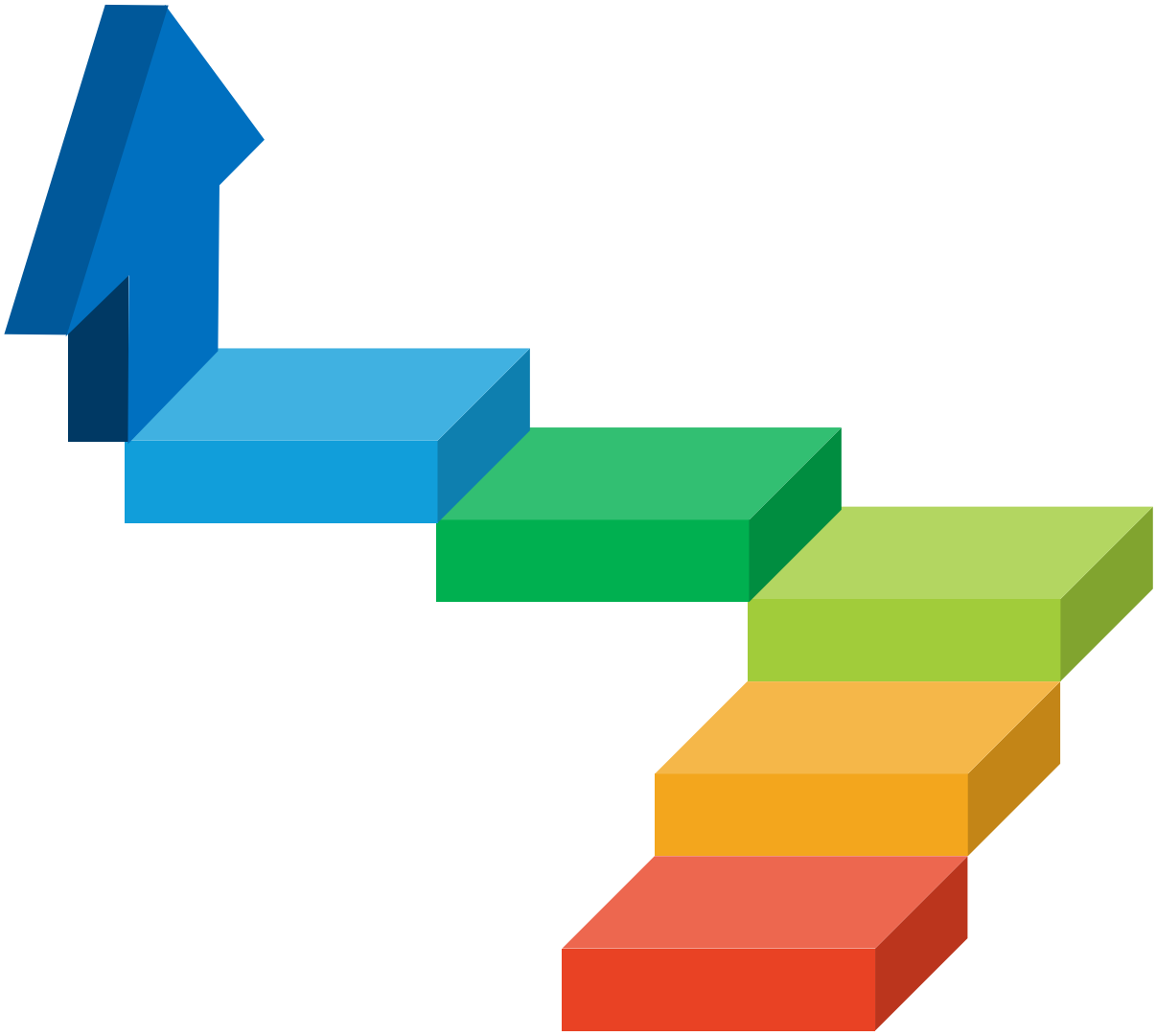
PMP®



STEPS TO PMP® CERTIFICATION

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STEPS TO PMP® CERTIFICATION

1	Read the PMI Credentials Handbook
2	Ensure your eligibility for PMP
3	Consider becoming a PMI Member
4	Complete 35 required contact hours
5	Complete the PMI Application
6	Sign up for the PMP Exam
7	Study hard and have a plan
8	Take PMP Exam Prep Workshop
9	Take the Exam
10	Earn 60 PDUs in 3 years

Step 1:

Read the Project Management Professional (PMP)® Handbook

The PMI® has published a PMP Certification Handbook which you can find at:

www.pmi.org/-/media/pmi/documents/public/pdf/certifications/project-managementprofessional-handbook.pdf

This handbook contains information on how you can apply for PMP certification. PMI requires that all PMP certification applicants read this entire handbook. The purpose of this handbook is to provide you with important information about the policies and procedures for obtaining and maintaining the PMP certification.

Step 2:

Make Sure You are Eligible to Become a PMI Certified Project Manager

To be eligible for the PMP certification, you must meet certain educational and professional

experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission. For complete details see the Handbook.

Educational Background	Project Management Experience	Project Management Education
Secondary degree (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 the project	35 contact hours of formal education
OR		
Four-year degree(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 the project	35 contact hours of formal education

In both cases, you must also show that you have had 35 contact hours of project management training. All formal project management related training is eligible. There is no time restriction on when this training took place. Generally speaking, one contact hour is equivalent to one hour of training or instruction received.

