

Step 1

Before you do anything, contact Alex Bachowski (DOE-SC OPA) to discuss current requirements for certification.



Step 2

Complete all required training and have required work experience for desired certification level.



Step 3

Login to ESS and fill out PMCDP profile.  
Complete all fields and select desired certification level in dropdown menu.



Step 4

Before filling in project history in your profile (Active & Past Projects)... review the "How to Write Experience Statements" guide posted on OPA's FPD Intranet site.



Step 5

Before filling in work experience justifications (e.g., WEL1.1, WEL2.1, etc.)... review the "How to Write Experience Statements" guide posted on OPA's FPD Intranet site.



Step 6

After filling out application in ESS, print a PDF and send it to Alex Bachowski (DOE-SC OPA) for initial review BEFORE routing to Supervisor. Provide all backup documentation as well.



Step 7

After receiving concurrence to proceed from Alex Bachowski (DOE-SC OPA), route application in ESS to your first line Supervisor (who you identified in your ESS PMCDP profile) for approval. The Site Office Manager will sign second.



Step 8

After the application is approved by the Site Office Manager, candidate will download the PDF and send to Alex Bachowski (DOE-SC OPA) along with all backup documentation.



Step 9

Alex Bachowski (DOE-SC OPA) will upload candidate's application and route to Certification Review Board (CRB)