



PMI Credential Reexamination Form

In order to schedule to retake a PMI credential examination, you must complete and submit this form by mail or fax to PMI Global Operations Center, Attn. Certification Department. The reexamination rate is only valid within your one-year eligibility period. Before applying for reexamination, please review PMI's reexamination policy located in the credential handbook.

Please use blue or black ink and print all information carefully in the boxes using CAPITAL LETTERS. Please print clearly and legibly:

PMI Member ID#

Please print your name as it appears on your government issued identification, that you will present at the testing center.

Prefix (MR., MRS., MS., DR.)

First Name (given name)

Middle Name

Last Name (family name, surname)

Suffix

Address

City

State/Province/Territory

Postal Code

Country

E-mail Address

Country Code

Area/State/City Code

Phone Number

Extension

Payment Information

Check Master Card Visa Bank Transfer American Express Diners Club Discover

Credit Card #

Exp Date

Signature

Date

Reexamination Fees: (Payable in U.S. Dollars and Euros only)

After determining your PMI membership status and your examination administration type, please place an 'X' next to the appropriate option and note the associated fee in the box marked 'TOTAL' for the PMI examination you plan to retake (CAPM, PMP, PgMP, PMI-RMP and PMI-SP).

PMI uses computer-based testing (CBT) as the standard method of administration for its credential examinations. Candidates who live within 186.5 miles/300 km of a Prometric CBT site, must take a CBT examination.

If you are applying to take a paper-based examination please indicate your preferred test site, group testing number and date. You can find this information online at www.prometric.com/pmi.

Refund Policy for CAPM and PMP

A refund can be obtained by submitting a written request to PMI one month before the eligibility expiration date. No refunds will be considered for candidates who have taken the examination or have not provided the necessary cancellation/rescheduling notification to Prometric. PMI retains a \$100 (US) processing fee.

Refund Policy for PMI-RMP and PMI-SP

To obtain a refund for the PMI-SP credential, you must submit a written request to PMI at least one month before the examination eligibility expiration date. A refund of \$250 (US) will be made if you have not yet taken the examination.

Refund Policy for PgMP

A candidate who is required to retake the multiple-choice examination or the Multi-rater Assessment, but does not complete one step or the other, may request a refund. The candidate must submit a written request to PMI one month prior to the eligibility expiration date of the specific competence evaluation to receive a refund of \$350 (US).



PMI Credential Reexamination Form (continued)

CAPM Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$150	€ 125
Computer-Based Testing – nonmember	\$200	€ 170

CAPM Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$150	€ 125			
Paper-Based Testing – nonmember	\$200	€ 170			

** Calculate and add Canadian resident tax (if applicable) TOTAL

PMP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$275	€ 230
Computer-Based Testing – nonmember	\$375	€ 315

PMP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$150	€ 125			
Paper-Based Testing – nonmember	\$300	€ 250			

** Calculate and add Canadian resident tax (if applicable) TOTAL

PgMP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$500	€ 420
Computer-Based Testing – nonmember	\$600	€ 500

PgMP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$400	€ 335			
Paper-Based Testing – nonmember	\$500	€ 420			

** Calculate and add Canadian resident tax (if applicable) TOTAL

PMI-SP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$335	€ 280
Computer-Based Testing – nonmember	\$435	€ 365

PMI-SP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$270	€ 225			
Paper-Based Testing – nonmember	\$370	€ 310			

** Calculate and add Canadian resident tax (if applicable) TOTAL

PMI-RMP Reexamination Administration Fees US Dollars Euros

Computer-Based Testing – member*	\$335	€ 280
Computer-Based Testing – nonmember	\$435	€ 365

PMI-RMP Reexamination Administration Fees US Dollars Euros Site Group Testing No. Date (MM/DD/YY)

Paper-Based Testing – member*	\$270	€ 225			
Paper-Based Testing – nonmember	\$370	€ 310			

** Calculate and add Canadian resident tax (if applicable) TOTAL



PMI Credential Reexamination Form (continued)

* The member rate will only apply to candidates who are members of PMI in good standing at the time your application is approved. If PMI membership is obtained after this application has been submitted, PMI will not refund the difference. Candidates interested in becoming members of PMI at the time of application for the credential can submit their PMI membership application and the credential application at the same time and receive the member rate. To download a copy of the PMI membership application, please visit the membership area of the PMI website.

** CANADIAN TAX INFORMATION

Canadian billing addresses: In accordance with Canadian tax law, taxes are collected on all certification-related products. The rate of tax varies depending on the province billing address you use. Tax calculations by province are 13% for New Brunswick, Newfoundland/Labrador and Nova Scotia; 12.88% for Quebec, and 5% for all remaining provinces. Online applications will automatically calculate tax. Downloaded applications will require insertion of applicable tax. Please note that if your employer is paying for this purchase and has been granted tax-exempt status by the appropriate Canadian authorities, you will not be able to use online processing. You will need to mail your application and mail or fax a tax-exempt document meeting the specifications of the Canadian government to the PMI Global Operations Center (fax: +1 610-771-4085)

GST/HST registration: 897944807RT0001; QST registration: 1202723001TQ0001

Special Accommodations for Examination

Candidates may request modification to the examination administration procedure due to disability, handicap, or other condition which may impair the ability of the candidate to take the exam. To request special testing accommodation, candidates must indicate their need on this form by checking the appropriate box below.

- I am requesting the same special accommodation(s) that was approved for my previous examination.
- I am requesting special accommodation(s) for the first time.
(Please complete the Special Accommodations form separately and submit it to PMI with your reexamination form)

Language Aid for Examination

All PMI credential examinations are administered in English, but assistance for the CAPM and PMP can be provided with an accompanying language aid. The PgMP examination currently is only available in English. If you would like a language aid for the CAPM or PMP examination, please indicate your choice below.

- Chinese (Simplified) French German Hebrew Italian
- Japanese Korean Portuguese (Brazilian) Russian Spanish