



Project Management Professional (PMP®)

This handbook contains information on how you can apply for the globally recognized, highly valued PMP credential. This handbook applies to both computer-based and paper-based testing candidates.

PMP

CREDENTIAL HANDBOOK

Your Guide to Becoming a **Recognized Project Leader**

Project Management Professional CREDENTIAL HANDBOOK



Project Management Institute Credentialing Program Mission

Initiate, establish, evaluate, maintain and administer professional credentialing programs to promote and support project management practitioners, and the project management profession.

The Project Management Professional (PMP®) is one of the world's most widely recognized professional credentials – and it is not an easy designation to achieve. To join the ranks of this elite group, you must satisfy all of the educational and experiential requirements and pass a rigorous competency-based examination established by the Project Management Institute (PMI), a global organization with a 37-year history of project management advocacy.

As one of many services to the international profession of project management, PMI sponsors a PMP Certification Program that objectively assesses and measures experience, education and professional knowledge – the foundation of competent practice as a project manager.*

Achievement of the PMP credential, serves as the basis from which professionals can competently practice as a project manager, leading and directing project tasks. By obtaining this credential, you demonstrate a commitment to the profession of project management.

PMI, through a substantial research project, has identified the fundamental descriptors of project management practitioners who can be considered for the PMP credential.

Candidates for the PMP credential:

- *Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project*
- *Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope*
- *Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables.*

To achieve the PMP credential, you must satisfy the educational and experiential requirements established by PMI. The final step toward attaining the PMP credential is to demonstrate the ability to apply your understanding and knowledge of project management to situational and scenario-based questions by passing the PMP credential examination.

In order to maintain the credential, you must demonstrate ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements (CCR) program.

We look forward to having you join us and your already-credentialed colleagues in the exciting, challenging and ever-growing field of project management.

Sincerely,

*Certification Program Department
Project Management Institute*

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It is important that you read this entire handbook. It contains vital information about the credentialing process as well as PMI procedures and policies. If you do not understand any part of the processes or if you have questions you believe are not answered in this book, contact our Customer Care team before you proceed. You will find our contact information on the back cover of this handbook.

To ensure that only qualified individuals attain credentials from PMI, we routinely conduct audits of candidate applications. The audit process is primarily random however, PMI reserves the right to audit any candidate or PMI credentialed individual at any time. Note, the submission of an application indicates agreement to comply with PMI's audit terms. Additional information on audits is provided in this handbook.

How to Use This Handbook

Before you get started, here's a brief 'how to' on this handbook.

The first section deals with eligibility and the application process. There are three key steps involved in obtaining the credential:

1. **Complete the application.** Before completing the application, determine whether you will be applying to take a computer-based or paper-based exam. The section on exam administration will help you determine which exam you will be taking.

Once you are ready to begin the application, you will need to document sufficient project management education and experience to meet program requirements. You will need to provide details, especially on your experience leading and directing project tasks. Before you start the application, gather details on your experience and descriptions of projects. A single sentence in the application usually is not enough to determine if a project counts toward eligibility.

2. **Remit payment.** Payment is processed after PMI notifies you that your application has been approved.
3. **Schedule your exam.** Once your payment is processed, you can schedule your exam date through PMI's exam administration partner, Prometric.

Section two provides information on the credential examination, including how the exam is developed and how to read your score report.

Read section three carefully. It covers policies and procedures related to exam security and confidentiality, site requirements, cancellation and rescheduling, refunds and appeals.

In section four, you will find terms of use, including how the credential is maintained, the code of conduct, and the candidate agreement and release. At the end of the application process, you will need to indicate your agreement with the candidate agreement and release.

The last section is the paper application forms. These forms are provided for candidates who cannot apply for the credential via the web-based Certification System. The Certification System is the most efficient and expeditious way to apply for the credential. Simply access the PMI website (www.pmi.org), then look for 'Certification Program' under 'Professional Development & Careers'.

Use the web-based Certification System to:

- Apply and submit payment to take, or re-take any of PMI's Certification Program examinations
- View your submitted credential application
- View your examination eligibility status
- Download examination score reports and audit forms
- Access your Certification Record and update your contact information
- Submit payment for renewal of your PMP credential

SECTION I. ELIGIBILITY

Eligibility Requirements

At the time of the application, the candidate must meet the following requirements:

Educational Background	Project Management Experience*	Project Management Education
High School diploma, Associate's degree or global equivalent	Minimum five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours are spent leading and directing project tasks**	35 contact hours of formal education
Bachelor's degree or global equivalent	Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours are spent leading and directing project tasks**	35 contact hours of formal education

* Project management experience must be accrued within eight years of the date of application.

** Leading and directing project tasks as identified in the PMP examination specification. Within the total hours of project management experience, experience in all five-process groups is required. However, on a single project, you do not need to have experience in all five-process groups.

