



# How to Write PMP® Examinations



A Guide for the PMP® Examination Candidates

Business Beam

[www.businessbeam.com](http://www.businessbeam.com)

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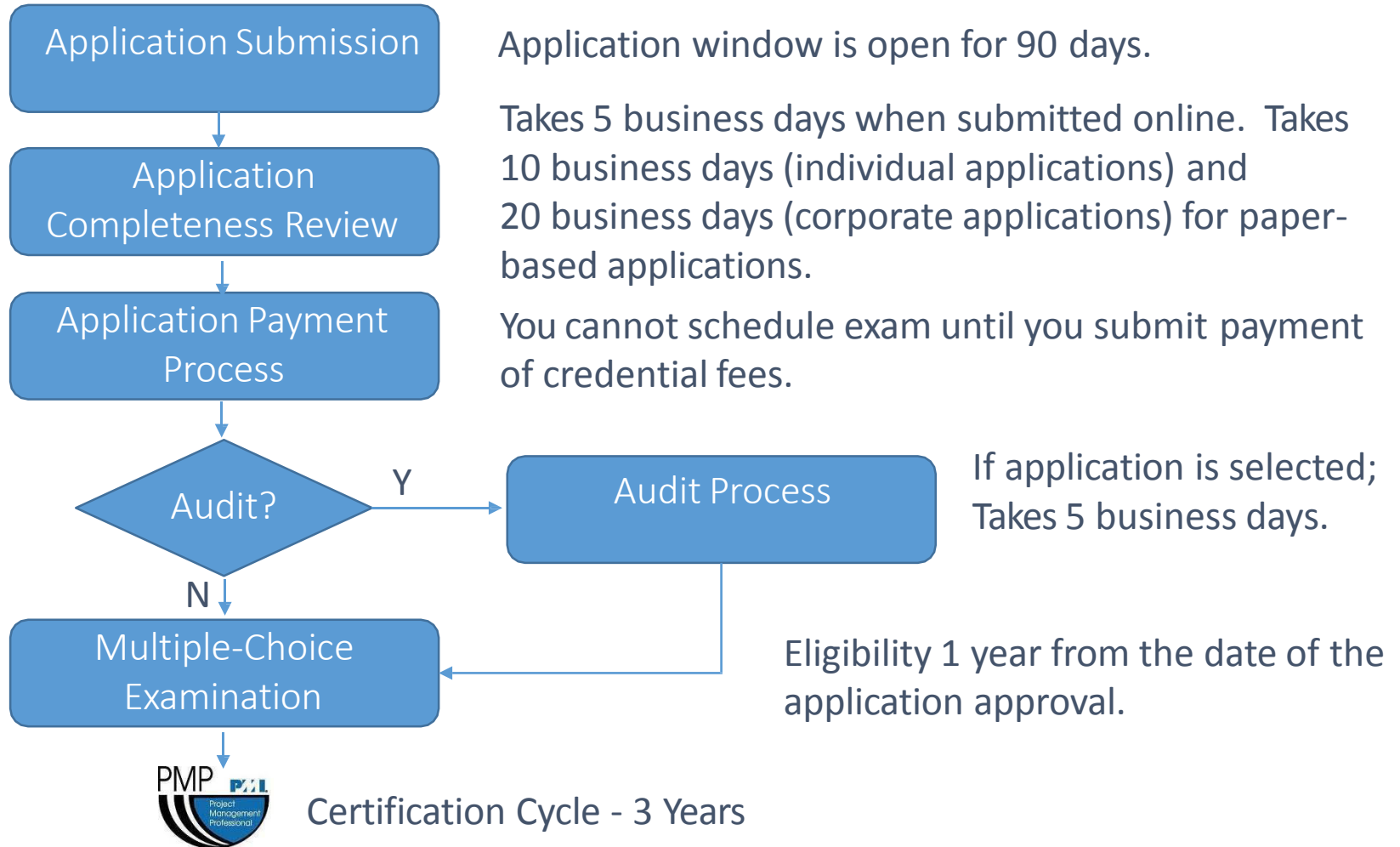
Section 1:

# Prerequisites for the Exam

How to Write PMP Examination?

## Section 1: Prerequisites for the Exam

# PMP Credential Process



## Section 1: Prerequisites for the Exam

# Eligibility Requirements



Educational Background	Project Management Experience	Project Management Education
High school diploma, associate's degree or global Equivalent.	Minimum five years / 60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks.	35 contact hours of formal education.

- OR -

Educational Background	Project Management Experience	Project Management Education
Bachelor's degree or global equivalent	Minimum three years / 36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks.	35 contact hours of formal education.

