, and what a reader may and may not conclude from it.

It is written for two readers at once: the member, who is entitled to know what the world can see about them, and the employer or client reading a Passport, who is entitled to know what it does and does not prove.

1. What this document owns

It owns the public surfaces: which fields appear on each, what gates each field, and how membership standing changes what is shown.

- It does not decide the lawful basis for publishing anything. IPP-DAT-001 section 3 owns that, and section 5.6 owns the split between verification and profile that this document applies field by field.
- It does not decide what you may claim about your membership. IPP-GOV-005 owns that.
- It does not define membership status. IPP-GOV-003 owns the grades and IPP-GOV-001 owns the sanctions that change a status.
- It does not own complaints. IPP-GOV-006 is the single intake, including for something published here that is wrong.

2. The surfaces

There are four public surfaces and they do different jobs. Nothing else about a member is published anywhere.

Surface	Who can reach it	What it is for	Default
Public register	Anyone, at ipp.pro	Confirming that a named person holds the grade they claim	Listed
Passport	Anyone holding the link	The member showing their own professional record to somebody	Off
Certificate check	Anyone holding the reference	Confirming a named qualification result is genuine	Public
Talent window	An agency signed in to IPP	A member offering themselves for work	Off

- **The register is on by default and the Passport is not.** A credential nobody can check is not a credential, so verification is published under IPP-DAT-001 section 3 on the Institute's legitimate interest in a register that works. The Passport is the member's own record and is off until they turn it on.
- **The certificate check is keyed on the reference number printed on the certificate.** Holding the certificate, or a scan of it, is what grants access. There is no other gate.
- **The talent window is a separate product** and is not open to the public. It is reached only by an organisation the Institute has recorded as an agency, and only where the member has published a candidate profile and marked themselves open to work. Both switches are the member's.

3. What each surface publishes

Field by field. Anything not listed here is not published.

3.1 Public register

Field	Published on	Shown when
Name	Legitimate interests	Always, for a listed member
Grade and post-nominal	Legitimate interests	Always, for a listed member
Membership status	Legitimate interests	Always. Only active members are listed
Founding member	Legitimate interests	Where it applies
Job title, employer, location	Consent	Only where the profile is switched on
Biography, LinkedIn address	Consent	Only where the profile is switched on

Searching the register matches the name only. It does not match employer, so a member cannot be found by who they work for.

3.2 Passport

Field	Published on	Shown when
Name, grade, post-nominal, member number	The member's own choice to publish	Passport on
Membership status and validity date	The member's own choice to publish	Passport on
Competency profile, by area, with its verification label	The member's own choice to publish	Passport on
Qualifications held, with the date each was awarded	The member's own choice to publish	Passport on
CPD or contribution against the annual requirement	The member's own choice to publish	Passport on
Job title and employer	Consent, the same switch as the register	Passport on AND profile on

- **Never on a Passport:** your email address or any contact detail, your CPD entries themselves, your reflections, your evidence, the identity of anybody who reviewed you, your employment history, your examination marks, and anything a reviewer wrote about you.
- **The Passport is a live read.** It shows the record as it stands at the moment it is opened, not a snapshot from when the link was shared. Turning the Passport off makes the link stop working.

3.3 Certificate check

Field	Shown
Whether the reference is genuine	Always
Holder's name	Always
Qualification and its full title	Always
Date awarded	Always
Examination mark, as a percentage	Always. See Section 6
Issuing body	Always

3.4 Talent window

An agency sees two things kept deliberately apart: what the Institute has verified, being the grade, the post-nominal and how many delivery claims have been independently confirmed; and what the member has stated about themselves, being their headline, location, availability, rates and sectors. The two are labelled so an agency cannot mistake one for the other.

- Contact details are not published to an agency. Discovery and contact are separate, and the introduction is not built.
- No CPD, no evidence, no competency detail and no review reaches the talent window.

4. Standing, and what it changes

A public surface must never present a membership as current when it is not. This is the whole point of a register.

Status	Public register	Passport	Post-nominal
Active	Listed	Available if on	Shown
In the renewal grace period	Listed	Available if on	Shown
Lapsed	Removed	Available if on, showing Lapsed	Withheld
Suspended	Removed	Available if on, showing Suspended	Withheld
Revoked	Removed	Available if on, showing Revoked	Withheld
Resigned	Removed	Available if on, showing Resigned	Withheld

- **The post-nominal follows the standing, not the grade.** A suspension is temporary and the grade is kept so it can come back, so the grade alone cannot be what decides whether the post-nominal is shown. IPP-GOV-005 section 5.
- **The Institute's mark of standing is shown only to a member in good standing.** The Passport carries a mark reading INDEPENDENTLY VERIFIED alongside the Institute's name. That is a statement about today, so it is not shown where the membership is not current.

- **A Passport still resolves for a member who is not in good standing, and says so.** The Passport is the member's own professional record, not only their membership, and the honest answer to a reader is the status rather than a missing page. The status is shown in words on the face of the page.
- **The grace period is not a status.** A member whose renewal is late but within the grace window is active, reads as active, and keeps their post-nominal. IPP-GOV-003 section 5.

