



5 STEPS TO PMP CERTIFICATION

STEP 1

Get started

- ✓ Check eligibility requirements
- ✓ Register for a free MyPMI account
- ✓ Open your application

1

First, ensure you are eligible to apply for PMP certification. Create or log into your free **MyPMI account**, it will be your dashboard throughout your PMP journey.

[Register Here](#)

Open your application.

TRAINING

Need the required 35 training hours? **PMI Authorized PMP Exam Prep** is available online, on-demand so you can learn at your own pace or with live instruction from an **Authorized Training Partner**.

If you hold CAPM certification, you do **not** need 35 hours of training to be eligible to apply for PMP certification.

STEP 2

Your application is on its way

- ✓ Enter your education, experience, and exam details
- ✓ Submit your application

2

There are 3 steps to complete your application: Education, Experience and Exam options.

1. **Enter your education and training.** Indicate your highest level of education; the years and country in which you studied.
2. **Share your experience** – the name of the project, and details about your role on each project. Remember to focus on your role and responsibilities for the project; not as much on the project itself.
3. **Enter your details for the exam**, like where you plan to sit for the exam and if you'll need any accommodations. And you are done! Just click **SUBMIT APPLICATION**.

STEP 3

We're reviewing your application

- ✓ Watch your inbox for next steps
- ✓ Build your study plan

3

You will receive an email notification informing you of next steps. If your application is randomly selected for audit, don't worry – the audit process is straightforward and can be completed online.

CONSIDER YOUR OPTIONS

It's a great time to build your study plan and begin thinking about how you would prefer to take the exam. A few questions to consider:

- **How do you study best?** Alone when it fits your schedule, or when you commit to a partner or group at a specific time?
- **Would you prefer** to sit for the exam at a Test Center near you? Or online from your home or office? *Online Proctored Testing availability is subject to change.*
- **Do you need to complete any paperwork** to ensure payment or reimbursement from your employer?

STEP 4

Congratulations! Your application has been accepted

- ✓ Pay your exam fee
- ✓ Schedule your exam
- ✓ Commit to your study plan

4

Now is the time to put your study plan into action. Don't wait to schedule your exam – not only will it give you a deadline (like any successful project), but you will also have the best choice of dates and locations for you.

Next step is to pay your exam fee. Just click **PAY FOR EXAM** in your MyPMI dashboard and in a few clicks, you will be one step closer to PMP certification.

EXAM PREP

Looking for the best ways to prepare for exam day? These PMI-authorized tools will help get you there:

PMI Study Hall™

The affordable app that has everything you need to prepare for PMP exam success – a plan, lessons and practice.

— or —

If you just want to practice so you know what to expect on exam day, try our **PMI® Authorized PMP® Practice Exam**

STEP 5

You're almost there, so keep exam day in sight.

- ✓ Follow your study plan and practice
- ✓ Stay calm and envision your best outcome

5

Next step: Exam Day. You've paid the exam fee. You have your exam date (if not, do it! Keeping exam day in sight helps you focus and commit to your study plan. Add it to your calendar – it will be an experience to celebrate.)

Since you qualified for PMP certification, you already have the experience, knowledge and skills you need to become a certified **Project Management Practitioner (PMP)®**. Trust yourself, sharpen your skills with your study plan—reach out if you need help or advice—and brush up for the exam.

You're investing in yourself – and you are worth it.