

Welcome to the **Definitive PMP® Certification and Comprehensive PMP Study Guide**, the most in-depth online PMP® guide to help you familiarize and pass the Project Management Professional (PMP®) Exam by the Project Management Institute (PMI®) and obtain the Project Management Professional Certification credential.

While PMI® does provide you with a [PMP® Handbook](#) to provide you with basic information for the Project Management Professional Certification, you will get more questions than answers reading this book alone as it is written in a formal language and it does not provide detailed information on the “contact hours” and the “working experiences”, etc.

The Definitive PMP® Certification and Study Guide you are now reading will guide you through the PMP® PMI® Certification process from getting to know what is Project Management Professional Certification, finishing the PMP® application and examination to collecting PDUs to maintain your PMP® credential. It will answer almost all of your questions about the PMP® Certification in an easy-to-understand way

PMP® Certified in 9 Steps – Your PMP® Study Guide

The guide is divided into the following sections:

1. [What is PMP and Why become PMP?](#)
2. [Overview of the PMP® Certification Process](#)
3. [Resources Required for Getting and Maintaining the PMP® Credential](#)
4. [35 Hours of Project Management Education – How and Where to Get the Required PMP® Training?](#)
5. [PMP® Study Materials: PMBOK®, Reference Books and Practice Exams](#)
6. [Points to Note When Filling the Online Application Form](#)
7. [The PMP® Audit Process](#)
8. [Scheduling and Taking the PMP® Certification Exam](#)
9. [PMP Exam Tips](#)

1. What is PMP and Why become PMP?

Answer by PMI®: PMP® is the Go-to Certification for Project Managers

The **Project Management Professional (PMP®) Certification** is offered by the Project Management Institute (PMI®). The PMI® was the first organization in the world offering certification and credential program for project managers in recognition of their experience and expertise in the area of project management. PMP® was original developed in the US by project management practitioners. Over the years, PMI® has made important changes to the content of the examination so that the knowledge is now relevant internationally ([click here for a detailed description of the PMP® exam syllabus](#)).

The Project Management Professional Certification “objectively assesses and measures experience, education and professional knowledge—the foundation of competent practice as a project manager.” ~ PMI®

Project management related certification programs offered by PMI® includes:

- [Certified Associate in Project Management \(CAPM®\)®](#)
- [Project Management Professional \(PMP®\)®](#)
- [Program Management Professional \(PgMP\)®](#)
- [Portfolio Management Professional \(PfMP\)SM](#)
- [PMI® Agile Certified Practitioner \(PMI®-ACP\)®](#)
- [PMI® Risk Management Professional \(PMI®-RMP\)®](#)
- [PMI® Scheduling Professional \(PMI®-SP\)®](#)
- [OPM3® Professional Certification](#)

Of these, PMP® is the most popular and renowned certification of PMI®. It is also the most recognized and accepted project management certification in the world, particularly in the US, most parts of Asia (including India and China) and Australia. According to salary surveys, [accredited project managers tend to have higher salary than their un-certified counterparts](#).

Many international companies even make it a must for project managers to have the PMP® certification, especially in the information technology IT industry.

In an era where organizations are increasingly recognizing the true value of experienced and accredited project managers to the overall business goals, getting the PMP® credential will equip you with an professional edge for your career.

Answer by Us: Get PMP® If It Helps Your Career

While the picture painted by PMI® for the PMP® Certification is quite rosy, the value of PMP® is a heated debate these days especially when the total number of PMP® in the world tops 600,000.

[This article by Andrew Makar](#) quotes some of the view of current PMP®s. Most of them think PMP® is valuable, but more as a door opener to resume screening as the PMP® credential is a pre-requisite for some positions. However, real-life job experience counts more. It is somewhat a kind of fundamental education for serious project managers but NOT the guarantee to land you an esteemed job with higher salary than those without PMP®.

Eligibility for Project Management Professional Certification

Not everyone is eligible for the PMP® credential, that's why PMP® Certification is a much sought after certification these days, especially in the IT industry where there is always a shortage of skilled professionals.

