

## Menu Options

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- ❖ **Introduction:** You may view a brief narrative introduction targeted to either PMCDP participant or the applicable approving official.

[Text-only menu](#)

### **Project Management Career Development Program for**

**For PMCDP participants:**

- ◆ Click on 'Set PMCDP profile' in the PMCDP menu to enter your project management experience, project history and any additional supporting information.
- ◆ After your profile is updated, click on 'Review/update competencies' in the PMCDP menu to develop or justify core PMCDP competencies.
- ◆ Click on 'Supervisor/Site Review Report' to view the full report needed for CRB certification.
- ◆ Once you have completed competencies requirements at a particular level, use the 'Certification Request Form' to request an interview and managerial approval for your level of certification.
- ◆ **If you need to associate your position to a different PM level, please contact your servicing personnel office.**

**For designated approving officials/managers:**

- ◆ Click on the appropriate link to approve employees' competency or certification requests for approval.

- ❖ **Instructions:** You may view the tutorial for the PMCDP CHRIS/ESS module.
- ❖ **Certification and Equivalency Guidelines:** You may view the most current version of the PMCDP certification guideline.
- ❖ **Set PMCDP Profile:** The first step in the entry of PMCDP information. Before entering individual competencies, all PMCDP participants must first establish his or her profile. You will enter information regarding your required certification level, project management experience, participant category, program/staff office, and site office/location.
- ❖ **Identify Managers:** The second step in the entry of PMCDP information. You must identify your approving officials. These should include your immediate supervisor, the site/office manager and any other persons required by your Program Secretarial Office (PSO) protocol.
- ❖ **Maintain Project History:** The third step in the entry of PMCDP information. You will enter current and past project history relevant to project management. You may enter as many projects as you wish. At a minimum, you must enter at least the last 10 years of your project history. You are encouraged to enter all project management experience, so that the breadth of your experience will be made know to the certifying official and the PMCDP Certification Review Board.
- ❖ **Enter Supporting Information:** The fourth step in the entry of PMCDP information. The use of the notepad is optional. A 4,000-character notepad has been provided for you to enter any additional or clarifying information. This is in addition to provided comment boxes for each competency.

- ❖ **Review/Update Competency:** Once you have entered all your background information and project history, chosen approving officials, and entered any supplemental information, you may begin entering your competency information. Each level of certification has specific knowledge, skill, and ability competencies that must be fulfilled through training, education, and/or experience. Each competency must be addressed and approved. Once you have entered your initial competency information, you may update it at any time. Major changes will require the updated information to be approved by your chosen approval official.
- ❖ **Supervisor/Site Review Report:** All of the data entered under project history and competencies will be placed into this report. This report is the document that will be presented to the PMCDP Certification Review Board for consideration of your certification request.
- ❖ **CE Hour Request Status Report:** This report lists all CE hour requests and the respective status in the approval process. You may view your original request from this report.
- ❖ **Competency Status Report:** This report lists all PMCDP competencies, summarizes all the entered information, and the approval status.
- ❖ **Equivalency Summary Report:** This report lists all the PMCDP competencies and the applicable equivalency justification.
- ❖ **Waiver Summary Report:** This report lists all the PMCDP competencies for which a waiver is requested and all supporting information.
- ❖ **Certification Request Form:** This form must be completed and submitted electronically to the approving official(s) [first line and site/office managers as a minimum], in accordance with your program office protocol, in order to be considered for certification by the Certification Review Board.
- ❖ **Continuing Education Hour Request Form:** Certified federal project directors are required to maintain his or her certification through continuing education (CE). The requirement is for 60 CE hours every 2 years. This electronic form must be completed and submitted to the approving official(s) and OECM in order to be granted CE hours towards the CE requirement.
- ❖ **PSO Notification Review Request Form:** Once the first line and site/office manager approval has been obtained, the Program Secretarial Official (PSO) should be notified that the profile is ready to be presented to the PMCDP Certification Review Board. Most PSOs require notification. If a PSO does not require such notification, the participant is required to select “No program official (PSO) notification/review required” on this form. All profile packages for certification consideration must be presented to the Certification Review Board by the permanent or Ad Hoc program representative to the board.

**Approving Official/Manager Options:**

- ❖ **Review/Approve Employee Competencies:** The approving official is required to respond to all requests for a PMCDP certification competency review. The approving official may approve, disapprove, or put the request on hold, pending further review and/or evaluation.

