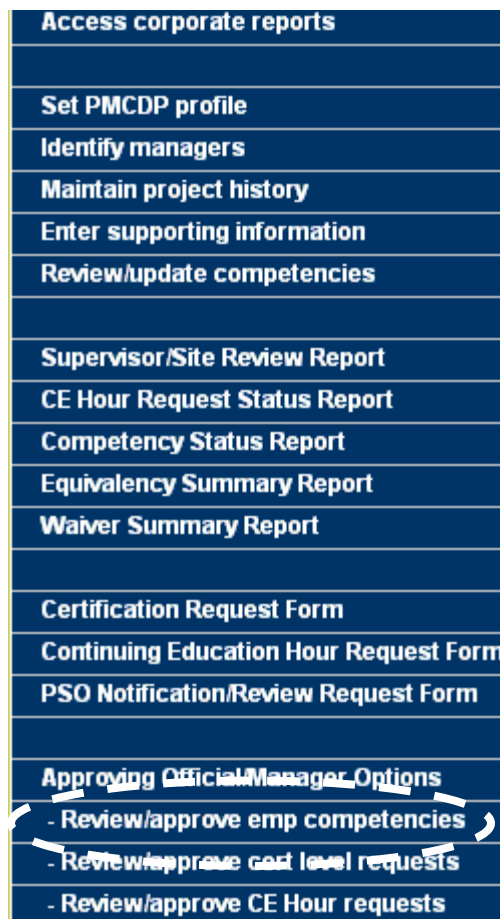


Approving Official

Persons who have been identified by the PMCDP participant as his or her approving official have the responsibility to act upon requests for competency completion, certification, and continuing education completion.

Review and Approval of Competency

1. Once you have received an email stating that a certification request is ready for your review and approval on ESS, login to ESS.
2. Click on the “PMCDP” menu item. Select “Review/approve employee competency.”



ESS Tutorial, Project Management Career Development Program
APPROVING OFFICIAL

3. A screen with a table listing all employees who have chosen you as the approving official will be presented. The table listing is presented alphabetically by the employee's last name. Also listed are the competency number being addressed, the current status, and date of the employee's initial request for approval, the action taken, and the date of final approval of the competency.

PMCDP - Employee Summary

Designated Approving Official:

Your Name Here

Click on any of the links below to view the details for each employee. Click on any of the linked column titles to sort the accordingly. The table is sorted by whichever column title is displayed in **red**.

Name	Competency	Status	Date of Employee's Initial Request	Action	Date of Final Approval
	1.1.1	Approved		Change status	
	1.7.1	Approval Requested		Change status	
	1.9.1	Approval Requested		Change status	

This table can be sorted by clicking on the category title:

- Name
- Competency
- Date of Employee's Initial Request
- Date of Final Approval

The category title will turn red indicating that you have sorted the table by this category.

To take action on a request, click on Action column, "Change status."

4. A summary screen for the employee and the specific competency in question will appear listing the designation and the employee's justification.

PMCDP - Employee Summary

Designated Approving Official:

Your Name Here

NOTE: clicking on the SAVE button will save the status selected. Email will be sent to the employee notifying them of approval status. If this competency is disapproved, entry is required in the 'Comments' field.

Employee being evaluated:

Competency being evaluated:

Designation:

[1.1.1](#) | Competency Level: **PMI**

Equivalency - Education & Experience

Employee's justification:

Select Status: *

Approved

Comments: *

* -Required field

5. Click the down arrow to the right of the “Select a status” field to display a list of choices. Select the appropriate choice.

- Approved
- Pending
- Disapproved

PMCDP - Employee Summary

Designated Approving Official:

NOTE: clicking on the SAVE button will save the status selected. Email will be sent to the employee notifying them of approval status. If this competency is disapproved, entry is required in the 'Comments' field.

Employee being evaluated:

Competency being evaluated: [1.2.1](#) | Competency Level: PMI

Designation: **Equivalency - Education & Experience**

Employee's justification:

Select Status: *

Comments: *

*-Required field

If a competency is disapproved, entry is required in the “Comments” field. OECM encourages the approving official to enter comments for any status selection as a form of documentation regarding his or her decision.

