



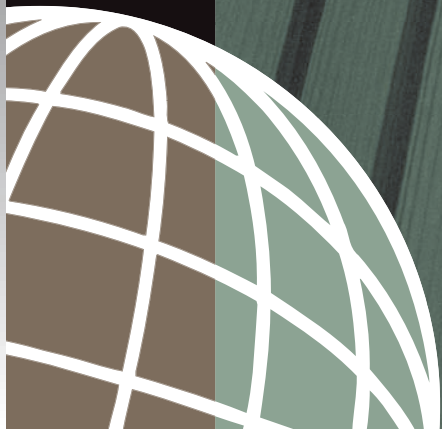
Project Management Institute

Project Management Professional (PMP®)

## CERTIFICATION HANDBOOK

Contains Candidate Application and  
Examination Information

P R O J E C T M A N A G E M E N T P R O F E S S I O N A L



PMP®



**T**he Project Management Institute (PMI®) sponsors a project management certification program, the purpose and goal of which is the development, maintenance, evaluation, promotion, and administration of a rigorous, examination-based, professional certification credential of the highest caliber – the Project Management Professional (PMP®) credential.

*The PMP Program supports the international community of Project Management Professionals and is designed to objectively assess and measure professional knowledge. PMP program requirements and eligibility standards are applied fairly, impartially, and consistently with applicable laws. The PMP program complies with all USA state and federal government nondiscriminatory statutes and laws, and grants certification independently of a candidate's membership or nonmembership in any organization, association or other group.*

*To achieve PMP certification, each candidate must satisfy all educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge of project management that is tested by the Project Management Professional Certification Examination. In addition, those who have been granted the PMP credential (certificants) must demonstrate ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements Program.*

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

#### **Computer-Based Examination Administration**

The PMP Certification Examination is offered via computer at locations in the United States, its territories and Canada, and in other countries worldwide. For a complete list of testing locations, please visit [www.2test.com](http://www.2test.com).

#### **Eligibility Criteria**

Candidates applying for certification as a Project Management Professional must satisfy the educational and experiential requirements for category 1 or category 2 and agree to abide by the Project Management Professional Code of Professional Conduct found on page 22 of this handbook.



## Category 1

At the time of application, the candidate holds a baccalaureate or global equivalent university degree\* and has a minimum of 4,500 hours of project management experience within the five project management process groups. The number of hours on the Experience Verification Form(s) must total at least 4,500 hours and the project dates must indicate that the candidate has at least three years of project management experience within the six-year period prior to the application. Candidates must indicate at least 36 unique (non-overlapping) months of project management experience on the Experience Verification Form(s) to satisfy the three-year requirement. Additionally, at the time of application, the candidate has obtained 35 contact hours of project management education. Candidates can document all project management education hours regardless of when they were accrued. The hours must include content on project quality, scope, time, cost, human resources, communications, risk, procurement and integration management.

### *Required supporting documentation:*

- 1) Educational Background
- 2) Experience Verification Form(s) meeting criteria above
- 3) 35 Contact Hours of Project Management Education meeting criteria above

\*For a list of globally equivalent university degrees, see page 21 of this handbook.

## Category 2

At the time of application, the candidate does not hold a baccalaureate or global equivalent university degree, but holds a high school diploma or equivalent secondary school credential and has a minimum of 7,500 hours of project management experience within the five project management process groups. The number of hours on the Experience Verification Form(s) must total at least 7,500 hours and the project dates must indicate that the candidate has at least five years of project management experience within the eight-year period prior to the application. Candidates must indicate at least 60 unique (non-overlapping) months of project management experience on the Experience Verification Form(s) to satisfy the five-year requirement. Additionally, at the time of application, the candidate has obtained 35 contact hours of project management education. A time frame is not associated with this requirement; therefore, candidates can document all project management education hours regardless of when they were accrued. The hours must include content on project quality, scope, time, cost, human resources, communications, risk, procurement and integration management.

### *Required supporting documentation:*

- 1) Educational Background
- 2) Experience Verification Form(s) meeting criteria above
- 3) 35 Contact Hours of Project Management Education meeting criteria above

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

### ***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.*

### ***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.*

\* Source: *A Guide to the Project Management Body of Knowledge – 2000 Edition*. (Project Management Institute, 2000)

## Experience Verification Information

The Project Management Experience Verification Form is the portion of the PMP Certification Handbook used by candidates to properly document and report project management experience. Candidates must complete, sign, and submit qualifying Project Management Experience Verification Form(s) to PMI with the PMP Certification Examination Application. Applications containing incomplete forms will be returned to candidates.

