



Department of Energy
Washington, DC 20585

July 13, 2006

MEMORANDUM FOR CERTIFIED FEDERAL PROJECT DIRECTORS

FROM:

Robert L. McMullan
ROBERT L. MCMULLAN
DIRECTOR, OFFICE OF ENGINEERING AND
CONSTRUCTION MANAGEMENT
CO-CHAIR, CERTIFICATION REVIEW BOARD

Bruce B. Scott
BRUCE B. SCOTT
~~ASSOCIATE ADMINISTRATOR, FOR~~
~~INFRASTRUCTURE AND ENVIRONMENT~~
CO-CHAIR, CERTIFICATION REVIEW BOARD

SUBJECT:

Continuing Education (CE) Requirement for Maintaining
Federal Project Director Certification Update

Per Certification Review Board (CRB) memo of March 29, 2006 (attached), federal project directors (FPDs) were reminded of the biennial CE requirement to maintain certification.

As you are aware, maintaining certification is critical to the Department and its commitment to the quality of its project management program. In this light, we applaud those who have satisfied their CE requirement. For those whose requirement deadline fell between May 31, 2006 and July 31, 2006, and have been unable to fulfill their obligation, an extension has been granted through October 31, 2006. All others are expected to complete their requirement as planned.

Please be aware that documentation and verification of CE activities is your responsibility through CHRIS/ESS. In addition, you must appropriately identify and select your first line manager in the ESS PMCDP module, who will then be required to review and approve your activities electronically.

If you need additional information, please contact Rose Jordan at (202) 586-3020 or Wanda Chambers Steinberg at (202) 586-8114.

Attachment



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cc: Mike Donnelly
Thad Konopnicki
Dan Lehman
Jay Rhoderick
Rose Jordan
Wanda Chambers Steinberg
PSO Project Management Officials




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MAR 29 2006

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SUBJECT: Continuing Education (CE) Requirement for Maintaining
Federal Project Director Certification

The Certification Review Board (CRB) of the Project Management Career Development Program (PMCDP) extends further congratulations to you on attaining federal project director certification in the U.S. Department of Energy. Your contribution to improving project management, along with that of your colleagues, is highly valued. Now that you have attained certification, we would like to remind you of the biennial continuing education requirement to maintain your certification.

To maintain certification, sixty hours of continuing education are required every two years. For persons certified prior to May 31, 2004, your requirement needs to be fulfilled by May 31, 2006. Federal project directors certified after May 31, 2004, are expected to fulfill continuing education requirements by their biennial anniversary date. If you are unable to fulfill your continuing education by the date required, you will have 90-days thereafter to fulfill the requirement. Unless extenuating circumstances such as illness or military service prevent CE completion, after the 90-day period has been exceeded without appropriate remedial action, the Certification Review Board will take action to revoke your certification.

In completing your continuing education requirement, we encourage you to assess your professional development needs in your capacity as a federal project director. Specifically, we encourage you to participate in continuing education activities appropriate for your certification level, current or future project management responsibilities, interests in attaining higher federal project director certification, or activities that focus on knowledge and skill areas that enhance project management



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capabilities of your program/site office. Documentation and verification of CE activities are the responsibility of the employee through CHRIS/ESS. Attached is a listing of activities that can be used to attain continuation education requirements.

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