**How to Identify your PMP® Exam Eligibility**

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Do you work in a position where you do a lot of project management work but do not hold the title of Project Manager? Do you have several years of experience performing project management activities as part of a team? If either of these scenarios apply to you then maybe you are also wondering how you can tell if you are eligible to take the Project Management Professional (PMP)® Exam.

Follow this simple 4-step approach to determine if you are in fact eligible to take the [PMP Exam](http://www.project-management-prepcast.com).

**Step 1: Read the PMP Handbook.**

[Click here to download and read the PMP® Handbook](http://www.pmi.org/en/Certification/~/media/PDF/Certifications/pdc_pmphandbook.ashx) produced by the Project Management Institute (PMI)®.

Pay close attention to the sections that cover eligibility requirements and the application process. It is in the eligibility requirements section that you will find information regarding exam requirements as they relate to educational background, project management experience, and project management specific education in order to qualify to take the PMP® Exam. Remember, it’s your actual work responsibilities, not your job title that counts.

**Step 2: Read the PMP Examination Content Outline.**

[Click here to download and read the PMP® Examination Content Outline](http://www.pmi.org/certification/project-management-professional-pmp/~/media/pdf/certifications/pmp%20examination%20content%20outline_2010.ashx) which is also from PMI.

As you review the tasks described within the outline you should recognize many of them as tasks that you normally complete as part of your own work in managing projects. This outline covers what a Project Manager does, which is what would make you eligible to take the PMP® Exam.

**Step 3: Compare.**

If you are like many people who don’t typically update their resume at the completion of each project, take some time to create a responsibilities list to document everything you were responsible for since your last resume update.

If you have copies of project charters from the projects you have managed and they have a clearly defined responsibilities section they can be very helpful when trying to recall and accurately document responsibility areas and tasks for old projects.

**Step 4:Contact PMI Customer Care.**

If you have any doubts concerning your eligibility then contact PMI’s customer care department at customercare@pmi.org. They have helpful staff who are happy to answer your questions.

**Looking for more information?**

Another excellent resource to learn about PMP® Exam eligibility is the YouTube video [How to prepare for your PMP Exam Step 1: Assess Your Eligibility](http://www.youtube.com/watch?v=kfoZaJHOCws&hd=1). It discusses the project management experience hours required depending on your educational background, and the project management training hours required to be eligible to take the PMP® Exam. It also clarifies the difference between project management experience hours and project management training hours and explains the number 1 reason why you should become a PMI member before applying for the PMP Exam.