*Candidates are REQUIRED to use the Experience Verification Form that is provided to document project management experience. Complete one form per project and please photocopy the form provided if additional space is required.*

An Experience Verification Form must be completed for each project within the eligible time frame. One copy of the Experience Verification Form is included in this handbook. The following information must be completed on each form:

- Prefix, first name, and middle initial
- PMI identification number (for PMI members, this is your membership number; candidates who are not PMI members will be assigned an I.D. number)
- Last name (family or surname)
- Employer information including name, complete address and telephone number
- Project start/completion date (if project is not complete at time of application, use application date); this information will be used to determine whether a sufficient number of unique months have been provided based on the requirements of the category
- Project title
- Your role on the project
- Approximate number of hours spent working in one or more of the five process areas (there are no minimum requirements for any of the five areas for any individual project; however, when totalled, the candidate must have experience in all areas); the total for all verifications must meet the minimum requirements for the category

*Candidates should only document hours that they work on a particular project, not the total hours of the project.*

- Summarize project deliverables that you managed in your role on a project(s).
- Candidate's signature and date

***A complete application includes Experience Verification Form(s), educational background, 35 Contact Hours of Project Management Education Form(s) and the Examination Application with appropriate fee. All applications and documentation supplied must be provided in English.***



### 35 Contact Hours of Education

Candidates must verify at least 35 contact hours of specific instruction that addresses learning objectives in project management. A time frame is not associated with this requirement; therefore candidates can document all project management education hours regardless of when they were accrued. These hours must include content on project quality, scope, time, cost, human resources, communications, risk, procurement and integration management.

*Candidates are REQUIRED to use the Project Management Education Form that is provided in this handbook to document the required 35 contact hours of project management education. Please photocopy the form if additional space is required.*

Candidates can satisfy this requirement by successfully completing courses, workshops and training sessions through one or more of the following types of education providers:

- University/college academic and continuing education programs
- Courses or programs offered by training companies or consultants
- Courses or programs offered by PMI Component organizations
- Courses or programs offered by PMI Registered Education Providers (R.E.P.)
- Courses or programs offered by employer/company-sponsored programs
- Courses or programs offered by distance-learning companies

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***Candidates must complete the PMP Certification Examination Application included in this handbook.***



*The following checklist is provided to ensure that candidates provide complete applications.*

### Category 1

- I have written my name as it appears on the identification that I will present when I take the PMP examination.\*
- I am including payment information.
- 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 six years from the date of application.
- My Experience Verification Form(s) reflects a total of at least 4,500 hours of project management experience.
- When I count the months listed on my Experience Verification Form(s), the total is at least 36 (not counting gaps or overlap).
- I have summarized the deliverables I have managed of projects.
- I have completed the Project Management Education Form documenting 35 contact hours of project management education.

### Category 2

- I have written my name as it appears on the identification that I will present when I take the PMP examination.\*
- I am including payment information.
- 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.
- My Experience Verification Form(s) reflects a total of at least 7,500 hours of project management experience.
- When I count the months listed on my Experience Verification Form(s), the total is at least 60 (not counting gaps or overlap).
- I have summarized the deliverables I have managed of projects.
- I have completed the Project Management Education Form documenting 35 contact hours of project management education.

*\*NOTE: When completing this application, it is important that candidates write their name EXACTLY as it appears on their identification that they will present when taking the PMP examination. Candidates who do not present identification in the exact name during registration at the test site will not be allowed to sit for the exam at that time; such candidates will also have to pay the full certification examination fees again.*

### Application Audit

A percentage of accepted applications are selected for audit by the PMI Certification Program Department. Submission of an application indicates agreement to comply with audit terms. During an audit, PMPs will be asked to submit documentation such as copies of their baccalaureate/equivalent university degrees and signatures of their supervisor(s) or manager(s) from the project(s) documented on Experience Verification Forms. Any misrepresentations or incorrect information provided to the PMI Certification Program Department may result in discipline, including suspension or revocation of eligibility and/or certification.

PMP Certification Examination Applications will be processed within 10-14 business days of PMI's receipt. After the applications have been processed, eligibility letters will be sent to qualifying candidates within 3-5 business days.

The eligibility letter confirms that a candidate is eligible to take the examination. The eligibility letter expires after six months. Upon receipt of the eligibility letter, candidates must contact the examination contractor to schedule an examination appointment. The eligibility letter will provide complete details for scheduling an examination.

### **Extensions**

Candidates who have not taken the PMP Certification Examination within the eligibility period may request an extension or refund. An extension can be obtained by submitting a written extension request prior to the eligibility expiration date. The request must include the reason for the extension, and the candidate must state that any appointments made with the examination contractor have been cancelled. If the above conditions are met, a one-time six-month extension will be given at no additional cost to the candidate. Extensions will not be granted once the candidate's eligibility period has reached one year. Candidates who allow their initial six-month eligibility period to lapse will be charged a reactivation fee. Candidates who are granted the one-time six-month extension and allow their eligibility to lapse will have to pay the full certification fee again.

