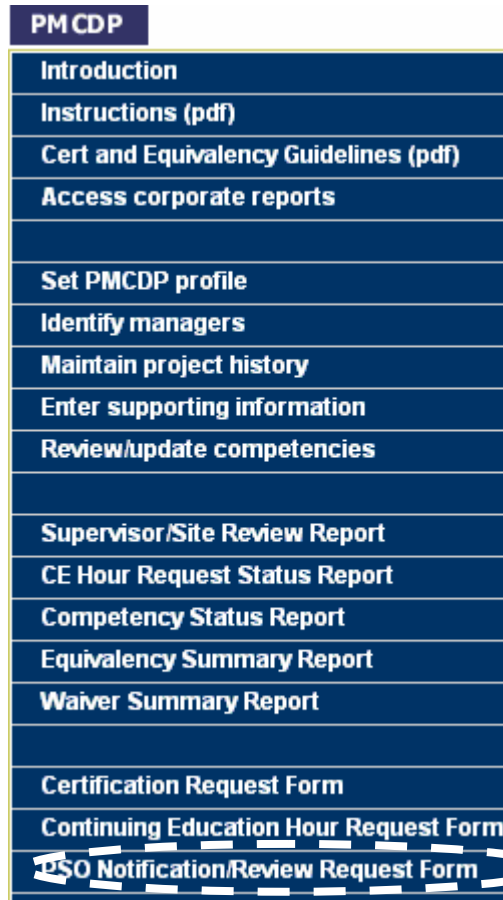


PSO Certification Review Request

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](#)

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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: * 

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: * 

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: _____
Title: _____
Organization: _____

Level of certification requested: *

| | | |
|---------------------------------|----------------------|------------------------|
| Program Official #1: * | <i>None selected</i> | Change |
| Program Official #2 (optional): | <i>None selected</i> | Change |
| Program Official #3 (optional): | <i>None selected</i> | Change |
| Program Official #4: | <i>None selected</i> | 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:

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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

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PSO CERTIFICATION REVIEW REQUEST

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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