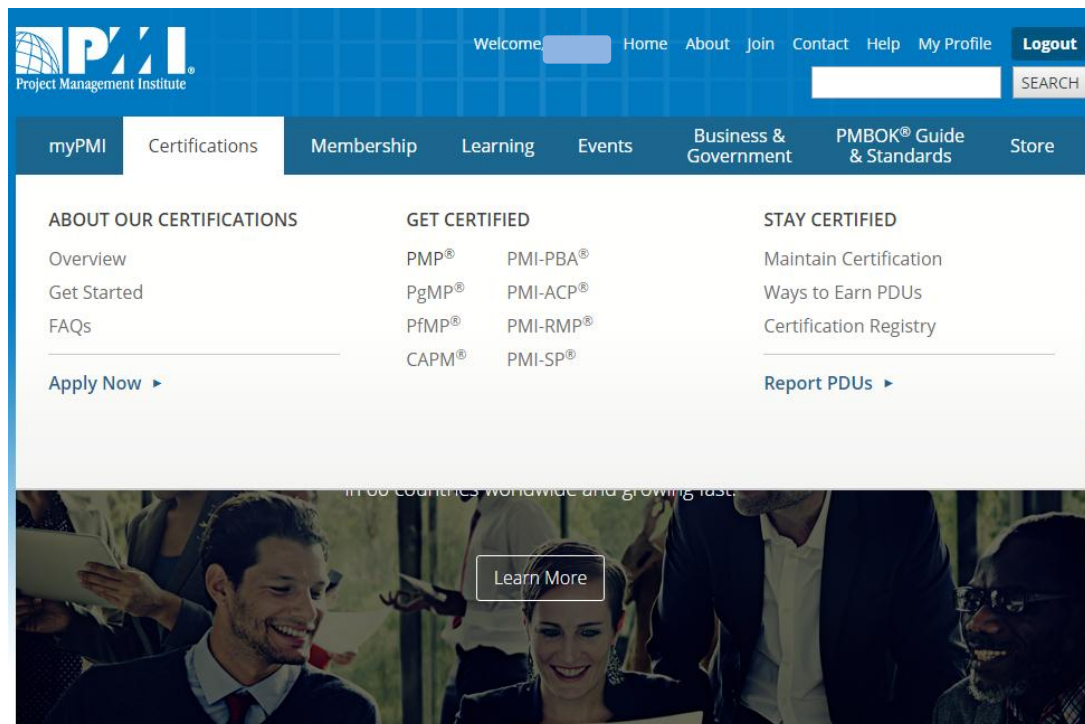


2016PMP 申请资料填写指导说明（所有内容须用英文填写）

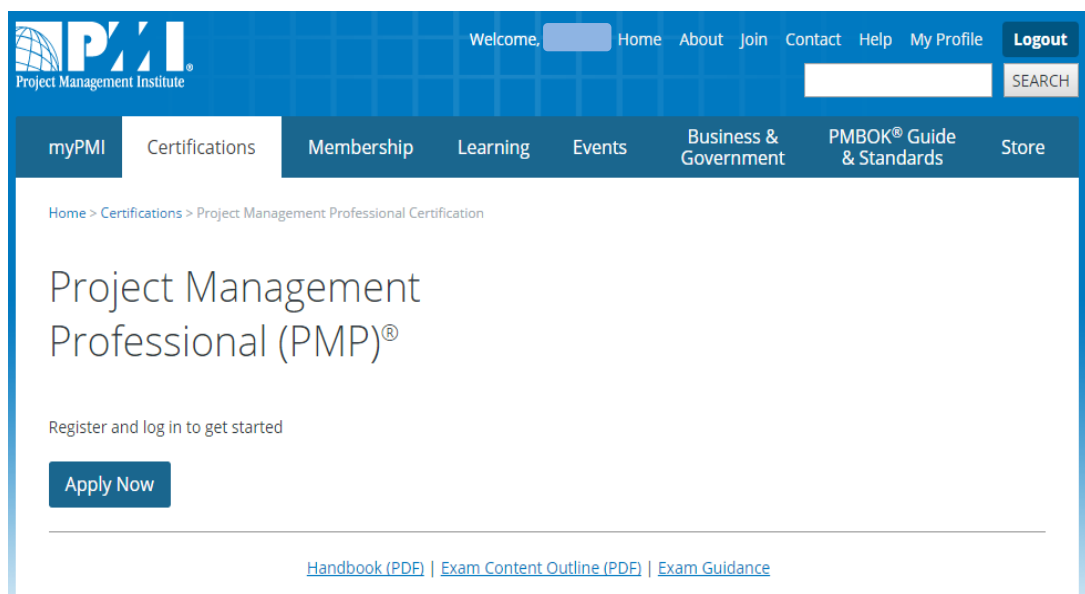
如果在英文申请资料填写的过程中有任何疑问，可以联系相关的注册培训机构，

或者 PMI 中国 400 678 6681 进行咨询。

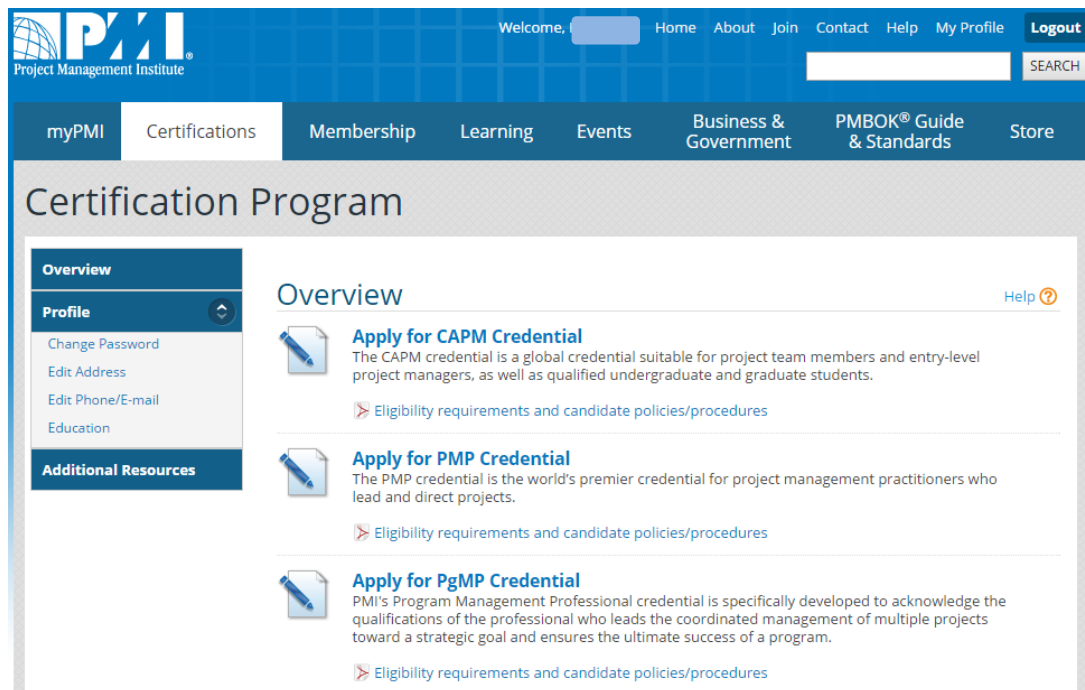
