Steps For Filling The Online Application Form For PMP® Certification Exam

POINTS TO NOTE

- Project Management Institute, PMI®, encourages you to apply for all its credential exams **online.**

- Kindly visit www.PMI.org to refer to the Project Management Professional (PMP)® handbook before you start filling the online application form.

Step 1

Log on to the PMI® website:

www.PMI.org

Step 2

Please note that to apply online for the PMP® examination, you need to have an account with PMI®, i.e. you need to have a user name and password.

1.: If you do not have an account with PMI: Please create an account by clicking the link -'Register Now' in the login page.

Follow the steps 1 through 3 to register your user name and password. After providing all the relevant details, click 'Finish'.

OR

2. : If you have an account with PMI: Please log in using your username and password.

Step 3

Once you register and log in: You will be directed to the PMI® home page.

Please click on the sub tab 'Which PMI Certification is Right for You' under the 'Certification' tab. Then, you should click on the hyper link 'Project Management Professional (PMP)®' in the page that is displayed and on the subsequent page, you can click on 'Ready to Apply' tab.

To start applying online for the PMP credential, please click the link, 'Apply for PMP Credential'

Step 3.1

You would need to enter your home and work address. When you have completed entering these details, you can click the 'Save and Continue' tab.

Please note: At least one address needs to be specified.

Step 3.1.1

You would need to check your e-mail and telephone number information for accuracy and completeness. When you are done, click the 'Save and Continue' tab.

You can click on the 'Add E-mail' tab or 'Add Phone number' tab to add the relevant details.

Please note: At least one e-mail address and one phone number needs to be specified, in order to move to the next step.

Step 3.2

In the next step you would need to specify your highest level of education attained at the time of application. You must and complete all relevant/ applicable contact details for your college/university, or school.

When you are done, click the 'Save and Continue' tab.

Step 3.3

This step has four (4) parts.

a) The first part provides an overview of the professional experience and educational requirement.

b) The second part helps you track your progress in filling the project management experience/education and track whether you have satisfied or exceeded the total project management experience/education.

c) The third part, documents the projects you have done, the organization details, and the contact person in the organization.

d) The fourth part, documents the project management education.

Step 3.3.1

In the first step, PMI® provides you with the requirements for professional experience and education. Once you have read these requirements, you can click on the 'Save and Continue' tab.

Step 3.3.2

In the next step, PMI® provides you an opportunity to track the progress and also whether you have satisfied or exceeded the requirement.

By default it shows the project management experience (in terms of month) is 36 months, the project management experience (in terms of hours) is 4,500 and the project management education (in terms of hours) is 35.

In this step you can update your experience when you click on the relevant link provided. The table will show your total project management work experience (in terms of months and hours) and project management education hours experience (in terms of hours).

Once you have updated your project management work experience and education hours experience, you can click on the 'Save and Continue' tab.

Step 3.3.3

In this step, you would need to provide the following details of the project (i.e. work experience).

a) The title of the project
b) The period (the start date and end date)
c) Choose your role in the project
d) Choose the primary industry.

After entering the details, you can click on the 'Save and Continue' tab.

Step 3.3.3 (Continued)

Then you would need to provide the information of the organization for whom you have managed the project:

a)   Job title (Your job title)

b)   Organization name

c)   Country

d)   Organization address

e)   City

f)   State

g)   Zip code

h)   Phone number (including country code, state code, phone number and extension)

After entering the details, you need to click on the 'Save and Continue' tab.

Please note: Your project role need not necessarily be the same as your position title. PMI® should have information for your contact person's e-mail address and phone number (which can be verified to be able to approve your application).

Step 3.3.3 (Continued)

Then you will need to enter the contact details of the person in the organization (who could be the Primary Stakeholder, Director/Manager, Project Sponsor, or Client) along with the person's e-mail address and phone number.

After entering the details, you need to click on the 'Save and Continue' tab.

Step 3.3.4

Now you will need to specify the break-up of the hours worked on each domain areas for that project, which will count toward the hours of experience needed for the eligibility requirement.

Once the details are entered, click on the 'Save and Continue' tab.

Step 3.3.5

In this step, you will need to summarize the project for which details were entered. The description should be between 300 to 550 characters. After the details are entered, click on the 'Save and Continue' tab.

Once you have finished adding the details and need to add a new project management experience, you can click on the link 'Click here to add a new Project Management Work Experience.'.

Step 3.4

You need to click 'Add Education' tab to document the project management education that you have received. Then, you would need to provide the following details (you would need to specify the following details if you are our student):

oCourse Title: PMP Prep Course o
Institution Name: VMedu, Inc. o
Course Start Date: 10/01/2008 o
Course End Date: 10/24/200

o   Hours: 40.00
o   Qualifying Hours: 40.00

Once you have entered these details, click the 'Save & Add' tab.

Step 3.5

If interested, you can answer the following queries – what was the primary referral source and whether you have taken a prep course conducted by a PMI® Chapter.

These are optional questions.

Step 3.6

In this step, you can specify the exact name that you want to have on the PMP® certificate.

Once the name is specified, you would need to click on the 'Save and Continue' tab.

Then you will again be prompted to confirm the name. Once you have confirmed, you will have to click on the 'Save and Continue' tab.

Please note: As per PMI®, the name specified need not necessarily be your legal name.

Step 3.7

In this step, the PMI® Certification Application/Renewal Agreement will be displayed.

You will have to click on the "I agree" box at the bottom and then click on the 'Save and Continue' tab.

Step 3.8

You will be shown the summary of your application status. The status of each of the above steps, specified in Step 3, would be displayed. If the status of the information provided reflects as incomplete, you can click on the respective tab specified in the left menu and provide the complete information.

You should ensure that the information provided satisfies the project management experience and education qualification mandated by PMI®. Further, you must click on the box against "All information that I have provided is accurate and complete" to agree that all the relevant information provided are accurate and complete. Then you would need to click on the 'Submit Application' button to submit your PMP® online application form.