5. Verification labels

A reader must be able to tell what somebody said about themselves from what somebody else confirmed. Every competency level on a Passport carries one of three labels and there is no fourth.

Label	What it means	Who put it there
Validated	A reviewer has confirmed this level against evidence and recorded a rationale	Somebody other than the member. IPP-ASM-003
Self-assessed	The member's own assessment of their level. Nobody has confirmed it	The member
Not assessed	No level has been recorded for this area	Nobody

- **Qualifications are not labelled, because they carry only one meaning.** A qualification on a Passport was awarded by IPP after an examination sat under IPP-ASM-002. There is no self-declared qualification.
- **An unlabelled number does not appear.** Every level shown carries its label in the same view; a reader never has to go looking for it.
- **Reviewer identity is not published.** A reader is told a level was validated, not by whom. The Institute holds that record.

6. The examination mark

The certificate check publishes the percentage mark, to anybody holding the reference number. This is stated rather than buried because it is more than the question asked: a person checking a certificate is usually asking whether it is genuine, not how well it was passed.

It is published because the mark is printed on the certificate itself, so a check that withheld it could not confirm the certificate in front of the reader. A holder who does not want their mark seen controls it by not handing over the certificate or its reference. The Governance Board reviews this at the next review of this document, and if the certificate ceases to carry the mark this section changes with it.

7. What you control

- **Your Passport.** On or off, and it is off until you turn it on. Turning it off breaks every link you have shared.
- **Your profile fields.** Job title, employer, location, biography and LinkedIn address are published only where you switch the profile on, and switching it off removes them from the register and the Passport together.

- **Your talent window.** Publishing a candidate profile and marking yourself open to work are both yours and either one, switched off, ends agency visibility.
- **Correction.** Anything published about you that is wrong is corrected on request under IPP-DAT-001 section 7. A validated competency level is corrected through the reviewer who validated it, because the record has to show who confirmed what.
- **What you cannot switch off.** Listing in the public register while your membership is active, and the certificate check for a qualification you hold. Both exist so that a credential can be relied on, and a register a member can leave at will cannot be relied on. If you do not want to appear at all, the route is to end the membership under IPP-DAT-001 section 7.2.

Turning a public surface off removes it from view. It does not delete your record, your qualification or your history, and it is not the same request as erasure. IPP-DAT-001 section 7.2 sets out the difference.

8. What a reader may conclude

Written for the employer, client or recruiter reading a Passport or a register entry, because a verification that is over-read is worse than no verification.

- **What it does establish.** That the named person holds the grade shown, that the grade is current or not, that any qualification shown was awarded by IPP after an examination, and that a level marked Validated was confirmed by somebody other than the member.
- **What it does not establish.** Suitability for a particular role, current employment, a statutory licence, chartered status, regulatory approval, or a guarantee of competence in the field. IPP qualifications are the Institute's own and are not currently regulated by Ofqual or another statutory regulator.
- **Absence proves nothing.** A person who does not appear in the register may hold no membership, may hold one that is not current, or may simply not be listed. A person with no Passport link has not published one. Do not read absence as a finding.
- **A self-assessed level is not a verified one,** and reading it as one is the single most likely way to misuse a Passport. The label is on the same line as the level for that reason.
- **Take the record from the source.** A Passport reads live. A screenshot, a copy or a claim in a document is not the record and may be out of date or altered.

9. Misuse

- Altering, forging or misrepresenting a Passport, a register entry or a certificate check is a breach of IPP-GOV-001 and is dealt with under it. Where the person doing it is not a member, the Institute pursues it as it would any other misrepresentation of its credentials.
- Bulk collection of the public register, by any automated means, is not permitted. The register exists so that a named person can be checked, not so that the membership can be copied.
- A complaint about anything published here, including that it is wrong, goes to IPP-GOV-006. Your rights over your personal data are separate and always available under IPP-DAT-001 section 7.

10. What is not built

Stated here rather than left for a reader to discover.

- **The preview does not render the page.** Before you switch your Passport on you can see what would be published, what is withheld and why, and what is never published at all. It is a list rather than the page itself, so you see the facts before you decide but not the layout.
- **The short Passport reference is eight characters.** It is short enough to read off a screen or a card, which also means it is short enough to be guessed at scale. It is a convenience form of the full link and is not treated as a secret; nothing is published behind it that is not published behind the full link.
- **No public surface shows a former membership, and that is now settled.** The Board decided on 10 August 2026 that a membership which ends, however it ends, comes off the public register and returns to the free Student registration. Nothing records or publishes that somebody was once a member. This is no longer an open question and it is stated in Section 4 as the rule rather than as behaviour.
- **Nothing rate-limits a public surface.** The register, the Passport and the certificate check answer as often as they are asked.

11. Review

Reviewed annually by the Governance Board, and on any change to a public surface, to the lawful bases in IPP-DAT-001 section 3, or to the verification labels in Section 5. Its issue and date are recorded in the IPP Document Register (IPP-REG-001).

Where this document and IPP-DAT-001 appear to differ on the basis for publishing a field, IPP-DAT-001 owns the basis and this document is corrected. Where they appear to differ on which field is published, this document owns the field.