

Tips for Obtaining the PMP® Certification

Why the PMP®?

<https://www.pmi.org/certifications/project-management-PMP®/earn-the-PMP®/why-the-PMP>

- Top PM certification sought by employers
- Higher salaries
- Required experience showcases your skill to employers

What about CAPM®?

- If you're willing to wait, skip the CAPM and focus on the PMP®.
- Plus: CAPM® prerequisites are a secondary degree and 23 hours of project management education, so you can earn CAPM certification quickly if you're already looking for a job and want to enhance your credibility.
- Minus: You pay fee for CAPM® exam and, later on, PMP®.

Step 1 Are you eligible?

<https://www.pmi.org/certifications/project-management-PMP®/earn-the-PMP®/how-to-apply>

Education required

- With 4-year degree, you need 1) 36 months leading projects and 2) 35 hours PM training or CAPM® certification.
- With high school or associate's degree, you need 1) 60 months leading projects and 2) 35 hours PM training or CAPM® certification.

How to get 35 hours of training

- PMI Registered Education Providers (REPs)
- PMI chapter education programs
- Employer-sponsored programs
- Training companies
- Remote-learning companies (course must include an end-of-course assessment)
- University/college academic and continuing education project management programs
- LinkedIn Learning offers a robust PM curriculum that can satisfy the training hours. LI courses aren't specifically PMP® exam prep but cover most of the exam topics.

What does leading projects mean?

- Leading or directing all or part of a project (Examples: development team lead or direct part of a project like obtaining acceptance.) You don't have to be the project manager!
- Must have some experience in all five process groups (initiating, planning, executing, controlling and managing, and closing)

- If you work on multiple projects, a calendar month counts as only one month of the months required.

Step 2 Document your experience and training (gather info)

- Use spreadsheet to track as you go
- Track different roles and responsibilities.

Training Completed

- Organization/institution attended
- Level of education attained (high school, associate's degree, 4-year degree)
- Degree date
- Courses completed and completion dates
- Qualifying hours

Projects you've led/directed

- Where you worked
- Your role and responsibilities
- Project details
- Work dates
- Project duration (time spent on role/responsibilities)
- Who did you work with (helps if your application is audited)

Tracking your experience

- In a spreadsheet, include columns for the fields above. Use Sum function to total amount of experience and different areas.
- How to handle audit – PMI sends forms, have to get supervisors to fill out, you send them back. PMI will provide instructions.
- Here's a link about the audit process <https://www.pmbypm.com/pmi-PMP®-audit-process/>

Step 3 Apply

Fill in application

If you're eligible to apply, [use the online certification system](#). Once you start, you have 90 days to complete application. Use your spreadsheet to fill in information.

- Contact information — Your email, address, phone number
- Education attained — school attended, level of education attained, degree date
- Domain experience — details of the projects, programs, portfolios you've worked on including qualifying hours, dates of employment, role, organization details, reference, and experience summary

- Domain education — names of courses completed, institutions attended, dates, qualifying hours

Verification of application

PMI verifies eligibility and that experience and/or education is valid and consistent with the guidelines stated in the certification handbook (about 5-10 days). You might get questions from PMI. Once application is verified, you get email to move on to the next step.

A percentage of applications is randomly selected for audit to confirm experience and/or education documented on certification applications. Frequently Asked Questions about the application audit process: <https://www.pmbypm.com/pmi-PMP®-audit-process/>

Schedule exam

- Member Price: US\$405
- Non-Member Price: US\$555
- Once approved, you can schedule your exam time at a testing site or online.

Exam prep courses

LinkedIn no longer offers a prep course due to an agreement with PMI.

PMI REPs pay fee and must meet criteria to be REP. REPs have to use PMI PMP Prep materials, so training is the same although instructors, location, and cost may differ.

Maintain Your PMP Certification

Must earn 60 PDUs within a 3-year cycle with PDUs fulfilling a variety of requirements.

<https://www.pmi.org/certifications/certification-resources/maintain/requirements>

35 PDUs for ongoing education

- 8 PDUs within Technical category of talent triangle
- 8 PDUs within Leadership category of talent triangle
- 8 PDUs within Strategic & Business Mgt category of talent triangle
- Remaining 11 PDUs can be in any category
- Many LinkedIn Learning courses offer PDUs

25 PDUs giving back

- Maximum of 8 PDUs working as a practitioner
- Create content (articles, blogs, webinars, and so on)
- Give a presentation
- Mentor or teach
- Volunteer

Reporting PDUs

- <https://ccrs.pmi.org/>
- For LinkedIn Learning PDUs:
 - Complete Course on LinkedIn Learning.
 - Go to course Overview page, click Continuing Education Units see more link. Get info about course (title, talent triangle info).
 - Log in to member account on PMI.org.
 - Click on 'myPMI' in top right.
 - Once on dashboard, click 'Report PDUs'.
 - Click on 'course or training'.
 - Fill out form and submit to PMI.