Step 3:

Consider Becoming a PMI Member

There are a number of advantages to becoming a member of PMI, including:

1. As a PMI member you receive a free A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Courses and the current version of certification exams are mainly based on the content of the PMBOK® Guide, thus it is necessary to have a copy of this book in digital or hardcopy form

2. The PMP certification exam fee is reduced for PMI members. This savings means the cost of the discount exceeds the cost of joining PMI

3. Members receive access to discounted publications, research papers and the Project Management Journal

4. PMI Members are also eligible to join local Chapters for many types of events, professional development and networking opportunities

Step 4:

Compete the required training for minimum 35 contact hours

The three critical project management skillsets needed by project managers today are illustrated by the PMI® Talent Triangle™:

1. Technical Project Management

2. Leadership

3. Strategic and Business Management

The Project Management Institute Registered Education Provider (PMI R.E.P.) designation is the highest mark of excellence in project management training. R.E.P.s are organizations approved by PMI to offer project management training. R.E.P.s are often preferred by organizations to develop effective project teams and by individuals seeking certification and continuing education.

Institute i4 is a PMI R.E.P. and offers over 20 courses aligned to the PMI® Talent Triangle™ to support the professional development of aspiring and professional project managers. To see the complete list of offerings visit:

https://institutei4.com/

Project Management Institute
Registered Education Provider

Step 5:

Complete the PMI Application and Secure Approval

Filling out a PMP application can be a tedious task, so advance preparation is recommended and you are encouraged to use the online certification system.

Here is what you should have available:

- Education Credentials
- Number of contact hours completed and where
- All the projects you worked on that will count towards your project management experience
    - Start date, end date
    - Exact number of hours worked broken down by the 5 Process Groups
    - Point of contact and their contact information (e.g. manager, sponsor, colleague)
    - A description of the work you did using PMI terminology

Once an application has been approved, you have a one-year eligibility period to take the PMP Exam.

Step 6:

Sign up for the PMP® Exam

The exam eligibility period (the period of time during which you are able to test) is one year from the approval of your application. PMI sends examination instructions and directs you to the Prometric Website (www.prometric.com/PMI) where you can select and schedule your examination date and location. Prometric is PMI's examination administration partner.

Schedule your exam well in advance to secure your place. You should select a date and location at least three months before the expiration of your eligibility period, but allow enough study time.

Step 7:

Study Hard and Have a Plan

Studying for the PMP Exam is a serious personal commitment. Everyone learns and prepares differently but the important point is to create a plan that works for you — a study plan. Define how many hours you will study every day, how many chapters of the PMBOK® Guide you will read, and how many sample questions you will answer. Be sure you are referencing the most recent edition of the PMBOK® Guide!

Be prepared that some sections of the PMBOK® Guide will be easy for you to learn. Other sections may be challenging concepts or you may lack the professional experience to understand easily.

Additional reading can help to clarify concepts. Free online practice tests are very practical to test your knowledge and more comprehensive test simulations can be purchased.

Step 8:

Take a PMP® Exam Prep Workshop

As your PMP Exam date gets closer, it is very important to identify your areas of strength and weakness relative to the PMBOK® Guide. This feedback allows you to focus on those areas that require more study or practice in order to pass the exam.

Taking a classroom PMP Exam Prep Workshop will help you understand your challenging areas in the PMBOK® Guide. An experienced course leader can help improve your performance on the PMP® Exam by reviewing concepts, identifying your study focus areas and providing test-taking strategies.

Find details about Institute i4 PMP® Exam Prep Workshop at:
https://institutei4.com/home/pmp-training/

Step 9:

Take the PMP® Exam.

The PMP examination is comprised of 200 multiple-choice questions – and is administered by computer. Of the 200 questions, 25 are considered pretest questions. Pretest questions do not affect the score and are used to test the validity of future examination questions. All questions are randomly placed throughout the examination. The allotted time to complete the computer-based exam is four hours.

The allocation of questions in each domain that are included in the PMP Exam is as follows:

PMP Exam Blueprint	
From the PMP Examination Content Outline	
Domain	**Percentages of Questions**
Initiation	13%
Planning	24%
Executing	31%
Monitoring and Controlling	25%
Closing	7%
Total	**100%**

PMP® Certification Handbook, 2017

Step 10:

Create a 3-year plan to earn 60 PDUs aligned to the PMI® Talent Triangle

Once you pass the PMP Exam and become a certified project manager, you are entitled to use the PMP® behind your name. However, you are not a PMP for life. You will need to collect 60 PDUs, every three years, to renew your certification. PMI's Continuing Certification Requirements (CCR) program supports the ongoing educational and professional development of PMI certification holders. These guidelines are outlined in the PMI CCR Handbook, available at: https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/project-management-professional-handbook.pdf As a PMI R.E.P., Institute i4 is proud to offer Professional Development Units (PDUs) for over 20 different courses. We support PMI accredited professionals to fulfil their continuing certification requirements and ultimately to advance their careers and achieve greater success in today's complex and changing organizations. To learn more about Institute i4 courses with PDU's, aligned to the PMI® Talent Triangle™, visit: https://institutei4.com/

PMP® Certification Handbook, 2017

https://institutei4.com