

# Overview of the PMP Certifications

## PMP Eligibility Requirements

To be eligible for the PMP certification, 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	Project Management Experience	Project Management Education
Secondary degree (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 were spent leading and directing the project*	35 contact hours of formal education
<b>OR</b>		
Four-year degree (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 the project*	35 contact hours of formal education

\*Leading and directing the project as identified with the tasks, knowledge, and skills specific in the Project Management Professional Examination Content Outline.

You should have experience in all five process groups across all your project management experience submitted on the application. However, on a single project, you do not need to have experience in all five process groups.

**NOTE:** The *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* defines a project as a temporary endeavor undertaken to create a unique product, service or result (*PMBOK® Guide—Fifth Edition*, p. 553).

# PMP Application & Payment

## How to Complete the Online Application

PMI encourages you to use the [online certification system](#) to apply for all certifications. A printable version of the application is available on a case-by-case basis. Please contact Customer Care to submit a request.

**Before you begin**, check to make sure you meet the certification eligibility requirements and can record the necessary information on the application.

**Once you start an online application**, you cannot cancel it. You can save it unfinished, come back to it later, and edit any information you already entered. The application will remain open for 90 days during which time PMI will send you an email reminder to complete the application.

Please ensure that the application includes your valid, unique email address as this will be the primary mode of communication from PMI throughout the certification process. **Although PMI will email you reminders during the process, you have the responsibility to schedule and sit for your examination within the one-year eligibility period** (see Exam Eligibility section of this handbook for more details).

**NOTE:** Electronic communications from PMI may inadvertently be blocked or forwarded to bulk mail folders by some spam filters. Please add [customercare@pmi.org](mailto:customercare@pmi.org) to the personal address book in your email program to help ensure that you don't miss important CCR program updates from PMI.

Before you submit the application, you will be required to read and agree to the PMI Code of Ethics and Professional Conduct and the Certification Application/Renewal Agreement, which can be found in this handbook and on PMI.org.

**NOTE:** Incomplete applications and faxed applications will not be processed or returned.

You can also use the online certification system to:

- View your submitted certification application
- View your examination eligibility status
- Download PMI audit forms
- Download your exam report with your pass/fail status
- Apply and submit payment to take or retake any PMI examination and/or evaluation
- Submit payment for certification renewal
- Download receipts
- Access your certification record and update your contact information
- View your listing on the Certification Registry

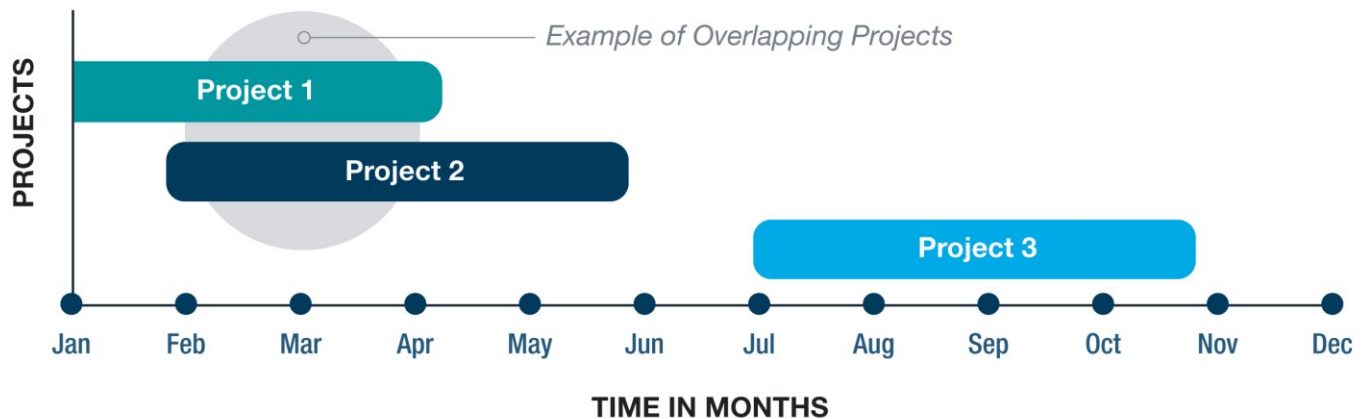
# PMP Application & Payment

## How to Record Your Experience & Education on the Application

Use the experience verification section of the online application to record your experience leading and directing the project. Record projects individually regardless of the number of projects you include.

### Number of Months of Project Management Experience

For each month in which you worked on multiple, overlapping projects, you can only count the time spent on ONE of those projects toward fulfilling your eligibility requirements. Using this example below, the time spent working on Project 1 from January–April would count as four months toward the eligibility requirement, while the time spent working on Project 2 during May–June would count as two months toward the eligibility requirement. However, you cannot count the time working on both projects during February–April twice. Therefore, Project 1 and Project 2 equal six months (January–June) of project management experience toward your eligibility requirement.



### Number of Hours that You Led or Directed Project

Consider all of the projects that you have worked on and identify how many hours you spent leading and directing the project. For this section of the application, if you worked on multiple projects at one time, all the hours count toward the total.

### Contact Hours of Project Management Education

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

**NOTE:** One hour of classroom instruction equals one contact hour. If you have completed a university or college course on project management that met for three hours per week for 15 weeks, you would record 45 contact hours. If only a portion of a course dealt with project management, only the hours spent on project management can be applied toward the total.

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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 education 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 chapters \*
- C. Employer/company-sponsored programs
- D. Training companies or consultants (e.g., training schools)
- E. Distance-learning companies, including an end-of-course assessment
- F. University/college academic and continuing education programs

The following education does not satisfy the education requirements:

- PMI chapter meetings\*
- Self-directed learning (e.g., reading books, watching instructional videos or sessions with coaches or mentors)

*\*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.*

**NOTE:** While you may be able to record applicable classes that counted toward a degree, you cannot record the degree program in its entirety because some classes within the program will not apply to the requirement.

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## Application Processing

PMI strives to process applications in a timely manner. The application processing timeline depends on how you submit your application—either online using the certification system, or on paper sent by postal mail to PMI. The following table details the application processing timeline.

Application Processing Timeline	
<b>Application submitted:</b>	<b>Process time:</b>
Online	5 calendar days

**NOTE:** This processing timeline does not apply if your application has been selected for PMI's audit process (refer to the PMI Audit Process section in this handbook for more details).