

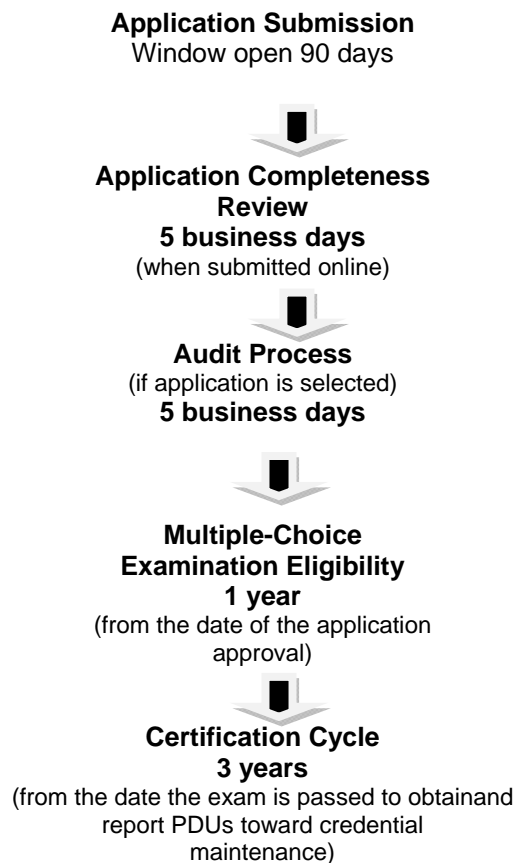


About the PMP Credential

The PMP was initiated in 1984 to recognize an individual's demonstrated understanding of the knowledge and skills to lead and direct project teams and to deliver results within the constraints of schedule, budget, and resources. Candidates for the PMP credential ensure that all of the aspects of the project plan are executed and that progress and variances are properly addressed and communicated.

They are responsible for all aspects of the project for the life of the project and not only lead and direct the project, but also oversee project team members.

Timeline of the PMP Credential Process



To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

Educational Background High school diploma, associate's degree or global equivalent	Project Management Experience Minimum five years/60 months unique nonoverlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks	Project Management Education 35 contact hours of formal education
OR		
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 were spent leading and directing project tasks	35 contact hours of formal Education

Contact Hours of Project Management Education

Verify at least 35 contact hours of specific instruction that addressed learning objectives in project management. Document all education hours regardless of when they were accrued. The course work must be completed at the time you submit the application.

NOTE: One contact hour is equivalent to one actual hour (60 minutes) of training or instruction received.

The course hours may include content on project quality, project scope, project schedule, project budget, project communications, project risk, project procurement, and project integration management.

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

- A. PMI Registered Education Providers (R.E.P.s)*
- B. PMI Component organizations*
- C. Employer/company-sponsored programs
- D. Training companies or consultants
- E. Distance-learning companies, including an end-of-course assessment
- F. University/college academic and continuing education programs

*Courses offered by PMI 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.

PMP Credential Fees

You must submit payment of the PMP credential fee as part of the payment process (if you submit an application online) or as part of the application process (if you submit a paper application). You can submit payment by credit card using the [online certification system](#) or through postal mail to the Global Operations Center if you chose to pay by check, money order or wire. For all mail-in payments, please include your PMI identification number and user name.

The proper fees for payment are determined by your PMI membership status and the examination delivery option (computer-based versus paper-based) for your geographic location. Refer to the Examination Administration section in this handbook to help you determine if computer-based delivery or paper-based delivery of the examination is most appropriate for you. Once you determine the examination delivery option, use the following chart to determine the credential fee.

Exam Administration Type	PMI Member Status	US Dollars	Euros
Computer-based testing (CBT)	member	\$405	€ 340
Computer-based testing (CBT)	nonmember	\$555	€ 465
Paper-based testing (PBT)	member	\$250	€ 205
Paper-based testing (PBT)	nonmember	\$400	€ 335
Reexamination CBT	member	\$275	€ 230
Reexamination CBT	nonmember	\$375	€ 315
Reexamination PBT	member	\$150	€ 125
Reexamination PBT	nonmember	\$300	€ 250
CCR credential renewal	member	\$60	€ 50
CCR credential renewal	nonmember	\$150	€ 125

PMP Credential Maintenance

Once you have attained the PMP credential, you must participate in the Continuing Certification Requirements (CCR) program to maintain an active certification status. The PMP certification cycle lasts three years from the date you pass the examination, during which you must attain no less than 60 Professional Development Units (PDUs) toward credential maintenance.

