



Key Elements of the A/E/C Project Management Association

Our Mission: “To advance the skills and certify the competency of project managers in the architecture, engineering, environmental, and construction community.”

Our 5-Year Vision: To be recognized by both owners and consultants in the architecture, engineering and environmental community as the authority for best project management practices. (Focus is primarily U.S. and Canada.)

Role of PSMJ in the Association: Take the leadership role but leave it open for members to get training from other providers that meet our requirements (including in-house training).

Code of Ethics: PMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:

- Accepting only those assignments that are consistent with their qualifications.
- Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.
- Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.
- Fulfilling the commitments that they undertake – PMA members do what they say.
- Upholding this Code and holding each other accountable to it.

Individual Charter Member Benefits

- Eligibility to be certified by the PMA as an Associate PM, Certified PM, and/or Specialty Certification in Managing Significant Public Works Projects (see application form for requirements).
- On-line access to the PMA’s Body of Knowledge (based on PSMJ *Ultimate Project Management Manual*)
- Discounts on all PSMJ publications and training programs approved for PM certification
- Access to peer-written and reviewed articles in the PMA newsletter
- Access to the PMA knowledge community
- Access to on-demand member surveys to answer members’ questions about best PM practices

Firm Charter Membership

Firm charter members are eligible to be certified by PMA if:

- At least 50% of their PMs are PMA members
- They demonstrate that their firm’s project management practices are in accordance with the best practices in the A/E/C industry. This will be based on a confidential web survey of the firm’s principals, project managers and selected clients, as well as a spot audit by PMA.
- Charter member dues for firm membership are \$3,000 per year



Individual PM Certification Requirements

Category	Certified Associate Project Manager*	Certified Project Manager	Specialty Certification for Managing Significant Public Works Projects**
Education	<ul style="list-style-type: none"> • Associates degree or global equivalent • 13 hours of approved A/E/C project management training 	<ul style="list-style-type: none"> • Bachelor degree or global equivalent*** • 35 hours of approved A/E/C project management training 	<ul style="list-style-type: none"> • 12 additional hours of approved training in managing public works projects
Experience	<ul style="list-style-type: none"> • 1 full year of direct project experience in architecture, engineering or a related field (survey, interior design, planning, environmental, etc.) 	<ul style="list-style-type: none"> • 3 full years of direct project experience in architecture, engineering or a related field (survey, interior design, planning, environmental, etc.) plus • 4,500 hours of hands-on A/E/C project management experience (e.g., as a PM on small projects, Assistant/Deputy PM on large projects, etc.) 	<ul style="list-style-type: none"> • Already have PM certification • 800 hours experience in managing significant public works projects
Written Exam	<ul style="list-style-type: none"> • Pass exam on basic A/E/C project management principles 	<ul style="list-style-type: none"> • Pass exam on basic A/E/C project management principles and project management principles required for managing complex A/E/C projects 	<ul style="list-style-type: none"> • Pass exam on project management principles required for specialty field
Endorsements (including instructions)	<ul style="list-style-type: none"> • Written recommendation by at least 2 A/E/C firm principals or project managers who had direct supervisory experience with the candidate 	<ul style="list-style-type: none"> • Written recommendation by at least 2 highly experienced A/E/C firm principals or project managers who had direct supervisory experience with the candidate • Written recommendations or references from at least 2 clients whom the candidate has served as a project manager • Supervisor reference that the candidate is proficient in their firm's PM systems 	<ul style="list-style-type: none"> • Written recommendation by at least 2 project managers or A/E/C firm principals who had direct supervisory experience with the candidate • Written recommendations or references from at least 2 public works clients whom the candidate has served (if the references for PM certification were from public works clients, these will be adequate)
Certification and Membership Fee (Charter Members)	<ul style="list-style-type: none"> • Initial certification = \$250 (includes application fee, exam fee and membership fee for the first year) 	<ul style="list-style-type: none"> • Initial certification = \$300 (includes application fee, exam fee and PMA membership fee for the first year) 	<ul style="list-style-type: none"> • Initial certification = \$100 (in addition to the PMA certification fee for the first year)
Annual Renewals	<ul style="list-style-type: none"> • Continuing education of additional PDHs every 3 years • Annual renewal fee = \$150 (includes unlimited access to PSMJ's 20 e-learning modules, each of which provides 1.0 PDH continuing education credits) 	<ul style="list-style-type: none"> • Continuing education of 8 additional PDHs on project management topics every year (approved PM topic will include a broad range of topics related to project management) • Annual renewal fee = \$250 (includes access to 8 hours of e-learning programs on approved project management topics) 	<ul style="list-style-type: none"> • Continuing education of 4 PDHs per year on project management topics applicable to managing public works projects (may overlap with the continuing education requirements for PM renewals) • Annual renewal fee = \$50 (in addition to the renewal fee for PM certification)

