

Information about Your PMP Credential and Its Maintenance*

Use of the "PMP" Designation and Logo

Now that you are a PMP credential holder, you are authorized to use the PMP designation in block letters after your name on business cards, personal letterhead, resumes, web sites and in your e-mail signature. You may continue to use this designation as long as your credential remains current and in good standing.

Please note that, when you applied for the credential, you agreed to adhere to the PMI Code of Ethics and Professional Conduct and the PMI Certification Application/Renewal Agreement. This means, among other things, that you will only use the PMP designation in the manner stated above and that you will not use the PMP designation in company names, product names, domain names or in any similar unauthorized manner.

The PMP logo is available for you to place on your business cards. To access electronic files of the logo and the PMP logo usage guidelines, log in to the PMI online certification system at www.pmi.org/certapp/Default.aspx and click on "My PMP Resources". Briefly, here are some logo usage guidelines:

- The logo can be sent directly to your business card designer/printer to produce your business cards. The file is supplied in a jpeg format for optimal print quality.
- The logo placement is important. The logo must appear immediately after your name on your business cards and should be used in black and white and in the size provided. It is not to be used on personal letterhead stationery or resumes, on websites or in e-mail signatures.

Refer to the document on "My PMP Resources" for complete PMP logo guidelines.

PMP Maintenance and Renewal

As indicated in PMP Credential Handbook, you have a 3-year certification cycle during which you need to earn and report 60 professional development units (PDUs) to maintain your credential. This is part of PMI's Continued Certification Requirements (CCR) program.

Use the information on your PMP certificate to help you in the maintenance of your credential. First, your active certification cycle is listed on your PMP certificate as the PMP original grant date and the expiration date. Secondly, you will use your PMP number, as it is listed on your certificate, when it comes time to report your PDUs online.

As you begin your active, 3-year PMP certification/CCR cycle, PMI offers the following advice to help you maintain your credential:

- Create a personal credential/CCR folder as a place to retain important documentation about your PMP credential, including this letter, and the activities you participate in to maintain it.
- Familiarize yourself with the CCR process and PDU categories through the online CCR Handbook available at http://www.pmi.org/PDF/pdc_ccrhandbook.pdf. Be mindful that handbook updates occur occasionally and that it is best to use the online handbook for the latest information.
- Visit PMI.org for the many PDU opportunities available to you through the Institute, and map out your course of action for earning PDUs. Be mindful that activities outside of those offered by PMI also can qualify for PDUs. Include those activities in your plan.
- Earn 60 PDUs and report them using the online system at <http://www.pmi.org/CareerDevelopment/Pages/CCR-Reporting-Forms.aspx>.
- After you report 60 PDUs, PMI will e-mail you with a link to the Renewal Form. Complete the form and submit the renewal fee through the online certification system.

PMI Membership – Sign Up or Renew

PMI membership is particularly beneficial to credential holders as it enables discounts on attendance at PMI® global congresses, seminars and e-learning courses, where you can earn PDUs, and on credential renewal. Please be aware that being a credential holder does not automatically make you a PMI member.

We also invite you to visit PMI.org to explore additional opportunities to advance your career through continuing education programs and volunteer and employment opportunities. If you have any questions related to the materials contained in this package or any of PMI's program areas, please contact our Customer Care team at customer care@pmi.org or call us at +1 610 356 4600.

**Please note that this information is subject to change. Please refer to PMI.org for regular updates.*