

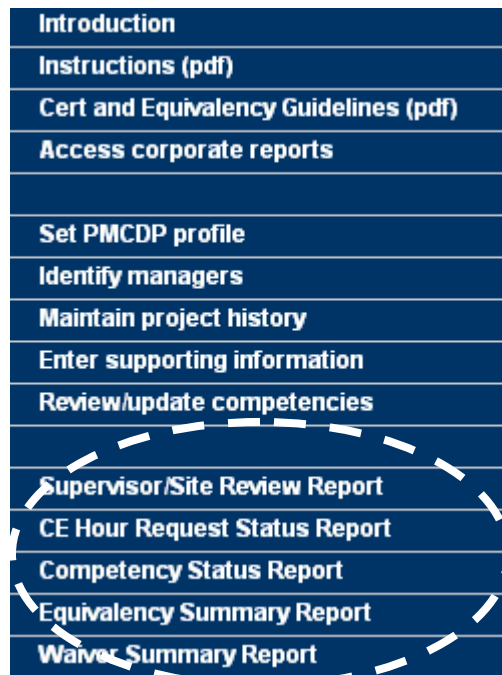
Reports

You may print out reports to review and evaluate your certification progress. There are five participant reports associated with the PMCDP. These reports are:

- ❖ **CE Hour Request Status Report** displays the status of approval of all Continuing Education hour requests.
- ❖ **Competency Status Report** displays the status of all competencies. It details the status of a competency in the approval process.
- ❖ **Equivalency Summary Report** displays a list of all competencies for which an equivalency was requested and the approval status.
- ❖ **Supervisor/Site Review Report** is designed to be used by program/site offices and the PMCDP Certification Review Board to document completion of competency requirements for certifying federal project directors in DOE.
- ❖ **Waiver Summary Report** displays a list of all competencies for which a waiver was requested and the approval status.

To view a report, after logging into ESS do the following:

1. Click on the “PMCDP” menu item at the top of the page. Select “CE Hour Request Status Report” or “Supervisor/Site Review Report” or “Competency Status Report” or “Equivalency Summary Report” or “Waiver Summary Report.”



CE Hour Request Status Report lists all requests for Continuing Education hours and his or her status in the approval process.

2. You may view the CE hour request, or add a new request.

PMCDP CE HOUR REQUEST STATUS REPORT FOR

[Add a new request](#)

	Category	Title	CE Hours Requested	Request Date	Line Manager Approval Date	OECM Approval Date	CE Hours Approved
View							
View							

Competency Status Report lists all competencies sent for approval.

3. You can update a competency or view justification or approving official comments.

[Text-only menu](#)


PMCDP COMPETENCY STATUS REPORT FOR

Competency ID (click for description)	Developmental Need	Equivalency	Verification Method	Approval Status or Date	Approved By	Employee's justification	Approving official's comments
1.1.1		Education & Experience	Observed			View	View
1.1.2		Education & Experience	Observed			View	View
1.1.3		Experience	Observed			View	View
1.2.1		PMI PMP	Professional Certificate/License			View	View
1.3.1		Education & Experience	Observed			View	View
1.4.1		Education & Experience	Observed			View	View
1.6.1		DMT DMAP	Professional			View	View

Equivalency Summary Report lists all competencies for which an equivalency has been entered.

4. You can view a description of the competency, but not update it from this screen. To update an equivalency, see “Review/Update Competency” section in this tutorial.

PMCDP FOR
EQUIVALENCY SUMMARY REPORT

Competency ID	Equivalency	Justification for equivalency
1.1.2	Education & Experience	20 yrs exp in field
2.1.2	Experience	
4.12.2	Education & Experience	test 

Waiver Summary Report lists all competencies and the justification for each competency.

5. You can view a description of the competency, but not update it from this screen. To update an equivalency, see “Review/Update Competency” section in this tutorial.

PMCDP FOR
WAIVER SUMMARY REPORT

Competency ID	Justification for waiver
1.1.2	I waive review for this competency.
1.10.1	
1.10.2	
1.12.1	
1.12.2	
1.2.1	test test test
1.3.1	test
1.4.1	

Supervisor/Site Review Report is designed to be used by program/site offices and the PMCDP Certification Review Board to document completion of competency requirements for certifying federal project directors in DOE. This is the document that will be considered by the Certification Review Board to determine your qualification for certification.

6. Click on “Supervisor/Site Review Report.” Your profile will appear in “landscape” format. All competencies that have a data entry will appear, with the applicable comments. You should print it out and check that all the data has rolled up into the final report. Any problems should be reported to the ESS hotline.

SUPERVISORY/SITE REVIEW OF FEDERAL PROJECT DIRECTOR COMPETENCIES FOR PMCDP CERTIFICATION AND PMCDP PROFILE			
<p>Site/Line Managers are requested to critically assess incumbent federal project directors' and candidate project directors' competencies leading to certification. It is expected that site/line managers will review appropriate documentation, conduct interviews as necessary, and/or consult with appropriate persons at site or program offices to adequately determine that candidates meet required competencies for federal project director certification within DOE/NNSA. Supervisory review of project director competencies should be evaluated using PMCDP Certification Equivalency Guidelines, which list detailed knowledge and skill requirements. By signing off on these competencies, the site/line manager signifies that she/he assures that their federal project directors and candidate project directors are certifiable according to the PMCDP module (DOE O 361.1, Change 2 initially issued June 13, 2003 and re-issued under DOE 361.1A, April 19, 2004) and should be regarded as candidates for the Certification Review Board's (CRB) consideration as certified federal project directors.</p>			
CERTIFICATION CANDIDATE NAME:			
PROGRAM/AREA OFFICE:			
REQUESTED LEVEL OF CERTIFICATION:	PROJECT TPC:	PMCDP CLASSIFICATION:	
PHONE NUMBER:	EMAIL:	TITLE:	GRADE:
YEARS PROJECT MANAGEMENT EXPERIENCE IN DOE:	IN OTHER AGENCIES:	IN PRIVATE SECTOR:	
HIGHEST DEGREE EARNED:	FIELD OF STUDY:		
CERTIFICATES/LICENSES:			
License/Certification	License/Certification Number	Issued By	Issued In (state/country)
SITE MANAGER NAME:			
<p>Site Manager Signature: By signing off these competencies, I affirm that the individual is a federal project director or candidate project director and that she/he has the knowledge, skills, and abilities reflected below.</p>		Signature and Date:	
FIRST LINE MANAGER NAME:			
<p>First Line Manager Signature: By signing off these competencies, I affirm that the individual is a federal project director or candidate project director and that she/he has the knowledge, skills, and abilities reflected below.</p>		Signature and Date:	
Please indicate if First Line Manager is Supervisor: <input type="checkbox"/> Yes <input type="checkbox"/> No			
GENERAL COMMENTS:			
First line manager comments:			
Site manager comments:			