### **Examination Cancellation/Rescheduling/No-Shows**

Candidates **within North America who are** canceling or rescheduling an examination appointment must do so no later than noon (12:00 p.m. U.S. Eastern Time), two business days prior to the scheduled examination appointment. Example: To cancel an examination scheduled for Thursday, you must notify the examination contractor by 12:00 noon U.S. Eastern Time on the Tuesday before the Thursday appointment. When calling to cancel, candidates should call the examination contractor directly and not the local sites at which they are scheduled to take the exam. Failure to contact the examination contractor or failure to meet a scheduled appointment will result in the forfeiture of the full examination fee. Contact telephone numbers for the examination contractor can be located in eligibility letters that are sent to all qualifying candidates. Candidates choosing to reapply after such forfeiture must submit a new application and pay the full examination fee. Candidates **outside North America** wishing to cancel or reschedule an examination appointment must do so seven calendar days in advance.

Candidates failing to meet a scheduled appointment with the examination contractor due to a medical emergency must submit written notification, including official medical documentation, to the PMI Certification Program Department, Four Campus Boulevard, Newtown Square, Pennsylvania 19073-3299 USA. A rescheduling fee will be charged, but not the full examination fee. This information must be submitted no later than 72 hours after the scheduled examination date. All letters will be reviewed on a case-by-case basis.

### **Refunds**

A refund can be obtained by submitting a written request to PMI one month after the eligibility expiration date. No refunds will be considered for candidates who have taken the PMP Certification Examination or have not provided the necessary cancellation/rescheduling notification to the examination contractor. A processing fee of \$200.00 US will be retained by PMI.

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***Please sign page 3 of the PMP Certification Examination Application indicating that you have read and understand the Examination Cancellation/Rescheduling/No-Shows Policies and the Extensions and Refunds Policies.***

*Candidates taking the PMP Certification Examination are required to follow guidelines and policies relating to examination administration and examination security.*

## Examination Item Development

PMP Certification Examination questions:

- are developed by work groups of Project Management Professionals (PMPs)
- are independently validated by PMPs
- are referenced to current resources from project management textbook sources
- satisfy the test specifications of a job analysis

Each question is subject to editing for technical adequacy by psychometric consultants. Content experts (PMPs) write the questions and validate their appropriateness for the examination, and experts in testing review the questions to ensure that the questions perform as intended.

## Passing Score

The passing score for the PMP Certification Examination is determined by a criterion-referenced approach called the Angoff Modified Technique. This technique is currently considered by testing professionals to be one of the most defensible methods available for establishing a passing score because it relies on the pooled judgments of content experts (PMPs). This approach asks a group of PMPs to review each item on the examination and determine the probability that minimally knowledgeable candidates will answer each item correctly. The final passing score for the examination is based on this pooled judgment and the calculation of the standard error of the mean. Finally, item analysis and reliability indices are calculated for each question.

## Examination Format and Content

The PMP Certification Examination is computer based and is comprised of 200 multiple-choice questions. The allotted time to complete the examination is four hours.

The four-hour examination administration is preceded by a briefing and 15-minute computer tutorial and followed by an optional candidate satisfaction survey and an examination score report.

For a blueprint of the examination, please visit the PMI Web site at [www.pmi.org/certification/info/examcontent.htm](http://www.pmi.org/certification/info/examcontent.htm).



## Special Examination Accommodations

Any candidate may request a modification to the PMP Certification Examination administration procedure due to disability, handicap or other condition which may impair the ability of the candidate to take the test. To request special testing accommodations, candidates must indicate their needs on the application. Following application processing, PMI will send candidates a Special Accommodations Form via facsimile or e-mail. Candidates should complete this form and return it to PMI via facsimile or e-mail. Upon receipt of this form, PMI will send an eligibility letter.

## Examination Site Requirements

Only the individual named on the registration roster will be permitted to take the examination. Unless otherwise specified in the Candidate Eligibility Letter, candidates must present two signature-bearing forms of identification in order to be admitted to the testing center. Both forms of identification must have exactly the same name as given on the examination application. One form of identification must bear a photograph. Examples of photo-bearing identification are a valid driver's license, an employee ID, a passport or a military ID. Examples of signature-bearing identifications include credit and bank (ATM) cards. Unacceptable forms of identification include library cards and Social Security cards.

Candidates are expected to conduct themselves in a professional manner at all times at the testing center. Test site personnel will dismiss any disruptive candidates from the site. No refunds will be given to candidates expelled or required to leave the test due to disruptive behavior.

