



PMP® CERTIFICATION CHECKLIST

This checklist outlines the key activities that you will need to complete in order to be fully prepared for the PMP® Certification Examination. For more information on PMP certification preparation including a comprehensive set of frequently asked questions, please go to www.praxismi.com.

Due Date	Activity	Done
Today	Submit application for PMI membership (optional). Joining PMI gives you a discount on the test registration fee. www.pmi.org	<input type="checkbox"/>
Today	Submit application for PMP Certification Examination. www.pmi.org After your application has been processed, you receive an exam eligibility letter.	<input type="checkbox"/>
Today	Select a method of study: <ul style="list-style-type: none"> ◆ Praxis' PMP Exam Boot Camp provides four days of complete immersion in the PMBOK® Guide, as well as exam simulations, discussion and memorization drills to ensure that you are ready to pass. We recommend taking the real PMP exam at an authorized Prometric testing center on the 5th day. ◆ Many study guides are commercially available. We recommend Rita Mulcahy's book. ◆ Buy a PMP Testing tool. Praxis recommends PM Final™ because it has hundreds of questions across all knowledge areas and lets you track your progress. ◆ Many other e-learning programs are available – beware that not all e-learning is created equal. Look for more than just an animated slide show. Interactive exercises are necessary to test your knowledge. 	<input type="checkbox"/>
Today or as soon as you receive study materials	Schedule time off from work (ideal) or block weekend and evening times to focus on PMP study. Don't put too much time between study sessions or between study and the exam. You'll lose valuable information from your short-term memory.	<input type="checkbox"/>
Day You Are Accepted by PMI	Pay for your exam through PMI. Schedule exam appointment at a Prometric Test Center. Your exam eligibility letter will provide specific details for scheduling your exam. http://www.prometric.com	<input type="checkbox"/>

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Next 30 -180 days	Stick to your study plan! It's too easy to put off study with work and family commitments.	<input type="checkbox"/>
Test Day minus 2 days	Gather materials and prepare for your exam appointment. Be sure you have: <ul style="list-style-type: none"> ◆ PMP Certification Examination confirmation letter ◆ PMP Certification Examination test appointment confirmation ◆ Two forms of identification, including at least one photo ID (e.g., driver's license, passport, credit card) - make sure your name appears on both pieces of identification exactly as it appears on your PMP Examination Confirmation letter from PMI ◆ <i>Non-programmable</i> calculator ◆ Casual, comfortable clothes (include a sweater or jacket) 	<input type="checkbox"/>
Test Day	Take the PMP certification exam.	<input type="checkbox"/>
Test Day Plus 3 years	Earn at least 60 Professional Development Units (PDUs) to maintain your certification.	<input type="checkbox"/>



About Praxis Management International

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