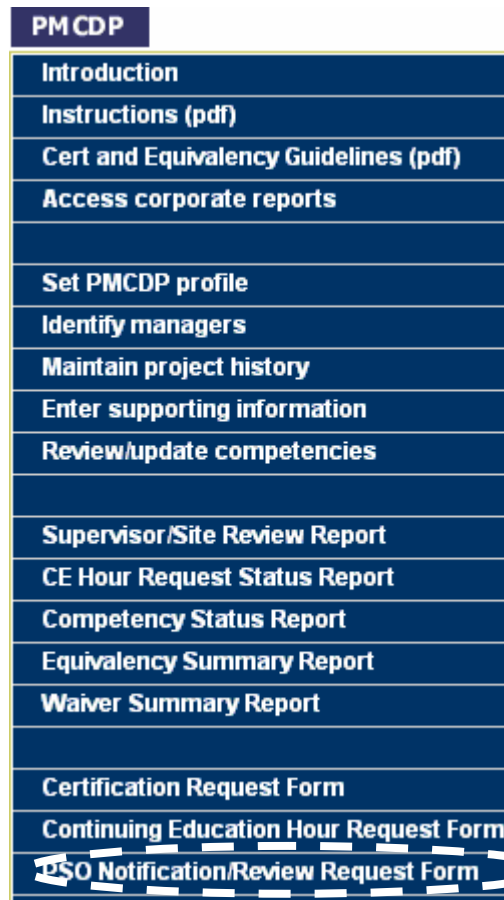


PSO Certification Review Request

Once the site/office manager approval has been obtained, the PSO should be notified that you are ready to be presented to the PMCDP Certification Review Board for certification consideration. Most PSOs require notification. If your PSO does not require such notification, you must still follow the steps below and select “No program official (PSO) notification/review required.”

1. Click on the “PMCDP” menu item. Select “PSO Certification/Review Request Form.”



2. You will be presented with a screen titled “PMCDP PSO CERTIFICATION/REVIEW REQUESTS FOR [Your Name].” Click on “Submit a new request.”

[Text-only menu](#)

PMCDP PSO CERTIFICATION/REVIEW REQUESTS

You have not entered any requests for PSO certification.

[Submit a new request](#)

ESS Tutorial, Project Management Career Development Program PSO CERTIFICATION REVIEW REQUEST

3. A screen with the header “PMCDP PSO CERTIFICATION/REVIEW REQUEST FORM” with your name, title, and organization will be presented.

PMCDP PSO CERTIFICATION/REVIEW REQUEST FORM

INSTRUCTIONS: Once site/office approval has been obtained, your Program Secretarial Official (PSO) should be notified that you are ready to be presented to the PMCDP Certification Review Board for review. Most PSOs require notification. If your Program Official (PSO) does not require such notification, select “No Program Official (PSO) notification/review required” below. OECM will automatically be notified that you are requesting certification review without Program Secretarial Official (PSO) participation.

*-Required field

Name:

Title:

Organization:

Level of certification requested: *

— Select a level — ▾

Program Official #1: *

None selected

[Change](#)

Program Official #2 (optional):

None selected

[Change](#)

Program Official #3 (optional):

None selected

[Change](#)

Program Official #4:

None selected

[Change](#)

☐ No Program Official (PSO) notification/review required

You must either complete the requested program contact information or select “No program official (PSO) notification/review required.”

4. Select the level of certification requested. Click the down arrow to the right of “Level of certification requested.” Choose one.

Name:

Title:

Organization:

Level of certification requested: *

— Select a level — ▾

Program Official #1: *

None selected

[Change](#)

Program Official #2 (optional):

None selected

[Change](#)

Program Official #3 (optional):

None selected

[Change](#)

Program Official #4:

None selected

[Change](#)

PM Level 1: Responsible for projects with TPC between \$5M and \$20M.

PM Level 2: Responsible for projects with TPC between \$20M and \$100M.

PM Level 3: Responsible for projects with TPC between \$100M and \$400M.

PM Level 4: Responsible for projects with TPC exceeding \$400M.

