



Project Management Institute

Project Management Professional (PMP) Certification Handbook

Contains Candidate Application and
Information for Computer-Based Testing



ISO 9001 CERTIFIED



A DIVISION OF
THE NATIONAL REGISTRY



ACCREDITED BY
THE COUNCIL FOR
ACCREDITATION

In 1999, PMI's Certification Program Department became the first professional certification program department in the world to attain ISO 9001 recognition.

Project Management Institute

Certification Program Mission

The PMI Certification Program delivers world-class project management products and services to support reliance on the Project Management Professional (PMP®) certification globally, in both the public and private sectors.

The Project Management Institute (PMI®) sponsors a project management certification program. The purpose and goal of this certification program is the development, maintenance, evaluation, promotion, and administration of a rigorous, examination-based, professional certification program of the highest caliber.

The PMP Program supports the international community of project management professionals and is designed to objectively assess and measure professional knowledge. PMP program requirements and eligibility standards are applied fairly, impartially, and consistently with applicable laws. The PMP program complies with all USA state and federal government nondiscriminatory statutes and laws, and grants certification independently of a candidate's membership or nonmembership in any organization, association, or other group.

To achieve PMP certification, each candidate must satisfy all educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge of project management that is tested by the Project Management Professional Certification Examination. In addition, those who have been granted the PMP credential (certificants) must demonstrate ongoing professional commitment to the field of project management by satisfying Professional Development Program requirements.

Expanded Computer-Based Examination Administration

The PMP Certification Examination is offered via computer in eight countries outside North America. Additional sites will be added as the program progresses. During the next two years, the expansion of permanent, secure test sites globally will replace the current fixed-date, paper/pencil-based examination administrations.

Eligibility Criteria

Candidates applying for certification as a Project Management Professional must satisfy the educational and experiential requirements for Category 1 or Category 2 and agree to abide by the Project Management Professional Code of Professional Conduct found on page 18 of this handbook.

Project management processes can be organized into five groups of one or more processes:

Initiating processes

Recognizing that a project or phase should begin and committing to do so.

Planning processes

Devising and maintaining a workable scheme to accomplish the business need that the project was undertaken to address.

Executing processes

Coordinating people and other resources to carry out the plan.

Controlling processes

Ensuring that project objectives are met by monitoring and measuring progress and taking corrective action when necessary.

Closing processes

Formalizing acceptance of the project or phase and bringing it to an orderly end.

* Source: *A Guide to the Project Management Body of Knowledge*

Category 1

At the time of application, the candidate holds a baccalaureate/equivalent university degree* and has a minimum of 4,500 hours of project management experience within the five process groups. The number of hours on the Experience Verification Form(s) must total at least 4,500 hours and the project dates must indicate that the candidate has at least three years of project management experience within the six-year period prior to the application. Candidates must indicate at least 36 unique (non-overlapping) months of project management experience on the Experience Verification Form(s) to satisfy the three-year requirement.

Required supporting documentation:

- 1) A current résumé/curriculum vitae detailing work experience and educational background (please provide the name and complete address for all employers and schools attended)
- 2) A copy of diploma or transcript for baccalaureate/equivalent university degree*
- 3) Experience Verification Form(s) meeting criteria above

*For a list of globally equivalent university degrees, see page 19.

Category 2

At the time of application, the candidate does not hold a baccalaureate/equivalent university degree but holds a high school diploma/equivalent secondary school credential and has a minimum of 7,500 hours of project management experience within the five process groups. The number of hours on the Experience Verification Form(s) must total at least 7,500 hours and the project dates must indicate that the candidate has at least five years of project management experience within the eight-year period prior to the application. Candidates must indicate at least 60 unique (non-overlapping) months of project management experience on the Experience Verification Form(s) to satisfy the five-year requirement.

Required supporting documentation:

- 1) A current résumé/curriculum vitae detailing work experience and educational background (please provide the name and complete address for all employers and schools attended)
- 2) Experience Verification Form(s) meeting criteria above

Application Process

A complete application includes Experience Verification Form(s), a current résumé/ curriculum vitae detailing project management work experience and educational background, and the Examination Application with appropriate fee. All applications and documentation supplied must be provided in English.

Experience Verification Information

The Project Management Experience Verification Form is the portion of the PMP Certification Handbook used by candidates to properly document and report project management experience. Candidates must complete, sign, and submit qualifying Project Management Experience Verification Form(s) to PMI with the PMP Certification Examination Application. Applications containing incomplete forms will be returned to candidates.

An Experience Verification Form must be completed for each project within the eligible time frame. One copy of the Experience Verification Form is included in this handbook. Please photocopy the form as needed for additional projects. The following information must be completed on each form:

- ◆ Prefix, first name, and middle initial
- ◆ PMI identification number (for PMI members, this is your membership number; candidates who are not PMI members will be assigned an I.D. number)
- ◆ Last name (family or surname)
- ◆ Employer information including name, complete address and telephone number
- ◆ Project start/completion date (if project is not complete at time of application, use application date); this information will be used to determine whether a sufficient number of unique months have been provided based on the requirements of the category
- ◆ Project title
- ◆ Your role on the project
- ◆ Approximate number of hours spent working in the five process areas described below (there are no minimum requirements for any of the five areas); the total for all verifications must meet the minimum requirements for the category
- ◆ Primary business activity/industry
- ◆ Candidate's signature and date

PMP Certification Examination Application

Candidates must complete the PMP Certification Examination Application included in this handbook.

