

Application Requirements

To be eligible for the PMP credential, you must first meet specific education and experience requirements and agree to adhere to a code of professional conduct. The final step in becoming a PMP is passing a multiple-choice examination designed to objectively assess and measure your project management knowledge. This computer-based examination is administered globally. In addition, those who have been granted the PMP credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements.

STEP 1 - Complete 35 hours of PMI approved project management instruction

One of the application requirements is to complete prior to application at least 35 hours of project management training courses that are approved from PMI. These courses should be provided from a Registered Educational Provider (REP). Typically most registrants complete a PMP Prep workshop to provide for this requirement.

STEP 2 - Apply to the Project Management Institute to write the PMP Exam

Candidates must satisfy the educational and experiential requirements of one of two categories.

Category 1

- Holds a baccalaureate or equivalent university degree, AND
- Has a minimum of 4,500 hours of personal project management experience within the 5 process groups (initiating, planning, executing, controlling, and close-out), AND
- Has a minimum of 36 non-overlapping (unique) months of personal project management experience, AND
- Has a minimum of 35 contact hours of specific instruction that addresses the learning objectives in project management.

Category 2

- Does not hold a baccalaureate or equivalent university degree but does hold a high school diploma or equivalent secondary school credential, AND
- Has a minimum of 7,500 hours of personal project management experience within the 5 process groups (initiating, planning, executing, controlling, and close-out), AND
- Has a minimum of 60 non-overlapping (unique) months of personal project management experience, AND
- Has a minimum of 35 contact hours of specific instruction that addresses the learning objectives in project management.

Submit applications to PMI for approval. You are able to apply on-line at the PMI web site.

STEP 3 - Receive approval from PMI to write the PMP Exam

PMP Certification Examination Applications will be processed within 10-14 business days of PMI's receipt. After the applications have been processed, eligibility letters will be sent to qualifying candidates within 3-5 business days. The Eligibility letter confirms that a candidate is eligible to take the examination. Upon receipt of the eligibility letter, candidates must contact the examination contractor to schedule the sitting for the exam.

STEP 4 - Schedule a sitting to write the PMP Exam at the nearest ProMetric Center

Schedules are flexible. You write on your availability. The exam is marked on completion of the sitting. If you meet the min requirements, you are a PMP.