Experience Verification

Use the Experience Verification Forms to document and report your experience leading and directing project tasks. Experience must have been accrued in the last eight years. **Complete one set of forms per project.**

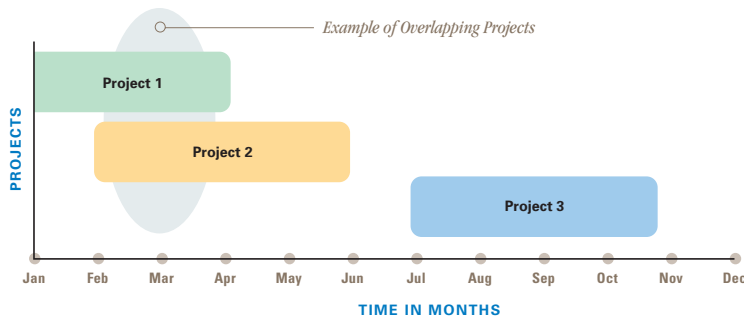
How do you calculate the months of professional project management experience or hours leading and directing project tasks?

Number of Months of Project Management Experience

Each month in which you worked on multiple, overlapping projects is to count as one month toward the total months of unique non-overlapping professional project management experience.

Number of Hours that You Led or Directed Project Tasks

Consider all of the projects that you have worked on and identify how many hours you led or directed project tasks. If you worked on multiple projects at one time, all the hours spent leading and directing project tasks count toward the requirement.



35 Contact Hours of Education

Verify at least 35 contact hours of specific instruction that addresses learning objectives in project management. Document all project management education hours, regardless of when they were accrued. The course work must be completed at the time of application. The course hours may include content on project quality, scope, time, cost, human resources, communications, risk, procurement and integration management.

Definition of a Project

PMI defines a project as a temporary endeavor undertaken to create a unique product, service or result. Temporary means that every project has a definite beginning and a definite end.¹

Project management can be organized into five groups of one or more processes¹

Initiating processes

Recognizing that a project or phase should begin, and committing to do so.

Planning processes

Devising and maintaining a workable scheme to accomplish the business need that the project was undertaken to address.

Executing processes

Coordinating people and other resources to carry out the plan.

Monitoring and Controlling processes

Ensuring that project objectives are met by monitoring and measuring progress and taking corrective action when necessary.

Closing processes

Formalizing acceptance of the project or phase, and bringing it to an orderly end.

Candidates can satisfy the project management educational requirements by demonstrating the successful completion of courses, workshops and training sessions through one or more of the following types of education providers:

- Courses or programs offered by PMI Registered Education Providers (R.E.P.s)*
- University/college academic and continuing education programs
- Courses or programs offered by PMI Component organizations*
- Courses or programs offered by employer/company-sponsored programs
- Courses or programs offered by distance-learning companies, including an end of course assessment.
- Courses or programs offered by training companies or consultants

Note: One hour of classroom instruction equals one contact hour. Thus if a candidate has completed a university or college course on project management that met for 3 hours per week for 15 weeks, the candidate would document 45 contact hours. If only a portion of a course deals with project management, only the hours spent on project management can be applied towards the educational eligibility requirement.

The following education does not satisfy the education requirements:

- PMI Chapter meetings**
- Self-study (e.g. reading books)

* Courses offered by PMI Registered Education Providers (R.E.P.s), PMI Components (Chapters, Specific Interest Groups, Colleges), or PMI, are pre-approved for contact hours in fulfillment of the educational eligibility requirement.

** If at least one hour of a Chapter meeting is spent conducting a learning activity, the hour(s) spent in that activity can be counted towards the educational eligibility requirement.

Eligibility Notification

Online applications for the credential will be processed and reviewed within five business days.

Paper applications will be processed as follows:†

- Credential applications submitted by individuals will be processed within 10-14 business days of receipt
- Credential applications submitted by corporations will be processed within 20 business days of receipt

After the applications have been received by PMI, notification is sent electronically to applicants. The eligibility notification confirms that a candidate is eligible to take the examination, however may be subject to audit review. This eligibility period is one year. If you are not deemed eligible, you will receive an electronic notification with further instructions.

Please ensure that your application includes a valid e-mail address.

†These processing timelines do not apply for candidates whose applications have been selected for an audit. Refer to the section on Application Audit within this handbook.

Authorization To Test Letter

Applicants who are deemed eligible and have paid for the examination (candidates) will receive an electronic authorization to test (ATT) letter, which includes exam scheduling instructions. The ATT letter directs candidates to the section of the Prometric website (www.prometric.com/pmi) where they can select and schedule their examination date and testing location.

PMI cannot guarantee seating for the exam and recommends that all candidates schedule at least six weeks in advance of their preferred test date and at least three months before the expiration of their one-year eligibility period.

Application Audit

The submission of an application indicates an agreement to comply with PMI's audit terms. All eligible applications are subject to an audit. Candidates whose applications have been selected for an audit will be notified after the electronic eligibility notification letter is issued and payment of the exam fee is remitted. Upon successful completion of an audit, candidates are permitted to take the examination.

The electronic audit notification provides detailed information on how to comply with the terms of the audit. This information is also available through the web-based Certification System.

During an audit, candidates will be asked to submit supporting documentation, such as copies of their diploma/global equivalent, signatures of their supervisor(s) or manager(s) from the project(s) documented on the Experience Verification Forms, and copies of certificates or letters from the training institute(s) for each course submitted to meet the required 35 contact hours of project management education.

Applicants who fail to meet audit requirements will receive a refund less a processing fee of \$100 [US].