No visitors are permitted in testing rooms (including children). Candidates may not bring food, beverages, coats, book bags, luggage, pagers, cellular telephones, tape recorders, dictionaries, or other personal items to the examination desks. In addition, smoking and all electronic devices are prohibited in the testing center.

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***Eligibility letters will provide specific details regarding examination site requirements.***



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*A list of PMPs is  
posted monthly  
on PMI's Web site  
([www.pmi.org/  
certification/pmps/  
monthlypmps.htm](http://www.pmi.org/certification/pmps/monthlypmps.htm)).*

## **Examination Results Notification and Score Report**

Upon completion of the test, the examination contractor will immediately score the examination and provide candidates with a printed copy of results indicating pass or fail status. The examination contractor then transmits scores to PMI at the end of each testing day. Questions concerning the scoring of the test should be directed to the PMI Certification Program Manager.

## **Re-Examination**

Candidates must pass the examination in order to be awarded PMP certification status. Candidates not passing the examination can obtain a re-examination form by visiting PMI's Web site. In order to schedule a retake of the examination, this form must be completed and mailed to PMI Certification Program Department, Four Campus Boulevard, Newtown Square, Pennsylvania 19073-3299 USA or faxed to +610-356-4647 if paying by credit card. This form must be used within one year of the original examination date.

## **PMI Test Security and Confidentiality Policy**

The PMP Certification Examination, item bank, scoring keys, answer sheets, work sheets, and 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 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 specifically identifying which examination score may be disclosed and the person or organization to whom the score should be revealed. Any violation of the PMI Test Security and Confidentiality Policy may be subject to disciplinary action(s) by the PMI Certification Program Department.



## **PMP Application and Certification Appeals Procedures**

The PMP Certification Program is administered and supervised by the PMI Certification Program Manager.

All challenges regarding actions of and by the PMP Certification Program are governed by the comprehensive and exclusive rules of the PMI Certification Board Center Project Management Professional Code of Conduct Disciplinary Procedure. This appeals process is the only way to resolve any PMP application, eligibility, examination, qualification, professional development or other certification challenges, complaints and/or claims of irregularities.

A candidate or certificant may submit a written request to the PMI Certification Program Manager for review of an adverse PMP Certification Program action, decision or determination.

## **PMI Continuing Certification Requirements Program (formerly called the Professional Development Program)**

The purpose of the PMI Continuing Certification Requirements Program is to:

- enhance the ongoing professional development of PMPs
- encourage and recognize individualized learning opportunities
- offer a standardized and objective mechanism for attaining and recording professional development activities
- sustain the PMP as a global certification credential

Each PMP must satisfy the PMI Continuing Certification Requirements Program in order to maintain the PMP certification. PMPs are required to attain no less than 60 Professional Development Units (PDUs) within a three-year cycle and agree to continue to adhere to PMI's Project Management Professional Code of Professional Conduct.

Additional information concerning the PMI Continuing Certification Requirements Program and Professional Development Units can be found on the PMI Web site at [www.pmi.org/certification/ccrp/overview.htm](http://www.pmi.org/certification/ccrp/overview.htm). All PMPs receive the PMI Continuing Certification Requirements Program Handbook once certification is attained.

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*After attaining the Project Management Professional certification, all PMPs must satisfy the requirements of the PMI Continuing Certification Requirements Program to maintain their PMP status.*



By signing the statement provided at the bottom of page 1 of the PMP Certification Examination Application, you represent and agree to these terms, conditions and releases related to PMI Certification.

- 1) I agree to satisfy and conduct myself in accordance with all PMI Certification Program policies and requirements, including the PMP Code of Professional Conduct and the PMI Continuing Certification Requirements Program in their current or amended form, 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 certification 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 Board Center.
- 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 to the PMI Certification Program Department, and will report to the PMI Certification Program Department within 60 days, any legal or professional/occupational matters, proceedings, lawsuits, administrative agency actions, settlements and agreements, or organizational actions relating to me, including all complaints relating to my professional activities as a project management practitioner, and matters or proceedings involving, but not limited to, criminal charges, lesser offenses, credentialing, malpractice, disciplinary ethics or similar matter(s).
- 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 certification. 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 certification as a PMP 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 certification, relevant professional biographical data concerning me will be considered public information and may be available to the public upon request.
- 10) I agree that information related to my participation in the PMP certification 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 certification examination, or professional development will be resolved solely and exclusively by means of PMI Certification Program Department policies, procedures and rules, including the Certification 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 certification, 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 certification, as well as any decisions regarding my continuing qualification for any certification and my compliance with the PMP Code of Professional Conduct, rest within the sole and exclusive discretion of PMI and that these decisions are final.



