

## **Initial Entry of Competency Information**

Once you have entered all your background information and project history, chosen your approving officials, and entered any supplemental information, you may begin entering your competency information.

1. You may enter competency information several ways:
    - From the PMCDP Menu: Click on “PMCDP” and choose “Review/Update Competencies.”
    - From the initial Profile Update Notification screen presented when you completed Step 4: After you have finished entering all your initial information, choose “If you wish to start assessing your PMCDP competencies, click here.”
    - After you updated your project history: After you have finished entering all your initial information, choose “If you wish to start assessing your PMCDP competencies, click here.”
-

2. **PMCDP MENU.** Click on “PMCDP” and choose “Review/Update Competencies.”



PMCDP
Introduction
Instructions (pdf)
Cert and Equivalency Guidelines (pdf)
CEG Addendum (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

- 3 A screen with the header “PMCDP COMPETENCY SUMMARY FOR [Your Name]” will appear.

*PMCDP COMPETENCY SUMMARY FOR*

[View your competency status report](#)

	Competency ID (click for description)	Competency Status					Justification or Comments
		Developmental Need			Equivalency/ Requirements Met	Waiver	
		Activity Type	Targeted Completion Date	Actual Completion Date			
<a href="#">Update this item</a>	<a href="#">1.1.1</a>						<a href="#">View comments</a>
<a href="#">Update this item</a>	<a href="#">1.1.2</a>						<a href="#">View comments</a>
<a href="#">Update this item</a>	<a href="#">1.1.3</a>						<a href="#">View comments</a>
<a href="#">Update this item</a>	<a href="#">1.2.1</a>						<a href="#">View comments</a>
<a href="#">Update this item</a>	<a href="#">1.3.1</a>						<a href="#">View comments</a>
<a href="#">Update this item</a>	<a href="#">1.4.1</a>						
<a href="#">Update this item</a>	<a href="#">1.6.1</a>						
<a href="#">Update this item</a>	<a href="#">1.6.2</a>						

The competency summary page is divided into the following areas/columns:

**Update this Item:** Click on this link to enter or update information.

**Competency ID number:** All PMCDP competencies (including training electives), developmental activities, and behavioral skills are listed in numerical order.

The identification number is the same as the identification number in the PMCDP Certification and Equivalency Guide and the Supervisory Review/Participant Profile. You may review the competency statement by clicking on the underlined numerical ID.

**Competency Status:** Lists your choice of whether the competency is a developmental need; if you have equivalent training, education, and/or experience; or if you are requesting a waiver for this competency. See steps 3 through 28 below.

**Justification or Comments:** Lists clarifying or additional information that will assist your approval official and the Certification Review Board in evaluating your competency in this area. See steps 8, 15, and 26 below.

(Continued on next page)

The following options are presented (bold underlined text):

**Update this item:** This will bring you back to the original input screen.

**View Comments:** This will bring up a text box that will allow you to see the comments or justification you have entered.

**View your competency status report:** This will take you to the Competency Status Report screen.

### **Competency Status**

You must enter information for “Competency Status” for each required competency.

Competencies require demonstrated ability at one of three levels. Demonstrated ability is defined as the actual performance of a task or activity in accordance with policy, procedures, guidelines, and/or accepted industry or Departmental practices.

- **Familiarity-Level:** Basic knowledge of, or exposure to, the subject or process adequate to discuss the subject or process with individuals of greater knowledge.
- **Working-Level:** Knowledge required to monitor and assess operations/activities, to apply standards of acceptable performance, and to reference appropriate materials and/or expert advice as required to ensure the safety of project activities.
- **Expert-Level:** Comprehensive, intensive knowledge of the subject or process sufficient to provide advice in the absence of procedural guidance.

4. All competency fields will be blank. Begin by choosing the competency you wish to address. [You may view the competency statement by clicking on the Competency ID number. A text box will appear with the applicable competency statement.] Click on “Update this item.”

