

**NOTE: COMPLETE STEP1, & ALL STEPS BASED ON NUMBER OF PARTICIPANTS YOU ARE SENDING (GROUPS ARE BASED ON 25 PARTICIPANTS EACH) AND EMAIL TO: [certification@evmi.com](mailto:certification@evmi.com)**

**Step 1 (COMPLETE ALL SECTIONS, SIGN & DATE):**

<b>1) Name of Sponsoring Organization:</b>
<b>2) Address of Sponsoring Organization:</b>
<b>3) Phone Number (including extension if applicable). All international phone numbers must include country code, city code before the number</b>
<b>4) Sponsoring Organization's Website:</b>
<b>5) Name of Manager/Supervisor Responsible for Payment of 25 or more Participants;</b>
<b>6) Work Email Address of Manager/Supervisor Responsible for Payment of 25 or more Participants;</b>
<b>7) Work Phone Number of Manager/Supervisor Responsible for Payment of 25 or more Participants;</b>
<b>8) Mailing Address of Manager/Supervisor Responsible for Payment of 25 or more Participants;</b>
<b>(9) Signature of Manager/Supervisor Responsible for Payment of 25 or more Participants;</b>
<b>Date:</b>

**Step 2: INCLUDE THE FULL NAMES OF 25 PARTICIPANTS FOR GROUP CASE STUDY**

	<b>FULL NAME OF PARTICIPANT(FIRST, MIDDLE, LAST NAME)</b>
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12	
13	
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Phone: **1.855.400.3864 (toll free)** [www.evmi.com/evmp](http://www.evmi.com/evmp) Email: [certification@evmi.com](mailto:certification@evmi.com)

MAILING: Earned Value Management Institute, 25 Catoctin Circle SE #1965, LEESBURG VA 20177 USA

**Step 3: INCLUDE THE FULL NAMES OF 50 PARTICIPANTS FOR GROUP CASE STUDY**

	<b>FULL NAME OF PARTICIPANT(FIRST, MIDDLE, LAST NAME)</b>
26	
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**Step 4: INCLUDE THE FULL NAMES OF 75 PARTICIPANTS FOR GROUP CASE STUDY**

	<b>FULL NAME OF PARTICIPANT(FIRST, MIDDLE, LAST NAME)</b>
51	
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**Step 5: INCLUDE THE FULL NAMES OF 100 PARTICIPANTS FOR GROUP CASE STUDY**

	FULL NAME OF PARTICIPANT(FIRST, MIDDLE, LAST NAME)
76	
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83	
84	
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# INSTRUCTIONS:

- 1) Complete all sections of Step 1
- 2) If you are sending 25 participants, complete Step 2
- 3) If you are sending 50 participants, complete Steps 2 & 3
- 4) If you are sending 75 participants, complete Steps 2, 3 & 4
- 5) If you are sending 100 participants, complete Steps 2 - 5
- 6) Upon completion of this form, scan and email to: [certification@evmi.com](mailto:certification@evmi.com)
- 7) Payment related information will be emailed directly to the Manager/Supervisor whose name appears on this form with full terms and instructions
- 8) All participants are required to complete their individual EVMP Certification Application form, EVMi Affidavit of Identity Form, send two 2x2 Passport sized pictures and CV/resumes as part of the Application process finalization

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