# PMP Certification Examination Application · Page 1

Please print all information carefully in the boxes using uppercase characters. You must complete all fields in order to be eligible to sit for the PMP Examination. Mail your completed application form, experience verification form (s), and supporting documentation along with a check, money order (payable in US Dollars, drawn on a USA bank) or credit card information to PMP Certification Examination Application, c/o PMI, Four Campus Boulevard, Newtown Square, PA 19073 USA.

All information and documentation must be in English. Sorry, facsimile copies will not be accepted.

Prefix	First Name	M.I.	PMI ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name (family name, surname)	Suffix
<input type="text"/>	<input type="text"/>

Job Title
<input type="text"/>

Company Name
<input type="text"/>

Business Street Address
<input type="text"/>

Business Street Address continued
<input type="text"/>

City	State/Province (US use 2-letter abbr.)
<input type="text"/>	<input type="text"/>

(see code list pg. 19 and 20)

Postal Code	Country Code	Business Telephone Number	Telephone Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Street Address
<input type="text"/>

Home Street Address continued
<input type="text"/>

City	State/Province (US use 2-letter abbr.)
<input type="text"/>	<input type="text"/>

(see code list pg. 19 and 20)

Postal Code	Country Code	Home Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail Address
<input type="text"/>

Fax Number	Preferred Mailing Address	<input type="checkbox"/> Business	<input type="checkbox"/> Home
<input type="text"/>	Preferred Telephone	<input type="checkbox"/> Business	<input type="checkbox"/> Home

Your signature is required to indicate that you have read and accept the responsibilities outlined in the PMP Certificant and Candidate Agreement and Release on page 12 of this handbook.

Signature	Date
<input type="text"/>	<input type="text"/>

## PMP Certification Examination Application · Page 2

*What is your organization's primary business activity (industry)?*



### Construction

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- (002) Commercial/Heavy Industrial
- (001) Residential
- (003) Other \_\_\_\_\_

### Resources

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- (023) Agriculture
- (027) Coal/Gas/Oil
- (025) Ferrous Mining
- (024) Forestry
- (026) Non-Ferrous Mining

### Manufacturing

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- (028) Automotive
- (029) Chemical
- (030) Concrete/Clay/Glass/Stone
- (031) Electrical/Electronic
- (032) Food
- (033) Machinery/Metals
- (034) Paper
- (035) Petroleum
- (040) Pharmaceutical
- (036) Plastics
- (037) Textiles/Fabrics
- (038) Wood
- (039) Other \_\_\_\_\_

### Other Business Activities

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- (045) Academia
- (004) Aerospace
- (005) Architecture/Design
- (006) Arts/Entertainment/Broadcasting
- (046) Automation Systems
- (007) Business Mgmt Services/Mgmt Consulting
- (053) City Management
- (008) Computers/Software/DP
- (044) Consulting
- (009) Defense
- (048) E-business
- (010) Economics/Finance
- (011) Education/Training
- (012) Environmental/Waste/Sewage
- (041) Engineering
- (042) Financial Services
- (013) Health/Human/Social Services
- (043) Information Technology
- (051) International Development
- (014) Legal
- (015) Printing/Publishing
- (016) Public Administration/Government
- (017) Real Estate/Insurance
- (018) Recreation
- (050) Supply Chain
- (049) Systems Security
- (019) Telecommunications
- (020) Transportation
- (052) Urban Development
- (021) Utilities
- (047) Web Technology
- (022) Other \_\_\_\_\_



## PMP Certification Examination Application · Page 3

What is your PMI Member status?  Member  Nonmember  Have applied

Have you taken a PMP Certification Preparation Course presented by a PMI Chapter?  Yes  No

If yes, please enter the PMI Chapter Code Number for the chapter presenting the course  C   
(Please enter code from Country Code list inserted with this handbook.)

### Educational Background *Please indicate the highest educational level attained.*

Category 1 Name of University: \_\_\_\_\_

Bachelor's Degree Field of Study (Please select one)

Master's Degree  Accounting  Business  Computer Science  Education

Doctorate  Engineering  Finance  Liberal Arts  Marketing  Other

Category 2 Month/Year Diploma/Degree Awarded

High School Diploma  /

### Project Management Experience

*Total the number of hours from Experience Verification Form(s) of each process area and indicate below:*

Initiating Processes	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Planning Processes	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Executing Processes	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Controlling Processes	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Closing Processes	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Total Hours:</b>	<input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Total the unique (non-overlapping) months from Experience Verification Form(s)

**Total Months:**

### Certification Fees

- Member Rate \$405.00\*
- Nonmember Rate \$555.00\*
- Check  Master Card
- Money Order  American Express
- Visa  Diners Club