You are eligible to apply for the certification if you have either:

- a **secondary degree** (e.g. high school diploma, associate's degree) with at least **5 years** of project management experience with **7,500 hours** leading and directing projects

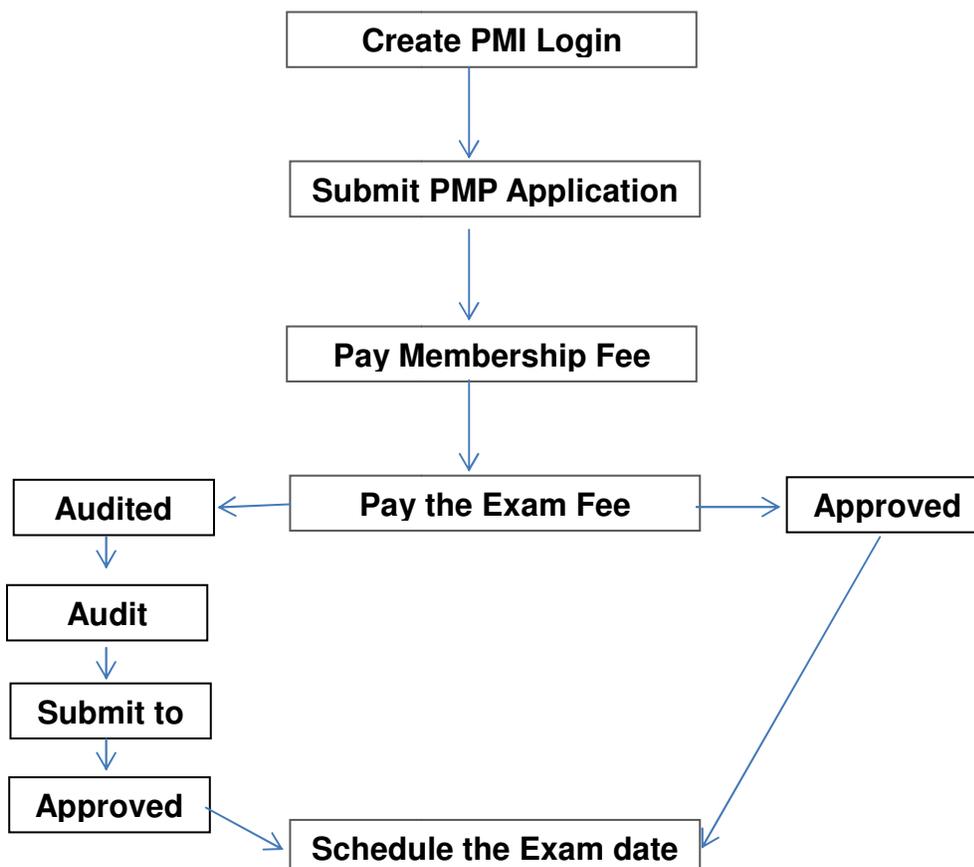
- a **four-year degree** (e.g. bachelor's degree) with at least **3 years** of project management experience with **4,500 hours** leading and directing projects

The experience of leading and directing projects must involve **initiating, planning, executing, monitoring and closing a project**— the “5 process groups” as defined by PMI® in the PMBOK® Guide. However, there is NO minimum for experience in each process group, you can in theory report 0.01 hour for one process group and still be eligible for the PMP® exam (*in theory only* as this is a signal that you might not be able to pass the PMP® exam as you don't have enough practical experience for that process group).

2. Overview of the PMP® Certification Process

Pursuing the PMP® Certification might well be one of the best decisions for your career development as you will gain the valuable credential behind your name once you passed the PMP® Exam. However, if you are new to PMP®, chances are that you may find the **PMP® Certification Process** and PMP® requirements a bit complicated when you rely on reading the 56-page PMP® Handbook alone. There are lots of requirements and time events involved in the PMP® Certification process and many of the contents seem Greek to beginners.