## Section 1: Prerequisites for the Exam

# Eligibility Requirements



- You can satisfy the educational requirements by demonstrating the successful completion of courses, workshops and training sessions offered by one or more of the following types of education providers:
  - A. Employer/company-sponsored programs
  - B. Training companies or consultants
  - C. Distance-learning companies, including an end-of-course assessment
  - D. University/college academic and continuing education programs

## Section 1: Prerequisites for the Exam

# Credential Fee



Item	For Members	For Non-Members
Computer Based Testing (CBT)	USD 405	USD 555
Paper Based Testing (PBT)	USD 250	USD 400
Reexamination (CBT)	USD 275	USD 375
Reexamination (PBT)	USD 150	USD 300
CCR Credential Renewal	USD 60	USD 150

# Credential Payment Process



- Once your online application has been processed and determined to be complete, PMI will send electronic notification to submit payment of the credential fee.
- This requires you to go back into the online certification system to complete the following steps:
  - Select your examination delivery method
  - Request a language aid for your examination, if appropriate
  - Request special accommodations for your examination, if necessary
  - Submit payment



# Credential Payment Process

- When credential payment is received, PMI will send electronic notification indicating one of the following next steps:
  - Examination scheduling instructions to help you schedule your examination
  - Application has randomly been selected for PMI's audit process
- If you are eligible to take the examination and you received examination scheduling instructions, you can schedule the examination appointment.
- If you have been selected for audit, you will be notified with instructions for how to comply with the terms of the audit.
- NOTE: If you send a paper application by postal mail, payment of the credential fee is expected to be received with the application

# Credential Payment Process



- Regardless of how you submit the credential application (online or by postal mail), you may submit payment for the credential fee either online or by postal mail.
  - Use the online certification system to submit credit card payment. This will enable the payment process to be expedited more quickly, Or
  - Mail a check or money order, or wire payment to the Global Operations Center. For all mail-in payments, please use the Credential Payment Form You will have to include your PMI identification number and user name.

# Refund Policy



- To obtain a refund for the PMP credential, you must submit a written request to PMI at least one month prior to the examination eligibility expiration date. PMI will retain a processing fee of US\$100 if you have not taken the examination. If your one-year eligibility period expired and you have not taken the examination, you will not receive a refund.
- PMI will not consider giving you a refund if you have taken the examination or have not provided the necessary cancellation/rescheduling notification to PMI's testing administration partner, Prometric, for a scheduled examination appointment.
- If you fail to meet audit requirements, you will receive a refund less a US\$100 processing fee.

# Audit Process



- The submission of an application indicates your agreement to comply with the terms of the audit process. All applications are subject to an audit, although only a percentage of applications are selected for audit. The selection of an application for audit is random.
- If your application is selected for an audit, you will be notified after payment of the credential fee is received. The electronic audit notification provides detailed information on how to comply with the terms of the audit.
- Note: While the selection process for an audit is primarily random, PMI reserves the right to select any candidate to be audited at any time, including after the credential has been bestowed. If you fail to meet the audit requirements after attaining the credential, you are not entitled to a refund.

# Audit Process



- During an audit, you will be asked to submit supporting documentation, e.g.:
  - Copies of your diploma/global equivalent
  - Signatures from your supervisor(s) or manager(s) from the project(s) and/or program(s) documented in the experience verification section of the application
  - Copies of certificates and/or letters from the training institute(s) for each course documented on the application to meet the required contact hours of project management education
- If you are able to provide the necessary documentation to meet the terms and requirements of the audit process, the audit should take about five business days to complete.



Section 2:

# Writing PMP® Examination

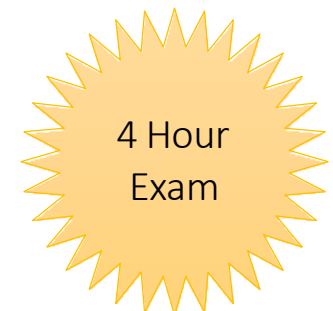
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# Exam Information

Domain	% of Questions
Project Initiation	11
Project Planning	23
Project Execution	27
Project Monitoring and Controlling	21
Project Closing	9
Professional and Social Responsibility	9

Scored Q's (175) + Unscored Q's (25) = Total 200 Questions

Four-Hour Exam



# Exam Scheduling Instructions



- Once payment of the credential fee has been received and processed, and if you have not been selected for PMI's audit process, PMI will send electronic examination scheduling instructions.
- The examination scheduling instructions confirm that you are eligible to take the examination. However, you may be subject to PMI's audit process after you gain eligibility to test.
- The examination eligibility period is one year. The eligibility period starts on the day your application was approved. You may take the examination up to three times within this one-year eligibility period should you not pass on the first attempt.



# Exam Scheduling Instructions

- The examination scheduling instructions direct you to the section of the Prometric website ([www.prometric.com/pmi](http://www.prometric.com/pmi)) where you can select and schedule your examination date and location.
- PMI recommends that you schedule the examination within the following time frames:
  - At least six weeks in advance of your preferred test date and
  - At least three months before the expiration of your eligibility period
- NOTE: You must retain the unique PMI identification code located on your scheduling notification. This code will be required to register for the examination.
- Please print and save all examination scheduling verifications and correspondence received from Prometric for your records.