- ❖ **Review/Approve Certification Level Requests:** The approving official is required to respond to all requests for PMCDP certification. The approving official may approve, disapprove, or put the request on hold, pending further review and/or evaluation.
- ❖ **Review/Approve CE Hour Requests:** The approving official is required to respond to all requests for PMCDP CE hours. The approving official may approve, disapprove, or put the request on hold, pending further review and/or evaluation.

## Step 1, Background Information

Before entering individual competencies, you must first establish your profile and enter your background information.

1. Click on the “PMCDP” menu item at the top of the page.

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2. Select “Set PMCDP profile.”

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3. A screen with the header “Step 1: Enter background information” will be presented. You must select a level of certification, enter years of project management experience, select your priority category, and select your Program Secretarial Office (PSO)/Staff Office, as well as your Site Office/Location.

### Step 1: Enter background information

Instructions (updated 06/28/2007): Select your requested level of certification, enter your total years of project management experience 1) within DOE, 2) in other federal agencies and 3) in the private sector, along with your current PM applicant category status and your PSO and site office information. Click on the **"Save and Continue"** button at the bottom of this form when finished. You will then be directed to identify your managers.

\* -Required fields

Level of certification requested: *	<input type="text" value="Level"/>
Years of project management experience - DOE: *	<input type="text"/>
Years of project management experience - other federal agencies:	<input type="text"/>
Years of project management experience - in private sector:	<input type="text"/>
Applicant Priority category: *	<input type="text"/>
PSO/Staff Office: *	<input type="text"/>
Site Office/Location: *	<input type="text"/>
<input type="button" value="Save and continue"/> <input type="button" value="Clear form"/>	

4. Select the required level of certification, in accordance with your PSO policy and protocol.
- If an FPD is managing a portfolio of projects, the required FPD certification level is determined by the project with the highest TPC dollar value.
- PM Level 1: Responsible for projects with TPC between \$5M and \$20M.
- PM Level 2: Responsible for projects with TPC between \$20M and \$100M.
- PM Level 3: Responsible for projects with TPC between \$100M and \$400M.
- PM Level 4: Responsible for projects with TPC exceeding \$400M.

Click the down arrow to the right of "Level of certification requested" field and choose one.

**Step 1: Enter background information**

Instructions (updated 06/28/2007): Select your requested level of certification, enter your total years of project management experience 1) within DOE, 2) in other federal agencies and 3) in the private sector, along with your current PM applicant category status and your PSO and site office information. Click on the **"Save and Continue"** button at the bottom of this form when finished. You will then be directed to identify your managers.

\*  
-Required fields

Level of certification requested: \*



5. Project management experience from any source will be considered towards your PMCDP experiential requirements. The only required experience entry is for time spent as a project manager/director for DOE. Other federal agencies and private sector experiences are optional. However, if you are claiming this non-DOE experience for completion of a competency, it must be included in the project history. To enter your project experience, do the following:

- ❖ Enter the number of years of DOE project management experience in the “Years of project management experience - DOE” field (required). Only enter the number, not any text.

\*-Required fields

Years of project management experience - DOE:*	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="19"/>
Years of project management experience - other federal agencies:	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="12"/>
Years of project management experience - in private sector:	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="0"/>

- ❖ Enter the number of years of project management experience in other federal agencies in the “Years of project management experience – other federal agencies” field, if applicable (optional). Only enter the number, not any text.

\*-Required fields

Years of project management experience - DOE:*	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="19"/>
Years of project management experience - other federal agencies:	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="12"/>
Years of project management experience - in private sector:	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="0"/>

- ❖ Enter the number of years of project management experience in the private sector in the “Years of project management experience – private sector” field, if applicable (optional). Only enter the number, not any text.

\*-Required fields

Years of project management experience - DOE:*	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="19"/>
Years of project management experience - other federal agencies:	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="12"/>
Years of project management experience - in private sector:	<input style="border: 1px solid black; width: 40px; height: 20px;" type="text" value="0"/>

6. You are required to select a priority category (e. an incumbent project director, a candidate, or other) Click the down arrow to the right of “Applicant Priority category” field to display a list of choices. Select the appropriate choice.

.....

**Project Management Candidate** is defined as someone aspiring to a project management career as a federal project director, or who previously held such a position, but who does not currently have a project for which he or she has been assigned primary responsibility (e.g., deputy project directors, assistant project directors, integrated project team members, and others who may desire or are encouraged to attain federal project director certification).