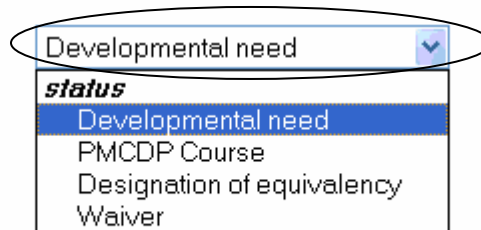
	Competency ID (click for description)	Competency Status					Justification or Comments
		Developmental Need			Equivalency/ Requirements Met	Waiver	
		Activity Type	Targeted Completion Date	Actual Completion Date			
<a href="#">Update this item</a>	<a href="#">1.1.1</a>						<a href="#">View comments</a>
<a href="#">Update this item</a>	<a href="#">1.1.2</a>						<a href="#">View comments</a>

5. A screen with the header “PMCDP for [Your Name]” will appear displaying competency number and a drop down box.

***PMCDP FOR***

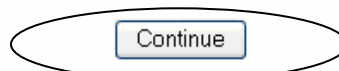
Competency ID = [1.1.1](#)

***Please select a status for this competency record:***



The screenshot shows a web interface for selecting a status. At the top, a dropdown menu is open, displaying 'Developmental need' with a downward arrow. Below the dropdown is a table with a header row labeled 'status' in bold. The table contains four rows: 'Developmental need' (highlighted in blue), 'PMCDP Course', 'Designation of equivalency', and 'Waiver'.

status
Developmental need
PMCDP Course
Designation of equivalency
Waiver



A rectangular button with the text 'Continue' inside, enclosed in an oval.

Select a status by clicking the down arrow in the box. Three choices will be displayed. Select one from the list.

**Options:**

**“Developmental need”** is a competency that is required for certification or job description and the participant does not currently possess all (an acceptable level) of the knowledge and/or skills required for a competency. (See steps 6–12 below to choose a developmental need.)

**“Designation of equivalency”** allows you to identify prior training, and or experience that gives you the required knowledge, skill, and/or ability for this competency. (See steps 13–22 below to designate an equivalency.)

**“PMCDP Course”** allows you to choose one of the PMCDP courses as fulfillment of a competency. (See steps 23–28 below to choose a course.)

**“Waiver”** is a rarely used unilateral option of the CRB to grant certification to any applicant by absolving the requirement(s) of specific competencies or certification levels based upon the certification candidate’s overall education, training, and experience. (See steps 29–34 below to request a waiver.)

Click on “Continue.”

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### **Competency Status: Developmental Need**

Developmental needs should be discussed with your supervisor and managed through your IDP.

6. Once you have chosen “Developmental Need” and clicked “Continue,” a screen will be presented displaying the Header “PMCDP FOR [Your Name]” and the competency number that you are updating, and the “Competency designation selection = Developmental Need.”

*PMCDP FOR*

Updating competency = [1.12.1](#)

Competency designation selection = **Developmental Need**

\*  
-Required fields

Competency Status *			Justification or Comments (2000 character limit)
<i>Developmental need</i>	<i>Target Completion Date (mm/yyyy)</i>	<i>Actual Completion Date (mm/dd/yyyy)</i>	
<div style="border: 1px solid black; padding: 2px;"> -- Select a developmental need -- </div> <div style="border: 1px solid black; padding: 2px;"> -- Select a developmental need --  Certification/License  College Course  Equivalent Training Course  Mentoring  On-the-job Training  Oral Board Review  Other  PMCDP Course  Rotational Assignment  Self Study  Written Examination </div>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	
<input type="button" value="SUBMIT"/>			

**Developmental need** is the description of the activity from the given listing that best describes your intended course of action to meet the competency.

**Targeted Completion Date** is the date (mm/yyyy) that you anticipate completing this competency.

**Actual Completion Date** is the date (mm/dd/yyyy) at which you completed the training and/or experiential activity for this competency.

**Justification or Comments** is the information that validates why you require this activity.

(Continued on next page)

Enter information on the type of developmental need you have chosen. Click the down arrow in “Developmental need” column to view the list of choices. Choose one of the following:

- Certification/License
- On-the-job Training
- Rotational Assignment
- College Course
- Oral Board Review
- Self Study
- Equivalent Training Course
- Other
- Written Examination
- Mentoring
- PMCDP Course

**PMCDP FOR**

Updating competency = [1.12.1](#)

Competency designation selection = **Developmental Need**

\*-Required fields

Competency Status *			Justification or Comments (2000 character limit)
Developmental need	Target Completion Date (mm/yyyy)	Actual Completion Date (mm/dd/yyyy)	
<div><div>Select a developmental need</div><div><div>Select a developmental need</div><div>Certification/License</div><div>College Course</div><div>Equivalent Training Course</div><div>Mentoring</div><div>On-the-job Training</div><div>Oral Board Review</div><div>Other</div><div>PMCDP Course</div><div>Rotational Assignment</div><div>Self Study</div><div>Written Examination</div></div></div>	<input type="text"/>	<input type="text"/>	

7. Enter the “Targeted Completion Date” (mm/yyyy).

You will update this information with the actual completion date once you have completed the developmental need.