Click on the “Submit” button.

Review and Approval of Certification Request

1. When an employee has completed all the core competencies for the requested certification level, an email will be sent to you notifying you that an employee is applying for certification. Login to ESS, select PMCDP Menu, and “Review/Approve Certification Level Requests.”



2. A PMCDP Certification Request Summary will be presented, listing all employees who have chosen you as the approving official. The table is alphabetical by the employee by last name.

Click on any of the links below to view the details for each employee. Click on any of the linked column titles to sort the table accordingly. The table is sorted by whichever column title is displayed in **red**.

Name	Cert Level Requested	Status	Date of Employee's Initial Request	Action	Date of Final Approval
	PM2	<i>Approval Requested</i>		Change status	
	PM1	<i>Approval Requested</i>		Change status	

This table can be sorted by name, competency, date of employee's initial request, or the date of the final approval by clicking on the title. The title will turn red indicating that you have sorted the table by this category.

To take action, click on Action column, "Change Status."

3. A screen with the header "PMCDP – set certification status" will be presented. Click the down arrow to the right of the "Select Status" drop down box to display a list of choices. Select the appropriate choice.

- Approved
- Pending
- Disapproved

PMCDP - Set certification status

Manager:

NOTE: clicking on the SAVE button will save the status selected. Email will be sent to the employee notifying them of approval status. If this competency is disapproved, entry is required in the 'Comments' field.

Employee being evaluated: PM1
 Certification level requested: PM1
 Employee's competency status report: [Click to view](#)
 Field/site manager's name/comments:

Select Status: Pending ▼

Comments:

*-Required field

Submit Cancel

4. If a competency is disapproved, an entry is required in the “Comments” field.
- It is recommended that comments be made if you choose “pending” to delineate the issue(s) and an anticipated resolution date. You may enter comments no matter what status is chosen.

PMCDP - Set certification status

Manager:

NOTE: clicking on the SAVE button will save the status selected. Email will be sent to the employee notifying them of approval status. If this competency is disapproved, entry is required in the 'Comments' field.

Employee being evaluated: _____

Certification level requested: **PM1**

Employee's competency status report: [Click to view](#)

Field/site manager's name/comments: _____

Select Status: * Pending

Comments: *

*-Required field

Submit Cancel

Click on “Submit.”

5. To add comments to the “General Comments” section at the bottom of the first page of the Supervisory/Site Review Participant Profile, go the PMCDP Menu and select “Enter General Comments.”

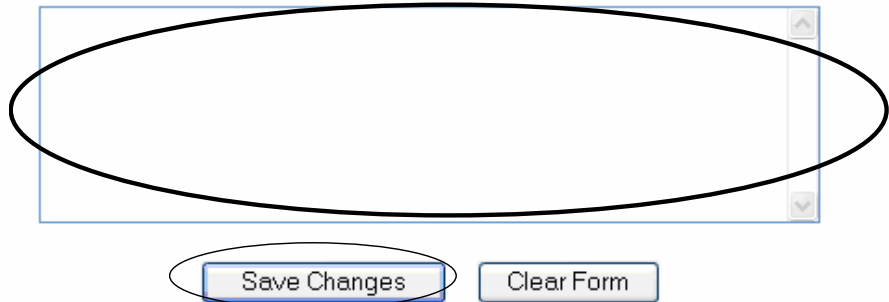
PMCDP
Introduction
Instructions (pdf)
Cert and Equivalency Guidelines (pdf)
Set PMCDP profile
Identify managers
Maintain project history
Enter supporting information
Review/update competencies
Supervisor/Site Review Report
CE Hour Request Status Report
Competency Status Report
Equivalency Summary Report
Waiver Summary Report
Certification Request Form
Continuing Education Hour Request Form
PSO Notification/Review Request Form
Approving Official/Manager Options
Enter General Comments

6. You will be presented with a screen with the header “Enter general comments FOR [Name of PMCDP Participant].” Enter comments in text box (2,000 character limit).
Click on “Save Changes.”

