

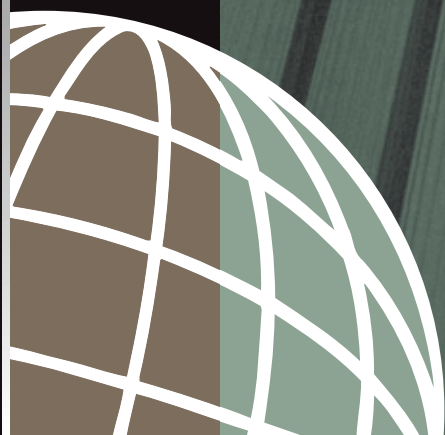


Project Management Professional

CREDENTIAL HANDBOOK

Serving Europe, the Middle East and Africa (EMEA)

Contains Candidate Application and
Examination Information



PMP

Project Management Professional

CREDENTIAL HANDBOOK

Serving Europe, the Middle East and Africa (EMEA)

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

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

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

To achieve the PMP credential, candidates 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 credential 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 (CCR) Programme.

ELIGIBILITY REQUIREMENTS

Eligibility Criteria

Candidates applying for the Project Management Professional credential 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 11 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 application. Candidates must indicate at least 36 unique (nonoverlapping) 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. 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 or 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

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. Candidates who hold an associates degree should also apply in this category. 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 (nonoverlapping) 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

* For a list of globally equivalent university degrees, see page 18 of this Handbook.

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

Initiating processes
Recognising 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
Formalising 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)

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

Experience Verification Information

The Project Management Experience Verification Form is the portion of the application in this 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 Credential 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 for the project being documented;
- 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.

- Summarise project deliverables that you managed in your role on a project(s); and

A project is a temporary endeavor undertaken to create a unique product or service. Temporary means that every project has a definite beginning and a definite end.

- Candidate's signature and date.

35 Contact Hours of Education

Candidates must verify at least 35 contact hours of specific instruction that addresses learning objectives in project management. Candidates can document all project management education hours regardless of when they were accrued so long as course work has been completed at the time of application. These hours may 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 the Application of 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 programmes;
- Courses or programmes offered by training companies or consultants;
- Courses or programmes offered by PMI Component organisations (Chapter meetings do not satisfy this requirement.);
- Courses or programmes offered by PMI Registered Education Providers (R.E.P.);
- Courses or programmes offered by employer/company-sponsored programmes; and/or
- Courses or programmes offered by distance-learning companies. A tutorial segment must follow all distance learning courses in order to satisfy the 35 hour requirement. Self-study (e.g. reading books) does not satisfy the requirement.

Eligibility Notification

PMP credential applications received from individuals will be processed within 10-14 business days of PMI's receipt; PMP credential applications received from corporations will be processed within 20 business days of PMI's receipt; PMP credential applications received from candidates wishing to sit for scheduled paper-pencil examinations will be processed within 30 calendar days of receipt. After the applications have been processed, eligibility letters will be sent electronically to qualifying candidates. ***Please ensure a valid e-mail address is provided.***

The eligibility letter confirms that a candidate is eligible to take the examination. The eligibility letter expires after one year. 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.

APPLICATION AUDIT

A percentage of eligible applications are selected for audit prior to candidates being able to sit for the PMP credential examination by the PMI Certification Department. Submission of an application indicates agreement to comply with audit terms. Please be advised, that while the selection process for the audit is primarily random, PMI does reserve the right to manually select any candidate to be audited at any time. During an audit, candidates will be asked to submit supporting documentation, such as copies of their baccalaureate/global equivalent university degrees and signatures of their supervisor(s) or manager(s) from the project(s) documented on Experience Verification Forms, and a certificate or letter from the training institute(s) for each course submitted for meeting the 35 contact hours.

Candidates must complete the PMP Credential Application included in this Handbook.

EXAMINATION INFORMATION

Examination Item Development

PMP credential examination questions:

- are developed by global work groups of Project Management Professionals (PMPs);
- are independently validated by global PMPs;
- are referenced to current resources from project management textbook sources; and
- 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 credential examination is determined by a criterion-referenced approach called the Modified Angoff 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) from around the globe. 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 credential examination 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 certification area of the PMI Web site (www.pmi.org) or purchase the *Project Management Professional (PMP®) Role Delineation Study* that details the study from which the blueprint was established.

Examination Results Notification and Score Report

Upon completion of the computer-based 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 transmits scores to PMI at the end of each testing day. Direct questions concerning test scoring to PMI's exam supervisor.

