

監査対象となったときの対応

2009年4月1日現在

監査対象となったことの連絡

監査対象となると、
ポータル画面に右記の表示が

監査資料提出期限

From: PMI Customer Care [mailto:customer care@pmi.org]
Sent: Sunday, November 16, 2008 9:52 AM
To: <登録したメールアドレス>
Subject: Your application has been selected for PMI's audit process

Dear <登録した名前>,

Thank you for your interest in the PMP credential. We are in receipt of your payment.

Your application has been randomly selected for PMI's audit process. Please login to the certification system at <https://www.pmi.org/certapp/> to obtain information about the audit process and to download your audit forms.

Please submit your audit materials by 14 Jan 2009.

Please contact us at customer care@pmi.org if you have questions or concerns.

Thank you,

PMI Customer Care

The screenshot shows a user interface for the 'Project Management Institute Certification Program'. It includes a navigation menu with 'Overview' and 'My Information'. The main content area displays several notifications:

- Apply for PgMP Credential**: A notification about applying for a credential, with a link to review eligibility requirements.
- Your PMP application is being audited.**: A notification stating that the application has been randomly selected for audit, with a 90-day deadline to comply and a 1-year period to take the exam after completion.
- Review your audit package »**: A link to review the audit package, with a red note: 'NOTE: You must complete the audit process to take your exam.'
- Your Audit Deadline: 14 Jan 2009**: A prominent red notification about the audit deadline, with a link to 'View submitted application »'.

必要書類：

プロジェクト経験の証明書

受講証明書(英語版・コピー)

卒業証明書(英語版・コピー)

プロジェクト経験の証明(1)

1) 「Preview your audit package」をクリック

Project Management Institute Certification Program

Apply for PgMP Credential
PMI's Program Management Professional credential is specifically developed to acknowledge the qualifications of the professional who leads the coordinated management of multiple projects toward a strategic goal and ensures the ultimate success of a program.
Please click here to review the eligibility requirements and candidate policies and procedures before applying.

Your PMP application is being audited.
Your application has been randomly selected for the PMI audit process. You have 90 days to comply with the audit requirements. You will have 1 year to take the examination upon a successful completion of the audit.

Review your audit package >
NOTE: You must complete the audit process to take your exam.

Your Audit Deadline: 14 Jan 2009
Upon successful completion of the audit requirements, you will be given a full year of eligibility to schedule and take your examination.
[View submitted application >](#)

2) 「PM Experience Records」をクリックし、添付のPDFファイルを印刷する。

PMP Application

Project Management Experience Records

Audit Process
Introduction
F. A. Q.
Attained Education
PM Education Records
PM Experience Records

Audit Requirements:
A manager, supervisor, or colleague who is intimately familiar with the experience on your application is required to review your Experience Record and then complete the Experience Verification Form. After they verify, they will put the completed Experience Verification Form and Experience Record in an envelope, sign his/her name over the sealed flap of the envelope, and return the envelope to you via in person or by mail. If one person is verifying multiple projects for the same company, they can fill out one form and initial or highlight on the Experience Record the projects that they are verifying. Faxed or scanned forms will not be accepted as the forms need to be placed in a sealed and signed envelope for security purposes. No substitutions will be accepted.

Your submitted work experience:

Form	Project/Organization/Contact	Dates
	...	08/2003 - 01/2004
	...	02/2004 - 10/2005
	...	11/2005 - 07/2006

申請したプロジェクト毎のファイル

プロジェクト経験の証明(2)

マネージャ（組織の上位上司（管理職））に、各ファイルの2枚目に下記をしてもらう。

- ・確認チェック ・署名
- ・マネージャの情報(氏名、役職、所属、住所、電話番号、メールアドレス)を記入

Project Management Experience Audit Report

PMI ID Number: 1378930 Reference Experience Number: 2752355

Last Name, First Name: SHIBATA, TAKASHI

PMP® Experience Verification Form

The PMI credentials are the most recognized credentials in project management. To maintain and enhance the high standard of these credentials PMI must ensure that project management practitioners who apply for the PMI credential examinations meet the predefined requirements for eligibility. One way in which PMI works to ensure that all educational and experiential requirements are met and the integrity of its credentials are maintained is to conduct candidate audits. The applicant who has presented you with this form has been randomly selected to participate in this audit. Please verify the accuracy of the candidate's experience presented on the Project Management Experience Report by providing your signature and contact information in the spaces below. Please place these forms in an envelope, seal and sign your name over the back flap and return it to the candidate. PMI appreciates your assistance in preserving the value of our credentials.

I hereby verify that the information provided is correct. Yes or No

If NO, please provide the reason; if additional space is needed, continue on the back of this page.