Résumé/Curriculum Vitae

Candidates must supply a current résumé/curriculum vitae detailing work experience provided on the corresponding Experience Verification Form(s). All project management work experience must be briefly described on the résumé/curriculum vitae. A sample résumé/curriculum vitae is available for review on the PMI web site at www.pmi.org/certification/resume.htm. The sample résumé/curriculum vitae format is recommended but not required. Please note that experience shown on the résumé/curriculum vitae but not indicated on the Experience Verification Form(s) will not be counted toward the category requirements.

PMP Certification Examination Application

Print carefully (in uppercase characters where appropriate) the following information:

Page 1

- ◆ Prefix, first name, and middle initial
- ◆ PMI identification number (for PMI members, this is your membership number; candidates who are not PMI members will be assigned an I.D. number)
- ◆ Last name (family or surname)
- ◆ Employer information including job title, name, complete address and telephone number
- ◆ Complete home mailing address and telephone number
- ◆ Acknowledgment of PMP Certificant & Candidate Agreement & Release Form

Page 2

- ◆ Primary e-mail address and fax number
- ◆ Indication of preferred mailing address and telephone number; the preferred address will be used for all documentation sent to candidates
- ◆ PMI member status
- ◆ Preparation course information and PMI Chapter code number, if applicable
- ◆ Highest educational level attained, month/year awarded, and field of study
- ◆ Total project management experience hours from the Experience Verification Form(s)
- ◆ Payment amount and preferred payment method (no adjustments will be made on nonmember rates once paid, regardless of whether a candidate joins PMI at a later date)
- ◆ Special examination accommodation request
- ◆ Acknowledgment of examination cancellation and refund policies

Application Checklist

The following checklist is provided to ensure that candidates provide complete applications.

Category 1

- I have written my name as it appears on the identification that I will present when I take the PMP examination
- I am including a current résumé/curriculum vitae
- I am including proof of my degree
- I am including payment information
- My Experience Verification Form(s) dates back at least three years from the date of application
- My Experience Verification Form(s) does not date back farther than six years from the date of application
- My Experience Verification Form(s) reflects a total of at least 4,500 hours
- When I count the months listed on my Experience Verification Form(s), the total is at least 36 (not counting gaps or overlap)

Category 2

- I have written my name as it appears on the identification that I will present when I take the PMP examination
- I am including a current résumé/curriculum vitae
- I am including payment information
- My Experience Verification Form(s) dates back at least five years from the date of application
- My Experience Verification Form(s) does not date back farther than eight years from the date of application
- My Experience Verification Form(s) reflects a total of at least 7,500 hours.
- When I count the months listed on my experience verification form(s), the total is at least 60 (not counting gaps or overlap)

Completed applications should be submitted, along with the appropriate fee, to PMI Certification Program Department, Four Campus Boulevard, Newtown Square, Pennsylvania 19073-3299 USA. Facsimile copies will not be accepted.

Application Audit

A percentage of accepted applications are selected for audit by the PMI Certification Program Department. Submission of an application indicates agreement to comply with audit terms. Any misrepresentations or incorrect information provided to the PMI Certification Program Department may result in discipline, including suspension or revocation of eligibility and/or certification.

Candidate Policies Agreement

Please initial Page II of the PMP Certification Examination Application indicating that you have read and understand the Examination Cancellation/Rescheduling/No-Show Policies and the Extension and Refund Policies.

A PMP Examination Eligibility Letter will be sent to qualifying candidates within 10-14 working days of PMI's receipt of the PMP Certification Examination Application. The eligibility letter confirms that a candidate is eligible to take the examination. The eligibility period is three months.

Upon receipt of the eligibility letter, candidates must contact the examination contractor to schedule an examination appointment. The eligibility letter will provide complete details for scheduling an examination.

Examination Cancellation/Rescheduling/No-Shows

Candidates canceling or rescheduling a computer-based examination appointment must do so according to the examination contractor's policy. Failure to contact the examination contractor or failure to meet a scheduled appointment will result in the forfeiture of the full examination fee. Candidates choosing to reapply after such forfeiture must submit a new application and pay the full examination fee.

Candidates failing to meet a scheduled appointment with the examination contractor due to a medical emergency must submit written notification, including official medical documentation, to the PMI Certification Program Department, Four Campus Boulevard, Newtown Square, Pennsylvania 19073-3299 USA. This information must be submitted no later than 72 hours after the scheduled examination date. All letters will be reviewed on a case-by-case basis.

Extensions and Refunds

Candidates who have not taken the PMP Certification Examination within the eligibility period may request an extension or refund. An extension can be obtained by submitting a written extension request prior to the eligibility expiration date. The request must include the reason for the extension, and the candidate must state that any appointments made with the examination contractor have been cancelled. If the above conditions are met, a three-month extension will be given at no additional cost to the candidate. Extensions will not be granted once the candidate's eligibility period has reached one year.

A refund can be obtained by submitting a written request to PMI within one month of the eligibility expiration date. No refunds will be considered for candidates who have taken the PMP Certification Examination or have not provided the necessary cancellation/rescheduling notification to the examination contractor. A processing fee of \$200.00 US will be retained by PMI.