**Project Management Incumbent** is defined as someone who is currently assigned as the federal project director with primary responsibility for a capital asset.

**Other** is anyone who is taking courses, but has not been formally identified by management as an incumbent or candidate.

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\*-Required fields

Level of certification requested: \*  ▼

Years of project management experience - DOE: \*

Years of project management experience - other federal agencies:

Years of project management experience - in private sector:

Applicant Priority category: \*  ▼

PSO/Staff Office: \*  ▼

Site Office/Location: \*  ▼

7. You are required to identify your Program Secretarial Office (PSO)/Staff Office. Click the down arrow to the right of “PSO/Staff Office” field to display a list of choices. Select the appropriate choice.

\*-Required fields

Level of certification requested: \*  ▼

Years of project management experience - DOE: \*

Years of project management experience - other federal agencies:

Years of project management experience - in private sector:

Applicant Priority category: \*  ▼

PSO/Staff Office: \*  ▼

Site Office/Location: \*  ▼

8. You are required to identify your Site Office/Location. Click the down arrow to the right of "Site Office/Location" field to display a list of choices. Select the appropriate choice.

\*-Required fields

Level of certification requested: \* Level

Years of project management experience - DOE: \*

Years of project management experience - other federal agencies:

Years of project management experience - in private sector:

Applicant Priority category: \*

PSO/Staff Office: \*

Site Office/Location: \*

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9. Select "Save and continue."

### Step 1: Enter background information

Instructions (updated 06/28/2007): Select your requested level of certification, enter your total years of project management experience 1) within DOE, 2) in other federal agencies and 3) in the private sector, along with your current PM applicant category status and your PSO and site office information. Click on the **"Save and Continue"** button at the bottom of this form when finished. You will then be directed to identify your managers.

\*-Required fields

Level of certification requested: \* Level

Years of project management experience - DOE: \*

Years of project management experience - other federal agencies:

Years of project management experience - in private sector:

Applicant Priority category: \*

PSO/Staff Office: \*

Site Office/Location: \*

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10. You will automatically advance to Step 2.
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## Step 2, Identify Managers

Approving Officials must be identified to approve all competency and certification requests. This may be done by selecting "Identify your managers" from the PMCDP Menu, or you will automatically be advanced once you complete Step 1.

1. If this is your initial entry of information, you will automatically be advanced from Step 1 to Step 2. If you choose to enter this information separately, click on the "PMCDP" menu item at the top of the page. Select "Identify managers."
2. A screen requiring you to select your first line and overall site/office manager will be presented. There will be no person listed next to "Overall site/office manager" and "First line manger."

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### *PMCDP Profile for*

#### **Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the "**Save and Continue**" button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

Overall site/office manager:\*

First line manager:\*



[Change](#)

[Change](#)

Save and continue

3. **Select overall site/office manager.**

Click “Change” to select the appropriate DOE employee.

***PMCDP Profile for***

**Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the **“Save and Continue”** button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

Overall site/office manager:\*

[Change](#)

First line manager:\*

[Change](#)

4. A screen will be displayed that allows you to search for the name of your applicable site/office manager. Type in the first few letters of the last name and choose correct person from listing (Example: For John Smith, type in: “Smit”) (if you type the whole name, do not put a space between comma and first name). Click “Submit.”

**PMCDP site manager search**

Search by name (last,first):

**NOTE: No space between comma and first name**

Manager name:

If you have not properly identified the manager, an alert message will appear requesting you to go back and choose again.

5. A pop-up box will appear listing names of persons in DOE whose last name matches the letters entered in the search screen. Choose the approving official by clicking on the radio button to the left of the correct name. Click on "Submit" or "Search Again" to continue looking for the correct approving official.

***PMCDP Profile for***

**Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the "Save and Continue" button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

https://misdev.doe.gov - ESS: Select PMCDP manager - Microsoft Internet Explorer pro...

Select a manager by clicking on the radio button next to your manager's name in the search results below, then click the 'Submit' button to save your selection:  
(1 names found).

Name	Routing Symbol	Duty Station
<input type="radio"/>		

Submit

Search Again

Change

Change

6. A Pop-up screen will notify you that your approving official selection has been saved to your profile. Choose "Close this window."

https://misdev.doe.gov - ESS: PMCDP manager selected - Microsoft Internet Explorer p...

**Your manager has been updated. Click on the link below to close this window, which will refresh the main window.**

[Close this window](#)

7. You will be brought back to the “Step 2, Identify your managers” screen. The name you have chosen will appear next to “Overall site/office manager.”

