



IPMVP® – PMVA™ CERTIFICATIONS

RENEWALS



If you already have a PMVA and are expiring this December 2022, since you already have an ECMS record, you can start your renewal process by adding your Certification Qualifications.

- Log in to your account using your username (ECMSid) and password and, go to the Top menu **Client** then **My Client Information**.
- Go to **QUALIFICATIONS**. To start adding your qualifications click **Add to** create a record for each of the qualifications you will be filling in.
- In the **Applies to field**, make sure to select **PMVA RENEWAL CERTIFICATION** for each of the qualifications you upload.
- You will be able to add qualifications for Education, Work Experience, Published Professional Papers, Teaching Experience, M&V Plans, etc. and you can add as many records as you consider necessary to meet the criteria. If you had already added qualifications before, you may edit them, just make sure that the **Applies to field** is set to **PMVA RENEWAL CERTIFICATION**
- Once you have finished entering and updating your qualification information, go to **CERTIFICATIONS** and click on the pencil of the **Entering PMVA Renewal Qualifications record**. Set the Action to **Qualifications Entry Complete** and **Save** the record. This will send out a notification so that EVO starts reviewing your application.