**PMCDP FOR**

Updating competency = [1.12.1](#)

Competency designation selection = **Developmental Need**

\*  
-Required fields

Competency Status *			Justification or Comments (2000 character limit)
Developmental need	Target Completion Date (mm/yyyy)	Actual Completion Date (mm/dd/yyyy)	
<div> <div>-- Select a developmental need --</div> <div>-- Select a developmental need --</div> </div>	<input type="text"/>	<input type="text"/>	

8. You may choose to enter justification or comments to assist your approval official. Enter applicable information in column titled “Justification or Comments.”

Competency Status *			Justification or Comments (2000 character limit)
Developmental need	Target Completion Date (mm/yyyy)	Actual Completion Date (mm/dd/yyyy)	
<div> <div>-- Select a developmental need --</div> <div>-- Select a developmental need --</div> </div>	<input type="text"/>	<input type="text"/>	<div></div>

Click on “SUBMIT.”



9. You will be brought to a screen summarizing the information you have entered.

*PMCDP FOR*

**This activity has been added to your IDP. Click on 'Update current IDP' in the IDP menu above to process your IDP.**

Competency ID: 1.1.1  
Developmental need: College Course  
Target date: 07/2007  
Completion date:  
Comments: Taking a course on Java programming.

[\[Update another competency\]](#) | [\[Re-edit this competency\]](#)

**Options:**

**Update another competency:** Click on “Update another competency” to continue adding information to your competencies.

**Re-edit this competency:** This will take you back to the previous screen where you can edit the information.

10. This activity is automatically added to your Individual Development Plan (IDP). Click on “IDP” on the ESS menu; choose “Update current IDP” to process your IDP.

**employee self service** Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook |

Review	Update	CHRIS/ PeopleSoft	Training	IDP	PMCDP	Time/Leave	Help
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*Text-on*

*PMCDP FOR H*

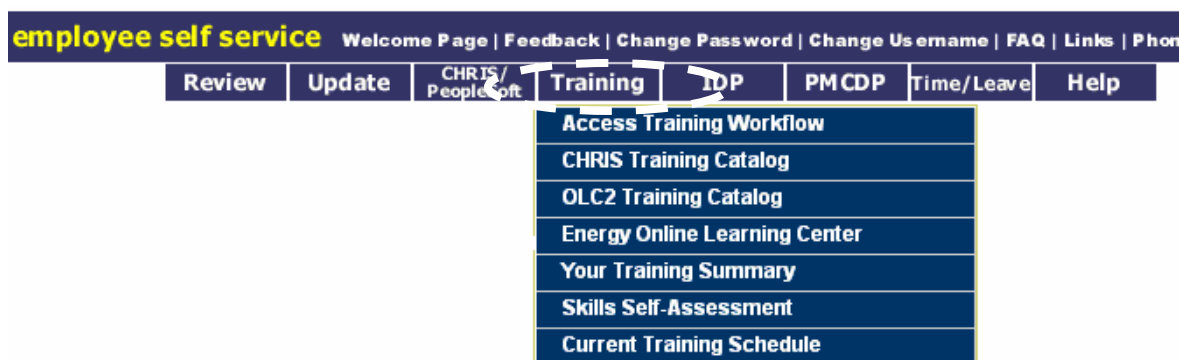
**This activity has been added to your IDP. Click on 'Update current IDP' in the IDP menu above to process your IDP.**

Competency ID  
Developmental need  
Target date  
Completion date:  
Comments:

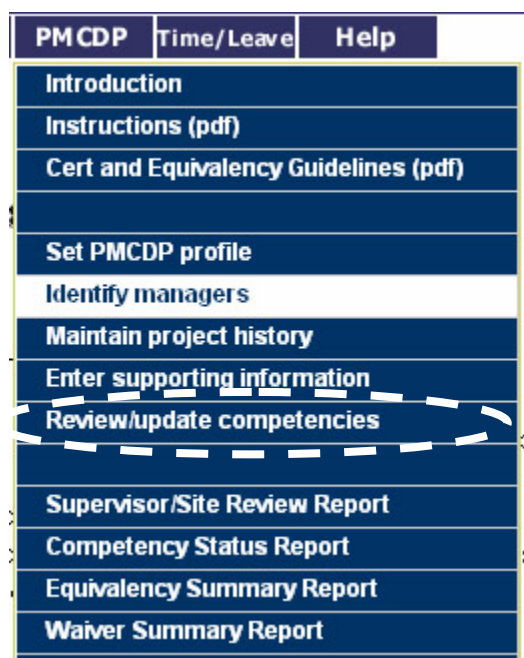
**P menu**

- IDP Start Page
- Instructions
- Create new IDP
- Update current IDP
- View current IDP
- Decline to complete an IDP
- Supervisor Options
  - Instructions
  - Review your employees' IDPs