Fortunately, flowcharts are a great tool to help simplifying complicated procedures and concepts. The flowchart below summarizes all the important process involved in the process of getting PMP® certified which is especially beneficial to visual learners to get a mental route of the whole process



The PMP® Certification Process and PMP® Requirements Step-by-step

1. **PMP® requirements 1:** Get enough project management working experience
 - If you have a **secondary degree** (e.g. high school diploma, associate's degree) : at least **5 years** of project management experience with **7,500 hours** leading and directing projects
 - If you have a **four-year degree** (e.g. bachelor's degree) : at least **3 years** of project management experience with **4,500 hours** leading and directing projects
 - What is project management experience?
 - You need not be assigned the title 'project manager' but you must carry the responsibility of managing the project.
 - The experience must involve all the 5 process groups of the project management lifecycle (i.e. initiating, planning, directing, monitoring & controlling and closing the project, *you will know more about these after your 35 hours of project management education*). However, you do not need to be involved in all the 5 process groups *for every project*.
 - The experience must be gained through engaging in **project management** works (i.e. you have to manage the project, not working for part of the project managed)
 - If you don't have the required project management experience, you might consider the Certified Associate in Project Management Certification (CAPM®) which is also offered by the Project Management Institute (PMI®). There is no experience requirements for taking the CAPM® exam. [Further information on CAPM® can be found here.](#)
2. **PMP® requirements 2:** Have the required **35 Hours of Project Management Education**
 - The project management education can be any lessons on project management which does not need be based on the PMBOK® Guide issued by PMI® taken at any time before your PMP® application. Examples can be project management component in your degree curriculum, evening short courses in project management, etc.
 - If you have NOT received the project management education yet, you should seriously consider PMP® prep courses that are accredited by PMI® (termed as PMI® Registered Education Provider (R.E.P.)) in order to also assist your PMP® Exam preparation.

3. Apply for the PMP® Certification at <http://certification.pmi.org>. You will need to sign up an account first. Once you beginning fill in the application form, you can store the data at PMI®'s server for 90 days, after which your information will be deleted forever.
4. *It is highly advised to apply and pay for being a member of PMI® (annual membership fee of US\$129, extra US\$10 for the first year) to enjoy the discounted PMP® Certification fee, a downloadable copy of PMBOK® Guide and the online PMP® exam reference books. Although the PMI® members is not mandatory for applying for the PMP® Certification, your saving with **the discounted PMP® fee will justify the first year's membership fee.***
5. Submit your application and wait to get the approval from PMI® for the application
6. Pay the PMP® certification/examination fee online. Currently the fee is US\$405 for members and US\$555 for non-members.
7. If being selected for an **PMI® audit**, submit the required documents (i.e. proof of working experience, academic achievement and 35 hours of project management education) to PMI® by mail for approval. If you are selected, you will get **an email immediately** after you have settled the exam fee; if no audit email is received, then it is safe to assume that an audit is not required.
8. Schedule the PMP® Exam at Prometic (the URL will be sent to you by PMI® through email). The date of the examination should be within 1 year of submitting the fee. If you are selected for an audit, the date will be postponed to the approval date of your audit. You can have **up to 3 chances** (to be charged separately for each try) to take the PMP® exam within the 1-year validity period.
9. Sit and pass the PMP® Exam. *Or, retake the exam if failed.*
10. Upon passing the exam, you are a PMP® immediately and the 3-year PDU cycle begins. Your PMP® certificate will be mailed to you within 6-8 weeks. You can also request a PMP® lapel pin to be mailed to you free of charge.
11. Collect 60 PDUs per 3-year cycle to maintain the PMP® credential.
12. Report the PDUs to PMI® and apply for credential renewal once you have collected enough PDUs. The renewal fee is US\$60 for members and US\$150 for non-members. The new certificate will be mailed to you within 6-8 weeks.

3. Resources Required for Getting and Maintaining the PMP® Credential

When considering whether to pursue the PMP® Certification, the first thing you will need to do is to estimate the **PMP® Certification cost, time and efforts** required and whether these are within your allowance before diving into your PMP® study. PMP® is a really hard examination that requires a lot of time and efforts. This post will give you some ballpark figures on the cost and amount of time to begin working with.

Input: Time and Effort

The PMP® Certification Exam

Just as any examination, the time and effort required for preparing the PMP® Certification varies widely from PMP® to PMP®. Some can pass it with just 1 week of study while others spend over 6 months to be fully prepared. According to [a recent survey of PMP®s](#), PMP® candidates mostly need to spend at least 2 months for PMP® study. From the survey we have done, it was found that the average PMP® needs to spend around 3 hours each day on PMP® study. The time also varies a lot. Some needs 4 hours per day while some just need 1-2 hours.

