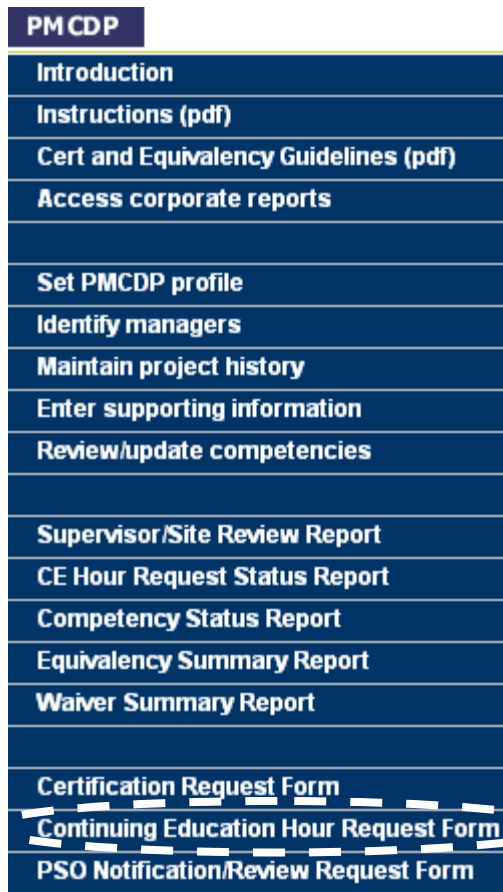


## Continuing Education Hour Request

Refer to O361.1A, Chapter IV for guidance on CE hours. All person certified under PMCDP are required to maintain his or her certification through continuing education. A minimum of 60 CE hours must be obtained every two years, from the most current date of certification.

1. After logging into ESS, to request credit for having obtained a CE hour(s), click on the “PMCDP” menu item. Select “Continuing Education Hour Request Form.”



2. If you have no CE hour requests in the database, you will be presented with a screen that states that the database has no previous CE hour requests on file. Select “Add a new request.”

[Text-only menu](#)

***PMCDP CE HOUR REQUEST STATUS REPORT FOR***

You do not have any CE Hour requests in the database.

[Add a new request](#)

---

3. The PMCDP Continuing Education Hour Request Form will be presented that requires you to choose a CE hour category, the number of CE hours requested, the dates of the activity, a title (if applicable), course number (if applicable), provider, and course description (required). The course description field has a 2,000 character maximum. [Since limitations of the database only allow you to enter 2,000 characters into the Course/Activity Description text box, there is a counter below the text box that will alert you to the number of characters remaining, so you can edit your comments accordingly.]

***PMCDP CONTINUING EDUCATION HOUR REQUEST FORM***

**Instructions: CE hour requests must be approved by your first line manager. This request will be automatically sent to the person you identified as first line manager in your profile. If this person has changed since your initial profile entry, please update this information before submitting a CE hour request.**

[Continuing Education Credit Assignments](#) | [Specific instructions on Incumbent FPD category](#)  
[View your training summary](#)

\*-Required fields

CE Hour category: \*

Number of CE Hours requested: \*

Dates earned (mm/dd/yyyy format): \* From:  To:

Title: \*

Course number:

Provider:

Course/Activity Description: \*  
(2000 character max)

2000 characters left.

First line manager: [\(Not your first line manager?\)](#)

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4. **CE HOUR CATEGORY.** Click the down arrow to the right of the “CE Hour Category” drop down box to display a list of choices. Select one (required). If you are not clear whether or not you qualify as an “incumbent” project director, click on the top of the screen on “Specific Instructions on Incumbent FPD category” for additional information.

[Continuing Education Credit Assignments](#) | [Specific instructions on Incumbent FPD category](#)  
[View your training summary](#)

\* -Required fields

Name: \_\_\_\_\_

CE Hour category: \* — Select a category —

Number of CE Hours requested: \* \_\_\_\_\_

Dates earned (mm/dd/yyyy format): \* \_\_\_\_\_

Title: \* \_\_\_\_\_

Course number: \_\_\_\_\_

Provider: \_\_\_\_\_

Course/Activity Description: \* (2000 character max) \_\_\_\_\_

Academic courses at an accredited college or university

Audited academic courses at an accredited college or university

DOE Training

Educational portion of technical meetings, conferences, workshops and seminars

Focused training/short courses by commercial vendors

Instructing at an accredited college or university

Level 3 or 4 certified FPD serving as a Sponsor/SME for one or more PMCDP Courses