* Applies to project control specialists, assistant/deputy project managers, project managers in training, project management assistants

** Other specialties (e.g., multi-disciplinary design, P3 projects, alternative project delivery, risk management, etc.) will be rolled out later.

*** Candidate may substitute an Associate degree (or global equivalent) plus a minimum of 5 additional years of direct project management experience in architecture, engineering or a related field.

Project Management Exams

PM exams are given on-line and are open book. However, applicants must complete each portion of the exam within the allotted time period and “stopping the clock” is not permitted. An overall score of at least 75% of the available points is required to pass each exam. Following are more details:

Exam Portion	Time Allowed	Number of Questions	Points Available	Exam Required for...		
				Certified Associate Project Manager	Certified Project Manager	Specialty Certification for Managing Significant Public Works Projects
Project Management Fundamentals	60 minutes	90	90	✓	✓	✓
Project Scheduling and Financial Management	60 minutes	56	79		✓	✓
Advanced Project Management Concepts	60 minutes	88	89		✓	✓
Managing Public Works Projects	30 minutes	20	20			✓

Application Form for Individual PM Certification

INSTRUCTIONS FOR CERTIFICATION APPLICATION

Associate PM Certification: Associate PM Certification is intended for those who are beginning their career as a Project Manager or those who are serving as a Project Control Specialist, Assistant/Deputy Project Manager, Project Manager in Training, or Project Management Assistant. Please do the following when applying for Associate PM Certification:

- Complete and sign Section 1.
- Complete Section 2, providing evidence that you have received an Associate Degree or higher.
- Complete Section 3, providing evidence that you have completed at least 13 hours of approved PM training.
- Complete Section 4, providing evidence that you have had at least one full year of direct project experience in architecture, engineering or a related field (survey, interior design, planning, environmental, etc.).
- Complete and sign Section 5A for two A/E/C firm Principals or PMs who have had direct supervisory experience with you.
- Send a copy of Section 5B to each individual you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- **Include with your application a check for \$250 payable to PSMJ Resources, Inc. PSMJ manages and operates this association and its certification program.**

PM Certification: PM Certification is intended to recognize those Project Managers who have demonstrated the ability to successfully manage large, complex projects. Please do the following when applying for PM Certification:

- Complete and sign Section 1.
- Complete Section 2, providing evidence that you have received a Bachelor's Degree or higher.
- Complete Section 3, providing evidence that you have completed at least 35 hours of approved PM training.
- Complete Section 4, providing evidence that you have had at least three full years of direct project experience in architecture, engineering or a related field (survey, interior design, environmental, etc.) plus at least 4,500 hours of hands-on A/E/C project management experience (e.g., as a PM on small projects, Assistant/Deputy PM on large projects, etc.).
- Complete and sign Section 5A for two highly experienced A/E/C firm principals or PMs who have had direct supervisory experience with you. Also complete and sign Section 5A for two clients whom you have served as a project manager.
- Send a copy of Section 5B to each supervisor you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- Send a copy of Section 5C to each client you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- **Include with your application a check for \$300 payable to PSMJ Resources, Inc. PSMJ manages and operates this association and its certification program.**

Specialty PM Certification in Managing Significant Public Works Projects (i.e., projects with constructed value over \$10 million): Specialty PM Certification is available only to those who have PM Certification. Both PM Certification and Specialty PM Certification can be done simultaneously. If you are not already a Certified PM, complete all the documents and requirements described above to become a Certified PM. Also, please do the following when applying for Specialty Certification:

- Complete and sign Section 1.
- Complete Section 3, providing evidence that you have completed at least 12 hours of approved training specifically related to the management of public works projects.
- Complete Section 4, providing evidence that you have had at least 800 hours of hands-on experience in managing significant public works projects.
- Complete and sign Section 5A for two highly experienced A/E/C firm principals or project managers who have had direct supervisory experience with you on significant public works projects. Also complete and Sign Section 5A for two clients whom you have served as a project manager on significant public works projects.
- Send a copy of Section 5B to each supervisor you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- Send a copy of Section 5C to each client you listed in Section 5A. Ask them to complete, sign the endorsement, and return it to you, or to the address shown.
- **Include with your application a check for \$400 payable to PSMJ Resources, Inc. PSMJ manages and operates this association and its certification program.**

Submit this application, all supporting information, and the application fee to:

A/E/C Project Management Association, c/o PSMJ Resources, Inc., 10 Midland Avenue, Newton, MA 02458

We will notify you when your application is received. For questions, please contact Caroline Lorden at 617-965-0055 or orclorden@psmj.com.