1 首先，登录 WWW.PMI.ORG，输入用户名和密码后，选择 Certifications→PMP



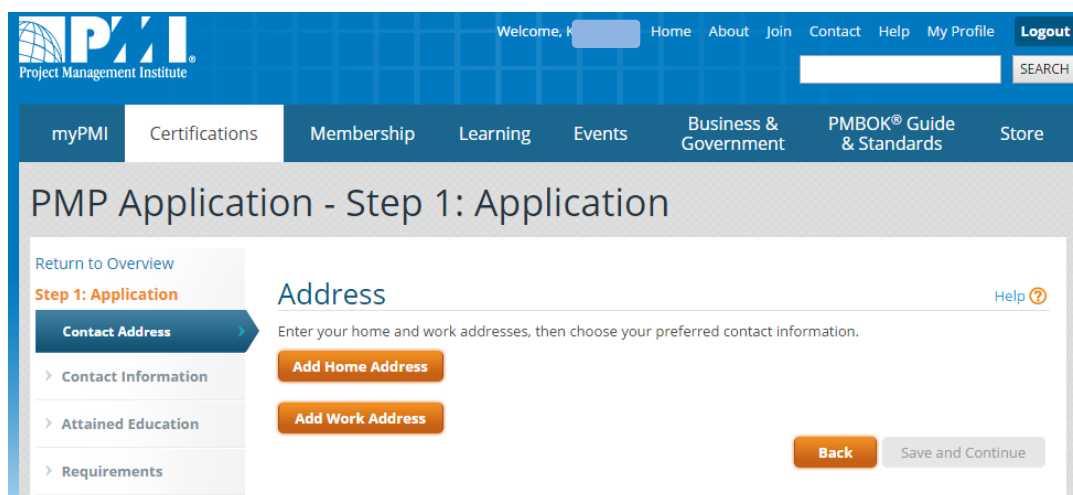
2 点击 Apply Now 在线填写申请资料，于此同时，下载三个参加 PMP 考试前必读的官方资料 Handbook 手册/Exam Content Outline 考试内容大纲/Exam Guidance 考试指南