11. If you also want to register for a PMCDP class, or look up training, you can access the training module by clicking on the “Training” tab on top of the page. ESS goes directly into CHRIS “Workflow” so you can register without leaving the ESS site.



12. To request a developmental need for another competency, click on “PMCDP Menu,” “Review/Update Competencies” and follow steps 1– 9.



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### **Competency Status: Designation of Equivalency**

If you have prior training, education or experience that satisfies the knowledge, skills, and abilities for a competency, you may request an “Equivalency.”

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13. Repeat steps 1 through 4. Choose designation as “Designation of Equivalency.”
- 
14. A screen with the header “PMCDP for [Your Name]” will appear displaying competency number that you are updating, and the “Competency designation selection = Equivalency.”

In the column “Competency Status,” “Equivalency type” click the down arrow in the drop down box to display a list of options. Choose one.

#### ***PMCDP FOR***

Updating competency = [1.1.1](#)

Competency designation selection = **Equivalency**

\*-Required fields

Competency Status *	Justification or Comments (4000 character limit) *	Verification Method *
<b>Equivalency type</b> <div><div>– Select an equivalency –</div><div>– Select an equivalency – Education &amp; Experience Experience Oral Exam Other PE or RA License PMI PMP TQP Certification Training or Education completed Written Exam</div></div>	<div></div> <div>4000 characters left.</div>	<div>– Select a verification method –</div>

SUBMIT

- Education and Experience
  - Experience
  - Oral exam
  - Other
  - Professional Engineer (PE) or Registered Architect (RA) license
  - PMI Project Management Professional (PMP)
  - TQP Certification
  - Training or Education Completed
  - Written Exam
-

15. Information that supports your request for having equivalent knowledge, skills, and abilities for this competency is required to be entered in the “Justification or Comments” field (2,000 character limit).

Provide the details for experiential and training information, the number of your Project Management Institute Project Management Professional certification, Professional Engineer and/or Registered Architect license, and date/state of issuance of each.

***PMCDP FOR***

Updating competency = [1.12.1](#)

Competency designation selection = **E**quivalency

\*  
-Required fields

<b>Competency Status *</b>	<b>Justification or Comments *</b>	<b>Verification Method *</b>
<b><i>Equivalency type</i></b>	<b>(2000 character limit)</b>	
<div> <div>– Select an equivalency –</div> <div>– Select an equivalency –</div> </div>	<div></div>	<div>– Select a verification method –</div> <div></div>

16. Equivalencies must be verifiable. Click the down arrow to the right of “Select a verification method” field to view a list of choices. Select the appropriate method for verification of the knowledge, skills, and abilities associated with the competency. Choose one.

- Written Exam
- Qualifying Official
- Observed
- Course Completion Certificate
- Interview
- Oral Board
- SME (Subject Matter Expert)
- On-the-Job-Training
- Transcript
- Professional Certificate/License
- Position Description
- No Documentation

Click on “SUBMIT.”

PMCDP FOR

Updating competency = [1.0.2](#)  
Competency designation selection = Equivalency

\*-Required fields

Competency Status *	Justification or Comments (2000 character limit) *	Verification Method *
<i>Equivalency type</i>		
PMCDP Training	FM Systems and Practices in DOE. Completed 07/2004	-- Select a verification method -- -- Select a verification method -- Course Completion Certificate Course Evaluation Interview No Documentation Observed On the Job Training Oral Board Position Description Professional Certificate/License Qualifying Official SME Transcript Written Exam

SUBMIT

17. A screen with the header “PMCDP FOR [Your Name]” and the number of the competency will appear detailing your choices. You may accept these inputs and submit this equivalency for approval, edit the information, or update another competency. Choose one option. If you are entering data for multiple competencies, you may choose to send one notification to you approving official. If so, choose “Update another competency.”