Credit Card #

Card Expiration Date  /

### Signature

*\*The member rate will only apply to candidates who are members of PMI in good standing at the time of submitting this application. If PMI membership is obtained after this application has been submitted, PMI will not issue a refund. Candidates interested in becoming members of PMI at the time of application for PMP Certification can submit their PMI membership application and PMP certification application at the same time and receive the member rate for certification. To download a copy of the PMI membership application, please visit the PMI Web site <http://www.pmi.org/membership/application/>*

### Special Examination Conditions

**Do you have special needs which may impair your ability to take the PMP examination?**  Yes, please send me a Special Accommodations Form  No

**If you would like to receive the examination in English and a second language, please indicate your preference below:**

Brazilian/Portuguese  French  German  Italian  Korean  Japanese  Mandarin  Spanish

**Your signature is required to indicate that you have read and accept the Examination Cancellation/Rescheduling/No-Shows Policies and Extensions and Refunds Policies outlined on page 7 of this handbook.**

Signature \_\_\_\_\_

Date \_\_\_\_\_









AD.....	ANDORRA	DM.....	DOMINICA
AE.....	UNITED ARAB EMIRATES	DO.....	DOMINICAN REPUBLIC
AF.....	AFGHANISTAN	DZ.....	ALGERIA
AG.....	ANTIGUA AND BARBUDA	EC.....	ECUADOR
AI.....	ANGUILLA	EE.....	ESTONIA
AL.....	ALBANIA	EF.....	EUROPEAN MONETARY COOP FUND
AM.....	ARMENIA	EG.....	EGYPT
AN.....	NETHERLANDS ANTILLES	EH.....	WESTERN SAHARA
AO.....	ANGOLA	EN.....	ENGLAND
AQ.....	ANTARCTICA	ER.....	ERITREA
AR.....	ARGENTINA	ES.....	SPAIN
AS.....	AMERICAN SAMOA	ET.....	ETHIOPIA
AT.....	AUSTRIA	FI.....	FINLAND
AU.....	AUSTRALIA	FJ.....	FIJI
AW.....	ARUBA	FK.....	FALKLAND ISLANDS(MALVINAS)
AZ.....	AZERBAIJAN	FM.....	MICRONESIA, FEDERATED STATES
BA.....	BOSNIA AND HERZEGOVINA	FO.....	FAROE ISLANDS
BB.....	BARBADOS	FR.....	FRANCE
BD.....	BANGLADESH	GA.....	GABON
BE.....	BELGIUM	GD.....	GRENADA
BF.....	BURKINA FASO	GE.....	GEORGIA
BG.....	BULGARIA	GF.....	FRENCH GUIANA
BH.....	BAHRAIN	GH.....	GHANA
BI.....	BURUNDI	GI.....	GIBRALTAR
BJ.....	BENIN	GL.....	GREENLAND
BM.....	BERMUDA	GM.....	GAMBIA
BN.....	BRUNEI DARUSSALAM	GN.....	GUINEA
BO.....	BOLIVIA	GP.....	GADELOUPE
BR.....	BRAZIL	GQ.....	EQUATORIAL GUINEA
BS.....	BAHAMAS	GR.....	GREECE
BT.....	BHUTAN	GS.....	ST GEORGE & S SANDWICH ISLANDS
BU.....	BURMA	GT.....	GUATEMALA
BV.....	BOUVET ISLAND	GU.....	GUAM
BW.....	BOTSWANA	GW.....	GUINEA-BISSAU
BY.....	BELARUS	GY.....	GUYANA
BZ.....	BELIZE	HK.....	HONG KONG
CA.....	CANADA	HM.....	HEARD AND MCDONALD ISLANDS
CC.....	COCOS (KEELING) ISLANDS	HN.....	HONDURAS
CD.....	CHANNEL ISLANDS	HR.....	CROATIA
CF.....	CENTRAL AFRICAN REPUBLIC	HT.....	HAITI
CG.....	CONGO	HU.....	HUNGARY
CH.....	SWITZERLAND	ID.....	INDONESIA
CI.....	COTE D'IVOIRE	IE.....	IRELAND
CK.....	COOK ISLANDS	IF.....	INTERNATIONAL MONETARY FUND
CL.....	CHILE	IL.....	ISRAEL
CM.....	CAMEROON	IN.....	INDIA
CN.....	CHINA	IO.....	BRITISH INDIAN OCEAN TERRITORY
CO.....	COLOMBIA	IQ.....	IRAQ
CR.....	COSTA RICA	IR.....	IRAN
CU.....	CUBA	IS.....	ICELAND
CV.....	CAPE VERDE	IT.....	ITALY
CX.....	CHRISTMAS ISLAND	JM.....	JAMAICA
CY.....	CYPRUS	JO.....	JORDAN
CZ.....	CZECH REPUBLIC	JP.....	JAPAN
DE.....	GERMANY	KE.....	KENYA
DJ.....	DJIBOUTI	KG.....	KYRGYZSTAN
DK.....	DENMARK	KH.....	CAMBODIA