Upon completion of the paper-pencil exam, answer sheets are returned to the vendor for scoring. Questions concerning test scoring should be directed to PMI's exam supervisor. If a candidate challenges the accuracy of a score report, the candidate can request PMI to hand score the answers. The fee for hand scoring is \$45.00 /€38.00

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

Re-examination

Candidates must pass the examination in order to be awarded PMP credential. 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 Programme Department, EMEA Service Centre, 300, Avenue de Tervueren, B-1150 Brussels, Belgium or faxed to +32-2-743 15 50 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 credential 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 organisation 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 Programme Department.

EXAMINATION DELIVERY

Examination Administration

The PMP credential examination is offered via computer at locations in North America and in other countries around the world. For a complete list of computer-based testing locations, please visit www.2test.com.

The PMP credential examination is also offered via paper-pencil in EMEA countries where computer-based testing centres are not available. Candidates from China are asked to contact PMI's Global Operations Center via e-mail at special examinations@pmi.org for examination scheduling details; candidates from the EMEA region are asked to contact PMI's EMEA Service Center at florence.reekmans@pmi.org.

For the most up-to-date information regarding PMP examination administration, please visit the certification section of PMI's Web site at www.pmi.org.

Special Examination Accommodations

Any candidate may request a modification to the PMP credential 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.

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

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 centre. 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 who do not present the required identification will not be allowed to test and will have to pay the full credentialing fee in order to reschedule.**

Candidates are expected to conduct themselves in a professional manner at all times at the testing centre. 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 site 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 centre.

Extensions

Candidates are allowed a maximum of one year to test and extensions are only granted in extenuating circumstances.

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 PMP credential examination fee.** Contact telephone numbers for the examination contractor can be located in eligibility letters that are sent to all qualifying candidates. Candidates may also cancel online by following the prompts at www.2test.com. 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 Programme Department, EMEA Service Centre, 300, Avenue de Tervueren, B-1150 Brussels, Belgium. 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.

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

Refunds

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 PMP credential examination or have not provided the necessary cancellation/rescheduling notification to the examination contractor. A processing fee of \$200.00 /€170.00 will be retained by PMI. Applicants who fail to meet the audit requirements will receive a refund less a processing fee of \$200.00/€170.00

Appeals Procedure

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

All challenges regarding actions of and by the PMP Certification Programme 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 credentialing challenges, complaints and/or claims of irregularities.

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

PMI CONTINUING CERTIFICATION REQUIREMENTS PROGRAMME (CCR)

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

- enhance the ongoing professional development of PMPs;
- encourage and recognise individualised learning opportunities;
- offer a standardised and objective mechanism for attaining and recording professional development activities; and
- sustain the PMP as a global credential.

Each PMP must satisfy the PMI Continuing Certification Requirements Programme in order to maintain the PMP credential. PMPs are required to attain no less than 60 professional development units (PDUs) during each renewal cycle and agree to continue to adhere to PMI's Project Management Professional Code of Professional Conduct.

As part of this process, PMPs will be required to submit payment for each cycle.

Additional information concerning the PMI Continuing Certification Requirements Programme and professional development units can be found in the certification area of the PMI Web site at www.pmi.org. All PMPs receive the PMI Continuing Certification Requirements Programme Handbook once the credential is attained.

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

PMP Certificant and Candidate Agreement and Release

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

- 1) I agree to satisfy and conduct myself in accordance with all PMI Certification Programme policies and requirements, including the PMP Code of Professional Conduct and the PMI Continuing Certification Requirements Programme 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 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 Board Center.
- 3) I agree to notify the PMI Certification Programme 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 Programme Department, within sixty (60) days of occurrence, any matters, proceedings, lawsuits, settlements and/or other agreements, administrative agency actions, or organisational 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 Programme Department with this application.
- 6) I agree that the PMI Certification Programme Department has the right to communicate with any person, government agency or organisation 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 authorise the release of any information requested by the PMI Certification Programme Department for such review and confirmation.
- 7) I agree that PMP credential status does not imply licensure, registration or government authorisation to practice project management or to engage in related activities.
- 8) I agree that all materials that I submit to the PMI Certification Programme Department become the property of the PMI Certification Programme Department, and that the PMI Certification Programme 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 Web site as part of a PMP 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 Programme Department policies, procedures and rules, including the Appeals Process.
- 12) I release and indemnify PMI and the PMI Certification Programme 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 Programme 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 PMP Code of Professional Conduct, rest within the sole and exclusive discretion of PMI and that these decisions are final.

☐ Check here if you opt not to appear in the online PMP registry.

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 PMP Code of Professional Conduct.

I. Responsibilities to the Profession

A. Compliance with all organisational 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 Programme, including but not limited to the following examination applications, test item banks, examinations, answer sheets, candidate information and PMI Continuing Certification Requirements Programme 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 applicable laws, regulations and ethical standards governing professional practice in the state/province and/or country when providing project management services.
3. Responsibility to act in an honest and ethical manner when interacting with PMI and when providing project management services.
4. Responsibility to maintain and respect the confidentiality of the contents of the PMP credential exam.

