# PROFESSIONAL DEVELOPMENT

CERTIFICATION

# DESCRIPTION:

Elected or appointed volunteer responsible for promoting PMI’s project management certifications amongst chapter members and the project management community in

the chapter’s territory, as well as leading the chapter initiatives focused on organizing and leading the chapter’s certification programs (e.g., study groups) for PMI certifications. Additionally, responsible for supporting

the planning, research and operational execution of the various preparation courses and examinations leading to PMI certifications and establishing and maintaining the relationship between the chapter and authorized training partners (ATPs) and other exam prep partners.

# RESPONSIBILITIES:

1. Manage the relationship between the chapter and external partners (i.e., ATPs) in providing certification exam prep courses.
2. Organize and ensure successful execution of the exam prep courses that can be provided by

non-ATPs.

1. Work with the relevant teams to publish certification courses and any further details on the chapter website in a timely manner.
2. Work with communications team to create the communication schedule to promote PMI certification courses and certification updates in the chapter communications.
3. Facilitate requests from members and organizations for additional information, chapter involvement and participation in PMI initiatives related to certification.
4. Participate in other education events and programs.
5. Engage chapter volunteers in certification-related events and programs.
6. Attend team/board meetings whenever needed
7. Attend chapter meetings and events.
8. Support the development and implement specific tactics of the chapter’s strategic plan.
9. Prepare registration and training materials for prep courses not provided by an ATP.
10. Encourage chapter members to direct questions related to the application completion process of PMI to Customer Care.
11. Support the chapter marketing team in creating certification-related marketing materials.
12. Support chapter members who are credential holders on issues regarding professional development units (PDUs) reporting.
13. Recommend and encourage participation of chapter members who are credential holders in internal/external activities that count as PDUs for certification in order to remain in good standing.
14. Work with communications team to provide reminders for credential holders about certification expiration, suspension and missing PDUs.
15. Prepare documents, communication worksheets and agendas for review and presentation when needed.
16. Prepare for meetings related to certification when needed.
17. Respond to email inquiries regarding certification which include (but are not limited to):
    1. Updates on PMI certification programs material, processes, exams, etc.
    2. Training and certification portfolio.
18. Maintain a library of standard responses to frequently asked questions (FAQs) regarding exam prep courses and certifications.
19. Encourage members to look up PMI certifications- related information on PMI.org website.
20. Follow up on outstanding issues related to PMI certifications.
21. Develop and implement succession and transition plan for the role.

# BUSINESS ACUMEN SKILLS:

* Broad knowledge of PMI certification framework and CCR program
* Program development
* Planning and execution

# POWER SKILLS:

* Ability to manage and execute change
* Innovative
* Collaborative leadership
* Detail driven
* Customer focused
* Ability to work with people from different backgrounds and cultures

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

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