5. Select up to four program officials to review your certification package. You must select at least one individual, the individual who has program office final approval for a PMCDP certification request.

To choose or change the approving official, click on “Change.”

Name:	<input type="text"/>
Title:	<input type="text"/>
Organization:	<input type="text"/>
Level of certification requested:	<input type="button" value="— Select a level —"/>
Program Official #1:	<i>None selected</i>
Program Official #2 (optional):	<i>None selected</i>
Program Official #3 (optional):	<i>None selected</i>
Program Official #4:	<i>None selected</i>

[Change](#)
[Change](#)
[Change](#)
[Change](#)

6. You will be presented with a screen with the header “PMCDP approving official search.”
Type in the name: Last,First (no space between comma and first name).
Click “Submit.”

PMCDP approving official search

Search by name (last,first):

NOTE: No space between comma and first name

Manager name:

ESS Tutorial, Project Management Career Development Program
PSO CERTIFICATION REVIEW REQUEST

7. If your PSO does not require such notification, select “No Program Official (PSO) notification/review required.”

Name:

Title:

Organization:

Level of certification requested: *

— Select a level —

Program Official #1: *

None selected

[Change](#)

Program Official #2 (optional):

None selected

[Change](#)

Program Official #3 (optional):

None selected

[Change](#)

Program Official #4:

None selected

[Change](#)

☐ No Program Official (PSO) notification/review required

8. Repeat Steps 5 & 6 above to select additional approving officials, in accordance with your program office protocol.

Click on “Submit for approval,” “Cancel request, or “Clear changes.”

Name:

Title:

Organization:

Level of certification requested: *

Program Official #1: *

Program Official #2 (optional):

Program Official #3 (optional):

Program Official #4:

Approving Official Names Here

[Change](#)

[Change](#)

[Change](#)

[Change](#)

☐ No Program Official (PSO) notification/review required

Submit for approval

Cancel request

Clear changes

9. You will be presented with a screen titled “PMCDP FOR [you name].” Your name and those of the program officials you have chosen will be listed in the order they were chosen.

PMCDP FOR

Your request for Level certification approval has been sent to all program officials listed on this confirmation page. Once all of the program officials have approved your request, the request is then sent to OECM for final approval.

Name:
Program Official #1:
Program Official #4:

Name here Official #1
Name here Official #4

[Return to PMCDP Start Page](#)

You may return to the PMCDP start page by clicking on “Return to PMCDP Start Page.”

10. Once your PSO has completed its review and approved your certification request, you will receive an electronic message of his or her decision to approve or disapprove your request.

From: Administration, PMCDP	Sent:
To:	
Cc:	
Subject: PMCDP PSO Certification Request	

To:

Your PSO certification request has been approved by all of your selected Program Officials. The Office of Engineering and Construction Management (OECM) has been notified of your request.

Original request date:
Approved by program official 1, on
Approved by program official 4, on

11. OECM will be notified of your completed certification review.

PMCDP PSO CERTIFICATION/REVIEW REQUEST FORM

OECM has been notified of your request for certification review by the PMCDP Certification Review Board.

[Return to the PMCDP start page](#)

12. You may review the status of all certification request actions at the PMCDP Menu, “PSO Certification/Review Request Form.”

PMCDP

- 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
- 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**

13. You will be presented with a table listing your request date, the level requested, and the actions taken to date. You may submit a new request by clicking on “Submit a new request.”

PMCDP PSO CERTIFICATION/REVIEW REQUESTS FOR

Request Date	Level Requested	Program Official Review Required	Level 1 Manager Approval Status	Level 2 Manager Approval Status	Level 3 Manager Approval Status	Level 4 Manager Approval Status
09/22/2005	Level One	Yes	Approved	Not selected by user	Not selected by user	Approved

[Submit a new request](#)

14. Program offices must contact OECM and submit via electronic or DOE mail, a copy of the signed profile cover sheet in order for the package to begin OECM review. OECM will notify the PSO of a date for CRB review and/or interview. You will be contacted by your PSO or OECM for final details.
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