How to Determine Your Certification Cycle

Your active certification/CCR cycle begins the day you pass the PMP credential examination and ends three full years later.

You may calculate or check your certification/CCR cycle in one of the following ways:

- Check your PMP certificate for your active certification date and expiration date
- Check for certification/CCR cycle dates using the [online certification system](#).
- If you are granted the credential on 15 September 2008, your credential expiration date is 15 September 2011. Therefore, you will need to renew your credential by 14 September 2011. Your next certification/CCR cycle begins 15 September 2011 and expires 15 September 2014, but you will need to renew your credential by 14 September 2014.

PMP Credential Application Checklist

Use the following checklist as a guide when you complete the credential application.

- Align certification/CCR cycles, if applicable.
- Write your name exactly as it appears on your government-issued identification that you will present when you take the examination.
- Ensure application includes your valid e-mail address since this is PMI's primary way of communicating throughout the credential process.
- Document your attained education and provide all requested information.

Experience Verification Section

- Document your professional experience according to the eligibility requirements in the experience verification section.
- With a high school diploma, associate's degree or global equivalent:
 1. A total of at least five years/60 months of experience leading and directing project tasks; and
 2. A total of at least 7,500 hours of leading and directing project tasks.
 3. Summarize the project tasks you led and directed on each project.

OR
- With a bachelor's degree or global equivalent:
 1. A total of at least three years/36 months of experience leading and directing project tasks; and
 2. A total of at least 4,500 hours of leading and directing project tasks.
 3. Summarize the project tasks you led and directed on each project.

AND
- Document 35 contact hours of project management education.

Professional Development Units (PDUs)

The Professional Development Units (PDUs) is the measuring unit used to quantify approved learning and professional service activities. Typically, one PDU is earned for every one hour spent in a planned, structured learning experience or activity.

NOTE: If you attend courses that calculate by Continuing Education Units (CEUs), please be aware that for conversion purposes, one CEU equals 10 PDUs.

Each credential requires a certain number of PDUs per three-year credential cycle.

Credential Number of PDUs

PMP 60

The CCR Program organizes PDUs into five categories.

Category 1: Formal Academic Education

PDUs may be earned by completing an academic course after attaining a PMI credential. Courses must be offered for degree credit and be related to project and/or program management. One hour of degree credit in a typical 15-week semester earns 15 PDUs. One quarter semester hour (10 weeks) earns 10 PDUs. When only a portion of a course relates to project and/or program management, PDUs are calculated on a percentage of the overall curriculum focused on project and/or program management.

Each course must be submitted on a separate CCR Activity Reporting Form. PMI does not recognize entire degree programs for PDU credits, only individual courses.

Documentation required upon PMI audit/request: transcript or grade report indicating a passing mark.

Category 2: Professional Activities and Self-directed Learning

A predetermined number of PDUs may be earned by participating in specified professional activities.

Documentation required upon PMI audit/request: copies of publications, sample educational materials or course agendas.

Category 3: Courses offered by PMI Registered Education Providers/PMI Components

PDUs may be earned by attending educational courses offered by organizations registered with PMI and designated as PMI Registered Education Providers (R.E.P.s) or PMI Components. These providers adhere to quality criteria established by PMI and are solely authorized to issue PDU certificates to attendees. R.E.P.s can be identified by their logo:

Examples include schools, consultants, corporate training departments, professional associations, government agencies and PMI chapters, specific interest groups (SIGs) and colleges.

Category 4: Courses offered by Other Education Providers

Contact hours of project and/or program management education may be earned by attending relevant educational courses offered by organizations not registered with PMI. To calculate the number of PDUs earned, use the following formula: one contact hour of learning relevant to project and/or program management within a structured activity or course equals one PDU.

Category 5: Volunteer Service to Professional or Community Organizations

A maximum of 20 PDUs may be earned per CCR cycle through professional service to a project management organization or by providing non-compensated project management services to nonemployer or non-client customer groups. The volunteer services must meet the definition of a project as outlined in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* – Third Edition.