Level 4 certified FPD serving as a mentor to a Level 3 candidate

Participation as a member of a project review team

Preparation for a project review

Presentations at workshops, conferences and seminars

Serving as an incumbent FPD

- Academic course at an accredited college or university
- Audited academic courses at an accredited college or university
- DOE Training
- Educational portion of technical meetings, conferences, workshops, and seminars
- Focused training/short courses by commercial vendors
- Instructing at an accredited college or university
- Level 3 or 4 certified FPD serving as a Sponsor/SME for one or more PMCDP Courses
- Level 3 or 4 certified FPD serving as a mentor to a Level 3 candidate.
- Participation as a member of a review team
- Presentations at workshops, conferences, or seminars
- Serving as an incumbent FPD

3. **CE HOUR CREDIT ASSIGNMENT.** To determine the number of CE hours for an activity, refer to the PMCDP Continuing Education Credit Assignments table. Click on “Continuing Education Credit Assignments” or refer to the table copied below.

[Continuing Education Credit Assignments](#) | [Specific instructions on Incumbent FPD category](#)  
[View your training summary](#)

**Continuing Education Credit Assignments**

		<b>Continuing Education (CE) Opportunity Description*</b>	<b>Unit</b>	<b>=</b>	<b>DOE CE Credit Hours</b>
<b>TRAINING/EDUCATION</b>		Attendance at Academic courses at an accredited college or university	1 semester credit	=	15
			1 quarter credit	=	9
		Audited academic courses at an accredited college or university	1 semester credit	=	5
			1 quarter credit	=	4
		Instructing at an accredited college or university	1 semester credit	=	10
			1 quarter credit	=	9
<b>PROFESSIONAL ACTIVITIES</b>		Attendance at educational portions of technical meetings, conferences, workshops, and seminars; DOE training; and focused training and short courses provided by commercial vendors	1 hour	=	1 (maximum 7/day)
		Presentations at workshops, conferences, and seminars	1 formal presentation	=	5
		Publication of P/PM/acquisition-related articles, technical papers, etc.	Article, Technical Paper or Analysis **	=	10
			Article or Technical Paper***	=	25
		Professional examination, license, or certification	Year obtained	=	40
		Active Association Membership (in relevant subject area or project management association)	Active Membership	=	5/year
	Association Activity Attended		=	1 hour for each 60 minutes	

\* Incumbent Federal Project Directors are those formally appointed to direct Capital Assets in accordance with DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*.

\*\* Article or Technical Paper or Analysis under 5,000 words presented within or outside the DOE.

\*\*\* Article or Technical Paper of scholarly value of 5,000 words or greater that is formally peer reviewed and published within or outside the DOE.

**ESS Tutorial, Project Management Career Development Program**  
**Continuing Education Hour Request**

EXPERIENCE	<b>Continuing Education (CE) Opportunity Description*</b>	<b>Unit</b>	<b>=</b>	<b>DOE CE Credit Hours</b>
	Serves as a Sponsor/Technical Content Advisor/Subject Matter Expert for one or more PMCDP courses (Applies to all certified FPDs)	Serves for at least one year	=	15
	Certified Level 3 or 4 FPD serving as mentor to certification candidate. A formal written mentoring agreement is required for the mentoring development activity and is also required to be documented in both mentor and certification candidate Individual Development Plans (IDP). Additionally, Level 3 and 4 certified FPDs serving as mentors are encouraged to take Departmental mentoring courses.	6 months mentoring a certification candidate	=	30
	Participation as <u>member</u> of a project peer review of another FPD's project (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews etc.)	1 work day (team convened)	=	8
	Participation as project peer review team <u>member</u> in preparation for a review of another FPD's project (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews)	Maximum per review	=	8
	Serving as an incumbent FPD (Maximum 10 CE hour credit for 2-year certification period)	1 year	=	5
	Participation on O413.3A Guide Team Team Member	Maximum per review	=	8
	Team Lead	Maximum per review	=	16
	Carryover allowed per certification period. If FPD is certified to a higher level, this will still apply.	Maximum carryover	=	20
	Develop a Lessons Learned Study for PMCDP course	Must be approved by OECM	=	5
Develop a Case Study for PMCDP course	=		8	

\* Incumbent Federal Project Directors are those formally appointed to direct Capital Assets in accordance with DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*.