Examination Information

Candidates taking the PMP Certification Examination are required to follow guidelines and policies relating to examination administration and examination security.

Examination Item Development

PMP Certification Examination questions:

- ◆ are developed by work groups of Project Management Professionals (PMPs)
- ◆ are independently validated by PMPs
- ◆ are referenced to current resources from project management textbook sources
- ◆ satisfy the test specifications of a job analysis

Each question is subject to editing for technical adequacy by psychometric consultants. Content experts (PMPs) write the questions and validate their appropriateness for the examination, and experts in testing review the questions to ensure that the questions perform as intended.

Passing Score

The passing score for the PMP Certification Examination is determined by a criterion-referenced approach called the Angoff Modified Technique. This technique is currently considered by testing professionals to be one of the most defensible methods available for establishing a passing score because it relies on the pooled judgments of content experts (PMPs). This approach asks a group of PMPs to review each item on the examination and determine the probability that minimally knowledgeable candidates will answer each item correctly. The final passing score for the examination is based on this pooled judgment and the calculation of the standard error of the mean. Finally, item analysis and reliability indices are calculated for each question.

Examination Format and Content

The PMP Certification Examination is computer-based and is comprised of 200 multiple-choice questions. The allotted time to complete the examination is four hours.

The four-hour examination administration is preceded by a briefing and 15-minute computer tutorial and followed by an optional candidate satisfaction survey and an examination score report.

Examination Site Requirements

Eligibility letters will provide specific details regarding examination site requirements.

Special Examination Accommodations

Any candidate may request a modification to the PMP Certification Examination administration procedure due to disability, handicap, or other condition which may impair the ability of the candidate to take the test. To request special testing accommodations, candidates must indicate their need on the application. Specific information concerning scheduling an examination with a special accommodation request will be provided with the eligibility letter.

Examination Site Requirements

Only the individual named on the registration roster will be permitted to take the examination. Candidates must present two signature-bearing forms of identification to be admitted to the testing center. Both forms of identification must have exactly the same name as given on the examination application. One form of identification must bear a photograph. Examples of photo-bearing identification include driver's licenses, employee IDs, passports, and military IDs. Examples of signature bearing identifications include credit and bank (ATM) cards. Unacceptable forms of identification include library cards and Social Security Cards.

Candidates are expected to conduct themselves in a professional manner at all times at the testing center. Test site personnel will dismiss any disruptive candidates from the site if, in the opinion of the test site administrator, candidates are disturbing the testing environment. No refunds will be given to candidates expelled or required to leave the test due to disruptive behavior.

No visitors are permitted in testing rooms (including children). Candidates may not bring food, beverages, coats, book bags, luggage, pagers, cellular telephones, tape recorders, or other personal items to the examination desks. In addition, smoking and all electronic devices are prohibited in the test site.

Checking PMP Status Via the PMI Web Site

A list of PMPs is posted monthly on PMI's web site (www.pmi.org/certification/pmps).

Examination Results Notification and Score Report

Upon completion of the test, the examination contractor will immediately score the examination and provide candidates with a printed copy of results indicating a pass or fail status. The examination contractor then transmits scores to PMI at the end of each testing day. Questions concerning the scoring of the test should be directed to the PMI Certification Program Manager.

Candidates must pass the examination in order to be awarded PMP certification status. Candidates not passing the examination can obtain a re-examination form by visiting PMI's web site. In order to schedule a retake of the examination, this form must be completed and mailed to PMI Certification Program Department, Four Campus Boulevard, Newtown Square, Pennsylvania 19073-3299 USA or faxed to +610-356-4647 if paying by credit card. This form must be used within one year of the examination date.

PMI Test Security and Confidentiality Policy

The PMP Certification Examination, item bank, scoring keys, answer sheets, work sheets, and any other test or test-related materials remain the sole and exclusive property of PMI. These materials are confidential and are not available for review by any person or agency for any reason.

Examination scores are confidential and will not be disclosed unless directed to do so by valid and lawful subpoena or court order. A candidate requesting that an examination score be released to a third party must provide PMI with a written request specifically identifying which examination score may be disclosed and the person or organization to whom the score should be revealed. Any violation of the PMI Test Security and Confidentiality Policy may be subject to disciplinary action(s) by the PMI Certification Program Department.

Professional Development Program Information

After attaining the Project Management Professional certification, all PMPs must satisfy the requirements of the Professional Development Program to maintain their PMP status.

PMP Application and Certification Appeals Procedures

The PMP Certification Program is administered and supervised by the PMI Certification Program Manager.

All challenges regarding actions of and by the PMP Certification Program are governed by the comprehensive and exclusive rules of the PMI Certification Board Center Project Management Professional Code of Conduct Disciplinary Procedure. This appeals process is the only way to resolve any PMP application, eligibility, examination, qualification, professional development, or other certification challenges, complaints and/or claims of irregularities.

A candidate or certificant may submit a written request to the PMI Certification Program Manager for review of an adverse PMP Certification Program action, decision, or determination.