But for the sake of simplicity, let's assume that it takes **2 months of really hard study with 3 hours each day** for successfully passing the PMP® Certification exam.

Renewing Your PMP® Credential

PMI® requests every PMP® to earn at least 60 PDUs for each 3-year cycle. Each PDU is equivalent to 1 hour of project management education or service. You will need an extra of 60 hours each 3 year to renew your PMP®, plus the administration time for keeping and reporting the PDUs.

Input: Money – The PMP®
Certification Cost

The PMP® Certification Exam

The following is an estimation for the normal people without previous project management education. Items for the PMP® Certification cost may include the following:

1. Signing up for a PMI® membership (**US\$139**)
2. The PMP® Certification Fee (**US\$405**)
3. [35 Hours Project Management Education](#) (~**US\$200**, depending on courses)
4. PMP® Exam Prep Reference Book (~**US\$100**, depending on courses)

The PMP® Certification cost would be around **US\$1000** here. However, be reminded that the budget would go over US\$2000 if you choose a PMP® boot camp and acquire some paid PMP® practice exam.

Renewing Your PMP® Credential

After you have successfully passed the PMP® Certification exam, you will be required to earn at least 60 PDUs per 3-year cycle. There are many ways to earn your PDUs for free, yet as the PDUs are classified as categories that may have upper limits per cycle, you will at least need to pay for the PMI® membership fee in order to earn enough PDUs. Again for simplicity, let's assume that you just make use of the PDU opportunities provided by PMI® as a member, you will need to pay US\$129 X 3 for each 3-year cycle, i.e. **US\$ 387**.

4. 35 Hours of Project Management Education – How and Where to Get the Required PMP® Training?

The PMP® training required for Project Management Professional Certification candidates is also known as “35 Contact Hours of Project Management Education”. The term “**contact hours**” **does NOT stipulate that the PMP® training must be obtained through fact-to-face classroom education**. This is perhaps the biggest confusion PMP® candidates may have over the PMP® certification.

In fact, according to the survey of 100 PMP®s, the majority of them obtain their contact hours education certificate through online courses while only around 18% attends classroom training:

In short, online learning is much cheaper, offers more flexibility and opportunities to repeat the course lectures while face-to-face classroom training allows you to have a more focused preparation and direct interaction with the instructor. It all depends on which mode suits you most and your budget. You may read more [about the benefits of each mode of PMP® training from the survey report](#).

However, we at StarPMO emphasize the value of class room training as a class room training helps not only for certification but also understanding the concepts of project management.

Confused Terms: Contact Hours vs PDU

From time to time, you may see contact hours and PDU used interchangeably on some PMI® R.E.P. providers’ websites. In fact, “**Contact Hours**” refers to the project management education required for applying for PMP® Certification, i.e.the education **before becoming a PMP®** while “**PDU**” refers to Professional Development Units for certified project managers, i.e. the education **after becoming a PMP®**.

The confusion arises as a result of PMI® allowing the same course by R.E.P. to be used by both non-PMP® to obtain "Contact Hours" and PMP® to obtain "PDU". For the time being, you should aim at "Contact Hours".

5.PMP® Study Materials: PMBOK®, Reference Books and Practice Exams

Among **PMBOK® Guide**, **PMP® exam prep books** and **practice exams**, many consider the PMBOK® Guide as necessary for the PMP® Certification exam as it is published by the PMI® which includes the body of knowledge for project management. However, as said in the PMP® Exam Content Outline:

Although many of the domains, tasks, knowledge, and skills outlined by the PMP® Examination Content Outline are also covered by the PMBOK® Guide, there are some that are unique to the PMP® Examination Content Outline. Candidates studying for the examination will certainly want to include the current edition of the PMBOK® Guide as one of their references, and would be **well advised to read other current titles on project management**.

PMP® candidates are advised to study the PMBOK® Guide as well as other current titles on project management. But which are the “current titles”? How to know if I have read the “correct” current title? This is where the PMP® exam prep books come to the rescue. Some PMP®s say that the PMBOK® Guide might include around 80% (according to their exam experience) of the materials for the PMP® Exam, the PMP® exam prep books they read provides the rest 15% of the materials. Therefore the combination of the PMBOK® Guide and one or two additional PMP® exam prep book(s) should be sufficient to help candidates to pass the PMP® exam.