*PMCDP FOR*

Competency ID: 1.1.1  
Equivalency type: Education & Experience  
Verified by: Course Completion Certificate  
Comments: vvvvvvvvvv

[\[Update another competency\]](#) | [\[Submit for approval\]](#)  
[\[Re-edit this competency\]](#)

**Options:**

**Submit for approval:** This will generate an electronic message to the approving official you select requesting approval for this competency.

**Re-edit this competency:** This will bring you back to the original input screen for your update.

**Update another competency:** This will bring you back to the “Review/Update Competency” screen where you can select another competency to update.

18. If you choose "Submit for approval," a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. If no name appears as the approving official, you must choose one, or the name is incorrect you must make another selection. Click "Change" to select the appropriate DOE employee.

PMCDP FOR

Competency ID =

Please select an approving official for this competency record. By default, your first line manager from your profile will be selected. Click on the "Change" link to modify the approving official for this competency.

UPDATED 09/29/2008: PMCDP has two options for competency approval. You may submit this single competency request, or you may wait to enter other competencies and send one email notification to your approving official for all competencies within this PM level. If you choose to submit this request, click on "Continue."

If you wish to send one notification for multiple competency approvals, choose "Competency Status Report" from the PMCDP menu.

Approving Official: 

Change

Continue

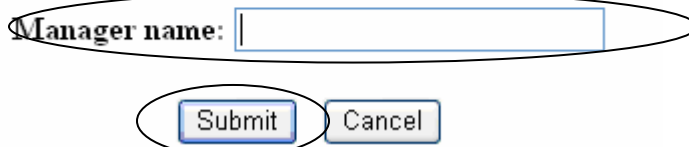
Choice of approving official must be in accordance with your program office policy and procedure.

19. A screen will be displayed that allows you to search for the name of your applicable approving official.

**PMCDP approving official search**

Search by name (last,first):

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



Type in the name: Last,First (no space between comma and first name).

Click "Submit."

20. A screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. The name you have selected will be displayed. Click on "Continue."

**PMCDP FOR**

Competency ID = \_\_\_\_\_

**Please select an approving official for this competency record. By default, your first line manager from your profile will be selected. Click on the "Change" link to modify the approving official for this competency.**

**UPDATED 09/29/2008:** PMCDP has two options for competency approval. You may submit this single competency request, or you may wait to enter other competencies and send one email notification to your approving official for all competencies within this PM level. If you choose to submit this request, click on "Continue."

If you wish to send one notification for multiple competency approvals, choose "Competency Status Report" from the PMCDP menu.

Approving Official: \*

Name of Approving Official here

[Change](#)

Continue



21. A screen with the header “PMCDP FOR [Your Name]” and the number of the competency will appear. The name you have selected and the email address of this person will be displayed.

*PMCDP FOR*

Competency ID = [1.6.2](#)

This function will send an email message to the designated approving official, informing them that this competency is ready for review.

Name of Approving Official here  
Designated approving official: Email address of Approving Official here  
Email address:

[Send for approval](#) [Cancel request](#)

You may send or cancel the competency review request. Click on one.

**Options:**

**Send for approval:** This will automatically send an email message to the approving official informing him or her that this competency is ready for review.

**Cancel request:** You will be returned to the “Review/Update Competency” screen.

22. If you send for approval, a screen titled “PMCDP COMPETENCY SUMMARY FOR [Your Name]” will be presented. It will state “Email has been sent to the designated approving official.” You may review your competency information and update if necessary. Click “View your competency status report.”

*PMCDP COMPETENCY SUMMARY*

Email has been sent to the designated approving official. [View your competency status report](#)

	Competency ID (click for description)	Competency Status					Justification or Comments
		Developmental Need			Equivalency/ Requirements Met	Waiver	
		Activity Type	Targeted Completion Date	Actual Completion Date			
<a href="#">Update this item</a>	<a href="#">1.1.1</a>						<a href="#">View comments</a>

**Competency Status: PMCDP Class**

23. Repeat steps 1 through 4. Choose “PMCDP Course.”
24. A screen displaying your name and the competency number that you are updating, and the “Competency designation selection = PMCDP Course” will be presented. Click the down arrow to the right of “Select a PMCDP Course” field to view a list of choices. Choose one.