Please be advised that while the selection process for an audit is primarily random, PMI reserves the right to select any candidate to be audited at any time, including after the credential has been bestowed. Candidates who fail an audit after attaining the credential are not entitled to a refund.

SECTION II. EXAMINATION INFORMATION

Format

The PMP examination is comprised of 200 competency-based, multiple-choice questions. Of the 200 questions, 25 are considered pretest questions. Pretest questions do not affect the candidate's score and are used in examinations as an effective and legitimate way to test the validity of future examination questions. The pretest questions are randomly placed throughout the exam.

The allotted time to complete the examination is four hours. The examination is preceded by a 15-minute computer tutorial, which is not part of the allotted four hours.

All of PMI's credential examinations are administered in English. Examination language aids are available to assist candidates for whom English is a second language.

The aids provide a translation of exam questions and answers and are available in 10 languages – Chinese (Simplified), French, German, Hebrew, Italian, Japanese, Korean, Portuguese (Brazilian), Russian, and Spanish.

Language aids are provided at the time the credential examination is administered and are protected under the PMI Test Security and Confidentiality Policy. Candidates who would like a language aid should indicate their need as part of the exam scheduling process. Candidates using paper forms to apply for the credential should indicate their need for a language aid as part of the application process (credential application page 8).

Once the examination is scheduled, candidates should review the examination scheduling confirmation to verify that their request for a language aid has been processed.

Credential Application

Applicants are encouraged to use the web-based Certification System to apply for the credential.

To complete the credential application online, visit the Certification Program section of PMI's website.

Faxed and incomplete applications will not be processed nor returned.

Item Development

PMP examination questions:

- are developed and validated by global work groups of content experts
- are referenced to at least one current project management source
- are monitored through psychometric analysis
- satisfy the test specifications of a job analysis

The exam is constructed based on the *PMP Examination Specification*. The *Exam Specification* details the percentage of questions that are contained in each process group. The following reflects the percentage of questions in each of the performance domains:

- Initiation, 11 percent
- Planning, 23 percent
- Executing, 27 percent
- Monitoring and Controlling, 21 percent
- Closing, 9 percent
- Professional and Social Responsibility, 9 percent

Results Notification and Score Report

Upon completion of the computer-based exam, candidates receive a printed copy of their results. In addition, candidates may access their test results via PMI's web-based Certification System 5-7 days after the exam date (6-8 weeks for candidates who take a paper-based exam).

PMI reports candidate scores using a diagnostic score report, which includes not only pass/fail status, but also a percentage breakdown of performance by process group (performance domain). Each of the six performance domains contains a different number of questions and is represented as a percentage that is relative to, but not equal to, the other domains.

Hand scoring for the paper-based test is available up to six months after the administration. The fee for hand scoring is \$45 [US]. For additional information please contact PMI via e-mail to customercare@pmi.org or by phone at +1-610-356-4600, option 8. PMI does not offer hand scoring for computer-based tests.

Candidates who pass the credential examination will be added to PMI's registry of credentialed individuals. Approximately 6-8 weeks after passing the exam, you will receive by postal mail, your certificate package. The package contains your official PMI Certification Program certificate, your PMP pin, and information on the Continuing Certification Requirements (CCR) program. You will want to file this information in a safe and easily accessible location. You will need to refer to it in order to maintain your credential.

Establishing the Passing Score

The passing score for the PMP examination is determined by a criterion-referenced approach called the Modified Angoff Technique, a certification industry practice standard relying on a combination of actual data and the collective judgements of groups of individuals from around the globe who hold the PMP credential.



Re-Examination

Candidates who do not pass the exam on the first attempt may re-test up to twice within their one-year eligibility period by submitting a completed re-examination form and paying the associated re-examination fee. After the third unsuccessful attempt, candidates have to wait one year from the date of their last test before re-applying for the credential and attempting to test again. If a candidate's one-year eligibility period expires without them having passed the examination they must re-apply for the credential.

All candidates who need to apply for a re-examination are strongly encouraged to use PMI's web-based Certification System to facilitate the re-examination approval process. Candidates who do not have Internet access can complete the re-examination form in Appendix B.

Re-examination fees apply and must be paid in full in order to schedule an exam.

Examination Delivery

Examination Administration

Before completing the application, you should determine if you will be taking a computer-based or a traditional pencil-and-paper (paper-based) exam.

Computer-based testing is the standard method of administration for PMI's certification examinations. Computer-based testing (CBT) allows for faster score reporting and provides candidates a score report the day of their exam.

PMI allows administration of paper-based tests (PBTs) in the following situations only:

1. Candidates who live at least 300km/186.5 miles from a Prometric CBT site.
2. Employers (Corporate Sponsors) who wish to administer a PMI certification examination to their employees. In this case, there is no restriction on distance; however only employees of the corporation may test at these events.

A minimum of ten candidates are required at any PBT event or PMI reserves the right to cancel the event. Additional restrictions apply.

Computer-based testing centers are listed on the Prometric website (www.prometric.com/pmi). If you are unable to locate a Prometric CBT center within a 300 km/186.5 radius of your home, review the PBT listing on the Prometric website to see if there is a PBT event available in your area.

