

**Audit 抽查** —— 由 PMI 美国总部进行电脑随机抽查，抽查到某一个人会收到如下邮件，

在收到抽查邮件后，请考生尽快准备资料，邮寄美国。此时，多数情况考生已经交纳了考试费用，因此建议考生，收到美国抽查邮件后，尽快准备资料邮寄美国。

如果抽查结果是《passed 通过》，可以参加考试；如果抽查结果是《Failed 不通过》，可以联系外专局进行全额退费；

如果考试当天，抽查结果没有出来，不能办理紧急缓考，也要参加考试，抽查结果是《passed 通过》，即可获得证书；最后抽查结果是《Failed 不通过》，考试成绩作废，报考费全额退还（只适用于中国笔考）。

如果考试当天，抽查结果没有出来，当天也没去参加考试，而最后抽查结果是《passed 通过》，视同弃考，报考费用不能退还。



1. 根据邮件里的链接，登陆 <https://certification.pmi.org/default.aspx> ，输入用户名和密码进入认证页面如下；

## Certification Program

**Overview**

**Profile**

- Change Password
- Edit Address
- Edit Phone/E-mail
- Education
- Order History

**Additional Resources**

### Overview Help ?

**Apply for CAPM Credential**  
The CAPM credential is a global credential suitable for project team members and entry-level project managers, as well as qualified undergraduate and graduate students.

[Eligibility requirements and candidate policies/procedures](#)

**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 successful completion of the audit.

**Review your audit package** 点击进入抽查页面

*Note: You must complete the audit process to take your exam.*

**Your Audit Deadline is 13 Aug 2016.**

Upon successful completion of the audit requirements, you will be given a full year of eligibility to schedule and take your examination.

[Download submitted application](#)

**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

2. 仔细阅读抽查说明，点击 Next

## PMP Application - Audit Process

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- PM Experience Records

### Introduction to Audit Help ?

Thank you for your interest in a PMI certification. PMI must ensure that practitioners who obtain the certifications have met requirements that reflect the evolving profession. One way in which PMI works to maintain the integrity of its certifications is to conduct candidate audits.

As stated in the Credential Handbooks, all eligible applications are subject to audit. Your application has been selected to participate in the Certification Audit. Upon successful completion of the audit, candidates will be able to move to the next step in the application process. The information that you provide to PMI in the candidate audit is confidential, and should only be discussed with the PMI certification department and your immediate managers or supervisors that are required to assist in experience verification.

Your application falls under the following category:

**PMP, Category One Candidate**

Category One Applicants:

- Verifying Bachelor's/equivalent university degree.
- Verifying your Project Management Experience.
- Verifying 35 contact hours of Project Management Education.

[Submission of the Experience Verification Form\(s\)](#)

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.

3. 仔细阅读常见问题，点击 Next

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### Frequently Asked Questions [Help ?](#)

**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 credential holders. 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 via regular postal mail or express courier service, to the below address. 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

**How long does it take to process the audit? When will the eligibility letter be sent?**  
The certification audit team processes audits within 1 week upon arrival at PMI. Upon approval, an email will be sent to you containing your eligibility and test scheduling information.

**A large group of colleagues applied to take the credential exam but only one application was chosen for an audit. Why?**  
The audit process is random, with a percentage of all applications selected automatically by PMI's computer system. The other members of a group were not audited because PMI did not pull their ID numbers from the pool of applications received by PMI.

**A prep course advises students to take the exam immediately after completion of the course for the best**

4. 根据之前填写的教育背景，准备相应的纸质证明，包括学位证复印件，或者成绩单，点击《Next》

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### Attained Education [Help ?](#)

**Audit Requirements:**  
To meet this requirement for the audit, a copy of your degree or transcript from the educational institution where your Bachelors, Masters, or PhD (or global equivalent university degree) was earned is required.

**Your submitted attained education:**

Institution:

Program:

Address:

Awarded:

Year:

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准备学位复印件，或者成绩单

5. 根据之前填写的 35 小时专业培训，准备纸质结业证书，或者课程大纲，或者由授课方提供的正式信函（包括学习的时间，内容和授课方签名），点击《Next》

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### Education Records

**Audit Requirements**  
Documentation for each course submitted for meeting the 35 hours of project management education outlined in the attached Education Record. To properly document these activities you must include a certificate, transcript, or letter of attendance from the company, Registered Education Provider (R.E.P.), school or institute that provided the training. The courses submitted must have learning objectives that are directly related to the project management profession. No substitutions will be accepted.