The PMBOK® Guide

An FREE electronic copy of the PMBOK® Guide can be downloaded from the PMI® website once you become a member. But you should note that it is a encrypted password-protected watermarked PDF file which you cannot copy the text. But it allows you to print out a copy for offline use.

In the [survey with 100 PMP®s](#), only around 5% of them did not read the PMBOK® Guide for the PMP® exam. The majority of them (54%) read it once while others read the Guide

twice or more. It is highly advisable that you read the PMBOK® Guide at least once for your PMP® exam preparation.

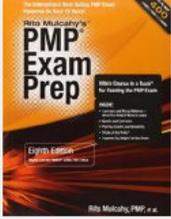
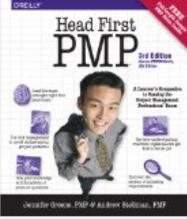
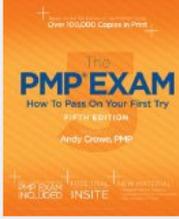
When reading the PMBOK® Guide, chances are that you cannot make sense of it and would like to give up on your PMP® Certification preparation. **Hold on**, many candidates feel the same, this is the reason why there are so many PMP® Exam prep books and guides on the market. Read the section below.



PMP® Exam Prep Books / PMP® Exam Study Guide

Many PMP® candidates find reading and understanding the PMBOK® Guide alone really hard if not impossible. If you are one of them, the following PMP® Certification reference books may help you. These exam prep books aim to make the PMBOK® Guide more accessible by explaining the concepts in an easier-to-understand manner. Some books also give more background information and try to organize the concepts of the PMBOK® Guide in a more memorable way.

In addition, many of these PMP® exam prep books include more related concepts and facts that might be tested on the PMP® exam. Listed below are the most popular and recommended PMP® Exam prep books

<p>🏆 1st</p> <p>Rita's</p>  <p>👍 71</p>	<p>🏆 2nd</p> <p>Head First</p>  <p>👍 36</p>	<p>🏆 3rd</p> <p>Andy Crowe</p>  <p>👍 18</p>
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6. Filling the Online Application Form

The online application form for PMP® Certification is very straight forward. The only part that you will need to pay special attention to is **Project Management Experiences** which will consume most of your time to figure the information out.

But please do not wait until you have finished studying your PMP® study materials to begin your **PMP® Certification application**. Filling the form and fixing the exam date early will help to focus on your study.

Filling the PMP® Online Application Form

When filling your project management experiences, you will need to:

- Give a title to each project
- Specify your role in the project (which is usually **different from your job title**, e.g. Project Leader, Project Coordinator, Project Expeditor, etc.)
- Add name and contact methods of your supervisor
- Fill in the number of hours used on each process groups:
 - Initiating the Project
 - Planning the Project
 - Executing the Project
 - Controlling and Monitoring the Project
 - Closing the Project
- Compose the project description of around 500 characters which should include: **a brief description of the project, objectives, key deliverables, project outcome, as well as your personal role.**

The above needs to be repeated for each and every project you have submitted. Here is a sample form for the project experience record



Building Professionalism in project management. TM

Project Management Institute

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E-mail: pmihq@pmi.org, Internet: www.pmi.org

Mobile Website Development: OVERVIEW

Started Dec 2011	Through Mar 2012
Project Role Project Leader	Primary Industry Education

Mobile Website Development: ORGANIZATION DETAILS

Job Title
Design and Production Officer

Organization Name
[REDACTED]

Address Line 1
[REDACTED]

Address Line 2
[REDACTED]

Address Line 3
[REDACTED]

City
[REDACTED] State/Province/Territory [REDACTED] Zip/Postal Code [REDACTED]

Country
[REDACTED]

Phone Number
[REDACTED]

Contact Name
[REDACTED]

Contact Relationship
Manager/Director

Contact E-mail
[REDACTED] Contact Phone Number [REDACTED]

Mobile Website Development: PROJECT DETAILS

Initiating the Project	Planning the Project	Executing the Project	Controlling and Monitoring the Project	Closing the Project
10.00	120.00	200.00	80.00	40.00

Description
Objectives: to develop a mobile website for web presence on mobile devices
Deliverables: the mobile website and documentation

In response to the increasing traffic access from mobile devices, a project for mobile website was initiated by the senior management and I was appointed project leader. As this was a relatively new technology, a lot of time was spent on gathering stakeholder and technical requirements. QA and testing plan were also developed to ensure quality. The deliverables were accepted by the stakeholders in meetings.