Enter general comments for

INSTRUCTIONS: First Line Manager and/or Site Manager may enter comments that will appear in the "General Comments" section at the bottom of the first page of the Supervisory/Site Review Participant Profile (2000 character limit).

Click on "Save Changes" to save your data.

The image shows a web form interface. At the top, there is a header area. Below it, a large text area for entering comments is highlighted with a black oval. Below the text area, there are two buttons: 'Save Changes' and 'Clear Form'. The 'Save Changes' button is circled in red. The entire form is enclosed in a light blue border.

7. You will be presented with a screen confirming your action. You may return to the profile and review your inputs by clicking on “Click here to view this participant’s profile report.”

Enter general comments for

The text you entered has been saved.

[Click here to view this participant's profile report](#)

-
8. This completes your ESS actions for this profile unless additional and/or clarifying information is requested from the federal project director based upon additional PSO and/or OECM reviews.
-

- Access request via a URL hyperlink embedded into a notification email, or
- From the PMCDP menu, “Review/approve CE hour requests.”

2. **PMCDP MENU:** You may also access this information from the PMCDP Menu, select “Review/approve CE hour requests.”



3. You will be presented with the PMCDP CE Hour Pending Request Summary. To act upon a CE hour request, choose the participant and click on Action column, "Change Status."

**PMCDP Administration
 CE Hour Request Summary**

Manager:

Click on any of the radio buttons to display the requests of a particular status in the CE Hour request queue.

STATUS: Pending ☒ On Hold ☐ Approved ☐ Disapproved ☐ Cancelled ☐ ALL ☐

4 pending requests in the system.

Action	Name	Title	CE Hours requested	Date Requested	Manager Status	OECM Status	CE Hours approved	OECM Status Date	Reminder Email
Change status					Pending	Awaiting Line Manager Approval	0		Send
Change status					Pending	Awaiting Line Manager Approval	0		Send
Change status					Pending	Awaiting Line Manager Approval	0		Send
Change status					Pending	Awaiting Line Manager Approval	0		Send

4. You will be presented with a CE Hour Request Summary. This summarizes the request and allows you to assign CE hours and approve, disapprove, or put on hold this request.

PMCDP CE Hour Request Summary

NOTE: Clicking on the SAVE button will save the status selected. Email will be sent to the employee notifying them of approval status and number of CE Hours approved.

Requestor:

Category:

Title:

Dates earned from/to:

CE Hours requested:

Activity description:

Line manager/approval date:

Select Status: *

Number of CE Hours approved: *

Comments: *

* -Required field

- Select a status -

- Select a status -

Approved

Cancel Request

Disapproved

Placed On Hold

Submit

Cancel

5. To update the status of this request, click the down arrow to the right of the “Select Status” drop down box to display a list of choices. Select the appropriate choice (required).

- Approved
- Cancel Request
- Disapproved
- Placed on Hold

A screenshot of a web form. The 'Select Status:' label is followed by a red asterisk. Below it is the 'Number of CE Hours approved:' label, also followed by a red asterisk. Further down is the 'Comments:' label with a red asterisk. At the bottom left is a legend: a red asterisk followed by '-Required field'. To the right of the 'Select Status:' label is a dropdown menu. The dropdown menu is open, showing a list of options: '- Select a status -', 'Approved', 'Cancel Request', 'Disapproved', and 'Placed On Hold'. The dropdown menu is circled in black. Below the form fields are two buttons: 'Submit' and 'Cancel'.

6. If approved, enter the number of CE hours in the text box next to “Number of CE Hours approved” (required).

A screenshot of a web form. The 'Select Status:' label is followed by a red asterisk. Below it is the 'Number of CE Hours approved:' label, also followed by a red asterisk. Further down is the 'Comments:' label with a red asterisk. At the bottom left is a legend: a red asterisk followed by '-Required field'. To the right of the 'Select Status:' label is a dropdown menu with the text '- Select a status -' and a down arrow. Below the dropdown menu is a text box. The text box is circled in black. Below the text box is a large text area with up and down arrows on the right side.

