NEXDIL GLOBAL LIMITED

Nexdil Global · Project Management Training & PMO Advisory
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FREE · GUIDE

How to Apply for the PMP

The PMI application, step by step, from checking eligibility to booking your exam.

1. **Check your eligibility.** Use the Nexdil Global PMP Eligibility Checklist to confirm your education path, months of experience leading projects (within the past 10 years) and 35 contact hours or active CAPM.
2. **Gather your records.** For each project: title, organisation, start and end dates, your role, and a short description of the objective, outcome and your responsibilities. Keep your 35-hour training certificate and education certificate to hand.
3. **Create a PMI account at pmi.org.** Decide whether to join PMI first. Members pay a lower exam fee, and the saving is usually larger than the cost of membership.
4. **Complete the online application.** Enter your education, training and each project. Describe your work in your own words, using project management language (initiating, planning, executing, monitoring, closing). The application saves as you go.
5. **Submit and wait for PMI's review.** PMI reviews your application and emails you when it is approved. Review times vary.
6. **Be ready for a possible audit.** PMI selects some applications at random. If you are chosen, you send signed confirmations of your experience and copies of your certificates before you can continue.
7. **Pay the exam fee.** At the time of writing, PMI lists about US$425 for members and US$675 for non-members. Confirm the current fee on pmi.org before paying.
8. **Schedule your exam.** Your eligibility period lasts one year, with up to three attempts. Book at a Pearson VUE test centre or online with a remote proctor, and have a valid government photo ID ready.
9. **Prepare and sit the exam.** 180 questions in 240 minutes, covering People (33%), Process (41%) and Business Environment (26%), with case studies and interactive questions.

Common application mistakes
Counting overlapping projects twice · describing team tasks rather than your leadership role · using job titles instead of project descriptions · missing training certificates.

How Nexdil Global helps
Our PMP Exam Preparation course includes a review of your application before you submit, so your project descriptions are clear and complete.

About the 35 hours from 1 December 2026. Live, instructor-led PMP training counts toward the 35 contact hours only when it is delivered by a PMI Authorized Training Partner. Check your provider's status before you enrol.

Ready to prepare for the PMP?
Register for Nexdil Global's PMP Exam Preparation (35 contact hours, live online).
nexdilglobal.com/register
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