Points to Note

In order to **avoid being audited / pass the audit smoothly**, you will need to:

- Estimate your project hours on your own computer or notebook first (i.e. not to repeatedly save and amend on the online form which might send a signal to PMI® for an audit)
- The start date for the first project and the end date of the last project should cover a period 3 years for degree holders / 5 years for secondary degree holders.
- PMI® will recognize only 40 hours for each week of work (as PMI® emphasizes work-life balance and is against over-time work).
- Try to contact your project supervisors to seek their approval of the hours you will claim for each project, **make sure you can reach them easily and they are willing to help you.**
- **No need to include every project** during the period, include projects up to a point when the total project hours reaches the required minimum (4,500 hours for degree holders / 7,500 hours for secondary degree holders), that would save you some time in case of an audit.
- Include **large projects** first, in case you are requested an audit, you will have less work to do.
- **When composing the project descriptions, use PMI® terms** like: project charter, project deliverables, sponsor, stakeholders, scope, schedule, quality management, acceptance of deliverables, etc. and in particular your role in the project. **It is advisable to have read the PMBOK® Guide before composing the descriptions.** Failure to do so may prompt PMI® to ask you for a rewrite of the project description.
- You can download a copy of your form as a PDF file for reference / records.
- PMI® website will only store your information for **90 days** after which your record will be deleted from its server.
- Before submitting your application, you are required to read and agree to the Project Management Institute's **Code of Ethics and Professional Conduct.** Do read the code and learn by heart as the principles will be tested on the PMP® exam as situational questions.

7.The PMP Audit Process

The **PMP® audit process** is a bit of a mystery. PMI® does not disclose the rate or number of candidates selected for the audit. They just indicate that the selection is on a random basis.

From various sources on the internet, it was guessed that around 5%-25% (rough order of magnitude) of US candidates and as low as 0.5% of international candidates would be audited by PMI®. The worst thing is that you do not know whether you will be selected for an PMP® audit process when settling the payment. **It is only revealed immediately when payment is received by PMI®.**

The PMP® audit process is a quality assurance procedure to maintain the highest quality of the PMP® certification. Do prepare for an audit when applying for the PMP® exam:

- keep a folder with supporting documents (e.g. e-mails, project plans, meeting minutes or project charters) for each and every project you have listed on your PMP® application
- seek approval for your manager/director on the number of hours to be reported for each and every project before filling in the form

With these preparation, you should be able to pass the audit smoothly.

The PMP® Audit Package

In the PMP® audit, PMI® requests PMP® candidates to:

- Verify **academic education**
 - a photocopy of the degree certificate is enough
- Verify **35 contact hours of Project Management Education**
 - a photocopy of the project management education certificate by R.E.P. is enough, however if you obtain the education as part of a degree course or from other providers, the course outline would need to be included
- Verify **Project Management Experience**

- PMI® will put all the information of your project experience as individual PDF files (i.e. one PDF per project). You will need to print them out and send them to your **supervisors/managers for endorsement and signing**. PMI® also requests your supervisors/managers to put each experience record form into a separate sealed envelope with signature on the sealed flap.
- PMI® also allows all the experience record form by the same supervisor/manager to be put in one single sealed envelope. *"If one person is verifying multiple projects for the same company, they can fill out one form and initial or highlight on the Experience Record the projects that they are verifying"*.
- Each PDF file consists of 3 pages. The 1st page contains all the details of the project while the 3rd. Below is a sample of the 2nd page which needs to be signed by your supervisor.



Building Professionalism in project management. TM
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Project Management Experience Audit Report

PMI ID Number Reference Experience Number

Last Name, First Name

PMP(SM) Experience Verification Form

The PMI credentials are the most recognized credentials in project management. To maintain and enhance the high standard of these credentials PMI must ensure that project management practitioners who apply for the PMI credential examinations meet the predefined requirements for eligibility. One way in which PMI works to ensure that all educational and experiential requirements are met and the integrity of its credentials are maintained is to conduct candidate audits. The applicant who has presented you with this form has been randomly selected to participate in this audit. Please verify the accuracy of the candidate's experience presented on the Project Management Experience Report by providing your signature and contact information in the spaces below. Please place these forms in an envelope, seal and sign your name over the back flap and return it to the candidate. PMI appreciates your assistance in preserving the value of our credentials.

