



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

If you are a member of PMI you have an ID number. Your ID number is on the membership card you received in your welcome kit when you joined. If you've lost your PMI member ID number you may contact PMI Customer Care at +1-610-356-4600, or send e-mail to customercare@pmi.org.

☐ **Option A** – PMP credential and PgMP credential will share PDUs going forward. Any PDUs earned for the PgMP prior to obtaining the PMP will be forfeited. The PgMP renewal date will be set equal to the newly-acquired PMP renewal cycle.

☐ **Option B** – PMP credential and PgMP credential will share PDUs including those earned for the PgMP before obtaining the PMP and any PDUs earned after receiving the PMP. The PMP renewal date will be set equal to the existing PgMP renewal date. Therefore, renewal of the PMP credential will need to occur with the renewal of the PgMP credential.

PMI prefers that you apply using the online certification system at PMI.org



Business Address

[illegible]

City	State/Province/Territory	Zip/Postal Code

[illegible][illegible]

Country Code	Area/State/City Code	Phone Number	Extension

Country Code		Area/State/City Code				Fax Number								

☐ Aerospace
 ☐ Construction
 ☐ Finance
 ☐ Manufacturing

☐ Automotive
 ☐ Consulting
 ☐ Healthcare
 ☐ Pharmaceuticals

☐ Business
 ☐ Education
 ☐ Human Resources
 ☐ Telecommunications

☐ Communications
 ☐ Engineering
 ☐ Information Technology
 ☐ Other: _____

☐ High School Diploma / Global Equivalent
 ☐ Bachelor's Degree / Global Equivalent
 ☐ Doctoral / Global Equivalent
☐ Associate's Degree / Global Equivalent
 ☐ Master's Degree / Global Equivalent

Year diploma/degree was awarded	Name of High School, College or University

[illegible]

City	State/Province/Territory	Zip/Postal Code

[illegible]

☐ Computer Science
 ☐ Education
 ☐ Engineering
 ☐ Finance
 ☐ Liberal Arts
 ☐ Marketing
☐ Science
 ☐ Mathematics
 ☐ Economics
 ☐ Communications
 ☐ Other: _____



Number your projects and submit one set of Experience Verification Forms per project. Please photocopy these forms if you require additional space.

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☐ Project Contributor ☐ Educator
☐ Supervisor ☐ Consultant
☐ Manager ☐ Administrator
☐ Project Leader ☐ Other: _____
☐ Project Manager

☐ Aerospace ☐ Education ☐ Manufacturing
☐ Automotive ☐ Engineering ☐ Pharmaceuticals
☐ Business ☐ Finance ☐ Telecommunications
☐ Communications ☐ Healthcare ☐ Other: _____
☐ Construction ☐ Human Resources
☐ Consulting ☐ Information Technology

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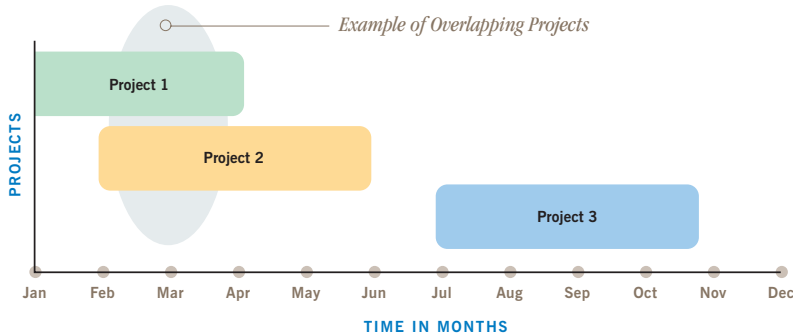
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Experience Verification Form - Part I (continued)

EXAMPLE OF UNIQUE NON-OVERLAPPING MONTHS



Calculating professional project management experience:

Each month in which you worked on multiple, overlapping projects is to count as one month toward the total months of unique, non-overlapping professional project management experience.

In this example, the project manager worked on Project 1 and Project 2 simultaneously February–April. The time spent on both projects counts as three, not six, months toward the total to fulfill the professional project management experience requirement.

Experience Verification Form - Part II

For each project, please list the number of hours you have spent leading and directing the tasks noted in the five process groups. Next, add the total hours per process and record that number in the boxes to the right of each section. Remember to record the project number that corresponds with the project documented in Part I of the Experience Verification Form.