(continued on page 20)

*Fill in the appropriate code from this list in the appropriate space on pages 1 and 5 of the Certification Examination Application.*

LC.....	SAINT LUCIA	SA.....	SAUDI ARABIA
LI.....	LIECHTENSTEIN	SB.....	SOLOMON ISLANDS
LK.....	SRI LANKA	SC.....	SEYCHELLES
LR.....	LIBERIA	SD.....	SUDAN
LS.....	LESOTHO	SE.....	SWEDEN
LT.....	LITHUANIA	SF.....	SCOTLAND
LU.....	LUXEMBOURG	SG.....	SINGAPORE
LV.....	LATVIA	SH.....	ST. HELENA, TRISTAN DA CUNHA
LY.....	LIBYA	SI.....	SLOVENIA
MA.....	MOROCCO	SJ.....	SVALBARD AND JAN MAYEN ISLANDS
MC.....	MONACO	SK.....	SLOVAK REPUBLIC
MD.....	MOLDOVA	SL.....	SIERRA LEONE
MG.....	MADAGASCAR	SM.....	SAN MARINO
MH.....	MARSHALL ISLANDS	SN.....	SENEGAL
MK.....	MACEDONIA	SO.....	SOMALIA
ML.....	MALI	SR.....	SURINAME
MM.....	MYANMAR	ST.....	SAO TOME AND PRINCIPE
MN.....	MONGOLIA	SV.....	EL SALVADOR
MO.....	MACAU	SY.....	SYRIA
MP.....	NORTHERN MARIANA ISLANDS	SZ.....	SWAZILAND
MQ.....	MARTINIQUE	TC.....	TURKS AND CAICOS ISLANDS
MR.....	MAURITANIA	TD.....	CHAD
MS.....	MONTERRAT	TF.....	FRENCH SOUTHERN TERRITORIES
MT.....	MALTA	TG.....	TOGO
MU.....	MAURITIUS	TH.....	THAILAND
MV.....	MALDIVES	TJ.....	TAJKISTAN
MW.....	MALAWI	TK.....	TOKELAU
MX.....	MEXICO	TM.....	TURKMENISTAN
MY.....	MALAYSIA	TN.....	TUNISIA
MZ.....	MOZAMBIQUE	TO.....	TONGA
NA.....	NAMIBIA	TP.....	EAST TIMOR
NC.....	NEW CALEDONIA	TR.....	TURKEY
ND.....	NORTHERN IRELAND	TT.....	TRINIDAD AND TOBAGO
NE.....	NIGER	TV.....	TUVALU
NF.....	NORFOLK ISLAND	TW.....	TAIWAN
NG.....	NIGERIA	TZ.....	TANZANIA
NI.....	NICARAGUA	UA.....	UKRAINE
NL.....	NETHERLANDS	UG.....	UGANDA
NO.....	NORWAY	UM.....	U.S. MINOR OUTLYING ISLANDS
NP.....	NEPAL	US.....	UNITED STATES
NR.....	NAURU	UY.....	URUGUAY
NT.....	NEUTRAL ZONE	UZ.....	UZBEKISTAN
NU.....	NIUE	VA.....	VATICAN CITY STATE
NZ.....	NEW ZEALAND	VC.....	St. VINCENT AND THE GRENADINES
OM.....	OMAN	VE.....	VENEZUELA
PA.....	PANAMA	VG.....	VIRGIN ISLANDS (BRITISH)
PE.....	PERU	VI.....	VIRGIN ISLANDS (U.S.)
PF.....	FRENCH POLYNESIA	VN.....	VIETNAM
PG.....	PAPUA NEW GUINEA	VU.....	VANUATU
PH.....	PHILIPPINES	WA.....	WALES
PK.....	PAKISTAN	WF.....	WALLIS AND FUTUNA ISLANDS
PL.....	POLAND	WI.....	WEST INDIES
PM.....	ST. PIERRE AND MIQUELON	WS.....	WESTERN SAMOA
PN.....	PITCAIRN ISLANDS	YD.....	YEMEN, DEMOCRATIC
PT.....	PORTUGAL	YE.....	YEMEN
PW.....	PALAU	YT.....	MAYOTTE
PY.....	PARAGUAY	YU.....	YUGOSLAVIA
QA.....	QATAR	ZA.....	SOUTH AFRICA
RE.....	REUNION	ZM.....	ZAMBIA
RO.....	ROMANIA	ZR.....	ZAIRE
RU.....	RUSSIA	ZW.....	ZIMBABWE
RW.....	RWANDA		