C. Advancement of the Profession

1. Responsibility to recognise 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.

III. Administration of Code of Conduct

By becoming a PMP, you agree to abide by this Code of Conduct. PMI reserves the right to suspend or revoke the credential of any PMP who is determined to have committed a violation of this Code or otherwise failed to adhere to the tenets of this Code.



EMEA - PMP Credential Application • Page 1

Please print all information carefully in the boxes using CAPITAL LETTERS. 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 cheque or bank transfer (payable in U.S. dollars, drawn on a U.S. bank, or in euro) or credit card information to PMP Credential Application, c/o PMI, EMEA Service Centre, 300, Avenue de Tervueren, B-1150 Brussels, Belgium.

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

Prefix (MR., MRS., MS., DR.)	First Name (given 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"/>

Please write your name exactly as it appears on the identification that you will present at the test site. Refer to page 8 of this Handbook for a listing of acceptable forms of identification.

Job Title
<input type="text"/>

Company Name
<input type="text"/>

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

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

City	Postal Code
<input type="text"/>	<input type="text"/>

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

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

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

City	Postal Code
<input type="text"/>	<input type="text"/>

Country	Home Telephone Number
<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

By supplying the fax information above, you consent to being contacted by PMI at the fax number provided.

Please include me in: ☐ Communications from PMI regarding its products, events and services ☐ PMI Directories ☐ Third Party Mailing Lists

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

Construction

- ☐ (002) Commercial/Heavy Industrial
- ☐ (001) Residential
- ☐ (003) Other _____

Resources

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

Manufacturing

- ☐ (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

- ☐ (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/Data Processing
- ☐ (044) Consulting
- ☐ (009) Defense
- ☐ (048) E-business
- ☐ (010) Economics/Finance
- ☐ (011) Education/Training
- ☐ (041) Engineering
- ☐ (012) Environmental/Waste/Sewage
- ☐ (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 _____

EMEA - PMP Credential Application · Page 3

What is your PMI Member status? ☐ Member ☐ Nonmember ☐ Have applied

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

If yes, please enter the PMI Chapter name here: _____

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

Category 1

☐ Baccalaureate Degree/Globally Equivalent University Degree

☐ Master's Degree/Global Equivalent

☐ Doctorate/Global Equivalent

Name of High School or University: _____

Field of Study (Please select one)

☐ Accounting

☐ Business

☐ Computer Science

☐ Education

☐ Engineering

☐ Finance

☐ Liberal Arts

☐ Marketing

☐ Other

Category 2

☐ High School Diploma/Global Equivalent

☐ Associate's Degree/Global Equivalent

Month/Year that your diploma/degree was awarded. /

Project Management Experience

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

Initiating Processes

--	--	--	--

Planning Processes

--	--	--	--

Executing Processes

--	--	--	--

Controlling Processes

--	--	--	--

Closing Processes

--	--	--	--

Total Hours:

--	--	--	--

Credential Fees

☐ Member Rate \$405.00/€ 340.00*

☐ Nonmember Rate \$555.00/€ 465.00*

☐ Cheque

☐ Master Card

☐ Visa

☐ Bank Transfer

☐ American Express

☐ Diners Club

**Fees subject to change without notice.*

Credit Card #

Exp Date /

Signature _____

Total the unique (nonoverlapping) months from Experience Verification Form(s)

Total Months:

--	--

*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 credential can submit their PMI membership application and PMP 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 Web site.

Special Examination Conditions

 **Do you have special needs which may impair your ability to take the PMP examination?**

☐ Yes, please send me a Special Accommodation Form ☐ No

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

☐ Brazilian Portuguese ☐ French ☐ German ☐ Italian ☐ Korean ☐ Japanese ☐ Spanish ☐ Simplified Chinese ☐ Russian (available 2005)

The official language of the PMP Credential Examination is English, the translations are provided as an assist to candidates.

Your signature is required to indicate that you have read and accept all policies outlined in this Handbook; further that you accept the responsibilities outlined in the PMP Certificand and Candidate Agreement and Release on page 10.

Signature _____

Date _____

edential App
agement Edu

Please document 35 contact hours of project management education/training. These hours may include content on project quality, scope, time, cost, human resources, communications, risk, procurement or integration management. Courses, workshops and training sessions in one or more of the following categories satisfy the education requirement:

- A. University/college academic and continuing education programmes
- B. Courses or programmes offered by training companies or consultants
- C. Courses or programmes offered by PMI Component organisations
(Chapter meetings do not satisfy this requirement.)
- D. Courses or programmes offered by PMI Registered Education Providers (R.E.P.)
- E. Courses or programmes offered by employer/company-sponsored programmes
- F. Courses or programmes offered by distance-learning companies

Please photocopy this form if you require additional space. In the event that you are randomly selected for an audit, please maintain any additional relevant documents regarding the education/training that you document.