**Your submitted project management education**

Course	Institution	Dates	Hours
			35.00

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准备纸质结业证书，或者课程大纲，或者由授课方提供的正式信函（包括学习的时间，内容和授课方签名）

6. 根据之前填写的项目管理经验，下载抽查表格如下，

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### Project Management Experience Records

**Audit Requirements**  
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**Your submitted work experience**

Form	Project	Organization	Contact	Dates
<a href="#">Download</a>				

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点击下载项目管理经验抽查表格，一般只会抽查 1~2 个项目，该表格需要项目干系人填写

下载下来的表格，根据每个人抽查到项目的不同会有所不同，但是，所有灰色部分都不能更改，只需要项目干系人填写对报考人项目的意见即可如下，

## Project Experience Audit Report

PMI ID Number	Reference Experience Number			
<input type="text"/>				
Last Name, First Name				
<input type="text"/>				
Organization Name				
<input type="text" value="Marketing Department"/>				
Contact Name	Email Address	Phone Number		
<input type="text"/>				
Title				
<input type="text"/>				
Start Date	End Date			
<input type="text" value="03/2013"/>	<input type="text" value="04/2016"/>			
Domains:				
Initiating the Project	Planning the Project	Executing the Project	Monitoring the Project	Closing the Project
<input type="text" value="311.00"/>	<input type="text" value="1,244.00"/>	<input type="text" value="3,108.00"/>	<input type="text" value="1,244.00"/>	<input type="text" value="310.00"/>
Role				
<input type="text" value="Partner"/>				
Description				
<input type="text"/>				

此页所有灰色部分不能更改

## Project Experience Audit Report

PMI ID Number

Reference Experience Number

Last Name, First Name

### PMP® Experience Verification Form

The PMI credentials are the most recognized credentials in the project management industry. These credentials PMI must ensure that project managers who hold them meet the predefined requirements for eligibility. One way to ensure that requirements are met and the integrity of its credentials is to have a representative presented you with this form has been randomly selected to verify the candidate's experience presented on the Project Management Audit Report. Please place this information in the spaces below. Please place this information in the spaces below. Please place this information in the spaces below. PMI appreciates your assistance in preserving the value of our credentials.

项目管理经验 验证表格，需要项目的干系人（当时参与项目的同事、或者直线领导、或者项目监督人）填写，证明你确实从事了上一个表格描述中的项目，如果所有陈述属实，就勾选 Yes。

The high standard of examinations meet the requirements of the applicant who has the highest quality of the project and contact information on the back flap and

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:

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

填写项目干系人的姓名，职位，目前所在公司，地址，电话号码和邮箱，最后亲笔签字。

Signature \_\_\_\_\_

## Project Experience Audit Report

PMI ID Number

Reference Experience Number

Last Name, First Name

**If you have any questions regarding the audit process, please contact:**

Project Management Institute  
Att: Certification Audit  
14 Campus Blvd.  
Newtown Square, PA 19073-3299 USA  
auditsupport-goc@pmi.org

将填写好的此表格放在信封里密封好，和之前准备的纸质学历证明复印件/35 小时专业培训证明，一起放到一个袋子里，邮寄到 PMI 美国总部，左侧的地址，建议使用国际快递，一旦快递发出，可以在到如下这个网站上追踪快递状态 <http://www.trackingmore.com/cn.html>

**补充说明：**

- 1) 根据下载的表格进行填写，如果被抽查了 2 个项目的工作经验，就要分别填写 2 个。
- 2) 如果项目干系人因为各种原因无法联系，需要变更项目联系人，请附上一张 A4 纸说明，包括新的项目干系人名字/职位/电话/邮件地址/和报考人的关系以及变更干系人的原因
- 3) 如果快递包裹发出很久无人签收，或者在美国收到包裹 1 周后抽查结果没有出来，请及时联系 PMI 总部客服 [customercare@pmi.org](mailto:customercare@pmi.org) 或者 PMI 中国客服 [chinaoffice@pmi.org](mailto:chinaoffice@pmi.org)