***PMCDP Profile for***

**Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the "**Save and Continue**" button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

Overall site/office manager:\*

Name of Overall site/office manager here

[Change](#)

First line manager:\*

[Change](#)

8. **Select first line manager.**

There will be no person listed next to “First line manager.” Click “Change” to select the appropriate DOE employee.

***PMCDP Profile for***

**Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the "**Save and Continue**" button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

Overall site/office manager:\*

Name of Overall site/office manager here

[Change](#)

First line manager:\*

[Change](#)

9. A screen will be displayed that allows you to search for the name of your applicable first line manager. Type in the first few letters of the last name and choose correct person from listing (Example: For John Smith, type in: "Smit") (if you type the whole name, do not put a space between comma and first name). Click "Submit."

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**PMCDP first line manager search**

Search by name (last,first):  
**NOTE: No space between comma and first name**

Manager name

If you have not properly identified the manager, an alert message will appear requesting you to go back and choose again.

- 
10. A pop-up box will appear listing names of persons in DOE whose last name matches the letters entered in the search screen. Choose the approving official by clicking on the radio button to the left of the correct name. Click on "Submit" or "Search Again" to continue looking for the correct approving official.

**PMCDP Profile for**

**Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the "Save and Continue" button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

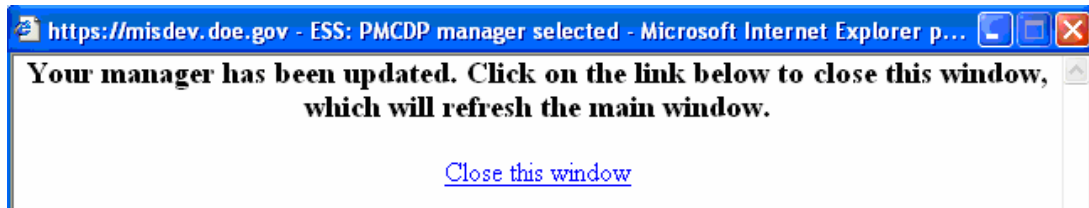
https://misdev.doe.gov - ESS: Select PMCDP manager - Microsoft Internet Explorer pro...

Select a manager by clicking on the radio button next to your manager's name in the search results below, then click the 'Submit' button to save your selection:  
(1 names found).

Name	Routing Symbol	Duty Station
<input type="radio"/>		

[Change](#)  
[Change](#)

11. A Pop-up screen will notify you that your approving official selection has been saved to your profile. Choose “Close this window.”



12. You will be brought back to the “Step 2, Identify your managers” screen. Both names that you have chosen will appear.

***PMCDP Profile for***

**Step 2: Identify your managers**

Instructions : Select your site's manager as well as your direct first line manager. Click on the "**Save and Continue**" button at the bottom of this form when finished. You will then be directed to the project history update page.

\*-Required fields

Overall site/office manager:\*

First line manager:\*

Name of Overall site/office manager here

Name of First line manager here

Save and continue

[Change](#)

[Change](#)

If you need to change either of these fields, click on “Change” and repeat steps 4 & 5.

13. Select “Save and continue.”

Overall site/office manager:\*

First line manager:\*

[Change](#)

[Change](#)

Save and continue

14. You will automatically advance to Step 3.

## Step 3, Project History

You must now enter details of your project history information. At a minimum, you must enter information for individual DOE projects you are currently working or have worked on over the past 10 years (or less) and any future projects on which you anticipate that you will work beginning within the upcoming year. This may be done by selecting “Maintain project history” from the PMCDP menu, or you will automatically advance once you complete Step 2.

- Once you have completed the background information, you will automatically be taken to an initial project history page titled: “Step 3: Maintain project history.” If you choose to enter this information separately, click on the “PMCDP” menu item, “Maintain project history.”

### *PMCDP Profile for*

#### Step 3: Maintain project history

**Sorted by date** *(Click on underlined column headings to change sort order)*

The CRB requests that certification candidates please identify the following information for individual projects on which certification candidates are currently working or have worked on over the course of the past 10 years (if certification candidates wish to additionally identify projects worked on prior to 10 years ago, that is at his/her discretion). In addition, please identify future projects on which you anticipate that you will work beginning within a year.