PMI Professional Development Program

The purpose of the Professional Development Program is to:

- ◆ enhance the ongoing professional development of PMPs
- ◆ encourage and recognize individualized learning opportunities
- ◆ offer a standardized and objective mechanism for attaining and recording professional development activities
- ◆ sustain the PMP as a global certification credential

Each Project Management Professional (PMP) must satisfy the PMI Professional Development Program requirements in order to maintain the PMP certification. Project Management Professionals are required to attain no less than 60 Professional Development Units (PDUs) within a three-year cycle and agree to continue to adhere to PMI's Project Management Professional Code of Professional Conduct.

Additional information concerning the Professional Development Program and Professional Development Units can be found on the PMI web site at www.pmi.org. All PMPs receive the Professional Development Program Handbook once certification is attained.

PMP Certificant & Candidate Agreement & Release

By initialing the statement provided at the bottom of Page I of the PMP Certification Examination Application, you represent and agree to these terms, conditions, and releases related to PMI Certification.

- 1) I agree to satisfy and conduct myself in accordance with all PMI certification program policies and requirements, including the PMP Code of Professional Conduct and the Professional Development Program requirements in their current or amended form, and maintain confidentiality of examination questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of the certification examination's questions and answers to any individual.
- 2) I agree that any intentional or unintentional failure to provide true, timely, and complete responses to questions in this application or renewal form, may lead to further investigation, and/or sanctions by the PMI Certification Board Center.
- 3) I agree to notify the PMI Certification Program Department in a timely manner of changes concerning the information I have provided, including my current address and telephone number.
- 4) I have reported to the PMI Certification Program Department, and will report to the PMI Certification Program Department within 60 days, any legal or professional/occupational matters, proceedings, lawsuits, administrative agency actions, settlements and agreements, or organizational actions relating to me, including all complaints relating to my professional activities as a project manager, and matters or proceedings involving, but not limited to, criminal charges, lesser offenses, credentialing, malpractice, disciplinary ethics, or similar matter(s).
- 5) I agree that if my compliance with any of the terms of this agreement requires or includes an explanation and supporting documents, I will provide a complete and accurate explanation and true copies of the materials to the PMI Certification Program Department with this application.
- 6) I agree that the PMI Certification Program Department has the right to communicate with any person, government agency, or organization to review or confirm the information in this application or any other information related to my application for PMI certification. Further, I agree to and authorize the release of any information requested by the PMI Certification Program Department for such review and confirmation.
- 7) I agree that certification as a PMP does not imply licensure, registration, or government authorization to practice project management or to engage in related activities.
- 8) I agree that all materials that I submit to the PMI Certification Program Department become the property of the PMI Certification Program Department, and that the PMI Certification Program Department is not required to return any of these materials to me.
- 9) I agree that upon certification, all professional biographical data concerning me will be considered public information and may be available to the public upon request.
- 10) I agree that information related to my participation in the PMP certification process may be used in an anonymous manner for research purposes only.
- 11) I agree that all disputes relating in any way to my application for the certification examination, or professional development will be resolved solely and exclusively by means of PMI Certification Program Department policies, procedures and rules, including the Certification Appeals Process.
- 12) I release and indemnify PMI and the PMI Certification Program Department from all liability and claims that may arise out of, or be related to my project management and related activities.
- 13) I hereby release, discharge, and indemnify PMI, its directors, officers, members, examiners, employees, attorneys, representatives, agents, and the PMI Certification Program Department from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with this application, the scores given with respect to the examination, or any other action taken by PMI with regard to certification, testing, and professional development, including, but not limited to, all actions related to ethics matters and cases. I understand and agree that any decision concerning my qualification for any certification, as well as any decisions regarding my continuing qualification for any certification and my compliance with the PMP Code of Professional Conduct, rest within the sole and exclusive discretion of PMI and that these decisions are final.



PMP Certification Examination Application

Computer-Based Testing

Please print all information carefully in the boxes using uppercase characters. You must complete all fields in order to be eligible to sit for the PMP Examination. Mail your completed application form, experience verification form(s), and supporting documentation along with a check, money order (payable in US dollars, drawn on a US bank) or credit card information to PMP Certification Examination Application, c/o PMI, Four Campus Boulevard, Newtown Square, PA 19073 USA.

All information and documentation must be in English. Sorry, facsimile copies will not be accepted.

Prefix	First Name	M.I.	PMI ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name (family name, surname)			Suffix
<input type="text"/>			<input type="text"/>

Job Title

Company Name

Business Street Address

Business Street Address Continued

City State/Province (US use 2-letter Abbr.)

Postal Code (see code list page 16) Country Code Business Telephone Number Telephone Extension

Home Street Address

Home Street Address Continued

City State/Province (US use 2-letter Abbr.)

Postal Code (see code list page 16) Country Code Home Telephone Number

Please place your initials in the boxes provided to indicate that you have read and accept the responsibilities outlined in the PMP Certificant & Candidate Agreement & Release Form.



Project Management Experience Verification Form

Prefix First Name M.I. PMI ID#
 Last Name (family name, surname) Suffix
 Employer Name
 Business Address
 Business Address Continued
 City State/Province (US use State Abbr.)
 Postal Code (see code list page 16) Country Code Business Telephone Number Telephone Extension

Please provide specific project information below :

Project Start Date (MM/YY) Project Completion Date (MM/YY)
 Project Title
 Your Role on Project

For this project, please indicate the approximate number of hours spent working in each of the five process areas listed below. (There are no minimum requirements for any of the five areas.)