3 点击 Apply for PMP Credential 申请 PMP 认证，同时，下载《Eligibility requirements and candidates policies/procedures 有效期要求和候选人原则/流程》进行学习



4 **Contact address** 填写家庭地址或者工作地址，并选一个作为通信优先地址。*****为必填项。其中 **Organization** 虽不是必填项，但建议填写完整的组织信息，以便于我们更好地提供相关服务。



PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address**
- Contact Information
- Attained Education
- Requirements
- Optional Information
- Certificate
- Agreement

Add/Edit Address

* Description: e.g. My Home

Organization:

* Country:

* Address:

* City:

State/Province/Territory:

Zip/Postal Code:

* Indicates a required field

[Cancel](#) [Save](#)

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address**
- Contact Information
- Attained Education
- Requirements
- Optional Information
- Certificate

Address

Enter your home and work addresses, then choose your preferred contact information.

my work [Edit](#)

(Work)

(Preferred Mailing Address)

(Preferred Billing Address)

[Add Home Address](#)

[Back](#) [Save and Continue](#)

5 **Contact information** 填写个人邮箱和手机号（请务必填写正确，确保 PMI 可以通过联系方式为您提供持续的优质服务，建议您把@pmi.org 添加到邮箱的安全发件人中，以免在考试报名期间遗漏或错过 PMI 发送给您的重要邮件）

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address
- Contact Information**
- Attained Education
- Requirements
- Optional Information
- Certificate
- Agreement
- Review and Submit

Contact Information

Enter at least one E-mail address and phone number, then choose your preferred contact information.

E-mail Addresses

(preferred)

[Add E-mail](#)

Phone Numbers

(preferred)

[Add Phone Number](#)

[Back](#) [Save and Continue](#)

6 **Attained Education** 填写获得的最高学历，*为必填项。（如果是本科及以上学历毕业，需同时具备学位证和学历证）

PMP Application - Step 1: Application

[Return to Overview](#)
Step 1: Application
Contact Address
Contact Information
Attained Education
Requirements
Optional Information
Certificate
Agreement
Review and Submit
Step 2: Schedule Exam
Step 3: Exam Results

Attained Education [Help ?](#)

Indicate your highest level of education attained at this time. Complete all applicable contact information for your school, college, or university.

* Did you graduate from a PMI GAC Accredited University Program?
☐ Yes
☒ No, I attended another University Program

* School/University:
* Country:
* Address:

* City:
State/Province/Territory:
Zip/Postal Code:

Attained Education
* Highest level of education attained: or global equivalency
* Year degree awarded:
* Field of Study: [?](#)

6 **Requirements** 仔细阅读申请 PMP 认证要求

PMP Application - Step 1: Application

[Return to Overview](#)
Step 1: Application
Contact Address
Contact Information
Attained Education
Requirements
Overview
Eligibility Worksheet
PM Experience
PM Education
Optional Information
Certificate
Agreement
Review and Submit
Step 2: Schedule Exam
Step 3: Exam Results

PMP Requirements Overview [Help ?](#)

To be eligible for the PMP credential, you need to meet certain requirements for professional experience and education.

Project Management Experience

On the application, you will be required to document the experience you've accrued leading and directing projects under general supervision and within the constraints of schedule, budget and scope.

The experience should indicate you can appropriately apply an approach to managing projects that have reasonable and well-defined requirements and deliverables.

Required Experience Levels

If you hold a four-year degree or the global equivalent:

- You need a minimum of 3 years (36 months) of unique, non-overlapping professional project management experience.
 - Within that period, you need to have led or directed the project for at least 4500 hours.