If you need to take a paper-based test, include the site location, date and group testing number on your application.

If you have any questions about how to schedule or reschedule a PBT event, send inquiries to pbtexams@pmi.org. Always include your name and PMI ID number in all correspondence with PMI.

Examination Information

Candidates taking a PMI certification examination are required to follow guidelines and policies relating to exam administration and security.

Exam Scheduling

PMI cannot guarantee seating for the exam and recommends that all candidates schedule at least six weeks in advance of their preferred test date and at least three months before the expiration of their eligibility period.

Special Accommodations

A candidate may request that the examination administration procedure be modified due to disability, handicap and/or other conditions that may impair the candidate's ability to take the exam. Candidates who are submitting an application via the Certification System will be able to document their need for special accommodations as part of the application process. All candidates must submit, by fax or mail, supporting medical documentation to complete their request.

Candidates who do not have Internet access can use the Special Accommodations form located in Appendix A.

PMI will confirm receipt of your request and accommodations to be provided. Requests that do not include supporting medical documentation are considered incomplete and will not be honored.

Please keep a copy of all forms submitted for your records.

SECTION III. POLICIES AND PROCEDURES

PMI Test Security and Confidentiality Policy

The examination, answer sheets, worksheets, language aids and/or any other test or test-related materials remain the sole and exclusive property of PMI. These materials are confidential and are not available for review by any person or agency for any reason.

Examination scores are confidential and will not be disclosed to anyone other than the candidate without the candidate's consent, unless directed by valid and lawful subpoena or court order. A candidate requesting that an examination score be released to a third party must provide PMI with a written request that specifically identifies which examination score may be disclosed and the person or organization that should receive the information.

Candidates will be given scratch paper and a pencil to use during the exam however; these materials cannot be removed from the test site and must be returned to the exam proctor at the conclusion of the exam. Exam site personnel will dismiss any disruptive candidates from the site. No refunds will be given to candidates who are expelled from the test site due to disruptive behavior. The test center administrator/proctor is authorized to dismiss anyone from an examination administration and the PMI Certification Program may cancel your scores, or take other appropriate action as stated in the section of your ATT letter titled "Terms of Examination Administration/Grounds for Dismissal".

No visitors are permitted into the testing rooms (including children). No additional jackets/sweaters or personal belongings are allowed in the testing area, including but not limited to books, notes, calculators, cell phones, pagers, food and drink. Smoking is prohibited in the testing center.

Candidates are expected to conduct themselves in a professional manner at all times at the testing center. Any person who violates the PMI Test Security and Confidentiality Policy will be subject to disciplinary action(s) by the PMI Certification Program Department.



Examination Site Requirements/ Identification Required for Admittance into the Testing Facility

In order to be admitted into the testing center, candidates must bring government-issued identification that includes English characters/translation and has both a photograph and a signature. If a candidate's government-issued identification does not display a photograph or a signature, the secondary identification must include a photograph and/or signature (whichever is missing from the government-issued identification). Candidate's identification must match his/her name exactly as it appears on the electronic authorization to test (ATT) letter. Candidates will not be permitted to test if the name on their government-issued identification does not exactly match the name on their ATT letter. PMI will not make any exceptions to this policy.

Candidates who do not provide appropriate and/or matching identification will not be permitted to test and will be required to apply for re-examination and pay the re-examination fee in order to take the examination at a later date.

The following are acceptable forms of government-issued identification:

- Valid driver's license
- Valid passport
- Valid military ID
- Valid national identification card

The following are acceptable forms of secondary identification:

- Valid employee ID
- Valid bank (ATM) card
- Valid credit card with signature

Please note that Library and Social Security cards are not acceptable forms of identification.

Cancellation / Rescheduling / No-shows

Candidates who are canceling or rescheduling a computer-based examination appointment must do so no later than noon (12:00 p.m.) local time five business days prior to the scheduled examination appointment. Example: To cancel an examination scheduled for Monday morning, you must notify Prometric by 12:00 noon on the Monday before the scheduled appointment. These candidates should call Prometric directly and not the local site where they are scheduled to take the exam. Contact telephone numbers for Prometric are located in the ATT letter. Candidates may also cancel online by following the prompts on the Prometric website.

Candidates taking a paper-based examination must cancel or reschedule 35 calendar days prior to the scheduled exam administration date by e-mailing PMI at pbtexams@pmi.org. Be sure to include your name, your PMI ID number, group ID number and the location of the PBT event that you have scheduled. The group ID number is available on the Prometric website (www.prometric.com/pmi) or from the PBT sponsor.

Failure to notify the appropriate party within the specified time period and/or failure to meet a scheduled appointment will result in the forfeiture of the full examination fee and the candidate will have to pay the full re-examination fee in order to schedule another examination.

Candidates who encounter extenuating circumstances (i.e., medical emergency, death in immediate family) that prevent them from meeting their scheduled examination appointment must provide explanation of their circumstances, supporting documentation (i.e. accident report, medical documentation, death certificate) and a completed re-examination form (located in Appendix B) to PMI's Certification Program Department, Four Campus Boulevard, Newtown Square, Pennsylvania 19073-3299 USA. This information must be submitted within 72 hours of the scheduled exam date. If supporting documentation is not available to the candidate within 72 hours of the exam date, this must be noted in the letter of explanation and provided to the Certification Program Department as soon as it becomes available. Work related activities do not qualify for missed appointments.