Project #

INITIATING PROCESS

Conduct project selection methods to evaluate the feasibility of new products or services

Identify key stakeholders and perform analysis to gain buy-in and requirements for the success of the project.

Define the scope of the project based on the organization's need to meet the customer project expectations.

Develop the project charter and review it with key stakeholders to confirm project scope, risks, issues, assumptions and constraints as well as obtain project charter approval from the project sponsor.

Identify and document high level risks, assumptions and constraints using historical data and expert judgment.

TOTAL HRS.

PLANNING PROCESS

Identify key project team members and define roles and responsibilities to create a project organization structure to develop a communication plan.

Create the work breakdown structure with the team to develop the cost, schedule, resource, quality and procurement plans.

Identify project risks to define risk strategies and develop the risk management plan.

Obtain project plan approval from the customer and conduct a kick off meeting with all key stakeholders.

Define and record detail project requirements, constraints and assumptions with the stakeholders to establish the project deliverables.

Develop the change management plan to define how changes will be handled to manage the triple constraints.

TOTAL HRS.

EXECUTING PROCESS

Manage proactively the resource allocation by ensuring that appropriate resources and tools are assigned to the tasks according to the project plan.

Execute the tasks defined in the project plan in order to achieve the project goals.

Ensure a common understanding and set expectations through communication to align the stakeholders and team members.

Improve team performance by building team cohesiveness, leading, mentoring, training, and motivating in order to facilitate cooperation, ensure project efficiency and boost morale.

Implement a quality management plan to ensure that work is being performed according to required quality standards.



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Experience Verification Form - Part II (continued)

Implement approved changes according to the Change Management Plan.

Obtain project resources in accordance with a procurement plan.

Implement the approved actions and workarounds required to minimize the impact of project risks.

TOTAL HRS.

MONITORING AND CONTROLLING PROCESS

Measure project performance using appropriate tools and techniques.

Verify and manage changes to the project scope, project schedule and project costs as defined in the change management plan.

Monitor the status of all identified risks, identify any new risks, take corrective actions and update the risk response plan.

Ensure the project deliverables conform to quality standards established in the project quality plan.

TOTAL HRS.

CLOSING PROCESS

Formalize and obtain final acceptance for the project.

Identify, document and communicate lessons learned.

Archive and retain project records, historical information and documents (e.g., project schedule, project plan, lessons learned, surveys, risk and issues logs, etc.) in order to retain organizational knowledge, comply with statutory requirements, and ensure availability of data for potential use in future projects and internal/external audits.

Obtain financial, legal and administrative project closure (e.g., final payments, warranties, contract signoff).

Release all project resources and provide performance feedback.

Create and distribute final project report.

Measure customer satisfaction at the end of the project.

TOTAL HRS.

TOTAL HOURS ON PROJECT



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Experience Verification Form - Part III

*In the space provided below, please summarize the project tasks that you led and directed on this project. Candidates are **required** to use this form to summarize deliverables. Attachments (e.g., scope of work documents) will not be accepted. Remember to record the project number that corresponds with the project documented in Parts I and II of the Experience Verification Forms.*

Project #

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Initiating

Planning

Executing

Monitoring and Controlling

Closing



Please document 35 contact hours of project management education/training. One contact hour is equal to one hour of participation in an educational activity. These hours must be related to project management and can include content on project quality, scope, time, cost, human resources, communications, risk, procurement, or integration management. Courses, workshops and training sessions offered by one or more of the following education providers apply.

- *Courses offered by PMI R.E.P.s, PMI Components (chapters, specific interest groups, colleges), or PMI, are preapproved for contact hours in fulfillment of eligibility requirements.*

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

Optional Information

The following questions are optional, and you may choose not to answer them.


Reason you are applying for this credential:

☐ Employer Required ☐ Employer Suggested ☐ Personal Development

Have you taken a certification preparation course presented by a PMI Chapter?

☐ Yes ☐ No

Special Accommodations for the Examination

 ☐ *Check here if you have special needs which may impair your ability to take the examination. Please complete the Special Accommodations Form. The completed form and supporting medical documentation must be returned to PMI along with your completed credential application.*

Language Aid

All PMI credential examinations are administered in English, but assistance can be provided with an accompanying language aid. If you would like a language aid, please indicate your choice below.

