

The PMP® Exam Application Reference Guide

Version 3.0
(4th Ed. PMBOK® Guide)
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Overview

The journey to become a Project Management Professional is not an easy one, but Velociteach is committed to helping our students reach this goal. The following pages contain valuable information that will help you understand PMI's® requirements for certification, and offer tips to help you successfully navigate the exam application process.

For more information on the exam itself, access PMI's Project Management Professional (PMP)® Examination Content Outline at: http://www.pmi.org/en/Certification/Project-Management-Professional-PMP/~//media/PDF/Certifications/PMP%20Examination%20Content%20Outline_2010.ashx.

General Information

Project Management Institute Membership

Membership in the Project Management Institute is not required in order to take the PMP Exam; however, there are many benefits to becoming a member, among them a reduced cost for taking the exam.

PMI® Membership and PMP Exam Fees

PMI Membership fee	\$129.00
PMP Exam fee – PMI member	\$405.00
PMI Membership fee + member's exam fee	\$534.00
PMP Exam fee – non-member	\$555.00
PMP Re-examination fee – PMI member	\$275.00
PMP Re-examination fee – non-member	\$375.00

Accessing the PMP Exam Application

Velociteach strongly recommends that you submit your exam application using PMI's on-line system. Paper applications may only be mailed (faxes are not accepted), and incomplete applications will not be processed or returned.

The URL for accessing the online application is:

<https://authentication.pmi.org/Default.aspx?r=certification.pmi.org/default.aspx&s=true>

If you are a PMI member, log in using your PMI membership number and password. If you are not a member of PMI, select the "New User" link at the bottom of the page to begin the process.

PMP Exam – Qualifications

Below is a summary of the two key qualifications required to sit for the exam. If you need additional information on anything covered here, you can access the PMP Handbook on PMI's website at http://www.pmi.org/Certification/~media/PDF/Certifications/pdc_pmphandbook.ashx.

Project Management Education

- Complete 35 contact hours of project management education. These hours must be related to the discipline of project management and can include content on any of the 9 knowledge areas referred to in the PMBOK® Guide. Education can be completed through an employer, college, training company, or similar provider. One contact hour is defined as one hour spent completing an educational activity. Education hours may be counted from any point in the past – there is no time limit on eligibility regarding these hours.

As a Velociteach student, you have access to the following resources to fulfill this requirement:

- The Velociteach 3-Day PMP Exam Prep Course, which not only prepares you to sit for the exam but also provides 27 contact hours towards the project management education requirement. This course qualifies under category 3 on the application.
- InSite, Velociteach's online, interactive exam preparation system, which provides all or any additional contact hours needed to complete the 35 hour requirement. InSite is an excellent course that compliments the 3-Day class and will help you track your hours as you study. This course also qualifies under category 3 on the application.

Please note that you must complete all contact hours before submitting your exam application to PMI. You can begin your application by documenting your work experience, but if you plan to use the 27 hours from a live 3-Day prep class, and/or hours from the InSite course, don't fill in the education portion of the application until after you've finished your course(s). You can place your application on hold with PMI by logging out of your account, and return to it once you are able to document all the education hours you've earned.

Project Management Experience:

- If you have a high school diploma or associate's degree (or global equivalent), document a minimum of 7500 hours during which you led or directed project tasks. You must demonstrate that this project management experience was completed in a minimum of 60 unique (non-overlapping) months within the previous eight-year time span.
- If you hold a 4-year bachelor's degree (or global equivalent), document a minimum of 4500 hours during which you led or directed project tasks. You must demonstrate that this project management experience was completed in a minimum of 36 unique (non-overlapping) months within the previous eight-year time span.

Project Management Experience (continued)

Essentially, you need to document that you have spent a minimum of 36 individual months leading or directing project tasks, regardless of the number of projects in which you participated. All hours worked on multiple projects, even if they occur across overlapping months, will count toward the total hours required. A graph demonstrating these requirements is available on page 9 of the PMP Handbook (website link provided on p. 3 above).

You must also demonstrate that you have gained experience in all 5 process groups, even if you were not responsible for managing the entire process. More details on this requirement are provided in the *Part II - Documenting Hours* section on p. 5 below.

PMP Exam – Application

The application to sit for the PMP Exam contains three major sections:

- An initial profile section for providing personal, contact, and academic education information*
- An Experience Verification Form on which you will:
 - 1) Identify the projects on which you have gained experience
 - 2) Document the total hours you worked on each project to lead and direct tasks in each of the five process groups
 - 3) Write a summary of each project, clearly stating how you led and directed tasks related to the five process groups; a description of the deliverables must be included here as well
- An Education Verification Form on which you will document the required 35 contact hours of project management education*

*These sections are generally self-explanatory, so the remainder of this document does not cover them in detail. If you have any questions about this or any other part of the application, please contact Velociteach and we'll be happy to assist you.

Experience Verification Form

The bulk of information required on the exam application centers on completing the Experience Verification Form (EVF). Organizing the information required here is the key to simplifying the application process. Below are a few tips that will help you to present your work experience in a way that clearly demonstrates your qualifications to sit for the exam.

Part I – Defining Projects

Part I is where you will define and number each project to be documented, and it is generally self-explanatory. If you have questions, however, please contact Velociteach and our client relations staff will be glad to help you.

