

U.S. Department of Energy  
**Employee Self Service**



Key to Your Information Universe

Project Management Career Development  
Program

ESS Tutorial

APRIL 2009



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Introduction.....

- PMCDP Participants .....
- PMCDP Certification.....
- Equivalency for a Competency .....
- Association with PMCDP .....
- Employee Self Service.....

Establishing a Profile .....

- Step 1, Background Information.....
- Step 2, Identify Managers .....
- Step 3, Project History .....
- Step 4, Supporting/Additional Information .....

Maintain Project History .....

Initial Entry of Competency Information.....

- Developmental Need.....
- Equivalency/Requirements Met.....
- Waiver.....

Review/Update Competencies .....

- Developmental Need.....
- Equivalency .....
- Waiver.....

Rotation with Industry .....

Reports .....

- CE Hour Request Status Report.....
- Competency Status Report.....
- Equivalency Summary Report .....
- Waiver Summary Report .....
- Supervisor/Site Review Report.....

Certification Request .....

Program Secretarial Office Certification Review Request .....

Continuing Education Hour Request .....

- Initial CE Hour Request.....
- Change Approving Official.....
- CE Hour Credit Assignment .....
- Cancel CE Hour Request .....
- Training Summary .....

Approving Official.....

- Review and Approval of Competency .....
- Review and Approval of Certification Request .....
- CE Hour Review and Approval .....
- Program Secretarial Office Certification/Review Approval .....