氏名 _____

役職 Name: _____

Title: _____

所属 Organization: _____

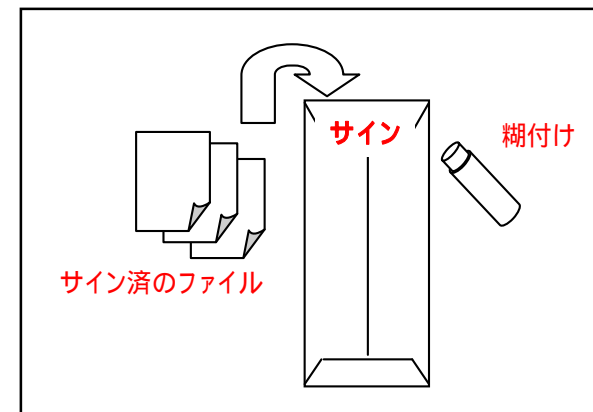
住所 Address: _____

電話番号 Phone Number: _____ e-mailアドレス Email: _____

サイン _____

Signature

サイン済みのファイルを封筒に入れ、糊付けしたあと、封緘の意味でマネージャにサインしてもらう。



受講・卒業証明書の入手

- **35時間の受講証明書**

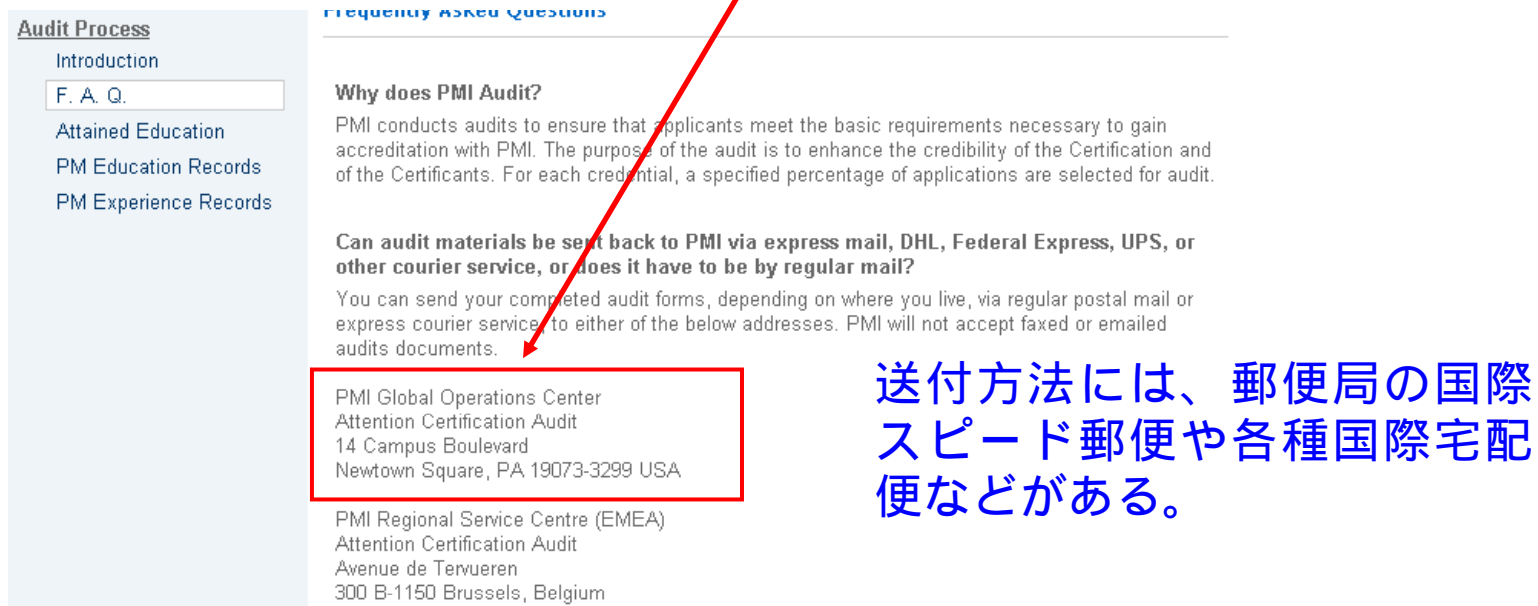
受講機関で用意してくれる証明書を送る。
社内などで受講した場合には、担当部署に英文で発行してもらうようお願いする。

- **卒業証明書**

卒業大学(高校)に証明書発行をお願いする。
時間がない場合には直接窓口に行くが、郵送でも取り扱っている場合がある。(直接確認のこと)
英文の証明書発行が出来ない場合には、自分で訳文を添付する。

必要書類の送付

「プロジェクト経験証明」「受講証明」「卒業証明」の3点が揃ったら、以下の住所宛に送る。



Audit Process

- Introduction
- F. A. Q.
- Attained Education
- PM Education Records
- PM Experience Records

Frequently Asked Questions

Why does PMI Audit?
PMI conducts audits to ensure that applicants meet the basic requirements necessary to gain accreditation with PMI. The purpose of the audit is to enhance the credibility of the Certification and of the Certificants. For each credential, a specified percentage of applications are selected for audit.

Can audit materials be sent back to PMI via express mail, DHL, Federal Express, UPS, or other courier service, or does it have to be by regular mail?
You can send your completed audit forms, depending on where you live, via regular postal mail or express courier service, to either of the below addresses. PMI will not accept faxed or emailed audits documents.

PMI Global Operations Center
Attention Certification Audit
14 Campus Boulevard
Newtown Square, PA 19073-3299 USA

PMI Regional Service Centre (EMEA)
Attention Certification Audit
Avenue de Tervueren
300 B-1150 Brussels, Belgium

送付方法には、郵便局の国際スピード郵便や各種国際宅配便などがある。

問題がなければ一週間ほどで監査終了のメールが届き、試験の予約が出来るようになる。