Part II – Documenting Hours

For each project you will need to document the number of hours you have led or directed tasks listed in each process group. You don't have to show that you have participated in all 5 processes on every single project. You do, however, need to show that you have experience in leading or directing tasks in all 5 process groups across the entire set of projects listed on your application.

For example, let's say that on Project #1 you led tasks in Planning, Executing, and Monitoring & Controlling, and on Project #2 you directed tasks in Initiating, Planning, and Closing. In this case, even though you'll enter zero hours for 2 of the 5 process groups on each project, your completed application will show that between the 2 projects you have documented your experience in all 5 process groups.

As you begin this section, the first step is to estimate the total amount of time required to complete each project. This task may seem daunting, but you can make it simple by just "decomposing" the numbers. For example, spending 40 hours per week for 5 weeks on Project 1 gives you a total of 200 hours on that project. With 200 as your starting point, break down the estimated number of hours spent working in each of the five process groups. You'll find this calculation method to be especially helpful when documenting hours for overlapping projects.

Tasks by Process Group:

The following chart contains a sample of the tasks listed in the exam application for each of the 5 process groups, and suggests the average percentage of time a project manager might spend on each process. Please keep in mind, however, that every project is unique, and these estimates will differ from project to project.

Initiating	Est. Time %
Perform project assessment; define high-level scope; identify stakeholders; identify risks, assumptions, & constraints; develop project charter	5% to 10%
Planning	
Prepare project plan; define scope; develop WBS; develop project schedule, budget, and other key management plans; present project plan to stakeholders	20% to 30%
Executing	
Obtain & manage resources; execute tasks defined in project plan; implement approved changes; communicate with stakeholders	20% to 30%
Monitoring & Controlling	
Measure project performance; manage changes to scope, schedule, and budget; ensure quality standards are met; assess results of corrective action	20% to 30%
Closing	
Obtain final acceptance of deliverables; document lessons learned; obtain administrative closure; measure customer satisfaction; archive documents	5% to 10%

Note: this is only a partial summary of the tasks PMI defines for each process group. For full descriptions, please reference a PDF copy of the exam application at <http://www.pmi.org/Certification/~media/PDF/Certifications/PMP%20Application%20Form.ashx>.

Part III – Summarizing Projects

For this section of the application you will need to summarize the tasks that you led and directed on each project, including a summary of your deliverables. The following tips have helped many of our students to successfully complete their applications:

- Make your role in leading and directing the project tasks very clear
- Use wording and terminology consistent with that used in the PMBOK® Guide to describe your role in producing deliverables
- Make your summary short and to the point; the online application limits the summary section to 500 characters per project

Some effective words to use in creating your summary are:

- ♦ Led
- ♦ Consulted
- ♦ Developed
- ♦ Directed
- ♦ Monitored
- ♦ Controlled
- ♦ Identified
- ♦ Contributed
- ♦ Participated
- ♦ Assisted
- ♦ Initiated
- ♦ Provided
- ♦ Estimated
- ♦ Performed
- ♦ Measured
- ♦ Managed
- ♦ Analyzed
- ♦ Acquired
- ♦ Distributed
- ♦ Requested
- ♦ Selected
- ♦ Verified
- ♦ Reported
- ♦ Administered
- ♦ Contracted
- ♦ Communicated
- ♦ Closed

Example:

A contributor to a project chartered to develop, test, and install a medical billing software product might enter the following:

This project was chartered to develop a medical practice billing software. My participation included the following: identifying the key stakeholders; writing and editing the preliminary scope statement; assisting with completion of the final scope statement; creating the initial Work Breakdown Structure for the project; monitoring the project schedule and budget, and reporting any variances to senior management.



Completing the Exam Application Process

Submitting the Application

As you go through each segment of the experience and education pages, the online system will calculate the hours you've entered. Once all the required fields are complete, you will need to acknowledge your understanding and acceptance of PMI's policies and then submit the application. If necessary, you can save your unfinished application and return to it later; it will remain active for 90 days from the date you started it. Applications older than 90 days are closed, but PMI will still retain your information. To reopen your application, log into your account and follow the prompts to reactivate the file.

Once you have submitted the application it may take up to 5 business days to receive a status notification; if approved, you will receive an e-mail directing you to return to PMI's website to pay the examination fee. After the fee is paid, PMI will send you another e-mail containing your exam eligibility number and instructions on how to schedule your exam.

Random Audit

Random audits are routinely conducted on PMP Exam applications. If yours is chosen for an audit, PMI will notify you of the documentation and deadline requirements for your application to be approved. Find more information in the Audit Process section of the PMP Handbook (see website link on p. 3).

Scheduling Your Exam

The PMP Exam is administered for PMI by Prometric. To start the scheduling process you can follow the instructions included in the e-mail from PMI, or go directly to www.prometric.com and follow the prompts in the "For Test Takers" section on their home page. You will need your eligibility number in order to view a testing center's seating availability and make an appointment to take the exam.

The Velociteach Goal

Velociteach is committed to giving our students every advantage for success in gaining the PMP credential. The information provided here is designed to give you guidance in navigating the application process, just as our 3-Day and InSite PMP prep courses are designed to help you pass the exam. If you have any questions regarding the information contained in this guide or any other aspect of your exam preparation, please give us a call at 888-568-2527.



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