7. Enter applicable text into the text box next to “Comments” (required).

Number of CE Hours approved: *

Comments: *

*-Required field

-
8. Submit CE hour decision. Click on “Submit.”

Select Status: *

Number of CE Hours approved: *

Comments: *

*-Required field

Submit

Cancel

9. Once you have approved, disapproved, or put on hold the CE hour request, an electronic message will be sent to the certified federal project director and OECM notifying him or her of this action.

From: Administration, PMCDP
Sent:
To:
Cc:
Subject: PMCDP CE Hour Request Approved
Importance: High

To

Your request for CE hours has been approved by your first line and/or site manager. The Office of Engineering and Construction Management (OECM) has been notified of your request for CE hours. Final approval by OECM is required for CE hours to be accepted for biennial continuing education requirements.

Original request date:

Category:

Title:

Dates earned from/to:

CE hours requested:

Activity description:

Approved by line manager on

-
10. OECM will take the final action on approval of the CE hour request and notify the approving official and certified federal project director if his or her determination is different from the request.
-

PSO Certification/Review Approval

1. When an electronic message is received notifying you that one of your PMCDP participants is requesting PMCDP certification through ESS, you must review the request and approve, disapprove, or put the request on hold. This process does not require you to log on to ESS.

Click on the electronic hyperlink located at the bottom of the notification email or contact the PMCDP administrator as directed.

The screenshot shows an email interface with the following fields:

- From:** [Redacted]
- To:** [Redacted]
- Cc:** [Redacted]
- Subject:** PMCDP request for PSO certification review approval
- Sent:** [Redacted]

To:

Your PMCDP participant, [Redacted], is requesting PMCDP certification through Employee Self Service (ESS):

Certification level requested:

To review this request, click on the following link to approve or disapprove the request.

If you have additional questions regarding this request, please contact the PMCDP administrator at PMCDP.Administration@hq.doe.gov

http://misdev2.hr.doe.gov/ess/secure/PMCDP_PSO_approval_form.cfm?

2. You will be presented with the “PMCDP PSO Notification/Review Approval Form.”

PMCDP PSO Notification/Review Approval Form

Please review the information presented in the request below and either approve, disapprove or keep the request on hold by clicking on the appropriate button at the bottom of this page. Final approval of the request is at the discretion of OECM.

Your ESS password is required. A 'Comment/Reason' is required when disapproving the request.

Approver: .

Requestee's name:

Request date:

Certification level requested:

ESS Password

Comment/Reason

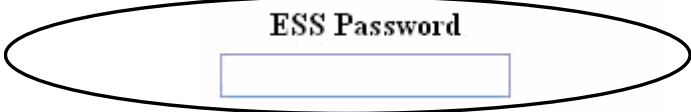
[Click here to view this participant's profile report](#)

I approve

I do not approve

Put on hold

3. Your ESS password is required for you to take action on this request. Type in password in text box labeled: "ESS Password."



The image shows a text input field with the label "ESS Password" centered above it. The entire label and text box are enclosed within a hand-drawn black oval.

4. If you wish to review the participant's profile, click on the jump site "Click here to view this participant's profile report."



The image shows a blue hyperlink "Click here to view this participant's profile report" which is circled with a hand-drawn black oval. Below the link are three buttons: "I approve", "I do not approve", and "Put on hold".

5. Once you have completed your review, you must approve, disapprove, or put this request on hold. Choose one option.



The image shows a blue hyperlink "Click here to view this participant's profile report" which is circled with a hand-drawn black oval. Below the link are three buttons: "I approve", "I do not approve", and "Put on hold".

6. A comment/reason is required for not approving the request for certification. Enter applicable comments in text box labeled "Comment/Reason."



The image shows a text input field with the label "Comment/Reason" centered above it. The entire label and text box are enclosed within a hand-drawn black oval.

7. Once you have approved the certification request, you will be presented with a screen confirming your action. An electronic message will be automatically sent to OECM notifying him or her of this approval. OECM will begin its review for presentation to the Certification Review Board.

PMCDP PSO Certification Approval Form

**You have approved the PSO certification request.
OECM has been notified of this PSO certification approval.**

Close window