Initiating Process
 Planning Process
 Executing Process
 Controlling Process
 Closing Process

Please indicate the primary business activity/industry for this project:

- Construction
- Resources
- Manufacturing
- Engineering
- Management
- IT/Software
- Communications
- Finance

I certify that the information I have provided to PMI is correct. I understand that any misrepresentations or incorrect information provided to PMI can result in discipline, including suspension or revocation of my eligibility or certification.

Total Hours for Project:

Signature & Date

PMI Country Codes

AD	ANDORRA	LC	SAINT LUCIA	SA	SAUDI ARABIA
AE	UNITED ARAB EMIRATES	LI	LIECHTENSTEIN	SB	SOLOMON ISLANDS
AF	AFGHANISTAN	LK	SRI LANKA	SC	SEYCHELLES
AG	ANTIGUA AND BARBUDA	LR	LIBERIA	SD	SUDAN
AI	ANGUILLA	LS	LESOTHO	SE	SWEDEN
AL	ALBANIA	LT	LITHUANIA	SF	SCOTLAND
AM	ARMENIA	LU	LUXEMBOURG	SG	SINGAPORE
AN	NETHERLANDS ANTILLES	LV	LATVIA	SH	ST. HELENA, TRISTAN DA CUNHA
AO	ANGOLA	LY	LIBYA	SI	SLOVENIA
AQ	ANTARCTICA	MA	MOROCCO	SJ	SVALBARD AND JAN MAYEN ISLANDS
AR	ARGENTINA	MC	MONACO	SK	SLOVAK REPUBLIC
AS	AMERICAN SAMOA	MD	MOLDOVA	SL	SIERRA LEONE
AT	AUSTRIA	MG	MADAGASCAR	SM	SAN MARINO
AU	AUSTRALIA	MH	MARSHALL ISLANDS	SN	SENEGAL
AW	ARUBA	MK	MACEDONIA	SO	SOMALIA
AZ	AZERBAIJAN	ML	MALI	SR	SURINAME
BA	BOSNIA AND HERZEGOVINA	MM	MYANMAR	ST	SAO TOME AND PRINCIPE
BB	BARBADOS	MN	MONGOLIA	SV	EL SALVADOR
BD	BANGLADESH	MO	MACAU	SY	SYRIA
BE	BELGIUM	MP	NORTHERN MARIANA ISLANDS	SZ	SWAZILAND
BF	BURKINA FASO	MQ	MARTINIQUE	TC	TURKS AND CAICOS ISLANDS
BG	BULGARIA	MR	MAURITANIA	TD	CHAD
BH	BAHRAIN	MS	MONTSERRAT	TF	FRENCH SOUTHERN TERRITORIES
BI	BURUNDI	MT	MALTA	TG	TOGO
BJ	BENIN	MU	MAURITIUS	TH	THAILAND
BM	BERMUDA	MV	MALDIVES	TJ	TAJKISTAN
BN	BRUNEI DARUSSALAM	MW	MALAWI	TK	TOKELAU
BO	BOLIVIA	MX	MEXICO	TM	TURKMENISTAN
BR	BRAZIL	MY	MALAYSIA	TN	TUNISIA
BS	BAHAMAS	MZ	MOZAMBIQUE	TO	TONGA
BT	BHUTAN	NA	NAMIBIA	TP	EAST TIMOR
BU	BURMA	NC	NEW CALEDONIA	TR	TURKEY
BV	BOUVET ISLAND	ND	NORTHERN IRELAND	TT	TRINIDAD AND TOBAGO
BW	BOTSWANA	NE	NIGER	TV	TUVALU
BY	BELARUS	NF	NORFOLK ISLAND	TW	TAIWAN
BZ	BELIZE	NG	NIGERIA	TZ	TANZANIA
CA	CANADA	NI	NICARAGUA	UA	UKRAINE
CC	COCOS (KEELING) ISLANDS	NL	NETHERLANDS	UG	UGANDA
CD	CHANNEL ISLANDS	NO	NORWAY	UM	U.S. MINOR OUTLYING ISLANDS
CF	CENTRAL AFRICAN REPUBLIC	NP	NEPAL	US	UNITED STATES
CG	CONGO	NR	NAURU	UY	URUGUAY
CH	SWITZERLAND	NT	NEUTRAL ZONE	UZ	UZBEKISTAN
CI	COTE D'IVOIRE	NU	NIUE	VA	VATICAN CITY STATE (HOLY SEE)
CK	COOK ISLANDS	NZ	NEW ZEALAND	VC	ST. VINCENT AND THE GRENADINES
CL	CHILE	OM	OMAN	VE	VENEZUELA
CM	CAMEROON	PA	PANAMA	VG	VIRGIN ISLANDS (BRITISH)
CN	CHINA	PE	PERU	VI	VIRGIN ISLANDS (U.S.)
CO	COLOMBIA	PF	FRENCH POLYNESIA	VN	VIETNAM
CR	COSTA RICA	PG	PAPUA NEW GUINEA	VU	VANUATU
CU	CUBA	PH	PHILIPPINES	WA	WALES
CV	CAPE VERDE	PK	PAKISTAN	WF	WALLIS AND FUTUNA ISLANDS
CX	CHRISTMAS ISLAND	PL	POLAND	WI	WEST INDIES
CY	CYPRUS	PM	ST. PIERRE AND MIQUELON	WS	WESTERN SAMOA
CZ	CZECH REPUBLIC	PN	PITCAIRN ISLANDS	YD	YEMEN, DEMOCRATIC
DE	GERMANY	PT	PORTUGAL	YE	YEMEN
DJ	DJIBOUTI	PW	PALAU	YT	MAYOTTE
DK	DENMARK	PY	PARAGUAY	YU	YUGOSLAVIA
DM	DOMINICA	QA	QATAR	ZA	SOUTH AFRICA
DO	DOMINICAN REPUBLIC	RE	REUNION	ZM	ZAMBIA
DZ	ALGERIA	RO	ROMANIA	ZR	ZAIRE
EC	ECUADOR	RU	RUSSIA	ZW	ZIMBABWE
EE	ESTONIA				
EF	EUROPEAN MONETARY COOP FUND				
EG	EGYPT				
EH	WESTERN SAHARA				
EN	ENGLAND				
ER	ERITREA				
ES	SPAIN				
ET	ETHIOPIA				
FI	FINLAND				
FJ	FIJI				
FK	FALKLAND ISLANDS (MALVINAS)				
FM	MICRONESIA, FEDERATED STATES				
FO	FAROE ISLANDS				
FR	FRANCE				
GA	GABON				
GD	GRENADA				
GE	GEORGIA				
GF	FRENCH GUIANA				
GH	GHANA				
GI	GIBRALTAR				
GL	GREENLAND				
GM	GAMBIA				
GN	GUINEA				
GP	GADELOUPE				
GQ	EQUATORIAL GUINEA				
GR	GREECE				
GS	ST GEORGE & S SANDWICH ISLANDS				
GT	GUATEMALA				
GU	GUAM				
GW	GUINEA-BISSAU				
GY	GUYANA				
HK	HONG KONG				
HM	HEARD AND McDONALD ISLANDS				
HN	HONDURAS				
HR	CROATIA				
HT	HAITI				
HU	HUNGARY				
ID	INDONESIA				
IE	IRELAND				
IF	INTERNATIONAL MONETARY FUND				
IL	ISRAEL				
IN	INDIA				
IO	BRITISH INDIAN OCEAN TERRITORY				
IQ	IRAQ				
IR	IRAN				
IS	ICELAND				
IT	ITALY				
JM	JAMAICA				
JO	JORDAN				
JP	JAPAN				
KE	KENYA				
KG	KYRGYZSTAN				
KH	CAMBODIA				
KI	KIRIBATI				
KM	COMOROS				
KN	ST. CHRISTOPHER AND NEVIS				
KP	KOREA				
KR	SOUTH KOREA				
KW	KUWAIT				
KY	CAYMAN ISLANDS				
KZ	KAZAKHSTAN				
LA	LAO PEOPLE'S DEM. REPUBLIC				
LB	LEBANON				

