



DATE: June 12, 2009

MEMORANDUM FOR ALL PROGRAM ELEMENTS

FROM: PMCDP CERTIFICATION REVIEW BOARD

SUBJECT: Project Management Career Development Program Certification Process Requirement Change

One June 12, 2009, the Certification Review Board (CRB) identified new requirements regarding timely submission of certification packages for CRB approval.

Effective immediately, in order for Level 1 and 2 packages to be eligible for certification action at the next scheduled Board meeting, packages must successfully pass the independent review and OCEM approval phases no later than two weeks prior to that upcoming Board meeting. It is strongly recommended Level 1 and 2 packages ready for CRB consideration be submitted to OCEM no later than five weeks prior to any upcoming Board meeting.

Level 3 and 4 packages will require three weeks to successfully pass the independent review and OCEM approval phases prior to an upcoming Board meeting. It is strongly recommended Level 3 and 4 packages be submitted to OCEM six weeks in advance of a Board meeting.

The aforementioned dates should allow adequate time for review, to include possible inquiries that may need to be satisfied prior to the packages moving forward to the Board for final consideration. Any certification package that does not meet the aforementioned conditions will not be considered by the Board until the next scheduled CRB meeting. Program elements are encouraged to work directly with all perspective certification candidates to ensure the timely submission of new certification packages to OCEM.

This flash will be available at the following website: <http://management.energy.gov/1675.htm>

Questions regarding this matter should be addressed to Peter O’Konski at (202) 586-4502 or Marylee Baker at (202) 586-8254.