Applicant's First Name

[illegible][illegible][illegible]

Dates Attended _____ Course Start Date (MM/YY) _____ Course Completion Date (MM/YY)
 (Please indicate the start and finish dates of the course.)

--	--

/

--	--

	/	
--	---	--

(Please indicate the start and finish dates of the course.)

Contact Hours Earned	Category <i>(Please select A through F from the listing above.)</i>
<input type="text"/>	<input type="text"/>

Category (Please select A through F from the listing above.)

[illegible][illegible]

Dates Attended _____ Course Start Date (MM/YY) _____ Course Completion Date (MM/YY) _____
(Please indicate the start and finish dates of the course.) / /

$$\frac{\square}{\square} \div \frac{\square}{\square}$$

(Please indicate the start and finish dates of the course.)

Contact Hours Earned					Category <i>(Please select A through F from the listing above.)</i>	

Category (Please select A through F from the listing above.)

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Project Management Experience Verification Form

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

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

Please provide specific project information below:

Project Start Date (MM/YY)

<input type="text"/>	/	<input type="text"/>
----------------------	---	----------------------

Project Completion Date (MM/YY)

<input type="text"/>	/	<input type="text"/>
----------------------	---	----------------------

Project Title
<input type="text"/>

Your Role on Project
<input type="text"/>

*For this project, please indicate the approximate number of hours spent working in the applicable process areas listed below.
(There are no minimum requirements for any of the five process areas.)*

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

(continued on Application page 6)

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Project Management Experience Verification Form

*In the space provided below, please summarise the deliverables that you managed on this project. Candidates are **required** to use this form to summarise deliverables. Attachments will not be accepted.*

Initiating

Planning

Executing

Controlling

Closing

I declare that all the information I have provided on all pages of this application is true and accurate to the best of my knowledge. I understand that misrepresentations or incorrect information provided to PMI can result in discipline, including suspension or revocation of my eligibility or PMP credential.

Signature

Date

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Globally Equivalent University Degrees

Country	High School Equivalent	Baccalaureate Degree Equivalent
Belgium	Baccalauréat	Licence or Licentiaat
Denmark	Studentereksamen	Ijaza or Bachelor
Egypt	Shehada Takmiliya	Licenciatura
France	Baccalauréat	Licence
Germany	Hochschulreife	Diplom, Magister Artium
Ireland	Ardeisteimeireacht	Bachelor
Israel	Bagruth	Bachelor or Diploma
Italy	Maturita	Laurea
Kenya	East African Advanced Certificate of Education	Bachelor
Netherlands	Eindexamen	Kandidaat
Norway	Gymnaseksamen, Studenteksamen	Candidatus - Candidatus Magisterii
Saudi Arabia	Tawjihiyah	Bachelor
Spain	Bachillerato	Licenciatura
Sweden	Examen (High School Level)	Examen
Switzerland	Maturité (French);	Licence (French);
	Maturitätzeugnis (German)	Lizentiat (German)
Turkey	Lise Diplomasi	Lisans, Bachelor
U.A.E.	High School (Ouloum Thanawuiya)	Bachelor
United Kingdom	GCE	Certificate of Education, College Diploma, Bachelor

APPLICATION CHECKLIST

Category 1

- ☐ I have written my name exactly as it appears on the identification that I will present when I take the PMP credential 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 summarised 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 exactly as it appears on the identification that I will present when I take the PMP credential 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 summarised 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 credential 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 credentialing fees again.*

This checklist is provided to ensure that candidates provide complete applications.



Project Management Institute

Making Project Management Indispensable for Business Results.™

GLOBAL OPERATIONS CENTER

Four Campus Boulevard
Newtown Square, Pennsylvania 19073-3299 USA
Tel: +1-610-356-4600
Fax: +1-610-356-4647
E-mail: customercare@pmi.org
Internet: www.pmi.org

REGIONAL SERVICE CENTRE
Europe-Middle East-Africa (EMEA)

300, Avenue de Tervueren
B-1150 Brussels, Belgium
Tel: +32-2-743 15 73
Fax: +32-2-743 15 50
E-mail: emea-servicecentre@pmi.org

REGIONAL SERVICE CENTRE
Asia Pacific

73 Bukit Timah Road
#03-01 Rex House
Singapore, 229832
Tel: +65 6330 6733
Fax: +65 6336 2263
E-mail: asiapacific-sc@pmi.org

