

Your Employee Guide to PMP® Certification

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Get ready to embark on a journey of professional growth!

Our **Project Management Professional (PMP®)** certification is the gold standard in project management, and a golden opportunity for you to enhance your skills and better understand our products and customer experience—at no cost to you!

Recognized by organizations worldwide, it validates your experience to perform in the role of a Project Manager, leading and directing projects and teams. And now, we've made it easier than ever to get started by transitioning our PMP® exam prep course to our partner platform—eliminating the need for up-front payments or reimbursement—and removing the need for manager approval, further streamlining access to all of our courses and e-learnings.

Learn more about the PMP® journey for employees below and check out our new [step-by-step Employee Guide to Certification](#), designed to make the process and path to certification as easy and straightforward as possible!



New Live PMP® Training Requirement

If you prefer live, instructor-led courses, we are updating which qualify for PMP® requirements to help ensure consistent, quality preparation worldwide. Only live, instructor-led courses offered by a PMI Authorized Training Partner (ATP), a China Registered Education Provider (REP), or an eligible accredited academic program (including PMI Global Accreditation Center accredited programs) will be accepted. We will announce a specific effective date for this change in advance. Any training hours completed before that date will be eligible under our current requirements, not the new ones.

Explore the latest resources and training requirements to prepare for the [updated PMP® exam](#) launching on 9 July 2026.

How to Get Started

To take full advantage of the PMP® training and resources, follow these simple steps outlined in our [Employee Guide to Certification](#):

1. **Claim Your PMI Membership:** Your PMI membership is what gives you access to PMI's professional development resources, courses, and many more benefits. To claim a new PMI membership, log into [Dayforce](#), select **Forms** from the right side **Dayforce Links** list, and then select **PMI Membership & Chapters Form** listed under the Professional drop-down menu.

The screenshot shows a web interface titled "Forms". Underneath, there is a section for "My Form Submissions" with a search bar and a "Search" button. Below the search bar, it says "17 Results". A list of categories is shown with expandable arrows: "General Forms (2)", "Benefits (2)", "Guided Process (1)", "Leave (2)", "Personal (7)", "Professional (1)", and "Tax forms (2)". The "Professional (1)" category is expanded, and a single form titled "PMI Membership & Chapters" is visible, highlighted with a red box.

If you've previously completed the Microsoft Form to request membership, no further action is needed—unless you'd like to update your chapter. Once the form is submitted, your membership and renewals will be assigned to you as a product through myPMI.org.

2. **Submit a Training Request:** To request access to the PMP® prep course, employees must [complete a training request form](#) in Dayforce. This step is crucial for you to be included in the audit process—required of all PMI employees—because it triggers an audit that will ensure that you meet the eligibility requirements. This guarantees that you are qualified to sit for the exam, while safeguarding the integrity of our exam process, PMI, and our profession's standards. Review our [job aid](#) for more information.
3. **Approval and Assignment:** Once your request has been approved by Global Talent, you'll receive an email from Dayforce and support@pmi.org. This email will include your approval and a link to access the course.
4. **Accessing Your Course:** Click the link to enable access via the approval notification, your new course will be available under your Course Library tab on my.pmi.org.
5. **Request Access to Exam:** When you feel prepared to take the exam, submit a new [Training Request Form](#) requesting access to the PMP exam. Once submitted, you can begin working on your application on PMI.org for the certification exam for submission.
6. **Complete the Mandatory Audit:** A mandatory application audit is required by our accreditation bodies (ANSI/ISO) to demonstrate adherence to rigorous quality benchmarks and to demonstrate no advantage to employees. You must complete an audit before taking your exam and submit all requested audit materials via your partner platform dashboard within 90 days of the request. For more information, check out our [Audit FAQ](#).
7. **Schedule Your Exam:** Once you've successfully applied and passed your application audit, you will receive instructions from the partner platform about the next steps to schedule.

Certification Application Audit Requirement

All PMI Employees are subject to an application audit when applying for any PMI certification to ensure that we continue to:

- **Verify Eligibility:** Ensure employees meet the eligibility requirements, guaranteeing they are qualified to sit for the exam.
- **Safeguard Integrity:** Protect the exam process's integrity, preventing unqualified individuals from passing and compromising the profession's standards.
- **Maintain Quality:** Adhere to rigorous quality benchmarks and ensure no undue advantage towards employees, as required by our accreditation bodies (ANSI/ISO).

For more information on the certification and audit process, please visit our [PMI Employee Certification page](#).

By obtaining the PMP®, employees can better connect with our customers and be able to apply these skills as they plan and execute projects in their personal and professional life at PMI.

For questions or concerns, email TalentDevelopment@PMI.org.