PMI Chapter Codes

MbrGroup	MemberGroup				
C001	Alaska Chapter	C055	Savannah River Chapter	C114	Tallahassee Florida Chapter
C002	Central Indiana Chapter	C056	Heartland (NE) Chapter	C115	Sydney Australia Chapter
C003	Central Ohio Chapter	C057	Arabian Gulf Chapter	C116	P-Pakistan Chapter
C004	Dallas Chapter	C058	Madison/S. Central WI Chapter	C118	P-New Delhi India Chapter
C005	Delaware Valley Chapter	C059	Central Iowa Chapter	C119	Ryerson Polytechnic University Chapter
C006	Eastern Idaho Chapter	C060	KC Mid America Chapter	C121	Taipei Taiwan Chapter
C007	East Tennessee Chapter	C061	Austin Chapter	C124	Hampton Roads Chapter
C008	Fort McMurray Chapter	C062	Tampa Bay Florida Chapter	C125	Wichita Kansas Chapter
C009	Frankfurt Chapter	C063	Fort Worth Chapter	C126	Rome Italy Chapter
C010	Georgia Chapter	C065	Western Michigan Chapter	C127	Kentuckiana Chapter
C011	Great Lakes Chapter	C066	Tri-Cities/Columbia Basin Chapter	C129	P-Nigeria Chapter
C012	Houston Chapter	C067	New Zealand Chapter	C132	Suncoast St Petersburg FL Chapter
C013	Maine Chapter	C068	Venezuela Chapter	C133	Benelux Chapter
C014	Mass Bay Chapter	C069	Central Florida Chapter	C134	P-Singapore Chapter
C015	Metrolina Chapter	C070	Malaysia Chapter	C135	Willamette Valley OR Chapter
C016	Mile-Hi Chapter	C071	Metropolitan St. Louis Chapter	C136	Bangalore India Chapter
C017	Midwest Chapter	C073	Southern Nevada Chapter	C137	Amarillo Texas Chapter
C018	Minnesota Chapter	C074	Manitoba Chapter	C138	Lima Peru Chapter
C019	Montreal Chapter	C075	United Kingdom Chapter	C139	P-Madrid Spain Chapter
C020	New Jersey Chapter	C076	Levis Quebec Chapter	C140	Santiago Chile Chapter
C021	New York City Chapter	C077	Alamo Chapter	C141	P-Zimbabwe Chapter
C022	North Carolina Chapter	C078	Baltimore MD Chapter	C142	P-Mobile Alabama Chapter
C023	Northern Alberta Chapter	C079	Northeast Florida Chapter	C143	Czech Republic Chapter
C024	San Francisco Bay Area Chapter	C080	Buffalo NY Chapter	C144	Lambay Ireland Chapter
C025	Northwest Ohio Chapter	C081	Central Alabama Chapter	C145	P-AFIT Student Chapter
C026	Orange County Chapter	C082	Keystone PA Chapter	C147	Binghamton NY Chapter
C027	Ottawa Valley Chapter	C083	Otowi Bridge NM Chapter	C148	P-Southwest Florida Chapter
C028	Palmetto Chapter	C084	Paris France Chapter	C150	Thunderbird International University Chapter
C029	Phoenix Chapter	C085	Vancouver Island Chapter	C152	Tokyo Japan Chapter
C030	Pittsburgh Chapter	C086	South Carolina Midlands Chapter	C153	Thames Valley District Chapter
C031	Portland Chapter	C087	Mexico Chapter	C155	Western Carolina University Chapter
C032	Puget Sound Chapter	C088	Israel Chapter	C157	Clemson University Chapter
C033	Rio Grande Chapter	C089	Michigan Thumb Chapter	C158	Rochester Student Chapter
C034	Rochester Chapter	C090	Manila Philippines Chapter	C159	North Dakota University Chapter
C035	Sacramento Chapter	C091	Jakarta Indonesia Chapter	C160	George Washington Univ Chapter
C036	San Diego Chapter	C092	Hudson Valley NY Chapter	C163	California State Univ Chapter
C037	South Africa Chapter	C093	Regina/S. Saskatchewan Chapter	C164	Northeast Indiana Chapter