☐ Arabic ☐ Chinese (Simplified) ☐ Chinese (Traditional) ☐ French ☐ German ☐ Hebrew ☐ Italian
☐ Japanese ☐ Korean ☐ Portuguese (Brazilian) ☐ Russian ☐ Spanish ☐ Turkish

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- ☐ *I have read and understand all the policies and procedures in the Credential Handbook.*
- ☐ *I have read and accept the terms and responsibilities outlined in the PMI Code of Ethics and Professional Conduct and in the PMI Certification Application/Renewal Agreement.*
- ☐ *I declare that all the information I have provided on all pages of this application is true and accurate. I understand that misrepresentations or incorrect information provided to PMI can result in disciplinary action(s), including suspension or revocation of my eligibility or credential.*

Signature

Date

Credential application continues to the next page. Payment of the credential fee is expected to be received with the paper application.

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☐ Check
 ☐ Master Card
 ☐ Visa
 ☐ Bank Transfer
 ☐ American Express
 ☐ Diners Club
 ☐ Discover

Credit Card #

Exp Date /

Signature _____

If you are applying to take a paper-based examination please indicate your preferred test site, group testing number and date. This information can be located at www.prometric.com/pmi.

Examination Administration Type	US Dollars	Euros
Computer-Based Testing – member*	\$405	€ 340
Computer-Based Testing – nonmember	\$555	€ 465

Examination Administration Type		US Dollars	Euros	Site	Group Testing No.	Date (MM/DD/YY)
	Paper-Based Testing – member*	\$250	€ 205			
	Paper-Based Testing – nonmember	\$400	€ 335			

** Calculate and add Canadian resident tax (if applicable)

TOTAL	
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* The member rate will only apply to candidates who are members of PMI in good standing at the time your application is approved. If PMI membership is obtained after this application has been submitted, PMI will not refund the difference. Candidates interested in becoming members of PMI at the time of application for the credential can submit their PMI membership application and 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 website.

Canadian billing addresses: In accordance with Canadian tax law, taxes are collected on all certification-related products. The rate of tax varies depending on the province billing address you use. Tax calculations by province are 13% for New Brunswick, Newfoundland/Labrador and Nova Scotia; 12.88% for Quebec, and 5% for all remaining provinces. Online applications will automatically calculate tax. Downloaded applications will require insertion of applicable tax. Please note that if your employer is paying for this purchase and has been granted tax-exempt status by the appropriate Canadian authorities, you will not be able to use online processing. You will need to mail your application and mail or fax a tax-exempt document meeting the specifications of the Canadian government to the PMI Global Operations Center (fax: +1 610-771-4085).

GST/HST registration: 897944807RT0001; QST registration: 1202723001TQ0001

PMI prefers that you apply using the online certification system at PMI.org



PMI Credential Examination Special Accommodations Form

The PMI Certification Department complies with the Americans with Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the Certification Department will make reasonable accommodations for candidates when appropriate. If you require special accommodations related to a disability in order to take the examination, you must complete this form and submit it with your examination application (you can request special accommodations through the online certification system when you apply online).

Please use blue or black ink and print all information carefully in the boxes using CAPITAL LETTERS. Please complete this form in its entirety.

PMI Member ID#

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Prefix (MR., MRS., MS., DR.)

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First Name (given name)

[illegible]

Middle Name

[illegible]

Last Name (family name, surname).

[illegible]

Suffix

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E-mail Address

[illegible]

Which credential examination are you planning to take at this time? ☐ CAPM ☐ PMP ☐ PgMP ☐ PMI-RMP ☐ PMI-SP

Have you previously taken this examination? ☐ Yes ☐ No

Please identify the disability that substantially limits one or more of your sensory, manual, or speaking skills (e.g., disability that significantly impairs your ability to arrive at, read, or otherwise complete, the examination):

Please list the special testing accommodation requested. Use a separate sheet if more space is needed.

*NOTE: You must provide PMI's Certification Department with written documentation from an appropriate health care professional supporting the need for the accommodation that you are requesting. This documentation must include a diagnosis of your health condition and a specific recommendation for the type of special testing accommodations you will require. This completed form and supporting medical documentation must be submitted to PMI **along with** your completed credential application. **Failure to include supporting medical documentation will cause a delay in processing your application.** PMI will not pay any costs you may incur in obtaining this information.*

Signature

Date _____



Please use blue or black ink and print all information carefully in the boxes using CAPITAL LETTERS. Please print clearly and legibly:

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[illegible]

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☐ Check ☐ Master Card ☐ Visa ☐ Bank Transfer ☐ American Express ☐ Diners Club ☐ Discover

Date		/	
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Date _____

If you are applying to take a paper-based examination please indicate your preferred test site, group testing number and date. You can find this information online at www.prometric.com/pmi.