***PMCDP FOR***

Updating competency = [1.2.1](#)

Competency designation selection = **Equivalency - PMCDP Course**

\* -Required fields

PMCDP Course Name *	Completion Date *	Justification or Comments (4000 character limit) *	Verification Method *
(C)=Core Course (E)=Elective Course	(mm/dd/yyyy)		
<div> <div>--- Select a PMCDP Course ---</div> <div> <div>--- Select a PMCDP Course ---</div> <div>L1 (C) - Acquisition Strategy &amp; Planning</div> <div>L1 (C) - Contract Admin for Tech Reps.</div> <div>L1 (C) - Earned Value Mgmt Systems</div> <div>L1 (C) - Integ Safety in Proj Mgmt</div> <div>L1 (C) - Planning for PBMC</div> <div>L1 (C) - Proj Mgt Sys &amp; Prac in DOE</div> <div>L1 (C) - Project Management Essentials</div> <div>L2 (C) - Advanced Concepts in Proj Mgt</div> <div>L2 (E) - Cost and Schedule Estimation</div> <div>L2 (E) - Env Laws Regs and NEPA</div> <div>L2 (C) - Fed Budgeting Process in DOE</div> <div>L2 (C) - Proj Mgmt Simulation</div> <div>L2 (C) - Project Leadership/Supervision</div> <div>L2 (C) - Project Risk Analysis &amp; Mgmt</div> <div>L2 (E) - Scope Mgt/Baseline Development</div> <div>L2 (E) - Value Management</div> <div>L3 (E) - Facilitatn Tchnques/Cnflct Res</div> </div> </div>		<div>4000 characters left.</div>	<div>- Select a verification method -</div>
<div>SUBMIT</div>			

25. Enter course completion date (mm/dd/yyyy).

PMCDP Course Name *	Completion Date *	Justification or Comments *	Verification Method *
(C)=Core Course (E)=Elective Course	(mm/dd/yyyy)	(4000 character limit)	
<div>--- Select a PMCDP Course ---</div> <div>--- Select a PMCDP Course ---</div> <div>L1 (C) - Acquisition Strategy &amp; Planning</div> <div>L1 (C) - Contract Admin for Tech Reps.</div> <div>L1 (C) - Earned Value Mgmt Systems</div> <div>L1 (C) - Inteq Safety in Proj Mgmt</div>	<input type="text"/>	<div></div> <div>4000 characters left.</div>	<div>- Select a verification method -</div>

26. Comments or information that supports your request for having equivalent knowledge, skills, and abilities for this competency is required to be entered in the “Justification or Comments” field (2,000 character limit). Provide the details for experiential and training information. If the competency requires completion of more than one PMCDP course, enter the second class information in this text box (name and completion date).

PMCDP Course Name *	Completion Date *	Justification or Comments *	Verification Method *
(C)=Core Course (E)=Elective Course	(mm/dd/yyyy)	(4000 character limit)	
<div>--- Select a PMCDP Course ---</div> <div>--- Select a PMCDP Course ---</div> <div>L1 (C) - Acquisition Strategy &amp; Planning</div> <div>L1 (C) - Contract Admin for Tech Reps.</div> <div>L1 (C) - Earned Value Mgmt Systems</div> <div>L1 (C) - Inteq Safety in Proj Mgmt</div>	<input type="text"/>	<div></div> <div>4000 characters left.</div>	<div>- Select a verification method -</div>

27. Equivalencies must be verifiable. Click the down arrow to the right of “Select a verification method” field. Since only the PMCDP class is accepted for this designation, only “Course Completion Certificate” may be selected.

Click on “SUBMIT.”

PMCDP Course Name *	Completion Date *	Justification or Comments *	Verification Method *
(C)=Core Course (E)=Elective Course	(mm/dd/yyyy)	(4000 character limit)	
<div>--- Select a PMCDP Course ---</div>		<div>4000 characters left.</div>	<div><div>--- Select a verification method ---</div><div><div>--- Select a verification method ---</div><div>Course Completion Certificate</div><div>Interview</div><div>No Documentation</div><div>Observed</div><div>On the Job Training</div><div>Oral Board</div><div>Position Description</div><div>Professional Certificate/License</div><div>Qualifying Official</div><div>SME</div><div>Transcript</div><div>Written Exam</div></div></div>

28. A screen with the header “PMCDP for [YOUR NAME] and the number of the competency will appear. Your chosen approving official will be listed. If you wish to change the approving official, click on “Change” and follow steps 19 through 20 above.

If you wish to continue and send this for approval, click on “Continue” and follow steps 20-22 above.

If you are entering data for multiple competencies, you may choose to send one notification to you approving official. If so, choose “Competency Status Report” from the PMCDP menu and follow steps 35-39 below.