Examination Site Requirements

*The Authorization to
test letter will
provide specific
details about
examination site
requirements.*

*Check the operating
status of your
preferred exam
site online at
[www.prometric.com/
sitestatus](http://www.prometric.com/sitestatus)*

All individuals who attain the PMP credential must comply with the Continuing Certification Requirements (CCR) program to maintain an active credential status.

PMI will review all claims on a case-by-case basis. If PMI determines that a candidate's claim is not extenuating, the candidate will be required to request a re-examination and pay the full re-examination fee to sit for the examination.

Candidates are allowed a maximum of one year from the date their application is approved, to apply for re-examination.

Refunds

To obtain a refund, submit a written request to PMI at least one month before the exam eligibility expiration date. A processing fee of \$100 [US] will be retained by PMI.

No refunds will be considered for candidates who have taken the examination or who have not provided the necessary cancellation/rescheduling notification to Prometric for a scheduled examination appointment.

Applicants who fail to meet audit requirements will receive a refund less a \$100 [US] processing fee.

Appeals Procedure

The credential program is administered and supervised by the manager of PMI's Certification Program. All challenges to actions of and by the Manager, PMI Certification Program are governed by the comprehensive and exclusive rules of the PMI Certification Governance Council's (CGC) Certification Appeal Procedures. This appeal process is the only method to review all decisions made by the PMI Certification Program Department regarding applications, eligibility, examinations, test administration and results, and other application or testing-related certification issues and/or challenges or complaints.

Disciplinary decisions made by PMI regarding individuals who hold a PMI credential are governed by and reviewed under a separate procedure, detailed in a separate PMI policy document: "PMI Certification Disciplinary Case Procedures."

Candidates for the credential, or individuals who currently hold the credential, may submit a written request to the Manager, PMI Certification Program for review of an adverse credentialing program action, decision or determination.

SECTION IV. CREDENTIAL TERMS OF USE

Continuing Certification Requirements (CCR) Program

The purpose of the CCR program is to:

- enhance the ongoing professional development of PMI credential holders
- encourage and recognize individualized learning opportunities
- offer a standardized and objective mechanism for attaining and recording professional development activities
- sustain the status of PMI's globally recognized credentials

All individuals who have attained the PMP credential must comply with the CCR program in order to maintain their credential. PMP holders are required to attain no less than 60 professional development units (PDUs) during each certification (CCR) cycle and must agree to adhere to PMI's Code of Professional Conduct.

PMP holders are also required to pay a renewal fee to maintain their credential (\$60 [US] for PMI members, \$150 [US] for nonmembers). The renewal fee is assessed once during each CCR cycle.

Additional information concerning the CCR program and professional development units can be found in the Certification Program section of the PMI website at www.pmi.org. The CCR program handbook is provided to all individuals who attain the PMP credential when they receive their PMP certificate.



Project Management Institute PMP Code of Professional Conduct

As a PMI Project Management Professional (PMP), I agree to support and adhere to the responsibilities described in the PMI Code of Ethics and Professional Conduct that is set forth at http://www.pmi.org/info/AP_PMICodeofEthics.pdf.

PMI reserves the right to amend the Code at any time and you agree that you will adhere to the Code as revised.

Credentialed PMP and PMP Candidate Agreement and Release

By indicating agreement to the statement provided in the PMP credential application, you represent and agree to these terms, conditions and releases related to PMI credentialing.

- 1) I agree to satisfy the requirements of and conduct myself in accordance with all PMI Certification Program policies and requirements and maintain confidentiality of examination questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of the credential examination's questions and answers to any individual.
- 2) I agree that any intentional or unintentional failure to provide true, timely and complete responses to questions in this application or renewal form may lead to further investigation and/or sanctions by the PMI Certification Governance Council.
- 3) I agree to notify the PMI Certification Program Department in a timely manner of changes concerning the information I have provided, including my current address and telephone number.
- 4) I have reported, and will continue to report, to the PMI Certification Program Department, within sixty (60) days of occurrence, any matters, proceedings, lawsuits, settlements and/or other agreements, administrative agency actions, or organizational actions relating to my profession or occupation, including all complaints relating to my professional activities as a project manager, and matters or proceedings involving, but not limited to credentialing, malpractice, disciplinary ethics or similar matters. I also agree to promptly report, within sixty (60) days of occurrence, any felony criminal charges, convictions, or plea agreements or other criminal charges, convictions, or plea agreements relating to acts of dishonesty or unethical conduct.
- 5) I agree that if my compliance with any of the terms of this agreement requires or includes an explanation and supporting documents, I will provide a complete and accurate explanation and true copies of the materials to the PMI Certification Program Department with this application.
- 6) I agree that the PMI Certification Program Department has the right to communicate with any person, government agency or organization to review or confirm the information in this application or any other information related to my application for PMI credentialing. Further, I agree to and authorize the release of any information requested by the PMI Certification Program Department for such review and confirmation.
- 7) I agree that PMP credential status does not imply licensure, registration or government authorization to practice project management or to engage in related activities.
- 8) I agree that all materials that I submit to the PMI Certification Program Department become the property of the PMI Certification Program Department, and that the PMI Certification Program Department is not required to return any of these materials to me.
- 9) I agree that upon achieving the credential, my name may be posted on the PMI website as part of the Online Registry to be created and maintained by PMI.
- 10) I agree that information related to my participation in the PMP credentialing process may be used in an anonymous manner for research purposes only.
- 11) I agree that all disputes relating in any way to my application for the credential examination, or professional development will be resolved solely and exclusively by means of PMI Certification Program Department policies, procedures and rules, including the Appeals Process.
- 12) I release and indemnify PMI and the PMI Certification Program Department from all liability and claims that may arise out of, or be related to, my project management and related activities.
- 13) I hereby release, discharge and indemnify PMI, its directors, officers, members, examiners, employees, attorneys, representatives, agents and the PMI Certification Program Department from any actions, suits, obligations, damages, claims or demands arising out of or in connection with this application, the scores given with respect to the examination or any other action taken by PMI with regard to credentialing, testing and professional development including, but not limited to, all actions related to ethics matters and cases. I understand and agree that any decision concerning my qualification for any credential, as well as any decisions regarding my continuing qualification for any credential and my compliance with the PMI's Code of Ethics and Professional Conduct, rest within the sole and exclusive discretion of PMI and that these decisions are final.

