

PMI Approved Centre Renewal Form

To be completed by all applicants who already administer PMI's exams

If there are **NO** changes to the centre from initial application then please complete this form and send it to the PMI with the relevant fee.

If there **ARE** changes made since application (or since the last annual renewal), then please complete the changes form and the PMI will contact you in regards of a new inspection.

Centre Contact Details

1 Exam Centre details

Name and address of applicant organisation:			
Telephone number:		Email:	

Name and address of proposed Exam Centre (if different from above):			
Telephone number:		Email:	

2 Contact details

Accountable person (e.g. Head of Centre) for quality assurance of PMI exams <i>[see declaration below]</i>	Name:	
	Job Title:	
	Address: <i>(if different from above)</i>	
	Tel:	
	Email:	

Please note: The person named above takes responsibility on behalf of the centre for the quality of exam administration at the centre, and for ensuring compliance with PMI requirements as set out in this form, in PMI's Centre Agreement and on other guidance material issued from time to time by PMI.

3	Declaration
<i>(To be made by the accountable person for quality assurance of the examination process)</i>	
<p>I confirm that the information provided in this form, and in the supporting documentation that accompanies it, is to the best of my knowledge complete and accurate.</p> <p>By adding my name to this form, I accept responsibility on behalf of this exam centre for compliance with PMI assessment regulations, processes, and practices, and for the safety, reliability, integrity and security of all PMI assessments (pre- and post-exam series). I also accept that breach of any of the criteria in this application constitutes malpractice or maladministration and could result in the loss of exam centre approval.</p>	
Name of accountable person:	
Role of job title:	
Date:	

Exams Officer	Name:	
	Job Title:	
	Address: <i>(if different from above)</i>	
	Tel:	
	Email:	
<p>Please note: <i>The person named as the Exam Officer will be responsible for the timely booking of learners onto PMI exams. The address of the exam centre provided above will be the address advertised to students as the exam venue so please ensure the address is accurate.</i></p>		