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PMP Application Eligibility and Submission Checklist

Step 1: Determine Eligibility

- Check your educational background:
 - Four-year degree (bachelor's or global equivalent)
 - Secondary degree (high school diploma, associate's degree, or global equivalent)
- Verify your project management experience:
 - With four-year degree: 36 months leading projects
 - With secondary degree: 60 months leading projects
- Confirm you have 35 contact hours of project management education
 - Ensure the education is from a PMI-Authorized Training Partner and Authorized Training Partner-Instructor

Step 2: Prepare Application Materials

- Gather personal information:
 - Full name (as it should appear on certificate)
 - Contact information (email, phone, address)
- Compile educational background details:
 - Institution name
 - Degree earned
 - Year of graduation
- Document project management experience:
 - Create a list of projects with:
 - Project title (descriptive of purpose, not your role)
 - Organization name
 - Your job title
 - Functional reporting area
 - Organization primary focus
 - Project approach/methodology (Traditional, Agile, or Hybrid)
 - Project team size
 - Project budget
 - Project start and end dates
 - High-level project description (200-500 words)
- Prepare project management education details:
 - Course name
 - Training provider
 - Dates of training
 - Number of contact hours



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Step 3: Review and Refine Experience Descriptions

- Ensure each project description:
 - Is a high-level summary of the entire project
 - Includes project objectives and outcomes
 - Clearly states your roles and responsibilities
 - Lists your deliverables
 - Uses project management terminology
 - Avoids routine, operational, or administrative tasks
 - Is between 200-500 words
- Verify that:
 - Each project is listed individually
 - Only professional project work is included
 - No personal projects or academic assignments are listed
 - Project titles reflect the project purpose, not your role

Step 4: Double-Check Application Details

- Confirm accuracy of:
 - Personal information
 - Educational background
 - Project dates (ensuring they meet the required months of experience)
 - Project team sizes and budgets
 - Contact hours of project management education
- Review for consistency across all entries

Step 5: Prepare for Potential Audit

- Ensure you can obtain verification for all listed project experience
- Have copies of project management training certificates ready
- Be prepared to provide additional documentation within 90 days if audited

Step 6: Submit Application

- Log in to PMI.org
- Fill out the online application form
- Review all entries one final time
- Submit the application



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Step 7: Post-Submission

- Note the date of submission
- Prepare for a 5-10 day waiting period
- Check email regularly for approval or audit notification
- If approved, schedule your exam
- If selected for audit, respond promptly with required materials

Remember: Accuracy and honesty are crucial throughout this process. Good luck with your PMP application!