5. Enter the number of CE hours in the “Number of CE Requested” field (required).

[Continuing Education Credit Assignments](#) | [Specific instructions on Incumbent FPD category](#)  
[View your training summary](#)

\*-Required fields

CE Hour category: \*

Number of CE Hours requested: \*

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6. Enter the date earned in the “From” field and “To” field (mm/dd/yyyy) (required).

Name:

CE Hour category: \*

Number of CE Hours  
requested: \*

Dates earned  
(mm/dd/yyyy format): \*

From:  To:

---

7. Enter the title/name of the course, conference, activity, etc. in the “Title” field (required).

Name:

CE Hour category: \*

Number of CE Hours  
requested: \*

Dates earned  
(mm/dd/yyyy format): \*

From:  To:

Title: \*

8. Enter the course number in the “Course Number” field, if applicable.

Title: \*

Course number:

9. Enter the name of the provider in the “Provider” field, if applicable.

Name: \_\_\_\_\_

CE Hour category: \*

Number of CE Hours requested: \*

Dates earned (mm/dd/yyyy format): \* From:  To:

Title: \*

Course number:

Provider:

---

10. Enter a description of the course/activity, learning objectives, and outcomes in the “Course/Activity Description” field (required). Provide as much detailed information as possible. Since limitations of the database only allow you to enter 2,000 characters into the Course/Activity Description text box, there is a counter below the text box that will alert you to the number of characters remaining, so you can edit your comments accordingly.

Course/Activity Description: \*

(2000 character max)

2000 characters left.

---



11. Click on “Submit request,” “Clear form,” or “Exit without saving.”

Name: \_\_\_\_\_

CE Hour category: \*

Number of CE Hours requested: \*

Dates earned (mm/dd/yyyy format): \* From:  To:

Title: \*

Course number:

Provider:

Course/Activity Description: \* (2000 character max)

12. If you choose “Submit request,” a screen with the header “PMCDP CE Hour Request Verification” detailing the CE hour request will appear. Review the information. If it is complete and correct, click on “Yes.”

**PMCDP CE Hour Request Verification**

Here is the request you are about to submit

Name:  
CE Hour Category:  
Number of CE Hours Requested:  
Dates earned:  
Title:  
Course number:  
Provider:  
First line manager:  
Course description: took a progr course

**Do you want to submit this request?**

13. A screen with the header “PMCDP CE HOUR REQUEST STATUS REPORT FOR [Your Name] will be presented that confirms your CE request to your approving officials. It details the category, title, number of CE hours requested, Request Date, Line Manager Approval Date, OECM Approval Date, and CE hours approved.

*PMCDP CE HOUR REQUEST STATUS REPORT FOR*

Your request has been sent to your manager(s) for approval.

[Add a new request](#)

	Category	Title	CE Hours Requested	Request Date	Line Manager Approval Date	OECM Approval Date	CE Hours Approved
<a href="#">View</a>							0

To make another CE request, click on “Add a new request,” and repeat steps 4–12 of this section.

To view a previous request, click on “View” for details.

14. If you choose “View,” you will be presented with a screen detailing all the information you have provided for the CE hour activity, including approval dates and comments, as well as the option to reroute the request to another line manager.

#### View a PMCDP CE Hour request

<b>Request date:</b>	
<b>Requestor:</b>	
<b>Category:</b>	
<b>Title:</b>	
<b>Dates earned from/to:</b>	
<b>CE Hours requested:</b>	
<b>Activity description:</b>	
<b>Line manager/ approval date:</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Name of manager here</div> <span style="margin-left: 20px;"><a href="#">(Change Manager)</a></span>
<b>OECM approval date:</b>	
<b>OECM approval status:</b>	
<b>Number of CE Hours approved:</b>	
<b>OECM Comments:</b>	

If you choose another line manager, this will change your choice of line manager for your overall PMCDP profile. Click “(Change Manager).”

15. Change Manager. You will be presented with a screen that allows you to request another approving official/first line manager for your CE hour request(s). Click on “Change.”

If you want to change approving officials for more than one request, you must update each CE hour request individually.

### Change your managers for this CE Hour request

NOTE: This form will change your managers for this CE request as well as the managers in your overall PMCDP profile. If you have other CE Hour request with the incorrect manager, you must update each CE request individually.

\*-Required fields

CE Request ID

Request Date

Request Title

First line manager:\*

[Change](#)

Save/Send Request

Cancel/Go Back to CE Hour Summary

- 
16. You will be taken to the first line manager search screen. Enter the name Last,First with no space between the comma and the first name (Example: Smith,Jane). Click “Submit.”