Argentina	Bachillerato	Licenciatura
Australia	Higher school certificate	Bachelor
Belgium	Baccalauréat	Licence or Licentiaat
Brazil	Concurso vestibular	Bacharelado/Licenciatura
Canada	High School Diploma or CEGEP	Bachelor or Licence
Chile	Licencia de educación media	Licence
China	Shung-Schueh	Licenciatura
Costa Rica	Bachillerato	Licenciatura
Cuba	Certificado de fin de estudios secundarios	Licenciate
Denmark	Studentereksamen	Ijaza or Bachelor
Egypt	Shehada Takmiliya	Licenciatura
France	Baccalaurèat	Licence in Law
Germany	Hochschulreife	Diplom, Magister Artium
India	High School	Bachelor
Indonesia	Ijazah Sekolah Menengah Atas	Sarjana
Ireland	Ardeisimeireacht	Bachelor
Israel	Bagruth	Bachelor or Diploma
Italy	Maturita	Laurea
Jamaica	General Certificate of Education	Bachelor, Licentiate
Japan	Kotogakko	Gakushi
Kenya	East African Advanced Certificate of Education	Bachelor
Malaysia	Malaysian Certificate of Education	Bachelor
Mexico	Bachillerato	Bachiller - Licenciatura
Netherlands	Eindexamen	Kandidaat
New Zealand	Diploma	Bachelor
Norway	Gymnaseksamen, Studenteksamen	Candidatus - Candidatus Magisterii
Korea	High School Diploma	Bachelor - Diploma
Saudi Arabia	Tawjihiyah	Bachelor
Singapore	GCE	Bachelor
Spain	Bachillerato	Licenciatura
Sweden	Examen (High School Level)	Examen
Switzerland	Maturité (French); Maturitätzeugnis (German)	Licence (French); Lizentiat (German)
Turkey	Lise Diplomasi	Lisans, Bachelor
U.A.E.	High School (Ouloum Thanawuiya)	Bachelor
United Kingdom	GCE	Certificate of Education, College Diploma, Bachelor
Venezuela	Bachillerato	Licenciatura

Globally  
 Equivalent University  
 Degrees

As a PMI Project Management Professional (PMP®), I agree to support and adhere to the responsibilities described in the PMI PMP Code of Professional Conduct.

## **I. Responsibilities to the Profession**

### **A. Compliance with all organizational rules and policies**

1. Responsibility to provide accurate and truthful representations concerning all information directly or indirectly related to all aspects of the PMI Certification Program, including but not limited to the following: examination applications, test item banks, examinations, answer sheets, candidate information and PMI Continuing Certification Requirements Program reporting forms.
2. Upon a reasonable and clear factual basis, responsibility to report possible violations of the PMP Code of Professional Conduct by individuals in the field of project management.
3. Responsibility to cooperate with PMI concerning ethics violations and the collection of related information.
4. Responsibility to disclose to clients, customers, owners or contractors, significant circumstances that could be construed as a conflict of interest or an appearance of impropriety.

### **B. Candidate/Certificant Professional Practice**

1. Responsibility to provide accurate, truthful advertising and representations concerning qualifications, experience and performance of services.
2. Responsibility to comply with laws, regulations and ethical standards governing professional practice in the state/province and/or country when providing project management services.

### **C. Advancement of the Profession**

1. Responsibility to recognize and respect intellectual property developed or owned by others, and to otherwise act in an accurate, truthful and complete manner, including all activities related to professional work and research.
2. Responsibility to support and disseminate the PMP Code of Professional Conduct to other PMI certificants.

## **II. Responsibilities to Customers and the Public**

### **A. Qualifications, experience and performance of professional services**

1. Responsibility to provide accurate and truthful representations to the public in advertising, public statements and in the preparation of estimates concerning costs, services and expected results.
2. Responsibility to maintain and satisfy the scope and objectives of professional services, unless otherwise directed by the customer.
3. Responsibility to maintain and respect the confidentiality of sensitive information obtained in the course of professional activities or otherwise where a clear obligation exists.

### **B. Conflict of interest situations and other prohibited professional conduct**

1. Responsibility to ensure that a conflict of interest does not compromise legitimate interests of a client or customer, or influence/interfere with professional judgments.
2. Responsibility to refrain from offering or accepting inappropriate payments, gifts or other forms of compensation for personal gain, unless in conformity with applicable laws or customs of the country where project management services are being provided.





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Printed in the USA

050-007-2000 (rev. 02-02)