**PMCDP FOR**

Competency ID = \_\_\_\_\_

**Please select an approving official for this competency record. By default, your first line manager from your profile will be selected. Click on the "Change" link to modify the approving official for this competency.**

**UPDATED 09/29/2008:** PMCDP has two options for competency approval. You may submit this single competency request, or you may wait to enter other competencies and send one email notification to your approving official for all competencies within this PM level. If you choose to submit this request, click on "Continue."

If you wish to send one notification for multiple competency approvals, choose "Competency Status Report" from the PMCDP menu.

Approving Official: \*

[Change](#)

Continue

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**Competency Status: Waiver**

A participant may request a waiver for an individual competency or a whole certification level. Waiver of whole certification level requires that all competencies be completed with request for a waiver.

The waiver request will be sent to the supervisor/manager and the site/office manager for approval. It is expected that waiver authority will be used only in rare and unusual circumstances.

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29. Repeat steps 1 through 4. Choose “Waiver.”

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30. A screen displaying your name and the competency number that you are updating, and the “Competency designation selection = Waiver” will be presented.

In the column “Justification or Comments,” enter applicable information. This text box has a 2,000 character limit.

Click on “SUBMIT.”

*PMCDP*

Updating competency = [1.1.3](#)  
Competency designation selection = Waiver

Enter justification in the box below for waiver designation.

\* Required field

**Justification or Comments**  
(2000 character limit)

31. A summary screen titled “PMCDP FOR [Your Name]” and the competency you are addressing will be presented detailing that you are requesting a waiver, and the justification/comments that have been entered. You can accept these inputs and submit this equivalency for approval, edit the information, or update another competency. Choose one option. If you are entering data for multiple competencies, you may choose to send one notification to you approving official. If so, choose “Update another competency.”

PMCDP FOR

Competency ID: 1.9.2

Waiver: Requested

Comments: Requesting a Level 1 waiver. Will be retiring and leaving the agency during the two-year phase in period. Will only serve during that time as a project director for approximately 5- months.

[\[Update another competency\]](#) | [\[Submit for approval\]](#)  
[\[Re-edit this competency\]](#)

**Options:**

**Submit for approval:** This will generate an electronic message to the manager you select requesting approval for this competency waiver.

**Re-edit this competency:** This will bring you back to the original input screen for your update.

**Update another competency:** This will bring you back to the competency summary page where you can select another competency to update.

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**ESS Tutorial, Project Management Career Development Program**  
**Initial Entry of Competency Information**

32. If you choose "Submit for approval," a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. If no name appears next to "Approving Official" or the name is incorrect, click "Change" to select the appropriate DOE employee and follow steps 19-20 above. If the name of the Approving Official is correct, click on "Continue."

*PMCDP FOR*

Competency ID =

**Please select an approving official for this competency record. By default, your first line manager from your profile will be selected. Click on the "Change" link to modify the approving official for this competency.**

**UPDATED 09/29/2008:** PMCDP has two options for competency approval. You may submit this single competency request, or you may wait to enter other competencies and send one email notification to your approving official for all competencies within this PM level. If you choose to submit this request, click on "Continue."

If you wish to send one notification for multiple competency approvals, choose "Competency Status Report" from the PMCDP menu.

Approving Official: \*

[Change](#)

.....  
 Choice of approving official must be in accordance with your program office policy and  
 procedure.  
 .....



33. A screen with the header “PMCDP for [Your Name]” and the number of the competency will appear. The name you have selected and the email address of this person will be displayed. You can accept these inputs and submit this equivalency for approval, or cancel the request.

*PMCDP FOR*

Competency ID = [1.6.2](#)

This function will send an email message to the designated approving official, informing them that this competency is ready for review.

Designated approving official: Email address:	Name of Approving Official here Email address of Approving Official here
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**Options:**

**Send for approval:** This will automatically send an email message to the approving official informing him or her that this competency is ready for review.

**Cancel request:** You will be returned to the “Review/Update Competency” screen.

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34. If you need additional space to document your request for a waiver, you may choose to enter more information under the “Enter Supporting Information” (click on PMCDP Menu, “Enter Supporting Information”) once you have submitted the waiver request.

PMCDP	Time/Leave	Help
Introduction		
Instructions (pdf)		
Cert and Equivalency Guidelines (pdf)		
Access corporate reports		
Set PMCDP profile		
Identify managers		
Maintain project history		
Enter supporting information		
Review/update competencies		

### **Batch Notification**

A participant may request approval of multiple competencies at one time. One electronic message will be sent to the approving official notifying them of the required action.