Contact Information

Global Operations Center

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Fax: +65 6336 2263
E-mail: customercare.asiapac@pmi.org

We strongly encourage you to use the web-based Certification System to apply for the credential. To complete the credential application online visit the Certification Program section of PMI's website (www.pmi.org).

These application forms are provided for candidates who cannot complete the credential application via the web-based Certification System.

Applications submitted via the web-based Certification System are processed and reviewed within 5 business days.

The time required to process and review paper applications is between 10 and 20 business days.

Faxed or incomplete applications will not be processed nor returned.

PMP

APPLICATION FORMS





PMP Credential Application · Page 1

Please use blue or black ink and print all information carefully in the boxes using CAPITAL LETTERS. You must complete all fields.

All information and documentation must be in English. Facsimile and scanned copies will not be accepted.

PMI Member ID#

If you are a member of PMI you have an ID number. Your ID number is on the membership card you received in your welcome kit when you joined. If you've lost your PMI member ID number you may contact PMI Customer Care at +1-610-356-4600, option 8, or send e-mail to customercare@pmi.org.

Instructions:

In this section you are being asked to PRINT your name for 3 separate purposes. It is very important that you complete this section carefully.

Section 1. Please print your name as you wish to be referred to in correspondence from PMI.

Section 2. Please print your name as it appears on your government issued identification that you will present at the testing center.

Section 3. Please print your name as you wish it to appear on your PMP certificate.

Section 1. Name for correspondence from PMI:

Prefix (MR., MRS., MS., DR.)

First Name (given name)

Middle Name

Last Name (family name, surname). Candidates with only a single name should use last name field.

Suffix

Section 2. Name on government issued identification: Check here if same as above.

Prefix (MR., MRS., MS., DR.)

First Name (given name)

Middle Name

Last Name (family name, surname). Candidates with only a single name should use last name field.

Suffix

Section 3. Name for your PMP certificate: Check here if same as above.

Prefix (MR., MRS., MS., DR.)

First Name (given name)

Middle Name

Last Name (family name, surname). Candidates with only a single name should use last name field.

Suffix

Contact information:

Preferred Mailing Address: Home Business Billing Address*: Home Business

*If paying by credit card, your billing address must match the address on your credit card statement.

Home Address

City

State/Province

Zip/Postal Code

Business Name

Business Address

City

State/Province

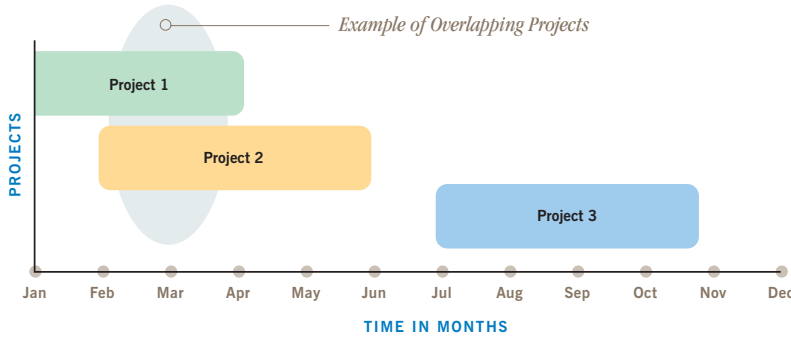
Zip/Postal Code

Country



UNIQUE NON-OVERLAPPING MONTHS

Project #



Professional project management experience must be accrued within 8 years of the date of this application.

Leading and directing project tasks as identified in the PMP Examination Specification.

Within the total hours of project management experience, experience in all five-process groups is required. However, on a single project, you do not need to have experience in all five-process groups

For each project please list on the left column the number of hours you have spent leading and directing the tasks noted. Next add the total hours per process and record that number in the boxes to the right of each section.