SECTION 1: GENERAL INFORMATION

Date: _____

Applicant's Full Name: _____

Date of Birth: _____ Email Address: _____

Mailing Address: _____

Cell Phone: _____ Business Phone: _____

Name of Present Employer: _____

Address of Present Employer: _____

Designate which type of certification you desire:

- Associate PM Certification
- PM Certification
- Specialty PM Certification for managing significant public works projects

I certify that all information provided is correct and complete, to the best of my knowledge.

Signed: _____ Date: _____

SECTION 2: EDUCATION

List All Schools in which an Associate or Bachelor's Degree was Earned	Date of Graduation	Degree Earned (Including Major)

SECTION 3: PM TRAINING

List All Project Management Training Courses	Provider	Completion Date	Number of PDHs or CEUs*																
			PM Roles & Responsibilities	Marketing & Proposals	Contracts	Project Planning	Project Scheduling	Project Budgeting	Leading Project Teams	Managing Client Relations	Communications	Project Start-up	Managing Studies & Reports	Managing Design & Const.	Project Financial Management	Project Monitoring & Control	Managing Design Technology	Project Close-out	Alternative Project Delivery

* Training courses must be approved for continuing education credit by a professional licensing board, professional association, or other similar independent organization



SECTION 4:PROJECT MANAGEMENT EXPERIENCE

Employer	Your Title	Your Project Management Duties	Avg. Hours Worked per Week	From: Mo/Yr	To: Mo/Yr	Total Months

SECTION 5: ENDORSEMENT FORM

Section 5A – To Be Completed By Applicant

ApplicantName: _____

Endorser for thisEngagement: _____

This requested endorser is a:

- Past or current direct supervisor of applicant
- Past or current client served by applicant

Experience described on this form was obtained while employedby: _____

From: _____ To: _____ Name of Employer
Month/Year Month/Year

Describe nature of assignment:

Describe relationship with endorser:

If you need additional space, please attach additional sheets.

Signed: _____ Date: _____



SECTION 5: ENDORSEMENT FORM

Section 5A – To Be Completed By Applicant

ApplicantName: _____

Endorser for thisEngagement: _____

This requested endorser is a:

- Past or current direct supervisor of applicant
- Past or current client served by applicant

Experience described on this form was obtained while employedby: _____

From: _____ To: _____ Name of Employer
Month/Year Month/Year

Describe nature of assignment:

Describe relationship with endorser:

If you need additional space, please attach additional sheets.

Signed: _____ Date: _____



SECTION 5: ENDORSEMENT FORM

Section 5A – To Be Completed By Applicant

ApplicantName: _____

Endorser for thisEngagement: _____

This requested endorser is a:

- Past or current direct supervisor of applicant
- Past or current client served by applicant

Experience described on this form was obtained while employedby: _____

Name of Employer

From: _____
Month/Year

To: _____
Month/Year

Describe nature of assignment:

Describe relationship with endorser:

If you need additional space, please attach additional sheets.

Signed: _____ Date: _____



SECTION 5: ENDORSEMENT FORM

Section 5A – To Be Completed By Applicant

ApplicantName: _____

Endorser for thisEngagement: _____

This requested endorser is a:

- Past or current direct supervisor of applicant
- Past or current client served by applicant

Experience described on this form was obtained while employedby: _____

Name of Employer

From: _____
Month/Year

To: _____
Month/Year

Describe nature of assignment:

Describe relationship with endorser:

If you need additional space, please attach additional sheets.

Signed: _____ Date: _____



SECTION 5: ENDORSEMENT FORM

Section 5B – To Be Completed by Applicant’s Current or Previous Supervisor

Endorser’s Name, Company Name, E-mail Address, and Phone Number:

Endorser’s Experience as an A/E/C firm principal or project manager: _____ years

Were you the applicant’s direct supervisor for this engagement?