C038	South Florida Chapter	C094	Central Virginia Chapter	C166	Honolulu Hawaii Chapter
C039	Southern Alberta Chapter	C095	Tristate (West VA) Chapter	C167	P-Coastal Bend Chapter
C040	Los Angeles Chapter	C096	Buenos Aires Argentina Chapter	C169	P-Lawrence Tech Univ. Chapter
C041	Southern New England Chapter	C097	Nashville TN Chapter	C170	Hong Kong China Chapter
C042	Southern Ontario Chapter	C098	Columbus Georgia Chapter	C171	P-Istanbul Turkey Chapter
C043	Southwest Ohio Chapter	C099	Melbourne Australia Chapter	C172	Monterrey Mexico Chapter
C044	Syracuse Chapter	C100	Eastern Iowa Chapter	C173	P-Gulfcoast FL Chapter
C045	Upstate New York Chapter	C101	Northern Italy Chapter	C174	Silicon Valley CA Chapter
C046	Washington DC Chapter	C102	Pike's Peak Regional Colorado Chapter	C175	P-Pecos Valley NM Chapter
C047	West Coast B.C. Chapter	C104	P-East India Chapter	C176	Kentucky Bluegrass Chapter
C048	Northeast Ohio Chapter	C105	Northern Utah Chapter	C177	Central Arkansas Chapter
C049	Greater New Orleans Chapter	C106	Baton Rouge LA Chapter	C178	Munich Germany Chapter
C050	NC Piedmont Triad Chapter	C107	Ankara Turkey Chapter	C179	P-Quito Ecuador Chapter
C051	Tennessee Valley Chapter	C109	Champlain Valley VT Chapter	C180	Moscow Russia Chapter
C052	Green Country Regional Chapter	C110	Nova Scotia Canada Chapter	C181	Central Sweden Chapter
C054	SW Louisiana/SE Texas Chapter	C111	Tucson Arizona Chapter	C182	San Juan Puerto Rico Chapter
				C183	Santafe de Bogota Columbia Chapter
				C184	Sao Paulo Brazil Chapter
				C185	P-South Mississippi Chapter
				C186	Western Idaho Chapter
				C187	Southwest Indiana Chapter
				C188	P-Western India Chapter
				C190	Central Illinois Chapter
				C191	Dayton/Miami Valley Ohio Chapter
				C192	Rio de Janeiro Brazil Chapter
				C193	Lakeshore Ontario Chapter
				C194	P-Puebla Mexico Chapter
				C195	P-Guadalajara Mexico Chapter
				C196	Mena Chapter
				C197	Minas Gerais Brazil Chapter
				C198	Scotland Chapter
				C200	P-Red Earth Chapter
				C201	Coastal Empire Chapter
				C202	Memphis TN Chapter
				C203	Southern Caribbean Chapter
				C204	Queensland Australia Chapter
				C205	Doctor Bird Chapter
				C206	P-Kuwait Chapter
				C207	Ocean State Chapter
				C208	Michigan Capital Area Chapter
				C209	Copenhagen Denmark Chapter
				C210	Augsburg Student Chapter
				C211	St. Petersburg Russia Chapter
				C212	P-Monterrey Student Chapter
				C213	P-Wine Country Chapter
				C214	P-Durham Highlands Chapter
				C215	P-Jordan Chapter
				C216	P-Vienna Austria Chapter
				C217	P-Bangkok Thailand Chapter
				C218	P-Long Island NY Chapter
				C219	P-Brasilia DF Brazil Chapter
				C220	P-Romania Chapter
				C221	P-Southern Maryland Chapter
				C222	P-Gadjah Mada University Student Chapter
				C223	P-Los Padres CA Chapter
				C224	P-Centenntial Coll. Student Chapter
				C225	P-New Brunswick Canada Chapter
				C226	P-Norway Chapter
				C227	P-Greece Chapter
				C228	P-Riau Indonesia Chapter
				C229	P-Bahamas Chapter
				C230	P-Mid-Missouri Chapter
				C231	P-Guatemala Chapter
				C232	P-North Saskatchewan Chapter
				C233	P-Venezuela UCAB CED Student Chapter