# Cancellations and Rescheduling

## Examination Cancellation / Reschedule Policy

Examination Type	Time requirements
Computer-Based Testing (CBT)	<ul style="list-style-type: none"><li>• Two business days before the examination</li><li>• You should call Prometric directly and not the local site where you are scheduled to take the examination. Contact telephone numbers for Prometric are located on the examination scheduling instructions. You can cancel online by following the prompts on the Prometric website <a href="http://www.prometric.com/pmi">www.prometric.com/pmi</a>.</li></ul>
Paper-Based Testing (PBT)	<ul style="list-style-type: none"><li>• You must e-mail PMI at <a href="mailto:pbtexams@pmi.org">pbtexams@pmi.org</a> no later than 35 calendar days prior to the scheduled examination administration date. Include your name, your PMI identification number, group ID number, and the location of the PBT event in your e-mail. The group ID number is available on the Prometric website or from the PBT sponsor.</li></ul>

# Exam Site Requirements



- In order to be admitted into the Prometric testing center, you must bring a form of government-issued identification that includes English characters/translation and has both a photograph and a signature.
- If your government-issued identification does not display a photograph or a signature, a secondary identification may be used, which includes a photograph and/or signature (whichever is missing from the government-issued identification).
- Your identification must match your name exactly as it appears on the scheduling notification. You will not be permitted to test if the name on your government-issued identification does not exactly match the name on your scheduling notification. Neither PMI nor Prometric will make any exceptions to this policy.

# Exam Site Requirements



- If you do not provide the appropriate and/or matching identification, you will not be permitted to test and will be required to apply for reexamination and pay the reexamination fee in order to take the examination at a later date.
- The following are acceptable forms of government-issued identification: (a) Valid driver's license, (b) Valid military ID, (c) Valid passport, (d) Valid national identification card.
- The following are acceptable forms of secondary identification: (a) Valid employee ID, (b) Valid credit card with signature, (c) Valid bank (ATM) card.
- The following are not acceptable forms of identification: (a) Social Security cards, (b) Library cards.



## Section 3:

# After the Exam

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# Examination Results Notification

- Upon completion of the computer-based examination, you will receive a printed copy of your test results indicating the overall pass/fail status and important diagnostic information on your performance for each domain.
- The score report lists each domain with one of three possible proficiency levels:
  - Proficient – indicates performance that is above the average level of knowledge in this domain
  - Moderately Proficient – indicates performance that is at the average level of knowledge in this domain
  - Below Proficient – indicates performance that is below the average level of knowledge in this domain

# Examination Results Notification

- For computer-based examinations, in addition to receiving your test results at the test center the day you sit for the examination, you can also access your test results on the online certification system 10 days after your examination date.
- For paper-based examinations, you will not receive your results the day of the examination. You will be able to access your test results on the online certification system approximately six to eight weeks after your examination date.
- You will not see your certification status on the Online Registry until PMI receives your examination results from Prometric.
- If you do not pass the credential examination on your first attempt, you have two more opportunities to retest within your one-year eligibility period.

# Use of Your PMI Credentials

- Once you receive a passing score on your examination, you are granted a PMI credential. You may refer to yourself as a PMP as long as you have an active certification status.
- Within six to eight weeks, you will receive a credential package that includes: (a) Congratulatory letter, (b) Information on how to maintain and/or renew your credential, and (c) Credential certificate
- Both of these documents list your: (a) credential number and (b) your credential cycle dates
- You will want to file this information in a safe and easily accessible location. You will need to refer to it in order to maintain your credential.
- Until you receive your certificate package, you may use your score report (available online) to validate your credential status.



# Reexamination



- You are granted a one-year eligibility period in which to pass the examination. During the eligibility period, you may take the examination up to three times because candidates do not always pass the examination on their first attempt. Gauge your time carefully to leave enough time during the eligibility period to retake the examination, if needed.
- If you fail the examination three times within their one-year eligibility period, you must wait one year from the date of the last examination you took to reapply for the credential. However, after failing a credential examination three times, candidates may opt to apply for any other PMI credential, e.g., CAPM.

# Credential Maintenance



- Once you have attained the PMP credential, you must participate in the Continuing Certification Requirements (CCR) program to maintain an active certification status.
- The PMP certification cycle lasts three years from the date you pass the examination, during which you must attain no less than 60 Professional Development Units (PDUs) toward credential maintenance.
- Your active certification/CCR cycle begins the day you pass the PMP credential examination and ends three full years later.

# Online Credential Registry



- The online Credential Registry automatically lists names of all credential holders. This feature allows verification of credential holders for the benefit of employers, service purchasers and others. Users can search for credential holders by first name, last name, or by country.
- Credential holders can choose to be removed from the registry, so the absence of your name in the registry does not necessarily mean that you are not credentialed. You can opt out of inclusion in the registry or update your demographic information by visiting the PMI Members area of [www.PMI.org](http://www.PMI.org) if you are a PMI member. Non-members should contact Customer Care.



# Section 4: Disclaimer

How to Write PMP Examinations

## Section 4:

# Disclaimer



- Business Beam published this document to facilitate our training participants who wants to write PMP examination.
- The information mentioned in this document (exam pricing, availability, etc.) is copied from various websites. Business Beam is not the owner of this information. The respective information owner may change the information without any notice.
- Business Beam does not take any responsibility or liability of the examination results of any candidate. It is expected that all candidates will carefully understand the respective policies and procedures of Business Beam, Prometric, or Pearson VUE before writing any examination.



# Thank You!



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