OR

If you hold a secondary degree, such as a high school diploma, two-year degree or the global equivalent:

- You need a minimum of 5 years (60 months) of non-overlapping professional experience in project management.
 - Within that period, you need to have led or directed the project for at least 7500 hours.

All of your project management experience must have been accrued within the last 8 consecutive years before the submission of your application.

7 **Requirements→Eligibility Worksheet** 根据要求填写工作经验和 35 小时专业培训

PMP Application - Step 1: Application

[Return to Overview](#)
Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience
- PM Education

Eligibility Worksheet

Use the Eligibility Worksheet to track your progress. Qualified requirements must equal or exceed the required totals before the application can be submitted for review. However, once the requirement has been reached, additional entries will not be permitted.

	Required	Qualified	Still Need
PM Experience Months	36	0	36
PM Experience Hours	4500.00	0.00	4500.00
PM Education Hours	35.00	0.00	35.00

Requirements

Use any of the following links below to update a specific requirement or continue with the application by clicking 'Save and Continue'.

- > [PM Experience](#)
- > [PM Education](#)

[Back](#) [Save and Continue](#)

8 **Requirements→PM Experience** 填写工作经验，逐个项目进行添加，不要将多个项目汇总为一个项目填写。

- 建议至少添加 2~3 个项目，总工作时长不少于规定要求，也不要超出太多
- 建议项目工作时间不要超过 300 小时/月。不要写日常性工作，而填写项目工作（项目是为创造独特的产品、服务或成果的临时性工作。临时性工作指有开始时间和结束时间）
- 建议填写专业项目，而非个人项目（如婚礼）
- PMI 认可的社区或慈善机构提供项目管理相关的志愿者服务也可以计算为工作经验。

工作经验要求：本科及以上→需满足 36 个月不少于 4500 小时

专科/高中及同等学历→60 个月不少于 7500 小时

PMP Application - Step 1: Application

[Return to Overview](#)
Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience**
- PM Education

Experience Worksheet

Use the worksheet to document your experiences. Start with your most recent and verifiable experience. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EXPERIENCE SUBMITTED

Experience	Actual		Qualified		
	Months	Hours	Months	Hours	
Total:	0	0.00	0	0.00	
Required:	36	4500.00	36	4500.00	
Still Need:	36	4500.00	36	4500.00	

[Add](#)

[Back](#) [Save and Continue](#)

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience
- PM Education

Add/Edit Experience [Help ?](#)

Enter the details of your experience in the fields below. In order to approve your application, the contact information entered in this form must be correct so that your experiences can be verified.

Project Specific Information

* Project Title:

* Start Date:

* Through:

* Project Role: [?](#)

* Primary Industry:

* indicates a required field

[Back](#) [Save and Continue](#)

Project Title 填写项目的名称

Project Role 填写你在该项目中的职务，请注意 PMI 要求 PMP 候选人在项目中必须具备领导和指引团队完成项目的主导职务。不要填写与项目无关的工作职务。

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience
- PM Education

Add/Edit Experience [Help ?](#)

Identify the organization for whom you managed this experience.

Organization Details

* Job Title:

* Organization Name:

* Country:

* Organization Address:

* City:

* State/Province/Territory:

* Zip/Postal Code:

Organization's Phone Number

Country Code:

Area/State/City Code:

* Phone Number:

Extension:

* indicates a required field

[Back](#) [Save and Continue](#)

Job Title 填写候选人在企业中的职位

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience
- PM Education

Add/Edit Experience [Help ?](#)

Identify your primary contact for this experience. PMI may contact this person to verify your work experience.

Organization Contact

* Contact Name:

* Contact Relationship:

* Contact E-mail:

Contact's Phone Number

Country Code:

Area/State/City Code:

* Phone Number:

Extension:

* indicates a required field

[Back](#) [Save and Continue](#)

Contact Name 填写一个项目相关人，最好是领导或者是项目干系人，不可以是自己或家庭成员。

9 **Requirements→PM Experience** 按照五个工作过程组，分配工作时长，总数与之前填写的项目起止时长保持一致。

PMP Application - Step 1: Application

Return to Overview

Step 1: Application

- Contact Address
- Contact Information
- Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience
- PM Education
- Optional Information
- Certificate
- Agreement
- Review and Submit
- Step 2: Schedule Exam

Add/Edit Experience Help ?

