



PMI Application Audit Request for Materials

PMP® CREDENTIAL CANDIDATES

Your audit consists of the following requirements:

Category One Applicant:

1. Verifying project management experience
2. Verifying 35 contact hours of project management education
3. Verifying formal education

Category Two Applicant:

1. Verifying project management experience
2. Verifying 35 contact hours of project management education

Verifying Project Management Experience:

A manager, supervisor, or colleague who has firsthand knowledge of the experience on your application is required to review and then complete the *Project Management Experience Audit Report*. After they complete the form, they are required to place the *Project Management Experience Audit Report* in an envelope, sign his/her name over the sealed flap of the envelope, and return the envelope to you via in person or by postal mail. PMI will not accept faxed or scanned forms. **No substitutions or incomplete submissions will be accepted.**

Verifying 35 Contact Hours of Project Management Education

Applicants must provide documentation showing successful completion of each course submitted, meeting the requirements of the 35 hours of project management education. You must include a certificate, transcript, or letter of attendance from the company, Registered Education Provider (R.E.P), school, or institute that provided the training. No substitutions will be accepted.

Verifying Attained Education (Category One Applicants Only)

To properly document your attained education you must include a certificate, transcript (official or unofficial), or diploma from the school with which you earned your degree.

PgMP® CREDENTIAL CANDIDATES

Your audit consists of the following requirements:

Applicant with a four-year degree:

1. Verifying program management experience
2. Verifying formal education

Applicant without a four-year degree:

1. Verifying program management experience

Verifying Program Management Experience:

A manager, supervisor, or colleague who has firsthand knowledge of the experience on your application is required to review and then complete the *Program Management Experience Audit Report*. After they complete the form, they are required to place it in an envelope, sign his/her name over the sealed flap of the envelope, and return the envelope to you via in person or by postal mail. PMI will not accept faxed or scanned forms. **No substitutions or incomplete submissions will be accepted.**

CAPM® CERTIFICATION CANDIDATES

Your audit consists of the following requirements:

Option One Applicant:

Verifying project management experience

Option Two Applicant:

Verifying 23 hours of formal project management education.

Verifying Project Management Experience:

A manager, supervisor, or colleague who is intimately familiar with the experience on your application is required to and then complete the *Project Management Experience Audit Report*. After they complete the form, they are required to place it in an envelope, sign his/her name over the sealed flap of the envelope, and return the envelope to you via in person or by postal mail. PMI will not accept faxed or scanned forms. **No substitutions or incomplete submissions will be accepted.**

Verifying 23 Contact Hours of Project Management Education

Applicants must provide documentation showing successful completion of each course submitted, meeting the requirements of the 23 hours of project management education. You must include a certificate, transcript, or letter of attendance from the company, Registered Education Provider (R.E.P), school, or institute that provided the training. No substitutions will be accepted.

PMI-SP® CREDENTIAL CANDIDATES

Your audit consists of the following requirements:

Option One Applicant:

1. Verifying 3,500 hours of scheduling experience.
2. Verifying 30 hours of scheduling education
3. Verify formal education

Option Two Applicant:

1. Verifying 5,000 hours of scheduling experience.
 2. Verifying 40 hours of scheduling education.
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PMI-RMP® CREDENTIAL CANDIDATES

Your audit consists of the following requirements:

Option One Applicant:

1. Verifying 3,500 hours of project risk management experience.
2. Verifying 30 hours of project risk management education.
3. Verifying Formal Education

Option Two Applicant:

1. Verifying 4,500 hours project risk management experience.
 2. Verifying 40 hours of project risk management education
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PMI-ACP® CERTIFICATION CANDIDATES

Your audit consists of the following requirements:

2,000 hours (12 months) of general project management experience working on project teams	1,500 hours (8 months) of Agile project management experience working on project teams using Agile methodologies	21 contact hours of Agile project management education
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