35. Go to PMCDP Menu, choose “Competency Status Report.” A screen with the header “PMCDP COMPETENCY STATUS REPORT for [Your Name]” will appear. Choose the requisite level and click on the “Request approval for all competencies.”

#### ***PMCDP COMPETENCY STATUS REPORT FOR***

INSTRUCTIONS: This report displays the status of all PMCDP competencies in your profile. If you wish to send a notification request for approval for all competencies at a particular PM level, click on the appropriate link to notify your supervisor/line manager that your competencies are ready for review and approval.

**NOTE: The links will appear when at least one competency in a particular level has been completed.**

Level 1 - [Request approval for all competencies](#)  
 Level 2 - [Request approval for all competencies](#)  
 Level 3 - [Request approval for all competencies](#)  
 Level 4 - [Request approval for all competencies](#)

Competency ID (click for description)	Developmental Need	Equivalency	Verification Method	Approval Status or Date	Approved By	Employee's justification	Approving official's comments
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36. A screen with the header “PMCDP for [Your Name], Batch Notification Process for Level X Competencies” will appear. Check to see that the Level chosen is correct.

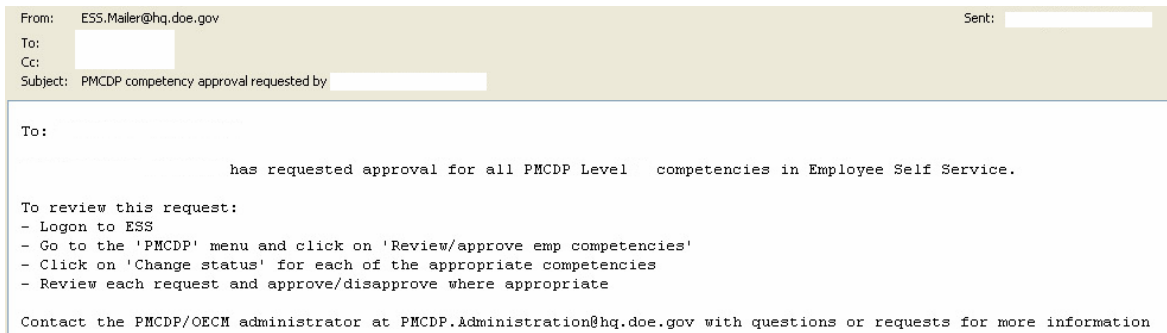
If no name appears as the approving official, you must choose one. Click “Change” to select the appropriate DOE employee (see steps 19-20 above). If the approving official shown is correct, click on “Continue.”

The screenshot shows a web interface with a header "PMCDP FOR" and a sub-header "Batch Notification Process for Level X Competencies". Below this is a block of instructions: "INSTRUCTIONS: Please select an approving official for this notification. By default, your first line manager from your profile will be selected. Click on the 'Change' link to modify the approving official for this notification." Under the instructions, there is a label "Approving Official:" followed by a red asterisk and a text input field. To the right of the input field is a blue underlined link labeled "Change". Below the input field is a button labeled "Continue".

37. A screen with the header “PMCDP for [Your Name]” will appear. Check to see that the Level chosen is correct. Your chosen approving official and his or her email address will be listed. You may cancel this request or send for approval. Choose one.

The screenshot shows a web interface with a header "PMCDP FOR". Below the header is a paragraph: "This function will send an email message to the designated approving official, informing them that your Level X competencies are ready for review." Below this paragraph are two labels: "Designated approving official:" and "Email address:", each followed by a text input field. At the bottom of the form are two buttons: "Send for approval" and "Cancel request". The "Send for approval" button is circled in blue.

38. An email will be sent to the approving official notifying them of the request.



39. A screen with the header “PMCDP COMPETENCY STATUS REPORT for [Your Name]” will appear. A RED notice will appear that you chosen approving official has been notified of your request for competency review and approval.

### ***PMCDP COMPETENCY STATUS REPORT FOR***

INSTRUCTIONS: This report displays the status of all PMCDP competencies in your profile. If you wish to send a notification request for approval for all competencies at a particular PM level, click on the appropriate link to notify your supervisor/line manager that your competencies are ready for review and approval.

**NOTE: The links will appear when at least one competency in a particular level has been completed.**

**Email has been sent to your chosen approving official.**

Level 1 - [Request approval for all competencies](#)  
 Level 2 - [Request approval for all competencies](#)  
 Level 3 - [Request approval for all competencies](#)  
 Level 4 - [Request approval for all competencies](#)