Enter the number of hours you have spent working in each domain area. This will count toward the hours of experience needed for the eligibility requirement.

DOMAIN AREAS

* **Initiating the Project**

Defining the project scope and obtaining approval from stakeholders. For example: Perform project assessment; define the high-level scope of the project; perform key stakeholder analysis; identify and document high-level risks, assumptions, and constraints; develop and obtain approval for the project charter.

* **Planning the Project**

Preparing the project plan and developing the work breakdown structure (WBS). For example: Assess detailed project requirements, constraints, and assumptions with stakeholders; create the work breakdown structure; develop a project schedule; develop budget, human resource management, communication, procurement, quality management, change management, and risk management plans; present the project plan to the key stakeholders; conduct a kick-off meeting.

* **Executing the Project**

Performing the work necessary to achieve the stated objectives of the project. For example: Obtain and manage project resources; execute the tasks as defined in the project plan; implement the quality management plan; implement approved changes according to the change management plan; implement approved actions by following the risk management plan;

10 **Requirements→PM Experience** 用英文文字描述项目，此工作经验描述是 PMI 审核的重点内容，请候选人务必认真填写，填写过程中可参考如下建议：

Qualified PMP candidates should: 合格的 PMP 候选人应该具备

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project 在全面的监督下，作为项目经理负责整个项目周期的所有事情
- **Lead and direct cross-functional teams** to deliver projects within the constraints of schedule, budget and scope 领导和指引跨部门合作，在限定的时间进度，预算和范围内交付项目
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables 具备足够的项目管理知识和经验，在明确了项目的需求和交付结果的前提下，合理的将项目管理工具和方法运用到项目中。
-

Project descriptions should consist of the following: 项目文字描述应该包括如下内容

- A brief, one-sentence project objective 一句话描述项目目标
- Project deliverables summarized by process areas (**Initiating, Planning, Executing, Monitoring and Controlling, and Closing** – abbreviations are acceptable – IN, PL, EX, MC, and CL) 通过项目的五大过程组(起始/计划/执行/监控/收尾)展示项目的整个内容，在描写的过程中，五大过程组可以缩写为 IN, PL, EX, MC, and CL
- A brief, one-sentence project outcome 一句话总结项目成果

Reference Template (refer to [PMP Exam Content Outline](#))参考格式如下，在填写五大

过程组的内容时，强烈建议参考之前下载的 [PMP 考试内容大纲](#)，运用项目管理的专用用语进行描述，请注意该描述字符控制在 **300~550** 之间，不能过多，也不能太少。

Job title/project objective

IN:

PL:

EX:

MC:

CL:

Project outcome

PMP Application - Step 1: Application

[Return to Overview](#)
Step 1: Application
Contact Address
Contact Information
Attained Education
Requirements
Overview
Eligibility Worksheet
PM Experience
PM Education
Optional Information
Certificate
Agreement
Review and Submit
Step 2: Schedule Exam
Step 3: Exam Results

Add/Edit Experience

In the space provided below, summarize this project. The summary should include the project objectives and your role, as well as key deliverables and outcomes by Process Groups. The description should include examples of how you led and directed this project. Ensure that your description is between 300 and 550 characters. *

Character Count: 0 (Maximum 550)

* indicates a required field

BackSave and Continue

再次核对工作经验时长和文字描述内容，然后继续添加第二个/第三个...项目，直到满足规定的工作经验时长。

PMP Application - Step 1: Application

[Return to Overview](#)
Step 1: Application
Contact Address
Contact Information
Attained Education
Requirements
Overview
Eligibility Worksheet
PM Experience
PM Education
Optional Information
Certificate

Experience Worksheet

Help

Use the worksheet to document your experiences. Start with your most recent and verifiable experience. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EXPERIENCE SUBMITTED

Experience	Actual		Qualified		
	Months	Hours	Months	Hours	
	7	1300.00	7	1300.00	✗
Total:	7	1300.00	7	1300.00	
Required:			36	4500.00	
Still Need:			29	3200.00	

Add

BackSave and Continue

11 **Requirements→PM Education** 填写 35 小时项目管理专业培训内容

Return to Overview

Step 1: Application

Contact Address

Contact Information

Attained Education

Requirements

Overview

Eligibility Worksheet

PM Experience

PM Education

Optional Information

Education Overview

Use the worksheet to document your training in project management. Start with your most recent and verifiable courses. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EDUCATION SUBMITTED