INITIATING PROCESS

- Conduct project selection methods to evaluate the feasibility of new products or services
- Identify key stakeholders and perform analysis to gain buy-in and requirements for the success of the project.
- Define the scope of the project based on the organization's need to meet the customer project expectations.
- Develop the project charter and review it with key stakeholders to confirm project scope, risks, issues, assumptions and constraints as well as obtain project charter approval from the project sponsor.
- Identify and document high level risks, assumptions and constraints using historical data and expert judgment. TOTAL HRS.

PLANNING PROCESS

- Identify key project team members and define roles and responsibilities to create a project organization structure to develop a communication plan.
- Create the work breakdown structure with the team to develop the cost, schedule, resource, quality and procurement plans.
- Identify project risks to define risk strategies and develop the risk management plan.
- Obtain project plan approval from the customer and conduct a kick off meeting with all key stakeholders.
- Define and record detail project requirements, constraints and assumptions with the stakeholders to establish the project deliverables.
- Develop the change management plan to define how changes will be handled to manage the triple constraints. TOTAL HRS.

EXECUTING PROCESS

- Manage proactively the resource allocation by ensuring that appropriate resources and tools are assigned to the tasks according to the project plan.
- Execute the tasks defined in the project plan in order to achieve the project goals.
- Ensure a common understanding and set expectations through communication to align the stakeholders and team members.
- Improve team performance by building team cohesiveness, leading, mentoring, training, and motivating in order to facilitate cooperation, ensure project efficiency and boost morale.
- Implement a quality management plan to ensure that work is being performed according to required quality standards.
- Implement approved changes according to the Change Management Plan.
- Obtain project resources in accordance with a procurement plan.
- Implement the approved actions and workarounds required to minimize the impact of project risks. TOTAL HRS.



Experience Verification Form - Part II (continued)

MONITORING AND CONTROLLING PROCESS

Measure project performance using appropriate tools and techniques.

Verify and manage changes to the project scope, project schedule and project costs as defined in the change management plan.

Monitor the status of all identified risks, identify any new risks, take corrective actions and update the risk response plan.

Ensure the project deliverables conform to quality standards established in the project quality plan.

TOTAL HRS.

CLOSING PROCESS

Formalize and obtain final acceptance for the project.

Identify, document and communicate lessons learned.

Archive and retain project records, historical information and documents (e.g., project schedule, project plan, lessons learned, surveys, risk and issues logs, etc.) in order to retain organizational knowledge, comply with statutory requirements, and ensure availability of data for potential use in future projects and internal/external audits.

Obtain financial, legal and administrative project closure (e.g., final payments, warranties, contract signoff).

Release all project resources and provide performance feedback.

Create and distribute final project report.

Measure customer satisfaction at the end of the project.

TOTAL HRS.

TOTAL HOURS ON PROJECT



PMP Credential Application · Page 6
Experience Verification Form - Part III

Project #

*In the space provided below, please summarize the project tasks that you led and directed on this project. Candidates are **required** to use this form to summarize deliverables. Attachments (i.e. scope of work documents) will not be accepted.*

Initiating

Planning

Executing

Monitoring and Controlling

Closing



Please include me in: Communications from PMI regarding its products, events and services Third Party Mailing Lists Mailings
Mailings from organizations other than PMI

Optional Information

The following questions are optional, and you may choose not to answer them.

Reason you are applying for this credential:


Primary Referral Source:

- Employer Required Employer Suggested Personal Development

Have you taken a certification preparation course presented by a PMI Chapter?

- Yes No

Special Examination Conditions

 *Check here if you have special needs which may impair your ability to take the examination. Please complete the Special Accommodations form located in Appendix A of this handbook. The completed form and supporting medical documentation must be returned to PMI along with your completed credential application.*

Language Aid Requirement

All PMI credential examinations are administered in English, but assistance can be provided via an accompanying language aid. If you would like a language aid, please indicate your choice below.

- Chinese (Simplified) French German Hebrew Italian
 Japanese Korean Portuguese (Brazilian) Russian Spanish

I have read and accept all policies outlined in this handbook. I have read and accept the responsibilities outlined in the Credentialed PMP and Candidate Agreement and Release and PMP Code of Professional Conduct. I declare that all the information I have provided on all pages of this application is true and accurate. I understand that misrepresentations or incorrect information provided to PMI can result in disciplinary action(s), including suspension or revocation of my eligibility or credential.

Signature

Date



Payment Information

Check Master Card Visa Bank Transfer American Express Diners Club Discover

Credit Card #

Exp Date /

Signature _____

Examination Fees Fees subject to change without notice.

After determining your membership status and your examination administration type please place an 'X' next to the appropriate option below and note the associated fee in the box marked 'TOTAL'.

If you are applying to take a paper-based examination please indicate your preferred test site, group testing number and date. This information can be located at www.prometric.com/pmi.

