

Applying for the Project Management Professional Certification Examination



Application Options

Candidates applying for Certification as a Project Management Professional (PMP®) must satisfy the educational and experiential requirements for one of two Categories.



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Category 1 Criteria

At the time of application the candidate:

- Holds a **baccalaureate or equivalent** university degree, AND
- Has a **minimum of 4,500 hours** of personal project management experience within the five process groups, AND
- Has a **minimum of 36 non-overlapping (unique) months** of personal project management experience, AND
- Has a **minimum of 35 contact hours** of specific instruction that addresses learning objectives in project management.



Category 1 Criteria: 4,500 Hours

The number of hours on the Experience Verification Form(s) must total at least 4,500 hours **within the six (6) year period prior to the application.** This time frame extends from the date of the application to the corresponding month six (6) years prior.



Category 1 Criteria: 36 Months

The number of months on the Experience Verification Form(s) must total at least thirty-six (36) non-overlapping (unique) months **within the six (6) year period prior to the application**. This time frame extends from the date of the application to the corresponding month six (6) years prior. Months without Project Management Experience cannot be counted.

Note: “non-overlapping” means individual months can only be counted toward the 36 requirement once. This applies if the applicant worked on multiple projects during the same month.



Category 1 Criteria: 35 Contact Hours

PMP Candidates applying for certification must verify at least **35 contact hours of specific instruction that addresses learning objectives in project management**. These hours must include content on project quality, scope, time, cost, human resources, communications, risk, procurement and integration management. Applicants 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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Category 2 Criteria

At the time of application the candidate:

- Does not hold a baccalaureate or equivalent university degree but does hold a **high school diploma or equivalent** secondary school credential.
- Has a **minimum of 7,500 hours** of personal project management experience within the five process groups, AND
- Has a **minimum of 60 non-overlapping (unique) months** of personal project management experience, AND
- Has a **minimum of 35 contact hours** of specific instruction that addresses learning objectives in project management.



Category 2 Criteria: 7,500 Hours

The number of hours on the Experience Verification Form(s) must total at least 7,500 hours **within the eight (8) year period prior to the application.** This time frame extends from the date of the application to the corresponding month eight (8) years prior.



Category 2 Criteria: 60 Months

The number of months on the Experience Verification Form(s) must total at least sixty (60) non-overlapping (unique) months **within the eight (8) year period prior to the application.** This time frame extends from the date of the application to the corresponding month eight (8) years prior. Months without Project Management Experience cannot be counted.

Note: “non-overlapping” means individual months can only be counted toward the 60 requirement once. This applies if the applicant worked on multiple projects during the same month.



Category 2 Criteria: 35 Contact Hours

PMP Candidates applying for certification must verify at least **35 contact hours of specific instruction that addresses learning objectives in project management**. These hours must include content on project quality, scope, time, cost, human resources, communications, risk, procurement and integration management. Applicants 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.**



Required Application Documentation

Category 1

- Verification Form(s) showing a minimum of 4,500 hours and a minimum of 36 non-overlapping months of experience.
- A completed application with the appropriate payment information.
- A completed 35 Contact Hours of Project Management Education Form.

Category 2

- Verification Form(s) showing a minimum of 7,500 hours and a minimum of 60 non-overlapping months of experience.
- A completed application with the appropriate payment information.
- A completed 35 Contact Hours of Project Management Education Form.



Experience Verification Information

The **Experience Verification Form** is used by candidates to properly document and report project management experience. Each project submitted with the application must be listed on a separate Experience Verification Form.

Project Management Experience submitted without being documented on an Experience Verification Form will not be accepted.

Candidates must indicate the number of hours they worked in each of the process areas for the project on the form.



Project Management Process Areas

Project Management experience hours can be organized into one or more of the following process areas:

- Initiating
- Planning
- Executing
- Controlling
- Closing

Application Information

The **Examination Application** requires:

- Address information
- Phone number and other contact information
- Payment information
- Education information
- The totaled experience hours and months from the Experience Verification Form(s)
- Other demographic information



Submission Instructions

- Completed Application packages can be submitted by mail to:

PMI Certification Department
Four Campus Boulevard
Newtown Square, Pennsylvania 19073
USA

- Or Applications can be completed online at:
www.pmi.org

**Facsimile or electronic mail submissions will not be accepted.*



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Approved Applications

- 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. Upon receipt of the eligibility letter, candidates must contact the examination contractor to schedule the examination appointment. The eligibility letter will provide complete details for scheduling an examination.



Additional Resources

For more information on the Project Management Professional (PMP®) Certification Examination:

- Browse www.pmi.org. (Applicants can download Application forms, the PMP® Certification Handbook and apply for the PMP Exam online.)
- Call the PMI® Certification Department, +610-356-4600.
- Email pmihq@pmi.org.
- Write to PMI:
Project Management Institute
4 Campus Boulevard
Newtown Square, Pennsylvania 19073
USA



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Thank you for your interest in the Project Management Professional Certification Examination.



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