A candidate who is required to retake the multiple-choice examination or the Multi-rater Assessment, but does not complete one step or the other, may request a refund. The candidate must submit a written request to PMI one month prior to the eligibility expiration date of the specific competence evaluation to receive a refund of US\$350.



PMI Credential Reexamination Form (continued)

CAPM Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$150	€ 125
Computer-Based Testing – nonmember	\$200	€ 170

CAPM Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$150	€ 125			
Paper-Based Testing – nonmember	\$200	€ 170			

** Calculate and add Canadian resident tax (if applicable)

TOTAL

PMP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$275	€ 230
Computer-Based Testing – nonmember	\$375	€ 315

PMP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$150	€ 125			
Paper-Based Testing – nonmember	\$300	€ 250			

** Calculate and add Canadian resident tax (if applicable)

TOTAL

PgMP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$500	€ 420
Computer-Based Testing – nonmember	\$600	€ 500

PgMP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$400	€ 335			
Paper-Based Testing – nonmember	\$500	€ 420			

** Calculate and add Canadian resident tax (if applicable)

TOTAL

PMI-SP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$335	€ 280
Computer-Based Testing – nonmember	\$435	€ 365

PMI-SP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$270	€ 225			
Paper-Based Testing – nonmember	\$370	€ 310			

** Calculate and add Canadian resident tax (if applicable)

TOTAL

PMI-RMP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$335	€ 280
Computer-Based Testing – nonmember	\$435	€ 365

PMI-RMP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$270	€ 225			
Paper-Based Testing – nonmember	\$370	€ 310			

** Calculate and add Canadian resident tax (if applicable)

TOTAL



PMI Credential Reexamination Form (continued)

* The member rate will only apply to candidates who are members of PMI in good standing at the time your application is approved. If PMI membership is obtained after this application has been submitted, PMI will not refund the difference. Candidates interested in becoming members of PMI at the time of application for the credential can submit their PMI membership application and the 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 website.

** CANADIAN TAX INFORMATION

Canadian billing addresses: In accordance with Canadian tax law, taxes are collected on all certification-related products. The rate of tax varies depending on the province billing address you use. Tax calculations by province are 13% for New Brunswick, Newfoundland/Labrador and Nova Scotia; 12.88% for Quebec, and 5% for all remaining provinces. Online applications will automatically calculate tax. Downloaded applications will require insertion of applicable tax. Please note that if your employer is paying for this purchase and has been granted tax-exempt status by the appropriate Canadian authorities, you will not be able to use online processing. You will need to mail your application and mail or fax a tax-exempt document meeting the specifications of the Canadian government to the PMI Global Operations Center (fax: +1 610-771-4085)

GST/HST registration: 897944807RT0001; QST registration: 1202723001TQ0001

Special Accommodations for Examination

Candidates may request modification to the examination administration procedure due to disability, handicap, or other condition which may impair the ability of the candidate to take the exam. To request special testing accommodation, candidates must indicate their need on this form by checking the appropriate box below.

- ☐ I am requesting the same special accommodation(s) that was approved for my previous examination.
- ☐ I am requesting special accommodation(s) for the first time.
- (Please complete the Special Accommodations form separately and submit it to PMI with your reexamination form)

Language Aid for Examination

All PMI credential examinations are administered in English, but assistance for the CAPM and PMP can be provided with an accompanying language aid. The PgMP, PMI-SP and PMI-RMP examinations currently are only available in English. If you would like a language aid for the CAPM or PMP examination, please indicate your choice below.

- | | | |
|---|--------------------------------|--|
| <input type="radio"/> Arabic | <input type="radio"/> Hebrew | <input type="radio"/> Portuguese (Brazilian) |
| <input type="radio"/> Chinese (Simplified) | <input type="radio"/> Italian | <input type="radio"/> Russian |
| <input type="radio"/> Chinese (Traditional) | <input type="radio"/> Japanese | <input type="radio"/> Spanish |
| <input type="radio"/> French | <input type="radio"/> Korean | <input type="radio"/> Turkish |
| <input type="radio"/> German | | |