I hereby verify that the information provided is correct. Yes or No

If NO, please provide the reason; if additional space is needed, continue on the back of this page:

Name: _____
Title: _____
Organization: _____
Address: _____
Phone Number: _____ Email: _____

Signature

Once all the documents are ready, you will need to put all the documents into a large envelope and mail it back to PMI® at:

PMI® Global Operations Center

14 Campus Blvd., Newtown Square, PA 19073-3299 USA

Upon arrival of the package, it will take PMI® 5 – 7 days to review and process your documentation. It is said that PMI® will send you an acknowledge email upon receipt of the verification package. However, there may be a delay of several days. *So don't worry if you do not receive the acknowledge email in normal postage time.* The receipt acknowledge and the verification confirmation email may arrive you in roughly the same time.

8.Scheduling and Taking the PMP® Certification Exam

Schedule PMP® Exam

In the approval email sent to you by PMI®, there is a **PMI® Eligibility ID** allowing you to **schedule PMP® exam** at the Prometric website. Prometric is a global provider of testing services . You can also find the Eligibility ID on the PMI® website after you have logged in your account.

It was a bit strange that PMI® bury the Prometric URL deep inside the [Exam Scheduling Instructions PDF file](#). For your convenience the URL to schedule PMP® exam is <http://prometric.com/PMI®>.

Follow the instructions below and make the exam appointment on Prometric website. Select an exam center that is convenient to you. Note that some Prometric test center is very busy that you might need to wait weeks before a vacancy is available. Also, be sure to check that the centre will not be relocated before your test date as some candidates found out just one day before the exam that the center was relocated.



NEW APPOINTMENT: APPOINTMENT VERIFICATION

- Information Review
- Privacy Policy Review
- Eligibility Information
- Appointment Selection
- Test Center Selection
- Date and Time Selection
- Additional Information
- Appointment Verification**
- Appointment Complete

Appointment Verification

To complete your appointment, you must:

Verify your appointment information

Press the "Complete Appointment" button

Name: [Redacted]
Program Name: Project Management Institute
Appointment Name(s): PMP - Project Management Professional
Test Center Code/Site Name: [Redacted] [Test Center Info, Driving Directions](#)
Test Center Address: [Redacted]
Test Center Phone #: [Redacted]
Appointment Date: 07 Nov 2013
Appointment Time: 9:00 AM
Appointment Duration: 4:30

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.

By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.

[< Back](#) [Complete Appointment](#)

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1. Select your geographical location from the dropdown menu, click "Next"
2. Select "**Schedule an Appointment**" to schedule PMP® exam
3. Read through the examination information, click "Next"
4. Agree to the Policies and Data Privacy Notice
5. Enter your **PMI® Eligibility ID** and the first four letters of your last name, click "Next"
6. Select your preferred test center and click "Schedule an Appointment"
7. Select your exam date and time. Only those dates in blue is available dates in the calendar. Pick the date and a time slot, click "Next"

8. Confirm your contact information, fill in a valid email address to receive the examination confirmation email, and click "Next"
9. Review your appointment details, and click "Complete Appointment"
10. The examination confirmation details and your unique 16 digit confirmation number will be displayed on the screen. You will also get this information in the confirmation email. (There is no need for you to print the exam confirmation for the exam, however having a printed copy with you when attending the exam is always advisable.)

Reschedule PMP® Exam Policy

PMP® candidates are allowed to reschedule the exam date up to 2 days before the exam through the URL above. However, administration fee may apply according to the following fee arrangement:

1. **Beyond 30 days** (not counting the exam date): no fee
2. **Within 30 days and 2 days before the exam:** a fee of US\$70
3. **Within 2 days:** no refund, all fees forfeited

On the Day of PMP® Exam

Remember to arrive early at the examination centre (usually 30 minutes earlier). If you need to travel far to the examination centre, it is advisable to book a hotel room in the vicinity of the centre lest you will not be late for the examination (beware: the staff at the examination centre might refuse you to taking the exam if you are late).