### PMCDP first line manager search

Search by name (last,first):

NOTE: No space between comma and first name

Manager name:

Submit

Cancel

17. Once your CE hour request has been acted upon by your line manager and your site/office manager, you will receive electronic messages notifying you of the result.

From: Administration, PMCDP  
 Sent:  
 To:  
 Cc:  
 Subject: PMCDP CE Hour Request Approved  
 Importance: High

To

Your request for CE hours has been approved by your first line and/or site manager. The Office of Engineering and Construction Management (OECM) have been notified of your request for CE hours. Final approval by OECM is required for CE hours to be accepted for biennial continuing education requirements.

Original request date:  
 Category:  
 Title:  
 Dates earned from/to:  
 CE hours requested:  
 Activity description:

Approved by line manager            on  
 Approved by site manager            on

To: OECM/PMCDP Administrator

To approve/disapprove this request:

- Login to your ESS account at

Go to the PMCDP menu and click on "Approve/Review CE Hour Requests" under the "Approving Official Options."

18. OECM will review your request and either approve, disapprove, or place it on hold.

If your request is approved by OECM, you will receive an electronic message giving you the results of his or her determination.

From: PMCDP.Administrator@hq.doe.gov  
 Sent:  
 To:  
 Cc: PMCDP.Administrator@hq.doe.gov  
 Subject: PMCDP CE hour request approved  
 Importance: High

OECM has approved your CE hour request in Employee Self Service.

Request date:  
 Category:  
 Title:  
 Dates earned from/to:  
 CE hours requested: CE hours approved: Activity description: Comments from OECM administrator:

19. If your request is denied by OECM, you will receive an electronic message giving you further instructions.

From: PMCDP.Administrator@hq.doe.gov  
Sent:  
To:  
Cc: PMCDP.Administrator@hq.doe.gov  
Subject: PMCDP CE hour request disapproved  
Importance: High

To:

OECM has not approved CE hour request in Employee Self Service. Please contact OECM to arrange for discussion on the issues.

Request date:  
Category:  
Title:  
Dates earned from/to:  
CE hours requested:  
CE hours approved:  
Activity description:

Comments from OECM administrator:

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20. If your request has been placed on hold, you will receive an electronic message giving you further instructions.

From: PMCDP.Administrator@hq.doe.gov  
Sent:  
To:  
Cc: PMCDP.Administrator@hq.doe.gov  
Subject: PMCDP CE hour request placed on hold  
Importance: High

To:

OECM has placed your CE hour request on hold and will be in contact with you shortly.

Request date:  
Category:  
Title:  
Dates earned from/to:  
CE hours requested:  
CE hours approved:  
Activity description:

Comments from OECM administrator:

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**ESS Tutorial, Project Management Career Development Program**  
***Continuing Education Hour Request***

21. **CANCEL CE HOUR REQUEST.** If you wish to cancel a CE hour request, click on . You will be presented with a screen titled “View a PMCDP CE Hour Request.” The data entered for the request will be displayed. You may cancel the request by clicking on “Cancel This Request” or return to the CE Hour Request Summary Form by clicking on “Do Nothing - Return CE Request Summary.”

**View a PMCDP CE Hour request**

Request date:	
Requestor:	
Category:	
Title:	
Dates earned from/to:	
CE Hours requested:	
Activity description:	
Line manager's name / status:	
Line manager comments:	
OECM status:	
OECM comments:	
Number of CE Hours approved:	

22. **VIEW TRAINING SUMMARY.** To view your ESS training summary from the CE Hour Request Form , click on “View Your Training Summary.”

***PMCDP CONTINUING EDUCATION HOUR REQUEST FORM***

**Instructions: CE hour requests must be approved by your first line manager. This request will be automatically sent to the person you identified as first line manager in your profile. If this person has changed since your initial profile entry, please update this information before submitting a CE hour request.**

[Continuing Education Credit Assignments | Specific instructions on Incumbent FPD category](#)

[View your training summary](#)

*Training Summary for*

Click a column heading link to sort by that element. To view your complete training summary, close this window, go to the ESS "Training" menu and click on "Your Training Summary".

[Close This Window](#)

<a href="#"><u>Title</u></a>	Duty Hours	Start Date	End Date	Status

23. A screen titled "Training Summary for [Your Name]" listing your current training will be displayed. You print this out for use with CE hour requests, or cut and paste training titles, hours, etc. into a CE hour request.