

Unlock your potential: An employee guide to PMP® Certification



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Get ready to embark on a journey of professional growth! As shared earlier this year, we have simplified the process for employees to obtain PMI certifications through myPMI, so it's easier than ever for employees to access courses like the PMI® Authorized On-Demand PMP® Exam Prep Course and the [Project Management Professional](#) Exam, at no cost. This is a golden opportunity for employees to enhance their skills and better understand our products and our customer experience.

Learn more about the employee PMP® Journey 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!

PMP® Certification: Your Path to Project Excellence

The PMP® professional certification is the gold standard in project management. Recognized by organizations worldwide, the PMP validates your experience to perform in the role of a project manager, leading and directing projects and teams.

With free access to PMI's self-paced certification prep course, you can learn real-world approaches to project management and cutting-edge project management principles and concepts that our members and certification holders apply to their day-to-day lives.



How to Get Started

To take full advantage of the PMP Authse courses, 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. If you haven't already, complete the [Employee PMI Membership form](#) to update your PMI membership.
- 2. Submit a Training Request:** To request access to the PMP® prep course, employees must [complete a training request form](#) in Dayforce.
- 3. Approval and Assignment:** Once your request has been approved, you'll receive an email from Dayforce and the Partner Platform. This email will include your approval and a link to access the course.
- 4. Accessing Your Course:** Once you have clicked the link to enable access via the approval notification, your new course or the certification application will be available under your Course Library tab on my.pmi.org. Happy learning!
- 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. This step is crucial for audit purposes because it ensures that all employees meet the eligibility requirements for the exam they wish to take. Once submitted, you can begin working on your application on PMI.org for the certification exam for submission.
- 6. 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.