[Add another project](#)

Action	<u>Project Name</u>	Position Title	<u>Total Project Cost (in millions)</u>	Overall Project Start Date	Overall Project End Date	Your Start Date on Project	Your End Date on Project	Project Description
<a href="#">[Delete]</a>   <a href="#">[Update]</a>								<a href="#">[View]</a>
<a href="#">[Delete]</a>   <a href="#">[Update]</a>								<a href="#">[View]</a>

Save and continue

Click on “Add another project.”

2. A screen for data entry on a project will be presented. You will enter each project separately.

You may begin at the present time or with your first project managed. Required information is identified with a **red \***.

**Update a project in your PMCDP profile**

\* - Required fields

**Project name:** \*

(Also include location and current decision/project phase. If project is not a DOE funded project, then please include the name of the organization/company and brief description of project)

**Position title:** \*

**Total project cost:** \*

(in millions, do not use dollar sign)

**Overall project start date:** \*

(mm/dd/yyyy format)

**Overall project end date:**

(mm/dd/yyyy format - leave blank if current project)

**Your start date on the project:** \*

(mm/dd/yyyy format)

**Your end date on the project:**

(mm/dd/yyyy format - leave blank if still on project)

**Specific role:** \*

(4000 character limit) Include specific involvement during project life cycle schedule/decision phases (e.g., served as project manager during CD-0 through CD-1 from 7/95 through 9/97; served as project engineer during project closeout from 1/03 through 9/03; serve as federal project director during CD-4 project closeout from 9/03 to present).

3. Enter the name of the project managed in the "Project name" field (required). Also include location and current decision/project phase. If project is not a DOE funded project, then please include the name of the organization/company and brief description of project. (250 character limit)

**Project name:** \*

(Also include location and current decision/project phase. If project is not a DOE funded project, then please include the name of the organization/company and brief description of project)



4. Enter your position title during management of the project in the “Position title” field (required).

**Add a project to your PMCDP profile**

\* - Required fields

Project name: \*

Position title: \*

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5. Enter the total project cost in the “Total project cost” field (required).

Note: **Enter only the whole number**; for example, a project with a total budgeted cost of \$147,850,000 would be rounded down and entered as 147. Costs are represented in millions of dollars. Do not enter “\$” or “M” or “K.”

**Add a project to your PMCDP profile**

\* - Required fields

Project name: \*

Position title: \*

Total project cost: (in millions; enter numbers only) \*

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6. Overall Project Dates.

Enter the overall project start date in the “Project start date” field (mm/dd/yyyy) and the overall project end date in the “Project end date” field (mm/dd/yyyy). Leave the “Project end date” field blank if this is a current project.

Project name: \*

Position title: \*

Total project cost: (in millions; enter numbers only) \*

Overall project start date: \* (mm/dd/yyyy format)

Overall project end date: (mm/dd/yyyy format - leave blank if current project)

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## 7. Your Participation Dates.

Enter the start date of your participation on the project in the “Your start date on the project” field (mm/dd/yyyy). Enter the end date of your participation on the project in the “Your end date on the project” field (mm/dd/yyyy). Leave this field blank if this is a current project.

<b>Project name:</b> *	<input type="text"/>
<b>Position title:</b> *	<input type="text"/>
<b>Total project cost:</b> (in millions; enter numbers only) *	<input type="text"/>
<b>Overall project start date:</b> * (mm/dd/yyyy format)	<input type="text"/>
<b>Overall project end date:</b> (mm/dd/yyyy format - leave blank if current project)	<input type="text"/>
<b>Your start date on the project:</b> * (mm/dd/yyyy format)	<input type="text"/>
<b>Your end date on the project:</b> (mm/dd/yyyy format - leave blank if still on project)	<input type="text"/>

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8. **Specific role.** This field has a 4,000-character limit.

**Specific role:** \* (4000 character limit)

Include specific involvement during project life cycle schedule/decision phases (e.g., served as project manager during CD-0 through CD-1 from 7/95 through 9/97; served as project engineer during project closeout from 1/03 through 9/03; serve as federal project director during CD-4 project closeout from 9/03 to present).



Enter details for the following categories of information on this project:

- a. Start and end date of your tenure.
- b. Location and current decision/project phase. If the project is not a DOE funded project, then please include the name of the organization/company and brief description of project. For current projects, please indicate the start date (mm/dd/yyyy) - present.
- c. Your specific project role(s) (e.g., project director, project manager, integrated project team member, program director, office director, program manager, Contracting Officer's Representative (COR), scientist, engineer, architect, etc.) and very briefly describe project management activities that you conducted or are conducting in relation to your role in the project.
- d. Describe in detail your specific involvement during project life cycle (e.g., served as project manager from project design through closeout, served as project engineer during project closeout, served as COR/COTR for years three and four during the seven-year project life cycle, served as site supervisor for six months during the third year of the five-year project, as project scientist/engineer/program representative, served in the capacity of the project director during pre-project planning stages for one year, etc.).