It is also advisable to **check again your exam venue on the Prometric website**. There are quite a few reported cases that **the exam venue was relocated but not communicated with the candidates**. Play on the safe side by searching for the examination centre online to make sure they are still operating at the address you have.

Accidents are inevitable. Some past candidates could not take the PMP® exam at the schedule date owing to technical or power issues. It is frustrating for sure. But stay clam, do

ask for clarification from the attending staff. Urge them to contact PMI® for directions. Remember: **don't ever leave the exam centre without any written proof of the situation.**

Exam Taking Strategies for the PMP® Exam

While there are virtually countless number of ways for your to attempt the PMP® exam, the following six ways are considered to be the most effective to help you get the correct answer.

1. **Read the Question First** – read the question and come up a correct answer without even looking at the answer choices. The benefit is that you can have a clear head and will not be confused by some similar choices.
2. **Read the Answers First** – read the answer choices first before reading the question. This will help you to search for tips in the questions and is especially suited for long and wordy questions.
3. **Eliminate the Wrong Ones** – among the four answer choices, there is usually one or two obviously wrong, eliminate them first so that you can concentrate on finding the best among the remaining two.
4. **Look Out for Special Words** – when you are reading the questions, always look out for absolutes like “always”, “all”, “never”, “none”, “only”, etc. these are often valuable hints for choosing the best answer.
5. **Read Thoroughly** – this is the traditional way of tackling multiple choice questions, you read the question word by word from the beginning to the end. This is called the “non-strategy” you just do what others are doing.

The following two are for calculation type questions:

1. **Forward Calculation** – read the question, choose the correct PMP® formula and calculate the answer first before looking at the choices.

2. **Backward Calculation** – in case you are not sure about how to do the calculation, use the answer choices to fit into a number of formulas to arrive at the situation as described in the question, i.e. you work backward from the answer to the question.

9.Exam Tips

Several Days Before Test – What to Do?

The PMP® Test date is drawing near, time to get prepared for the big day. Follow the tips below to ensure you stay in the best conditions for the exam.

Must Follow

- Sleep well the night before
- Plan ahead when you will take a break
- Take care not to fall ill

Recommended

- Try to visit the exam centre beforehand
- Take time off before the exam day
- Skim through the study notes you have prepared
- Glance through The PMBOK® Guide glossary
- Practice more mock exams if you have time
- Relax
- Do exercise

On the Day of Test – What to Do?

Today is your big day. Don't worry and be confident. Several hours later, you will get the respected PMP® after your name.

Must Follow

- Arrive at the exam venue early
- Bring a jacket/coat, the exam venue may be cold
- It is better not to put anything in your pockets, the centre staff will require you to show your pockets
- Relax

Recommended

- You should be dressed comfortably and confidently
- Report to the exam venue staff if you arrive early
- You may use the headphone provided by the centre staff if you are sensitive to noise
- You should eat before the exam
- You may bring a snack to the exam centre and store it in the locker

During the Test – What to Do?

Only 4 more hours to go, but this is the **most important moment** for your whole PMP® preparation. Know your strategy and know the exam skills. Rock the PMP® Exam!

Must Follow

- Stay positive, have confidence in yourself
- The first few questions may seem more difficult, keep calm and move on
- The real exam might take you more time than practice exams
- Read all the questions **carefully**

- Even if you don't know the answer, try to fill in an answer before moving on
- Relax by breathing deeply
- Begin the exam tutorial before creating the braindump
- Stay calm

Recommended

- Try to write down a braindump if that helps
- Break down the PMP® exam into 4 sets of mini exams
- Take a break to help refocus
- Simile to relax
- Look out for tricky questions
- When seeing the words "except", "never", "best", "most likely" etc., watch out!
- Review all formulas questions
- If time is running out, no need to mark questions for review
- Try not to change your original answers too frequently

How If I Failed the PMI® PMP® Test?

Even with the best preparation, sometimes things just do not work. Don't be discouraged. There are many successful PMP®s who have walked this way. According to unofficial sources, the fail rate is as high as 40%. Let the lessons learned from those who fails the first attempt accompany you through this hard times:

- Don't worry, there are two more chances to take

- Try to study from the basics for the second preparation
- Try to relax first, e.g. going on a trip