Course	Hours
Total:	0.00
Required:	35.00
Still Need:	35.00

Add

BackSave and Continue

请准确填写所在的注册培训机构的名称，课程名称，该课程最好能在 REP 自己的 CCR 系统或者机构官网上找到，以便美国在核查时可以找到课程的相关信息。（35 小时培训要求是项目管理培训，不能是项目管理软件培训。在提交申请前需要完成培训。）

Return to Overview

Step 1: Application

Contact Address

Contact Information

Attained Education

Requirements

Overview

Eligibility Worksheet

PM Experience

PM Education

Optional Information

Add Education

Please enter your project management education information below. Specify the number of hours that qualify from the course being documented that are applicable to the credential you are applying for.

* Course Title:

* Institution Name:

* Course Start Date:

e.g. 7/5/2016

* Course End Date:

e.g. 7/5/2016

* Hours:

0.00

* Qualifying Hours:

0.00

NOTE: Qualifying hours are hours that are applicable to this credential only.

* indicates a required field

CancelSave & Add

再次核对 35 小时项目管理专业培训内容

Return to Overview

Step 1: Application

Contact Address

Contact Information

Attained Education

Requirements

Overview

Eligibility Worksheet

PM Experience

PM Education

Optional Information

Certificate

Education Overview

Use the worksheet to document your training in project management. Start with your most recent and verifiable courses. The information entered on this worksheet will be reflected in your Eligibility Worksheet. Once you have fulfilled the requirement, additional entries will not be permitted.

EDUCATION SUBMITTED

Course	Hours
	35.00
Total:	35.00
Required:	35.00
Still Need:	0.00

Add

BackSave and Continue

12 **Optional Information** 可不填

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address
- Contact Information
- Attained Education
- Requirements
- Optional Information

Optional Information

[Help ?](#)

The following questions are optional, and you may choose not to answer them.

Primary Referral Source:

Have you taken a Certification Preparation Course presented by a PMI Chapter?

* Indicates a required field

[Back](#) [Save and Continue](#)

13 **Certificate** 填写证书上显示的名字，最好是中文名字的汉语拼音

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address
- Contact Information
- Attained Education
- Requirements
- Optional Information

Certificate

[Help ?](#)

Enter your name **exactly** as it should appear on your certificate. This does not have to match your government issued ID.

* Name on certificate:

* Indicates a required field

[Back](#) [Save and Continue](#)

14 **Agreement** 仔细阅读 PMI 认证使用和更新条例

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address
- Contact Information
- Attained Education
- Requirements
- Optional Information

Agreement

[Help ?](#)

PMI CERTIFICATION APPLICATION/RENEWAL AGREEMENT

By clicking the "I Agree" box below, you represent and agree to the following terms, conditions and releases related to PMI's Certification Programs:

1) I agree to satisfy and conduct myself in accordance with all PMI certification program policies and requirements, including this Agreement, the [PMP Handbook](#), and the [PMI Code of Ethics and Professional Conduct](#) (as they may be revised from time to time); and I shall maintain confidentiality of PMI examination questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of PMI examination questions and answers, to any individual.

2) I agree that I shall at all times act in a truthful and honest manner and provide truthful and accurate information to PMI. I agree that any intentional or unintentional failure to provide true, timely and complete responses to

14 **Review and Submit** 阅读核对所有信息是否填写完整，如果已经填完，勾选 All，同时可以下载你最新填写的申请内容做线下查看和使用，最后点击 Submit 提交申请内容，一旦提交，不能自行修改。

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- Contact Address
- Contact Information
- Attained Education
- Requirements
- Optional Information
- Certificate
- Agreement
- Review and Submit**

Review and Submit

[Help ?](#)

The following is a summary of your application's status. When each category is marked complete and you have checked the underlying box you will be able to submit your application to PMI for review and approval.

Category	Status
Contact Information	Completed ✓
Attained Education	Completed ✓
Requirements	Incomplete ⚠
PM Experience	Incomplete ⚠
PM Education	Completed ✓
Certificate Details	Completed ✓
Code of Conduct	Completed ✓

☒ All information that I have provided is accurate and complete. *

* Indicates a required field

[Download your most recent application](#)

[Back](#) [Submit Application](#)