(Continued on next page)

- e. The type of project, such as remediation, design/build, GPP, line item capital project, operating funded projects (including Major Items of Equipment), etc.
- f. Critical Decision (CD) phases the project progressed through while you were assigned, whether you were the only project director or shared responsibility with other project directors assigned to the project, if you were one of many assigned to the project, what were the specific areas for which you were responsible during the life cycle of the project, were you preceded or followed by other project director(s) and the dates you served on each CD phase (e.g., served as project manager during CD-0 through CD-1 from 7/95 through 9/97; served as project director during CD-3 construction from 1/03 through 9/03; serve as federal project director during CD-4 project closeout from 9/03 to present; or took the project through CD-0, and then were followed by others for the completion of the project, or took the project from CD-1 (2/02 – 5/03) through CD-2 (5/03-9/03) and CD-3 (9/03- 11/04) only and then others took it to CD-4).

9. Click on the “Save and continue” button after entering all the required information.



10. A screen with the header “PMCDP Profile for [Your Name], Step 3: Maintain project history” will appear stating that your project information has been added. Review the information and choose to update, delete, enter another project, view the project description, enter additional information, review/update competencies, advance to Step 4, or choose another option from the PMCDP Menu.

***PMCDP Profile for***

**Step 3: Maintain project history**

**Sorted by date** *(Click on underlined column headings to change sort order)*

The CREB requests that certification candidates please identify the following information for individual projects on which certification candidates are currently working or have worked on over the course of the past 10 years (if certification candidates wish to additionally identify projects worked on prior to 10 years ago, that is at his/her discretion). In addition, please identify future projects on which you anticipate that you will work beginning within a year.

**Your project has been added.**

[Add another project](#)

Action	<u>Project Name</u>	Position Title	<u>Total Project Cost (in millions)</u>	Overall Project Start Date	Overall Project End Date	Your Start Date on Project	Your End Date on Project	Project Description
<a href="#">[Delete]</a>   <a href="#">[Update]</a>								<a href="#">[View]</a>



If you have finished entering your projects and choose to advance to Step 4, click on “Save and continue” (below all the listed projects at the bottom of the screen).

11. You will automatically advance to Step 4.

## Step 4, Supporting/Additional Information

The use of the notepad is optional. A 4,000-character notepad has been provided for you to enter any additional or clarifying information. This is in addition to comment boxes for each competency. This may be done by selecting "Supporting Information" from the PMCDP menu, or you will automatically advance once you complete Step 3.

1. Once you have completed the background information, you will automatically be taken to a screen with the header "PMCDP Profile for [Your Name], "Step 4 (optional): Enter additional information." If you choose to enter this information separately, click on the "PMCDP" menu item at the top of the page, choose "Supporting Information."

A text box is provided in which you will place the information. You may type directly into the text box or "cut and paste" information from other documents. There is a text limit of 4,000 characters. Please be concise.

### *PMCDP Profile for*

#### **Step 4 (optional): Enter additional information**

Enter any supporting information concerning your PMCDP certification (4000 character limit). The text will be appended to your "Supervisor/Site Review Report".

Click on "Save Changes" to save your data.

Last updated:

The screenshot displays a web form for entering supporting information. At the top, there is a header area. Below it, the text "Last updated:" is followed by a small, empty text box. The main part of the form is a large, empty text area with a vertical scrollbar on the right side. Below this text area are two buttons: "Save Changes" and "Clear Form". The "Save Changes" button is highlighted with a red oval.

Click on "Save Changes" whether or not you have entered information.

2. You will be presented with a screen notifying you that all your profile has been updated. You will be offered the opportunity to begin assessing your competencies or to view the Supervisor/Site Review Report. Choose the applicable “click here” link.

***PMCDP Profile for***

**Your profile has been updated.**

You can go back at any time and add or update your profile information by clicking on the appropriate items in the PMCDP menu.

If you want to start assessing your PMCDP competencies, [click here](#).

If you want to view the report that will be presented to the Certification Review Board (CRB) during your consideration for certification, [click here](#).

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