Examination Administration Type	US Dollars	Euros
Computer-Based Testing – member*	\$405	€ 340
Computer-Based Testing – nonmember	\$555	€ 465

Examination Administration Type	US Dollars	Euros	Site	Group Testing No.	Date (MM/DD/YY)
Paper-Based Testing – member*	\$250	€ 205			
Paper-Based Testing – nonmember	\$400	€ 335			

** Calculate and add Canadian resident tax (if applicable)

TOTAL

* The member rate will only apply to candidates who are members of PMI in good standing at the time your application is approved. If PMI membership is obtained after this application has been submitted, PMI will not refund the difference. Candidates interested in becoming members of PMI at the time of application for the credential can submit their PMI membership application and credential application at the same time and receive the member rate. To download a copy of the PMI membership application, please visit the membership area of the PMI website.

** CANADIAN RESIDENTS TAX

In accordance with Canadian tax law, PMI collects taxes on member dues, application fees, and other payments. Canadian residents should include applicable taxes in the space provided. The rate of tax and the total amount that you owe will vary depending on the province where you have permanent residency. Tax calculations by province are 14% for New Brunswick, Newfoundland, Nova Scotia; 13.95% for Quebec; or 6% for all other provinces. If your employer is paying your fee and has been granted tax-exempt status by the appropriate Canadian authorities, please attach evidence of exemption to avoid being billed for unpaid taxes.

GST/HST Registration #897944807RT0001 QST Registration #1202723001TQ0001



APPLICATION CHECKLIST

- I have written my name exactly as it appears on my government issued identification that I will present when I take the examination.

- I have documented my attained education and provided all requested information.

- I have a High School Diploma/Associate's degree or global equivalent
 - My Experience Verification Form(s) reflects a total of at least 7,500 hours of leading and directing project tasks; AND
 - My Experience Verification Form(s) reflects a total of at least 60 months (not counting gaps or overlaps) of experience leading and directing project tasks; AND
 - My Experience Verification Form(s) dates back at least five years from the date of application.
 - My Experience Verification Form(s) does not date back farther than eight years from the date of application.

OR

- I have a Bachelor's / Master's / Doctoral degree or global equivalent
 - My Experience Verification Form(s) reflects a total of at least 4,500 hours of leading and directing project tasks; AND
 - My Experience Verification Form(s) reflects a total of at least 36 months (not counting gaps or overlaps) of experience leading and directing project tasks; AND
 - My Experience Verification Form(s) dates back at least three years from the date of application.
 - My Experience Verification Form(s) does not date back farther than eight years from the date of application.

- I have summarized the project tasks I have led and directed.

- I have completed the Project Management Education Form documenting the required 35 contact hours.

- I have included payment information.
 - As part of my request for a paper-based examination I have included my preferred test administration site and date.

- I have signed the application form.



Re-examination Form (continued)

PMP Re-examination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$275	€ 230
Computer-Based Testing – nonmember	\$375	€ 315

PMP Re-examination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$150	€ 125			
Paper-Based Testing – nonmember	\$300	€ 250			

** Calculate and add Canadian resident tax (if applicable)

TOTAL

* **Refund Policy:** The member rate will only apply to candidates who are members of PMI in good standing at the time your application is approved. If PMI membership is obtained after this application has been submitted, PMI will not refund the difference. Candidates interested in becoming members of PMI at the time of application for the credential can submit their PMI membership application and the credential application at the same time and receive the member rate. To download a copy of the PMI membership application, please visit the membership area of the PMI website.

A refund can be obtained by submitting a written request to PMI one month before the eligibility expiration date. No refunds will be considered for candidates who have taken the examination or have not provided the necessary cancellation/rescheduling notification to Prometric.

PMI retains a \$100 (US) nonrefundable processing fee.

** CANADIAN RESIDENTS TAX

In accordance with Canadian tax law, PMI collects taxes on member dues, application fees, and other payments. Canadian residents should include applicable taxes in the space provided. The rate of tax and the total amount that you owe will vary depending on the province where you have permanent residency. Tax calculations by province are 14% for New Brunswick, Newfoundland, Nova Scotia; 13.95% for Quebec; or 6% for all other provinces. If your employer is paying your fee and has been granted tax-exempt status by the appropriate Canadian authorities, please attach evidence of exemption to avoid being billed for unpaid taxes.

GST/HST Registration #897944807RT0001 QST Registration #1202723001TQ0001

Special Accommodations

Candidates may request modification to the examination administration procedure due to disability, handicap, or other condition which may impair the ability of the candidate to take the exam. To request special testing accommodation, candidates must indicate their need on this form by checking the appropriate box below.

I am requesting the same special accommodation(s) that was approved for my previous exam.

I am requesting special accommodation(s) for the first time.

(Please complete the Special Accommodations form located in Appendix A)

Language Aid Requirement

All PMI credential examinations are administered in English, but assistance can be provided via an accompanying language aid. If you would like a language aid, please indicate your choice below.

Chinese (Simplified)

French

German

Hebrew

Italian

Japanese

Korean

Portuguese (Brazilian)

Russian

Spanish

PMI's Project Management Professional (PMP®) credential demonstrates to employers, clients and colleagues that you possess project management knowledge, experience and skills to bring projects to successful completion.

Solidify your future in project management, increase your marketability and enhance your earning potential.

Visit the Certification Program section of PMI's website (www.pmi.org) and apply for the PMP credential today!



Project Management Institute

Making project management indispensable for business results.®

PMP

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