P = Potential Chapter

Project Management Institute Project Management Professional Code of Professional Conduct

The Project Management Professional Code of Professional Conduct replaces the previous Code of Ethics.

As a PMI Project Management Professional (PMP®), I agree to support and adhere to the responsibilities described in the PMP Code of Professional Conduct.

I. Responsibilities to the Profession

A. Compliance with all Organizational Rules and Policies

1. Responsibility to provide accurate and truthful representations concerning all information directly or indirectly related to all aspects of the PMI Certification Program, including but not limited to the following: examination applications, test item banks, examinations, answer sheets, candidate information, and PMI Professional Development Program reporting forms.
2. Upon a reasonable and clear factual basis, responsibility to report possible violations of the PMP Code of Professional Conduct by individuals in the field of project management.
3. Responsibility to cooperate with PMI concerning ethics violations and the collection of related information.
4. Responsibility to disclose to clients, customers, owners, or contractors, significant circumstances that could be construed as a conflict of interest, or an appearance of impropriety.

B. Candidate/Certificant Professional Practice

1. Responsibility to provide accurate, truthful advertising and representations concerning qualifications, experience, and performance of services.
2. Responsibility to comply with laws, regulations, and ethical standards governing professional practice in the state/province and/or country when providing project management services.

C. Advancement of the Profession

1. Responsibility to recognize and respect intellectual property developed or owned by others, and to otherwise act in an accurate, truthful, and complete manner, including all activities related to professional work and research.
2. Responsibility to support and disseminate the PMP Code of Professional Conduct to other PMI certificants.

II. Responsibilities to Customers and the Public

A. Qualifications, Experience, and Performance of Professional Services

1. Responsibility to provide accurate and truthful representations to the public in advertising, public statements, and in the preparation of estimates concerning costs, services, and expected results.
2. Responsibility to maintain and satisfy the scope and objectives of professional services, unless otherwise directed by the customer.
3. Responsibility to maintain and respect the confidentiality of sensitive information obtained in the course of professional activities or otherwise where a clear obligation exists.

B. Conflict of Interest Situations and Other Prohibited Professional Conduct

1. Responsibility to ensure that a conflict of interest does not compromise legitimate interests of a client or customer, or influence/interfere with professional judgments.
2. Responsibility to refrain from offering or accepting inappropriate payments, gifts, or other forms of compensation for personal gain, unless in conformity with applicable laws or customs of the country where project management services are being provided.

Globally Equivalent University Degrees

<i>Country</i>	<i>High School Equivalent</i>	<i>Baccalaureate Degree Equivalent</i>
Argentina	Bachillerato	Licenciatura
Australia	Higher school certificate	Bachelor
Belgium	Baccalauréat	Licence or Licentiaat
Brazil	Concurso vestibular	Bacharelado/Licenciatura
Canada	CEGEP	Licence
Chile	Licencia de educación media	Licence
China	Shung-Schueh	Licenciatura
Costa Rica	Bachillerato	Licenciatura
Denmark	Studentereksamen	Ijaza or Bachelor
Egypt	Shehada Takmiliya	Licenciatura
France	Baccalaurèat	Licence in Law
Germany	Hochschulreife	Diplom, Magister Artium
India	High School	Bachelor
Indonesia	Ijazah Sekolah Menengah Atas	Sarjana
Ireland	Ardteismeireacht	Bachelor
Israel	Bagruth	Bachelor or Diploma
Italy	Maturita	Laurea
Jamaica	General Certificate of Education	Bachelor, Licentiate
Japan	Kotogakko	Gakushi
Kenya	East African Advanced Certificate of Education	Bachelor
Malaysia	Malaysian Certificate of Education	Bachelor
Mexico	Bachillerato	Bachiller - Licenciatura
Netherlands	Eindexamen	Kandidaat
New Zealand	Diploma	Bachelor
Norway	Gymnaseksamen, Studenteksamen	Candidatus - Candidatus Magisterii
Korea	High School Diploma	Bachelor - Diploma
Saudi Arabia	Tawjihiyah	Bachelor
Singapore	GCE	Bachelor
Spain	Curso de Orientación Universitaria	Bachillerato
Sweden	Examen (High School Level)	Examen
Switzerland	Maturité (French); Maturitätzeugnis (German)	Licence (French); Lizentiat (German)
Turkey	Lise Diplomasi	Lisans, Bachelor
U.A.E.	High School (Ouloum Thanawuiya)	Bachelor
United Kingdom	GCE	Certificate of Education, College Diploma, Bachelor
Venezuela	Bachillerato	Licenciatura



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