

PMP Application Verification Checklist

Use this comprehensive checklist to verify your PMP application is ready for submission. Check each item for every project description before you submit to PMI. Print this checklist and physically check off each item as you review your application.

Content Requirements

For Each Project Description:

- Includes clear Project Objective (what you were trying to achieve)
- Includes Project Outcome (expected benefits and business value)
- States My Role on the Project clearly
- Lists My Responsibilities showing activities across project lifecycle
- Includes Project Deliverables (tangible outputs produced)
- Total word count is between 200-500 words (check each description)
- Uses professional project management terminology appropriately
- Avoids company-specific jargon, proprietary system names, and internal acronyms
- Shows your actions using first person (I led, I managed, I developed)
- Demonstrates leadership, not just participation or task completion
- Includes specific numbers where possible (users, locations, stakeholders)
- Proves project was unique (not routine operations or ongoing work)
- Shows decision-making authority (what you decided, approved, or coordinated)

Across All Your Projects Combined:

- Total experience meets minimum requirement (36 months with degree or 60 months without)
- All experience is within last 8 consecutive years from application date
- Coverage of full project lifecycle demonstrated across your projects
- Projects show reasonable variety (not all identical descriptions)
- Timeline is logical (no unexplained gaps, overlapping projects make sense)

Writing Quality

- No spelling errors (run spell check)
- No grammatical errors (read aloud to catch issues)

- Professional tone maintained (no casual language)
- Sentences are clear and concise (not overly complex or run-on)
- Technical terms spelled correctly
- Dates and numbers are accurate (verify against records)
- Consistent formatting across all descriptions (same style, structure)
- Active voice used (not passive: 'I led' not 'was led')

Project Eligibility

- Each project has defined start and end dates (specific months and years)
- Projects created unique outcomes (not routine operations or maintenance)
- Work was in professional capacity (paid work, not volunteer)
- Projects involved leading or directing activities (not just participating)
- You had decision-making authority on these projects
- Each project meets PMI's definition of a project (temporary, unique)
- No ongoing operations described as projects

Verification Information

For Each Project:

- Project dates are accurate (month and year start, month and year end)
- Your job title during project is correct and matches records
- Verifier name is accurate and spelled correctly
- Verifier email is current and working (not bouncing)
- Verifier phone is current (if required)
- Verifier is aware they may be contacted by PMI
- Verifier can credibly verify your leadership role if contacted
- Verifier actually worked with you on this project
- Verifier is not: a family member, your subordinate, someone who left the company more than 5 years ago, or someone with no knowledge of your role
- You have backup verifier information (in case primary is unavailable)

Final Review

- Compared your descriptions to approved examples
- Had someone else review for clarity (optional but highly recommended)
- Saved complete copy of your application for your records (PDF or screenshot)
- Double-checked all contact information (email addresses, phone numbers)
- Verified payment information is correct (credit card not expired)
- Education documents ready (transcripts, diplomas if audited)
- 35 contact hours documented (certificate from training)
- Understand audit process (know what PMI may request)
- Ready to submit with confidence

Red Flags That May Trigger PMI Audit

Review your application for these warning signs that increase audit likelihood:

- Projects seem too similar (varied your descriptions and industries)
- Employment gaps with no explanation (addressed if relevant)
- Verifiers can't be contacted (all contact info current)
- Experience doesn't align with job title (addressed with strong descriptions)
- Descriptions look like templates (customized to your real experience)
- Round numbers everywhere (added specificity like \$1.2M not \$1M)

- Identical language across projects (varied your wording)
- Too many projects in short time (explained overlapping work if relevant)
- Recent career change to PM (explained progression if applicable)

Documentation to Prepare Now

In case of audit, have these ready:

- Official transcripts (sealed if possible)
- Degree or diploma copies (scanned at high resolution)
- Training certificates (35 contact hours)
- Employment verification letters (on company letterhead if possible)
- Project documentation (if available: charters, status reports with your name)
- Performance reviews mentioning project work
- Verifier contact info backup (alternative ways to reach if primary fails)

Important Tip: After completing this checklist, wait 24 hours. Then review your application again with fresh eyes. You'll often catch errors or weaknesses you missed the first time. Even better, have a PMP-certified colleague review your descriptions.

Need Expert Help With Your PMP Application?

If you're feeling anxious or unsure about your PMP application, our expert team can help. We've written over 500 PMP applications with a 100% first-time approval rate.

- **Personalized Review:** We analyze your experience and optimize each project description
- **Complete Rewrite:** We transform your draft into PMI-compliant, approval-worthy descriptions
- **Reduce Anxiety:** Submit with confidence knowing your application meets all PMI requirements
- **Avoid Audits:** Our applications consistently pass PMI review without issues
- **Save Time:** Get it done right the first time instead of facing rejection and resubmission

Get Your PMP Application Professionally Reviewed and Rewritten Today

Visit: www.careersprints.com/pmp-application-review

Questions? Email us at info@careersprints.com or call +1 647 642 4350