- Yes
- No

Endorser Applicant’s description in Section 5A above is:

- Accurate
- Inaccurate(Please explain): _____

Do you consider the applicant to be highly qualified as a Project Manager?

- Yes
- No

Do you consider the applicant to be proficient in your firm’s project management systems?

- Yes
- No(Please explain): _____

Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (PMA), as described below?

PMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:

- 1. Accepting only those assignments that are consistent with their qualifications.*
- 2. Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
- 3. Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
- 4. Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
- 5. Upholding this Code and holding each other accountable to it.*

- Yes
- No(Please explain): _____

Signed: _____ Date: _____

Please return the signed form via mail, fax or email to:

Caroline Lorden
A/E/C Project Management Association
10 Midland Avenue
Newton, MA 02458
clorden@psmj.com
Fax: 617.965.5152



SECTION 5: ENDORSEMENT FORM

Section 5B – To Be Completed by Applicant’s Current or Previous Supervisor

Endorser’s Name, Company Name, E-mail Address, and Phone Number:

Endorser’s Experience as an A/E/C firm principal or project manager: _____ years

Were you the applicant’s direct supervisor for this engagement?

- Yes
 No

Endorser Applicant’s description in Section 5A above is:

- Accurate
 Inaccurate (Please explain): _____

Do you consider the applicant to be highly qualified as a Project Manager?

- Yes
 No

Do you consider the applicant to be proficient in your firm’s project management systems?

- Yes
 No (Please explain): _____

Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (A/E/C PMA), as described below?

A/E/CPMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:

- 6. Accepting only those assignments that are consistent with their qualifications.*
- 7. Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
- 8. Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
- 9. Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
- 10. Upholding this Code and holding each other accountable to it.*

- Yes
 No (Please explain): _____

Signed: _____ Date: _____

Please return the signed form via mail, fax or email to:

Caroline Lorden
A/E/C Project Management Association
10 Midland Avenue
Newton, MA 02458
clorden@psmj.com



SECTION 5: ENDORSEMENT FORM

Section 5C – To Be Completed by a Client Served by Applicant

Endorser's Name, Company Name, E-mail Address, and Phone Number:

Endorser's Experience as a client of A/E/C firms: _____ years

Were you the applicant's client for this engagement?

- Yes
 No

Endorser Applicant's description in Section 5A above is:

- Accurate
 Inaccurate (Please explain): _____

Do you consider the applicant to be highly qualified as a Project Manager for the kinds of projects he/she managed for you?

- Yes
 No

Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (A/E/C PMA), as described below?

A/E/CPMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:

- 1. Accepting only those assignments that are consistent with their qualifications.*
- 2. Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
- 3. Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
- 4. Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
- 5. Upholding this Code and holding each other accountable to it.*

- Yes
 No (Please explain): _____

Signed: _____ Date: _____

Please return the signed form via mail, fax or email to:

Caroline Lorden
A/E/C Project Management Association
10 Midland Avenue
Newton, MA 02458
clorden@psmj.com
Fax: 617.965.5152
Phone: 617.965.0055



SECTION 5: ENDORSEMENT FORM

Section 5C – To Be Completed by a Client Served by Applicant

Endorser's Name, Company Name, E-mail Address, and Phone Number:

Endorser's Experience as a client of A/E/C firms: _____ years

Were you the applicant's client for this engagement?

- Yes
 No

Endorser Applicant's description in Section 5A above is:

- Accurate
 Inaccurate (Please explain): _____

Do you consider the applicant to be highly qualified as a Project Manager for the kinds of projects he/she managed for you?

- Yes
 No

Has the applicant demonstrated that he/she consistently meets the code of ethics of the A/E/C Project Management Association (A/E/C PMA), as described below?

A/E/CPMA members are committed to managing their projects and comporting themselves under the highest professional and ethical standards. This includes the following:

6. *Accepting only those assignments that are consistent with their qualifications.*
7. *Making decisions and taking actions based on the best interests of their firms, clients and other project stakeholders.*
8. *Proactively and fully disclosing any real or potential conflicts of interest to the appropriate stakeholders.*
9. *Fulfilling the commitments that they undertake – A/E/CPMA members do what we say they will do.*
10. *Upholding this Code and holding each other accountable to it.*

- Yes
 No (Please explain): _____

Signed: _____ Date: _____

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